



Harrison County General Health District
Board of Health Meeting Minutes
July 20, 2023

Meeting Location: Harrison County Health Department – Room 1124

Call to Order: Jayn Devney called the meeting to order at 1:04 PM.

Board Members Present:

Jayn Devney
Dr. Scott Pendleton, DVM
Mr. Kent Murray

Absent:

Dr. Dan Jones, DO
Ms. Melissa Powers

Staff and Other Members Present:

Megan Smolenak, Health Commissioner
Katie Norris, Deputy Health Commissioner
Teresa Koniski RN, Director of Nursing
Erika Battistel, Environmental Director
Sam Farmery, Fiscal Officer in Training
John Carr, PHEP Coordinator

Absent:

Leann Cline, Accreditation Coordinator
Bonnie Snider, Fiscal Officer

Consent Agenda Discussion:

Board of Health members and staff discussed a consent agenda and that Board members are responsible to read the consent agenda ahead of time and come prepared for the meeting. Dr. Pendleton stated items can be pulled out of the consent agenda if further discussion is needed.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the July 20, 2023, BOH meeting consent agenda including the minutes of the June 15, 2023, Harrison County Board of Health meeting and the monthly activity report. Motion to approve moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor’s Financial Report for month ending June 30, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. June 2023 Revenue received totaled: \$62,053.45
 - a. June 2022 Revenue received totaled: \$36,282.59
2. June 2023 Expenses paid totaled: \$123,335.68
 - a. June 2022 Expenses paid totaled: \$86,879.41
3. June 30, 2023 ending balance: \$1,831,859.86
 - a. June 30, 2022 ending balance: \$1,724,310.95

Report Period: June 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	June	2022 YTD	MTD	YTD	June	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$15,945.51	\$48,387.60	\$4,500.48	\$32,119.66	\$58,534.48	\$311,140.88	\$55,655.86	\$363,453.24	\$1,665,689.04	\$1,562,521.86
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$538,772.65	\$0.00	\$520,922.34						
E001-E02 Private Water	\$8,853.37	\$514.00	\$7,118.00	\$1,153.00	\$5,232.00	\$1,731.84	\$9,923.03	\$78.00	\$3,130.56	\$6,048.34	\$10,404.58
E001-E03 Food Service	\$6,662.34	\$240.00	\$22,033.81	\$310.75	\$38,831.75	\$3,430.33	\$16,089.49	\$4,535.76	\$30,756.33	\$12,606.66	\$28,793.11
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$0.00	\$632.50	\$0.00	\$160.00	\$148.57	\$228.57	\$551.23	\$870.00
E001-E06 Camps	\$11.28	\$0.00	\$5,131.25	\$0.00	\$5,231.25	\$0.00	\$550.00	\$2,176.74	\$4,660.29	\$4,592.53	\$5,754.13
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.30	\$55.00	\$360.00
E001-E11 Septics	\$4,354.61	\$3,060.00	\$18,510.22	\$1,283.00	\$15,311.63	\$3,847.28	\$17,231.33	\$1,498.46	\$6,499.11	\$5,633.50	\$9,172.14
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$0.00	\$13,325.24	\$262.02	\$1,182.62	\$297.52	\$6,120.64	\$27,019.80	\$32,473.99
E001-E14 PHEP Grant	\$26,938.12	\$0.00	\$18,038.00	\$0.00	\$0.00	\$8,004.85	\$32,089.84	\$5,857.01	\$25,408.00	\$12,886.28	\$20,130.50
E001-E17 WPCPLF Program	\$5,453.45	\$0.00	\$0.00	\$1,680.00	\$17,813.75	\$0.00	\$0.00	\$600.00	\$49,075.00	\$5,453.45	\$5,115.20
E001-E18 WIC Grant	\$6,166.78	\$8,451.50	\$46,181.62	\$7,291.42	\$41,268.15	\$10,352.63	\$47,103.42	\$6,602.62	\$42,454.51	\$5,244.98	\$8,872.53
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$1,899.99	\$0.00	\$6,130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,907.48	\$13,953.16
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$461.33	\$2,483.04	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,066.74	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,792.34	\$8,874.79	\$0.00	\$0.00	\$21,825.21	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$2,389.29	\$6,013.02	\$0.00	\$3,451.63	\$45,851.78	\$57,486.23
E001-E31 Enhanced Operations	\$0.00	\$1,132.44	\$12,716.44	\$15,025.87	\$48,243.60	\$1,465.68	\$14,182.12	\$5,570.33	\$53,813.93	-\$1,465.68	-\$6,234.89
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$1,294.35	\$4,849.45	\$0.00	\$887.15	\$25,842.36	\$46,314.83
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,973.64	\$0.00	\$5,049.71	\$1,733.76	\$10,757.11
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$14,944.47	\$5,038.07	\$12,465.39	\$4,758.36	\$22,637.88	\$3,858.54	\$16,323.93	-\$7,693.41	-\$3,807.23
E001-E36 Public Health Workforce Grant	\$0.00	\$32,710.00	\$32,710.00	-	-	\$21,405.49	\$54,115.49	-	-	-\$21,405.49	-
Grand Total	\$1,620,184.81	\$62,053.45	\$767,092.05	\$36,282.59	\$757,527.26	\$123,335.68	\$555,417.00	\$86,879.41	\$612,107.23	\$1,831,859.86	\$1,724,310.95

Motion to approve the **June 2023 Program Cash Balance Report** and that the report be filed for audit moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Katie presented July 2023 purchase orders in the amount of \$1,095.00 for Board review and approval.

23-310	E000-E17	Insurance/License	\$400.00	Blanket
23-314	E000-E17	Insurance/License - Westfield Insurance	\$695.00	Regular

Katie noted that PO 23-310 was a resubmission due to miscommunication of closing out POs with the Auditor's office. The department had to resubmit PO 23-310 in the amount of \$400.00, which is less than the \$1,100.00 approved by the Board during June's meeting.

Motion to approve the **July 2023 purchase orders** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

A voucher report for period 06/16/2023 – 07/20/2023 was presented to Board members for viewing and approval in the total amount of \$33,843.11 as follows: Supplies: \$13,189.77; Equipment: \$43.00; Utilities: \$1,795.93; Contract Services: \$2,311.42; Mileage/Expenses: \$1,922.32; State Fees: \$3,209.30; Contingencies: \$4,518.87; Insurance/License: \$78.50; Accreditation Fees: \$5,600.00; and Dues/Fees: \$1,174.00.

Motion to approve the **voucher report** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



HARRISON COUNTY

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Katie presented a letter the Fiscal division sent to the Harrison County Auditor dated July 12, 2023, requesting the setup of **Revenue Code: R0220-E001-E37 for Public Health Workforce FY23** and to increase revenue in Line Item E001-E37 in the amount of \$20,000.00 (letter attached).

Motion to accept the **setup of Revenue Code: R0220-E001-E37** for Public Health Workforce FY23 and Line Item E001-E37 revenue increase of \$20,000.00 moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Katie presented a letter the Fiscal division sent to the Harrison County Commissioners dated July 12, 2023, related to receiving the Notice of Award for Public Health Workforce FY23 Grant; therefore, requesting a **\$20,000.00 appropriation increase in Line Item E000-E02: Supplies** (letter attached).

To Harrison County Board of Health
County Expenditure Report
Board of Health Meeting Date: July 20, 2023

<u>General Health Account</u>		<u>6/15/23 Allocation</u>	<u>Adjustments</u>	<u>Approved 7/20/23/23</u>
E000-E01	Salaries	\$977,500.00	\$0.00	\$977,500.00
E000-E02	Supplies	\$78,285.27	\$20,000.00	\$98,285.27
E000-E03	Equipment	\$55,249.79	\$0.00	\$55,249.79
E000-E05	Utilities	\$22,800.00	\$0.00	\$22,800.00
E000-E06	Contract Services	\$207,286.97	\$0.00	\$207,286.97
E000-E07	Mileage/Expense	\$32,138.00	\$0.00	\$32,138.00
E000-E09	Advertising/Printing	\$12,400.00	\$0.00	\$12,400.00
E000-E10	PERS	\$136,850.00	\$0.00	\$136,850.00
E000-E11	Workers Compensation	\$7,707.40	\$0.00	\$7,707.40
E000-E12	Medicare	\$14,210.23	\$0.00	\$14,210.23
E000-E13	State Fees	\$26,072.00	\$0.00	\$26,072.00
E000-E14	Contingencies	\$15,000.00	\$0.00	\$15,000.00
E000-E15	Health Insurance	\$175,983.00	\$0.00	\$175,983.00
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$5,100.00	\$0.00	\$5,100.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$5,400.00	\$0.00	\$5,400.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
Grand Totals		\$1,784,232.66	\$20,000.00	\$1,804,232.66

IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>6/15/23 Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$600,000.00	\$0.00	\$600,000.00
E000-E02	Supplies	\$20,000.00	\$0.00	\$20,000.00



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E000-E03	Equipment	\$40,000.00	\$0.00	\$40,000.00
E000-E05	Utilities	\$10,000.00	\$0.00	\$10,000.00
E000-E06	Contract Services	\$87,333.52	\$0.00	\$87,333.52
E000-E07	Mileage/Expense	\$7,000.00	\$0.00	\$7,000.00
E000-E09	Advertising/Printing	\$4,000.00	\$0.00	\$4,000.00
E000-E10	PERS	\$84,000.00	\$0.00	\$84,000.00
E000-E11	Workers Compensation	\$2,000.00	\$0.00	\$2,000.00
E000-E12	Medicare	\$8,700.00	\$0.00	\$8,700.00
E000-E13	State Fees	\$17,000.00	\$0.00	\$17,000.00
E000-E14	Contingencies	\$15,000.00	\$0.00	\$15,000.00
E000-E15	Health Insurance	\$117,666.48	\$0.00	\$117,666.48
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$4,000.00	\$0.00	\$4,000.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00
E000-E40	Dues/Fees	\$5,000.00	\$0.00	\$5,000.00
E000-E41	Promotional Items	\$4,000.00	\$0.00	\$4,000.00
Grand Totals		\$1,033,950.00	\$0.00	\$1,033,950.00

		6/15/23		New
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$9,000.00	\$0.00	\$9,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E06	Contract Services	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$1,000.00	\$0.00	\$1,000.00
E000-E10	PERS	\$1,260.00	\$0.00	\$1,260.00
E000-E12	Medicare	\$130.50	\$0.00	\$130.50
E000-E13	State Fees	\$3,000.00	\$0.00	\$3,000.00
E000-E15	Health Insurance	\$2,500.00	\$0.00	\$2,500.00
Grand Totals		\$20,390.50	\$0.00	\$20,390.50

		6/15/23		New
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$25,000.00	\$0.00	\$25,000.00
E000-E02	Supplies	\$100.00	\$0.00	\$100.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$3,500.00	\$0.00	\$3,500.00
E000-E12	Medicare	\$362.50	\$0.00	\$362.50
E000-E13	State Fees	\$2,600.00	\$0.00	\$2,600.00
E000-E15	Health Insurance	\$6,000.00	\$0.00	\$6,000.00
Grand Totals		\$39,562.50	\$0.00	\$39,562.50

		6/15/23		New
<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>



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E000-E02	Supplies	\$150.00	\$0.00	\$150.00
E000-E07	Mileage/Expense	\$400.00	\$0.00	\$400.00
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
Grand Totals		\$710.00	\$0.00	\$710.00

		6/15/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E06 Camps</u>				
E000-E01	Salaries	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$600.00	\$0.00	\$600.00
E000-E10	PERS	\$420.00	\$0.00	\$420.00
E000-E12	Medicare	\$43.50	\$0.00	\$43.50
E000-E13	State Fees	\$550.00	\$0.00	\$550.00
E000-E15	Health Insurance	\$800.00	\$0.00	\$800.00
Grand Totals		\$5,413.50	\$0.00	\$5,413.50

		6/15/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E07 Tattoo</u>				
E000-E07	Mileage/Expense	\$360.00	\$0.00	\$360.00
Grand Totals		\$360.00	\$0.00	\$360.00

		6/15/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E11 Septic</u>				
E000-E01	Salaries	\$19,000.00	\$0.00	\$19,000.00
E000-E02	Supplies	\$500.00	\$0.00	\$500.00
E000-E07	Mileage/Expense	\$1,800.00	\$0.00	\$1,800.00
E000-E10	PERS	\$2,660.00	\$0.00	\$2,660.00
E000-E12	Medicare	\$275.50	\$0.00	\$275.50
E000-E13	State Fees	\$2,600.00	\$0.00	\$2,600.00
E000-E15	Health Insurance	\$4,200.00	\$0.00	\$4,200.00
Grand Totals		\$31,035.50	\$0.00	\$31,035.50

		6/15/23		New
		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
<u>E12 RHWP</u>				
E000-E01	Salaries	\$4,000.00	\$0.00	\$4,000.00
E000-E02	Supplies	\$6,000.00	\$0.00	\$6,000.00
E000-E07	Mileage/Expense	\$200.00	\$0.00	\$200.00
E000-E09	Advertising/Printing	\$1,500.00	\$0.00	\$1,500.00
E000-E10	PERS	\$560.00	\$0.00	\$560.00
E000-E12	Medicare	\$58.00	\$0.00	\$58.00
E000-E15	Health Insurance	\$1,000.00	\$0.00	\$1,000.00
E000-E17	Insurance/License	\$1,000.00	\$0.00	\$1,000.00
E000-E40	Dues & Fees	\$200.00	\$0.00	\$200.00
Grand Totals		\$14,518.00	\$0.00	\$14,518.00



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<u>E14 PHEP Grant</u>		<u>6/15/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E01	Salaries	\$47,000.00	\$0.00	\$47,000.00
E000-E02	Supplies	\$3,500.00	\$0.00	\$3,500.00
E000-E03	Equipment	\$3,000.00	\$0.00	\$3,000.00
E000-E05	Utilities	\$800.00	\$0.00	\$800.00
E000-E06	Contract Services	\$16,500.00	\$0.00	\$16,500.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$6,580.00	\$0.00	\$6,580.00
E000-E12	Medicare	\$681.50	\$0.00	\$681.50
E000-E17	Insurance/License	\$100.00	\$0.00	\$100.00
Grand Totals		\$80,161.50	\$0.00	\$80,161.50

<u>E17 WPCLF</u>		<u>6/15/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E06	Contract Services	\$100,453.45	\$0.00	\$100,453.45
Grand Totals		\$100,453.45	\$0.00	\$100,453.45

<u>E19 WIC</u>		<u>6/15/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E01	Salaries	\$73,000.00	\$0.00	\$73,000.00
E000-E02	Supplies	\$5,500.00	\$0.00	\$5,500.00
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$11,400.00	\$0.00	\$11,400.00
E000-E06	Contract Services	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$1,500.00	\$0.00	\$1,500.00
E000-E09	Advertising/Printing	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$10,220.00	\$0.00	\$10,220.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$1,058.50	\$0.00	\$1,058.50
E000-E15	Health Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$200.00	\$0.00	\$200.00
Grand Totals		\$104,878.50	\$0.00	\$104,878.50

<u>E22 Cribs for Kids</u>		<u>6/15/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E02	Supplies	\$3,000.00	\$0.00	\$3,000.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
Grand Totals		\$3,300.00	\$0.00	\$3,300.00

<u>E24 Veggie U</u>		<u>6/15/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E02	Supplies	\$800.00	\$0.00	\$800.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00



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Grand Totals		\$1,100.00	\$0.00	\$1,100.00
		6/15/23		New
<u>E26 CO-20 Crisis Response Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$3,000.00	\$0.00	\$3,000.00
E000-E02	Supplies	\$1,836.50	\$0.00	\$1,836.50
E000-E10	PERS	\$420.00	\$0.00	\$420.00
E000-E12	Medicare	\$43.50	\$0.00	\$43.50
Grand Totals		\$5,300.00	\$0.00	\$5,300.00

		6/15/23		New
<u>E27 CT-20 Contact Tracing Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$23,000.00	\$0.00	\$23,000.00
E000-E02	Supplies	\$4,146.50	\$0.00	\$4,146.50
E000-E10	PERS	\$3,220.00	\$0.00	\$3,220.00
E000-E12	Medicare	\$333.50	\$0.00	\$333.50
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
Grand Totals		\$30,700.00	\$0.00	\$30,700.00

		6/15/23		New
<u>E28 Stigma Reduction Initiative</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$15,000.00	\$0.00	\$15,000.00
E000-E07	Mileage/Expenses	\$1,000.00	\$0.00	\$1,000.00
E000-E09	Advertising/Printing	\$5,000.00	\$0.00	\$5,000.00
Grand Totals		\$21,000.00	\$0.00	\$21,000.00

		6/15/23		New
<u>E31 Enhanced Operations(E022) & (E023)</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$20,000.00	\$0.00	\$20,000.00
E000-E02	Supplies	\$4,410.00	\$0.00	\$4,410.00
E000-E07	Mileage/Expense	\$500.00	\$0.00	\$500.00
E000-E10	PERS	\$2,800.00	\$0.00	\$2,800.00
E000-E12	Medicare	\$290.00	\$0.00	\$290.00
E000-E15	Health Insurance	\$2,000.00	\$0.00	\$2,000.00
Grand Totals		\$30,000.00	\$0.00	\$30,000.00

		6/15/23		New
<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$15,000.00	\$0.00	\$15,000.00
E000-E02	Supplies	\$4,374.31	\$0.00	\$4,374.31
E000-E03	Equipment	\$6,000.00	\$0.00	\$6,000.00
E000-E07	Mileage/Expense	\$500.00	\$0.00	\$500.00



HARRISON COUNTY

Public Health

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 Cadiz, OH 43907-1282
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 HealthDepartment@harrisoncountyohio.org

E000-E10	PERS	\$2,100.00	\$0.00	\$2,100.00
E000-E12	Medicare	\$217.50	\$0.00	\$217.50
E000-E15	Health Insurance	\$2,500.00	\$0.00	\$2,500.00
Grand Totals		\$30,691.81	\$0.00	\$30,691.81

		6/15/23		New
<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E11	Workers Compensation	\$5,707.40	\$0.00	\$5,707.40
Grand Totals		\$5,707.40	\$0.00	\$5,707.40

		6/15/23		New
<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$26,500.00	\$0.00	\$26,500.00
E000-E02	Supplies	\$5,805.75	\$0.00	\$5,805.75
E000-E03	Equipment	-\$600.00	\$0.00	-\$600.00
E000-E07	Mileage/Expense	\$200.00	\$0.00	\$200.00
E000-E09	Advertising\Printing	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$3,710.00	\$0.00	\$3,710.00
E000-E12	Medicare	\$384.25	\$0.00	\$384.25
E000-E15	Health Insurance	\$7,000.00	\$0.00	\$7,000.00
Grand Totals		\$45,000.00	\$0.00	\$45,000.00

		6/15/23		New
<u>E36 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$110,000.00	\$0.00	\$110,000.00
E000-E02	Supplies	\$18,171.48	\$0.00	\$18,171.48
E000-E03	Equipment	\$8,000.00	\$0.00	\$8,000.00
E000-E05	Utilities	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$15,400.00	\$0.00	\$15,400.00
E000-E12	Medicare	\$1,595.00	\$0.00	\$1,595.00
E000-E15	Health Insurance	\$24,833.52	\$0.00	\$24,833.52
Grand Totals		\$180,000.00	\$0.00	\$180,000.00

		6/15/23		New
<u>E37 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$0.00	\$0.00
E000-E02	Supplies	\$0.00	\$20,000.00	\$20,000.00
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$0.00	\$0.00	\$0.00
E000-E10	PERS	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$0.00	\$0.00	\$0.00
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00



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Grand Totals	\$0.00	\$20,000.00	\$20,000.00
01/01/2023 Temp. Expense Allocation Total			\$1,784,232.66
7/20/23 Expense Allocation Adjustment			
Total			\$20,000.00
Grand Total Approved 7/20/23			\$1,804,232.66

Motion to accept the **appropriation increase in E000-E02: Supplies** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Katie presented **Resolution 2023-146** WHEREAS The Harrison County Board of Health met in regular session on July 20, 2023, to consider the January 1, 2024, temporary budget for the Harrison County General Health District. THEREFORE, be it resolved by the Harrison County Board of Health to approve and submit in the temporary budget in the amount of \$3,257,428.56 for the year commencing January 1, 2024, for consideration of the County Budget Commission (resolution attached).

Motion to approve **Resolution 2023-146** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Jayn asked Katie if she believed the County Commissioners would have any questions regarding carryover monies. Katie stated she didn't anticipate any questions from County Commissioners regarding the carryover; however, Dr. Pendleton did add that previous Commissioner Bethel inquired about carryover monies roughly three years ago. At that time, Dr. Pendleton explained to Commissioner Bethel that the department averaged roughly \$100,000.00 in carryover and it would be utilized to build programs.

Old Business:

- Accreditation Update: Megan advised the department submitted for accreditation on Friday July 14, 2023, and will not hear of the department's accreditation status until PHAB's August or November meetings.
- COTS Update: Megan advised she received an MOU from COTS.

After discussion, motion to **consider the MOU and decline invitation to join** was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- TSG Social Archiving: Katie advised that TSG does not offer social archiving services and that other Harrison County entities do not utilize social archiving services. Dr. Pendleton advised staff to reach out to the state for guidelines regarding record retention for social media.
- Lyme Disease Presentation: Dr. Pendleton mentioned his October Lyme Disease talk and checked the status of planning. The talk will be titled "Ticks for Hunters & Farmers." Megan added the idea of reaching out to the OSU Extension educator to include 4H youth and their families in the presentation's target audience.

- TSG Update: Dr. Pendleton asked how the new IT company was working out. Katie replied the technicians are great to work with and responsive to issues; however, Katie hopes to improve communication with the TSG service manager. WIC now has VPN access so they can access the server offsite. Jayn asked if the department is completely rolled over to the new server. Katie answered she thought so but could ask for a definitive answer from TSG.

New Business:

- Policy Update: Megan stated the department is forming an internal policy committee made up of staff members from each respective division that will help during the policy overhaul and draft policies for the Board to act on.
- Environmental Wash-Rite Unlimited Wash Option: Erika presented a flyer for Unlimited Wash-Rite Express Car Wash in Wintersville. Previously, the Board approved a \$15 car wash per month for each Environmental employee; however, Erika requested the Board consider the unlimited plan that would cost an additional \$20 per month on top of what the Board already approved, totaling \$65 per month.

Motion to approve the proposal of **three Environmental health employees to sign up for the Wash-Rite unlimited** service as outlined by Erika was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 2 in favor and 1 against.

Kent Murray moved to enter executive session at 1:46 PM to consider the compensation of a public employee. Megan Smolenak, Health Commissioner was asked to remain in executive session. Roll call to vote to enter executive session:

Jayn Devney	yes
Dr. Scott Pendleton	yes
Kent Murray	yes

The Board of Health exited the executive session at 1:52 PM and returned to regular session.

Motion to move Katie Norris off probationary status with a 5% (\$1.17) wage increase effective 07/22/2023 pay period moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 1:53 PM moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



Jayn Devney, President

Date: 08-17-2023

Date: _____

Dr. Scott Pendleton DVM, President Pro Tempore



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Chairperson Pro Tempore

Megan Smolenak

Mrs. Megan Smolenak, Health Commissioner

Katie Norris

Mrs. Katie Norris, Deputy Health Commissioner

Date: _____

Date: 8/17/2023

Date: 08/17/2023

