



HARRISON COUNTY

Public Health

Harrison County General Health District
538 North Main Street – Suite G
Cadiz, OH 43907-1282
Phone: (740) 942-2616 – Fax: (740) 942-9331
HealthDepartment@harrisoncountyohio.org

Harrison County General Health District Board of Health Meeting Minutes August 17, 2023

Meeting Location: Harrison County Health Department – Government Center Coal Room

Call to Order: Jayn Devney called the meeting to order at 12:58 PM.

Board Members Present:

Jayn Devney
Ms. Melissa Powers
Mr. Kent Murray

Absent:

Dr. Dan Jones, DO
Dr. Scott Pendleton, DVM

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:

Bonnie Snider, Fiscal Officer

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the August 17, 2023, BOH meeting consent agenda including the minutes of the July 20, 2023, Harrison County Board of Health meeting and the monthly activity report. Motion to approve moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Financial Reports:

The June 2023 Program Cash Balance Report and July 2023 Auditor's Financial Report 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



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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	\$1,389,689.67	\$15,945.51	\$48,387.30	\$4,500.48	\$32,119.66	\$58,534.48	\$311,140.88	\$55,855.86	\$363,453.24	\$1,665,689.04	\$1,562,521.86
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$538,772.35	\$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	\$8,048.34	\$10,404.58
E001-E03 Food Service	\$6,662.34	\$240.00	\$22,033.31	\$310.75	\$38,831.75	\$3,430.33	\$16,089.49	\$4,535.76	\$30,756.33	\$12,908.66	\$28,793.11
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$0.00	\$632.50	\$0.00	\$180.00	\$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	\$3,080.00	\$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 WPCLF 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	\$48,181.32	\$7,291.42	\$41,268.15	\$10,352.83	\$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	\$1,899.59	\$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	\$1,086.74	\$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	\$4,782.34	\$8,874.79	\$0.00	\$0.00	\$21,825.21	\$30,700.00
E001-E28 Sigma 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	\$123,335.66	\$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** along with the **July 2023 Auditor's Financial Report** and that the report be filed for audit moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Katie presented August 2023 purchase orders in the amount of \$23,000.00 for Board review and approval.

PO Number	Code	Department	Amount	PO Type
23-315	E000-E02	Supplies	\$15,000.00	Blanket
23-316	E000-E05	Utilities	\$5,000.00	Blanket
23-317	E000-E21	Dues/Fees	\$2,000.00	Blanket
23-318	E000-E09	Advertising/Printing	\$1,000.00	Blanket

Motion to approve the **August 2023 purchase orders** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

A voucher report for period 07/21/2023 – 08/17/2023 was presented to Board members for viewing and approval in the total amount of \$20,977.77 as follows: Supplies: \$3,984.97; Utilities: \$2,195.31; Contract Services: \$9,049.65; Mileage/Expenses: \$2,379.37; Advertising/Printing: \$296.64; State Fees: \$326.00; Contingencies: \$543.83; Insurance/License: \$695.00; and Dues/Fees: \$1,507.00.

Jayn Devney asked why there were two separate expenses in the same time period for Megan and Katie's phone stipends. The first on PO 23-304 for \$90.00 each and the second on PO 23-301 for \$90.00 each. Katie stated the fiscal division would have to look back into the accounting software, see what took place, and report back why the expenses were duplicated in the system because Katie confirmed she and Megan only received one check each.



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After review and discussion, the Board tabled the voucher report and advised Katie to come back next month with details and a corrected report.

Katie presented a letter the Fiscal division sent to the Harrison County Auditor dated August 9, 2023, requesting an **increase of estimated revenue** for Revenue Code: R0220-E001-E31 Enhanced Operations Grant in the amount of \$18,000.00 (letter attached).

Motion to accept the **Line Item E001-E31 revenue increase of \$18,000.00** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie presented a letter the Fiscal division sent to the Harrison County Commissioners dated August 15, 2023 (letter attached), related to receiving the Notice of Award for Covid-19 Enhanced Operations Grant; therefore, requesting **appropriation increases in the following Line Items:**

E000-E01 Salaries	\$5,776.22	E000-E05 Utilities	\$180.00
E000-E02 Supplies	\$724.00	E000-E09 Advertising/Printing	\$600.00
E000-E03 Equipment	\$650.00		

**To Harrison County Board of Health
 County Expenditure Report**

Board of Health Meeting Date: August 17, 2023

<u>General Health Account</u>		<u>7/20/23 Allocation</u>	<u>Adjustments</u>	<u>approved 8/17/23</u>
E000-E01	Salaries	\$977,500.00	\$5,776.22	\$983,276.22
E000-E02	Supplies	\$98,285.27	\$724.00	\$99,009.27
E000-E03	Equipment	\$55,249.79	\$650.00	\$55,899.79
E000-E05	Utilities	\$22,800.00	\$180.00	\$22,980.00
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	\$600.00	\$13,000.00
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	\$1,804,232.66	\$7,930.22	\$1,812,162.88



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IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E31 Enhanced Operations(E022) & (E023)</u>		<u>7/20/23</u>	<u>Adjustment</u>	<u>New</u>
		<u>Allocation</u>		<u>Allocation</u>
E000-E01	Salaries	\$20,000.00	\$5,776.22	\$25,776.22
E000-E02	Supplies	\$4,410.00	\$724.00	\$5,134.00
E000-E03	Equipment	\$0.00	\$650.00	\$650.00
E000-E05	Utilities	\$0.00	\$180.00	\$180.00
E000-E07	Mileage/Expense	\$500.00	\$0.00	\$500.00
E000-E09	Advertising/Printing	\$0.00	\$600.00	\$600.00
E000-E10	PERS	\$2,800.00	\$0.00	\$2,800.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
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	\$7,930.22	\$37,930.22
01/01/2023 Temp. Expense Allocation Total				\$1,784,232.66
8/17/23 Expense Allocation Adjustment				
Total				\$7,930.22
Grand Total Approved 8/17/23				\$1,812,162.88

Motion to accept the **appropriation increases in General Fund Line Item E001** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Katie presented a certificate from the Ohio Auditor of State to the Harrison County District Board of Health for Outstanding Achievement in Open and Transparent Government for the 01/01/2021 – 12/31/2022 financial audit.

Updated 2023 Lyme Disease Case Reports to Date

Teresa presented an updated 2023 Lyme Disease Case Reports to Date graph that looks a little different from the graph within the monthly activity report. A hospital had issues with reporting and the department received data after Teresa created the original graph.

Old Business:

- October Tick Presentation: Megan informed the Board that the library scheduled Dr. Pendleton’s tick presentation for Wednesday, October 4th at 6:00 PM inside the Cadiz Puskarich Public Library’s theatre room. Megan relayed that the health department is working with Dr. Pendleton and OSU Extension to push messaging regarding the presentation to the target audience: farmers and hunters.

New Business:

- Nursing Adult Health Services Charge Sheet: Teresa presented an updated Adult Health Services Charge sheet based on vaccine price increases, stating the department has kept pricing the same for



many years. Teresa stressed that due to the fluctuations in vaccine pricing, it would be beneficial if the Board would allow Megan to approve changes in adult health services pricing internally within a specified range. After discussion, Board members proposed a 20% increase or decrease parameter to the charge sheet pricing and stated they would like a year-end report on price fluctuations so the Board can close the data loop.

Motion to accept the **updated Adult Health Services Charge Sheet pricing and, internally, that the staff be allowed to change the pricing as long as it is within a 20% increase or decrease parameter** was moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **Bamboo HR:** Megan presented BambooHR online services to the Board and detailed how the service would help with time-off requests, performance management, and reaching other agency goals. The Board was concerned with the cost of BambooHR due to the small size of the department. After discussion, Board members recommended the department utilize the performance management and essential services of BambooHR, and revisit advantage plan pricing with the BambooHR representative.

Motion to approve the **basic BambooHR Essentials package and Performance Management add-on subscription** was moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Jayn stated an idea moving forward may be to add a bullet point list or written summary ahead of time for the Board to review and have an idea of why recommendations are being made.

- **Non-Commercial Environmental Fees:** Erika recommended the Board of Health consider doing away with non-commercial environmental fees, meaning all licensed food service establishments be commercially licensed at the same cost, excluding temporary licenses. After discussion, the Board asked to be updated if problems or issues arise from the licensing fee change. Jayn advised Erika to keep the Board informed if the licensing change becomes an issue with county establishments.

Motion to approve that **all food service establishments be commercially licensed at the same cost, excluding temporary licenses**, moved by Kent Murray, and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **Airport Storage Space:** John discussed storing the nursing mobile clinic in the airport storage space which is the same location where the PHEP Point of Distribution (POD) trailer is stored. John stated the PHEP grant could fund the \$900.00 annual cost of rent. Megan stated divisions need to come to an understanding of who is responsible for taking care of and maintaining the mobile clinic. After discussion, the Board decided to table this topic for next month.

Jayn Devney moved to enter executive session at 2:09 PM to consider the compensation of a public employee. Megan Smolenak, Health Commissioner, and Katie Norris, Deputy Health Commissioner, were asked to remain in executive session. Roll call to vote to enter executive session:

Jayn Devney	yes	Kent Murray	yes
Melissa Powers	yes		



HARRISON COUNTY
Public Health

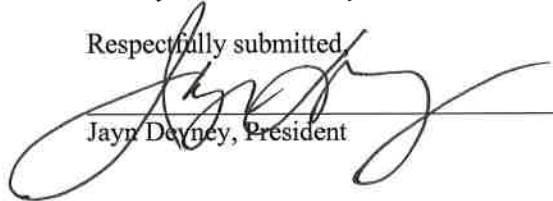
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The Board of Health exited the executive session at 2:18 PM and returned to regular session.
Motion to approve the **compensatory time payout for Jennifer Smith** in the amount of \$3,205.34 moved by Melissa Powers and seconded by Kent Murray. The motioned carried with 3 in favor and 0 against.

Motion to **move Megan Smolenak off probationary status with a 5% (\$1.42) wage increase** effective 08/25/2023 pay date with retroactive pay from when Megan’s probationary period would have ended on June 7, 2023 by Melissa Powers 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 2:22 PM moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



Jayn Dwyne, President


Date: 09-21-2023

Date: _____

Dr. Scott Pendleton DVM, President Pro Tempore

Date: _____

Chairperson Pro Tempore



Mrs. Megan Smolenak, Health Commissioner

Date: 9/21/2023



Mrs. Katie Norris, Deputy Health Commissioner

Date: 09/21/2023