



Harrison County General Health District
Board of Health Meeting Minutes
October 12, 2023

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

Call to Order: Jayn Devney called the meeting to order at 1:01 PM.

Board Members Present:

Jayn Devney
Ms. Melissa Powers
Mr. Kent Murray

Absent:

Dr. Scott Pendleton, DVM
Dr. Dan Jones

Staff and Other Members Present:

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

Absent:

Bonnie Snider, Fiscal Officer
John Carr, PHEP Coordinator

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the October 12, 2023, BOH meeting consent agenda including the minutes of the September 21, 2023, Harrison County Board of Health meeting and the monthly activity report. Motion to approve moved by Kent Murray and seconded by Melissa Powers. 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 September 30, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. September 2023 Revenue received totaled: \$341,362.41
 - a. September 2022 Revenue received totaled: \$321,691.42
2. September 2023 Expenses paid totaled: \$87,776.61
 - a. September 2022 Expenses paid totaled: \$131,808.28
3. September 30, 2023 ending balance: \$2,013,207.32
 - a. September 30, 2022 ending balance: \$1,821,073.15



HARRISON COUNTY

Public Health

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September 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	September	2022 YTD	MTD	YTD	September	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$6,227.78	\$68,872.56	\$3,086.23	\$46,685.17	\$42,615.66	\$449,516.21	\$57,959.45	\$551,354.31	\$1,009,026.02	\$1,581,153.51
E001-E05 District Health-Property Tax	\$0.00	\$281,624.85	\$821,367.99	\$282,197.21	\$803,119.55	\$0.00	\$0.00	\$0.00	\$0.00	\$821,367.99	\$0.00
E001-E02 Private Water	\$8,853.37	\$2,465.00	\$13,206.00	\$435.00	\$9,714.00	\$945.57	\$13,670.72	\$1,385.99	\$8,450.58	\$8,388.65	\$11,395.29
E001-E03 Food Service	\$6,662.34	\$80.00	\$22,393.81	\$50.00	\$38,942.50	\$1,261.97	\$19,250.92	\$2,084.55	\$39,196.78	\$9,805.23	\$11,651.17
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$0.00	\$632.50	\$222.14	\$639.48	\$0.00	\$234.07	\$71.75	\$978.43
E001-E06 Camps	\$11.28	\$0.00	\$5,209.25	\$215.00	\$5,446.25	\$778.30	\$4,165.55	\$335.63	\$5,957.85	\$1,054.98	\$11.28
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$360.00	\$0.00	\$0.00
E001-E11 Septics	\$4,354.61	\$3,071.00	\$25,361.22	\$2,934.38	\$23,285.26	\$1,408.97	\$23,205.98	\$3,476.63	\$16,949.97	\$6,509.85	\$7,294.40
E001-E12 RHWFP Grant	\$28,202.42	\$0.00	\$0.00	\$0.00	\$13,345.24	\$3,050.99	\$4,639.43	\$176.78	\$8,379.57	\$23,562.99	\$28,916.09
E001-E14 PHEP Grant	\$26,938.12	\$13,650.00	\$62,562.00	\$1,300.00	\$45,930.00	\$4,122.55	\$47,871.16	\$14,396.04	\$52,820.15	\$41,828.96	\$28,684.77
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$6,120.00	\$62,758.25	\$0.00	\$0.00	\$23,700.00	\$94,600.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$6,166.78	\$10,947.12	\$75,083.79	\$7,654.55	\$66,640.18	\$8,319.35	\$73,972.31	\$12,137.02	\$73,360.94	\$7,278.26	\$3,460.59
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$1,899.99	\$0.00	\$6,130.00	\$302.53	\$439.43	\$0.00	\$95.64	\$18,468.05	\$13,857.52
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	\$0.00	\$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	\$5,552.12	\$23,825.16	\$0.00	\$0.00	\$6,874.84	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$508.50	\$6,521.52	\$2,530.17	\$5,981.80	\$45,343.28	\$54,018.20
E001-E31 Enhanced Operations	\$0.00	\$6,898.45	\$21,080.57	\$13,805.78	\$67,619.71	\$2,592.46	\$24,806.04	\$5,577.97	\$73,197.68	-\$3,525.47	-\$5,577.97
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$576.70	\$7,546.32	\$903.29	\$5,158.74	\$23,145.49	\$42,043.24
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	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$22,637.88	\$3,893.27	\$24,775.30	\$0.00	\$22,637.88	\$7,144.76	\$31,232.56	\$0.00	-\$6,457.26
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$18,398.21	\$84,317.68			\$15,463.60	\$99,781.46			-\$15,463.60	
E001-E37 WF23 Public Health Workforce		\$0.00	\$0.00			\$0.00	\$0.00			\$0.00	
Grand Total	\$1,620,184.81	\$341,362.41	\$1,224,640.74	\$321,691.42	\$1,215,023.91	\$87,776.61	\$831,618.23	\$131,808.28	\$972,841.68	\$2,013,207.32	\$1,821,073.15

Jayn asked if the decrease in Food Service revenue from 2022 vs. 2023 was related to the Food Service program fees. Erika stated that the fees for 2023 were based off inspections completed in 2020 which were far less due to Covid19. Erika explained the 2024 fees will use department data from 2022 and the fees are finally increasing back to pre-Covid19 cost.

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

Katie presented October 2023 purchase orders in the amount of \$5,885.54 for Board review and approval.

PO Number	Code	Department	Amount	PO Type
23-337	E000-E06	Contract Services: Borden's Office Equipment	\$ 187.01	Regular
23-338	E000-E14	Contingencies: Harrison County Ambulance Services	\$ 1,698.53	Regular
23-339	E000-E14	Contingencies	\$ 4,000.00	Blanket

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

A voucher report for period 09/22/2023 – 10/12/2023 was presented to Board members for viewing and approval in the total amount of \$17,551.10 as follows: Supplies: \$4,270.22; Utilities: \$1,937.31; Contract Services: \$1,926.87; Mileage/Expenses: \$2,281.93; Advertising & Printing: \$1,210.23; State Fees: \$3,626.04; and Contingencies: \$2,298.50.

Motion to approve the **09/22/2023 – 10/12/2023 voucher report** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie presented **Revenue Allocation Adjustments** in the amount of \$8,584.97.



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Fund	Budget	Adjustment	Revenue Allocation
E001-E01 District Health	\$ 52,930.00	\$ 8,584.97	\$ 61,514.97 *
E001-E05 District Health General Property Tax	\$ 856,200.00	\$ -	\$ 856,200.00
E001-E02 Private Water	\$ 17,920.00	\$ -	\$ 17,920.00
E001-E03 Food Service	\$ 35,000.00	\$ -	\$ 35,000.00
E001-E04 Pools	\$ 680.00	\$ -	\$ 680.00
E001-E06 Camps	\$ 5,550.00	\$ -	\$ 5,550.00
E001-E07 Tattoo	\$ 360.00	\$ -	\$ 360.00
E001-E11 Septics	\$ 30,925.00	\$ -	\$ 30,925.00
E001-E12 RHWP Grant	\$ 425.00	\$ -	\$ 425.00
E001-E14 PHEP Grant	\$ 75,000.00	\$ -	\$ 75,000.00
E001-E17 Water Pollution Control Loan, WPCLF	\$ 95,000.00	\$ -	\$ 95,000.00
E001-E19 WIC Program	\$ 109,310.00	\$ -	\$ 109,310.00
E001-E22 Cribs for Kids	\$ 4,200.00	\$ -	\$ 4,200.00
E001-E24 Veggie U Program	\$ -	\$ -	\$ -
E001-E26 CO20 Crisis Response Grant	\$ -	\$ -	\$ -
E001-E27 CT20 Contact Tracing Grant	\$ -	\$ -	\$ -
E001-E28 Stigma Reduction Initiative	\$ -	\$ -	\$ -
E001-E29 CO21 Covid Response Supplemental	\$ -	\$ -	\$ -
E001-E30 Vaccine Needs Assessment	\$ -	\$ -	\$ -
E001-E31 Enhanced Operations	\$ 48,000.00	\$ -	\$ 48,000.00
E001-32 CT21 Contact Tracing Grant	\$ -	\$ -	\$ -
E001-E33 VE21 Vaccine Equity & Support	\$ -	\$ -	\$ -
E001-E34 Transfer In	\$ -	\$ -	\$ -
E001-E35 Covid-19 Vaccination CN22 Grant	\$ 45,000.00	\$ -	\$ 45,000.00
E001-E36 WF22 Public Health Workforce Grant	\$ 180,000.00	\$ -	\$ 180,000.00
E001-E37 WF23 Public Health Workforce Grant	\$ 20,000.00	\$ -	\$ 20,000.00
Total	\$ 1,576,500.00	\$ 8,584.97	\$ 1,585,084.97

*The Harrison County Auditor, Allison Anderson, sent an email regarding District Health's amended estimated revenue for August 2023. Originally the budget was set up at \$52,930.00 for E001-E01, but the YTD pay in amount in that line is \$61,514.97. Any line items that go over the budgeted amount must be increased so that the Auditors don't issue an "exceeding revenues" comment.

Motion to accept the **Revenue Allocation Adjustments in the amount of \$8,584.97** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Katie presented a letter the Fiscal division sent to the Harrison County Commissioners dated October 12, 2023, requesting appropriation increases/decreases (letter attached).

To Harrison County Board of Health

County Expenditure Report

Board of Health Meeting Date: October 12, 2023

General Health Account	Allocation	Adjustments	Approved
E000-E01 Salaries	\$984,131.21	\$0.00	\$984,131.21
E000-E02 Supplies	\$115,859.27	-\$3,500.00	\$112,359.27
E000-E03 Equipment	\$45,774.79	\$0.00	\$45,774.79



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E000-E05	Utilities	\$22,980.00	\$5,000.00	\$27,980.00
E000-E06	Contract Services	\$207,286.97	\$0.00	\$207,286.97
E000-E07	Mileage/Expense	\$31,921.00	\$63.23	\$31,984.23
E000-E09	Advertising/Printing	\$13,000.00	\$0.00	\$13,000.00
E000-E10	PERS	\$136,426.72	\$0.00	\$136,426.72
E000-E11	Workers Compensation	\$5,707.40	-\$1,733.76	\$3,973.64
E000-E12	Medicare	\$14,360.24	\$0.00	\$14,360.24
E000-E13	State Fees	\$26,072.00	\$0.00	\$26,072.00
E000-E14	Contingencies	\$26,000.00	\$0.00	\$26,000.00
E000-E15	Health Insurance	\$159,526.28	\$0.00	\$159,526.28
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$7,100.00	\$0.00	\$7,100.00
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	\$2,000.00	\$0.00	\$2,000.00
Grand Totals		\$1,811,795.88	-\$170.53	\$1,811,625.35

IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$585,000.00	-\$5,803.68	\$579,196.32
E000-E02	Supplies	\$37,000.00	\$0.00	\$37,000.00
E000-E03	Equipment	\$29,000.00	\$0.00	\$29,000.00
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	-\$106.36	\$83,893.64
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$8,700.00	-\$72.96	\$8,627.04
E000-E13	State Fees	\$17,000.00	\$0.00	\$17,000.00
E000-E14	Contingencies	\$26,000.00	\$0.00	\$26,000.00
E000-E15	Health Insurance	\$117,666.48	\$7,483.00	\$125,149.48
E000-E16	Life Insurance	\$950.00	\$0.00	\$950.00
E000-E17	Insurance/License	\$6,000.00	\$0.00	\$6,000.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	\$0.00	\$1,700.00



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E000-E40	Dues/Fees	\$5,000.00	\$0.00	\$5,000.00
E000-E41	Promotional Items	\$2,000.00	\$0.00	\$2,000.00
Grand Totals		\$1,033,950.00	\$1,500.00	\$1,035,450.00

<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E02	Supplies	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$488.00	\$63.23	\$551.23
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
Grand Totals		\$648.00	\$63.23	\$711.23

<u>E19 WIC</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$73,000.00	\$0.00	\$73,000.00
E000-E02	Supplies	\$5,500.00	-\$3,500.00	\$2,000.00
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$11,400.00	\$5,000.00	\$16,400.00
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	-\$1,500.00	\$0.00
E000-E40	Dues/Fees	\$200.00	\$0.00	\$200.00
Grand Totals		\$104,878.50	\$0.00	\$104,878.50

<u>E27 CT-20 Contact Tracing</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$21,163.50	\$5,803.68	\$26,967.18
E000-E10	PERS	\$3,220.00	\$106.36	\$3,326.36
E000-E12	Medicare	\$333.50	\$72.96	\$406.46
E000-E15	Health Insurance	\$5,983.00	-\$5,983.00	\$0.00
Grand Totals		\$30,700.00	\$0.00	\$30,700.00

<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
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E000-E11	Workers Compensation	\$5,707.40	-\$1,733.76	\$3,973.64
	Grand Totals	\$5,707.40	-\$1,733.76	\$3,973.64
01/01/2023 Temp. Expense Allocation Total				\$1,811,795.88
10.12.23 Expense Allocation Adjustment Total				-\$170.53
Grand Total Approved 10.12.23				\$1,811,625.35

Motion to approve the **appropriation increases/decreases in General Fund Line Item E000** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie stated the Commissioners’ office notified the department on October 6th asking for submission of the 2024 Temporary Budget Request no later than October 31st. Katie stated Bonnie and Sam completed the budget request and was submitted to the Commissioner’s office on October 12th. The budget request was submitted as follows:

HEALTH DEPT. ~ SPECIAL REVENUE FUND

Temporary 01/01/2024

BUDGET REQUEST

Fund	Name	Request
E000-E01	Salaries	\$ 735,297.08
E000-E02	Supplies	\$ 51,832.46
E000-E03	Equipment	\$ 31,350.00
E000-E05	Utilities	\$ 26,564.00
E000-E06	Contract Services	\$ 202,350.00
E000-E07	Mileage/Expenses	\$ 30,897.34
E000-E09	Advertising/Printing	\$ 7,890.00
E000-E10	PERS	\$ 114,582.24
E000-E11	Workers Compensation	\$ 7,233.76
E000-E12	Medicare	\$ 12,931.43
E000-E13	State Fees	\$ 23,576.00
E000-E14	Contingencies	\$ 37,947.93
E000-E15	Health Insurance	\$ 111,578.98
E000-E16	Life Insurance	\$ 750.00
E000-E17	Insurance/License	\$ 5,086.00
E000-E19	Accreditation Fees	\$ 6,000.00
E000-E20	Eye Insurance	\$ 1,500.00
E000-E21	Dues/Fees	\$ 5,035.00
Total Budget Request		\$ 1,412,402.23



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Old Business:

- **Mobile Trailer Storage Update:** Megan informed the Board that after cleaning out the POD trailer, she would like to see it and the mobile nursing clinic housed elsewhere. Melissa asked about storage units and the Board encouraged staff to talk with the county about housing the trailer on county property. The Board suggested not limiting the department to the \$900.00 per year previously paid to the airport authority.
- **Policy Revisions:** At the September BOH meeting, the Board approved Vacation and Bereavement procedures related to the respective policies and the Board asked Megan to report back with updated policy statements.

Motion to approve the **Vacation Leave policy 2019-05-003 as revised before the Board of Health on 10/12/2023** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Motion to approve the **Bereavement Leave policy 2023-05-012 as revised before the Board of Health on 10/12/2023** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

New Business:

- **Environmental Food Safety Program Fees First Reading:** Erika performed the first reading for the 2024 Food Safety Program fees. Erika advised that the public hearing for the fee reading should take place during the November BOH meeting.

Food Safety Program: Commercial	2023 Current Fee	2024 Health Dept. Fee First Reading
<i>Less than 25000 sq. ft.</i>		
Level I	\$112.68	\$183.14
Level II	\$124.67	\$206.49
Level III	\$221.98	\$396.05
Level IV	\$276.63	\$502.50
<i>Over 25000 sq. ft.</i>		
Level I	\$154.87	\$265.31
Level II	\$162.06	\$279.32
Level III	\$528.80	\$993.68
Level IV	\$559.48	\$1,053.44
Mobiles	\$117.10	\$146.77
Vending	\$23.52	\$23.52
Temporary	\$80.00	\$58.50
Non-Commercial Temporary	\$40.00	\$29.25

- Policy Revisions: Megan presented reworked policies to the Board of Health. After discussion and rework, the Board made the following motions:

Motion to approve the **Sick Leave policy 2019-05-001 as written before the Board of Health** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to approve the **Hours of Operation policy 2019-02-011 as written before the Board of Health** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against

Motion to approve the **Overtime Pay & Compensatory Time policy 2023-05-009 as written before the Board of Health** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to approve the **Earned Time Off policy 2023-05-010** motioned by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to approve the **Office Closures policy 2023-05-011 as written before the Board of Health** with recommendation for staff to review and come back to the Board with additional revisions if necessary was moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Jayn Devney moved to enter executive session at 2:25 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

The Board of Health exited executive session and returned to open session at 2:43 PM with two motions.

Motion to approve **staff appreciation payments in the amount of 3% of their 2022 salary or \$1,500, whichever is less**, in accordance with the Ohio Grants Administrative Policies and Procedures (OGAPP) manual guidance was motioned by Melissa Powers and seconded by Kent Murray. The motioned carried with 3 in favor and 0 against.

Motion to acknowledge Jill Wilson’s successful completion of her probationary period and **to remove Jill from probationary status with a \$0.50 wage increase effective pay period 09/30/2023 – 10/13/2023 with pay date being 10/20/2023** was moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

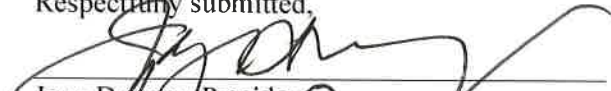
With no further discussion or business brought before the board, motion to adjourn at 2:46 PM moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



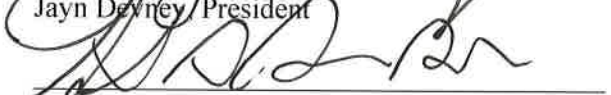
HARRISON COUNTY
Public Health

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

Respectfully submitted,



Jayn Devney, President




Dr. Scott Pendleton DVM, President Pro Tempore

Date: 11/16/2023

Date: 11/16/2023

Date: _____

Chairperson Pro Tempore



Mrs. Megan Smolenak, Health Commissioner

Date: 11/16/2023



Mrs. Katie Norris, Deputy Health Commissioner

Date: 11/16/2023