



**Harrison County General Health District**  
**Board of Health Meeting Minutes**  
**November 16, 2023**

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

**Call to Order:** Jayn Devney called the meeting to order at 1:03 PM.

**Board Members Present:**

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

**Absent:**

Ms. Melissa Powers  
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  
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 November 16, 2023, BOH meeting consent agenda including the minutes of the October 12, 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 October 31, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. October 2023 Revenue received totaled: \$45,155.80
  - a. October 2022 Revenue received totaled: \$51,534.64
2. October 2023 Expenses paid totaled: \$92,837.08
  - a. October 2022 Expenses paid totaled: \$98,476.63
3. October 31, 2023 ending balance: \$1,965,526.04
  - a. October 31, 2022 ending balance: \$1,774,131.16



# HARRISON COUNTY

## Public Health

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 Cadiz, OH 43907-1282  
 Phone: (740) 942-2616 – Fax: (740) 942-9331  
 HealthDepartment@harrisoncountyohio.org

October 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	October	2022 YTD	MTD	YTD	October	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$9,127.63	\$78,000.19	\$8,348.92	\$55,034.09	\$42,339.93	\$491,856.14	\$58,731.37	\$610,085.68	\$975,813.72	\$1,530,771.06
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$821,367.99	\$0.00	\$803,119.55	\$0.00	\$0.00	-	-	\$821,367.99	-
E001-E02 Private Water	\$8,853.37	\$749.00	\$13,955.00	\$1,856.00	\$11,570.00	\$2,330.35	\$16,001.07	\$3,161.13	\$11,611.71	\$6,807.30	\$10,090.16
E001-E03 Food Service	\$5,662.34	\$729.55	\$23,123.36	\$0.00	\$38,942.50	\$1,935.22	\$21,186.14	\$1,704.12	\$40,900.90	\$8,599.56	\$9,947.05
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$0.00	\$632.50	\$71.75	\$711.23	\$915.20	\$1,149.27	\$0.00	\$63.23
E001-E06 Camps	\$11.28	\$0.00	\$5,209.25	\$0.00	\$5,446.25	\$812.44	\$4,977.99	\$0.00	\$5,957.85	\$242.54	\$11.28
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$360.00	\$0.00	\$0.00
E001-E11 Septics	\$4,354.61	\$2,041.00	\$27,402.22	\$2,920.00	\$26,205.26	\$1,268.24	\$24,474.22	\$3,485.56	\$20,435.53	\$7,282.61	\$6,728.84
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$0.00	\$13,345.24	\$373.08	\$5,012.51	\$270.93	\$8,650.50	\$23,189.91	\$28,645.16
E001-E14 PHEP Grant	\$26,938.12	\$5,200.00	\$87,762.00	\$10,400.00	\$56,330.00	\$6,617.65	\$54,488.81	\$4,371.54	\$57,191.69	\$40,211.31	\$34,713.23
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$0.00	\$62,758.25	\$0.00	\$0.00	\$0.00	\$94,600.00	\$5,453.45	\$5,453.45
E001-E18 W/C Grant	\$6,166.78	\$8,319.35	\$83,403.14	\$12,137.02	\$78,777.20	\$7,877.73	\$81,850.04	\$7,550.86	\$80,911.80	\$7,119.88	\$8,046.75
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$1,899.99	\$3,149.97	\$9,279.97	\$0.00	\$439.43	\$0.00	\$95.64	\$18,468.05	\$17,007.49
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	\$4,667.17	\$28,492.33	\$0.00	\$0.00	\$2,207.67	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$92.10	\$6,613.62	\$1,606.32	\$7,588.12	\$45,261.18	\$52,411.88
E001-E31 Enhanced Operations	\$0.00	\$3,525.47	\$24,606.04	\$5,577.97	\$73,197.68	\$2,875.55	\$27,481.59	\$4,419.84	\$77,617.52	-\$2,875.55	-\$4,419.84
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$926.14	\$8,472.46	\$8,288.74	\$13,447.48	\$22,219.35	\$33,754.50
E001-E34 Transfer In	\$5,707.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,973.84	\$0.00	\$5,049.71	\$1,733.76	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$22,637.88	\$7,144.76	\$31,920.06	\$0.00	\$22,637.88	\$3,971.02	\$35,203.58	\$0.00	-\$3,283.52
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$15,463.80	\$99,781.48	-	-	-\$17,299.74	\$117,081.22	-	-	-\$17,299.74	-
E001-E37 WF23 Public Health Workforce	\$0.00	\$0.00	\$0.00	-	-	-\$3,349.99	\$3,349.99	-	-	-\$3,349.99	-
<b>Grand Total</b>	<b>\$1,620,184.81</b>	<b>\$45,166.80</b>	<b>\$1,269,796.54</b>	<b>\$51,534.64</b>	<b>\$1,266,568.65</b>	<b>\$92,837.08</b>	<b>\$924,456.31</b>	<b>\$98,476.63</b>	<b>\$1,071,318.31</b>	<b>\$1,965,626.04</b>	<b>\$1,774,131.16</b>

Motion to approve the **October 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 November 2023 purchase orders in the amount of \$86,782.50 for Board review and approval.

PO Number	Code	Department	Amount	PO Type
23-340	E000-E05	Utilities	\$5,000.00	Blanket
23-341	E000-E21	Dues & Fees	\$700.00	Blanket
23-342	E000-E02	Supplies	\$38,000.00	Blanket
23-343	E000-E02	Supplies: Borden Office Equipment	\$82.50	Regular
23-344	E000-E07	Mileage & Expense	\$6,000.00	Blanket
23-345	E000-E03	Equipment	\$2,000.00	Blanket
23-346	E000-E06	Contract Services: WPCLF Services	\$25,000.00	Blanket
23-347	E000-E06	Contract Services	\$6,000.00	Blanket
23-348	E000-E13	State Fees	\$3,000.00	Blanket
23-349	E000-E17	Insurance & License	\$1,000.00	Blanket

Motion to approve the **November 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 10/13/2023 – 11/16/2023 was presented to Board members for viewing and approval in the total amount of \$42,747.83 as follows: Supplies: \$17,818.90; Equipment: \$5,306.00; Utilities:



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\$2,104.58; Contract Services: \$7,737.35; Mileage/Expenses: \$3,384.53; Advertising & Printing: \$2,450.00; State Fees: \$392.00; Contingencies: \$3,344.47; and Dues/Fees: \$210.00.

Motion to approve the **10/13/2023 – 11/16/2023 voucher report** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie notified the Board that Samantha Farmery will successfully complete her probationary period on November 30, 2023 and asked the Board to approve Samantha Farmery as a signee on the department's Huntington Bank account (letter attached).

Motion to **approve Samantha Farmery as a signee on the Health Department's Huntington Bank account** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie presented Revenue Allocation Adjustments in the amount of \$21,410.00.

Revenue Allocation Adjustments  
Board of Health Meeting November 16, 2023

Fund	Nov-23		
	Budget	Adjustment	Revenue Allocation
E001-E01 District Health	\$ 61,514.97	\$ 21,410.00	\$ 82,924.97
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	\$ 648.00	\$ -	\$ 648.00
E001-E06 Camps	\$ 5,550.00	\$ -	\$ 5,550.00
E001-E07 Tattoo	\$ 55.00	\$ -	\$ 55.00
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
<b>Total</b>	<b>\$1,584,747.97</b>	<b>\$ 21,410.00</b>	<b>\$ 1,606,157.97</b>

*\*YTD received has exceeded budgeted amount*

Motion to accept the **Revenue Allocation Adjustments in the amount of \$21,410.00** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



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**Old Business:**

- Environmental Food Safety Program Fees Second Reading: Erika performed the second reading for the 2024 Food Safety Program fees.

<b>Food Safety Program: Commercial</b>	<b>2023 Current Fee</b>	<b>2024 Health Dept. Fee First Reading</b>
<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

Dr. Scott Pendleton congratulated department staff on achieving accreditation status and remarked that even though it has been accomplished, the work doesn't stop here. He encouraged and challenged staff to come up with efforts and new programs to serve Harrison County.

**New Business:**

- Employee Hams/Turkeys: Megan presented past meeting minutes stating the Board approved the purchase of a ham or turkey around the holidays for each employee but wanted clarification of logistics. After discussion, the Board advised Megan to continue revisiting the topic for discussion each year.

Motion to approve **the purchase of a turkey or ham for each employee for Christmas in 2023** was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

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

Motion to approve the **FMLA policy 2019-05-002 as amended before the Board of Health** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



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Motion to approve the **Civic Duty Leave policy 2019-02-006 as written and finalized into policy before the Board of Health** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to approve the **Unpaid Leave policy 2019-05-007 as written before the Board of Health** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Motion to approve the **Military Leave policy 2019-05-008 as amended before the Board of Health** motioned by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to approve the **Payroll Deductions policy 2019-06-002 as amended before the Board of Health** motioned by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Jayn Devney moved to enter executive session at 1:56 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 2:03 PM with two motions.

Motion to acknowledge Denise Bowman’s successful completion of her probationary period and **to remove Denise from probationary status with a \$0.50 wage increase effective pay period 11/11/2023 – 11/24/2023 with pay date being 12/01/2023** was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Motion to acknowledge Samantha Farmery’s successful completion of her probationary period and **to remove Samantha from probationary status with a \$0.50 wage increase effective pay period 11/25/2023 – 12/08/2023 with pay date being 12/15/2023** was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Megan asked the Board what pay schedule layout and/or process they would like to see within the Compensation policy before the drafted policy is brought before the Board. Board members present said they were okay with the layout of the current compensation plan; that the policy should not build in automatic raises; and that raise increases should not be focused on merit. Jayn also provided Megan with some example policies for review and referencing when completing HCGHD’s policy.

Megan reminded the Board members that they will need to complete two continuing education hours if they have yet to do so. She advised them that she will be sending out an email with some options within the next week or so.

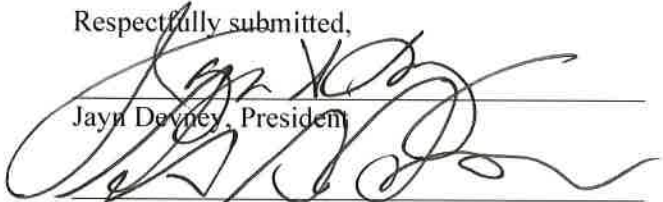


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With no further discussion or business brought before the board, motion to adjourn at 2:17 PM moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

  
\_\_\_\_\_  
Jayn Devney, President

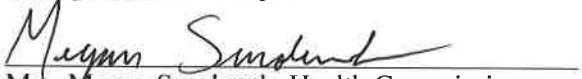
Dr. Scott Pendleton DVM, President Pro Tempore

Date: 12/21/2023

Date: 12/21/2023

Date: \_\_\_\_\_

Chairperson Pro Tempore

  
\_\_\_\_\_  
Mrs. Megan Smolenak, Health Commissioner

Date: 12/21/2023

  
\_\_\_\_\_  
Mrs. Katie Norris, Deputy Health Commissioner

Date: 12/21/2023