



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
December 21, 2023

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

Call to Order: Jayn Devney called the meeting to order at 1:02 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
Bonnie Snider, Fiscal Officer

Absent:

Samantha Farmery, Fiscal Officer in Training
John Carr, PHEP Coordinator

Announcement:

Dr. Scott Pendleton announced that the issue of virtual meeting attendees counting for votes was passed in the House and will move onto the Senate. Dr. Pendleton expressed his thanks to state representative Don Jones for helping push the issue through the House.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the December 21, 2023, BOH meeting consent agenda including the minutes of the November 16, 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 November 30, 2023 were presented to Board of Health members for discussion and viewing as follows:

1. November 2023 Revenue received totaled: \$49,978.36
 - a. November 2022 Revenue received totaled: \$48,849.91
2. November 2023 Expenses paid totaled: \$120,701.42
 - a. November 2022 Expenses paid totaled: \$128,391.05
3. November 30, 2023 ending balance: \$1,894,802.98
 - a. November 30, 2022 ending balance: \$1,694,590.02



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November 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	November	2022 YTD	MTD	YTD	November	2022 YTD		
E001-E01 District Health	\$1,389,668.67	\$11,219.38	\$89,219.57	\$8,230.49	\$63,264.58	\$59,874.97	\$551,931.11	\$60,343.33	\$670,429.01	\$927,358.13	\$1,478,658.22
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	\$3,512.00	\$17,467.00	\$714.00	\$12,284.00	\$1,418.40	\$17,419.47	\$2,473.51	\$14,085.22	\$8,900.90	\$8,330.65
E001-E03 Food Service	\$6,662.34	\$0.00	\$23,123.36	\$0.00	\$38,942.50	\$1,614.06	\$22,800.20	\$1,805.97	\$42,706.87	\$6,985.50	\$8,141.08
E001-E04 Pools	\$63.23	\$0.00	\$648.00	\$0.00	\$632.50	\$0.00	\$711.23	\$0.00	\$1,149.27	\$0.00	\$63.23
E001-E06 Camps	\$11.28	\$0.00	\$5,209.25	\$0.00	\$5,446.25	\$242.54	\$5,220.53	\$0.00	\$5,957.85	\$0.00	\$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	\$1,244.00	\$28,646.22	\$1,273.70	\$27,478.96	\$1,293.51	\$25,767.73	\$3,260.33	\$23,695.86	\$7,233.10	\$4,742.21
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$0.00	\$13,345.24	\$182.04	\$5,194.55	\$188.29	\$8,838.79	\$23,007.87	\$28,458.87
E001-E14 PHEP Grant	\$26,938.12	\$0.00	\$67,762.00	\$3,738.00	\$60,068.00	\$4,389.78	\$58,858.59	\$5,810.94	\$63,002.63	\$35,841.53	\$32,640.29
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$18,952.00	\$81,710.25	\$0.00	\$0.00	\$37,842.00	\$132,442.00	\$5,453.45	-\$13,438.55
E001-E18 WIC Grant	\$6,166.78	\$7,877.73	\$91,280.87	\$7,550.86	\$86,328.06	\$7,864.43	\$89,714.47	\$7,246.16	\$88,157.96	\$7,733.18	\$8,351.45
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$5,949.86	\$7,849.95	\$0.00	\$9,279.97	\$0.00	\$439.43	\$0.00	\$95.64	\$24,418.01	\$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	\$2,207.67	\$30,700.00	\$0.00	\$0.00	\$0.00	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$51,864.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,613.62	\$11.49	\$7,599.61	\$45,251.18	\$52,400.39
E001-E31 Enhanced Operations	\$0.00	\$2,875.55	\$27,481.59	\$4,419.84	\$77,617.52	\$3,318.23	\$30,799.82	\$3,726.19	\$81,343.71	-\$3,318.23	-\$3,726.19
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$2,716.79	\$11,189.25	\$1,936.81	\$15,384.29	\$19,502.56	\$31,817.69
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	\$3,971.02	\$35,891.08	\$0.00	\$22,637.88	\$3,746.03	\$38,949.81	\$0.00	-\$3,058.53
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$17,299.74	\$117,081.22	-	-	\$35,799.00	\$152,880.22	-	-	-\$35,799.00	-
E001-E37 WF23 Public Health Workforce	\$0.00	\$0.00	\$0.00	-	-	\$0.00	\$3,349.00	-	-	-\$3,349.00	-
Grand Total	\$1,620,184.81	\$49,978.36	\$1,319,774.90	\$48,849.91	\$1,315,408.46	\$120,701.42	\$1,046,166.73	\$128,391.05	\$1,199,709.36	\$1,894,802.98	\$1,694,590.02

Motion to approve the **November 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 December 2023 and January 2024 blanket purchase orders in the amount of \$96,000.00 for Board review and approval.

PO Number	Code	Department	Amount	PO Type
23-350	E000-E14	Contingencies	\$4,000.00	Blanket
24-001	E000-E02	Supplies	\$20,000.00	Blanket
24-002	E000-E03	Equipment	\$5,000.00	Blanket
24-003	E000-E04	Utilities	\$6,000.00	Blanket
24-004	E000-E06	Contract Services	\$15,000.00	Blanket
24-005	E000-E06	Contract Services: WPCLF	\$20,000.00	Blanket
24-006	E000-E07	Mileage & Expense	\$5,000.00	Blanket
24-007	E000-E09	Advertising & Printing	\$2,000.00	Blanket
24-008	E000-E13	State Fees	\$6,000.00	Blanket
24-009	E000-E14	Contingencies	\$10,000.00	Blanket
24-010	E000-E17	Insurance & License	\$1,500.00	Blanket
24-011	E000-E21	Dues & Fees	\$1,500.00	Blanket

Motion to approve the **December 2023 and January 2024 blanket 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 11/17/2023 – 12/21/2023 was presented to Board members for viewing and approval in the total amount of \$18,512.76 as follows: Supplies: \$6,933.69; Utilities: \$2,031.07; Contract Services: \$3,433.03; Mileage/Expenses: \$4,928.33; State Fees: \$109.00; Contingencies: \$650.64; Insurance/License: \$117.00; and Dues/Fees: \$310.00.

Motion to approve the **11/17/2023 – 12/21/2023 voucher report** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Bonnie presented a letter to the Harrison County Commissioners dated December 1, 2023 (letter attached) for setting up Settlement Sheet Deductions Expense Code: E0360-E000-E23.120 for FY2024.

Motion to **approve Expense Code E0360-E000-E23.120 for Settlement Sheet Deductions** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Bonnie presented Revenue Allocation Adjustments in the amount of (\$210,360.69) as follows:

Revenue Allocation Adjustments
Board of Health Meeting December 21, 2023

Fund	Estimated Budget	Adjustment	Final Year End Revenue Budget
E001-E01 District Health	\$ 82,924.97	\$ -	\$ 82,924.97
E001-E05 District Health General Property Tax	\$ 856,200.00	\$ (25,241.46)	\$ 830,958.54
E001-E02 Private Water	\$ 17,920.00	\$ 2,763.00	\$ 20,683.00
E001-E03 Food Service	\$ 35,000.00	\$ (11,876.64)	\$ 23,123.36
E001-E04 Pools	\$ 648.00	\$ -	\$ 648.00
E001-E06 Camps	\$ 5,550.00	\$ (340.75)	\$ 5,209.25
E001-E07 Tattoo	\$ 55.00	\$ (55.00)	\$ -
E001-E11 Septics	\$ 30,925.00	\$ -	\$ 30,925.00
E001-E12 RHWP Program	\$ 425.00	\$ (425.00)	\$ -
E001-E14 PHEP Grant	\$ 75,000.00	\$ 9,662.00	\$ 84,662.00
E001-E17 Water Pollution Control Loan, WPCLF	\$ 95,000.00	\$ (95,000.00)	\$ -
E001-E19 WIC Program	\$ 109,310.00	\$ (10,164.70)	\$ 99,145.30
E001-E22 Cribs for Kids	\$ 4,200.00	\$ 3,649.95	\$ 7,849.95
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	\$ (17,200.18)	\$ 30,799.82
E001-E32 CT21 Contact Tracing Grant	\$ -	\$ -	\$ -
E001-E33 VE21 Vaccine Equity & Support	\$ -	\$ -	\$ -
E001-E34 Transfer In	\$ -	\$ -	\$ -
E001-E35 Covid-19 Vaccination CN22 Grant	\$ 45,000.00	\$ (22,362.12)	\$ 22,637.88
E001-E36 WF22 Public Health Workforce Grant	\$ 180,000.00	\$ (27,119.78)	\$ 152,880.22
E001-E37 WF23 Public Health Workforce Grant	\$ 20,000.00	\$ (16,650.01)	\$ 3,349.99
Total	\$1,606,157.97	\$ (210,360.69)	\$ 1,395,797.28

Motion to accept the **Revenue Allocation Adjustments in the amount of (\$210,360.69)** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



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Bonnie presented Expense Allocation Adjustments in the amount of (\$636,278.41) as follows:

<u>General Health Account</u>		<u>Allocation</u>	<u>Adjustments</u>	<u>Approved</u>
E000-E01	Salaries	\$984,131.21	-\$338,077.64	\$646,053.57
E000-E02	Supplies	\$112,359.27	-\$34,153.64	\$78,205.63
E000-E03	Equipment	\$45,774.79	-\$15,585.00	\$30,189.79
E000-E05	Utilities	\$27,980.00	-\$3,316.97	\$24,663.03
E000-E06	Contract Services	\$207,286.97	-\$133,368.75	\$73,918.22
E000-E07	Mileage/Expense	\$31,984.23	-\$7,663.92	\$24,320.31
E000-E09	Advertising/Printing	\$13,000.00	-\$5,533.47	\$7,466.53
E000-E10	PERS	\$136,426.72	-\$49,268.61	\$87,158.11
E000-E11	Workers Compensation	\$3,973.64	\$0.00	\$3,973.64
E000-E12	Medicare	\$14,360.24	-\$4,932.33	\$9,427.91
E000-E13	State Fees	\$26,072.00	-\$6,984.74	\$19,087.26
E000-E14	Contingencies	\$26,000.00	\$15,004.45	\$41,004.45
E000-E15	Health Insurance	\$159,526.28	-\$47,583.67	\$111,942.61
E000-E16	Life Insurance	\$950.00	-\$275.00	\$675.00
E000-E17	Insurance/License	\$7,100.00	-\$2,323.77	\$4,776.23
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	-\$350.00	\$1,350.00
E000-E40	Dues/Fees	\$5,400.00	\$134.65	\$5,534.65
E000-E41	Promotional Items	\$2,000.00	-\$2,000.00	\$0.00
Grand Totals		\$1,811,625.35	-\$636,278.41	\$1,175,346.94

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	\$579,196.32	-\$313,066.77	\$266,129.55
E000-E02	Supplies	\$37,000.00	\$6,671.93	\$43,671.93
E000-E03	Equipment	\$29,000.00	-\$5,978.00	\$23,022.00
E000-E05	Utilities	\$10,000.00	-\$275.77	\$9,724.23
E000-E06	Contract Services	\$86,083.52	-\$23,544.24	\$62,539.28
E000-E07	Mileage/Expense	\$7,000.00	-\$933.49	\$6,066.51
E000-E09	Advertising/Printing	\$4,000.00	\$1,852.33	\$5,852.33
E000-E10	PERS	\$83,893.64	-\$43,431.57	\$40,462.07
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$8,627.04	-\$4,421.79	\$4,205.25
E000-E13	State Fees	\$17,000.00	-\$6,308.74	\$10,691.26



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E000-E14	Contingencies	\$26,000.00	\$15,004.45	\$41,004.45
E000-E15	Health Insurance	\$126,399.48	-\$34,082.43	\$92,317.05
E000-E16	Life Insurance	\$950.00	-\$275.00	\$675.00
E000-E17	Insurance/License	\$6,000.00	-\$1,309.77	\$4,690.23
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,700.00	-\$350.00	\$1,350.00
E000-E40	Dues/Fees	\$5,000.00	\$354.65	\$5,354.65
E000-E41	Promotional Items	\$2,000.00	-\$2,000.00	\$0.00
Grand Totals		\$1,035,450.00	-\$412,094.21	\$623,355.79

<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$9,000.00	\$950.45	\$9,950.45
E000-E02	Supplies	\$500.00	-\$309.47	\$190.53
E000-E06	Contract Services	\$3,000.00	-\$1,274.00	\$1,726.00
E000-E07	Mileage/Expense	\$1,000.00	-\$23.46	\$976.54
E000-E10	PERS	\$1,260.00	\$62.16	\$1,322.16
E000-E12	Medicare	\$130.50	\$14.55	\$145.05
E000-E13	State Fees	\$3,000.00	-\$148.00	\$2,852.00
E000-E15	Health Insurance	\$2,500.00	-\$27.95	\$2,472.05
Grand Totals		\$20,390.50	-\$755.72	\$19,634.78

<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$25,000.00	-\$11,164.73	\$13,835.27
E000-E02	Supplies	\$100.00	\$44.95	\$144.95
E000-E07	Mileage/Expense	\$1,838.00	\$0.00	\$1,838.00
E000-E10	PERS	\$3,500.00	-\$1,697.58	\$1,802.42
E000-E12	Medicare	\$362.50	-\$169.23	\$193.27
E000-E13	State Fees	\$2,762.00	-\$222.00	\$2,540.00
E000-E15	Health Insurance	\$6,000.00	-\$2,042.96	\$3,957.04
Grand Totals		\$39,562.50	-\$15,251.55	\$24,310.95

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



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<u>E06 Camps</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$3,000.00	-\$192.97	\$2,807.03
E000-E07	Mileage/Expense	\$600.00	\$0.00	\$600.00
E000-E10	PERS	\$420.00	\$0.00	\$420.00
E000-E12	Medicare	\$43.50	-\$0.86	\$42.64
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	-\$193.83	\$5,219.67

<u>E07 Tattoo</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E07	Mileage/Expense	\$55.00	\$0.00	\$55.00
Grand Totals		\$55.00	\$0.00	\$55.00

<u>E11 Septic</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$19,000.00	-\$2,540.55	\$16,459.45
E000-E02	Supplies	\$500.00	-\$474.02	\$25.98
E000-E07	Mileage/Expense	\$1,800.00	\$0.00	\$1,800.00
E000-E10	PERS	\$2,660.00	-\$440.70	\$2,219.30
E000-E12	Medicare	\$275.50	-\$39.66	\$235.84
E000-E13	State Fees	\$2,600.00	-\$306.00	\$2,294.00
E000-E15	Health Insurance	\$4,200.00	-\$17.95	\$4,182.05
Grand Totals		\$31,035.50	-\$3,818.88	\$27,216.62

<u>E12 RHWP</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$4,000.00	-\$1,950.16	\$2,049.84
E000-E02	Supplies	\$6,000.00	-\$4,195.01	\$1,804.99
E000-E07	Mileage/Expense	\$200.00	-\$200.00	\$0.00
E000-E09	Advertising/Printing	\$1,500.00	-\$394.30	\$1,105.70
E000-E10	PERS	\$560.00	-\$273.60	\$286.40
E000-E12	Medicare	\$58.00	-\$28.36	\$29.64
E000-E15	Health Insurance	\$1,000.00	-\$1,000.00	\$0.00
E000-E17	Insurance/License	\$1,000.00	-\$1,000.00	\$0.00
E000-E40	Dues & Fees	\$200.00	-\$20.00	\$180.00
Grand Totals		\$14,518.00	-\$9,061.43	\$5,456.57

<u>E14 PHEP Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$47,000.00	-\$2,342.40	\$44,657.60



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E000-E02	Supplies	\$3,500.00	-\$792.60	\$2,707.40
E000-E03	Equipment	\$3,000.00	-\$2,957.00	\$43.00
E000-E05	Utilities	\$800.00	-\$356.43	\$443.57
E000-E06	Contract Services	\$16,500.00	-\$8,097.06	\$8,402.94
E000-E07	Mileage/Expense	\$2,000.00	-\$521.92	\$1,478.08
E000-E10	PERS	\$6,580.00	-\$165.50	\$6,414.50
E000-E12	Medicare	\$681.50	-\$15.60	\$665.90
E000-E17	Insurance/License	\$100.00	-\$14.00	\$86.00
Grand Totals		\$80,161.50	-\$15,262.51	\$64,898.99

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

<u>E19 WIC</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$73,000.00	\$376.71	\$73,376.71
E000-E02	Supplies	\$2,000.00	-\$676.60	\$1,323.40
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E05	Utilities	\$16,400.00	-\$2,504.77	\$13,895.23
E000-E06	Contract Services	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$1,500.00	-\$1,141.86	\$358.14
E000-E09	Advertising/Printing	\$500.00	-\$500.00	\$0.00
E000-E10	PERS	\$10,220.00	\$40.03	\$10,260.03
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$1,058.50	\$21.99	\$1,080.49
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
E000-E40	Dues/Fees	\$200.00	-\$200.00	\$0.00
Grand Totals		\$104,878.50	-\$4,584.50	\$100,294.00

<u>E22 Cribs for Kids</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E02	Supplies	\$3,000.00	-\$2,560.57	\$439.43
E000-E07	Mileage/Expense	\$300.00	-\$300.00	\$0.00
Grand Totals		\$3,300.00	-\$2,860.57	\$439.43

<u>E24 Veggie U</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E02	Supplies	\$800.00	-\$800.00	\$0.00
E000-E07	Mileage/Expense	\$300.00	-\$300.00	\$0.00
Grand Totals		\$1,100.00	-\$1,100.00	\$0.00



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<u>E26 CO-20 Crisis Response Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$4,836.50	\$0.00	\$4,836.50
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
<u>E27 CT-20 Contact Tracing</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$26,967.18	\$0.00	\$26,967.18
E000-E10	PERS	\$3,326.36	\$0.00	\$3,326.36
E000-E12	Medicare	\$406.46	\$0.00	\$406.46
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
Grand Totals		\$30,700.00	\$0.00	\$30,700.00
<u>E28 Stigma Reduction Initiative</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E02	Supplies	\$15,000.00	-\$8,670.78	\$6,329.22
E000-E07	Mileage/Expenses	\$1,000.00	-\$907.90	\$92.10
E000-E09	Advertising/Printing	\$5,000.00	-\$4,491.50	\$508.50
Grand Totals		\$21,000.00	-\$14,070.18	\$6,929.82
<u>E31 Enhanced Operations(E022) & (E023)</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$25,776.22	\$2,260.65	\$28,036.87
E000-E02	Supplies	\$5,134.00	-\$4,074.18	\$1,059.82
E000-E03	Equipment	\$650.00	-\$650.00	\$0.00
E000-E05	Utilities	\$180.00	-\$180.00	\$0.00
E000-E07	Mileage/Expense	\$500.00	-\$320.00	\$180.00
E000-E09	Advertising/Printing	\$600.00	-\$600.00	\$0.00
E000-E10	PERS	\$2,800.00	\$293.78	\$3,093.78
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$290.00	\$65.92	\$355.92
E000-E15	Health Insurance	\$2,000.00	\$51.73	\$2,051.73
Grand Totals		\$37,930.22	-\$3,152.10	\$34,778.12
<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$15,000.00	-\$3,200.25	\$11,799.75
E000-E02	Supplies	\$4,374.31	-\$376.71	\$3,997.60
E000-E03	Equipment	\$6,000.00	-\$6,000.00	\$0.00
E000-E07	Mileage/Expense	\$500.00	-\$144.17	\$355.83
E000-E10	PERS	\$2,100.00	-\$926.21	\$1,173.79



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E000-E12	Medicare	\$217.50	-\$46.40	\$171.10
E000-E15	Health Insurance	\$2,500.00	-\$1,130.87	\$1,369.13
	Grand Totals	\$30,691.81	-\$11,824.61	\$18,867.20

<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E11	Workers Compensation	\$3,973.64	\$0.00	\$3,973.64
	Grand Totals	\$3,973.64	\$0.00	\$3,973.64

<u>E35 CN22 Covid19 Vaccination Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$26,500.00	-\$12,508.03	\$13,991.97
E000-E02	Supplies	\$5,805.75	-\$3,867.89	\$1,937.86
E000-E07	Mileage/Expense	\$200.00	-\$200.00	\$0.00
E000-E09	Advertising\Printing	\$1,400.00	-\$1,400.00	\$0.00
E000-E10	PERS	\$3,710.00	-\$1,998.40	\$1,711.60
E000-E12	Medicare	\$384.25	-\$181.36	\$202.89
E000-E15	Health Insurance	\$7,000.00	-\$2,206.44	\$4,793.56
	Grand Totals	\$45,000.00	-\$22,362.12	\$22,637.88

<u>E36 WF22 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$125,854.99	\$5,300.41	\$131,155.40
E000-E02	Supplies	\$8,645.21	\$2,577.32	\$11,222.53
E000-E03	Equipment	\$7,124.79	\$0.00	\$7,124.79
E000-E05	Utilities	\$600.00	\$0.00	\$600.00
E000-E06	Contract Services	\$1,250.00	\$0.00	\$1,250.00
E000-E07	Mileage/Expense	\$12,640.00	-\$2,671.12	\$9,968.88
E000-E10	PERS	\$14,976.72	-\$731.02	\$14,245.70
E000-E12	Medicare	\$1,781.49	-\$131.53	\$1,649.96
E000-E15	Health Insurance	\$7,126.80	-\$7,126.80	\$0.00
	Grand Totals	\$180,000.00	-\$2,782.74	\$177,217.26

<u>E37 WF23 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$0.00	\$0.00	\$0.00
E000-E02	Supplies	\$20,000.00	-\$16,650.01	\$3,349.99
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



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E000-E12	Medicare	\$0.00	\$0.00	\$0.00
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
	Grand Totals	\$20,000.00	-\$16,650.01	\$3,349.99
01/01/2023 Temp. Expense Allocation Total				\$1,811,625.35
10.12.23 Expense Allocation Adjustment Total				-\$636,278.41
Grand Total Approved 10.12.23				\$1,175,346.94

Jayn asked if the department had budgeted for anything but did not expense for it due factors such as being conservative with the budget, etc. Katie explained the department did budget for a Health Educator through the WF22 grant; however, due to limited office space for the Health Department in the Government Center amongst other factors, the department did not hire a Health Educator. Megan explained the Health Educator position is written into the WF23 grant and the department has full intention to try and capitalize on bringing someone on board soon due to the Commissioner’s granting the health department use of Room 1124.

Motion to accept the **Expense Allocation Adjustments in the amount of (\$636,278.41)** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Bonnie presented a letter requesting \$300.00 be deposited into the Public Funds Economy Checking account at Huntington National Bank. Katie explained the department last deposited \$200.00 in 2021; Jayn Devney asked if the Board could help the department avoid the urgency of needing money deposited in the future.

Motion for the **\$300.00 to be deposited and giving the Fiscal division permission to deposit \$200.00 into the account if the account gets below \$50.00 in the future** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Katie presented a memorandum from Fiscal Officer in Training, Samantha Farmery, discussing the department entering Huntington National Bank’s County Commissioners Association of Ohio Consortium.

After discussion, motion to **join Huntington National Bank’s County Commissioners Association of Ohio Consortium** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Bonnie re-presented the January 01, 2024 Temporary Budget Resolution 2023-146 in the amount of \$3,257,428.56 (attached) that was previously passed during the July Board of Health meeting so Board members could review the department’s operating budget for the start of Fiscal Year 2024.

Motion to re-approve the January 01, 2024 Temporary Budget in the amount of \$3,257,428.56 moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Bonnie re-presented the Expense Allocation Budget Request in the amount of \$1,412,402.23 previously shown during the October Board of Health meeting so Board members could review the department’s expense allocation budget for Fiscal Year 2024.



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Old Business:

- Environmental Food Safety Program Fees Second Reading: Erika performed the third reading for the 2024 Food Safety Program fees and presented Resolution 2023-148 (attached).

Food Safety Program: Commercial	2023 Current Fee	2024 Health Dept. Fee Third Reading
<u>Less than 25000 sq. ft.</u>		
Level I	\$112.68	\$183.14
Level II	\$124.67	\$206.49
Level III	\$221.98	\$396.05
Level IV	\$276.63	\$502.50
<u>Over 25000 sq. ft.</u>		
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

Motion to **approve Resolution 2023-148** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Erika informed the Board that the Environmental division is working with the Ohio Valley Recreation Club on Rt. 9 to determine if they will be purchasing a camping license. The owner is deciding whether they will pull all the additional campers from the lot to avoid paying the license fee or become a licensed campground.

New Business:

- Nursing Spotify Request: Megan presented a memorandum regarding the Nursing division’s request for purchasing a Spotify subscription for SilverSneakers music. The Board discussed authorizing management to make budget expenditure decisions within a certain dollar amount.

Motion to approve the **authorization of management staff to make budget expenditure decisions of \$500.00 per year or less without taking the purchase requests to the Board** was moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- Board of Health CEU Planning: Megan presented a memorandum regarding Board member continuing education credit and reminded Board members to submit coursework certificates as soon as possible. Jayn expressed that not much learning may happen in 15-minute segments, and this year’s CEU were tedious yet helpful.

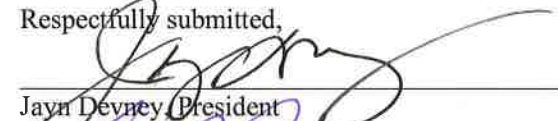


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With no further discussion or business brought before the board, motion to adjourn at 1:56 PM moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



Jayn Devney, President

Date: _____



Dr. Scott Pendleton DVM, President Pro Tempore

Date: _____

Chairperson Pro Tempore

Date: _____



Mrs. Megan Smolenak, Health Commissioner

Date: _____



Mrs. Katie Norris, Deputy Health Commissioner

Date: 01/25/2024