



**Harrison County General Health District
Board of Health Meeting Minutes
January 25, 2024**

The regularly scheduled Board of Health meeting set for January 18, 2024, was rescheduled to January 25, 2024, due to scheduling conflicts creating a lack of quorum.

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
Ms. Melissa Powers

Absent:

Mr. Kent Murray
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
Samantha 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 January 25, 2024, BOH meeting consent agenda including the minutes of the December 21, 2023, Harrison County Board of Health meeting and the monthly activity report. Motion to approve moved by Dr. Scott Pendleton 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 December 31, 2023, were presented to Board of Health members for discussion and viewing as follows:

1. December 2023 Revenue received totaled: \$37,744.65
 - a. December 2022 Revenue received totaled: \$41,919.91
2. December 2023 Expenses paid totaled: \$100,167.09
 - a. December 2022 Expenses paid totaled: \$116,325.12
3. December 31, 2023, ending balance: \$1,832,380.54
 - a. December 31, 2022, ending balance: \$1,620,184.81



HARRISON COUNTY

Public Health

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December 2023

Program	Carryover Balance	2023 Current Revenue		2022 Revenue		2023 Current Expenses		2022 Expenses		2023 Current Balance	2022 Current Balance
		MTD	YTD	December	2022 YTD	MTD	YTD	December	2022 YTD		
E001-E01 District Health	\$1,389,669.67	\$1,812.00	\$81,441.02	\$5,501.47	\$68,766.05	\$45,480.62	\$597,011.73	\$94,490.02	\$764,919.03	\$874,098.96	\$1,389,669.67
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$830,958.54	\$0.00	\$803,119.55	\$0.00	\$0.00	\$0.00	\$0.00	\$830,958.54	\$0.00
E001-E02 Private Water	\$8,853.37	\$2,048.00	\$19,855.00	\$1,028.00	\$13,312.00	\$1,903.16	\$19,323.49	\$505.28	\$14,590.50	\$9,384.88	\$8,853.37
E001-E03 Food Service	\$6,662.34	\$0.00	\$23,123.38	\$0.00	\$38,942.50	\$1,415.45	\$24,215.65	\$1,478.74	\$44,185.61	\$5,570.05	\$6,662.34
E001-E04 Pools	\$93.23	\$0.00	\$648.00	\$0.00	\$632.50	\$0.00	\$711.23	\$0.00	\$1,149.27	\$0.00	\$93.23
E001-E06 Camps	\$11.28	\$0.00	\$5,209.25	\$0.00	\$5,446.25	\$0.00	\$5,219.67	\$0.00	\$5,957.85	\$0.86	\$11.28
E001-E07 Tattoo	\$55.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$55.00	\$0.00	\$360.00	\$0.00	\$55.00
E001-E11 Septics	\$4,354.61	\$2,452.00	\$30,758.22	\$1,464.56	\$28,943.52	\$1,443.83	\$27,211.36	\$1,852.16	\$25,548.02	\$7,901.47	\$4,354.61
E001-E12 RHWP Grant	\$28,202.42	\$0.00	\$0.00	\$0.00	\$13,345.24	\$262.02	\$5,456.57	\$254.45	\$9,093.24	\$22,745.85	\$28,202.42
E001-E14 PHEP Grant	\$26,938.12	\$16,900.00	\$84,662.00	\$0.00	\$60,068.00	\$6,040.40	\$64,898.99	\$5,702.17	\$68,704.80	\$46,701.13	\$26,938.12
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$19,840.00	\$101,550.25	\$0.00	\$0.00	\$950.00	\$133,392.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$6,166.76	\$7,664.43	\$99,145.30	\$7,246.16	\$93,574.22	\$10,055.98	\$99,770.45	\$9,430.83	\$97,588.79	\$5,541.63	\$6,166.76
E001-E22 Cribs for Kids - MCH	\$17,007.49	\$0.00	\$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	\$0.00	\$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	\$316.20	\$6,829.82	\$535.59	\$8,135.20	\$44,934.98	\$51,864.80
E001-E31 Enhanced Operations	\$0.00	\$3,318.23	\$30,799.82	\$3,726.19	\$61,343.71	\$3,699.59	\$34,499.41	\$0.00	\$81,343.71	\$3,699.59	\$0.00
E001-E33 VE21 Vaccine Equity & Support	\$30,691.81	\$0.00	\$0.00	\$0.00	\$0.00	\$7,123.81	\$18,313.06	\$1,125.88	\$16,510.17	\$12,378.75	\$30,691.81
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	\$3,058.53	\$38,949.61	\$0.00	\$22,637.88	\$0.00	\$38,949.61	\$0.00	\$0.00
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$0.00	\$117,081.22	\$0.00	\$0.00	\$22,426.23	\$175,306.45	\$0.00	\$0.00	\$-58,225.23	\$0.00
E001-E37 WF23 Public Health Workforce	\$0.00	\$3,349.99	\$3,349.99	\$0.00	\$0.00	\$0.00	\$3,349.99	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$1,620,184.81	\$37,744.65	\$1,357,619.55	\$41,919.91	\$1,357,328.37	\$100,167.09	\$1,145,323.82	\$116,325.12	\$1,316,034.48	\$1,832,380.54	\$1,620,184.81

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

Sam presented January 2024 regular purchase orders in the amount of \$10,658.99 for Board review and approval.

PO Number	Code	Department	Amount	PO Type
24-0012	E000-E07	Mileage + Expenses: Teresa Koniski	\$ 89.40	Regular
24-0013	E000-E21	Dues + Fees: The Huntington National Bank	\$ 119.99	Regular
24-0014	E000-E05	Utilities: Frontier	\$ 357.19	Regular
24-0015	E000-E05	Utilities: Charter Communications	\$ 254.99	Regular
24-0016	E000-E06	Contract Services: Ream & Haager Laboratory	\$ 26.00	Regular
24-0017	E000-E06	Dues + Fees: The Huntington National Bank	\$ 192.00	Regular
24-0018	E000-E07	Mileage + Expenses: Jade Brown	\$ 32.48	Regular
24-0019	E000-E07	Mileage + Expenses: Jade Brown	\$ 8.98	Regular
24-0020	E000-E07	Mileage + Expenses: Tanile Dulkoski	\$ 108.46	Regular
24-0021	E000-E07	Mileage + Expenses: Erika Battistel	\$ 77.14	Regular
24-0022	E000-E07	Mileage + Expenses: Katie Norris	\$ 4.64	Regular
24-0023	E000-E07	Mileage + Expenses: Samantha Farmery	\$ 21.05	Regular
24-0024	E000-E07	Mileage + Expenses: Rebecca Eberhart	\$ 5.57	Regular
24-0025	E000-E09	Advertising + Printing: AloNovus	\$ 50.00	Regular
24-0026	E000-E13	State Fees: Treasurer, State of Ohio	\$ 2,792.24	Regular
24-0027	E000-E14	Contingencies: Harrison County Ambulance Services	\$ 732.31	Regular
24-0028	E000-E05	Utilities: Verizon Wireless	\$ 36.32	Regular
24-0029	E000-E06	Contract Services: Stericycle	\$ 51.00	Regular
24-0030	E000-E05	Utilities: Renea Riesen	\$ 950.00	Regular
24-0031	E000-E02	Supplies: The Huntington National Bank	\$ 110.92	Regular
24-0032	E000-E14	Contingencies: Harrison County Ambulance Services	\$ 2,631.02	Regular
24-0033	E000-E05	Utilities: Charter Communications	\$ 229.75	Regular
24-0034	E000-E06	Contract Services: Executech Utah, LLC	\$ 174.30	Regular
24-0035	E000-E06	Contract Services: Louttamus Communcations, Inc.	\$ 48.61	Regular
24-0036	E000-E06	Contract Services: TSG	\$ 1,326.00	Regular

Motion to approve the **January 2024 regular purchase orders** moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

A voucher report for period 12/22/2023 - 01/25/2024 was presented to Board members for viewing and approval in the total amount of \$12,908.30 as follows: Supplies: \$393.09; Utilities: \$1,828.25; Contract Services: \$2,054.32; Mileage/Expenses: \$1,247.72; Advertising & Printing: \$50.00; State Fees: \$3,120.74; Contingencies: \$3,794.19; and Dues/Fees: \$419.99.

Dr. Scott Pendleton asked about Ambulance Service payments. Katie explained that multiple county offices have the same EIN number which results in the health department receiving EMA's deposits. Sam explained that the department must receipt the payments and then issue a check to the EMA for ambulance services. Megan expressed the desire to solve this ongoing issue in 2024.

Motion to approve the **12/22/2023 – 01/25/2023 voucher report** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Old Business:

No old business was brought before the Board of Health.

New Business:

- Physical Activity Program Expansion: Megan presented a memorandum regarding physical activity expansion. Dr. Pendleton asked what age group the classes would be for, and Megan explained the classes would be open to all ages, with potential theme weeks to target various music decades. Jayn noted she likes that the expansion of cardio, and yoga classes specifically, will target prevention of falls and injury in older adults.

After confirming the contract price points were acceptable, the Board advised Megan to have the Prosecutor review them and bring the contracts back before the Board for approval.

- Nuisance Complain Authority: Megan presented a memorandum to the Board about potentially adopting a resolution delegating the authority of declaring a public health nuisance to the Environmental Health Director and/or the Health Commissioner.

After discussion about certain legal terminologies to look for, the Board advised Megan to first contact legal counsel and then report back at the next meeting with either a drafted resolution or other recommendations as provided by the prosecutor.

In closing, Megan noted that the EPA Mosquito Control Grant will be submitted tomorrow. Megan is meeting with Bridges to Wellness on February 12th to discuss logistics and a plan for moving forward since funding for a Community Health Worker for Harrison County was approved.

Megan informed the Board that the annual District Advisory Council (DAC) meeting will take place on March 4, 2024, at 5:30PM inside the lower-level meeting room at the Puskarich Public Library Cadiz location. Dr. Dan Jones' term is up in 2024.



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With no further discussion or business brought before the board, motion to adjourn at 1:31 PM moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



Jayn Devney, President

Date: 02-22-2024



Dr. Scott Pendleton DVM, President Pro Tempore

Date: 02/22/2024

Chairperson Pro Tempore

Date: _____



Mrs. Megan Smolenak, Health Commissioner

Date: 2/22/2024



Mrs. Katie Norris, Deputy Health Commissioner

Date: 02/22/2024