

**Harrison County General Health District
Board of Health Meeting Minutes
March 21, 2024**

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
Mr. Kent Murray

Absent:

Dr. Dan Jones, DO

Staff and Other Members Present:

Megan Smolenak, Health Commissioner
Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Director
Teresa Koniski RN, Director of Nursing
John Carr, PHEP Coordinator
Samantha Farmery, Fiscal Officer in Training

Absent:

Bonnie Snider, Fiscal Officer

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the March 21, 2024, BOH meeting consent agenda including the minutes of the February 22, 2024, 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 4 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor’s Financial Report for month ending February 29, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. February 2024 Revenue received totaled: \$87,295.57
2. February 2024 Expenses paid totaled: \$78,071.71
3. February 29, 2024, ending balance: \$1,831,525.96



HARRISON COUNTY

Public Health

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Program	Carryover Balance	2024 Current Revenue		2023 Revenue		2024 Current Expenses		2023 Expenses		2024 Current Balance	2023 Current Balance
		MTD	YTD	February	2023 YTD	MTD	YTD	February	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$6,081.72	\$19,122.59	\$3,771.49	\$7,811.96	\$36,861.13	\$77,032.05	\$51,040.93	\$106,316.75	\$1,647,148.04	\$1,291,164.88
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E02 Private Water	\$9,384.88	\$570.00	\$2,247.00	\$1,242.00	\$2,736.00	\$1,955.51	\$3,867.85	\$1,251.67	\$3,651.57	\$7,764.03	\$7,937.80
E001-E03 Food Service	\$5,670.05	\$26,095.21	\$26,095.21	\$13,739.79	\$14,115.99	\$165.88	\$379.73	\$1,943.32	\$3,918.77	\$31,285.53	\$16,859.56
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.23
E001-E06 Camps	\$0.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.86	\$11.28
E001-E07 Tattoo	\$0.00	\$0.00	\$56.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56.00	\$56.00
E001-E11 Seplics	\$7,901.47	\$4,673.00	\$13,195.00	\$3,038.00	\$9,996.00	\$1,869.06	\$3,482.17	\$2,753.67	\$3,836.72	\$17,614.30	\$10,503.89
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$988.11	\$1,886.70	\$182.04	\$363.44	\$20,859.16	\$27,838.98
E001-E14 PHEP Grant	\$46,701.13	\$0.00	\$650.00	\$1,138.00	\$5,038.00	\$5,852.89	\$9,961.68	\$5,883.41	\$9,699.88	\$37,389.45	\$22,276.24
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$12,726.00	\$15,286.62	\$7,156.36	\$16,587.19	\$5,996.14	\$14,033.13	\$7,290.91	\$14,447.27	\$6,795.12	\$8,306.70
E001-E22 Crib for Kids - MCH	\$24,418.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178.98	\$0.00	\$0.00	\$24,239.03	\$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	\$0.00	\$2,483.04	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,700.00
E001-E28 Sigmata Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,086.50	\$2,086.50	\$1,452.37	\$1,452.37	\$42,848.48	\$50,412.43
E001-E31 Enhanced Operations	\$3,699.59	\$2,444.32	\$6,143.91	\$3,316.49	\$3,316.49	\$3,588.61	\$6,032.93	\$3,471.80	\$6,788.09	\$3,588.61	\$3,471.60
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$4,806.67	\$8,830.21	\$770.33	\$1,157.54	\$3,548.54	\$29,534.27
E001-E34 Transfer In	\$1,733.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,733.76	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$0.00	\$3,443.01	\$3,443.01	\$0.00	\$0.00	\$4,230.78	\$7,673.77	\$0.00	-\$4,230.78
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$22,426.23	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E37 WF23 Public Health Workforce	\$0.00	\$12,279.09	\$15,629.08	\$0.00	\$0.00	\$14,103.21	\$29,732.29	\$0.00	\$0.00	-\$14,103.21	\$0.00
Grand Total	\$1,832,380.54	\$87,295.57	\$156,649.64	\$36,845.14	\$63,034.64	\$78,071.71	\$157,504.22	\$80,071.01	\$159,306.17	\$1,831,625.96	\$1,623,913.28

Dr. Pendleton noted how the food service program had a drastic increase in revenue between 2023 and 2024. Erika stated the increase in fees is attributed to no longer having to base program service fees on the cost methodologies affected by the COVID-19 pandemic.

Motion to approve the **February 2024 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 4 in favor and 0 against.

A voucher report for period 02/23/2024 – 03/21/2024 was presented to Board members for viewing and approval in the total amount of \$19,470.54 as follows: Supplies: \$5,392.00; Utilities: \$3,144.32; Contract Services: \$2,583.35; Mileage/Expenses: \$1,800.33; Advertising & Printing: \$760.90; State Fees: \$1,836.00; Contingencies: \$2,896.77; and Dues/Fees: \$1,056.87.

Dr. Pendleton asked if the legal notice is something the department is required to do for its annual financial report. Katie and Sam answered yes, and that the notice was published in the News Herald a few editions ago.

Jayn asked about the voucher for John Carr’s mileage and if it was high due to an out-of-state stay or other costly reasons. Sam replied that John’s expenses were for mileage related to meetings, etc. from December 14, 2023, to March 14, 2024.

Motion to approve the **02/23/2024 – 03/21/2024 voucher report** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Samantha presented **March 2024 Purchase Orders** in the amount of \$38,981.96 as follows:

PO Number	Code	Department	Amount	PO Type
24-0039	E000-E05	Utilities	\$10,000.00	B
24-0040	E000-E07	Mileage + Expenses	\$10,000.00	B
24-0041	E000-E09	Advertising + Printing	\$ 9,000.00	B
24-0042	E000-E21	Dues + Fees	\$ 3,500.00	B
24-0043	E000-E13	State Fees	\$ 6,000.00	B
24-0044	E000-E07	Mileage + Expenses: The Huntington National Bank	\$ 481.96	R

Motion to approve **March 2024 Purchase orders** in the amount of \$38,981.96 moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Samantha presented a **Revenue Allocation Correction** as follows:

Harrison County General Health District
Revenue Allocation Adjustments **CORRECTION**
Board of Health Meeting: March 21, 2024

Fund	Temporary		2024 Permanent Revenue Budget
	1/1/2024 Budget	Adjustment	
E001-E01 District Health	\$ 99,288.00	\$ (10,726.60)	\$ 88,561.40
E001-E05 District Health General Property Tax	\$ 856,200.00	\$ 13,493.00	\$ 869,693.00
E001-E02 Private Water	\$ 15,749.00	\$ -	\$ 15,749.00
E001-E03 Food Service	\$ 32,127.00	\$ -	\$ 32,127.00
E001-E04 Pools	\$ 580.00	\$ -	\$ 580.00
E001-E06 Camps	\$ 5,450.00	\$ -	\$ 5,450.00
E001-E07 Tattoo	\$ 55.00	\$ -	\$ 55.00
E001-E11 Septics	\$ 30,676.00	\$ 1,121.00	\$ 31,797.00
E001-E12 RHWP Program	\$ 50.00	\$ -	\$ 50.00
E001-E14 PHEP Grant	\$ 65,000.00	\$ -	\$ 65,000.00
E001-E17 Water Pollution Control Loan, WPCLF	\$ 100,500.00	\$ (50,500.00)	\$ 50,000.00
E001-E19 WIC Program	\$ 110,004.00	\$ -	\$ 110,004.00
E001-E22 Cribs for Kids	\$ 4,100.00	\$ -	\$ 4,100.00
E001-E31 Enhanced Operations	\$ 38,350.00	\$ -	\$ 38,350.00
E001-E36 WF22 Public Health Workforce Grant	\$ -	\$ 58,225.23	\$ 58,225.23
E001-E37 WF23 Public Health Workforce Grant	\$ 230,609.87	\$ 4,543.55	\$ 235,153.42
Total	\$ 1,588,738.87	\$ 16,156.18	\$ 1,604,895.05

*Revenue allocation adjustments for E001-E01 District Health were reported to the board as (\$13,493.00) at the February 22nd Board of Health meeting. It was determined that this amount was incorrect and should be (\$10,726.60).

Harrison County General Health District
Revenue Allocation Adjustments
Board of Health Meeting: February 22, 2024

Fund	Temporary		2024 Permanent Revenue Budget
	1/1/2024 Budget	Adjustment	
E001-E01 District Health	\$ 99,288.00	\$ (13,493.00)	\$ 85,795.00
E001-E05 District Health General Property Tax	\$ 856,200.00	\$ 13,493.00	\$ 869,693.00
E001-E02 Private Water	\$ 15,749.00	\$ -	\$ 15,749.00
E001-E03 Food Service	\$ 32,127.00	\$ -	\$ 32,127.00
E001-E04 Pools	\$ 580.00	\$ -	\$ 580.00
E001-E06 Camps	\$ 5,450.00	\$ -	\$ 5,450.00
E001-E07 Tattoo	\$ 55.00	\$ -	\$ 55.00
E001-E11 Septics	\$ 30,676.00	\$ 1,121.00	\$ 31,797.00
E001-E12 RHWP Program	\$ 50.00	\$ -	\$ 50.00
E001-E14 PHEP Grant	\$ 65,000.00	\$ -	\$ 65,000.00
E001-E17 Water Pollution Control Loan, WPCLF	\$ 100,500.00	\$ (50,500.00)	\$ 50,000.00
E001-E19 WIC Program	\$ 110,004.00	\$ -	\$ 110,004.00
E001-E22 Cribs for Kids	\$ 4,100.00	\$ -	\$ 4,100.00
E001-E31 Enhanced Operations	\$ 38,350.00	\$ -	\$ 38,350.00
E001-E36 WF22 Public Health Workforce Grant	\$ -	\$ 58,225.23	\$ 58,225.23
E001-E37 WF23 Public Health Workforce Grant	\$ 230,609.87	\$ 4,543.55	\$ 235,153.42
Total	\$ 1,588,738.87	\$ 13,389.78	\$ 1,602,128.65

Motion to accept the **Revenue Allocation Correction** of \$13,389.78 to \$16,156.18 moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.



Old Business:

- Bridges to Wellness: Megan presented an inter-office communication memo to the Board of Health detailing additional information and answers to previous questions that Megan and Katie received after meeting with Paige Dugan, HUB Director, and Jessica Kinney, Executive Director, of Access Tusc Bridges to Wellness.

After discussion, motion to approve **HCGHD entering into contract with Access Tusc Bridges to Wellness** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Dr. Pendleton asked how FlexFit classes were going. Staff responded that the first FlexFit Cardio class had fifteen participants and attendees were in great spirits and excited for the program.

Melissa Powers mentioned that Southeast Inc. and the HCGHD are partnering for a Narcan kit education and information day on April 23rd. The event will be held at the Southeast Inc. Cadiz location and will take place from 10:00 AM – 2:00 PM.

New Business:

- Resolution 2024-153: Bruce Oszust (Installer)

Motion to approve **Resolution 2024-153** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Policy Reviews: Megan presented reworked policies to the Board of Health. Jayn advised Megan that using a red-line version on updated policies will help remind everyone on the changes being made.
 - Reimbursement

After discussion, motion to approve the **Reimbursement Policy 2019-06-003 as amended before the Board of Health** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Workers' Compensation

After discussion, motion to approve the **Workers' Compensation Policy 2019-06-005 as amended before the Board of Health** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Dr. Pendleton asked how the DAC meeting went. Megan replied that it went well, and that Dr. Jones was re-appointed for another five-year term (2024 – 2029).

Megan and Erika provided the Board of Health with a brief update about the OVRC (Ohio Valley Recreation Club) campground situation. Erika continues to receive calls from concerned club members and is currently waiting for a return call from Waste Management, which owns a parcel of land the campers are on.

Melissa Powers moved to enter executive session at 1:40 PM to consider the employment of a public employee, seconded by Kent Murray. 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
Dr. Scott Pendleton	yes
Melissa Powers	yes

The Board of Health exited the executive session and returned to open session at 1:44 PM.

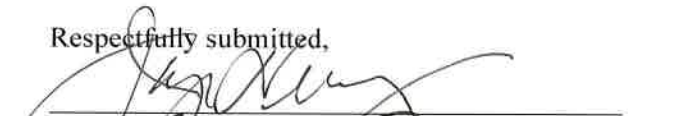
Motion to hire **Kathy Moore as WIC Clerk**, starting date March 26, 2024, at a rate of \$13.00 per hour with a \$0.50 wage increase after successfully completing a six (6) month probationary period (effective early as September 23rd, pay date October 4th) moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Megan informed the Board that The Mental Health & Recovery Board of Belmont, Harrison & Monroe Counties is hosting a presentation on Monday, May 6, 2024, at 6:00 PM. The event will take place at Ohio University Eastern and feature American suicide prevention speaker, Kevin Hines.


On March 11, 2024, Megan received notice from the Mental Health and Recovery Board that she was selected to receive the 2024 Community Champion Award for her efforts and advocacy in behavioral health for the residents of Harrison County. The awards presentation will take place after Kevin Hines concludes his presentation at Ohio University Eastern. The Board expressed their congratulations to Megan for such an achievement.

With no further discussion or business brought before the board, motion to adjourn at 1:47 PM moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Respectfully submitted,



Jayn Devney, President



Dr. Scott Pendleton DVM, President Pro Tempore

Date: 04-18-2024

Date: 4/18/2024

Date: _____

Chairperson Pro Tempore



HARRISON COUNTY
Public Health

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Megan Smolenak

Mrs. Megan Smolenak, Health Commissioner

Katie E. Norris

Mrs. Katie Norris, Deputy Health Commissioner

Date: 4/18/2024

Date: 04/18/2024