

**Harrison County General Health District
Board of Health Meeting Minutes
April 18, 2024**

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

Call to Order: Jayn Devney called the meeting to order at 1:00 PM.

Board Members Present:

Jayn Devney
Dr. Scott Pendleton, DVM
Ms. Melissa Powers
Mr. Kent Murray

Absent:

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

Off-Site Members Present:

Dr. Dan Jones, via call-in

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the April 18, 2024, BOH meeting consent agenda including the minutes of the March 21, 2024, 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 4 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor's Financial Report for month ending March 31, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. March 2024 Revenue received totaled: \$57,029.09
2. March 2024 Expenses paid totaled: \$84,693.42
3. March 31, 2024, ending balance: \$1,803,861.63



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	March	2023 YTD	MTD	YTD	March	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$10,526.24	\$29,648.83	\$8,011.70	\$15,823.66	\$40,711.03	\$117,743.08	\$46,163.66	\$152,480.41	\$1,616,963.25	\$1,253,012.92
E001-E05 District Health-Property Tax	\$0.00	\$1,193.24	\$1,193.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,193.24	\$0.00
E001-E02 Private Water	\$9,384.88	\$0.00	\$2,247.00	\$100.00	\$2,836.00	\$1,977.48	\$5,845.33	\$1,195.93	\$4,847.50	\$5,786.55	\$6,841.87
E001-E03 Food Service	\$5,570.05	\$9,705.44	\$35,800.65	\$5,847.02	\$19,963.01	\$1,869.42	\$2,249.15	\$3,839.43	\$7,758.20	\$39,121.55	\$18,867.15
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63.23
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	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00
E001-E11 Septics	\$7,801.47	\$739.00	\$13,934.00	\$1,662.00	\$11,648.00	\$1,757.46	\$5,239.63	\$3,008.76	\$6,845.48	\$16,595.84	\$9,157.13
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$986.11	\$2,872.81	\$182.04	\$545.48	\$19,873.04	\$27,656.94
E001-E14 PHEP Grant	\$46,701.13	\$5,200.00	\$5,850.00	\$13,000.00	\$18,038.00	\$4,736.93	\$14,688.61	\$4,344.29	\$14,044.17	\$37,852.52	\$30,931.95
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	\$5,541.83	\$11,973.35	\$27,259.97	\$7,290.81	\$23,878.10	\$7,062.32	\$21,095.45	\$7,483.12	\$21,930.39	\$11,708.15	\$8,114.49
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$0.00	\$0.00	\$1,899.99	\$1,899.99	\$0.00	\$178.98	\$0.00	\$0.00	\$24,239.03	\$18,907.48
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$504.65	\$504.65	\$0.00	\$0.00	\$1,978.39	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$882.54	\$882.54	\$0.00	\$4,417.46
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 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$4,992.39	\$7,078.89	\$0.00	\$1,452.37	\$37,856.09	\$50,412.43
E001-E31 Enhanced Operations	\$3,699.59	\$3,588.61	\$9,732.52	\$3,471.60	\$6,788.09	\$4,565.87	\$10,598.80	\$3,311.93	\$10,100.02	\$4,565.87	\$3,311.93
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$367.30	\$9,197.51	\$544.83	\$1,702.37	\$3,181.24	\$28,989.44
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	\$4,230.76	\$7,673.77	\$0.00	\$0.00	\$4,058.51	\$11,732.28	\$0.00	\$4,058.51
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$0.00	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$10,454.22	\$10,454.22	\$0.00	-\$10,454.22
E001-E37 WF23 Public Health Workforce	\$0.00	\$14,103.21	\$29,732.29	\$0.00	\$0.00	\$15,162.46	\$4,894.75	\$0.00	\$0.00	-\$15,162.46	\$0.00
Grand Total	\$1,832,380.54	\$57,029.09	\$213,678.73	\$45,513.98	\$108,548.62	\$84,693.42	\$242,197.64	\$85,469.26	\$244,775.43	\$1,803,861.63	\$1,483,958.00

Motion to approve the **March 2024 Program Cash Balance Report** and that the report be filed for audit moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 4 in favor and 0 against.

A voucher report for period 03/22/2024 – 04/18/2024 was presented to Board members for viewing and approval in the total amount of \$23,945.58 as follows: Supplies: \$3,016.06; Utilities: \$2,093.41; Contract Services: \$5,223.82; Mileage/Expenses: \$2,986.57; Advertising & Printing: \$3,769.08; State Fees: \$3,855.90; Contingencies: \$2,632.84; Insurance/License: \$100.00; and Dues/Fees: \$267.90.

Dr. Pendleton asked about the Mental Health Awareness Month walk supplies. Katie and Megan explained the health department is providing bags, shirts, and stress balls for walk attendees at all three locations.

After discussion, motion to approve the **03/22/2024 – 04/18/2024 voucher report** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Samantha presented **April 2024 Purchase Orders** in the amount of \$15,000.00 as follows:

PO Number	Code	Department	Amount	PO Type
24-0045	E000-E14	Contingencies	\$ 15,000.00	Blanket

Motion to approve **April 2024 Purchase orders** in the amount of \$15,000.00 moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Katie updated the Board that she and Megan received notice from ODH on 03/29/2024 regarding review of HCGHD’s audit report for fiscal year ending December 31, 2022. Katie recapped the repeat audit findings and the fiscal division’s corrective action plan to ensure the findings do not reoccur.



Old Business:

- Suicide & Overdose Data Report: Megan provided the Board with a report detailing suicide and overdose data. Open discussion took place regarding the data, specifically the increase in Harrison County overdose deaths and if alcohol consumption was included in the data.
- OVRC Update: Erika provided an update on the ongoing campground licensing issue with the Ohio Valley Recreational Club. Erika is meeting with a representative from OVRC to conduct a site evaluation after emailing them the temporary campground permit paperwork.

New Business:

- Legislative Update: Megan provided the Board with an update on Ohio Administrative Code (OAC) 3701-3-16 Reporting Drug Overdose. The new rule requires a dedicated emergency department to report drug overdoses within two business days of diagnosis. The new rule will provide more accurate and current views of non-fatal overdoses in Ohio and Harrison County. This will allow for HCGHD to have evidence-based data for identifying trends and creating new programs and services in the county.
- Resolution 2024-154: Michael Thompson (Soil Scientist)

Motion to approve **Resolution 2024-154** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Resolution 2024-155: Michael Thompson (Designer)

Motion to approve **Resolution 2024-155** moved by Dr. Scott Pendleton 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.
 - Fraud Reporting

After discussion, motion to approve the **Fraud Reporting Policy 2019-03-001 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.

- Solicitation

After discussion, motion to approve the **Solicitation Policy 2019-03-004** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

- Nepotism



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After discussion, motion to approve the **Nepotism Policy 2019-03-005 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.

- o Conferences, Professional and Community Organizations

After discussion, motion to approve the **Conferences, Professional and Community Organizations Policy 2019-06-006 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.

Dr. Scott Pendleton moved to enter executive session at 1:42 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:

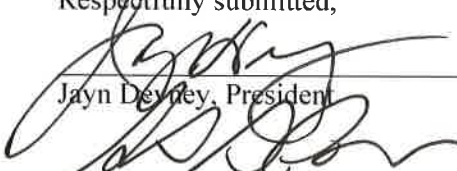
Jayn Devney	yes
Kent Murray	yes
Dr. Scott Pendleton	yes
Melissa Powers	yes

The Board of Health exited the executive session and returned to open session at 1:46 PM.


Motion to **hire Dawn West as Community Health Worker**, starting date May 6, 2024, at a rate of \$17.00 per hour with a \$0.50 wage increase after successfully completing a six (6) month probationary period (effective early as November 6th, pay date November 15th) moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 1:48 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: 5/16/2024

Date: 05/16/2024


Date: _____

Chairperson Pro Tempore



Mrs. Megan Smolenak, Health Commissioner

Date: 5/16/2024



Mrs. Katie Norris, Deputy Health Commissioner

Date: 05/16/2024