



**Harrison County General Health District
Board of Health Meeting Minutes
May 16, 2024**

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

Call to Order: Jayn Devney called the meeting to order at 1:11 PM.

Board Members Present:

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

Absent:

Ms. Melissa Powers

Staff and Other Members Present:

Megan Smolenak, Health Commissioner
Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Director
John Carr, PHEP Coordinator
Samantha Farmery, Fiscal Officer in Training
Brandi Rapp, WIC Director

Absent:

Teresa Koniski RN, Director of Nursing

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the May 16, 2024, BOH meeting consent agenda including the minutes of the April 18, 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 3 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor's Financial Report for month ending April 30, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. April 2024 Revenue received totaled: \$627,481.27
2. April 2024 Expenses paid totaled: \$96,460.37
3. April 30, 2024, ending balance: \$1,973,391.67



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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	April	2023 YTD	MTD	YTD	April	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$13,524.23	\$43,173.06	\$9,198.53	\$25,022.19	\$53,859.51	\$171,602.59	\$40,278.05	\$192,758.46	\$1,576,627.97	\$1,221,933.40
E001-E05 District Health-Property Tax	\$0.00	\$575,940.95	\$577,134.19	\$543,505.27	\$543,505.27	\$0.00	\$0.00	\$0.00	\$0.00	\$577,134.19	\$543,505.27
E001-E02 Private Water	\$9,384.88	\$1,242.00	\$3,489.00	\$1,184.00	\$4,020.00	\$1,998.07	\$7,843.40	\$1,679.72	\$6,527.22	\$5,030.48	\$6,346.15
E001-E03 Food Service	\$5,570.05	\$657.32	\$36,457.97	\$595.65	\$20,558.66	\$2,246.61	\$4,495.76	\$2,839.55	\$10,597.75	\$37,532.26	\$16,623.25
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$648.00	\$648.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$711.23
E001-E06 Camps	\$0.86	\$0.00	\$0.00	\$5,041.25	\$5,041.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.86	\$5,052.53
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	\$7,901.47	\$1,612.00	\$15,546.00	\$1,357.72	\$13,005.72	\$1,694.41	\$6,934.04	\$3,287.03	\$10,132.51	\$16,513.43	\$7,227.82
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,030.99	\$3,903.80	\$193.08	\$738.56	\$18,842.05	\$27,463.86
E001-E14 PHEP Grant	\$46,701.13	\$3,900.00	\$9,750.00	\$0.00	\$18,038.00	\$5,967.15	\$20,665.76	\$4,298.37	\$18,342.54	\$35,785.37	\$26,633.58
E001-E17 WPCLF Program	\$5,453.45	\$4,535.00	\$4,535.00	\$0.00	\$0.00	\$425.00	\$425.00	\$0.00	\$0.00	\$9,563.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$3,891.46	\$31,151.43	\$0.00	\$23,878.10	\$7,408.37	\$28,503.82	\$6,368.90	\$28,299.29	\$8,189.24	\$1,745.59
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$2,449.98	\$2,449.98	\$0.00	\$1,899.99	\$0.00	\$178.98	\$0.00	\$0.00	\$26,689.01	\$18,907.48
E001-E24 Veggie U Program - MCH	\$2,483.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$2,008.66	\$2,891.20	\$0.00	\$2,408.80
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,176.81	\$1,176.81	\$0.00	\$29,523.19
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,961.41	\$10,040.30	\$1,524.40	\$2,976.77	\$34,894.68	\$48,888.03
E001-E31 Enhanced Operations	\$3,699.59	\$4,565.87	\$14,298.39	\$3,311.93	\$10,100.02	\$2,984.18	\$13,582.98	\$1,483.98	\$11,584.00	\$2,984.18	\$-1,483.98
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,197.51	\$762.68	\$2,465.05	\$3,181.24	\$28,226.76
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	\$4,058.51	\$11,732.28	\$0.00	\$0.00	\$3,212.19	\$14,944.47	\$0.00	\$-3,212.19
E001-E36 WF22 Public Health Workforce Grant	\$58,225.23	\$0.00	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$10,353.77	\$20,807.99	\$0.00	\$-20,807.99
E001-E37 WF23 Public Health Workforce	\$0.00	\$15,162.46	\$44,894.75	\$0.00	\$0.00	\$15,884.67	\$60,779.42	\$0.00	\$0.00	\$-15,884.67	\$0.00
Grand Total	\$1,832,380.54	\$627,481.27	\$841,160.00	\$568,900.86	\$677,449.48	\$96,460.37	\$338,658.01	\$79,467.19	\$324,242.62	\$2,334,882.53	\$1,973,391.67

Motion to approve the **April 2024 Program Cash Balance Report** and that the report be filed for audit 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 04/19/2024 – 05/16/2024 was presented to Board members for viewing and approval in the total amount of \$13,398.90 as follows: Supplies: \$4,940.17; Utilities: \$2,094.41; Contract Services: \$993.91; Mileage/Expenses: \$736.38; State Fees: \$246.50; Contingencies: \$1,194.51; Insurance/License: \$2,885.02; and Dues/Fees: \$308.00.

Motion to approve the **04/19/2024 – 05/16/2024 voucher report** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Samantha presented **May 2024 Purchase Orders** in the amount of \$37,248.02 as follows:

PO Number	Code	Department	Amount	PO Type
24-0046	E000-E17	Insurance & License: Harrison County Commissioners	\$2,248.02	Regular
24-0047	E000-E02	Supplies	\$20,000.00	Blanket
24-0048	E000-E06	Contract Services	\$15,000.00	Blanket

Jayn asked if the health department is included in the Harrison County Commissioner’s liability coverage and if the health department is given a portion to pay. Jayn asked if the department has a separate policy or could seek its own policy. The Board requested a report on the department’s current types and levels of insurance at the June meeting.

After discussion, motion to approve **May 2024 Purchase Orders** in the amount of \$37,248.02 moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Samantha presented **Revenue Allocation Adjustments** in the amount of \$35,436.00.



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Fund	2024 Permanent Revenue Budget	Adjustment	2024 Updated Revenue Budget
E001-E01 District Health	\$ 88,561.40	\$ -	\$ 88,561.40
E001-E05 District Health General Property Tax	\$ 869,693.00	\$ -	\$ 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	\$ 31,797.00	\$ -	\$ 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	\$ 50,000.00	\$ -	\$ 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	\$ 235,153.42	\$ -	\$ 235,153.42
E001-E38 Bridges to Wellness	\$ -	\$ 13,900.00	\$ 13,900.00
E001-E39 Mosquito Control Grant	\$ -	\$ 21,536.00	\$ 21,536.00
Total	\$ 1,604,895.05	\$ 35,436.00	\$ 1,640,331.05

Motion to accept the **Revenue Allocation Adjustments** in the amount of \$35,436.00 moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Samantha presented **Expense Allocation Adjustments** in the amount of \$35,436.00 (full report attached).

General Health Account		Allocation	Adjustments	Approved
E000-E01	Salaries	\$751,467.83	\$17,614.00	\$769,081.83
E000-E02	Supplies	\$71,603.54	\$9,207.00	\$80,810.54
E000-E03	Equipment	\$23,000.00	\$0.00	\$23,000.00
E000-E05	Utilities	\$42,364.00	\$400.00	\$42,764.00
E000-E06	Contract Services	\$121,400.00	\$0.00	\$121,400.00
E000-E07	Mileage/Expense	\$38,314.97	\$2,160.00	\$40,474.97
E000-E09	Advertising/Printing	\$21,500.00	\$2,912.00	\$24,412.00
E000-E10	PERS	\$105,205.49	\$2,466.05	\$107,671.54
E000-E11	Workers Compensation	\$14,761.62	\$421.55	\$15,183.17
E000-E12	Medicare	\$10,896.29	\$255.40	\$11,151.69
E000-E13	State Fees	\$29,410.00	\$0.00	\$29,410.00
E000-E14	Contingencies	\$50,000.00	\$0.00	\$50,000.00
E000-E15	Health Insurance	\$136,642.22	\$0.00	\$136,642.22
E000-E16	Life Insurance	\$750.00	\$0.00	\$750.00
E000-E17	Insurance/License	\$8,086.00	\$0.00	\$8,086.00
E000-E34	Accreditation Fees	\$6,000.00	\$0.00	\$6,000.00
E000-E37	Eye Insurance	\$1,500.00	\$0.00	\$1,500.00
E000-E40	Dues/Fees	\$9,696.00	\$0.00	\$9,696.00
E000-E23	Settlement Sheet Deductions	\$20,000.00	\$0.00	\$20,000.00
	Grand Totals	\$1,462,597.96	\$35,436.00	\$1,498,033.96



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				New
<u>E38 Bridges to Wellness</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$8,902.00	\$8,902.00
E000-E02	Supplies	\$0.00	\$2,000.00	\$2,000.00
E000-E05	Utilities	\$0.00	\$400.00	\$400.00
E000-E07	Mileage/Expense	\$0.00	\$1,000.00	\$1,000.00
E000-E10	PERS	\$0.00	\$1,246.37	\$1,246.37
E000-E11	Workers Compensation	\$0.00	\$222.55	\$222.55
E000-E12	Medicare	\$0.00	\$129.08	\$129.08
Grand Totals		\$0.00	\$13,900.00	\$13,900.00
<u>E39 Mosquito Control Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$0.00	\$8,712.00	\$8,712.00
E000-E02	Supplies	\$0.00	\$7,207.00	\$7,207.00
E000-E07	Mileage/Expense	\$0.00	\$1,160.00	\$1,160.00
E000-E09	Advertising/Printing	\$0.00	\$2,912.00	\$2,912.00
E000-E10	PERS	\$0.00	\$1,219.68	\$1,219.68
E000-E11	Workers Compensation	\$0.00	\$199.00	\$199.00
E000-E12	Medicare	\$0.00	\$126.32	\$126.32
Grand Totals		\$0.00	\$21,536.00	\$21,536.00
01/01/2024 Permanent Budget Expense Allocation Total				\$1,462,597.96
05.16.2024 Expense Allocation Adjustment Total				\$35,436.00
Updated Grand Total Approved 05.16.2024				\$1,498,033.96

Motion to accept the **Expense Allocation Adjustments** in the amount of \$35,436.00 moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Old Business:

No old business was brought before the Board.

New Business:

- Environmental Variance – Septage Hauler CEU’s: Johnny on the Spot, LLC

After discussion, motion to accept the tardy CEU’s that were completed in 2024 for the year 2023 and applied to the year 2024 by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- Resolution 2024-156: WPCLF for the Village of Scio; Homeowner: James Byas 132 Hilltop Drive Scio, OH; Funding Tier: 50%; Total Contract: \$4,500 and Portion Funded: \$2,250.

Motion to approve **Resolution 2024-156** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- Resolution 2024-157: WPCLF for the Village of Scio; Homeowner: Celia Edwards 105 Hilltop Drive Scio, OH; Funding Tier: 85%; Total Contract: \$4,500 and Portion Funded: \$3,825.

Motion to approve **Resolution 2024-157** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.



- Resolution 2024-158: WPCLF for the Village of Scio; Homeowner: Tom Popp 245 E Main Street Scio, OH; Funding Tier: 50%; Total Contract: \$4,500 and Portion Funded: \$2,250.

Motion to approve **Resolution 2024-158** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

- Resolution 2024-159: WPCLF for the Village of Scio; Homeowner: Steven Coffman 144 Hilltop Drive Scio, OH; Funding Tier: 50%; Total Contract: \$4,500 and Portion Funded: \$2,250.

Motion to approve **Resolution 2024-159** moved by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

- PHEP MOU: Megan presented the MOU for Mutual Aid Agreement between Carroll County General Health District and Harrison County General Health District

Motion to approve **the PHEP MOU** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- FlexFit Contract Renewals: Megan provided a brief overview of FlexFit’s progress, and stated contracts were ending on June 1, 2024. The Board of Health discussed making the contract length longer than three months.

Motion to approve and **extend the FlexFit Yoga and Cardio Fitness contracts with an expiration date of December 31, 2024**, moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- WIC Building: Megan presented an Incident Report received from WIC Director, Brandi Rapp, regarding sewage issues at the WIC office. Brandi elaborated on the information within the incident report. After discussion, the Board of Health gave Megan the go ahead to explore other rent opportunities, specifically the location Brandi and Megan already viewed that is owned by WVU Harrison Community Hospital.
 - Additional discussion took place regarding a new building for the health department. Jayn inquired if the health department was eligible for capital construction through the State of Ohio. Dr. Pendleton and Jayn stated they believed the funding would be available July of 2025 and that Megan, Katie, and Sam explore opportunities through the Ohio Department of Health to get new building construction or support from the capital budget.
- Community Outreach: Megan and Katie presented a memo discussing the potential retitling of Cylene Wood’s position to “Community Outreach Coordinator” and making Katie Norris her new supervisor. The memo also introduced discussion of the position being part- or full-time. After discussion, the Board suggested seeing how the position went as being part-time status in the summer, with revisiting the status again in the fall if necessary.

Motion to approve **retitling Cylene Wood as Community Outreach Coordinator** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Dr. Scott Pendleton moved to enter executive session at 2:05 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

The Board of Health exited the executive session and returned to open session at 2:07 PM.

Motion to **create up to two (2) temporary positions as Mosquito Surveillance and Control Interns and that the position(s) can be filled by Health Commissioner, Megan Smolenak**, moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 2:08 PM moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

_____	Date: _____
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	