



**Harrison County General Health District  
Board of Health Meeting Minutes  
June 20, 2024**

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

**Call to Order:** Jayn Devney called the meeting to order at 1:08 PM.

**Board Members Present:**

Jayn Devney  
Dr. Scott Pendleton, DVM  
Ms. Melissa Powers

**Absent:**

Mr. Kent Murray

**Staff and Other Members Present:**

Megan Smolenak, Health Commissioner  
Erika Battistel, Environmental Director  
Teresa Koniski, Director of Nursing  
Samantha Farmery, Fiscal Officer in Training

**Absent:**

Katie Norris, Deputy Health Commissioner

**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 June 20, 2024, BOH meeting consent agenda including the minutes of the May 16, 2024, Harrison County Board of Health meeting and the monthly activity report. Dr. Scott Pendleton brought forward a correction to the May 16, 2024, meeting minutes notating that Dr. Dan Jones needed added to the “absent” attendance column.

Motion to approve the consent agenda with the addition of listing Dr. Dan Jones as absent from the May meeting was 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 May 31, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. May 2024 Revenue received totaled: \$60,265.80
2. May 2024 Expenses paid totaled: \$113,673.12
3. May 31, 2024, ending balance: \$1,893,142.09



# HARRISON COUNTY

## Public Health

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

Program	Carryover Balance	2024 Current Revenue		2023 Revenue		2024 Current Expenses		2023 Expenses		2024 Current Balance	2023 Current Balance
		MTD	YTD	May	2023 YTD	MTD	YTD	May	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$3,665.33	\$48,838.39	\$2,687.28	\$27,709.47	\$64,866.72	\$226,469.31	\$59,847.94	\$252,606.40	\$1,525,426.58	\$1,164,772.74
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$577,134.19	\$0.00	\$543,505.27	\$0.00	\$0.00	\$0.00	\$0.00	\$577,134.19	\$543,505.27
E001-E02 Private Water	\$9,394.88	\$200.00	\$3,689.00	\$2,584.00	\$6,604.00	\$2,515.41	\$10,358.81	\$1,663.97	\$8,191.19	\$2,715.07	\$7,286.18
E001-E03 Food Service	\$5,570.05	\$0.00	\$36,457.97	\$1,235.15	\$21,793.81	\$2,380.10	\$6,875.96	\$2,061.41	\$12,659.16	\$35,152.16	\$15,796.99
E001-E04 Pools	\$0.00	\$324.00	\$324.00	\$0.00	\$648.00	\$0.00	\$0.00	\$160.00	\$160.00	\$324.00	\$551.23
E001-E06 Camps	\$0.89	\$5,209.25	\$5,209.25	\$0.00	\$5,131.25	\$120.85	\$120.85	\$550.00	\$550.00	\$5,089.46	\$4,592.53
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	\$940.00	\$16,486.00	\$2,444.50	\$15,450.22	\$2,168.46	\$9,102.50	\$3,251.54	\$13,384.05	\$15,284.97	\$6,420.78
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,324.50	\$5,228.30	\$182.04	\$920.60	\$17,517.55	\$27,281.82
E001-E14 PHEP Grant	\$46,701.13	\$9,750.00	\$19,500.00	\$0.00	\$18,038.00	\$7,370.59	\$28,036.35	\$5,742.45	\$24,084.99	\$38,164.78	\$20,891.13
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$4,535.00	\$0.00	\$0.00	\$200.00	\$625.00	\$0.00	\$0.00	\$9,383.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$7,408.37	\$38,559.80	\$13,852.02	\$37,730.12	\$10,880.20	\$39,394.02	\$8,451.60	\$36,750.79	\$4,717.41	\$7,146.11
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$0.00	\$2,449.98	\$0.00	\$1,899.99	\$0.00	\$178.98	\$0.00	\$0.00	\$26,669.01	\$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	\$1,342.06	\$4,233.26	\$0.00	\$1,066.74
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,905.64	\$4,082.45	\$0.00	\$26,617.55
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$1,423.49	\$11,463.79	\$646.96	\$3,623.73	\$33,471.19	\$48,241.07
E001-E31 Enhanced Operations	\$3,699.59	\$2,984.18	\$17,282.57	\$1,483.98	\$11,584.00	\$3,792.39	\$17,375.37	\$1,132.44	\$12,716.44	\$3,792.39	\$1,132.44
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,197.51	\$1,090.05	\$3,555.10	\$3,181.24	\$27,136.71
E001-E34 Transfer In	\$1,733.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,733.76	\$1,733.76	\$3,973.64	\$3,973.64	\$0.00	\$1,733.76
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$0.00	\$3,212.19	\$14,944.47	\$0.00	\$0.00	\$2,935.05	\$17,879.52	\$0.00	\$2,935.05
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$0.00	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$11,902.01	\$32,710.00	\$0.00	-\$32,710.00
E001-E37 WF23 Public Health Workforce	\$0.00	\$15,884.67	\$60,779.42	\$0.00	\$0.00	\$21,048.82	\$81,828.24	\$0.00	\$0.00	-\$21,048.82	\$0.00
E001-E38 Bridges to Wellness	\$0.00	\$13,900.00	\$13,900.00	\$0.00	\$0.00	\$3,848.03	\$3,848.03	\$0.00	\$0.00	\$10,051.97	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$1,832,380.54</b>	<b>\$60,265.80</b>	<b>\$901,425.80</b>	<b>\$27,589.12</b>	<b>\$705,038.60</b>	<b>\$113,673.12</b>	<b>\$452,331.13</b>	<b>\$107,898.70</b>	<b>\$432,081.32</b>	<b>\$2,281,475.21</b>	<b>\$1,893,142.09</b>

Jayn asked about some of the funds retaining a significant balance in 2024 and if the fiscal division has looked at the funds to see why the balances are so high and if the balances are attributed to a timing issue based upon when revenue comes in. Specifically, Jayn asked about District Health and the PHEP program. Sam and Megan explained the difference of balance between 2023 and 2024 for PHEP is linked to the grant being deliverable based and the timeline John submits the deliverables. As for District Health, levy funds generate a great portion of revenue, and a large amount carries over from year to year as it sustains the operating budget for the health department.

After discussion, motion to approve the **May 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 3 in favor and 0 against.

A voucher report for period 05/17/2024 – 06/20/2024 was presented to Board members for viewing and approval in the total amount of \$17,779.72 as follows: Supplies: \$6,024.20; Utilities: \$2,135.06; Contract Services: \$3,019.66; Mileage/Expenses: \$2,853.98; Advertising & Printing: \$110.00; State Fees: \$988.50; Contingencies: \$2,482.35; and Dues/Fees: \$165.97.

Motion to approve the **05/17/2024 – 06/20/2024 voucher report** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



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Samantha presented **Revenue Allocation Adjustments** in the amount of \$7,873.00.

Fund	2024		2024 Updated
	Revenue Budget	Adjustment	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	\$ 7,873.00	\$ 40,000.00
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
<b>Total</b>	<b>\$ 1,640,331.05</b>	<b>\$ 7,873.00</b>	<b>\$ 1,648,204.05</b>

Motion to accept the **Revenue Allocation Adjustments** in the amount of \$7,873.00 moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Samantha presented **Expense Allocation Adjustments** for internal line items between funds (full report attached).

General Health Account	Allocation	Adjustments	Approved
E000-E01 Salaries	\$769,081.83	\$3,566.57	\$772,648.40
E000-E02 Supplies	\$80,810.54	\$613.76	\$81,424.30
E000-E03 Equipment	\$23,000.00	-\$1,000.00	\$22,000.00
E000-E05 Utilities	\$42,764.00	\$0.00	\$42,764.00
E000-E06 Contract Services	\$121,400.00	\$0.00	\$121,400.00
E000-E07 Mileage/Expense	\$40,474.97	-\$500.00	\$39,974.97
E000-E09 Advertising/Printing	\$24,412.00	\$15,000.00	\$39,412.00
E000-E10 PERS	\$107,671.54	-\$1,044.54	\$106,627.00
E000-E11 Workers Compensation	\$15,183.17	-\$11,027.61	\$4,155.56
E000-E12 Medicare	\$11,151.69	-\$108.18	\$11,043.51
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	-\$5,500.00	\$131,142.22
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
<b>Grand Totals</b>	<b>\$1,498,033.96</b>	<b>\$0.00</b>	<b>\$1,498,033.96</b>

Motion to accept the **Expense Allocation Adjustments** for internal line items between funds moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



**Old Business:**

- Liability Coverage: Sam presented a memo regarding the department’s Westfield Insurance Policy compared to the County Risk Sharing Authority (CORSA) Policy.

After discussion, the motion to cancel the Westfield Insurance Policy moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- WIC Building and HCH Contract: Megan presented a proposed lease agreement between Harrison Community Hospital and the Harrison County General Health District for space in HCH’s medical office building located at 943 South Main St. Cadiz, OH 43907.

The Board inquired about the contract stating the building was only to be leased on the days WIC was open, Tuesday – Thursday, and advised Megan to negotiate it stating Monday – Friday in case of health department and/or WIC growth. Additionally, there was a misprint in the contract identifying the health department as “Southeast.” The Board of Health asked Megan to work with HCH regarding desired edits to the lease agreement and report back to the Board at the July meeting.

- Mosquito Control Grant Hires: Megan informed the Board that Hayden Elliott and Carys Haney were hired as Mosquito Surveillance and Control Interns at a rate of \$12.00 per hour. Hayden began work on June 6, 2024, and Carys began on June 10, 2024. Megan took the time to highlight information about the Mosquito Surveillance and Control program.

**New Business:**

- Resolution 2024-160: WPCLF contract #2023-07 to Jon Stewart (Installer); Homeowner: Joseph Fluharty 38788 Tappan-Scio Rd. Scio, OH; Funding Tier 100%; Total Contract \$10,000 and Portion Funded \$10,000.

Motion to approve **Resolution 2024-160** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- Resolution 2024-161: WPCLF contract #2023-07 to Seth Richardson (Installer); Homeowner: Bonnie Snider 77330 Branson Rd. Cadiz, OH; Funding Tier 50%; Total Contract \$13,800 and Portion Funded \$6,900.

Motion to approve **Resolution 2024-161** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- Nursing Program – Bingocise: Teresa informed the Board about Bingocise, an injury prevention program geared toward the aging population. The Board specifically inquired about the intended target population, the need for the program, and how the health department could evaluate the effectiveness of the program.



# HARRISON COUNTY

## Public Health

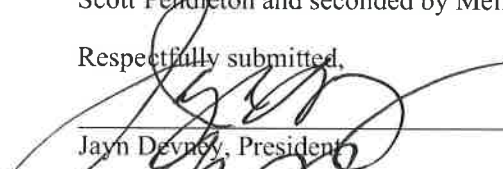
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Bingocise was tabled for the time being, expressing the need for a more strategized approach to the launching and implementation of a program, possibly through a detailed prevention plan.


- Board of Health By-Laws: Megan presented a memo regarding Board of Health By-Laws for open discussion. Megan explained that there are no current, formal by-laws, policies, and/or code of regulations for the Board of Health. Megan explained that she has other local Board by-laws for reference and asked the Board how to proceed in creating them. Board members asked Megan to either send them policies and operating procedures from other Boards via email, or provide them at the next BOH Meeting, so they could review and provide input for what the Board would like to focus on when constructing its By-Laws.
- Dr. Pendleton and Melissa stated they would work on completing their respective evaluation of Megan and send it to Jayn, so she can compile responses and sit down with Megan for the actual evaluation.
- Dr. Pendleton brought forth discussion about a journal entry from 2019 by Ohio Department of Health Director, Amy Acton, ordering all dogs and cats older than fourteen weeks to be vaccinated with a rabies vaccine. Dr. Pendleton stated he or Megan would distribute the journal entry to everyone. Dr. Pendleton did commend the department for conducting rabies investigation/quarantines correctly. Megan informed the Board that she and Erika were going to sit down with the Prosecutor tomorrow to discuss rabies policies, procedures, and how to improve public compliance.

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 Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

  
\_\_\_\_\_  
Jayn Devney, President


Date: 07-18-2024

  
\_\_\_\_\_  
Dr. Scott Pendleton DVM, President Pro Tempore

Date: 7/18/2024

\_\_\_\_\_  
Chairperson Pro Tempore

Date: \_\_\_\_\_

  
\_\_\_\_\_  
Mrs. Megan Smolenak, Health Commissioner

Date: 7/18/2024

  
\_\_\_\_\_  
Mrs. Katie Norris, Deputy Health Commissioner

Date: 07/18/2024