



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

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

Call to Order: President Jayn Devney called the meeting to order at 1:02 PM with members Melissa Powers and Kent Murray present for a quorum.

Board Members Present:

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

Absent:

Dr. Dan Jones

Staff and Other Members Present:

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

Absent:

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the July 18, 2024, BOH meeting consent agenda including the minutes of the June 20, 2024, Harrison County Board of Health meeting and the monthly activity report. Motion to approve the consent agenda was moved by Melissa Powers 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 June 30, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. June 2024 Revenue received totaled: \$89,588.50
2. June 2024 Expenses paid totaled: \$82,846.32
3. June 30, 2024, ending balance: \$1,831,859.86



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	June	2023 YTD	MTD	YTD	June	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$4,864.50	\$51,702.89	\$15,945.51	\$43,654.98	\$36,454.74	\$262,924.05	\$58,534.48	\$311,140.88	\$1,493,836.34	\$1,122,183.77
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	\$9,384.88	\$828.00	\$4,517.00	\$514.00	\$7,118.00	\$1,814.36	\$12,173.17	\$1,731.84	\$9,923.03	\$1,728.71	\$6,048.34
E001-E03 Food Service	\$5,570.05	\$1,163.09	\$37,841.06	\$240.00	\$22,033.81	\$1,891.72	\$8,767.58	\$3,430.33	\$16,089.49	\$34,443.53	\$12,806.66
E001-E04 Pools	\$0.00	\$385.00	\$709.00	\$0.00	\$648.00	\$80.00	\$80.00	\$0.00	\$160.00	\$629.00	\$551.23
E001-E06 Camps	\$0.86	\$0.00	\$5,209.25	\$0.00	\$5,131.25	\$1,429.92	\$1,550.57	\$0.00	\$550.00	\$3,659.54	\$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	\$1,895.50	\$18,381.50	\$3,060.00	\$16,510.22	\$1,662.39	\$10,764.89	\$3,847.28	\$17,231.33	\$15,518.08	\$5,633.50
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$986.11	\$6,214.41	\$262.02	\$1,182.62	\$16,531.44	\$27,019.80
E001-E14 PHEP Grant	\$46,701.13	\$0.00	\$19,500.00	\$0.00	\$18,038.00	\$5,220.75	\$33,257.10	\$8,004.85	\$32,089.84	\$32,944.03	\$12,886.28
E001-E17 WPCLF Program	\$5,453.45	\$23,175.00	\$27,710.00	\$0.00	\$0.00	\$1,075.00	\$1,700.00	\$0.00	\$0.00	\$31,463.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$10,880.20	\$49,440.00	\$8,451.50	\$46,181.62	\$7,421.44	\$46,806.46	\$10,352.63	\$47,103.42	\$8,178.17	\$5,244.98
E001-E22 Cnbs for Kids - MCH	\$24,418.01	\$0.00	\$2,449.98	\$0.00	\$1,899.99	\$0.00	\$178.98	\$0.00	\$0.00	\$26,689.01	\$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	\$1,066.74	\$5,300.00	\$0.00	\$0.00
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,792.34	\$8,874.79	\$0.00	\$21,825.21
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,463.79	\$2,389.29	\$6,013.02	\$33,471.19	\$45,851.78
E001-E31 Enhanced Operations	-\$3,699.59	\$3,792.39	\$21,074.96	\$1,132.44	\$12,716.44	\$2,618.36	\$19,993.73	\$1,465.68	\$14,182.12	-\$2,618.36	-\$1,465.68
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$773.90	\$9,971.41	\$1,294.35	\$4,849.45	\$2,407.34	\$25,842.36
E001-E34 Transfer In	\$1,733.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,733.76	\$0.00	\$3,973.64	\$0.00	\$1,733.76
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$14,944.47	\$0.00	\$0.00	\$4,758.36	\$22,637.88	\$0.00	-\$7,693.41
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$0.00	\$58,225.23	\$32,710.00	\$32,710.00	\$0.00	\$0.00	\$21,405.49	\$54,115.49	\$0.00	-\$21,405.49
E001-E37 WF23 Public Health Workforce	\$0.00	\$21,048.82	\$81,828.24	\$0.00	\$0.00	\$16,288.96	\$98,117.20	\$0.00	\$0.00	-\$16,288.96	\$0.00
E001-E38 Bridges to Wellness	\$0.00	\$0.00	\$13,900.00	\$0.00	\$0.00	-\$3,393.84	\$7,241.87	\$0.00	\$0.00	\$6,658.13	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$21,536.00	\$21,536.00	\$0.00	\$0.00	\$1,734.83	\$1,734.83	\$0.00	\$0.00	\$19,801.17	\$0.00
Grand Total	\$1,832,380.54	\$89,588.50	\$991,014.30	\$62,053.45	\$767,092.05	\$82,846.32	\$535,177.45	\$123,335.68	\$555,417.00	\$2,288,217.39	\$1,831,859.86

Jayn asked Sam if there was anything she saw while looking over the financial reports that she would like to bring to the Board’s attention. Sam replied that the only rare occurrence were current balances in a couple of the grants. The GMIS system shut down for two to three weeks which delayed grant payments to the department, leaving a couple of the grants with a negative fund balance.

After discussion, motion to approve the **June 2024 Program Cash Balance Report** and that the report be filed for audit moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

A voucher report for period 06/21/2024 – 07/18/2024 was presented to Board members for viewing and approval in the total amount of \$56,068.99 as follows: Supplies: \$9,344.12; Utilities: \$2,143.58; Contract Services: \$33,284.43; Mileage/Expenses: \$2,339.57; Advertising & Printing: \$3,888.76; State Fees: \$3,639.54; and Dues/Fees: \$1,428.99.

Dr. Pendleton arrived at the meeting when Samantha presented the voucher report. Motion to approve the **06/21/2024 – 07/18/2024 voucher report** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Samantha presented July 2024 Purchase Orders in the amount of \$44,010.00.

PO Number	Code	Department	Amount	PO Type
24-0049	E000-E06	Contract Services: WPCLF Bruce Oszust Excavating	\$ 26,010.00	R
24-0050	E000-E13	State Fees	\$ 8,000.00	B
24-0051	E000-E09	Advertising + Printing	\$ 10,000.00	B



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Motion to approve the **July 2024 Purchase Orders** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Samantha presented new Revenue Line Item R0220-E001-E40 for the Get Vaccinated Ohio grant in the amount of \$18,171.00 and Revenue Line-Item Increase for Pools in the amount of \$129.00 (letters attached).

Motion to bundle and approve the new **Revenue Line Item R0220-E001-E40 Get Vaccinated Ohio and Pools Revenue Line-Item Increase of \$129.00** moved by Melissa Powers and Dr. Scott Pendleton. The motion carried with 4 in favor and 0 against.

Following the motion, Samantha presented the supporting **Revenue Allocation Adjustments** in the amount of \$18,300.00

Fund	06.20.2024		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	\$ 40,000.00	\$ -	\$ 40,000.00
E001-E04 Pools	\$ 580.00	\$ 129.00	\$ 709.00
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
E001-E40 GV25 Get Vaccinated Ohio	\$ -	\$ 18,171.00	\$ 18,171.00
Total	\$ 1,648,204.05	\$ 18,300.00	\$ 1,666,504.05

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



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<u>General Health Account</u>		<u>Allocation</u>	<u>Adjustments</u>	<u>Approved</u>
E000-E01	Salaries	\$769,081.83	\$0.00	\$769,081.83
E000-E02	Supplies	\$80,810.54	\$1,671.00	\$82,481.54
E000-E03	Equipment	\$23,000.00	\$0.00	\$23,000.00
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	\$629.00	\$41,103.97
E000-E09	Advertising/Printing	\$24,412.00	\$2,000.00	\$26,412.00
E000-E10	PERS	\$107,671.54	\$0.00	\$107,671.54
E000-E11	Workers Compensation	\$15,183.17	\$0.00	\$15,183.17
E000-E12	Medicare	\$11,151.69	\$0.00	\$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		\$1,498,033.96	\$4,300.00	\$1,502,333.96

<u>E01 District Health</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$352,241.14	-\$11,094.92	\$341,146.22
E000-E02	Supplies	\$35,000.00	\$0.00	\$35,000.00
E000-E03	Equipment	\$20,000.00	\$0.00	\$20,000.00
E000-E05	Utilities	\$25,000.00	\$0.00	\$25,000.00
E000-E06	Contract Services	\$60,000.00	\$0.00	\$60,000.00
E000-E07	Mileage/Expense	\$12,000.00	\$0.00	\$12,000.00
E000-E09	Advertising/Printing	\$15,000.00	\$0.00	\$15,000.00
E000-E10	PERS	\$49,000.00	-\$1,553.07	\$47,446.93
E000-E11	Workers Compensation	\$1,258.86	\$0.00	\$1,258.86
E000-E12	Medicare	\$5,075.00	-\$165.64	\$4,909.36
E000-E13	State Fees	\$20,000.00	\$0.00	\$20,000.00
E000-E14	Contingencies	\$50,000.00	\$0.00	\$50,000.00
E000-E15	Health Insurance	\$110,000.00	-\$3,000.00	\$107,000.00
E000-E16	Life Insurance	\$750.00	\$0.00	\$750.00
E000-E17	Insurance/License	\$8,000.00	\$0.00	\$8,000.00
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	\$8,000.00	\$0.00	\$8,000.00
E000-E23	Settlement Sheet Deductions	\$20,000.00	\$0.00	\$20,000.00
Grand Totals		\$798,825.00	-\$15,813.63	\$783,011.37



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<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	New <u>Allocation</u>
E000-E07	Mileage/Expense	\$420.00	\$129.00	\$549.00
E000-E13	State Fees	\$160.00	\$0.00	\$160.00
Grand Totals		\$580.00	\$129.00	\$709.00

<u>E22 Cribs for Kids</u>		<u>Allocation</u>	<u>Adjustment</u>	New <u>Allocation</u>
E000-E01	Salaries	\$0.00	\$1,570.92	\$1,570.92
E000-E02	Supplies	\$3,100.00	\$0.00	\$3,100.00
E000-E07	Mileage/Expense	\$300.00	\$0.00	\$300.00
E000-E09	Advertising/Printing	\$0.00	\$0.00	\$0.00
E000-E10	PERS	\$0.00	\$219.93	\$219.93
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$0.00	\$22.78	\$22.78
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
Grand Totals		\$3,400.00	\$1,813.63	\$5,213.63

<u>E40 Get Vaccinated Ohio</u>		<u>Allocation</u>	<u>Adjustment</u>	New <u>Allocation</u>
E000-E01	Salaries	\$0.00	\$9,524.00	\$9,524.00
E000-E02	Supplies	\$0.00	\$1,671.00	\$1,671.00
E000-E07	Mileage/Expense	\$0.00	\$500.00	\$500.00
E000-E09	Advertising/Printing	\$0.00	\$2,000.00	\$2,000.00
E000-E10	PERS	\$0.00	\$1,333.14	\$1,333.14
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$0.00	\$142.86	\$142.86
E000-E15	Health Insurance	\$0.00	\$3,000.00	\$3,000.00
Grand Totals		\$0.00	\$18,171.00	\$18,171.00

06.20.2024 Expense Allocation Total	\$1,498,033.96
07.18.2024 Expense Allocation Adjustment Total	\$4,300.00
Grand Total Approved 07.18.2024	\$1,502,333.96

Motion to accept the **Expense Allocation Adjustments** for internal line items between funds moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Samantha presented Resolution 2024-162 for the January 1, 2025, Temporary Budget to submit in the amount of \$3,606,972.50 for consideration of the County Budget Commission (resolution attached).

Motion to accept **Resolution 2024-162** as presented moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Old Business:

- WIC Lease/HCH Contract: Megan presented an updated lease agreement for space in HCH’s medical office building.

Motion to approve and sign the lease agreement moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

- BOH By-laws: Megan continued the discussion about Board of Health by-laws and asked which direction the Board wanted to take. The Board advised Megan that they wanted to see staff draft the by-laws for the Board to then review and provide feedback.
- Megan’s Evaluation: Jayn advised she was still waiting on additional Board members to complete their evaluation of Megan. Jayn set a deadline for Board members to email her Megan’s evaluation by the end of the week. Once compiled, Jayn would sit down with Megan to review her evaluation.
- Dr. Pendleton asked about Board of Health member continuing education for the year. Megan stated the Board members will need to complete annual continuing education and may be able to do so with upcoming health equity training.

New Business:

- Health Equity Training: Megan presented a memo to the Board regarding HCGHD being awarded \$10,000 as part of Workforce 23 grant funding for health equity training. Megan received a proposal from Kane Learning to offer the training to staff. Jayn asked if Board members could attend the training. Megan stated she will explore options when she finalizes details with Kane Learning and report back to the Board with additional training details.

Motion to **approve contracting with Kane Learning** for healthy equity training moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Environmental Division Licensure Process for Food Establishments: Erika went over the licensure process for food establishments and provided Board members with answers to questions. Erika detailed licensing responsibilities of HCGHD and the Department of Agriculture, noting how the processes work to get people licensed. Jayn informed Erika that she appreciated her guidance and that the information she was able to provide Jayn with was spot on.
- Dr. Pendleton brought up harmful algae growth and requested the health department post information about it on social media. Megan advised she would look for information available to the public and create informational posts before the next BOH meeting.

Dr. Scott Pendleton moved to enter executive session at 1:50 PM to consider the employment status of a public employee, seconded by Kent Murray. Megan Smolenak, Health Commissioner, Katie Norris, Deputy Health Commissioner, and Teresa Koniski, Director of Nursing, were asked to remain in executive session.



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Roll call to vote to enter executive session:

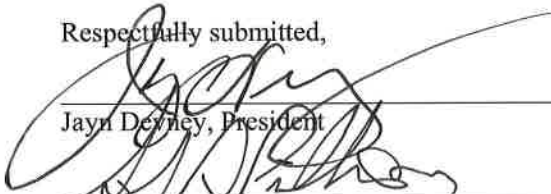
Jayn Devney	yes
Kent Murray	yes
Dr. Scott Pendleton	yes
Melissa Powers	yes

The Board of Health exited the executive session and returned to open session at 1:58 PM.

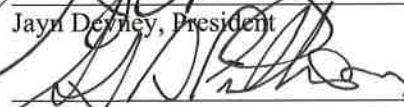
After exiting executive session, the Board of Health advised that acceptance of a resignation does not necessitate an executive session. Motion to thank Rebecca Eberhart for her contributions and years of service to HCGHD made by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 1:59 PM moved by Melissa Powers 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: 08-15-2024

Date: 08/15/2024

Chairperson Pro Tempore

Date: _____

Mrs. Megan Smolenak, Health Commissioner

Date: _____



 Mrs. Katie Norris, Deputy Health Commissioner

Date: 08/15/2024