



**Harrison County General Health District
Board of Health Meeting Minutes
August 15, 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.

Board Members Present:

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

Absent:

Dr. Dan Jones
Mr. Kent Murray

Staff and Other Members Present:

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:

Megan Smolenak, Health Commissioner

Adoption of Consent Agenda/Minutes of Previous Meeting:

Attention was brought to the consent agenda about the nursing section of the activity report, specifically Bridges to Wellness and the communicable disease counts. The Board highlighted they appreciated the Bridges to Wellness snapshot that provided pathway and financial breakdowns. Dr. Pendleton asked about certain communicable diseases related to the Lone Star tick, and suggested the department make social media posts with more information about the Lone Star tick.

With no further discussion, Jayn Devney asked for a motion to approve the August 15, 2024, BOH meeting consent agenda including the minutes of the July 18, 2024, Harrison County Board of Health meeting and the monthly activity report.

Motion to approve the consent agenda was moved by Dr. Scott Pendleton and seconded by Ms. 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 the month ending July 31, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. July 2024 Revenue received totaled: \$40,281.04
2. July 2024 Expenses paid totaled: \$138,212.91
3. July 31, 2024, ending balance: \$2,190,285.52



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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	July	2023 YTD	MTD	YTD	July	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$5,848.14	\$57,551.03	\$1,960.12	\$45,615.10	\$59,500.19	\$322,424.24	\$48,082.90	\$359,223.78	\$1,440,184.29	\$1,076,060.39
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	\$714.00	\$5,231.00	\$1,856.00	\$8,974.00	\$440.98	\$12,614.15	\$1,635.55	\$11,558.58	\$2,001.73	\$6,268.79
E001-E03 Food Service	\$5,570.05	\$383.08	\$38,024.14	\$80.00	\$22,113.81	\$2,857.88	\$11,625.46	\$897.29	\$16,986.78	\$31,968.73	\$11,789.17
E001-E04 Pools	\$0.00	\$0.00	\$709.00	\$0.00	\$648.00	\$268.94	\$348.94	\$257.34	\$417.34	\$360.06	\$293.89
E001-E06 Camps	\$0.86	\$0.00	\$5,209.25	\$0.00	\$5,131.25	\$878.33	\$2,428.90	\$1,825.87	\$2,375.87	\$2,781.21	\$2,786.66
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	\$1,567.00	\$19,948.50	\$3,111.00	\$21,821.22	\$1,919.88	\$12,684.75	\$2,729.25	\$19,960.58	\$15,165.22	\$6,015.25
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$991.48	\$7,205.89	\$223.78	\$1,406.40	\$15,539.98	\$26,796.02
E001-E14 PHEP Grant	\$46,701.13	\$6,500.00	\$26,000.00	\$0.00	\$18,038.00	\$5,911.68	\$39,188.78	\$5,529.42	\$37,619.26	\$33,632.36	\$7,358.46
E001-E17 WPCFL Program	\$5,453.45	\$0.00	\$27,710.00	\$0.00	\$0.00	\$26,010.00	\$27,710.00	\$0.00	\$0.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$5,130.89	\$54,570.89	\$10,478.63	\$56,660.25	\$7,855.12	\$54,660.58	\$7,602.42	\$54,705.84	\$5,451.94	\$8,121.9
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$1,149.99	\$3,599.97	\$0.00	\$1,899.99	\$245.18	\$424.16	\$0.00	\$0.00	\$27,593.82	\$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	\$0.00	\$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	\$3,697.83	\$12,572.62	\$0.00	\$18,127.28
E001-E28 Sigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$930.00	\$12,393.79	\$0.00	\$6,013.02	\$32,541.19	\$45,851.78
E001-E31 Enhanced Operations	\$3,699.59	\$2,618.36	\$23,693.32	\$1,465.68	\$14,182.12	\$1,719.42	\$21,713.15	\$5,748.10	\$19,930.22	-\$1,719.42	-\$5,748.10
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$964.94	\$10,936.35	\$2,057.82	\$6,907.27	\$1,442.40	\$23,784.54
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	\$7,693.41	\$22,637.88	\$0.00	\$0.00	\$0.00	\$22,637.88	\$0.00	\$0.00
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$0.00	\$58,225.23	\$21,405.49	\$54,115.49	\$0.00	\$0.00	\$13,803.98	\$67,919.47	\$0.00	-\$13,803.98
E001-E37 WF23 Public Health Workforce	\$0.00	\$18,288.96	\$98,117.20	\$0.00	\$0.00	\$14,216.17	\$112,333.37	\$0.00	\$0.00	-\$14,216.17	\$0.00
E001-E38 Bridges to Wellness	\$0.00	\$80.62	\$13,980.62	\$0.00	\$0.00	\$3,189.27	\$10,431.14	\$0.00	\$0.00	\$3,549.48	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$0.00	\$21,536.00	\$0.00	\$0.00	\$10,035.97	\$11,770.80	\$0.00	\$0.00	\$9,765.20	\$0.00
E001-E40 GV25 Get Vaccinated Ohio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$277.50	\$0.00	\$0.00	-\$277.50	\$0.00
Grand Total	\$1,832,380.54	\$40,281.04	\$1,031,295.34	\$48,050.33	\$815,142.38	\$138,212.91	\$673,390.36	\$94,091.55	\$649,508.55	\$2,190,285.62	\$1,785,818.64

Dr. Pendleton inquired about building a new facility, with Jayn suggesting that the fiscal division investigate levy verbiage to see if the general operating levy covers capital spending.

After discussion, motion to approve the **July 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 07/19/2024 – 08/15/2024 was presented to Board members for viewing and approval in the total amount of \$24,948.44 as follows: Supplies: \$7,657.32; Utilities: \$2,146.33; Contract Services: \$4,281.41; Mileage/Expenses: \$2,109.89; Advertising & Printing: \$1,466.00; State Fees: \$292.50; Accreditation Fees: \$5,600.00 and Dues/Fees: \$1,394.99.

Motion to approve the **07/19/2024 – 08/15/2024 voucher report** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Samantha presented August 2024 Purchase Orders in the amount of \$48,456.00.

PO Number	Code	Department	Amount	PO Type
24-0052	E000-E19	Accreditation Fees: PHAB	\$ 5,600.00	R
24-0053	E000-E02	Supplies	\$ 20,000.00	B
24-0054	E000-E03	Supplies: Verde Technologies	\$ 856.00	R
24-0055	E000-E05	Utilities	\$ 10,000.00	B
24-0056	E000-E07	Mileage + Expenses	\$ 10,000.00	B
24-0057	E000-E21	Dues + Fees	\$ 2,000.00	B

Motion to approve the **August 2024 Purchase Orders** 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 \$5,000.00.

Fund	07.18.2024		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	\$ 709.00	\$ -	\$ 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	\$ 5,000.00	\$ 18,900.00	
E001-E39 Mosquito Control Grant	\$ 21,536.00	\$ -	\$ 21,536.00	
E001-E40 GV25 Get Vaccinated Ohio	\$ 18,171.00	\$ -	\$ 18,171.00	
Total	\$ 1,666,504.05	\$ 5,000.00	\$ 1,671,504.05	

*Revenue for Bridges to Wellness has exceeded allocation - increased to account for the revenue that we have begun to receive from Dawn's caseloads

Motion to accept **Revenue Allocation Adjustments** moved by Dr. Scott Pendleton and Melissa Powers. The motion carried with 3 in favor and 0 against.

Old Business:

- Kane Learning: Katie presented a memo regarding the dates for Kane Learning. Per the memo, Board of Health members are welcome to join any of the sessions, but the Kane Learning Facilitator did state the best one to attend for the BOH members would be the first leadership session on 09/30/2024. Board members asked if the Health Equity training would count for annual continuing education credit. Katie stated she would look into it and report back.



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New Business:

- TSG Informational Update: Katie informed the Board that she has been working with TSG regarding quotes for a new email domain, employee phishing training, and Microsoft licensing. Because the Commissioners are required by insurance to have a DUO authentication system in place by year end, the health department is navigating additional services provided by TSG. Katie advised she is still waiting on updated quotes and would report back with additional information at a later meeting.
- September Board of Health Meeting: Due to the AOHC Fall Public Health Conference, Katie advised that she and Megan would not be in attendance if the BOH meeting for September remained on the third Thursday. Board of Health members decided to move the September meeting forward by one week to September 12, 2024.
- Jayn advised Board members that she went over Megan’s evaluation with her and that she would like to allot time during the September BOH meeting to present Megan’s evaluation with Board members.

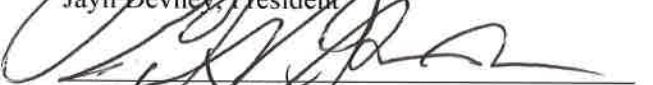
With no further discussion or business brought before the board, motion to adjourn at 1:30 PM moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



Jayn Devney, President

Date: 09/12/2024

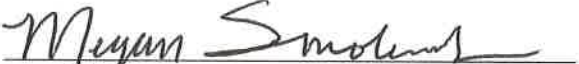


Dr. Scott Pendleton DVM, President Pro Tempore

Date: 09/12/2024

Chairperson Pro Tempore

Date: _____



Mrs. Megan Smolenak, Health Commissioner

Date: 09/12/2024



Mrs. Katie Norris, Deputy Health Commissioner

Date: 09/12/2024