

**Harrison County General Health District  
Board of Health Meeting Minutes  
September 12, 2024**

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

**Call to Order:** President Jayn Devney called the meeting to order at 1:00 PM with members Melissa Powers and Kent Murray present for a quorum.

**Board Members Present:**

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

**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

**Absent:**

John Carr, PHEP Coordinator

**Adoption of Consent Agenda/Minutes of Previous Meeting:**

Jayn Devney asked for a motion to approve the September 12, 2024, revised BOH meeting consent agenda including the minutes of the August 15, 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 the month ending August 31, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. August 2024 Revenue received totaled: \$53,629.85
2. August 2024 Expenses paid totaled: \$89,884.51
3. August 31, 2024, ending balance: \$2,154,030.86



# 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	August	2023 YTD	MTD	YTD	August	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$12,068.50	\$69,619.53	\$12,297.06	\$57,912.16	\$45,185.27	\$367,609.51	\$47,676.77	\$406,900.55	\$1,407,067.52	\$1,040,681.28
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$577,134.19	\$970.49	\$544,475.76	\$0.00	\$0.00	\$0.00	\$0.00	\$577,134.19	\$544,475.76
E001-E02 Private Water	\$9,384.88	\$300.00	\$5,531.00	\$1,767.00	\$10,741.00	\$237.20	\$12,851.35	\$1,166.57	\$12,725.15	\$2,064.53	\$6,869.22
E001-E03 Food Service	\$5,570.05	\$234.54	\$38,258.68	\$200.00	\$22,313.81	\$3,382.78	\$15,008.24	\$1,002.17	\$17,988.95	\$28,820.49	\$10,987.20
E001-E04 Pools	\$0.00	\$0.00	\$709.00	\$0.00	\$648.00	\$0.00	\$348.94	\$0.00	\$417.34	\$360.06	\$293.89
E001-E06 Camps	\$0.86	\$156.00	\$5,365.25	\$78.00	\$5,209.25	\$707.36	\$3,136.26	\$1,011.38	\$3,387.25	\$2,229.85	\$1,833.28
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	\$7,901.47	\$2,256.00	\$22,204.50	\$689.00	\$22,290.22	\$2,301.22	\$14,985.97	\$1,836.43	\$21,797.01	\$15,120.00	\$4,847.82
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$986.11	\$8,192.00	\$182.04	\$1,588.44	\$14,553.85	\$26,613.98
E001-E14 PHEP Grant	\$46,701.13	\$3,250.00	\$29,250.00	\$30,874.00	\$48,912.00	\$4,254.20	\$43,422.98	\$6,129.35	\$43,748.61	\$32,528.15	\$32,101.51
E001-E17 WPCLF Program	\$5,453.45	\$6,900.00	\$34,610.00	\$0.00	\$0.00	\$0.00	\$27,710.00	\$0.00	\$0.00	\$12,353.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$12,438.22	\$67,007.11	\$7,476.42	\$64,136.67	\$6,770.88	\$61,431.26	\$10,947.12	\$65,652.96	\$11,117.48	\$4,650.49
E001-E22 Cnbs for Kids - MCH	\$24,418.01	\$0.00	\$3,599.97	\$0.00	\$1,899.99	\$713.65	\$1,137.61	\$136.90	\$136.90	\$26,880.17	\$18,770.58
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	\$5,700.42	\$18,273.04	\$0.00	\$12,426.96
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$2,285.49	\$14,679.28	\$0.00	\$6,013.02	\$30,255.70	\$45,851.78
E001-E31 Enhanced Operations	-\$3,699.59	\$1,719.42	\$25,412.74	\$0.00	\$14,182.12	\$1,608.14	\$23,321.29	\$2,083.36	\$22,013.58	-\$1,608.14	-\$7,831.46
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$745.38	\$11,681.73	\$62.35	\$6,969.62	\$697.02	\$23,722.19
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	\$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	\$13,803.98	\$67,919.47	\$0.00	\$0.00	\$16,398.21	\$84,317.68	\$0.00	-\$16,398.21
E001-E37 WF23 Public Health Workforce	\$0.00	\$14,216.17	\$112,333.37	\$0.00	\$0.00	\$15,576.76	\$127,910.13	\$0.00	\$0.00	-\$15,576.76	\$0.00
E001-E38 Bridges to Wellness	\$0.00	\$93.00	\$14,073.62	\$0.00	\$0.00	\$2,571.64	\$13,002.78	\$0.00	\$0.00	\$1,070.84	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$0.00	\$21,536.00	\$0.00	\$0.00	\$2,558.63	\$14,329.43	\$0.00	\$0.00	\$7,206.57	\$0.00
E001-E40 GV25 Get Vaccinated Ohio	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$0.00	\$0.00	-\$277.50	\$0.00
<b>Grand Total</b>	<b>\$1,832,380.54</b>	<b>\$53,629.85</b>	<b>\$1,084,925.19</b>	<b>\$68,135.95</b>	<b>\$883,278.33</b>	<b>\$89,884.61</b>	<b>\$763,274.87</b>	<b>\$94,333.07</b>	<b>\$743,841.62</b>	<b>\$2,164,030.86</b>	<b>\$1,759,621.52</b>

Motion to approve the **August 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 08/16/2024 – 09/12/2024 was presented to Board members for viewing and approval in the total amount of \$13,470.91 as follows: Supplies: \$2,932.95; Utilities: \$2,145.90; Contract Services: \$3,033.97; Mileage/Expenses: \$2,431.16; Advertising & Printing: \$2,769.94; State Fees: \$12.00 and Dues/Fees: \$144.99.

Dr. Pendleton arrived at the meeting when Samantha presented the voucher report. Motion to approve the **08/16/2024 – 09/12/2024 voucher report** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Samantha presented September 2024 Purchase Orders in the amount of \$35,000.00.

PO Number	Code	Department	Amount	PO Type
24-0058	E000-E06	Contract Services	\$ 15,000.00	B
24-0059	E000-E02	Supplies	\$ 20,000.00	B

Motion to approve the **September 2024 Purchase Orders** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.



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Samantha presented **Expense Allocation Adjustments.**

<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	\$82,481.54	\$0.00	\$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	\$41,103.97	\$0.00	\$41,103.97
E000-E09	Advertising/Printing	\$26,412.00	\$0.00	\$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		\$1,502,333.96	\$0.00	\$1,502,333.96

### IHAC Expense Summary (Program, Dept.) Adjustment Report

<u>E01 District Health</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$341,146.22	-\$4,715.48	\$336,430.74
E000-E02	Supplies	\$35,000.00	\$42.79	\$35,042.79
E000-E03	Equipment	\$20,000.00	\$0.00	\$20,000.00
E000-E05	Utilities	\$25,000.00	\$211.94	\$25,211.94
E000-E06	Contract Services	\$60,000.00	\$0.00	\$60,000.00
E000-E07	Mileage/Expense	\$12,000.00	\$189.29	\$12,189.29
E000-E09	Advertising/Printing	\$15,000.00	\$0.00	\$15,000.00
E000-E10	PERS	\$47,446.93	-\$660.17	\$46,786.76
E000-E11	Workers Compensation	\$1,258.86	\$0.00	\$1,258.86
E000-E12	Medicare	\$4,909.36	-\$68.37	\$4,840.99



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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	\$107,000.00	\$0.00	\$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		\$783,011.37	-\$5,000.00	\$778,011.37

New

<u>E37 WF23 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$189,320.77	\$0.00	\$189,320.77
E000-E02	Supplies	\$4,000.00	\$900.00	\$4,900.00
E000-E07	Mileage/Expense	\$12,000.00	-\$900.00	\$11,100.00
E000-E10	PERS	\$25,858.45	\$0.00	\$25,858.45
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$2,678.20	\$0.00	\$2,678.20
E000-E40	Dues/Fees	\$1,296.00	\$0.00	\$1,296.00
Grand Totals		\$235,153.42	\$0.00	\$235,153.42

New

<u>E38 Bridges to Wellness</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$9,124.55	\$4,715.48	\$13,840.03
E000-E02	Supplies	\$2,000.00	-\$42.79	\$1,957.21
E000-E05	Utilities	\$400.00	-\$211.94	\$188.06
E000-E07	Mileage/Expense	\$1,000.00	-\$189.29	\$810.71
E000-E10	PERS	\$1,246.37	\$660.17	\$1,906.54
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$129.08	\$68.37	\$197.45
Grand Totals		\$13,900.00	\$5,000.00	\$18,900.00

New

<u>E39 Mosquito Control Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>Allocation</u>
E000-E01	Salaries	\$8,911.00	\$0.00	\$8,911.00
E000-E02	Supplies	\$7,207.00	-\$900.00	\$6,307.00

E000-E07	Mileage/Expense	\$1,160.00	\$900.00	\$2,060.00
E000-E09	Advertising/Printing	\$2,912.00	\$0.00	\$2,912.00
E000-E10	PERS	\$1,219.68	\$0.00	\$1,219.68
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$126.32	\$0.00	\$126.32
<b>Grand Totals</b>		<b>\$21,536.00</b>	<b>\$0.00</b>	<b>\$21,536.00</b>
07.18.2024 Expense Allocation Total				\$1,502,333.96
09.12.2024 Expense Allocation Adjustment Total				\$0.00
<b>Grand Total Approved 09.04.2024</b>				<b>\$1,502,333.96</b>

Motion to approve **Expense Allocation Adjustments** moved by Dr. Scott Pendleton and Melissa Powers. The motion carried with 4 in favor and 0 against.

**Old Business:**

- Kane Learning CEUs: Megan updated the Board members that attending health equity training offered by Kane Learning would qualify for their two hours of continuing education units needed for the year (ORC 3701.342). Erika also advised the Board members that the Environmental Division’s tri-state meeting is on October 18<sup>th</sup> and can count toward CEUs.

**New Business:**

- Levy Verbiage: Board of Health members asked if the department checked into utilizing levy funding for capital spending. Katie said she would check into levy verbiage and the Ohio Revised Code and report to the Board in October.
- HCGHD Board of Health Code of Regulations: Megan presented a memo to the Board of Health asking for input on the drafted Code of Regulations. Jayn stated she would like a section on pg. 8 for “Board Duties” to oversee incoming Board of Health members. Board members offered additional thoughts in person but stated they would follow up with additional feedback to Megan today or through email.

Dr. Scott Pendleton moved to enter executive session at 1:29 PM to consider the employment and compensation of a public employee, seconded by Kent Murray. Megan Smolenak, Health Commissioner, and Katie Norris, Deputy Health Commissioner, were asked to participate in the executive session at various times throughout its portion of the meeting.

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 2:01 PM.

Motion to hire **Diane Wilhelm as WIC Health Professional and Breastfeeding Coordinator**, starting date 09/17/2024, at a rate of \$22.00 per hour with a \$0.50 wage increase after successfully completing a six (6) month probationary period (effective as early as March 17, 2025, pay date April 4, 2025) moved by Dr. Scott Pendleton and seconded Kent Murray. The motion carried with 4 in favor and 0 against.

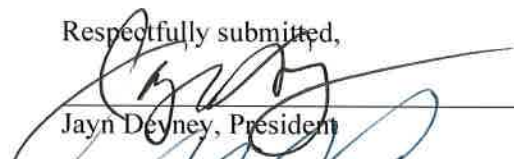
The Board of Health declined to entertain the direct request by an individual employee for salary compensation.

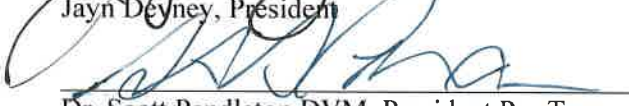
Motion to accept the **resignation of Megan Smolenak as Health Commission effective 09/30/2024**, recognizing Megan’s strong and passionate leadership that has moved the organization forward in its effort to improve the health and well-being of Harrison County residents and shepherding the department through accreditation was moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Motion to name **Katie Norris acting Health Commissioner** with the vacancy of Megan Smolenak, at an increased annual salary set at \$55,000/year (\$26.44 per hour beginning 10/01/2024) motioned by Kent Murray and seconded by Dr. Scott Pendleton. The motion carried with 4 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 2:06 PM moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Respectfully submitted,

  
\_\_\_\_\_  
Jayn Deyney, President

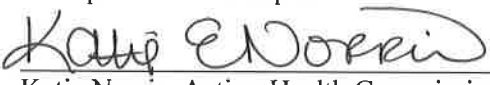
  
\_\_\_\_\_  
Dr. Scott Pendleton DVM, President Pro Tempore

Date: 10-24-2024

Date: 10/24/24

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

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

  
\_\_\_\_\_  
Katie Norris, Acting Health Commissioner

Date: 10/24/2024