

**Harrison County General Health District
Board of Health Meeting Minutes
November 21, 2024**

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

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

Board Members Present:

Jayn Devney
Mr. Kent Murray
Ms. Melissa Powers

Absent:

Dr. Scott Pendleton, DVM

Staff and Other Members Present:

Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Director
Teresa Koniski, Director of Nursing

Absent:

John Carr, PHEP Coordinator

Administrative Update:

Katie distributed an administrative update on behalf of Dr. Jones. The update detailed an overview of current goings on as well as expressing his appreciation for the warm welcome he received since being contracted as Health Commissioner.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve the November 21, 2024, BOH meeting consent agenda including the minutes of the October 24, 2024, Harrison County Board of Health meeting and the monthly activity report.

Motion to approve the consent agenda was moved by Kent Murray 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 the month ending October 31, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. October 2024 Revenue received totaled: \$63,779.13
2. October 2024 Expenses paid totaled: \$130,705.70
3. October 31, 2024, ending balance: \$2,354,767.65



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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	October	2023 YTD	MTD	YTD	October	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$2,234.62	\$75,002.65	\$4,269.70	\$68,409.64	\$63,259.37	\$472,464.99	\$42,339.93	\$491,856.14	\$1,307,595.16	\$966,223.17
E001-E05 District Health-Property Tax	\$0.00	\$7,530.39	\$904,697.80	\$4,857.93	\$830,958.54	\$0.00	\$0.00	\$0.00	\$0.00	\$904,697.80	\$830,958.54
E001-E02 Private Water	\$9,384.88	\$1,656.00	\$6,529.00	\$749.00	\$14,295.00	\$211.20	\$13,325.75	\$2,330.35	\$16,001.07	\$4,588.13	\$7,147.30
E001-E03 Food Service	\$5,570.05	\$29.25	\$40,079.67	\$729.55	\$23,123.36	\$3,173.72	\$21,569.60	\$1,935.22	\$21,186.14	\$24,080.12	\$8,589.56
E001-E04 Pools	\$0.00	\$0.00	\$709.00	\$0.00	\$648.00	\$271.35	\$620.29	\$71.75	\$711.23	\$88.71	\$0.00
E001-E06 Camps	\$0.86	\$0.00	\$5,365.25	\$0.00	\$5,209.25	\$815.34	\$4,838.55	\$812.44	\$4,977.99	\$527.56	\$242.54
E001-E07 Tattoo	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00
E001-E11 Septics	\$7,901.47	\$2,605.00	\$26,003.50	\$2,041.00	\$27,062.22	\$2,638.48	\$19,800.98	\$1,268.24	\$24,474.22	\$14,103.99	\$6,942.61
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$986.11	\$11,479.60	\$373.08	\$5,012.51	\$11,266.25	\$23,189.91
E001-E14 PHEP Grant	\$46,701.13	\$9,750.00	\$40,950.00	\$5,200.00	\$67,762.00	\$5,771.55	\$53,765.97	\$6,617.65	\$54,488.81	\$33,885.16	\$40,211.31
E001-E17 WPCLF Program	\$5,453.45	\$10,000.00	\$51,510.00	\$0.00	\$0.00	\$23,800.00	\$51,510.00	\$0.00	\$0.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$10,800.20	\$77,807.31	\$8,319.35	\$83,403.14	\$5,966.56	\$73,717.89	\$7,877.73	\$81,850.04	\$9,631.05	\$7,719.88
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$0.00	\$3,599.97	\$0.00	\$1,899.99	\$279.02	\$1,712.77	\$0.00	\$439.43	\$26,305.21	\$18,468.05
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	\$4,667.17	\$28,492.33	\$0.00	\$2,207.67
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,066.81	\$92.10	\$6,613.62	\$29,868.17	\$45,251.18
E001-E31 Enhanced Operations	-\$3,699.59	\$1,392.53	\$28,413.41	\$3,525.47	\$24,806.04	\$0.00	\$24,713.82	\$2,875.55	\$27,481.59	\$0.00	-\$2,875.55
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,378.75	\$926.14	\$8,472.46	\$0.00	\$22,219.35
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	\$15,463.80	\$99,781.48	\$0.00	\$0.00	\$17,299.74	\$117,081.22	\$0.00	-\$17,299.74
E001-E37 WF23 Public Health Workforce	\$0.00	\$16,679.94	\$144,480.07	\$0.00	\$0.00	\$22,201.56	\$168,691.63	\$3,349.99	\$3,349.99	-\$22,201.56	-\$3,349.99
E001-E38 Bridges to Wellness	\$0.00	\$1,201.20	\$16,923.00	\$0.00	\$0.00	\$1,249.34	\$18,780.45	\$0.00	\$0.00	-\$1,857.45	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$0.00	\$21,536.00	\$0.00	\$0.00	\$82.10	\$16,555.99	\$0.00	\$0.00	\$4,980.01	\$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
Grand Total	\$1,832,380.54	\$63,779.13	\$1,503,896.86	\$45,155.80	\$1,269,796.54	\$130,705.70	\$981,509.75	\$92,837.08	\$924,455.31	\$2,354,767.65	\$1,965,526.04

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

A voucher report for period 10/25/2024 – 11/21/2024 was presented to Board members for viewing and approval in the total amount of \$21,463.74 as follows: Supplies: \$12,300.34; Utilities: \$1,274.34; Contract Services: \$3,434.29; Mileage/Expenses: \$2,282.92; Advertising & Printing: \$858.86; State Fees: \$391.50; Contingencies: \$909.50; and Dues/Fees: \$11.99.

Jayn asked if Sanofi Pasteur, Inc. was related to vaccines. Teresa explained the expense was related to COVID-19 vaccines that are good until April 2025. Of the 70 vaccines the department ordered, there are 19 vaccines left that Teresa hopes to get rid of by Christmas. Teresa stated the department will be reimbursed for providing the vaccines. The department noticed an increase in demand for the vaccines after Rite Aid closed earlier this year and that appointments elsewhere had limited availability or long wait times.

Motion to approve the **10/25/2024 – 11/21/2024 voucher report** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



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Katie presented **Revenue Advances/Adjustments**:

Fund	10.24.2024 Revenue Budget	11.21.2024 Adjustment	2024 Updated Revenue Budget
E001-E01 District Health	\$ 88,561.40	\$ (43,000.00)	\$ 45,561.40
E001-E05 District Health General Property Tax	\$ 908,887.66	\$ -	\$ 908,887.66
E001-E02 Private Water	\$ 15,749.00	\$ -	\$ 15,749.00
E001-E03 Food Service	\$ 43,000.00	\$ -	\$ 43,000.00
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	\$ 73,500.00	\$ -	\$ 73,500.00
E001-E19 WIC Program	\$ 110,004.00	\$ 7,000.00	\$ 117,004.00
E001-E22 Cribs for Kids	\$ 4,100.00	\$ -	\$ 4,100.00
E001-E31 Enhanced Operations	\$ 28,413.41	\$ -	\$ 28,413.41
E001-E36 WF22 Public Health Workforce Grant	\$ 58,225.23	\$ -	\$ 58,225.23
E001-E37 WF23 Public Health Workforce Grant	\$ 235,153.42	\$ 27,000.00	\$ 262,153.42
E001-E38 Bridges to Wellness	\$ 18,900.00	\$ 7,000.00	\$ 25,900.00
E001-E39 Mosquito Control Grant	\$ 21,536.00	\$ -	\$ 21,536.00
E001-E40 GV25 Get Vaccinated Ohio	\$ 18,171.00	\$ 2,000.00	\$ 20,171.00
Total	\$ 1,727,262.12	\$ -	\$ 1,727,262.12

Revenue adjustments in the form of advancements in anticipation of year end negative fund balances.

Motion to approve **Revenue Advances/Adjustments** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Old Business:

- Levy Verbiage: Katie provided Board members with a memo detailing additional levy verbiage updates. Katie received new information and an Attorney General’s (AG) opinion from Prosecutor Knight. The Board advised they will look at the AG opinion and continue to work through exploring options.
- HCGHD Board of Health Bylaws: Katie advised she did not receive any additional input from Board members. After discussion, Jayn advised Teresa and Erika to review the bylaws and bring back any edit recommendations.

Motion to adopt the Harrison County General Health District Board of Health Bylaws moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.



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- Second Reading of the FY2025 Food Program Fees: Katie provided the Board with a memo outlining proposed 2025 Food Program Fees. Erika explained fees would remain the same as they were for FY2024. Jayn asked if there will be a public hearing for the fees and Erika stated there would be no public hearing because fees did not decrease or increase.

License Type	Health Space Generated Max Recommendation	Current Fee & Proposed 2025 Fee
Risk Level I < 25,000 sq ft	\$183.73	\$183.14
Risk Level II < 25,000 sq ft	\$207.28	\$206.49
Risk Level III < 25,000 sq ft	\$398.53	\$396.05
Risk Level IV < 25,000 sq ft	\$505.93	\$502.50
Risk Level I ≥ 25,000 sq ft	\$266.63	\$265.31
Risk Level II ≥ 25,000 sq ft	\$280.77	\$279.32
Risk Level III ≥ 25,000 sq ft	\$1,001.47	\$993.88
Risk Level IV ≥ 25,000 sq ft	\$1,061.77	\$1,053.44
Mobile Facility	\$157.33	\$146.77
Vending	\$110.21	\$23.52
Temporary – Commercial	\$96.18	\$58.50
Temporary – Noncommercial		\$29.25

New Business:

- Accreditation Funding: Katie provided the Board with a memo regarding \$50,000 accreditation funding. The memo detailed the funding opportunity and encouraged Board members to brainstorm ways for the department to utilize the funds. Jayn encouraged Katie, Erika, and Teresa to consider using the funding for strategic planning and looking at new services or expansion of current services.
- Fentanyl Test Strips: Teresa presented a memo about fentanyl test strips and the possibility of including them in wellness vending machines. Before moving forward, Teresa wanted to verify the Board’s support for including the test strips in wellness vending machines.

Motion to show **support for the introduction of fentanyl test strips as a harm reduction measure made available to the residents of Harrison County** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- Environmental Division Variance for Ron Carter: Erika presented a variance for approval for applicant Ron Carter, property location 45310 Georgetown Rd. Cadiz, OH 43907 for 3701-28-10(C)(6): that casing shall not extend less than twenty-five feet below the natural or original ground surface, but the casing for Mr. Carter extends only twenty feet below the original ground surface.

Motion to accept the **variance for Ron Carter** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 2 in favor and 1 against.



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- Christmas Ham/Turkey: Katie presented a memo regarding the potential purchase of a turkey or ham for each health department associate.

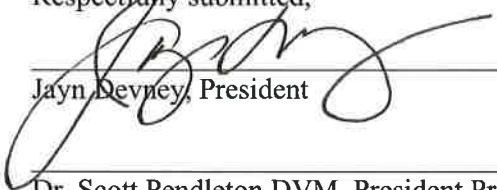
Motion to accept the **purchase of a Christmas ham or turkey for each health department associate** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

- IT Services: Katie presented a memo detailing IT contractual services. After discussion, Board members advised Katie to come back with a breakdown of costs for TSG, Great Lakes, and for each option presented in the memo.
- Compensation Plan: Katie presented a revised 2025 Compensation Plan for Board review and discussion. After receiving recommendations from division directors and Board members, Katie advised she would update the document and bring it to the December meeting.

Katie advised Board members that the District Advisory Council appointed Dr. Chester “Donnie” Smith to the vacant seat on the Board. Dr. Smith intends to be at the December meeting to be officially sworn in.

With no further discussion or business brought before the board, motion to adjourn at 2:40 PM moved by Melissa Powers and seconded by Kent Murray. The motion carried with 3 in favor and 0 against.

Respectfully submitted,



 Jayn Devney, President

Dr. Scott Pendleton DVM, President Pro Tempore

Date: 12-19-2024

Date: _____

Chairperson Pro Tempore



Dr. Dan Jones, Health Commissioner

Date: _____

Date: 12/19/2024



Katie Norris, Deputy Health Commissioner

Date: 12/19/2024