



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.gov

**Harrison County General Health District  
Board of Health Meeting Minutes  
December 19, 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

**Board Members Present:**

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

**Absent:**

**Staff and Other Members Present:**

Dr. Dan Jones, Health Commissioner  
Katie Norris, Deputy Health Commissioner  
Erika Battistel, Environmental Director  
Teresa Koniski, Director of Nursing

**Absent:**

John Carr, PHEP Coordinator

**New Board Member Oath of Office:**

The District Advisory Council met November 12, 2024, and unanimously approved the appointment of Dr. Chester “Donnie” Smith to the Board of Health. First official business for Dr. Smith included his oath of office.

**Administrative Update:**

Before providing an administrative update, Dr. Jones encouraged meeting attendees to provide brief introductions as the Board and staff welcomed Dr. Smith. Dr. Jones informed the Board of current goings on and highlighted the new “HCGHD Happenings” newsletter that he and Katie intend to provide as a monthly highlight of staff and department efforts.

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

Jayn Devney asked for a motion to approve the December 19, 2024, BOH meeting consent agenda including the minutes of the November 21, 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 4 in favor and 0 against.

**Financial Reports:**

Dr. Pendleton arrived at the meeting when Katie presented the cash balance report. The Program Cash Balance Report and Auditor’s Financial Report for the month ending November 30, 2024, were presented to Board of Health members for discussion and viewing as follows:

1. November 2024 Revenue received totaled: \$52,076.50



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.gov

2. November 2024 Expenses paid totaled: \$105,100.31
3. November 30, 2024, ending balance: \$2,301,743.84

Program	Carryover Balance	2024 Current Revenue		2023 Revenue		2024 Current Expenses		2023 Expenses		2024 Current Balance	2023 Current Balance
		MTD	YTD	November	2023 YTD	MTD	YTD	November	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$3,966.57	\$78,969.22	\$11,219.38	\$79,629.02	\$67,254.91	\$539,719.90	\$59,674.97	\$551,531.11	\$1,244,306.82	\$917,767.58
E001-E05 District Health-Property Tax	\$0.00	\$4,189.86	\$908,887.66	\$0.00	\$830,958.54	\$0.00	\$0.00	\$0.00	\$0.00	\$908,887.66	\$830,958.54
E001-E02 Private Water	\$9,384.88	\$1,307.00	\$8,836.00	\$3,512.00	\$17,807.00	\$246.24	\$13,571.99	\$1,419.26	\$17,420.33	\$5,648.89	\$9,240.04
E001-E03 Food Service	\$5,570.05	\$0.00	\$40,079.67	\$0.00	\$23,123.36	\$5,088.31	\$26,657.91	\$1,614.06	\$22,800.20	\$18,991.81	\$6,985.50
E001-E04 Pools	\$0.00	\$0.00	\$709.00	\$0.00	\$648.00	\$0.00	\$620.29	\$0.00	\$711.23	\$88.71	\$0.00
E001-E06 Camps	\$0.86	\$0.00	\$5,365.25	\$0.00	\$5,209.25	\$527.56	\$5,366.11	\$241.68	\$5,219.67	\$0.00	\$0.86
E001-E07 Tattoo	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$55.00	\$55.00	\$0.00	\$55.00	\$0.00	\$0.00
E001-E11 Septics	\$7,901.47	\$2,001.00	\$28,004.50	\$1,244.00	\$28,306.22	\$3,670.22	\$23,471.20	\$1,293.51	\$25,767.73	\$12,434.77	\$8,893.10
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,311.27	\$12,790.87	\$182.04	\$5,194.55	\$9,954.98	\$23,007.87
E001-E14 PHEP Grant	\$46,701.13	\$11,050.00	\$52,000.00	\$0.00	\$67,762.00	\$6,587.67	\$60,353.64	\$4,369.78	\$58,858.59	\$38,347.49	\$35,841.53
E001-E17 WPCLF Program	\$5,463.45	\$71.00	\$51,581.00	\$0.00	\$0.00	\$0.00	\$51,510.00	\$0.00	\$0.00	\$5,524.45	\$5,463.45
E001-E18 WIC Grant	\$5,541.63	\$5,966.56	\$83,773.87	\$7,877.73	\$91,280.87	\$10,183.41	\$83,901.30	\$7,864.43	\$89,714.47	\$5,414.20	\$7,733.18
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$0.00	\$3,599.97	\$5,949.96	\$7,849.95	\$401.61	\$2,114.38	\$0.00	\$439.43	\$25,903.60	\$24,418.01
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	\$2,207.67	\$30,700.00	\$0.00	\$0.00
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$238.00	\$15,304.81	\$0.00	\$6,613.62	\$29,630.17	\$45,251.18
E001-E31 Enhanced Operations	-\$3,699.59	\$0.00	\$28,413.41	\$2,875.55	\$27,481.59	\$0.00	\$24,713.82	\$3,318.23	\$30,799.82	\$0.00	-\$3,318.23
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,378.75	\$2,716.79	\$11,189.25	\$0.00	\$19,502.56
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	\$35,799.00	\$152,880.22	\$0.00	-\$35,799.00
E001-E36 WF22 Public Health Workforce Grant	-\$58,225.23	\$0.00	\$56,225.23	\$17,299.74	\$117,081.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$58,225.23
E001-E37 WF23 Public Health Workforce	\$0.00	\$22,201.56	\$166,691.63	\$0.00	\$0.00	\$9,536.11	\$176,227.74	\$0.00	\$3,349.99	-\$9,536.11	-\$3,349.99
E001-E38 Bridges to Wellness	\$0.00	\$1,322.95	\$18,245.95	\$0.00	\$0.00	\$0.00	\$18,780.45	\$0.00	\$0.00	-\$534.50	\$0.00
E001-E39 Mosquito Control Grant	\$0.00	\$0.00	\$21,536.00	\$0.00	\$0.00	\$0.00	\$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
<b>Grand Total</b>	<b>\$1,832,380.54</b>	<b>\$52,076.50</b>	<b>\$1,555,973.36</b>	<b>\$49,978.36</b>	<b>\$1,319,774.90</b>	<b>\$105,100.31</b>	<b>\$1,086,610.06</b>	<b>\$120,701.42</b>	<b>\$1,045,156.73</b>	<b>\$2,301,743.84</b>	<b>\$1,894,802.98</b>

Motion to approve the **November 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 5 in favor and 0 against.

A voucher report for period 11/22/2024 – 12/19/2024 was presented to Board members for viewing and approval in the total amount of \$13,714.99 as follows: Supplies: \$332.34; Utilities: \$779.85; Contract Services: \$6,312.15; Mileage/Expenses: \$2,932.66; State Fees: \$336.00; Contingencies: \$1,138.00; and Dues/Fees: \$1,883.99.

Motion to approve the **11/22/2024 – 12/19/2024 voucher report** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 5 in favor and 0 against.

Katie presented December Purchase Orders in the amount of \$9,000.00 as follows:

PO Number	Code	Department	Amount	PO Type
24-0063	E000-E07	Mileage + Expenses	\$ 2,000.00	B
24-0064	E000-E21	Dues and Fees	\$ 2,000.00	B
24-0065	E000-E06	Contract Services	\$ 5,000.00	B

Melissa Powers pointed out a revision needed to the page title as it said “October” instead of December.

Motion to approve **December Purchase Orders** with the document title revision moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 5 in favor and 0 against.



**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.gov

Katie presented **Expense Allocation Adjustments**

<u>General Health Account</u>		<u>Allocation</u>	<u>Adjustments</u>	<u>Approved</u>
E000-E01	Salaries	\$772,648.40	\$32,623.85	\$805,272.25
E000-E02	Supplies	\$83,095.30	<b>(\$21,023.74)</b>	\$62,071.56
E000-E03	Equipment	\$22,000.00	<b>(\$20,802.00)</b>	\$1,198.00
E000-E05	Utilities	\$42,764.00	<b>(\$19,428.05)</b>	\$23,335.95
E000-E06	Contract Services	\$121,400.00	\$467.65	\$121,867.65
E000-E07	Mileage/Expense	\$50,603.97	<b>(\$12,064.36)</b>	\$38,539.61
E000-E09	Advertising/Printing	\$41,412.00	<b>(\$22,324.14)</b>	\$19,087.86
E000-E10	PERS	\$106,627.00	<b>(\$16,623.88)</b>	\$90,003.12
E000-E11	Workers Compensation	\$4,155.56	\$0.00	\$4,155.56
E000-E12	Medicare	\$11,043.51	<b>(\$1,577.14)</b>	\$9,466.37
E000-E13	State Fees	\$29,410.00	<b>(\$11,201.44)</b>	\$18,208.56
E000-E14	Contingencies	\$50,000.00	<b>(\$30,700.00)</b>	\$19,300.00
E000-E15	Health Insurance	\$131,142.22	<b>(\$20,017.54)</b>	\$111,124.68
E000-E16	Life Insurance	\$750.00	<b>(\$75.00)</b>	\$675.00
E000-E17	Insurance/License	\$8,086.00	<b>(\$5,100.98)</b>	\$2,985.02
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,500.00	<b>(\$200.00)</b>	\$1,300.00
E000-E40	Dues/Fees	\$9,696.00	<b>(\$2,222.34)</b>	\$7,473.66
E000-E23	Settlement Sheet Deductions	\$20,000.00	<b>(\$2,064.96)</b>	\$17,935.04
	Grand Totals	\$1,511,933.96	-\$152,334.07	\$1,359,599.89
		R		

**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	\$340,096.66	<b>(\$50,000.00)</b>	\$290,096.66
E000-E02	Supplies	\$35,842.07	<b>(\$4,865.78)</b>	\$30,976.29
E000-E03	Equipment	\$21,000.00	<b>(\$19,802.00)</b>	\$1,198.00
E000-E05	Utilities	\$24,989.94	<b>(\$14,865.99)</b>	\$10,123.95
E000-E06	Contract Services	\$50,000.00	<b>(\$10,336.80)</b>	\$39,663.20
E000-E07	Mileage/Expense	\$13,366.83	<b>(\$4,557.78)</b>	\$8,809.05
E000-E09	Advertising/Printing	\$17,000.00	<b>(\$6,585.15)</b>	\$10,414.85
E000-E10	PERS	\$47,246.64	<b>(\$6,739.29)</b>	\$40,507.35
E000-E11	Workers Compensation	\$1,258.86	\$0.00	\$1,258.86
E000-E12	Medicare	\$4,894.91	<b>(\$540.78)</b>	\$4,354.13
E000-E13	State Fees	\$20,000.00	<b>(\$7,454.44)</b>	\$12,545.56



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.gov

E000-E14	Contingencies	\$50,000.00	<b>(\$30,700.00)</b>	\$19,300.00
E000-E15	Health Insurance	\$107,416.05	<b>(\$13,686.22)</b>	\$93,729.83
E000-E16	Life Insurance	\$750.00	<b>(\$75.00)</b>	\$675.00
E000-E17	Insurance/License	\$8,086.00	<b>(\$5,100.98)</b>	\$2,985.02
E000-E34	Accreditation Fees	\$5,600.00	<b>\$0.00</b>	\$5,600.00
E000-E37	Eye Insurance	\$1,500.00	<b>(\$200.00)</b>	\$1,300.00
E000-E40	Dues/Fees	\$8,000.00	<b>(\$1,906.34)</b>	\$6,093.66
E000-E23	Settlement Sheet Deductions	\$20,000.00	<b>(\$2,064.96)</b>	\$17,935.04
	Grand Totals	\$777,047.96	<b>-\$179,481.51</b>	\$597,566.45
<u>E02 Private Water</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$10,184.41	\$3,486.30	\$13,670.71
E000-E02	Supplies	\$250.00	<b>-\$196.10</b>	\$53.90
E000-E06	Contract Services	\$1,900.00	<b>-\$730.00</b>	\$1,170.00
E000-E07	Mileage/Expense	\$1,000.00	<b>-\$465.76</b>	\$534.24
E000-E10	PERS	\$1,400.00	<b>-\$122.85</b>	\$1,277.15
E000-E11	Workers Compensation	\$64.17	\$0.00	\$64.17
E000-E12	Medicare	\$145.00	<b>-\$23.89</b>	\$121.11
E000-E13	State Fees	\$2,900.00	<b>-\$2,900.00</b>	\$0.00
E000-E15	Health Insurance	\$3,000.00	<b>-\$256.40</b>	\$2,743.60
	Grand Totals	\$20,843.58	<b>-\$1,208.70</b>	\$19,634.88
<u>E03 Food Service</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$21,256.59	\$14,283.46	\$35,540.05
E000-E02	Supplies	\$125.00	\$0.00	\$125.00
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$2,940.00	<b>-\$512.85</b>	\$2,427.15
E000-E11	Workers Compensation	\$89.29	\$0.00	\$89.29
E000-E12	Medicare	\$304.50	<b>-\$12.22</b>	\$292.28
E000-E13	State Fees	\$2,600.00	<b>-\$124.00</b>	\$2,476.00
E000-E15	Health Insurance	\$3,001.00	\$380.20	\$3,381.20
	Grand Totals	\$32,316.38	\$14,014.59	\$46,330.97
<u>E04 Pools</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E07	Mileage/Expense	\$549.00	\$0.00	\$549.00
E000-E13	State Fees	\$160.00	\$0.00	\$160.00



# 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.gov

	Grand Totals	\$709.00	\$0.00	\$709.00
<u>E06 Camps</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$2,856.39	\$0.00	\$2,856.39
E000-E07	Mileage/Expense	\$789.97	\$0.00	\$789.97
E000-E10	PERS	\$392.98	\$0.00	\$392.98
E000-E11	Workers Compensation	\$20.82	\$0.00	\$20.82
E000-E12	Medicare	\$40.70	\$0.00	\$40.70
E000-E13	State Fees	\$550.00	\$0.00	\$550.00
E000-E15	Health Insurance	\$800.00	<b>-\$84.75</b>	\$715.25
	Grand Totals	\$5,450.86	-\$84.75	\$5,366.11
<u>E07 Tattoo</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E07	Mileage/Expense	\$55.00	\$0.00	\$55.00
	Grand Totals	\$55.00	\$0.00	\$55.00
<u>E11 Septic</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$19,306.41	\$8,475.07	\$27,781.48
E000-E02	Supplies	\$500.00	<b>-\$7.19</b>	\$492.81
E000-E07	Mileage/Expense	\$2,000.00	\$0.00	\$2,000.00
E000-E10	PERS	\$2,660.00	<b>-\$403.53</b>	\$2,256.47
E000-E11	Workers Compensation	\$104.95	\$0.00	\$104.95
E000-E12	Medicare	\$275.50	<b>-\$31.06</b>	\$244.44
E000-E13	State Fees	\$3,200.00	<b>-\$723.00</b>	\$2,477.00
E000-E15	Health Insurance	\$5,251.71	<b>-\$3,304.89</b>	\$1,946.82
	Grand Totals	\$33,298.57	\$4,005.40	\$37,303.97
<u>E12 RHWP</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$8,186.77	\$9,115.62	\$17,302.39
E000-E02	Supplies	\$3,000.00	<b>-\$2,729.50</b>	\$270.50
E000-E07	Mileage/Expense	\$200.00	<b>-\$194.63</b>	\$5.37
E000-E09	Advertising/Printing	\$1,000.00	\$0.00	\$1,000.00
E000-E10	PERS	\$1,120.00	<b>-\$20.80</b>	\$1,099.20
E000-E11	Workers Compensation	\$13.23	\$0.00	\$13.23
E000-E12	Medicare	\$116.00	\$4.64	\$120.64
E000-E15	Health Insurance	\$3,000.00	<b>-\$65.48</b>	\$2,934.52



# 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.gov

E000-E40	Dues & Fees	\$200.00	<b>-\$200.00</b>	\$0.00
	Grand Totals	\$16,836.00	\$5,909.85	\$22,745.85
<b>E14 PHEP Grant</b>				
		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$47,485.82	\$15,162.42	\$62,648.24
E000-E02	Supplies	\$4,100.00	<b>-\$2,525.97</b>	\$1,574.03
E000-E03	Equipment	\$1,000.00	<b>-\$1,000.00</b>	\$0.00
E000-E05	Utilities	\$1,586.00	<b>-\$889.72</b>	\$696.28
E000-E06	Contract Services	\$9,000.00	\$15,000.00	\$24,000.00
E000-E07	Mileage/Expense	\$2,500.00	<b>-\$92.78</b>	\$2,407.22
E000-E10	PERS	\$6,532.06	<b>-\$110.82</b>	\$6,421.24
E000-E11	Workers Compensation	\$288.22	\$0.00	\$288.22
E000-E12	Medicare	\$676.54	<b>-\$10.64</b>	\$665.90
E000-E17	Insurance/License	\$0.00	\$0.00	\$0.00
	Grand Totals	\$73,168.64	\$25,532.49	\$98,701.13
<b>E17 WPCLE</b>				
		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E06	Contract Services	\$60,500.00	<b>-\$3,465.55</b>	\$57,034.45
	Grand Totals	\$60,500.00	<b>-\$3,465.55</b>	\$57,034.45
<b>E19 WIC</b>				
		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$74,866.39	\$7,473.51	\$82,339.90
E000-E02	Supplies	\$5,000.00	<b>-\$4,241.39</b>	\$758.61
E000-E05	Utilities	\$16,000.00	<b>-\$3,672.34</b>	\$12,327.66
E000-E07	Mileage/Expense	\$2,000.00	<b>-\$1,632.46</b>	\$367.54
E000-E09	Advertising/Printing	\$1,500.00	<b>-\$1,485.00</b>	\$15.00
E000-E10	PERS	\$10,290.00	<b>-\$1,018.36</b>	\$9,271.64
E000-E11	Workers Compensation	\$457.41	\$0.00	\$457.41
E000-E12	Medicare	\$1,065.75	<b>-\$104.60</b>	\$961.15
E000-E40	Dues/Fees	\$200.00	<b>-\$200.00</b>	\$0.00
	Grand Totals	\$111,379.55	<b>-\$4,880.64</b>	\$106,498.91
<b>E22 Cribs for Kids</b>				
		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$1,570.92	\$25,624.58	\$27,195.50
E000-E02	Supplies	\$3,100.00	<b>-\$2,486.39</b>	\$613.61
E000-E07	Mileage/Expense	\$300.00	<b>-\$300.00</b>	\$0.00



# 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.gov

E000-E09	Advertising/Printing	\$0.00	\$0.00	\$0.00
E000-E10	PERS	\$219.93	-\$33.81	\$186.12
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$22.78	-\$0.03	\$22.75
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
	Grand Totals	\$5,213.63	\$22,804.35	\$28,017.98
<u>E24 Veggie U</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E02	Supplies	\$1,683.04	\$0.00	\$1,683.04
E000-E07	Mileage/Expense	\$800.00	\$0.00	\$800.00
	Grand Totals	\$2,483.04	\$0.00	\$2,483.04
<u>E28 Stigma Reduction Initiative</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$0.00	\$29,630.17	\$29,630.17
E000-E02	Supplies	\$12,545.00	-\$2,181.20	\$10,363.80
E000-E07	Mileage/Expenses	\$500.00	-\$500.00	\$0.00
E000-E09	Advertising/Printing	\$17,000.00	-\$12,058.99	\$4,941.01
E000-E10	PERS	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$0.00	\$0.00	\$0.00
E000-E15	Health Insurance	\$0.00	\$0.00	\$0.00
	Grand Totals	\$30,045.00	\$14,889.98	\$44,934.98
<u>E31 Enhanced Operations(E022) &amp; (E023)</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$16,590.95	\$0.00	\$16,590.95
E000-E02	Supplies	\$1,200.72	\$0.00	\$1,200.72
E000-E05	Utilities	\$0.00	\$0.00	\$0.00
E000-E06	Contract Services	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$0.00	\$0.00	\$0.00
E000-E09	Advertising/Printing	\$0.00	\$0.00	\$0.00
E000-E10	PERS	\$2,470.37	\$0.00	\$2,470.37
E000-E11	Workers Compensation	\$124.85	\$0.00	\$124.85
E000-E12	Medicare	\$240.62	\$0.00	\$240.62
E000-E15	Health Insurance	\$4,086.31	\$0.00	\$4,086.31
	Grand Totals	\$24,713.82	\$0.00	\$24,713.82



# 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.gov

<u>E33 Vaccine Equity</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$8,723.75	\$0.00	\$8,723.75
E000-E02	Supplies	\$914.26	\$0.00	\$914.26
E000-E03	Equipment	\$0.00	\$0.00	\$0.00
E000-E07	Mileage/Expense	\$0.00	\$0.00	\$0.00
E000-E10	PERS	\$1,037.21	\$0.00	\$1,037.21
E000-E12	Medicare	\$116.38	\$0.00	\$116.38
E000-E15	Health Insurance	\$1,587.15	\$0.00	\$1,587.15
	Grand Totals	\$12,378.75	\$0.00	\$12,378.75
<u>E34 Transfers In</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E11	Workers Compensation	\$1,733.76	\$0.00	\$1,733.76
	Grand Totals	\$1,733.76	\$0.00	\$1,733.76
<u>E37 WF23 Public Health Workforce Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$189,320.77	<b>-\$31,076.07</b>	\$158,244.70
E000-E02	Supplies	\$4,900.00	<b>-\$296.21</b>	\$4,603.79
E000-E07	Mileage/Expense	\$21,100.00	<b>-\$4,282.18</b>	\$16,817.82
E000-E10	PERS	\$25,858.45	<b>-\$5,656.16</b>	\$20,202.29
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$2,678.20	<b>-\$699.06</b>	\$1,979.14
E000-E40	Dues/Fees	\$1,296.00	\$84.00	\$1,380.00
	Grand Totals	\$245,153.42	-\$41,925.68	\$203,227.74
<u>E38 Bridges to Wellness</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$13,840.03	\$7,344.82	\$21,184.85
E000-E02	Supplies	\$1,957.21	\$0.00	\$1,957.21
E000-E05	Utilities	\$188.06	\$0.00	\$188.06
E000-E07	Mileage/Expense	\$810.71	\$461.23	\$1,271.94
E000-E10	PERS	\$1,906.54	<b>-\$119.55</b>	\$1,786.99
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$197.45	\$40.60	\$238.05
	Grand Totals	\$18,900.00	\$7,727.10	\$26,627.10
<u>E39 Mosquito Control Grant</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$8,838.54	\$905.47	\$9,744.01





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.gov

E000-E02	Supplies	\$6,307.00	<b>-\$100.51</b>	\$6,206.49
E000-E07	Mileage/Expense	\$2,132.46	\$0.00	\$2,132.46
E000-E09	Advertising/Printing	\$2,912.00	<b>-\$195.00</b>	\$2,717.00
E000-E10	PERS	\$1,219.68	<b>-\$552.72</b>	\$666.96
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$126.32	<b>-\$57.24</b>	\$69.08
	Grand Totals	\$21,536.00	\$0.00	\$21,536.00
<u>E40 Get Vaccinated Ohio</u>		<u>Allocation</u>	<u>Adjustment</u>	<u>New Allocation</u>
E000-E01	Salaries	\$9,524.00	<b>-\$7,801.50</b>	\$1,722.50
E000-E02	Supplies	\$1,671.00	<b>-\$1,393.50</b>	\$277.50
E000-E07	Mileage/Expense	\$500.00	<b>-\$500.00</b>	\$0.00
E000-E09	Advertising/Printing	\$2,000.00	<b>-\$2,000.00</b>	\$0.00
E000-E10	PERS	\$1,333.14	<b>-\$1,333.14</b>	\$0.00
E000-E11	Workers Compensation	\$0.00	\$0.00	\$0.00
E000-E12	Medicare	\$142.86	<b>-\$142.86</b>	\$0.00
E000-E15	Health Insurance	\$3,000.00	<b>-\$3,000.00</b>	\$0.00
	Grand Totals	\$18,171.00	<b>-\$16,171.00</b>	\$2,000.00
09.12.2024 Expense Allocation Total				\$1,511,933.96
12.19..2024 Expense Allocation Adjustment Total				<b>-\$152,334.07</b>
Grand Total Approved 12.19.2024				\$1,359,599.89

Jayn asked, from the \$152,334.07 under budget spending, if any funding sources needed returned to the funding source, and Katie responded no funds were, or needed to be, returned.

After discussion, motion to approve **Expense Allocation Adjustments** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 5 in favor and 0 against.



# 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.gov

**Katie presented Revenue Allocation Adjustments:**

Fund	Estimated Budget	Adjustment	Final Year End Revenue Budget
E001-E01 District Health	\$ 88,561.40	\$ 2,893.65	\$ 91,455.05
E001-E05 District Health General Property Tax	\$ 908,887.66	\$ (43,000.00)	\$ 865,887.66
E001-E02 Private Water	\$ 15,749.00	\$ (5,499.00)	\$ 10,250.00
E001-E03 Food Service	\$ 43,000.00	\$ (2,239.08)	\$ 40,760.92
E001-E04 Pools	\$ 709.00	\$ -	\$ 709.00
E001-E06 Camps	\$ 5,450.00	\$ (84.75)	\$ 5,365.25
E001-E07 Tattoo	\$ 55.00	\$ -	\$ 55.00
E001-E11 Septics	\$ 31,797.00	\$ (2,394.50)	\$ 29,402.50
E001-E12 RHWP Program	\$ 50.00	\$ (50.00)	\$ 0.00
E001-E14 PHEP Grant	\$ 65,000.00	\$ (13,000.00)	\$ 52,000.00
E001-E17 Water Pollution Control Loan, WPCLF	\$ 73,500.00	\$ (21,919.00)	\$ 51,581.00
E001-E19 WIC Program	\$ 110,004.00	\$ (9,046.72)	\$ 100,957.28
E001-E22 Cribs for Kids	\$ 4,100.00	\$ (500.03)	\$ 3,599.97
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	\$ (31,925.68)	\$ 203,227.74
E001-E38 Bridges to Wellness	\$18,900.00	\$ 7,727.10	\$ 26,627.10
E001-E39 Mosquito Grant	\$21,536.00	\$ -	\$ 21,536.00
E001-E40 GV25 Get Vaccinated Ohio	\$18,171.00	\$ (16,171.00)	\$ 2,000.00
<b>Total</b>	<b>\$ 1,727,262.12</b>	<b>\$ (135,209.01)</b>	<b>\$ 1,592,053.11</b>

Motion to approve **Revenue Allocation Adjustments** moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 5 in favor and 0 against.

**Old Business:**

- **Levy Verbiage:** The group discussed levy funding and stipulations surrounding levy funding for acquiring a new building. Jayn stated that she had read through the attorney general's opinion at the November meeting and agreed with it. The levy verbiage must include language referencing the use of levy funds for “buildings or facility costs.” Dr. Jones advised that he and Katie intend to discuss building logistics and planning efforts with Noble County Health Commissioner Kirby Moore due to Noble County's recent experience in acquiring a new building.
- **Third 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.

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



**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.gov

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

- Resolution 2024 – 163: Erika presented Resolution 2024-163 to establish and amend food safety program fees, permits, and license.

Motion to accept **Resolution 2024 - 163** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 5 in favor and 0 against.

- IT Services: Katie presented an updated memo to the Board of Health members with current cost breakdowns for IT services for TSG and stated she had yet to receive quotes from Great Lakes after emailing her contact on December 2. Dr. Jones noted that he and Katie will do more due diligence and recommended tabling the matter until Q1 or Q2 of 2025 to ensure a smooth transition and enough time for information gathering. In the meantime, Katie asked the Board for approval to move forward with TSG’s quoted services for DUO, a service needed to fulfill Harrison County Commissioners’ security and insurance requirements.

Motion to **add DUO setup and monthly cost to TSG fiscal and contractual obligations** moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 5 in favor and 0 against.

- Accreditation Funding: Katie provided a brief update that she submitted the Workforce 23 (WF23) grant budget revision to account for the \$50,000.00 funding and that she will report back with additional funding guidance in January after ODH virtual office hours.
- Compensation Plan: The Board of Health unanimously agreed to move the Compensation Plan discussion to executive session.

**New Business:**

- Charles E. Harris & Associates Contract: Katie presented a contract for Charles E. Harris & Associates, Inc. to prepare the financial statements and related notes for HCGHD in accordance with the Auditor of State regulatory basis of accounting for the years ended December 31, 2024 through 2028.

After discussion, motion to **enter into a contract with Charles E. Harris & Associates, Inc.** moved by Dr. Scott Pendleton and seconded by Kent Murray. The motion carried with 5 in favor and 0 against.

- FlexFit Contracts: Katie provided a memo detailing both FlexFit instructors' feedback and a breakdown of yoga and cardio class participation for 2024. Katie expressed her interest in improving marketing efforts for FlexFit in 2025. The board recommended that Katie sit down with instructors to

ensure classes are not too intense for participants and to collect data on where cardio participants are from due to the large response at the Hopedale location.

Motion to **renew the FlexFit Yoga contract with Anisa Rocchi for one year (ending 12/31/2025) and re-enter into a contract for FlexFit Cardio with Amber Basich in the amounts of 1 – 10 participants \$50; 11 – 20 participants \$75; 21 and over participants \$100** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 5 in favor and 0 against.

- Environmental Resolution 2024-164: Erika presented a WPCLF resolution for homeowner Peggy Ashford 42250 Cadiz Dennison Rd. Cadiz, OH 43907; Funding Tier: 50%; Total Contract: \$8,000 and Portion Funded: \$4,000.

Motion to accept **Resolution 2024-164** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 5 in favor and 0 against.

- Suicide Fatality Review Memo & Report: Teresa provided a memo and report seeking the Board of Health’s approval to take a proclamation before the County Commissioners regarding the formation of a Suicide Fatality Review Committee headed by the county Health Commissioner.

Motion to **create and participate in a Harrison County Suicide Fatality Review Board** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 5 in favor and 0 against.

- Kane Learning: Katie advised that health equity training with Kane Learning had come to an end. Workforce 23 funding allotted \$10,000 for LHDs to complete health equity training. Katie provided the Board with participant survey feedback responses to show staff input and takeaways from the training sessions.

**Executive Session:**

Dr. Scott Pendleton moved to enter executive session at 2:04 PM to consider the employment and compensation of a public employee, seconded by Melissa Powers. Dr. Dan Jones, Health Commissioner, and Katie Norris, Deputy Health Commissioner, were asked to remain for portions of the executive session.

Roll call to vote to enter executive session:

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

The Board of Health exited the executive session and returned to open session at 2:43 PM. Dr. Scott Pendleton had to exit the meeting midway through.

Motion to **adopt the 2025 Compensation Plan as presented with the exception that the Deputy Health Commissioner wage will change to \$30.00 per hour effective pay date 01/10/2025**, moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.



**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.gov

Motion to **approve a 3% raise for all qualifying employees except for the Deputy Health Commissioner for the calendar year 2025** (beginning pay date 01/10/2025) moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

The Board of Health acknowledged the resignation of Bonnie Snider, Fiscal Officer with a date of December 31, 2024, and expressed their thanks for Bonnie’s dedication to the department, especially through trials and tribulations of administrative staff changes over her years of service.

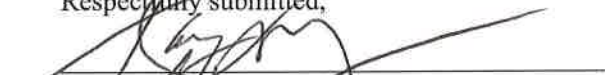
Motion to accept the **resignation of Bonnie Snider effective December 31, 2024**, moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

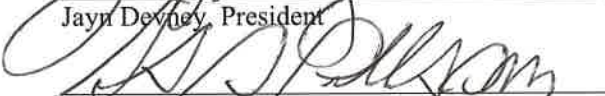
Motion to hire **Kaitlynn Howes as WIC Breastfeeding Peer Helper (start date 01/08/2025) at a rate of \$13.00 per hour with a \$0.50 wage increase after successfully completing a six-month probationary period** moved by Melissa Powers and seconded by Kent Murray. The motion carried with 4 in favor and 0 against.

Motion to hire **Michele Coffland as Fiscal Officer (start date 01/13/2025) at a rate of \$21.00 per hour with a \$0.50 wage increase after successfully completing a six-month probationary period** moved by Kent Murray and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

With no further discussion or business brought before the board, motion to adjourn at 2:50 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: 01-23-2025


Date: 01/23/2025

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

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

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

\_\_\_\_\_  
Dr. Dan Jones, Health Commissioner

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

Date: 01/23/2025