



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  
January 23, 2025**

**The regularly scheduled meeting did not take place on January 16, 2025, due to lack of quorum.**

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

**Call to Order:** President Jayn Devney called the meeting to order at 1:04 PM

**Board Members Present:**

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

**Absent:**

Mr. Kent Murray  
Dr. Donnie Smith

**Staff and Other Members Present:**

Katie Norris, Deputy Health Commissioner  
Erika Battistel, Environmental Director  
Teresa Koniski, Director of Nursing  
Michele Coffland, Fiscal Office

**Absent:**

Dr. Dan Jones, Health Commissioner  
John Carr, PHEP Coordinator

**Administrative Update:**

Katie provided an administrative update in Dr. Jones' absence. Katie reviewed the monthly "HCGHD Happenings" newsletter highlighting Bonnie's retirement, Teresa obtaining her BSN, available AOHC tuition reimbursement, and the upcoming community health and resource fair.

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

Jayn Devney asked for a motion to approve January 23, 2025, BOH meeting consent agenda including the minutes of the December 19, 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 Dr. Scott Pendleton. 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 December 31, 2024, were presented to the Board of Health members for discussion and viewing as follows:

1. December 2024 Revenue received totaled: \$36,079.75
2. December 2024 Expenses paid totaled: \$72,287.97
3. December 31, 2024, ending balance: \$2,265,535.62



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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	December	2023 YTD	MTD	YTD	December	2023 YTD		
E001-E01 District Health	\$1,705,057.50	\$12,485.83	\$91,455.05	\$1,812.00	\$81,441.02	\$43,955.08	\$583,674.98	\$45,480.62	\$597,011.73	\$1,212,837.57	\$874,098.96
E001-E05 District Health-Property Tax	\$0.00	-\$43,000.00	\$865,887.66	\$0.00	\$830,958.54	\$0.00	\$0.00	\$0.00	\$0.00	\$865,887.66	\$830,958.54
E001-E02 Private Water	\$9,394.88	\$414.00	\$10,250.00	\$2,048.00	\$19,865.00	\$741.63	\$14,313.62	\$1,903.16	\$19,323.49	\$5,321.26	\$9,384.88
E001-E03 Food Service	\$5,570.05	\$681.25	\$40,760.92	\$0.00	\$23,123.36	\$4,230.72	\$30,888.63	\$1,415.45	\$24,215.65	\$15,442.34	\$5,570.05
E001-E04 Pools	\$0.00	\$0.00	\$709.00	\$0.00	\$648.00	\$88.71	\$709.00	\$0.00	\$711.23	\$0.00	\$0.00
E001-E06 Camps	\$0.86	\$0.00	\$5,365.25	\$0.00	\$5,209.25	\$0.00	\$5,366.11	\$0.00	\$5,219.67	\$0.00	\$0.86
E001-E07 Tattoo	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$55.00	\$0.00	\$0.00
E001-E11 Septics	\$7,901.47	\$1,398.00	\$29,402.50	\$2,452.00	\$30,768.22	\$2,911.31	\$26,382.51	\$1,443.63	\$27,211.36	\$10,921.46	\$7,901.47
E001-E12 RHWP Grant	\$22,745.85	\$0.00	\$0.00	\$0.00	\$0.00	\$986.11	\$13,776.98	\$262.02	\$5,456.57	\$8,968.87	\$22,745.85
E001-E14 PHEP Grant	\$46,701.13	\$0.00	\$52,000.00	\$16,900.00	\$84,662.00	\$4,023.91	\$64,377.55	\$6,040.40	\$64,898.99	\$34,323.58	\$46,701.13
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$51,581.00	\$0.00	\$0.00	\$71.00	\$51,581.00	\$0.00	\$0.00	\$5,453.45	\$5,453.45
E001-E18 WIC Grant	\$5,541.63	\$17,183.41	\$100,957.28	\$7,864.43	\$99,145.30	\$6,451.17	\$90,352.47	\$10,055.98	\$99,770.45	\$16,146.44	\$5,541.63
E001-E22 Cribs for Kids - MCH	\$24,418.01	\$0.00	\$3,599.97	\$0.00	\$7,849.95	\$279.02	\$2,393.40	\$0.00	\$439.43	\$25,624.58	\$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	\$0.00	\$30,700.00	\$0.00	\$0.00
E001-E28 Stigma Reduction Initiative	\$44,934.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,304.81	\$316.20	\$6,929.82	\$29,630.17	\$44,934.98
E001-E31 Enhanced Operations	-\$3,699.59	\$0.00	\$28,413.41	\$3,318.23	\$30,799.82	\$0.00	\$24,713.82	\$3,699.59	\$34,499.41	\$0.00	-\$3,699.59
E001-E33 VE21 Vaccine Equity & Support	\$12,378.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,378.75	\$7,123.81	\$18,313.06	\$0.00	\$12,378.75
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	\$0.00	\$117,081.22	\$0.00	\$0.00	\$22,426.23	\$175,306.45	\$0.00	-\$58,225.23
E001-E37 WF23 Public Health Workforce	\$0.00	\$36,536.11	\$203,227.74	\$3,349.99	\$3,349.99	\$5,247.46	\$181,475.22	\$0.00	\$3,349.99	\$21,752.52	\$0.00
E001-E38 Bridges to Wellness	\$0.00	\$8,381.15	\$26,627.10	\$0.00	\$0.00	\$3,301.83	\$22,082.28	\$0.00	\$0.00	\$4,544.82	\$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	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$277.50	\$0.00	\$0.00	\$1,722.50	\$0.00
<b>Grand Total</b>	<b>\$1,832,380.54</b>	<b>\$36,079.75</b>	<b>\$1,592,053.11</b>	<b>\$37,744.65</b>	<b>\$1,357,519.55</b>	<b>\$72,287.97</b>	<b>\$1,158,898.03</b>	<b>\$100,167.09</b>	<b>\$1,145,323.82</b>	<b>\$2,265,535.62</b>	<b>\$1,832,380.54</b>

Motion to approve the **December 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 12/20/2024 – 01/23/2025 was presented to Board members for viewing and approval in the total amount of \$15,910.72 as follows: Supplies: \$310.92; Utilities: \$675.02; Contract Services: \$10,378.46; Mileage/Expenses: \$958.71; State Fees: \$3,201.62; Contingencies: \$216.00; and Dues/Fees: \$169.99.

Motion to approve the **12/20/2024 – 01/23/2025 voucher report** moved by Melissa Powers and seconded by Scott Pendleton. The motion carried with 3 in favor and 0 against.

Katie presented January Purchase Orders in the amount of \$153,267.68 as follows:

PO Number	Code	Department	Amount	PO Type
25-0001	E000-E02	Supplies	\$ 25,000.00	B
25-0002	E000-E03	Equipment	\$ 5,000.00	B
25-0003	E000-E05	Utilities	\$ 15,000.00	B
25-0004	E000-E06	Contract Services	\$ 25,000.00	B
25-0005	E000-E06	Contract Services - WPCLF	\$ 20,000.00	B
25-0006	E000-E07	Mileage/Expense	\$ 15,000.00	B
25-0007	E000-E09	Advertising/Printing	\$ 15,000.00	B
25-0008	E000-E14	Contingencies	\$ 5,000.00	B
25-0009	E000-E21	Dues/Fees	\$ 5,000.00	B
25-0010	E000-E02	Supplies - Quill	\$ 117.78	R
25-0011	E000-E06	Contract Services: Ream & Haager	\$ 52.00	R



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25-0012	E000-E06	Contract Services: Dr. Dan Jones	\$ 4,250.00	R
25-0013	E000-E06	Contract Services: Borden Office Equipment	\$ 141.27	R
25-0014	E000-E21	Dues/Fees: The Huntington National Bank	\$ 108.00	R
25-0015	E000-E02	Supplies: The Huntington National Bank	\$ 81.39	R
25-0016	E000-E07	Mileage/Expense: John Carr	\$ 209.90	R
25-0017	E000-E02	Supplies: Water Transport	\$ 36.25	R
25-0018	E000-E06	Contract Services: Primary Solutions	\$ 3,900.00	R
25-0019	E000-E06	Contract Services: The Huntington National Bank	\$ 180.00	R
25-0020	E000-E07	Mileage/Expense: Tanile Dulkoski	\$ 97.82	R
25-0021	E000-E07	Mileage/Expense: Erika Battistel	\$ 279.39	R
25-0022	E000-E07	Mileage/Expense: Jade Brown	\$ 134.00	R
25-0023	E000-E05	Utilities: Frontier	\$ 279.68	R
25-0024	E000-E14	Contingencies: Charter Communications	\$ 216.00	R
25-0025	E000-E05	Utilities: Verizon Wireless	\$ 227.49	R
25-0026	E000-E02	Supplies: The Huntington National Bank	\$ 75.50	R
25-0027	E000-E06	Contract Services: Fenner Corporation	\$ 1,551.65	R
25-0028	E000-E05	Utilities: Charter Communications	\$ 167.85	R
25-0029	E000-E06	Contract Services: Amber Basich	\$ 250.00	R
25-0030	E000-E06	Contract Services: Stericycle Inc.	\$ 53.54	R
25-0031	E000-E13	State Fees: Treasurer, State of Ohio	\$ 2,889.12	R
25-0032	E000-E13	State Fees: Treasurer, State of Ohio	\$ 222.00	R
25-0033	E000-E13	State Fees: Treasurer, State of Ohio	\$ 28.00	R
25-0034	E000-E07	Mileage/Expense: Jill Wilson	\$ 9.10	R
25-0035	E000-E07	Mileage/Expense: Teresa Koniski	\$ 163.66	R
25-0036	E000-E13	State Fees	\$ 5,000.00	B
25-0037	E000-E21	Dues/Fees: Schloss Media (News Herald)	\$ 50.00	R
25-0038	E000-E02	Supplies: The Huntington National Bank	\$ 12.99	R
25-0039	E000-E02	Supplies: Orme Hardware	\$ 22.95	R
25-0040	E000-E06	Contract Services: TSG	\$ 518.00	R
25-0041	E000-E06	Contract Services: Lauttamus	\$ 61.11	R
25-0042	E000-E06	Contract Services: Anisa Rocchi	\$ 200.00	R
25-0043	E000-E07	Mileage/Expense: The Huntington National Bank	\$ 190.00	R
25-0044	E000-E21	Dues/Fees: The Huntington National Bank	\$ 119.99	R
25-0045	E000-E02	Supplies: The Huntington National Bank	\$ 36.25	R
25-0046	E000-E06	Contract Services: The Huntington National Bank	\$ 65.00	R
25-0047	E000-E06	Contract Services: TSG	\$ 1,270.00	R
			<u>\$ 153,267.68</u>	

Motion to approve **January Purchase Orders** moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Katie presented an **Advancement Correction** to Board Members. During the November 2024 meeting the letter to the Harrison County Auditor stated the advances would be from line item E001-E01 District Health; however, Bonnie advised the advances should have come out of the General Property Tax line item E001-E05. Katie presented the advancement letter as corrected.

**Old Business:**

- Levy Verbiage: Katie provided an update that she and Dr. Jones have a virtual Zoom meeting scheduled with Noble County Health Commissioner Kirby Moore to discuss Noble County's building acquisition efforts. Jayn and Dr. Pendleton discussed strategic planning services. They encouraged Katie to ask Noble and surrounding counties what services they use for a strategic planner or who they may contract with to lead a strategic planning process.
- Accreditation Funding: Katie provided a brief update to the ongoing memo surrounding accreditation funding. The \$50,000 awarded by the Ohio Department of Health would need to be utilized within the grant period of 07/01/2023 – 11/30/2027. Katie remains in communication with the ODH grant lead for further guidance.
- Board of Health Continuing Education: Katie presented a memo to board members reminding them that they need to send her their complete two (2) hours of continuing education for 2024. Katie stated a goal of 2025 includes offering small segments of public health topics and trainings during meetings to help board members meet the continuing education requirements without too much work outside of the regularly scheduled meetings.

**New Business:**

- Huntington Bank Account Signature List: Katie presented a memo to board members seeking the removal of Samantha Farmery (end of employment 10/24/2024) and Bonnie Snider (retirement date 12/31/2024) from the Huntington Bank signature list. With the recent hire of Michele Coffland, Katie proposed the board approve Michele's addition to the signature list to ensure at least two signers are on the account.

Motion to **add Michele Coffland and remove both Bonnie Snider and Samantha Farmery from the Huntington Bank Account.** moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 3 in favor and 0 against.

In open discussion at the meeting's end, Dr. Pendleton inquired about more information related to WIC walk ins and food test strips. Jayn and Dr. Pendleton emphasized the importance of strategic planning and looking for a strategic planner.

With no further discussion or business brought before the board, motion to adjourn at 1:34 PM moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



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Respectfully submitted,

Date: 02-21-2025

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

Date: 02/21/2025

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

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

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

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

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

Date: 02/21/2025

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