

**Harrison County General Health District
Board of Health Meeting Minutes
March 20, 2025**

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
Ms. Melissa Powers
Dr. Scott Pendleton, DVM
Mr. Ken Parker

Absent:

Dr. Donnie Smith

Staff and Other Members Present:

Dr. Dan Jones, Health Commissioner [via call-in]
Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Director
Teresa Koniski, Director of Nursing
Michele Coffland, Fiscal Officer
John Carr, PHEP Coordinator

Absent:

Oath of Office:

The District Advisory Council met March 3, 2025, and unanimously approved the appointment of Ken Parker to the Board of Health. First official business for Ken included his oath of office delivered by President Jayn Devney.

Administrative Update:

Dr. Jones provided an update that staff have a lot going on approaching the end of Q1, especially the upcoming resource fair on March 27. Some team members will go to Noble County on April 11 for a field trip to discuss potential collaborative efforts, see building updates, and learn about clinical services that HCGHD may be able to provide in the future. Dr. Jones invited board members to attend the Noble County site visit. Dr. Jones stated that the department intends to sponsor the resource fair as a bi-annual event and to host the second event in September. Katie and Dr. Jones plan to meet again with the commissioners each quarter, so updates on those meetings will be provided accordingly.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve March 20, 2025, BOH meeting consent agenda including the minutes of February 21, 2025, Harrison County Board of Health meeting and the monthly activity report. Teresa noted that February was the first month in a long time without the county having a confirmed case of Lyme disease.

The motion to approve the **consent agenda** was moved by Melissa Powers and seconded by Dr. Scott Pendleton. The motion carried with 4 in favor and 0 against.

Financial Reports:



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

The Program Cash Balance Report and Auditor's Financial Report for the month ending February 28, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. February 2025 Revenue received totaled: \$47,675.41
2. February 2025 Expenses paid totaled: \$78,307.33
3. February 28, 2025, ending balance: \$2,188,988.76

Harrison County General Health District
Cash Balance Report
February 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	February	2024 YTD	MTD	YTD	February	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$10,774.78	\$23,967.80	\$6,081.72	\$19,122.59	\$38,246.57	\$95,997.84	\$36,861.13	\$77,032.05	\$1,140,807.53	\$1,647,148.04
E001-E05 District Health-Property Tax	\$865,887.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$865,887.66	\$0.00
E001-E02 Private Water	\$5,321.26	\$908.00	\$2,342.00	\$570.00	\$2,247.00	\$3,347.83	\$6,231.81	\$1,955.51	\$3,867.85	\$1,431.45	\$7,764.03
E001-E03 Food Service	\$15,442.34	\$25,166.25	\$25,166.25	\$26,095.21	\$26,095.21	\$4,783.15	\$8,465.93	\$165.88	\$379.73	\$32,142.66	\$31,285.53
E001-E04 Pools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E06 Camps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.86
E001-E07 Tattoo	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
E001-E11 Septics	\$10,921.46	\$3,474.50	\$12,084.75	\$4,673.00	\$13,195.00	\$3,480.53	\$7,739.38	\$1,869.06	\$3,482.17	\$15,266.83	\$17,614.30
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,078.74	\$2,084.43	\$986.11	\$1,886.70	\$6,884.44	\$20,859.15
E001-E14 PHEP Grant	\$34,323.58	\$0.00	\$7,150.00	\$0.00	\$650.00	\$4,404.50	\$10,754.08	\$5,852.89	\$9,961.68	\$30,719.50	\$37,389.45
E001-E17 WPCFLP Program	\$5,453.45	\$500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,953.45	\$5,453.45
E001-E18 WIC Grant	\$16,146.44	\$5,310.95	\$11,762.12	\$12,726.00	\$15,286.62	\$7,196.72	\$13,722.13	\$5,896.14	\$14,033.13	\$14,186.43	\$6,795.12
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$0.00	\$0.00	\$0.00	\$0.00	\$1,947.00	\$2,233.42	\$0.00	\$178.98	\$23,391.16	\$24,239.03
E001-E24 Veggie U Program - MCH	\$1,978.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,978.39	\$2,483.04
E001-E26 Stigma Reduction Initiative	\$29,630.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,086.50	\$2,086.50	\$29,630.17	\$42,848.48
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$2,444.32	\$6,143.91	\$0.00	\$0.00	\$3,588.61	\$6,032.93	\$0.00	-\$3,588.61
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,606.67	\$8,830.21	\$0.00	\$3,548.54
E001-E34 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,733.76
E001-E36 WF22 Public Health Workforce Grant	\$0.00	\$0.00	\$0.00	\$22,426.23	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E37 WF23 Public Health Workforce	\$21,752.52	\$0.00	\$5,247.48	\$12,279.09	\$15,629.08	\$9,808.63	\$16,952.02	\$14,103.21	\$29,732.29	\$10,047.98	-\$14,103.21
E001-E38 Bridges to Wellness	\$4,544.82	\$1,540.93	\$2,794.13	\$0.00	\$0.00	\$4,013.68	\$7,380.35	\$0.00	\$0.00	-\$41.40	\$0.00
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,980.01	\$0.00
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,722.50	\$0.00
Grand Total	\$2,265,535.82	\$47,675.41	\$95,014.53	\$87,295.57	\$156,649.64	\$78,307.33	\$171,561.39	\$78,071.71	\$157,504.22	\$2,188,988.76	\$1,831,525.96

Katie noted that the life and eye insurance totals were still not matching at the Auditor's office but the fiscal team continued monitoring the figures and should match at the next meeting. Katie and Michele were tracking the expenses via the cash balance excel spreadsheet.

Motion to approve the **February 2025 Program Cash Balance Report** and that the report be filed for audit moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Michele presented March Purchase Orders in the amount of \$2,823.50

PO Number	Code	Department	Amount	PO Type
25-0048	E000-E17	Insurance/License	\$ 2,500.00	B
25-0049	E000-E17	Insurance/License - Huntington Bank (State Pharm. License)	\$ 323.50	R

\$ 2,823.50

Motion to approve the **March Purchase Orders** moved by Scott Pendleton and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

A voucher report for period 02/22/2025 – 03/20/2025 was presented to Board members for viewing and approval in the total amount of \$24,130.02 as follows: Supplies: \$8,102.74; Utilities: \$562.84; Contract Services: \$7,644.85; Mileage/Expenses: \$2,504.60; Advertising & Printing: \$2,015.00; State Fees: \$1,719.50; Contingencies: \$80.00; Insurance/License: \$323.50; and Dues/Fees: \$1,176.99.

The group discussed vouchers related to CBA membership and continuing education. Dr. Pendleton asked if the department had a budget for continuing education, to which Katie answered that Workforce 23 has funding available for training along with the general fund.

Motion to approve the **02/22/2025 – 03/20/2025 voucher report** moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Old Business:

- Levy Verbiage & Accreditation Funding: Katie presented an updated memo regarding ongoing meetings with the commissioners and the county prosecutor regarding potential options for increased Health Department space. Jayn encouraged Katie and Dr. Jones to address building renovations within the Government Center if additional office space becomes available. As for accreditation funding, Katie is still waiting on ODH to approve the Workforce 23 budget revision.
- Strategic Plan: Katie brought back the department's 2020 – 2024 strategic plan with progress and accomplishment updates. The board of health reflected on the department's progress over the past few years and highlighted the importance of circling back to a strategic plan to track progress. Dr. Pendleton highlighted that he wanted to do a tick push in 2025 as part of health education and disease prevention efforts.

New Business:

- Resolution 2025-2: Erika presented Resolution 2025-2 authorizing her to apply for, accept, and enter a WPCLF agreement on behalf of the health district.

Motion to approve **Resolution 2025-2** moved by Scott Pendleton and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

- Resolution 2025-3: Michele and Katie presented Resolution 2025-3 for the department's 2025 Permanent Budget in the amount of \$3,765,120.88. (See meeting packet for the Resolution)

Motion to approve Resolution 2025-3 moved by Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Expense Allocation Adjustments: Michele presented expense allocation adjustments that totaled \$218,569.36. (See meeting packet for the adjustments)

Motion to approve **Expense Allocation Adjustments** moved by Scott Pendleton and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

- Revenue Allocation Adjustments: Michelle presented revenue allocation adjustments that totaled \$39,027.75. (See meeting packet for the adjustments)

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

- WIC Breastfeeding Peer Helper Hiring Process: Katie detailed ongoing efforts to hire a WIC Breastfeeding Peer Helper and that interviews were in the process of being scheduled. Due to the potential to fill the position by the April meeting, Katie requested the board consider granting Dr. Jones and/or her the approval to fill the position.

After discussion, motion for the Health Commissioner/Deputy Health Commissioner to hire for the open WIC Breastfeeding Peer Helper position moved by Scott Pendleton and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

Jayn advised meeting attendees that the board of health will restructure officers and the monthly meeting date/time at the April meeting.

With no further discussion or business brought before the board, the motion to adjourn at 1:59 PM moved by Dr. Scott Pendleton and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Respectfully submitted,


Board President

Date: 04-24-2025

President Pro Tempore

Date: _____

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner

Date: _____


Katie Norris, Deputy Health Commissioner

Date: 04/24/2025