

**Harrison County General Health District  
Board of Health Meeting Minutes  
April 24, 2025**

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

**Call to Order:** President Jayn Devney called the meeting to order at 2:30 PM.

**Board Members Present:**

Jayn Devney  
Ms. Melissa Powers  
Mr. Ken Parker

**Absent:**

Dr. Donnie Smith  
Dr. Scott Pendleton, DVM

**Staff and Other Members Present:**

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

**Absent:**

Erika Battistel, Environmental Director

**Administrative Update:**

Dr. Jones provided an update that staff continue making strides in accomplishments through a fast-paced start to the year. Dr. Jones highlighted that he, John, Katie, and Teresa went to the Noble County Health Department for a meeting to discuss operations, clinical services, building renovations, and other goings on. Dr. Jones and Katie are working to meet with Harrison County Jail staff to discuss any clinical opportunities. Dr. Jones had Katie read off a list of upcoming outreach events through the month of September to highlight the number of opportunities the department will be out in the county. Before moving forward into the meeting, Dr. Jones highlighted the previous two years Jayn Devney served as Board of Health President as Katie presented Jayn with a plaque honoring her service and perfect attendance as Board of Health President.

**Board Restructure:**

Jayn Devney asked for nominations from the floor for the office of President and President Pro Tempore.

Ken Parker nominated **Dr. Scott Pendleton for the term of President**, with Melissa Powers seconding the nomination.

Melissa Powers nominated **Jayn Devney for the term of President Pro Tempore**, with Ken Parker seconding the nomination.

After discussion, the board of health members decided to keep the meeting date as the third Thursday of every month and meeting time at 1:00pm. Jayn encouraged Katie to touch base with department staff to determine a meeting date that works well in June as the health department is closed the third Thursday in observance of Juneteenth.



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

Jayn Devney asked for a motion to approve April 24, 2025, BOH meeting consent agenda including the minutes of March 20, 2025, Harrison County Board of Health meeting and the monthly activity report.

The motion to accept the **consent agenda** as presented was moved by Melissa Powers and seconded by Ken Parker. 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 March 31, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. March 2025 Revenue received totaled: \$508,735.41
2. March 2025 Expenses paid totaled: \$100,240.48
3. March 31, 2025, ending balance: \$2,597,483.69

#### March 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	March	2024 YTD	MTD	YTD	March	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$6,025.72	\$29,993.52	\$10,526.24	\$29,648.83	\$52,311.41	\$148,309.25	\$40,711.03	\$117,743.08	\$1,094,521.84	\$1,616,963.25
E001-E05 District Health-Property Tax	\$865,887.66	\$479,352.70	\$479,352.70	\$1,193.24	\$1,193.24	\$0.00	\$0.00	\$0.00	\$0.00	\$1,345,240.36	\$1,193.24
E001-E02 Private Water	\$5,321.26	\$2,056.00	\$4,398.00	\$0.00	\$2,247.00	\$2,952.60	\$9,184.61	\$1,977.46	\$5,845.33	\$534.65	\$5,786.55
E001-E03 Food Service	\$15,442.34	\$7,883.82	\$33,050.07	\$9,705.44	\$35,800.65	\$6,266.89	\$14,732.82	\$1,869.42	\$2,249.15	\$33,759.59	\$39,121.55
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	\$0.00	\$55.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00
E001-E11 Septics	\$10,921.46	\$2,273.00	\$14,357.75	\$739.00	\$13,934.00	\$3,613.78	\$11,353.16	\$1,757.46	\$5,239.63	\$13,926.05	\$16,595.84
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,032.52	\$3,116.95	\$986.11	\$2,872.81	\$5,851.92	\$19,873.04
E001-E14 PHEP Grant	\$34,323.58	\$3,250.00	\$10,400.00	\$5,200.00	\$5,850.00	\$4,291.69	\$15,045.77	\$4,736.93	\$14,698.61	\$29,677.81	\$37,852.52
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$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	\$1,214.46	\$12,976.58	\$11,973.35	\$27,259.97	\$7,125.35	\$20,847.48	\$7,062.32	\$21,095.45	\$8,275.54	\$11,706.15
E001-E22 Cribbs for Kids - MCH	\$25,824.58	\$0.00	\$0.00	\$0.00	\$0.00	\$337.34	\$2,570.76	\$0.00	\$178.98	\$23,053.82	\$24,239.03
E001-E24 Veggie U Program - MCH	\$1,978.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504.65	\$504.65	\$1,978.39	\$1,978.39
E001-E28 Stigma Reduction Initiative	\$29,630.17	\$0.00	\$0.00	\$0.00	\$0.00	\$221.76	\$221.76	\$4,992.39	\$7,078.89	\$29,408.41	\$37,856.09
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$3,588.61	\$9,732.52	\$0.00	\$0.00	\$4,565.87	\$10,598.80	\$0.00	-\$4,565.87
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$367.30	\$9,197.51	\$0.00	\$3,181.24
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	\$0.00	\$58,225.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
E001-E37 WF23 Public Health Workforce	\$21,752.52	\$6,291.21	\$11,538.69	\$14,103.21	\$29,732.29	\$13,480.52	\$30,432.54	\$15,162.46	\$44,894.75	\$2,858.67	-\$15,162.46
E001-E38 Bridges to Wellness	\$4,544.82	\$388.50	\$3,182.63	\$0.00	\$0.00	\$3,626.41	\$11,006.76	\$0.00	\$0.00	-\$3,279.31	\$0.00
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$0.00	\$0.00	\$0.00	\$4,980.01	\$4,980.01	\$0.00	\$0.00	\$0.00	\$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
<b>Grand Total</b>	<b>\$2,265,535.62</b>	<b>\$508,735.41</b>	<b>\$603,749.94</b>	<b>\$57,029.09</b>	<b>\$213,678.73</b>	<b>\$100,240.48</b>	<b>\$271,801.87</b>	<b>\$84,693.42</b>	<b>\$242,197.64</b>	<b>\$2,597,483.69</b>	<b>\$1,803,861.63</b>

Jayn asked what funding from the balance report would be available to utilize for capital expenditures. Katie explained that currently, E001-E01 through E001-E11 on the report, excluding E001-E05, would be available as the funds are based off service and program fees collected by the department. Katie did advise that Prosecutor Knight will weigh in on use of levy funding for future projects.

Motion to accept the **March 2025 Program Cash Balance Report** and that the report be filed for audit moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

Michele presented April Purchase Orders in the amount of \$40,000.00



# HARRISON COUNTY

## Public Health

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PO Number	Code	Department	Amount	PO Type
25-0050	E000-E13	State Fees	\$ 10,000.00	B
25-0051	E000-E06	Contract Services	\$ 30,000.00	B
			<hr/> \$ 40,000.00 <hr/>	

Motion to approve the **April Purchase Orders** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

A voucher report for period 03/21/2025 – 04/24/2025 was presented to Board members for viewing and approval in the total amount of \$20,677.33 as follows: Supplies: \$2,948.00; Utilities: \$784.96; Contract Services: \$7,792.65; Mileage/Expenses: \$2,205.30; Advertising & Printing: \$2,814.55; State Fees: \$3,811.88; Insurance/License: \$100.00; and Dues/Fees: \$219.99.

Jayn asked if the voucher for Dr. Jones represented his time as health commissioner and medical director. Jayn wondered if the voucher report could reflect both costs. Katie advised that she and Michele could update the notes section of the voucher to include " time for HC....time for MD....." Jayn noted that when she went back to the minutes, that the motion was to reimburse Dr. Jones for health commissioner, and that the board did not have a separate motion for the medical director. While Dr. Jones expressed interest in acquiring the medical director's duties, there was no board authorization for that activity, so it would be helpful for the board to know the expenditure of money for each activity.

Melissa asked if the state fees for vital statistics were average for what the department sees each quarter. Katie advised that she would review previous quarters and report back.

Motion to approve the **03/21/2025 – 04/24/2025 voucher report** moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 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.
- Accreditation Funding: Katie advised that ODH approved the Workforce 23 (WF23) budget revision and that she could now request the \$50,000. Katie reminded the board that the funding could be used for accreditation items and could not be used for building-related expenses, even if to help meet accreditation building requirements. The department must spend the funding by the end of the WF23 grant period, November 30, 2027.

### New Business:

- Environmental Variance: In Erika's absence, Katie presented a variance for Peggy Ashford of 42250 Cadiz Dennison Rd. Cadiz, OH 43907. The system provided included an NPDES whereas the inlet line from the house to the tank will need to cross under the Columbia Gas line. Columbia Gas' point of contact met with the installer (Jon Steward) and said everything looked okay to them. 3701-29-06(3)(a).

Motion to approve the **variance for Peggy Ashford** moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

- Environmental Variance: Katie presented a variance for homeowner Mary Jo Monte of 103 Palmer Rd. Deersville, OH 44693. To replace the failing system, the outlet line from the house to the area the new tank will sit will be closer than 10' from East Patterson Alley. The Deersville mayor said the village had no issues with the line going there. The board of health asked Katie to determine how close the line was within 10'.

Motion to approve the **variance for Mary Jo Monte** moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

- The Fit Together Project: Katie provided a memo outlining a component of her MPH program and the need to fulfill one of the requirements by presenting it to the board of health. Board members had the opportunity to review Katie's "The Fit Together Project" Program Proposal and watch two pilot videos for the program. The board provided positive feedback on Katie and Dawn's annunciation in the pilot video and provided their support for the health department to incorporate the program into its services.

With no further discussion or business brought before the board, the motion to adjourn at 3:28 PM moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

  
Board President

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

  
President Pro Tempore

Date: 05-22-2025

Chairperson Pro Tempore

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

Dr. Dan Jones, Health Commissioner

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

  
Katie Norris, Deputy Health Commissioner

Date: 05/22/2025