

**Harrison County General Health District
Board of Health Meeting Minutes
May 22, 2025**

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

Call to Order: President Scott Pendleton called the meeting to order at 1:01 PM.

Board Members Present:

Jayn Devney
Ms. Melissa Powers
Dr. Scott Pendleton
Dr. Donnie Smith [via Zoom]

Absent:

Ken Parker

Staff and Other Members Present:

Katie Norris, Deputy Health Commissioner
Teresa Koniski, Director of Nursing
Michele Coffland, Fiscal Officer
John Carr, PHEP Coordinator

Absent:

Dr. Dan Jones, Health Commissioner

Administrative Update:

In Dr. Jones absence, Katie provided a brief administrative update. Katie reviewed the monthly board of health newsletter, highlighting continued community outreach like the mental health awareness month walk, Harrison Hills Transition Fair for promoting public health as a future career choice, and the department's efforts to distribute lunches to the public after the recent power outage. Scott asked how many lunches the department distributed to which Katie answered seventy-one. Katie briefed the board about the current animal neglect and poor home condition case transpiring in Jewett and that the department is doing what it can to assist the village of Jewett and its concerned residents. Katie briefly recapped recent meetings she and Dr. Jones recently attended with the county commissioners, contiguous counties, and the sheriff's office.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Scott Pendleton asked for a motion to approve May 22, 2025, BOH meeting consent agenda including the minutes of April 24, 2025, Harrison County Board of Health meeting and the monthly activity report. Jayn asked to pull out the power report and move it to discussion in 7d. of new business related to the MOU for the County Home.

The motion to accept the **consent agenda** as presented was moved by Jayn Devney 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 April 30, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. April 2025 Revenue received totaled: \$81,862.90
2. April 2025 Expenses paid totaled: \$92,930.73



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3. April 30, 2025, ending balance: \$2,586,415.86

April 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	April	2024 YTD	MTD	YTD	April	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$12,792.91	\$42,786.43	\$13,524.23	\$43,173.06	\$44,608.41	\$192,917.66	\$53,859.51	\$171,602.59	\$1,062,706.34	\$1,576,627.97
E001-E05 District Health-Property Tax	\$665,887.66	\$4,945.22	\$484,297.92	\$575,940.95	\$577,134.19	\$0.00	\$0.00	\$0.00	\$0.00	\$1,350,185.58	\$577,134.19
E001-E02 Private Water	\$5,321.26	\$914.00	\$5,312.00	\$1,242.00	\$3,489.00	\$2,632.13	\$11,816.74	\$1,998.07	\$7,843.40	-\$1,183.48	\$5,030.48
E001-E03 Food Service	\$15,442.34	\$2,068.59	\$35,118.66	\$657.32	\$36,457.97	\$5,949.25	\$20,682.07	\$2,246.61	\$4,495.76	\$29,878.93	\$37,532.26
E001-E04 Pools	\$0.00	\$648.00	\$648.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$648.00	\$0.00
E001-E06 Camps	\$0.00	\$2,867.50	\$2,867.50	\$0.00	\$0.00	\$32.64	\$32.64	\$0.00	\$0.00	\$2,834.86	\$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	\$1,327.00	\$15,684.75	\$1,612.00	\$15,546.00	\$3,614.84	\$14,968.00	\$1,694.41	\$6,934.04	\$11,638.21	\$16,513.43
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,092.52	\$4,209.47	\$1,030.99	\$3,903.80	\$4,759.40	\$18,842.05
E001-E14 PHEP Grant	\$34,323.58	\$14,300.00	\$24,700.00	\$3,900.00	\$9,750.00	\$6,623.58	\$21,669.35	\$5,967.15	\$20,665.76	\$37,354.23	\$35,785.37
E001-E17 WPCFLF Program	\$5,453.45	\$0.00	\$4,500.00	\$4,535.00	\$4,535.00	\$0.00	\$0.00	\$425.00	\$425.00	\$9,953.45	\$9,563.45
E001-E18 WIC Grant	\$16,146.44	\$6,828.17	\$19,804.75	\$3,891.46	\$31,151.43	\$7,872.89	\$28,720.37	\$7,408.37	\$28,503.82	\$7,230.82	\$8,189.24
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$570.00	\$570.00	\$2,449.98	\$2,449.98	\$303.85	\$2,874.61	\$0.00	\$178.98	\$23,319.97	\$26,689.01
E001-E24 Veggie U Program - MCH	\$1,978.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$504.65	\$1,978.39	\$1,978.39
E001-E28 Sigma Reduction Initiative	\$29,630.17	\$0.00	\$0.00	\$0.00	\$0.00	\$2,080.00	\$2,301.76	\$2,961.41	\$10,040.30	\$27,328.41	\$34,894.68
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$4,565.87	\$14,298.39	\$0.00	\$0.00	\$2,984.18	\$13,582.98	\$0.00	-\$2,984.18
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$18,094.22	\$29,632.91	\$15,162.46	\$44,894.75	\$14,154.49	\$44,587.03	\$15,884.67	\$60,779.42	\$6,798.40	-\$15,884.67
E001-E38 Bridges to Wellness	\$4,544.82	\$1,877.29	\$5,059.92	\$0.00	\$0.00	\$3,916.38	\$14,923.14	\$0.00	\$0.00	-\$5,318.40	\$0.00
E001-E39 Mosquito Control Grant	\$4,980.01	\$14,630.00	\$14,630.00	\$0.00	\$0.00	\$49.75	\$5,029.76	\$0.00	\$0.00	\$14,580.25	\$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	\$2,265,535.62	\$81,862.90	\$685,612.84	\$627,481.27	\$841,160.00	\$92,930.73	\$364,732.60	\$96,460.37	\$338,658.01	\$2,586,415.86	\$2,334,882.53

Jayn noted a decrease in property taxes received in 2025 compared to 2024 and asked for any reason behind the decrease. Scott Pendleton noted that a common trend includes taxpayers breaking down their payments in segments and not paying the full or half-year totals all at once.

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

Michele presented May Purchase Orders in the amount of \$26,176.50

PO Number	Code	Department	Amount	PO Type
25-0052	E000-E17	Insurance/License	\$ 1,176.50	B
25-0053	E000-E02	Supplies	\$ 25,000.00	B
			\$ 26,176.50	

Motion to approve the **May Purchase Orders** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 3 in favor and 0 against.

A voucher report for period 04/25/2025 – 05/22/2025 was presented to Board members for viewing and approval in the total amount of \$21,885.30 as follows: Supplies: \$7,006.94; Utilities: \$459.60; Contract

Services: \$7,176.00; Mileage/Expenses: \$3,217.98; Advertising & Printing: \$2,342.71; State Fees: \$765.00; Insurance/License: \$609.07; and Dues/Fees: \$308.00.

Jayn thanked Michele and Katie for splitting the time Dr. Jones is paid between Health Commissioner and Medical Director on his voucher descriptions.

Motion to approve the **04/25/2025 – 05/22/2025 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: Katie presented an updated memo that listed previously awarded Harrison County capital funding projects. The group continued to discuss potential for funding and how to move forward with capital budget planning.
- Accreditation Funding: Katie stated the department should soon receive the \$50,000 for accreditation funding. Katie stated she and Dr. Jones were seeking quotes for strategic planning services and would keep the board updated.

New Business:

- Environmental Variance: Erika presented a variance for Charles Scott, property address 33051 High St. Piedmont, OH 43983. Because of the size and challenges of this lot, the NPDES replacement system will sit closer than 10' from the property line, driveway, and High St. Jade spoke with Jody Hyde (Moorefield Twp. Trustee) and they have no issues with the system going there. 3701-29-06(3)(a).

Motion to approve the **variance for Charles Scott** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 3 in favor and 0 against.

- Environmental Variance: Erika presented a variance for Charles Kidder, property address 86406 North Bay Rd. Scio, OH 43988. The system prescribed is a 1500-gallon tank to ATL. The lower side of the sand footprint will be one foot from the property line. Charles and Jade met with Clint Heavilin who works for Muskingum Watershed and they had no issues with the system going in that close to the property line.

Motion to approve the **variance for Charles Kidder** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- Environmental Variance: Erika presented a variance for James Peitro, property address 45501 Old Hopedale Rd. Cadiz, OH 43907. The Ohio AEP representative said that it was fine to place the tank under the overhead electric lines, just to stay away from the pole so the soil remains sturdy enough to support the pole or that one of their trucks couldn't inadvertently get into the tank. The tank will need to set closer than 10' to driveway. 3701-29-06(G)(3)(a).

Motion to approve the **variance for James Peitro** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



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- **County Home Purchase/MOU:** The group first discussed the power outage at the end of April and why the generators failed. The board tasked John with seeking information and recommendations related to preventing another power failure in the future. Secondly, the board appreciated the idea of providing the County Home with a refrigeration unit; however, the board wanted HCGHD to retain ownership of the unit.

Motion to approve the **revised MOU between HCGHD and the Harrison County Home for housing a refrigerator that remains property of HCGHD** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **FlexFit Updates:** Katie informed the board that FlexFit Cardio would need a new location due to upcoming renovations at the Hopedale Social Hall. Katie recommended that the board amend Amber Basich's current Cardio contract by changing the location from Hopedale Social Hall to Vintage Fitness in Cadiz.

Motion to approve **amending the FlexFit Cardio classes contract to reflect a change in location from Hopedale Social Hall to Vintage Fitness** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **FlexFit Water Flow:** Katie and Teresa briefed the board on a potential new program, FlexFit Water Flow, that would offer water aerobics at the Cadiz Country Club. The department received direct feedback from SilverSneakers participants and other community members encouraging the start up of a water aerobics program. Katie provided an MOU with the Cadiz Country Club and new FlexFit Water Flow contract with Amber Basich.

Motion to approve **entering contract with Amber Basich for FlexFit Water Flow class instruction** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 3 in favor and 0 against.

Motion to approve the **parameters as outlined in an MOU with the Cadiz Country Club for partnering as the location for FlexFit Water Flow** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- **Program Proposal, Safe Sharps Disposal:** Katie presented a final project from her MPH program, a program proposal for HCGHD to adopt a safe sharps disposal program. Katie stated her intent to write for funding through the Harrison County Community Foundation grant, and that she had support from the county commissioners to see the project grow in the future.

The board recommended providing a flyer to drug use agencies to advertise the service and that the board wants to fund the program even if grant funding is not awarded.

- **Nursing Division Purchase:** Teresa presented a memo regarding the purchase of an official, professional-quality mascot.

After discussion, motion to approve the **purchase of a new HCGHD mascot** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.



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With no further discussion or business brought before the board, the motion to adjourn at 2:03 PM moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

Board President

Date: 08-30-2025

President Pro Tempore

Date: 06-30-2025

Date: _____

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner

Katie Norris, Deputy Health Commissioner

Date: 06/30/2025