

**Harrison County General Health District
Board of Health Meeting Minutes
June 30, 2025**

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

Call to Order: President Scott Pendleton called the meeting to order at 12:58 PM.

Board Members Present:

Jayn Devney
Mr. Ken Parker
Dr. Scott Pendleton
Dr. Donnie Smith

Absent:

Mrs. Melissa Powers

Staff and Other Members Present:

Katie Norris, Deputy Health Commissioner
Erika Battistel, Environmental Health Director
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 noted that the department has had many accomplishments to celebrate over the past six weeks and first part of the year, with recent achievements including outreach at the county fair, support from county partners on Labcorp services, Tanile passing her National Environmental Health Specialist Exam, Katie's graduation from Eastern Washington University with her MPH degree. Katie reported that the ongoing quarterly meetings with local partners, including the county commissioners, sheriff's office, and prosecutor, are progressing well and creating a strong foundation for collaboration, as evidenced by their work on the Jewett animal cruelty and public health nuisance scenario. Katie noted that she appreciates the board reviewing packets ahead of time, even if not word for word, so department staff remain respectful of the board's time throughout meetings. Katie provided a brief recap of the agenda. She highlighted an advertising potential opportunity in the Chamber of Commerce's 2026 county guidebook.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Scott Pendleton asked for a motion to approve June 30, 2025, BOH meeting consent agenda including the minutes of May 22, 2025, Harrison County Board of Health meeting and the monthly activity report.

The motion to accept the **consent agenda** as presented was moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor's Financial Report for the month ending May 31, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. May 2025 Revenue received totaled: \$118,953.70



HARRISON COUNTY

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2. May 2025 Expenses paid totaled: \$124,448.02*
3. May 31, 2025, ending balance: \$2,580,921.54*

May 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	May	2024 YTD	MTD	YTD	May	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$11,812.36	\$54,598.79	\$3,665.33	\$46,838.39	\$62,548.04	\$255,465.70	\$54,866.72	\$226,469.31	\$1,011,970.66	\$1,525,426.58
E001-E05 District Health-Property Tax	\$865,887.66	\$0.00	\$484,287.92	\$0.00	\$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	\$1,971.00	\$7,283.00	\$200.00	\$3,689.00	\$1,711.47	\$13,528.21	\$2,515.41	\$10,358.81	-\$923.95	\$2,715.07
E001-E03 Food Service	\$15,442.34	\$424.05	\$35,542.71	\$0.00	\$36,457.97	\$7,439.25	\$28,121.32	\$2,380.10	\$6,875.86	\$22,863.73	\$35,152.16
E001-E04 Pools	\$0.00	\$0.00	\$648.00	\$324.00	\$324.00	\$160.00	\$160.00	\$0.00	\$0.00	\$488.00	\$324.00
E001-E06 Camps	\$0.00	\$2,251.75	\$5,119.25	\$5,209.25	\$5,209.25	\$440.00	\$472.64	\$120.65	\$120.65	\$4,646.61	\$5,089.46
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 Sepilics	\$10,921.46	\$3,369.50	\$19,054.25	\$940.00	\$16,486.00	\$4,811.78	\$19,779.78	\$2,168.46	\$9,102.50	\$10,195.93	\$15,284.97
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,356.10	\$5,565.57	\$1,324.50	\$5,228.30	\$3,403.30	\$17,517.55
E001-E14 PHEP Grant	\$34,323.58	\$4,550.00	\$29,250.00	\$9,750.00	\$19,500.00	\$6,222.67	\$27,892.02	\$7,370.59	\$28,036.35	\$35,681.56	\$38,164.78
E001-E17 WPCLF Program	\$5,453.45	\$4,527.00	\$9,027.00	\$0.00	\$4,535.00	\$4,527.00	\$4,527.00	\$200.00	\$625.00	\$9,953.45	\$9,363.45
E001-E18 WIC Grant	\$16,146.44	\$15,152.99	\$34,957.74	\$7,408.37	\$38,559.80	\$10,766.23	\$39,486.60	\$10,880.20	\$39,384.02	\$11,617.58	\$4,717.41
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$660.00	\$1,230.00	\$0.00	\$2,449.98	\$413.73	\$3,288.34	\$0.00	\$178.98	\$23,566.24	\$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 Stigma Reduction Initiative	\$29,630.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,301.76	\$1,423.49	\$11,463.79	\$27,328.41	\$33,471.19
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$2,984.18	\$17,282.57	\$0.00	\$0.00	\$3,792.39	\$17,375.37	\$0.00	-\$3,792.39
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	\$1,733.76	\$1,733.76	\$0.00	\$0.00
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	\$70,201.60	\$99,834.51	\$15,884.67	\$60,779.42	\$17,605.01	\$62,192.04	\$21,048.82	\$81,828.24	\$59,394.99	-\$21,048.82
E001-E38 Bridges to Wellness	\$4,544.82	\$976.45	\$6,036.37	\$13,900.00	\$13,900.00	\$5,150.20	\$20,073.34	\$3,848.03	\$3,848.03	-\$9,492.15	\$10,051.97
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$14,630.00	\$0.00	\$0.00	\$1,296.54	\$6,326.30	\$0.00	\$0.00	\$13,283.71	\$0.00
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$3,057.00	\$3,057.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,779.50	\$0.00
Grand Total	\$2,265,535.62	\$118,953.70	\$804,566.54	\$60,265.80	\$901,425.80	\$124,448.02	\$489,180.62	\$113,673.12	\$452,331.13	\$2,580,921.54	\$2,281,475.21
						\$50.13					
						\$124,498.15					

Check No: 137679 for \$50.13 was voided due to the wrong vendor,
but it didn't void on Ty's Budget Report - Ty corrected it on 06/04/2025

Michele reviewed the discrepancy between the department's total May expenses and its ending cash balance, as reported by the auditor's financial report. Due to a voided check remaining on the auditor's financial record and not being removed, the balance won't reflect the same as the auditor's financial sheet until the June 2025 report.

Motion to accept the **May 2025 Program Cash Balance Report** and that the report be filed for audit moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

There were no June purchase orders to bring before the board.

A voucher report for period 05/22/2025 – 06/30/2025 was presented to Board members for viewing and approval in the total amount of \$41,102.41 as follows: Supplies: \$12,677.57; Equipment: \$1,739.65; Utilities: \$657.27; Contract Services: \$15,881.68; Mileage/Expenses: \$1,834.20; Advertising & Printing: \$2,187.30; State Fees: \$2,858.75; Insurance/License: \$2,675.50; and Dues/Fees: \$590.49.

Dr. Pendleton asked Teresa approximately how many doses of flu vaccine the \$9,702.78 buys, with Teresa answering depending on the dose, with high doses costing about \$65 and regular doses cost approximately \$18. Teresa confirmed the vaccines were ordered and reserved, but will not ship until closer to fall.

Motion to approve the **05/22/2025 – 06/30/2025 voucher report** moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

Katie presented the board with an audit management letter from Perry & Associates, detailing the property tax receipts findings from 2023. Katie explained that the settlement sheet deduction fix that Samantha and Bonnie had worked on in 2024 rectified the issue moving forward and the department should not see the notice in any future letters.

Old Business:

- **Levy Verbiage:** Katie presented the ongoing memo referencing updates related to facility discussions. Currently, Katie and Dr. Jones are exploring various opportunities for collaboration and will keep the board updated as details develop.
- **Accreditation Funding:** Katie updated the board that the department received \$50,000.00 for accreditation funding, and that she will present two items to expense some of the funding in the new business section. With the most recent funding update, the memo proposed that this discussion topic be resolved from old business.
- **April Power Failure:** John presented his report regarding the April 2025 power failure and recommendations. Dr. Pendleton suggested setting a calendar reminder for when the contract is up for the commissioners and Beck Electric Company. After discussion, the board tabled the PHEP purchases subsequently related to the April power failure until after staff meet sometime before the next board meeting. Jayn stated that she would like to see this come back next month due to summer being prime thunderstorm time.

New Business:

- **IT Contractor Decision:** Katie presented a memo regarding the department's current IT services with TSG and options for changing services to Great Lakes. Previous discussions took place in Q4 of 2024; however, the decision was tabled until Q2 of 2025. After discussion, the board advised Katie to reach out to other county departments to determine their experiences with Great Lakes before the board decides how to move forward.
- **Strategic Planning Proposals:** The board reviewed a memo regarding strategic planning services and proposals from potential contractors. The services would align with PHAB standards related to development and implementation of a health department's organizational strategic plan and serve as a foundational tool for aligning resources to improve the health of the Harrison County community.

Motion to approve **entering into strategic planning services with Moxley Public Health** moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

- **OPHA Contract:** The board reviewed a memo regarding the potential use of accreditation funding for the department to complete a personnel needs assessment to directly align with PHAB reaccreditation requirements to maintain a competent public health workforce and administrative and management capacity.

After discussion, motion to approve **entering into contract with OPHA for personnel needs assessment services not to exceed \$20,000.00** moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

- Environmental Software: Katie provided a memo and detailed background information on the environmental division's ongoing transition from HealthSpace to Accela. Erika provided additional details and reviewed a quote that would cover the department switching back to HealthSpace via their HSCloud Suite. After discussion, the board tabled the decision and asked Erika to reach out to HealthSpace for answers to their questions.
- Client Satisfaction Survey Report: Teresa reviewed the department's 2024 client satisfaction survey. Teresa informed the board that overall feedback was positive and that she would look into the returned phone calls portion.
- Childhood Lead Abatement Program: Teresa presented a memo detailing recent discovery that Harrison County does not perform Lead poisoning case management and there is no lead abatement program in the county. Teresa advised the board that in the coming months she will prepare a comprehensive report on childhood lead poisoning to begin to address the issue.

Executive Session:

Jayn Devney moved to enter executive session at 1:56 PM to consider the employment of a public employee, seconded by Ken Parker. Katie Norris, Deputy Health Commissioner, was asked to remain for the executive session, with Teresa Koniski, Director of Nursing, being invited back for a portion of the session.

Roll call to vote to enter executive session:

Jayn Devney	yes
Dr. Scott Pendleton	yes
Dr. Donnie Smith	yes
Ken Parker	yes

The Board of Health exited the executive session and returned to the open session at 2:19 PM.

Jayn Devney motioned to **expand the employment status of Jill Wilson to full-time with the understanding of performing additional services and job tasks added to her current position with administration negotiating with her for an hourly salary that cannot exceed the maximum amount for the Public Health Nurse RN position within the compensation plan.** Ken Parker seconded the motion. The motion carried with 4 in favor and 0 against.

With no further discussion or business brought before the board, the motion to adjourn at 2:29 PM moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.



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Respectfully submitted,

Board President

Date: 07/17/2025

President Pro Tempore

Date: _____

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner

Date: _____

Katie Norris, Deputy Health Commissioner

Date: 07/17/2025