

**Harrison County General Health District
Board of Health Meeting Minutes
July 17, 2025**

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

Call to Order: President Scott Pendleton called the meeting to order at 1:03 PM.

Board Members Present:

Jayn Devney
Mr. Ken Parker
Dr. Scott Pendleton
Mrs. Melissa Powers

Absent:

Dr. Donnie Smith

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 an administrative update. Katie noted the department's continued community outreach efforts along with upcoming events. The department's SilverSneaker program celebrates its fourth anniversary in July. The Mosquito Control Grant continues going well, and John and Katie delivered the refrigeration unit to the Harrison County Home to house for future off-site need. Katie noted that the team was working with local food service operations, the village of Cadiz, and the Ohio EPA regarding the ongoing boil advisory.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Scott Pendleton asked for a motion to approve July 17, 2025, BOH meeting consent agenda including the minutes of June 30, 2025, Harrison County Board of Health meeting and the monthly activity report.

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

1. June 2025 Revenue received totaled: \$42,939.25
2. June 2025 Expenses paid totaled: \$101,263.77*
3. May 31, 2025, ending balance: \$2,522,546.89



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June 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current	2024 Current
		MTD	YTD	June	2024 YTD	MTD	YTD	June	2024 YTD	Balance	Balance
E001-E01 District Health	\$1,212,837.57	\$3,472.27	\$58,071.06	\$4,864.50	\$51,702.89	\$60,783.84	\$316,463.34	\$36,454.74	\$262,924.05	\$954,445.29	\$1,493,836.34
E001-E05 District Health-Property Tax	\$865,887.66	\$0.00	\$484,297.92	\$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	\$1,861.00	\$9,164.00	\$828.00	\$4,517.00	-\$1,171.41	\$12,356.80	\$1,814.38	\$12,173.17	\$2,128.46	\$1,728.71
E001-E03 Food Service	\$15,442.34	\$752.12	\$36,294.83	\$1,183.09	\$37,641.06	\$4,834.93	\$32,956.25	\$1,891.72	\$8,767.58	\$18,780.92	\$34,443.53
E001-E04 Pools	\$0.00	\$0.00	\$648.00	\$365.00	\$708.00	\$0.00	\$160.00	\$80.00	\$80.00	\$488.00	\$629.00
E001-E06 Camps	\$0.00	\$168.00	\$5,287.25	\$0.00	\$5,209.25	\$2,251.75	\$2,724.39	\$1,429.92	\$1,550.57	\$2,562.86	\$3,659.54
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	\$3,223.00	\$22,277.25	\$1,895.50	\$18,381.50	\$3,656.15	\$23,435.93	\$1,662.39	\$10,764.89	\$9,762.78	\$15,518.08
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,394.94	\$6,960.51	\$988.11	\$6,214.41	\$2,008.36	\$16,531.44
E001-E14 PHEP Grant	\$34,323.58	\$0.00	\$29,250.00	\$0.00	\$19,500.00	\$8,058.63	\$33,950.85	\$5,220.75	\$33,257.10	\$29,622.93	\$32,944.03
E001-E17 WPCFL Program	\$5,453.45	\$0.00	\$9,027.00	\$23,175.00	\$27,710.00	\$3,473.00	\$8,000.00	\$1,075.00	\$1,700.00	\$6,480.45	\$31,463.45
E001-E18 WIC Grant	\$16,146.44	\$10,766.23	\$45,723.97	\$10,880.20	\$49,440.00	\$5,299.77	\$44,572.57	\$7,421.44	\$46,805.46	\$17,297.84	\$8,178.17
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$0.00	\$1,230.00	\$0.00	\$2,448.98	\$287.44	\$3,575.78	\$0.00	\$178.98	\$23,278.80	\$26,889.01
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	\$0.00	\$11,463.79	\$27,328.41	\$33,471.19
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$3,792.39	\$21,074.96	\$0.00	\$0.00	\$2,618.38	\$19,993.73	\$0.00	-\$2,618.38
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$773.90	\$9,971.41	\$0.00	\$2,407.34
E001-E34 Transfer In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$17,605.01	\$117,439.52	\$21,048.82	\$81,828.24	\$12,394.92	\$74,566.96	\$16,268.96	\$98,117.20	\$64,605.08	-\$16,268.96
E001-E38 Bridges to Wellness	\$4,544.82	\$1,068.62	\$7,104.99	\$0.00	\$13,900.00	\$494.79	\$20,568.13	\$3,393.84	\$7,241.87	-\$8,918.32	\$6,658.13
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$14,630.00	\$21,536.00	\$21,536.00	\$1,555.15	\$7,881.45	\$1,734.83	\$1,734.83	\$11,728.56	\$19,801.17
E001-E40 GV25 Gel Vaccinated Ohio	\$1,722.50	\$4,003.00	\$7,060.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,782.50	\$0.00
Grand Total	\$2,265,535.62	\$42,939.25	\$847,505.79	\$89,588.50	\$991,014.30	\$101,313.90	\$590,494.52	\$82,846.32	\$535,177.45	\$2,522,546.89	\$2,288,217.39

Correction for: Check No: 137679 for \$50.13 in the month of May but was voided by Ty in June.

-\$50.13
\$101,263.77

Melissa Powers asked if the department had any contingency planning in place regarding property taxes. Katie replied, no, but the AOHC has a task force to monitor the political landscape and updates regarding property taxes. If the AOHC released any updates, Katie will share with Board members.

Motion to accept the **June 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 4 in favor and 0 against.

A voucher report for period 07/01/2025 – 07/17/2025 was presented to Board members for viewing and approval in the total amount of \$20,366.04 as follows: Supplies: \$1,746.74; Utilities: \$395.34; Contract Services: \$8,735.21; Mileage/Expenses: \$3,873.25; Advertising & Printing: \$280.00; State Fees: \$3,367.50; Contingencies: \$93.00; and Dues/Fees: \$1,875.00.

Motion to approve the **07/01/2025 – 07/17/2025 voucher report** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Michele presented July 2025 purchase orders for review and approval in the amount of \$8,798.00

PO Number	Code	Department	Amount	PO Type
25-0054	E000-E21	Dues/Fees	\$ 3,198.00	B
25-0055	E000-E19	Accreditation Fees	\$ 5,600.00	B
			<u>\$ 8,798.00</u>	

Motion to accept the **July 2025 Purchase Orders** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 4 in favor and 0 against.

Katie and Michele presented Expense and Revenue Allocation Adjustments as outlined in the board packet (in-house detailed reports attached).

County Expenditure Report

General Health		03/20/2025		07/17/2025
Account		Allocation	Adjustments	Allocation
E000-E01	Salaries	\$680,953.72	\$9,625.03	\$690,578.75
E000-E02	Supplies	\$66,596.71	\$3,698.64	\$70,295.35
E000-E03	Equipment	\$10,000.00	\$0.00	\$10,000.00
E000-E05	Utilities	\$27,318.36	-\$310.29	\$27,008.07
E000-E06	Contract Services	\$147,370.00	\$107.99	\$147,477.99
E000-E07	Mileage/Expense	\$32,274.31	\$1,281.40	\$33,555.71
E000-E09	Advertising/Printing	\$38,199.01	-\$11,113.01	\$27,086.00
E000-E10	PERS	\$95,629.20	\$1,540.15	\$97,169.35
E000-E11	Workers Compensation	\$7,588.97	-\$743.55	\$6,845.42
E000-E12	Medicare	\$9,904.45	\$325.31	\$10,229.76
E000-E13	State Fees	\$21,110.00	\$0.00	\$21,110.00
E000-E14	Contingencies	\$10,000.00	-\$1,489.06	\$8,510.94
E000-E15	Health Insurance	\$191,670.08	\$5,714.81	\$197,384.89
E000-E16	Life Insurance	\$780.00	\$0.00	\$780.00
E000-E17	Insurance/License	\$4,000.00	\$0.00	\$4,000.00
E000-E34	Accreditation Fees	\$5,600.00	\$0.00	\$5,600.00
E000-E37	Eye Insurance	\$1,540.00	\$0.00	\$1,540.00
E000-E40	Dues/Fees	\$8,476.00	\$20,000.00	\$28,476.00
E000-E23	Settlement Sheet Deductions	\$20,000.00	\$0.00	\$20,000.00
Grand Totals		\$1,379,010.81	\$28,637.42	\$1,407,648.23

Harrison County General Health District
Revenue Allocation Adjustments
Board of Health Meeting: July 17, 2025

Fund	2025 Revenue Budget		2025 Updated Revenue Budget	
	03/20/2025	Adjustment	07/17/2025	
E001-E01 District Health	\$ 77,715.00	\$ -	\$ 77,715.00	
E001-E05 District Health General Property Tax	\$ 907,000.00	\$ 43,000.00	\$ 950,000.00	
E001-E02 Private Water	\$ 11,407.00	\$ -	\$ 11,407.00	
E001-E03 Food Service	\$ 36,900.00	\$ -	\$ 36,900.00	
E001-E04 Pools	\$ 709.00	\$ -	\$ 709.00	
E001-E06 Camps	\$ 5,350.00	\$ -	\$ 5,350.00	
E001-E07 Tattoo	\$ -	\$ -	\$ -	
E001-E11 Septics	\$ 28,815.00	\$ -	\$ 28,815.00	
E001-E12 RHWP Program	\$ -	\$ -	\$ -	
E001-E14 PHEP Grant	\$ 65,000.00	\$ -	\$ 65,000.00	
E001-E17 Water Pollution Control Loan, WPCLF	\$ 50,000.00	\$ -	\$ 50,000.00	
E001-E19 WIC Program	\$ 110,004.00	\$ (7,000.00)	\$ 103,004.00	
E001-E22 Cribs for Kids	\$ 7,500.00	\$ -	\$ 7,500.00	
E001-E37 WF23 Public Health Workforce Grant	\$ 103,149.26	\$ 23,000.00	\$ 126,149.26	
E001-E38 Bridges to Wellness	\$ 20,000.00	\$ (7,000.00)	\$ 13,000.00	
E001-E39 Mosquito Control Grant	\$ 21,536.00	\$ -	\$ 21,536.00	
E001-E40 GV25 Get Vaccinated Ohio	\$ 11,500.00	\$ (2,000.00)	\$ 9,500.00	
Total	\$ 1,456,585.26	\$ 50,000.00	\$ 1,506,585.26	

Advances were made from E05 to E19, E37, E38, E40 by Board approval in November 2024. This request will advance the funds back into E05 District Health General Property Tax.

WF23 Adjustment of \$23,000 reflects \$50,000 accreditation funding receipt minus the \$27,000 advancement.

Motion to approve the **Expense and Revenue Allocation Adjustments** as presented moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

Katie and Michele presented Resolution 2025-06 for the January 1, 2026, Temporary Budget.

Motion to approve **Resolution 2025-06** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Old Business:

- Levy Verbiage: Katie advised the board that there were no significant updates to share.
- April Power Failure: Katie recapped purchases made by the department with PHEP funding to help the team be prepared for future power outages and/or emergency response efforts.
- IT Contractor Decision: Katie presented an updated memo recapping survey results completed by other county offices. The Board of Health found no reason to change IT providers at the current time.
- Environmental Software: Erika and Katie presented the Board members with a contract for HealthSpace. Katie announced that many counties in Ohio were working to coordinate a discounted price and the duo would return with an updated contract at the August meeting.

New Business:

- Resolution 2025-04: Erika presented a WPCLF resolution for homeowners Patricia and Donald Brooks of 103 Hilltop Drive Scio, OH 43988 for a funding tier of 50% (portion funded \$3,825.00)

After discussion, motion to approve **Resolution 2025-04** moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

- Resolution 2025-05: Erika presented a resolution for Travis Johnson (Service Provider) for homeowner Scott Sansoucie of 45850 Old Hopedale Rd. Cadiz, OH 43907 for a funding tier of 100% (portion funded \$850.00).

After discussion, motion to approve **Resolution 2025-05** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Lead Report & Lead Equipment Transfer Agreement: Teresa provided the Board with a Childhood Lead Poisoning Risks and Exposures report for Harrison County. Teresa noted that this report serves as a foundational piece of documentation for PHAB and a future Lead program at the department. Throughout discussion, the Board recommended having a written agreement for people who borrow the vacuum. The Board encouraged staff to think about posting signage at local hardware paint departments as well as offering Lead testing clinics. Teresa stated additional information would be provided at the August Board of Health meeting.



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Executive Session:

Scott Pendleton moved to enter executive session at 2:05 PM to consider the compensation of a public employee, seconded by Ken Parker. Katie Norris, Deputy Health Commissioner, was asked to remain for the executive session.

Roll call to vote to enter executive session:

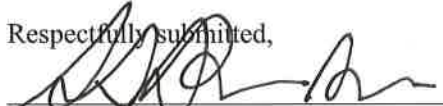
Jayn Devney	yes
Dr. Scott Pendleton	yes
Mrs. Melissa Powers	yes
Ken Parker	yes

The Board of Health exited the executive session and returned to the open session at 2:12 PM.

Jayn Devney motioned to **move Brandi Rapp, RN, to an hourly rate of \$29.00/hour which will continue at that rate until the Board elects to increase.** Melissa Powers 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 2:13 PM moved by Jayn Devney and seconded by Ken Parker. The motion carried with 4 in favor and 0 against.

Respectfully submitted,



Board President

Date: _____

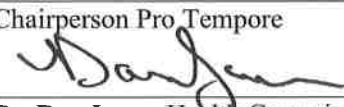


President Pro Tempore

Date: 08-21-2025

Chairperson Pro Tempore

Date: _____



Dr. Dan Jones, Health Commissioner

Date: _____



Katie Norris, Deputy Health Commissioner

Date: 08/21/2025