



HARRISON COUNTY

Public Health

Harrison County General Health District
538 North Main Street – Suite G
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HealthDepartment@harrisoncountyohio.gov

Harrison County General Health District Board of Health Meeting Minutes August 21, 2025

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

Call to Order: President Pro Tempore Jayn Devney called the meeting to order at 1:02 PM.

Board Members Present:

Jayn Devney
Dr. Donnie Smith
Dr. Scott Pendleton
Mrs. Melissa Powers

Absent:

Mr. Ken Parker

Staff and Other Members Present:

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

Absent:

Administrative Update:

Dr. Jones began the meeting by highlighting the department's ongoing efforts to contract with Moxley Public Health for the 2026–2028 strategic plan, providing dates for upcoming planning meetings. Dr. Jones provided an overview of the agenda and updates related to positive West Nile Virus mosquito pools. Dr. Jones explained that staff performance assessments are nearly complete and that directors have received copies of John Maxwell's *"The 21 Irrefutable Laws of Leadership"* to serve as a professional resource. Board of Health members were each provided with a copy of the book to keep in their professional toolbox of resources. Katie announced that the Harrison County Community Foundation had awarded the department funding for the "Safe Sharps Disposal for a Safer Harrison County" project, created through her MPH program.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Scott Pendleton asked for a motion to approve August 21, 2025, BOH meeting consent agenda including the minutes of July 17, 2025, Harrison County Board of Health meeting and the monthly activity report.

The motion to accept the **consent agenda** as presented was moved by Dr. Donnie Smith 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 July 31, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. July 2025 Revenue received totaled: \$39,949.58
2. July 2025 Expenses paid totaled: \$101,286.92



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3. July 31, 2025, ending balance: \$2,461,209.55

July 2025

Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	July	2024 YTD	MTD	YTD	July	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$5,658.50	\$63,729.58	\$5,848.14	\$57,551.03	\$57,959.46	\$374,422.80	\$59,500.19	\$322,424.24	\$302,144.33	\$1,440,184.29
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	\$414.00	\$9,578.00	\$714.00	\$5,231.00	\$3,588.51	\$15,945.31	\$440.98	\$12,614.15	-\$1,046.05	\$2,001.73
E001-E03 Food Service	\$15,442.34	\$379.52	\$36,674.35	\$383.08	\$38,024.14	\$4,097.05	\$37,053.30	\$2,857.88	\$11,625.46	\$15,063.39	\$31,968.73
E001-E04 Pools	\$0.00	\$0.00	\$648.00	\$0.00	\$709.00	\$113.40	\$273.40	\$268.94	\$348.94	\$374.60	\$360.06
E001-E06 Camps	\$0.00	\$2,063.75	\$7,351.00	\$0.00	\$5,209.25	\$489.30	\$3,213.69	\$878.33	\$2,428.90	\$4,137.31	\$2,781.21
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 Sepics	\$10,921.46	\$2,054.50	\$24,331.75	\$1,567.00	\$19,948.50	\$2,388.52	\$25,824.45	\$1,919.86	\$12,684.75	\$9,428.76	\$15,165.22
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$1,044.87	\$8,005.38	\$991.48	\$7,205.89	\$963.49	\$15,539.96
E001-E14 PHEP Grant	\$34,323.58	\$10,400.00	\$39,850.00	\$8,500.00	\$26,000.00	\$4,610.90	\$38,561.55	\$5,911.68	\$39,168.78	\$35,412.03	\$33,532.35
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$9,027.00	\$0.00	\$27,710.00	\$0.00	\$8,000.00	\$26,010.00	\$27,710.00	\$6,480.45	\$5,453.45
E001-E18 WIC Grant	\$16,146.44	\$5,299.77	\$51,023.74	\$5,130.89	\$54,570.89	\$5,837.59	\$50,410.16	\$7,855.12	\$54,660.58	\$16,760.02	\$5,451.94
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$0.00	\$1,230.00	\$1,149.99	\$3,599.97	\$920.20	\$4,495.98	\$245.18	\$424.16	\$22,358.60	\$27,593.82
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	\$2,207.85	\$4,509.61	\$930.00	\$12,393.79	\$25,120.56	\$32,541.19
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$2,618.36	\$23,693.32	\$0.00	\$0.00	\$1,719.42	\$21,713.15	\$0.00	-\$1,719.42
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$964.94	\$10,936.35	\$0.00	\$1,442.40
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	\$12,394.92	\$129,834.44	\$16,288.96	\$98,117.20	\$15,546.73	\$90,133.69	\$14,216.17	\$112,333.37	\$81,453.27	-\$14,216.17
E001-E38 Bridges to Wellness	\$4,544.82	\$1,284.62	\$8,389.61	\$80.62	\$13,980.62	\$403.88	\$20,972.01	\$3,189.27	\$10,431.14	-\$8,037.58	\$3,549.48
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$14,630.00	\$0.00	\$21,536.00	\$2,078.66	\$9,960.11	\$10,035.97	\$11,770.80	\$9,649.90	\$9,765.20
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$0.00	\$7,060.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$277.50	\$8,782.50	-\$277.50
Grand Total	\$2,265,535.62	\$39,949.58	\$887,455.37	\$40,281.04	\$1,031,295.34	\$101,286.92	\$691,781.44	\$138,212.91	\$673,390.36	\$2,461,209.55	\$2,190,285.52

Motion to accept the **July 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 07/18/2025 – 08/21/2025 was presented to Board members for viewing and approval in the total amount of \$46,751.88 as follows: Supplies: \$10,112.81; Equipment: \$3,730.84; Utilities: \$395.31; Contract Services: \$14,077.71; Mileage/Expenses: \$2,897.22; Advertising & Printing: \$3,145.71; State Fees: \$3,712.80; Insurance/License: \$68.50; and Dues/Fees: \$8,610.98.

Jayn asked why the Moxley Public Health strategic planning services were paid out of Dues/Fees instead of Contract Services. Katie explained that due to Workforce 23 grant reporting requirements and the accreditation funding being allotted through the “fee” expenditure line, Michele and Katie had to pay for the services from the Dues/Fees PO.

Motion to approve the **07/18/2025 – 08/21/2025 voucher report** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 4 in favor and 0 against.

Michele presented August 2025 purchase orders for review and approval in the amount of \$64,757.19

PO Number	Code	Department	Amount	PO Type
25-0056	E000-E13	State Fees	\$ 2,970.88	B
25-0057	E000-E21	Dues/Fees (Moxley Public Health)	\$ 4,786.31	T
25-0058	E000-E21	Dues/Fees	\$ 12,000.00	B
25-0059	E000-E07	Mileage/Expenses	\$ 10,000.00	B
25-0060	E000-E06	Contract Services	\$ 30,000.00	B
25-0061	E000-E03	Equipment	\$ 5,000.00	B
			<u>\$ 64,757.19</u>	

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

Old Business:

- Facility Discussions: Katie and Dr. Jones advised the board that information would be forthcoming.
- Environmental Software: Erika and Katie provided the HealthSpace contract featuring the Ohio discounted rate.

Motion to enter into contract with **HS Gov Tech (HealthSpace)** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 4 in favor and 0 against.

- Lead Program Development: Teresa reviewed the proposed timeline for the department's Lead program and sought board input for program development or changes to the timeline. Brief discussion took place regarding uninsured children and other program metrics.

New Business:

- Resolution 2025-07: Erika presented a WPCLF resolution for homeowner Jonathan Best of Scio, OH, for a funding tier of 50% (portion funded \$2,250.00)

After discussion, motion to approve **Resolution 2025-07** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Resolution 2025-08: Erika presented a resolution for Sophie Lucas of Cadiz, OH, for a funding tier of 100% (portion funded \$540.00).

After discussion, motion to approve **Resolution 2025-08** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 4 in favor and 0 against.

- Resolution 2025-09: Erika presented a resolution for Sophie Lucas of Cadiz, OH, for a funding tier of 100% (portion funded up to \$800).

After discussion, motion to approve **Resolution 2025-09** moved by Melissa Powers and seconded by Jayn Devney. The motion carried with 4 in favor and 0 against.

- Authorization to Destroy Equipment: John presented a request to destroy inventory number #466. The board asked staff to review policies, procedures, and equipment value guidelines related to destroying equipment and determine if each request must come before the board of health for approval.

After discussion, motion to approve **the Equipment Destruction request** moved by Jayn Devney and seconded by Dr. Donnie Smith. The motion carried with 4 in favor and 0 against.

- Credit Card Services: Katie presented a memo requesting board approval to purchase a credit card reader and implement accepting credit card payments. Jayn asked Katie if the department would be responsible for fees and Katie responded that the customer would be charged the credit card fee.

After discussion, motion to approve **the purchase of a credit card reader through the Square vendor** moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

- Lead HEPA Vacuum Loan Policy: Teresa presented a policy for board review before sending the document to Prosecutor Knight for review and final approval.

Executive Session:

Jayn Devney moved to enter executive session at 1:37 PM to consider the employment of a public employee, seconded by Melissa Powers. Dr. Dan Jones, Health Commissioner, and Katie Norris, Deputy Health Commissioner, were 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
Dr. Donnie Smith	yes

The Board of Health exited the executive session and returned to the open session at 2:00 PM.

Jayn Devney motioned to **hire Erin McKenna for the part-time position of WIC Health Professional at a rate of \$22.00 per hour with a \$0.50 wage increase after successful completion of a probationary period (early as February 26, 2026).** Dr. Donnie Smith 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 2:02 PM moved by Jayn Devney and seconded by Melissa Powers. The motion carried with 4 in favor and 0 against.

Respectfully submitted,

Board President

President Pro Tempore

Chairperson Pro Tempore

Dr. Dan Jones, Health Commissioner

Katie Norris, Deputy Health Commissioner

Date: _____

Date: 09/18/2025

Date: _____

Date: _____

Date: 09/18/2025