

**Harrison County General Health District
Board of Health Meeting Minutes
September 18, 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 1:00 PM.

Board Members Present:

Jayn Devney
Mr. Ken Parker
Mrs. Melissa Powers

Absent:

Dr. Scott Pendleton
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

Absent:

Dr. Dan Jones, Health Commissioner
John Carr, PHEP Coordinator

Administrative Update:

In Dr. Jones' absence, Katie provided an administrative update, Katie reviewed the HCGHD Happenings newsletter, highlighting the official launch of Labcorp lab draw services, community outreach efforts, important meeting and event date reminders, and the department's official award of \$2,430.95 for the Safe Sharps Disposal Program through the Harrison County Community Foundation. Ken Parker requested the links for the Board of Health training and strategic planning meeting. Katie announced that the FlexFit Water Flow class officially ended with the Labor Day holiday and provided members with a page overview of participant feedback. With rave reviews, the public hopes to see Water Flow back in the summer of 2026.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Jayn Devney asked for a motion to approve September 18, 2025, BOH meeting consent agenda including the minutes of August 21, 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 August 31, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. August 2025 Revenue received totaled: \$23,197.56
2. August 2025 Expenses paid totaled: \$124,797.37
3. August 31, 2025, ending balance: \$2,359,609.74



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Program	Carryover Balance	2025 Current Revenue		2024 Revenue		2025 Current Expenses		2024 Expenses		2025 Current Balance	2024 Current Balance
		MTD	YTD	August	2024 YTD	MTD	YTD	August	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$3,423.00	\$67,152.56	\$12,068.50	\$69,619.53	\$82,686.64	\$457,109.44	\$45,185.27	\$367,609.51	\$82,880.69	\$1,407,067.52
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	\$1,340,185.58	\$577,134.19
E001-E02 Private Water	\$5,321.26	\$415.00	\$9,993.00	\$300.00	\$5,531.00	\$151.33	\$16,096.64	\$237.20	\$12,851.35	-\$782.38	\$2,064.53
E001-E03 Food Service	\$15,442.34	\$583.54	\$37,257.89	\$234.54	\$38,258.68	\$746.89	\$37,800.19	\$3,382.78	\$15,008.24	\$ 4,900.04	\$28,820.49
E001-E04 Pools	\$0.00	\$0.00	\$648.00	\$0.00	\$709.00	\$0.00	\$273.40	\$0.00	\$348.94	\$374.00	\$360.06
E001-E06 Camps	\$0.00	\$78.00	\$7,429.00	\$156.00	\$5,365.25	\$2,744.57	\$5,958.26	\$707.36	\$3,136.26	\$1,470.74	\$2,229.85
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 Sepilcs	\$10,921.46	\$256.25	\$24,588.00	\$2,256.00	\$22,204.50	\$2,665.05	\$28,489.50	\$2,301.22	\$14,985.97	\$7,019.96	\$15,120.00
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$483.74	\$8,489.12	\$986.11	\$8,192.00	\$479.75	\$14,553.85
E001-E14 PHEP Grant	\$34,323.58	\$0.00	\$39,650.00	\$3,250.00	\$29,250.00	\$7,150.31	\$45,711.86	\$4,254.20	\$43,422.98	\$28,261.72	\$32,528.15
E001-E17 WPCLF Program	\$5,453.45	\$0.00	\$9,027.00	\$6,900.00	\$34,610.00	\$0.00	\$8,000.00	\$0.00	\$27,710.00	\$6,480.45	\$12,353.45
E001-E18 WIC Grant	\$16,146.44	\$0.00	\$51,023.74	\$12,436.22	\$67,007.11	\$5,607.12	\$56,017.28	\$6,770.68	\$61,431.26	\$41,152.90	\$11,117.48
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$810.00	\$2,040.00	\$0.00	\$3,599.97	\$988.56	\$5,484.54	\$713.65	\$1,137.81	\$22,180.04	\$26,880.17
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	\$4,509.61	\$2,285.49	\$14,679.28	\$25,120.56	\$30,255.70
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$1,719.42	\$25,412.74	\$0.00	\$0.00	\$1,608.14	\$23,321.29	\$0.00	-\$1,608.14
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$745.38	\$11,681.73	\$0.00	\$697.02
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	\$12,796.73	\$142,631.17	\$14,216.17	\$112,333.37	\$18,774.00	\$108,907.69	\$15,576.76	\$127,910.13	\$55,478.00	-\$15,576.76
E001-E38 Bridges to Wellness	\$4,544.82	\$2,729.04	\$11,118.65	\$93.00	\$14,073.62	\$0.00	\$20,972.01	\$2,571.64	\$13,002.76	-\$5,308.54	\$1,070.84
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$14,630.00	\$0.00	\$21,536.00	\$2,799.16	\$12,759.27	\$2,558.63	\$14,329.43	\$6,850.74	\$7,206.57
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$2,106.00	\$9,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$10,888.50	-\$277.50
Grand Total	\$2,265,535.62	\$23,197.66	\$910,652.93	\$53,629.85	\$1,084,925.19	\$124,797.37	\$816,578.81	\$89,884.51	\$763,274.87	\$2,359,609.74	\$2,154,030.86

Motion to accept the **August 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.

A voucher report for period 08/22/2025 – 09/18/2025 was presented to Board members for viewing and approval in the total amount of \$50,684.66 as follows: Supplies: \$15,363.75; Equipment: \$377.00; Utilities: \$395.33; Contract Services: \$21,345.92; Mileage/Expenses: \$6,097.87; Advertising & Printing: \$5,129.29; State Fees: \$17.50; Contingencies: \$168.00; and Dues/Fees: \$1,790.00.

After discussion, motion to approve the **08/22/2025 – 09/18/2025 voucher report** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Michele presented September 2025 purchase orders for review and approval in the amount of \$56,500.00.

PO Number	Code	Department	Amount	PO Type
25-0062	E000-E09	Advertising/Printing	\$ 10,000.00	B
25-0063	E000-E02	Supplies	\$ 14,000.00	B
25-0064	E000-E02	Supplies	\$ 4,000.00	B
25-0065	E000-E06	Contract Services	\$ 28,500.00	B
Grand Total:			\$56,500.00	

After discussion, motion to accept the **September 2025 Purchase Orders** as presented moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

Michele and Katie presented Expense Allocation Adjustments in the amount of \$70,339.35 (attached in meeting file).

Motion to approve the **Expense Allocation Adjustments in the amount of \$70,339.35** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Old Business:

- Facility Discussions: Katie informed the Board of Health that she received a letter from Prosecutor Knight regarding her opinion on the levy verbiage. Katie added that all further facility discussion updates will come before the board under “New Business” as substantive updates become available.
- Harrison County Lead Poisoning Prevention Program Development: Teresa presented an update on the Harrison County LPPP development. After asking additional questions, all Board of Health members present supported the purchase of LPPP cleaning kits.

New Business:

- Resolution 2025-10: Erika presented a WPCLF resolution for homeowner Stephanie Jenkins of Scio, OH, for a funding tier of 100% (portion funded \$4,550.00)

After discussion, motion to approve **Resolution 2025-10** moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

- Resolution 2025-11: Erika presented a resolution for Ronald and Diana Phillips of Tippecanoe, OH, for a funding tier of 85% (portion funded \$459.00).

After discussion, motion to approve **Resolution 2025-11** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- Resolution 2025-12: Erika presented a resolution for Ronald and Diana Phillips of Tippecanoe, OH, for a funding tier of 85% (portion funded up to \$680.00).

After discussion, motion to approve **Resolution 2025-12** moved by Melissa Powers and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

- Authorization to Destroy Equipment: John presented a request to destroy inventory number #307. Katie informed the Board of Health members that she was still reviewing policies, procedures, and equipment value guidelines related to destroying equipment.

After discussion, motion to approve **the Equipment Destruction request** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

Katie reminded members that the department’s sponsored Fall Fest would take place on September 30, from 1:00 PM – 6:00 PM at the Harrison County Fairgrounds. Erika added that her Environmental Health Tri-State meeting would be October 1, at the Puskarich Public Library.



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With no further discussion or business brought before the board, Melissa Powers made the motion to adjourn at 1:46 PM, seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

Respectfully submitted,

Board President

Date: _____

President Pro Tempore

Date: _____

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner

Katie Norris, Deputy Health Commissioner

Date: _____

Date: 10/16/2025