

**Harrison County General Health District
Board of Health Meeting Minutes
October 16, 2025**

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

Call to Order: President Dr. Scott Pendleton called the meeting to order at 1:00 PM.

Board Members Present:

Jayn Devney
Mr. Ken Parker
Dr. Scott Pendleton

Absent:

Mrs. Melissa Powers
Dr. Donnie Smith

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

Absent:

Michele Coffland, Fiscal Officer
John Carr, PHEP Coordinator

Administrative Update:

Dr. Jones began the meeting by highlighting the department's accomplishments over the past nine months, starting with the expansion of its vision, integration, and community collaboration. Dr. Jones highlighted upcoming meetings of significance and opportunities for conducting the workforce assessment and strategic planning efforts. The Fall Fest was well attended and a home run for the entire team, especially Cyrene in her role as Community Outreach Coordinator. The team is collecting community partner feedback through a survey to gain insights into what went well, areas for improvement, and additional stakeholder input that can help shape future events. Katie reiterated that the workforce assessment process with Amy Stevens officially kicked off with small staff breakout sessions this past week. Nursing staff at the drive-thru flu clinic administered 103 vaccines on October 3.

Adoption of Consent Agenda/Minutes of Previous Meeting:

Dr. Pendleton asked for a motion to approve October 16, 2025, BOH meeting consent agenda including the minutes of September 18, 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 3 in favor and 0 against.

Financial Reports:

The Program Cash Balance Report and Auditor's Financial Report for the month ending September 30, 2025, were presented to the Board of Health members for discussion and viewing as follows:

1. September 2025 Revenue received totaled: \$500,000.32
2. September 2025 Expenses paid totaled: \$119,823.58
3. September 30, 2025, ending balance: \$2,739,786.48



HARRISON COUNTY

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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	September	2024 YTD	MTD	YTD	September	2024 YTD		
E001-E01 District Health	\$1,212,837.57	\$20,973.39	\$88,125.95	\$3,148.50	\$72,768.03	\$86,271.84	\$543,381.28	\$41,596.11	\$409,205.62	\$757,582.24	\$1,368,619.91
E001-E05 District Health-Property Tax	\$865,887.66	\$446,304.54	\$930,802.46	\$320,033.22	\$897,167.41	\$0.00	\$0.00	\$0.00	\$0.00	\$1,796,490.12	\$897,167.41
E001-E02 Private Water	\$5,321.26	\$497.46	\$10,490.46	\$1,342.00	\$6,873.00	\$155.00	\$16,251.64	\$263.20	\$13,114.55	-\$439.92	\$3,143.33
E001-E03 Food Service	\$15,442.34	\$58.50	\$37,316.39	\$1,791.74	\$40,050.42	-\$817.30	\$36,982.89	\$3,387.64	\$18,395.88	\$15,775.84	\$27,224.59
E001-E04 Pools	\$0.00	\$0.00	\$648.00	\$0.00	\$709.00	\$172.20	\$445.60	\$0.00	\$348.94	\$202.40	\$360.06
E001-E06 Camps	\$0.00	\$0.00	\$7,429.00	\$0.00	\$5,365.25	\$2,172.03	\$8,130.29	\$886.95	\$4,023.21	-\$701.29	\$1,342.90
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	\$1,478.00	\$26,066.00	\$1,194.00	\$23,398.50	\$1,198.94	\$29,688.44	\$2,176.53	\$17,162.50	\$7,299.02	\$14,137.47
E001-E12 RHWP Grant	\$8,968.87	\$0.00	\$0.00	\$0.00	\$0.00	\$83.58	\$8,572.68	\$2,301.49	\$10,493.49	\$396.19	\$12,252.36
E001-E14 PHEP Grant	\$34,323.58	\$0.00	\$39,650.00	\$1,950.00	\$31,200.00	\$5,082.47	\$50,804.33	\$4,571.44	\$47,994.42	\$23,169.25	\$29,906.71
E001-E17 WPCLF Program	\$5,453.45	\$4,450.00	\$13,477.00	\$6,900.00	\$41,510.00	\$850.00	\$8,850.00	\$0.00	\$27,710.00	\$10,080.45	\$19,253.45
E001-E18 WIC Grant	\$16,146.44	\$11,444.71	\$62,468.45	\$0.00	\$67,007.11	\$7,323.04	\$63,340.32	\$6,320.07	\$67,751.33	\$15,274.57	\$4,797.41
E001-E22 Cribs for Kids - MCH	\$25,624.58	\$0.00	\$2,040.00	\$0.00	\$3,599.97	\$2,555.61	\$8,040.15	\$295.94	\$1,433.75	\$19,624.43	\$26,584.23
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	\$1,099.98	\$5,609.58	\$387.53	\$15,066.81	\$24,020.58	\$29,868.17
E001-E31 Enhanced Operations	\$0.00	\$0.00	\$0.00	\$1,608.14	\$27,020.88	\$0.00	\$0.00	\$1,392.53	\$24,713.82	\$0.00	-\$1,392.53
E001-E33 VE21 Vaccine Equity & Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$697.02	\$12,378.75	\$0.00	\$0.00
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	\$13,274.00	\$155,905.17	\$15,576.76	\$127,910.13	\$13,605.73	\$122,513.42	\$16,579.94	\$144,490.07	\$55,144.27	-\$16,579.94
E001-E38 Bridges to Wellness	\$4,544.82	\$1,519.72	\$12,638.37	\$1,648.18	\$15,721.80	\$0.00	\$20,972.01	\$4,528.33	\$17,531.11	-\$3,788.82	-\$1,809.31
E001-E39 Mosquito Control Grant	\$4,980.01	\$0.00	\$14,830.00	\$0.00	\$21,536.00	\$60.48	\$12,819.75	\$2,144.46	\$16,473.89	\$6,790.26	\$5,062.11
E001-E40 GV25 Get Vaccinated Ohio	\$1,722.50	\$0.00	\$9,166.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$277.50	\$10,888.50	-\$277.50
Grand Total	\$2,266,535.62	\$600,000.32	\$1,410,653.25	\$356,192.54	\$1,440,117.73	\$119,823.58	\$936,402.39	\$87,529.18	\$850,804.05	\$2,739,786.48	\$2,421,694.22
Ty's Property Tax error		(\$8,757.76)		Property Tax/ Settlement Deduct		-\$8,757.76		Ty's PO/supplies error		-\$771.75	
Auditor's Total:		\$491,242.56		Ty's PO/supplies error		\$771.75		Auditor's Fund Bal		\$2,739,014.73	
				Auditor's Total:		\$111,837.57					

Katie detailed the discrepancies in red from two errors made by the Auditor's office. Katie explained the issues stemmed from the settlement sheet deductions and then a non-health department expense being paid from a health department purchase order.

Motion to accept the **September 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 3 in favor and 0 against.

A voucher report for period 09/19/2025 – 10/16/2025 was presented to Board members for viewing and approval in the total amount of \$34,112.53 as follows: Supplies: \$12,510.97; Equipment: \$2,784.42; Utilities: \$395.40; Contract Services: \$9,213.17; Mileage/Expenses: \$2,504.50; Advertising & Printing: \$3,230.00; State Fees: \$109.00; Contingencies: \$258.19; and Dues/Fees: \$3,106.88.

Motion to approve the **09/19/2025 – 10/16/2025 voucher report** moved by Ken Parker and seconded by Jayn Devney. The motion carried with 3 in favor and 0 against.

Katie presented October 2025 purchase orders for review and approval in the amount of \$32,000.00.

PO Number	Code	Department	Amount	PO Type
25-0066	E000-E02	Supplies	\$ 27,000.00	B
25-0067	E000-E07	Mileage/Expense	\$ 5,000.00	B
Grand Total:			\$ 32,000.00	

Motion to accept the **October 2025 Purchase Orders** as presented moved by Jayn Devney and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

Old Business:

- Equipment Destruction: Katie stated she received one sample policy from another health department and is actively working on developing a policy and corresponding equipment disposal request form. The policy and form will come before the Board in November. In discussion, the Board advised Katie to include a monetary total within the policy.

New Business:

- Resolution 2025-13: Erika presented a WPCLF resolution for homeowner Cassandra Connor of Scio, OH, for a funding tier of 85% (portion funded \$3,825.00)

After discussion, motion to approve **Resolution 2025-13** moved by Jayn Devney and seconded by Ken Parker. The motion carried with 3 in favor and 0 against.

- Resolution 2025-14: Erika presented a resolution for Donna Jenkins of Scio, OH, for a funding tier of 85% (portion funded \$2,250.00 as stated on the resolution).

Due to a discrepancy with the portion or percentage funded, the Board tabled Resolution 2025-14 until the November meeting.

- Resolution 2025-15: Erika presented a resolution for Ronald and Scott Sansoucie of Cadiz, OH, for a funding tier of 100% (portion funded up to \$2,800.00).

After discussion, motion to approve **Resolution 2025-15** moved by Ken Parker and seconded by Melissa Powers. The motion carried with 3 in favor and 0 against.

- Cybersecurity Memo: Katie provided a memo regarding House Bill 96 being signed into law on June 30, 2025. HCGHD is required to implement a cybersecurity program, with the Auditor of State beginning compliance checks starting July 1, 2026. Katie noted she downloaded the AOHC's cybersecurity program template and met with a TSG technician to work through some of the requirements. During discussion, Jayn advised that the Board would like to see a policy with a shortened procedure, rather than a large programming document, if possible.

Executive Session:

Dr. Scott Pendleton moved to enter executive session at 1:22 PM per ORC 121.22G(1) for discussing and considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee, official, licensee, or regulated individual, unless the employee, official, licensee or regulated individual requests a public hearing by division, seconded by Ken Parker. Dr. Dan Jones, Health Commissioner, and Katie Norris, Deputy Health Commissioner, were asked to remain for portions of the executive session.

Roll call to vote to enter executive session:

Jayn Devney	yes	Ken Parker	yes
Dr. Scott Pendleton	yes		



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The Board of Health exited the executive session and returned to open session at 1:45 PM. The Board exited with no action taken.

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

Respectfully submitted,

Board President

Date: _____



President Pro Tempore

Date: 11-20-2025

Chairperson Pro Tempore

Date: _____

Dr. Dan Jones, Health Commissioner

Date: _____



Katie Norris, Deputy Health Commissioner

Date: 11/20/2025