



# HARRISON COUNTY

## Public Health

Harrison County General Health District  
538 North Main Street – Suite G  
Cadiz, OH 43907-1282  
Phone: (740) 942-2616 – Fax: (740) 942-9331  
HealthDepartment@harrisoncountyohio.org

### HARRISON COUNTY GENERAL HEALTH DISTRICT

#### Minutes of the Board of Health

Held January 19, 2023

**Meeting Location:** Harrison County Health Department - Coal Room

**Call to Order:** Board President Adele Mason called the meeting to order at 1:05 PM.

**Board Members Present:**

Mrs. Adele Mason  
Mr. Kent Murray  
Jayn Devney

**Absent:**

Dr. Dan Jones  
Ms. Melissa Powers

**Staff and Other Members Present:**

Dr. Scott Pendleton, Health Commissioner  
Teresa Koniski RN, Director of Nursing  
Erika Battistel, Environmental Director  
Katie Norris, Fiscal Officer in Training

**Absent:**

Leann Cline, Accreditation Coordinator  
Bonnie Snider, Fiscal Officer

**Guests**

Kirby McIntosh – Harrison County IT Admin  
Drew Hindman – World Radio Telecommunication  
Joshua Kahley – World Radio Telecommunication

**Executive Session**

President Adele Mason moved to enter executive session at 1:06 PM for purpose of discussing filling the full-time Health Commissioner position. Dr. Pendleton, Health Commissioner was asked to remain in executive session. Roll call to vote to enter executive session:

Mrs. Adele Mason	yes
Mr. Kent Murray	yes
Jayn Devney	yes

After discussion, the Board of Health exited executive session at 1:26 PM with no motion.

**Approval of Minutes:**

Jayn Devney advised a correction to the December 15, 2022 meeting minutes. Jayn recommended the minutes note that in compliance with state code, President Adele Mason's attendance via zoom would count as being present but would not allow Mrs. Mason to vote on any decisions.



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Jayn Devney motioned minutes for the December 15, 2022 meeting be amended to indicate Mrs. Mason was present via zoom but, in compliance with state code, did not vote on any decisions. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All      Nays: None

Kent Murray motioned to accept the December 15, 2022 minutes. Jayn Devney seconded the motion: all voted yes; motion carried. Ayes: All      Nays: None

### New Agenda Format:

Katie presented a new meeting agenda format for board approval. With no questions, Jayn Devney motioned to approve the new agenda format. Kent Murray seconded the motion: all voted yes; motion carried. Ayes: All  
Nays: None

### Old Business

- a. **December 2021 vs. December 2022 Program Balance Reports** - During the December 2022 meeting, Jayn asked Katie if the fiscal department ever compared monthly balance reports on a year-to-year basis. In response to Jayn's question, Katie prepared a December 2021 vs. December 2022 Program Balance Report comparison.

### Discussion

**Adele:** Is recouping transfers by expensing salaries something that would raise flags with auditors?

**Katie:** No. Reference past minutes where the board approved a transfer of funds from E001-E01 District Health in the amount of \$30,700.00 to E001-E26 CO20 and \$5,300.00 to E001-E27 CT20. Covid19 funding has since been 100% expensed. The remaining balance in E26 and E27 are original District Health funds that, per Auditor Allison Anderson, cannot be transferred back into District Health so they must be spent from the two Covid19 funds even though it is technically not Covid19 monies.

**Adele:** Where is the grant for \$180,000.00 parked?

**Katie:** The Public Health (PH) Workforce grant is parked in GMIS (Grant Management Information System) and has yet to be used. The PH workforce grant only allows funding for newly created positions and currently expires June 30, 2023.

**Jayn:** Is there a way to show the PH Workforce grant as being approved to be received even though the department has not spent money out for reimbursement? If there was a way the grant could have appeared on the financials when we weren't billing against it the board may have red-flagged why the funding was not being utilized.

**Katie:** I am unsure if the grant would be able to be listed on the Program Balance Report unless set up internally as well as through the Commissioner's office. I can add available grant funding to some type of report, so board members are aware of what is available but not necessarily being utilized.

**Adele:** If a new position is created with grant funding, when that grant expires, can the position funding be transitioned to the general salaries fund?

**Katie:** Yes



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**Jayn:** Is it possible to say in the situation of hiring a new Health Commissioner, that we pay 100% of that salary between now and July 1<sup>st</sup>? That is an option I would like you to explore.

**Teresa:** Besides salaries, you are allowed to use PH Workforce funding for any basic supplies the new position may need.

**Jayn:** I am expressing a desire for out of the box thinking for how we can utilize the PH Workforce grant funding to our benefit within the given parameters and how the parameters apply to this department.

**Katie:** We can come back next month with more information.

**Adele:** Could we see this type of program balance comparison report more than once a year?

**Dr. Pendleton:** I would do it no more than quarterly.

- b. **Staff Meeting on 01/03/2023 on BOH Actions Taken** – Katie compiled a report from the staff meeting on 01/03/2023 and presented it to the board for review and discussion. Staff agreed actions taken by the BOH will continue being reviewed on a quarterly basis.
- c. **Harrison Hills Public Health Career Presentation** – BOH members were provided a report detailing the collaboration process with Harrison Hills to promote public health as a career choice.
- d. **COTS Termination Report by John Carr** – Questions and concerns were raised during the December 2022 meeting regarding the impact of COTS terminating their agreement with the department. Board members asked John Carr to provide a report detailing more about COTS (Central Ohio Trauma System).

### Discussion

**Adele:** [to Dr. Pendleton] Did Garen or John ever discuss the COTS program with you?

**Dr. Pendleton:** No. I didn't know anything about it.

**Adele:** Why is PHEP not part of the consent agenda?

**John:** It's never been. I've never been asked.

**Adele:** You used to always attend meetings.

**John:** I used to always attend meeting for convenience but that has been a couple years ago.

**Dr. Pendleton:** Put him on the agenda.

**Adele:** Do we have program actions to report?

**John:** This termination took me by surprise. Programs come and programs go.

**Adele:** You explained that very well in your report. Under our new Health Commissioner as they begin to build relationships with each division head, maybe we should have more information about your program. If you would ask board members about your programs we would have a gap there about your programs and so more reporting would be well in order.

**Jayn:** [to John] How did the termination take you by surprise? Do you think it would have taken Garen by surprise?

**John:** The termination language took me by surprise. The COTS program is meant for hospitals.

**Jayn:** Did Garen talk to you about taking the program on?

**John:** We tried to avoid it as long as possible. During the negotiation phase I advised we did not have enough local business to conduct regular meetings.



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**Jayn:** Did you feel Garen accepted this contract even though it was better suited for hospitals?

**John:** We were the ones who ended up with the program after three individuals from the hospital and EMA rejected the agreement with COTS.

**Dr. Pendleton:** You can understand why you are here, though, because their letter made it sound like you didn't do your job.

**Jayn:** We didn't.

**Dr. Pendleton:** Right. We didn't honor the contract. I see the reasoning is you never wanted the contract in the first place.

**Jayn:** The contract may not have made much sense, but the department did sign it.

#### New Business

**a. IT Service Proposals** – In effort to rectify the ongoing IT issues, Katie gathered IT service proposals and presented to the board for review. Kirby McIntosh, Joshua Kahley and Drew Hindman were invited to speak on behalf of their proposals and answer any questions.

#### Discussion

**Jayn:** I have a suggestion of two questions to ask each representative. First, if they were advised of the issues the health department has and second, how their proposal addresses those issues.

**Adele:** Jayn, you are in charge of leading the discussion and each representative has three minutes.

- i. Guest Kirby McIntosh came before the board to detail what he could offer to the department in terms of IT assistance.

**Kirby:** I did not present a proposal. This was put together after Katie and I were working on an unrelated Microsoft Teams email issue because I provide this office with email as I do all of Harrison County's IT work. I am aware that you are having issues with communication and getting your current contractor here in a timely manner. I do all email support for your office because the county provides it. There is high-speed fiberoptic internet in the Government Center building that the Health Department could be using for free.

**Dr. Pendleton:** We're not using it?

**Kirby:** Not to my knowledge.

**John:** A year or two previously we signed a contract with Spectrum (Charter Communications) before the free high-speed internet was brought into the Government Center.

**Teresa:** How long is the contract with Charter Communications?

**Katie:** I can look into the Charter Communications contract to see what the length would be and terms on breaking the contract.

**Kirby:** I am here, available and a one-person shop. To be honest, I am not necessarily looking for new business. I came here to discuss that I am around and available.

**Adele:** Kirby, when you come out here and solve our problems because you handle issues, do you bill us for the work you do?

**Kirby:** I have not billed you yet. However, since the issues I help resolve stem from email supplied by the County Commissioners, you get a break on being billed because the county foots that bill.



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**Jayn:** For the county, do you purchase their hardware?

**Kirby:** I do everything for the county. Hardware. Software. Capacity. The only servers I do not provide is the system that runs the courts. If you have contractors, I am happy to work with them.

**Adele:** That is good to know, thank you.

**Kirby:** I do ask that if I am to work with contractors, that they be held to the same standards.

- ii. Guests Joshua Kahley and Drew Hindman came before the board to detail what World Radio Telecommunications could offer to the department in terms of IT assistance.

**Adele:** I understand you've come out and solved some problems for us already.

**Josh:** Yes. We've fixed a couple computers and other minor/major networking issues.

**Jayn:** In asking for the proposal, were the issues this health department staff have been dealing with presented to you? How do your proposals address these issues?

**Josh:** I was given a rough outline of what was needed. A server and assistance taking over the networking. The proposal we have is just for the server.

**Drew:** It was a vague description of what was needed. Josh started building the server. I deal with the bids more frequently. When Josh brought this up to me, I was looking for an official RFP so I could make sure that we are providing the right services but apples to apples with everyone else.

**Jayn:** Why two proposals?

**Josh:** One proposal includes a server with solid state drives (SSD) included which has higher performance but at a much higher cost. The other uses standard hard drives. Slower performance but a lot cheaper.

**Jayn:** So you haven't done an analysis of the workflow or what goes through our server here to know if the cheaper server would meet the needs of the health department?

**Josh:** Both proposals are for file storage servers with only a difference in performance and speed.

**Jayn:** [to Katie] Is that what was requested? Is the department running out of storage?

**Katie:** No. When I talked to Josh, he asked which server type we preferred (SSD or standard) and I asked him to quote both because I did not know the board's desired price-point.

**Jayn:** There is a difference between a server for storage and a traffic facilitator in the office.

**Katie:** I'll be honest, I do not have an extensive IT background and the information I provided to Josh was vague. We have shown Josh our current server and made it clear of what we have and we just need something to fix it.

**Jayn:** [to John] Do you have a feel for this?

**John:** Most employees use laptops for their workstation and will put files on the server.

**Jayn:** [to Josh] Is there offsite backup?

**Josh:** I have two different backups that I use. One is strictly local backups to multiple external drive. The other is a local backup that is a cloud backup storage.

**Jayn:** The backup is HIPAA compliant? In terms of individual client data.

**Drew:** We cannot answer that right now, but we will find out.

**Jayn:** The backup would have to be HIPAA compliant due to the heavily amount of medical information.



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- iii. The third proposal reviewed by the board was submitted by TSG (Technology Services Group) of Triadelphia. A representative from TSG was not present.

**Jayn:** TSG was our contractor when I worked for the Mental Health & Recovery Board.

**Adele:** [to Jayn] With no representative present, how would TSG answer the same questions we've asked the others?

**Jayn:** The Mental Health & Recovery Board had given distinctive information as to what we wanted them to bid against. They were clear about what we were looking for and provided servers, ancillary laptops, backup systems, 24/7 technical support and failsafe systems.

**Adele:** Were they timely in their response?

**Jayn:** Absolutely. They didn't do a lot of stuff on site, but they were very good over the phone. If you needed something on site, they would come by.

**Katie:** Rob with TSG has been nice to work with and did come in to look at our current server, so he is familiar with what system the department currently has.

**John:** Being on site is not really a major requirement for technology now a days. They only need to come on site when something is physically broke.

### IT General Discussion

**Adele:** So, we have to solve the internet access problem and server situation so that you are secure and sufficiently served. Are these two different actions? What sense did you get when you heard about the three companies today? Does anyone that works here have a recommendation based on how quickly they came and solved problems?

**Katie:** I will speak on behalf of Josh at World Radio. He is very responsive and generally who we deal with through their company. He is very intelligent, and I like working with him. Kirby's delay in assisting with resolving our Microsoft Teams issue has made me leery of his response time, but I truly believe it is because he is greatly busy with other county accounts. I respect Kirby for saying he isn't specifically interested in taking on more work but do appreciate his willingness to help when needed. Rob with TSG emphasized to me how important HIPAA standards are to their company.

**Jayn:** TSG isn't cheap.

**Katie:** I would narrow the decision down to World Radio or TSG.

**Jayn:** I would see if you could negotiate with TSG for a lower monthly maintenance cost. Given the department size, I would see if you could negotiate the cost. After the initial setup, for six (6) months if TSG saw we were not calling every five minutes if they would renegotiate their monthly maintenance cost. Or start out and say we would like to start at \$700.00 per month, or something like that, and if you find the department is bugging you to death then the cost would be increased.

**Erika:** I want to add World Radio has helped our Environmental division a lot with our Health Space program. Josh is brilliant.

**John:** I think where we failed World Radio is we didn't have the RFP. If we can come up with an RFP quick and send to the vendors, then they would be able to better prepare a proposal to fit our department.

**Katie:** Why don't John and I work together and create an RFP to send to World Radio and TSG?

**Adele:** I ask John to step out and go draft an RFP so we can send it to the vendors tomorrow.



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**Adele:** Because the internet access question is separate from finding a server, let's solve that question. If we have access through the building provided by the Commissioners, how do we get that free internet working for us?

**John:** That should be relatively simple. Worse case scenario we would have to run a wire from the server to the far end of the building upstairs which is going to require some physical labor.

**Adele:** That's not your job so whose job is it?

**John:** That would be the contractor.

**Katie:** Would Kirby have anything to do with the wiring? I am pretty sure he already advised the wiring is in place.

**Jayn:** I think that would be a clarification question to ask Kirby.

**Adele:** Can we create the RFP, send it to the vendors and revisit next month? I hate to leave you all hanging until February.

**Katie:** As long as the server is functioning one more month is okay because we can always call Josh if a problem arises. Can we terminate our contract with My Local PC pro this month even though we are waiting to make a decision on contractors next month?

Jayn Devney made a motion to **terminate the current IT contract with My Local PC Pro, owner Larry Bertolino, effective January 19, 2023.** Kent Murray seconded the motion: all voted yes; motion carried.

Ayes: All Nays: None

**Adele:** In the meantime, handle Kirby in whatever ways through the county framework to get the free fiberoptic internet access set up.

**Jayn:** Make sure you review the contract with Larry to make sure if there is any specifications about turning over passwords or anything that the department should have ownership of, the department gets those items back.

**Adele:** Katie did include that verbiage in the termination letter. If a week passes and you haven't gotten a response from him, I suggest calling the Health Commissioner or Board sub-committee.

**Jayn:** Don't make the final payment until you have what you asked for.

**Adele:** Thank you.

### **Division Reports**

#### **Vital Statistics and Public Nursing Report:**

The Vital Statistics and the Nursing Reports for December were submitted for Board review. (see attached report).

Teresa advised the disease reporting numbers will change. Unfortunately, Trinity Health System had some type of major glitch in their reporting system. Our department is just now receiving straggling disease reports from October, November and December that were coming in late. The reports will be adjusted to reflect the approximate five Lyme Disease cases, couple of Hep C's and STDs.

Teresa presented Form 103.001 – an updated HCGHD Patient & Client Services Satisfaction Survey for board approval. To better comply with PHAB standards, we revamped the survey to include verbiage scored to a low literacy rate and kept the length at one page. We are also noting at the bottom of the survey it will be available in other languages as needed.

Adele recommended Teresa make one edit to the survey – the alignment of questions should be Left justified instead of Center justified.

Kent Murray motioned to **approve the Satisfaction Survey Form 103.001 with the text being updated as Left justified**, seconded by Jayn Devney. All voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Jayn Devney motioned to accept the Vital Statistics and Nursing Report portion of the consent agenda as submitted, seconded by Kent Murray, all voted yes; motion carried. Ayes: All Nays: None

#### **Financial Report:**

The Cash Balance Report and the Auditor's Financial Report for month ending December 31, 2022 were presented to Board of Health members for discussion and viewing as follows:

1. Revenue received totaled: \$41,919.91
2. Expenses paid totaled: \$116,325.12
3. December 31, 2022 ending balance: \$1,620,184.81

#### **Report Period: December 2022**

Program	Carryover Balance	Revenue M-T-D	Y-T-D	Expenses M-T-D	Y-T-D	Balance
E001-E01 District Health	\$1,282,703.10	\$5,501.47	\$68,766.05	\$94,490.02	\$764,919.03	\$1,389,669.67
E001-E05 District Health-Property Tax	\$0.00		\$803,119.55			
E001-E02 Private Water	\$10,131.87	\$1,028.00	\$13,312.00	\$505.28	\$14,590.50	\$8,853.37
E001-E03 Food Service	\$11,905.45	\$0.00	\$38,942.50	\$1,478.74	\$44,185.61	\$6,662.34
E001-E04 Pools	\$580.00	\$0.00	\$632.50	\$0.00	\$1,149.27	\$63.23
E001-E06 Camps	\$522.88	\$0.00	\$5,446.25	\$0.00	\$5,957.85	\$11.28
E001-E07 Tattoo	\$360.00	\$55.00	\$55.00	\$0.00	\$360.00	\$55.00
E001-E11 Septics	\$959.11	\$1,464.56	\$28,943.52	\$1,852.16	\$25,548.02	\$4,354.61
E001-E12 RHWP Grant	\$23,950.42	\$0.00	\$13,345.24	\$254.45	\$9,093.24	\$28,202.42
E001-E14 PHEP Grant	\$35,574.92	\$0.00	\$60,068.00	\$5,702.17	\$68,704.80	\$26,938.12
E001-E17 WPCLF Program	\$37,295.20	\$19,840.00	\$101,550.25	\$950.00	\$133,392.00	\$5,453.45
E001-E18 WIC Grant	\$10,181.35	\$7,246.16	\$93,574.22	\$9,430.83	\$97,588.79	\$6,166.78
E001-E22 Cribs for Kids - MCH	\$7,823.16	\$0.00	\$9,279.97	\$0.00	\$95.64	\$17,007.49
E001-E24 Veggie U Program - MCH	\$2,944.37	\$0.00	\$0.00	\$0.00	\$461.33	\$2,483.04
E001-E26 CO20 Covid Response Grant	\$5,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,300.00
E001-E27 CT20 Contact Tracing Grant	\$30,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,700.00
E001-E28 Stigma Reduction Initiative	\$60,000.00	\$0.00	\$0.00	\$535.59	\$8,135.20	\$51,864.80
E001-E31 Enhanced Operations	\$0.00	\$3,726.19	\$81,343.71	\$0.00	\$81,343.71	\$0.00
E001-E33 VE21 Vaccine Equity & Support	\$47,201.98	\$0.00	\$0.00	\$1,125.88	\$16,510.17	\$30,691.81
E001-E34 Transfer In	\$10,757.11	\$0.00	\$0.00	\$0.00	\$5,049.71	\$5,707.40
E001-E35 CN22 Covid19 Vaccination Grant	\$0.00	\$3,058.53	\$38,949.61	\$0.00	\$38,949.61	\$0.00
<b>Grand Total</b>	<b>\$1,578,890.92</b>	<b>\$41,919.91</b>	<b>\$1,357,328.37</b>	<b>\$116,325.12</b>	<b>\$1,316,034.48</b>	<b>\$1,620,184.81</b>





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As discussed during Old Business, Jayn and Adele asked Katie more questions related to showcasing available grant funding that the department is not using, such as the Public Health Workforce grant. Katie explained the PH Workforce grant was never given a Program fund number due to the department not yet utilizing the funds which can only be used for newly created positions.

Adele advised Katie to proceed with setting up the new program with the County Commissioners and Auditors office. Jayn added that the fund needs set up with the assumption the department will be using some of it.

Jayn Devney motioned to accept the December 2022 program cash balance report as presented and that the report be filed for audit, Kent Murray seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

A voucher report for period 12/16/2022 – 01/19/2023 was presented to board members for viewing and approval in the total amount of \$14,438.74 as follows: Supplies: \$400.04; Utilities: \$1,785.12; Contract Services: \$6,476.85; Mileage/Expenses: \$582.38; State Fees: \$4,240.20 and Contingencies: \$954.15.

Adele asked for details about the \$1,224.00 Contract Services voucher to Ragenetic Technologies and Katie explained that was the final payment to Larry Bertolino for IT services.

Vouchers presented were approved upon a motion by Kent Murray, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

Katie presented January 2023 Regular purchase orders for approval in the amount of \$14,438.74:

PO Number	Code	Department	Description/Vendor	Appropriation
23-244	E000-E02	Supplies	Water Transport	\$27.00
23-245	E000-E02	Supplies	Poster Compliance Center	\$135.90
23-246	E000-E02	Supplies	The Huntington National Bank	\$95.88
23-247	E000-E05	Utilities	Frontier	\$331.97
23-248	E000-E05	Utilities	Verizon Wireless	\$48.77
23-249	E000-E05	Utilities	Renca Riesen	\$950.00
23-250	E000-E05	Utilities	Charter Communications	\$254.99
23-251	E000-E05	Utilities	Charter Communications	\$199.39
23-252	E000-E06	Contract Service	Borden Office Equipment	\$145.74



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23-253	E000-E06	Contract Service	Ream & Haager	\$78.00
23-254	E000-E06	Contract Service	Stericycle	\$48.56
23-255	E000-E06	Contract Service	Ream & Haager	\$26.00
23-256	E000-E06	Contract Service	Ream & Haager	\$52.00
23-257	E000-E13	State Fees	Treasurer, State of Ohio	\$2,939.20
23-258	E000-E13	State Fees	Ohio Division of Real Estate	\$65.00
23-259	E000-E13	State Fees	Treasurer, State of Ohio	\$592.00
23-260	E000-E14	Contingencies	CAS Frosty	\$280.00
23-261	E000-E14	Contingencies	Harr. Co. Ambulance Service	\$674.15
23-262	E000-E06	Contract Service	Lauttamus	\$55.75
23-263	E000-E06	Contract Service	Ream & Haager	\$52.00
23-264	E000-E07	Mileage/Expense	Jade Brown	\$60.90
23-265	E000-E07	Mileage/Expense	Tanile Dulkoski	\$175.74
23-266	E000-E07	Mileage/Expense	Teresa Koniski	\$55.74
23-267	E000-E07	Mileage/Expense	Teresa Koniski	\$102.20
23-268	E000-E07	Mileage/Expense	Katie Norris	\$14.96
23-269	E000-E07	Mileage/Expense	Erika Battistel	\$74.82
23-270	E000-E07	Mileage/Expense	Erika Battistel	\$98.02
23-271	E000-E02	Supplies	The Huntington National Bank	\$56.26
23-272	E000-E02	Supplies	The Huntington National Bank	\$85.00
23-273	E000-E06	Contract Service	Ragenetic Technologies	\$1,224.00
23-274	E000-E06	Contract Service	Executech	\$174.30
23-275	E000-E06	Contract Service	Executech	\$92.50



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23-276	E000-E13	State Fees	Treasurer, State of Ohio	\$644.00
23-277	E000-E06	Contract Service	Ream & Haager	\$26.00
23-278	E000-E06	Contract Service	Ream & Haager	\$52.00
23-279	E000-E06	Contract Service	Leann Cline	\$4,450.00

Jayn Devney motioned to approve the January 2023 Regular purchase orders, Kent Murray seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

With no further discussion, Kent Murray motioned to approve the Fiscal portion of the consent agenda, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

### Environmental Report:

The Environmental Division's Consent Agenda Report was submitted for Board review. (see attached report).

### Discussion:

Erika informed the board that the department no longer has to pay for rabies specimen submission shipments because ODH confirmed rabies specimens qualify under their submission program. If the department receives a rabies submission, Erika has to contact ODH and they will email a shipping label for the box instead of our department paying UPS to create a label.

**Kent:** How many submissions does the department do per year?

**Erika:** Approximately ten. One just occurred this past week.

**Jayn:** Does Harrison County have any processes of dropping rabies bait?

**Erika:** We do not handle dropping bait at the county level; however, ODH drops bait out of helicopters.

Harrison County is impacted by the dropping of rabies bait and we try to alert residents via Facebook when ODH announces their bait drop schedule.

Erika requested the board consider approving car washes for the Environmental division.

**Adele:** What fund would pay for the car washes?

**Erika:** Probably general (District Health).

**Katie:** Whatever fund you would like to see it come out of. If the ladies put their car washes on their monthly mileage and expense forms, then we will be able to pay for the car washes out of a respective Environmental fund (septics, pools, private water, camps, etc.).

**Adele:** How many times per month will this occur and at what rate?

**Erika:** I would say most common car washes are \$10 to \$12, so you are looking at \$36 total per month for the division.



# HARRISON COUNTY

## Public Health

Harrison County General Health District  
538 North Main Street – Suite G  
Cadiz, OH 43907-1282  
Phone: (740) 942-2616 – Fax: (740) 942-9331  
HealthDepartment@harrisoncountyohio.org

**Adele:** Is there a way for you all to know what type of terrain/conditions you are getting into before going to a job?

**Erika:** Yes, we use the GIS system to look at roads.

**Jayn:** Is there any opportunity for the board to pay a higher mileage reimbursement rate?

**Erika:** Yes. The state makes a recommendation on the amount for mileage reimbursement, but the board is able to approve a lower or higher rate.

**Jayn:** What are we paying now?

**Erika:** \$.58 per mile.

**Jayn:** I think to start it out we should follow staff recommendation of one car wash per month at a rate of \$12.00 each car wash. My question is what other individuals within the department use their vehicles to the extent it will get that degree of dirt.

**Teresa:** John and Jennie generally use their trucks to pull the mobile trailers.

Jayn Devney made a motion to **approve the Environmental division the opportunity to put one (1) car wash per month in an amount not to exceed \$15.00**, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

**Adele:** Can we put revisiting mileage rates at quarter end. Let's look at gas prices in three months and if we have a reasonable mileage compensation rate.

Erika presented the proposed 2023 environmental fee schedule food program fees for second reading as follows:

### Food Safety Program

Plan Review Fee: 30% of the license fee

#### Commercial

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$129.78	\$112.68
Level II	\$153.73	\$124.67
Level III	\$348.20	\$221.98
Level IV	\$457.42	\$276.63
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$214.08	\$154.87
Level II	\$228.45	\$162.06
Level III	\$914.00	\$528.80
Level IV	\$969.00	\$559.48
Mobiles	\$32.75	\$117.10
Vending	\$23.52	\$23.52
Temporary	\$50.00	\$80.00
Level II Managers ServSafe Test	\$75.00	\$75.00

#### Non-Commercial (50% less than Commercial)

Less than 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$64.89	\$56.34
Level II	\$76.87	\$62.34
Level III	\$174.10	\$110.99
Level IV	\$228.71	\$138.32
Over 25000 sq ft.	Current Fee	2023 Proposed Fee
Level I	\$107.04	\$77.44
Level II	\$114.23	\$81.03
Level III	\$457.00	\$264.40
Level IV	\$484.50	\$279.74

With no further discussion, Jayn Devney motioned to approve the Environmental Division portion of the consent agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

**Accreditation:**

The Accreditation Report was submitted for Board review. (see attached report)

With no discussion, Kent Murray motioned to approve the Accreditation portion of the consent agenda, seconded by Jayn Devney, all voted yes, motion carried. Ayes: All Nays: None

**Administration Report:**

The Administration report was submitted for Board review. (see attached report)

With no acting Administrator, Katie Norris compiled an Administration report and presented it to the board.

Katie presented an updated Ethics Policy #2023-03-002 for board review and approval.

**Jayn:** Can we defer approving this policy to next month?

**Katie:** Absolutely.

**Jayn:** What prompted the Ethics policy revision?

**Katie:** Accreditation. Specifically, PHAB Measure 11.1.2 resubmission work.

**Jayn:** I am sensitive to policies and procedures and do not want to rush this through.

**Katie:** Why we pushed to revise the policy and have it approved sooner rather than later is based on our accreditation rework deadline.

**Adele:** [to board members] Please take time to review the Ethics policy in full because we need to be mindful of Accreditation deadlines.

**Jayn:** Are you sure this can wait until next month?

**Katie:** Yes, our deadline is ultimately May.

**Jayn:** We could move this revision forward and then set a review date.

Jayn Devney motioned to approve the updated **Ethics Policy #2023-03-002** for Accreditation purposes with the **understanding that there will be a six-month review**, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Katie presented a restructured Health Incentive form #102.004 for board review and approval.

Jayn Devney motioned to **approve Health Incentive form #102.004 remodel for inclusion in the new hire packet**, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Katie informed the board that the District Advisory Council meeting will be held March 6, 2023 with time and location to be determined. Jayn Devney is up for re-appointment at this year's meeting if desired.

Adele advised the staff that the board will reorganize at the March meeting. Adele updated staff that second interviews for the Health Commissioner job will take place and the position should be filled soon.



# HARRISON COUNTY

## Public Health

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HealthDepartment@harrisoncountyohio.org

With no further discussion, Jayn Devney motioned to approve the Administration portion of the Consent Agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All      Nays: None

With no further discussion or business brought before the board, Jayn Devney motioned to adjourn at 2:58 PM, seconded by ~~Melissa~~ Kent Murray, all voted yes, motion carried.

Respectfully submitted,

\_\_\_\_\_  
President

Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President

Date: \_\_\_\_\_

Not in attendance.  
Dr. Scott Pendleton, DVM

Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary/or Administrator

Date: \_\_\_\_\_

  
Chairperson Pro Tem

Date: 2/16/23