



HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held May 21st, 2020

Meeting Location: Harrison County Health Department, location Coal Room.

Due to the COVID-19 Pandemic the meeting of the Board of Health was conducted through Zoom Video Communications.

Call to Order: Adele Mason, President called the meeting to order at 1:00 pm.

Board Members Present:

Mrs. Adele Mason
Ms. Kate Sedgmer
Mr. Kent Murray
Ms. Melissa Powers
Dr. Dan Jones

Staff Members and Other Members Present:

Garen Rhome, Administrator
Scott Pendleton, Health Commissioner
Erika Battistel, Director of Environmental
Bonnie Snider, Fiscal Officer
Teresa Koniski, RN
Leann Cline, PHAB Accreditation Coordinator

Approval of Minutes:

The previous minutes from April 16th, 2020 were motion for approval as written with the correction of the spelling quiet and specific. Motioned by Dr. Jones, seconded by Kate Sedgmer. All voted yes, motion carried. Ayes: All, Nays: None

Vital Statistics and Public Nursing Report:

The Vital Statistic and the Nursing Report for April was submitted for Board review. (see attached report).



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With no questions or concerns Dr. Jones moved to accept the Vital Statistics and the Nursing portion of the consent agenda as written, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending April 30th, 2020 was presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$553,371.51
2. Expenses paid totaled: \$68,940.45
3. April 30th, 2020 ending balance: \$1,194,070.98

CASH BALANCE REPORT						
Report Period: April 2020						
Program	Carryover Balance	Revenue		Expenses		Balance
		M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$751,180.34	\$1,503.94	\$30,735.22	\$45,119.74	\$188,278.58	\$1,124,583.25
E001-E05 District Health-Property Tax	\$0.00	\$530,946.27	\$530,946.27			
E001-E02 Private Water	\$1,574.91	\$884.00	\$4,060.00	\$819.91	\$1,641.88	\$3,993.03
E001-E03 Food Service	\$14,005.75	\$494.25	\$31,019.35	\$4,072.49	\$18,819.71	\$26,205.39
E001-E04 Pools	\$0.00	\$0.00	\$290.00	\$80.00	\$80.00	\$210.00
E001-E06 Camps	\$0.00	\$1,672.50	\$2,400.00	\$110.00	\$110.00	\$2,290.00
E001-E11 Septics	\$2,171.24	\$275.00	\$13,890.10	\$2,673.55	\$12,773.48	\$3,287.86
E001-E12 RHWP Grant	\$12,737.06	\$1,354.50	\$4,348.80	\$2,082.56	\$9,006.61	\$8,079.25
E001-E14 PHEP Grant	\$12,811.70	\$0.00	\$9,765.00	\$5,491.07	\$20,711.86	\$1,864.84
E001-E17 WCPLF Program	\$440.00	\$7,449.00	\$10,934.85	\$0.00	\$2,425.85	\$8,949.00
E001-E18 WIC Grant	\$8,078.48	\$8,792.05	\$35,835.11	\$8,491.13	\$36,729.72	\$7,183.87
E001-E22 Cribs for Kids - MCH	\$4,390.40	\$0.00	\$0.00	\$0.00	\$0.00	\$4,390.40
E001-E24 Veggie U Program - MCH	\$3,533.48	\$0.00	\$0.00	\$0.00	\$499.39	\$3,034.09
Grand Total	\$810,923.36	\$553,371.51	\$674,224.70	\$68,940.45	\$291,077.08	\$1,194,070.98

Dr. Jones motioned to accept the financial report as presented and that the report be filed for audit, Kate Sedgmer seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Purchase Orders were presented to the Board of Health in the amount of \$21,718.13 as follows:

PO Number	Code	Description	Amount	PO Type
20-1051	E000-E06	Contract Service/Executech	\$148.50	Regular
20-1052	E000-E03	Equipment	\$6,000.00	Blanket
20-1053	E000-E02	Supplies	\$15,000.00	Blanket
20-1054	E000-E02	Supplies/Capitol One	\$44.97	Regular
20-1055	E000-E02	Supplies/Capitol One	\$65.00	Regular
20-10456	E000-E02	Supplies/Capitol One	\$459.66	Regular



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After viewing Dr. Jones motioned to approve as presented, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

The voucher report for period 04/17/2020 – 05/21/2020 was presented to board members for viewing and approval in the total amount of \$43,783.54 as follows: Supplies: \$2,946.22, Equipment: \$12,962.00, Utilities: \$2,159.86, Contract Services: \$22,913.50, Mileage/Expenses: \$323.96, State Fees: \$431.00, and Insurance/License: \$2,047.00.

Vouchers presented were approved upon a motion by Dr. Dan Jones, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented to the Board of Health the Notice of Award for viewing in the \$45,000.00 for Coronavirus Response for budget period 3/16/2020 to 3/15/2021 along with the revenue increase of \$45,000.00 and the expense allocation adjustments in the amount of \$30,000.00 stating the addition \$15,000.00 for expense adjustments will be completed and brought back to the board after the budget is submitted and approved by Ohio Department of Health.

Reason: Notice of Award for Coronavirus Response

<u>Program</u>	<u>Revenue Allocation Adjustment</u>		
	Present	Adjustments	New Approp.
PHEP Grant			
E001-E14	Appropriation		
		80,000.00	\$45,000.00
			\$125,000.00

Expense Allocation Adjustments/Court House Side

		Present	Adjustments	New Approp.
		Appropriation		
E000-E01	Salaries	\$478,200.00	\$15,637.63	\$493,837.63
E000-E02	Supplies	\$64,780.00	\$6,862.37	\$71,642.37
E000-E03	Equipment	\$28,700.00	\$7,500.00	\$36,200.00
	Total Adjustments		\$30,000.00	

In House Allocation line Adjustments by Fund

	Present	Present	New
<u>E000-E14 - PHEP</u>	Allocation	Allocation	Appropriation
		Adjustment	
E000-E01	Salaries	\$40,000.00	\$55,637.63
E000-E02	Supplies	\$10,000.00	\$16,862.37
E000-E03	Equipment	\$3,700.00	\$11,200.00
	Total Adjustments	\$30,000.00	



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Dr. Jones motioned to approve the increase in revenue and the expense adjustments as presented, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Environmental Report:

The Environmental Division's report for May 2020 was submitted for Board review. (see attached report)

With no questions Dr. Jones motioned to approve the Environmental portion of the Consent Agenda, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Discussion:

Erika presented a Variance Application: Mike and Sharon Bocek; Property Address: 86082 Fife Road Cadiz, Ohio 43907. System Prescribed: Standard septic to leaching. Reason for Variance: The leaching is closer than 10' to the house, therefore the designer stated if they had to get a piece of equipment they could go around the other side of the trailer or the other side of the leaching and wouldn't have to drive on the leaching.

Kent Murray motion to approve the variance, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Erika asked the board if there was any possible way that Jade could come back and help her get organized on the days that Garen's Team 1 is there, but not leave the office. Erika stated she is doing all she can to keep the environmental division afloat stating also Jade will be taking maternity leave in July.

Adele: Has Jade been working from home since March 20th, due to Covid-19?

Garen: Yes, we are acting under the current recommendations of Ohio Department of Health. We can ask if she is willing to do that.

Dr. Jones suggested to discuss this matter with Garen, come up with a solution and bring it back to the next board meeting.

Adele: Where are we at on hiring of a sanitarian or sanitarian in training due to Jade being out of the office and out for maternity leave in July or sooner?

Garen: At the present I had no responses to the job description that was posted.

Adele: Did you receive any responses to the Sanitarian in Training position?

Garen: No, the response that I have got they do not have the education in Science stating he would prefer to search for a Sanitarian in Training.



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Erika: I understand where your coming from but when you are a Sanitarian in Training there is so much that needs to be done and I do not have that much time. It takes a couple of years before you get familiar with regular duties let alone with what your looking at in the fields to sign our names, I would prefer a sanitarian.

Kate: Have you posted the job descriptions out to surrounding health departments?

Garen: We have not paid for any advertisement to date. The next step would be post it on the public health websites such as Association of Ohio Health Commissioners and the Ohio Public Health Board.

Dr. Jones: I know it's a timing issue, these discussions need to happen within your daily meetings and come up with potential solutions and once solutions are created bring it back to the board so we can make those decisions.

Garen: Agreed

Accreditation:

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

Adele: Given the number of outstanding domains that need to be completed yet what is the latest possible date for upload that would require no rework on the part of Teresa, Erika, and John?

Leann: June 4th but on June 5th I will need examples for Domain 1.2.4.1 and 1.3.1.
On June 8th, 9th, and 19th, there will be rework for Teresa and Erika.

Dr. Jones motioned to approve the Accreditation portion of the Consent Agenda, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Administration Report:

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

Dr. Jones motioned to approve Policy # 2020-1-001 Harrison County Health District Information Technology Policy, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Dr. Jones motioned to approve Policy # 2020-2-001 Harrison County Health District Student Outreach, Internships, and Experiences Policy, seconded by Kate Sedgmer, all voted yes, motion carried.
Ayes: All Nays: None

Dr. Jones motioned to approve Policy # 2020-3-001 Harrison County Health District Student Institutional Review Board (IRB) Utilization, seconded by Kate Sedgmer, all voted yes, motion carried.
Ayes: All Nays: None



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The Board of Health also approved the purchase of a ham, turkey or gift card around the holidays for each employee.

Kate Sedgmer motioned to approve the Administration portion of the Consent Agenda, seconded by Dr. Jones, all voted yes, motion carried. Ayes: All Nays: None

Kate Sedgmer moved to enter executive session at 1:49 pm to discuss job descriptions, hiring, performance needs and submission for accreditation. Dr. Dan Jones seconded the motion. Roll call vote to enter executive session:

- Dr. Dan Jones yes
- Mrs. Adele Mason yes
- Ms. Kate Sedgmer yes
- Ms. Melissa Powers yes
- Mr. Kent Murray yes
- Scott Pendleton, Health Commissioner


The Board of Health existed executive session at 2:14 pm and returned into regular session.

With no action taken and no other business brought before the board, Kent Murray motioned to adjourn, seconded by Dr. Dan Jones, all voted yes, motion carried.

Respectfully submitted,

 5/21/2020

President

 5/21/2020

Dr. Scott Pendleton, DVM, Secretary/or
Garen Rhome, Administrator