



HARRISON COUNTY GENERAL HEALTH DISTRICT
Minutes of the Board of Health
Held June 25th, 2020

Due to lack of quorum the regular scheduled meeting for June 18th was cancelled and rescheduled. The meeting date was posted on Facebook and the website.

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 1:02 pm.

Board Members Present:

Mrs. Adele Mason
Ms. Kate Sedgmer
Mr. Kent Murray
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
John Carr, Response Coordinator
Leann Cline, PHAB Accreditation Coordinator

Approval of Minutes:

The previous minutes from May 21st, 2020 were motioned for approval as written, 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 May was submitted for Board review. (see attached report).



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

Financial Report:

The Cash Balance Report and the Auditor’s Financial Report for month ending May 31st, 2020 was presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$38,985.88
2. Expenses paid totaled: \$85,626.04
3. May 31st, 2020 ending balance: \$1,147,430.82

CASH BALANCE REPORT						
Report Period: May 2020						
Program	Carryover	Revenue		Expenses		Balance
	Balance	M-T-D	Y-T-D	M-T-D	Y-T-D	
E001-E01 District Health	\$751,180.34	\$8,306.62	\$39,041.84	\$53,989.36	\$242,267.94	\$1,080,469.89
E001-E05 District Health-Property Tax	\$0.00	\$1,569.38	\$532,515.65			
E001-E02 Private Water	\$1,574.91	\$828.00	\$4,888.00	\$979.29	\$2,621.17	\$3,841.74
E001-E03 Food Service	\$14,005.75	\$1,010.00	\$32,029.35	\$3,177.79	\$21,997.50	\$24,037.60
E001-E04 Pools	\$0.00	\$290.00	\$580.00	\$0.00	\$80.00	\$500.00
E001-E06 Camps	\$0.00	\$3,191.25	\$5,591.25	\$330.00	\$440.00	\$5,151.25
E001-E11 Septics	\$2,171.24	\$1,801.00	\$15,691.10	\$2,826.55	\$15,600.03	\$2,262.31
E001-E12 RHWP Grant	\$12,737.06	\$3,178.50	\$7,527.30	\$2,765.37	\$11,771.98	\$8,492.38
E001-E14 PHEP Grant	\$12,811.70	\$10,320.00	\$20,085.00	\$6,076.66	\$26,788.52	\$6,108.18
E001-E17 WCPLF Program	\$440.00	\$0.00	\$10,934.85	\$7,055.00	\$9,480.85	\$1,894.00
E001-E18 WIC Grant	\$8,078.48	\$8,491.13	\$44,326.24	\$8,426.02	\$45,155.74	\$7,248.98
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	\$38,985.88	\$713,210.58	\$85,626.04	\$376,703.12	\$1,147,430.82

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 \$114,250.00 as follows:

PO Number	Code	Description	Amount	PO Type
20-1057	E000-E02	Supplies	\$15,000.00	Blanket
20-1058	E000-E03	Equipment	\$8,000.00	Blanket
20-1059	E000-E05	Utilities	\$4,000.00	Blanket
20-1060	E000-E06	Contract Service	\$15,000.00	Blanket
20-1061	E000-E06	Contract Service/Accreditation	\$25,000.00	Blanket
20-1062	E000-E06	Contract Service/WPCLF	\$25,000.00	Blanket
20-1063	E000-E07	Mileage/Expenses	\$4,000.00	Blanket
20-1064	E000-E09	Advertising/Printing	\$1,000.00	Blanket
20-1065	E000-E13	State Fees	\$5,000.00	Blanket
20-1066	E000-E14	Contingencies	\$1,000.00	Blanket
20-1067	E000-E17	Insurance/License	\$2,000.00	Blanket
20-1068	E000-E21	Dues/Fees	\$750.00	Blanket



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20-1069	E000-E22	Promotional Items	\$1,500.00	Blanket
20-1070	E000-E19	Accreditation Fees	\$7,000.0	Blanket

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

The voucher report for period 05/22/2020 – 06/25/2020 was presented to board members for viewing and approval in the total amount of \$15,341.06 as follows: Supplies: \$1,879.58, Utilities: \$1,475.80, Contract Services: \$8,670.60, Mileage/Expenses: \$1,431.53, State Fees: \$751.00, Insurance/License: \$713.50, Dues/Fees: 230.00 and Promotional Items \$189.05.

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

Bonnie presented Adele with her board meeting compensation in the amount of \$360.00 for the six meetings attended from December 2019 thru May 2020.

Adele donated the money back to the HCGHD and asked that a check not be issued.

Bonnie discussed two Notice of Awards received for Program Titles as follows:

Coronavirus Response: \$45,000.00

Covid-19 Contact Tracing: \$35,000.00 and suggested we set up two new funds as follows:

Revenue Code: E001-E26

Fund Name: CO20 Covid Response Grant

Amount \$45,000.00

Revenue Code: E001+E27

Fund Name: CT20 Contact Tracing Grant

Discussed also during the May 21st, 2020 meeting, the Board of Health approved the increase of \$45,000.00 and the expense allocation adjustments in the amount of \$30,000.00 for the Coronavirus Response Grant. The Harrison County Auditor will be notified by email to adjust the allocations from the Public Health Emergency Grant, Code: E001-E14 to the new fund CO20 Covid Response Grant, Code: E001-E26 as follows: (See May 21st Minutes)

- o Please decrease appropriations in the following Special Revenue Line Item(s).

Fund: E14 - Public Health Emergency Preparedness Fund (PHEP)

Amount	Line Item	Line Item Description
\$-45,000.00	E001-E14	Received Notice of Award,



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- o Please increase appropriations in the following Special Revenue Line Item(s).

Fund: E26 - C020 Covid Response Grant

Amount	Line Item	Line Item Description
\$45,000.00	E001-E26	ODH Notice of Award

- o Please increase appropriations in the following Special Revenue Line Item(s).

Fund: E27 - CT20 Contact Tracing Grant

Amount	Line Item	Line Item Description
\$35,000.00	E001-E27	ODH Notice of Award

The Board of Health approved for the new funds to be set up and allocated along with the expense appropriation adjustments to be completed as viewed and discussed. Kate Sedgmer motioned for approval, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

The remaining \$15,000.00 for expense appropriations for CO20 Covid Response Grant and the \$35,000.00 amount for Contact Tracing Grant is yet to be appropriated.

Environmental Report:

The Environmental Division’s report was submitted for Board review. (see attached report)

Dr. Dan Jones motioned to approve Resolution No: 2020-103 for the WPCLF Grant awarding contract No: 2019-07 Paden Wood (Contractor/Plumber) for project number: HS391711-003 (septic replacement) for total contract amount: \$8,622.00, Funding Tier: 100% to Homeowner: Sandra Bradley 89821 New Rumley Road, Jewett, Ohio. Kate Sedgmer seconded the Resolution, the roll called upon its adoption resulted as follows: Adele Mason: yea, Kate Sedgmer: yea, Kent Murray: yea, Dr. Dan Jones: yea

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



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Discussion:

Erika reported to the board that while inspecting the Harrison County fair on June 24th she passed out face masks and enforced the mandatory regulation that all employees are required to wear them. None of the food vendors had masks or were wearing them and Erika spoke to the fair board about the issue.

Erika updated the board stating Jade will be taking maternity leave beginning June 30th. Adele stated that she, Dr. Pendleton, Erika and Garen had discussed the need for another employee in the septic department and shifted the idea from a hiring part-time sanitarian to hiring a full-time sanitarian.

Garen reported he has already changed the public job postings to a full-time sanitarian and added it also to the classified section on the AOHC site and various other sites. Garen and Erika also discussed looking for a sanitarian in training if no replies are received within two weeks.

Adele: Due to Bonnie planning to retire in the future, “Garen have you posted for a part-time financial person yet?”

Garen replied he has not and will begin the process, stating that he would like to hire someone with local knowledge and government experience.

Accreditation:

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

Leann updated the board, stating she is down to needing five more domains completed and it is safe to say she would like to submit on June 29, 2020.

For education purposes, the Board of Health received and reviewed the “Board of Health Authority and Responsibilities to Isolating and/or Quarantining Individuals which included Revised Codes 3707.06, 3707.07, 3707.08, 3707.09, 3707.14 and 3707.16”. Garen reported that none of this has come into play yet during the Covid-19 response.

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)

The Board of Health reviewed and received the changes to the 2019 Policy Manual as follows:

Kate Sedgmer motioned to accept the change to the 2019 Policy Manual, Policy #2019-2-011 Hours of Operation and Overtime: Section (C) Part Time Employees: Part Time Employment shall be less than 30



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hours per week not 30 hours or less, seconded by Kent Murray, all voted yes, motion carried. Ayes: All
Nays: None

Kent Murray motioned to accept the change to Policy #2019-6-004 Health and Life Insurance: Section (A) Health Insurance Paragraph 1. To be eligible for the health care benefits per county policy, employees must be full-time as defined in the Employment Categories section, not as defined in the health care benefits section. Dr. Jones seconded the motion, all voted yes, motion carried. Ayes: All Nays: None

Garen discussed the award amounts given for the Covid-19 Crisis Response Grant and the Contact Tracing Grant. Adele voiced concern about the \$2,317.00 tool chest, stating she feels this item needs to be reevaluated as the nursing department needs to take priority.

Adele stated that in the past we had talked about purchasing furniture for the former nursing suite office, but now we will need that room for the hiring of additional staff.

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

Discussion:

Garen reported Harrison County has had 12 confirmed cases of Covid-19, 10 recovered, 1 active and 1 death with the secondary cause being Covid-19.

Garen publicly thanked the Board of Health for their commitment to Public Health and their support to the staff.

Garen discussed the mileage reimbursement rate change to \$0.45 per mile as required by the Office of Budget and Management travel rule on April 20th, 2020 stating any employee travel turned in will be adjusted back to May 1st, 2020.

Kent Murray motioned to accept the mileage reimbursement rate change to \$0.45 per mile for as required in the Office of Budget and Management as discussed, seconded by Kate Sedgmer, all voted yes, motion carried
Ayes: All Nays: None

Kate Sedgmer motioned to accept The Agreement By and Between Harrison County Board of Health and Leann Cline “Accreditation Contractor” as follows:

1. For service fees paid to contractor shall be at \$44.50 per hour, at a minimum of one hundred (100) hours per month for all services.
2. Total compensation shall not exceed \$35,600.00 without the mutual written agreement of the parties.
3. Travel costs as outlined



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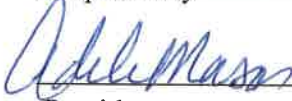
4. This contract shall be deemed effective beginning upon execution by the parties and shall continue through February 28, 2021.

Kent Murray seconded the motion, all voted yes, motion carried Ayes: All Nays: None

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

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

Respectfully submitted,

 7/16/2020

President

 7/16/20

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