



**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 August 20<sup>th</sup>, 2020**

**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 1:06 pm.

**Board Members Present:**

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

**Absent:**

Ms. Kate Sedgmer

**Staff Members and Other Members Present:**

Scott Pendleton, Health Commissioner  
Dr. Clark, Medical Director  
Garen Rhome, Administrator  
Bonnie Snider, Fiscal Officer  
Erika Battistel, Director of Environmental  
Teresa Koniski, RN  
John Carr, Emergency Preparedness Coordinator  
Leann Cline, PHAB Accreditation Coordinator

**Correction to June 25<sup>th</sup>, 2020 Minutes:**

(Financial Section): Bonnie discussed two Notice of Awards received for Program Titles as follows:  
Coronavirus Response: \$45,000.00 and 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



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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 21<sup>st</sup> Minutes)

The following corrections should state as follows:

From: new funds

**To: new line items**

From: Fund Name: CO20 Covid Response Grant

**To: Program Name: CO20 Covid Response Grant**

From: Fund Name: CT20 Contact Tracing Grant

**To: Program Name: CT20 Contact Tracing Grant**

The corrections should state line items, not funds on all discussion pertaining to these two new programs.

### Approval of Minutes:

The previous minutes from July 16th, 2020 were motioned for approval as written by Dr. Jones. Kent Murray seconded the motion all voted yes; motion carried. Ayes: All, Nays: None

### Vital Statistics and Public Nursing Report:

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

Kent Murray motioned to accept the Vital Statistic Report and the Nursing Report portion of the consent agenda as submitted, seconded by Dr. 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 July 31, 2020 was presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$25,431.84
2. Expenses paid totaled: \$100,537.23
3. July 31<sup>st</sup>, 2020 ending balance: \$1,064,012.49



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CASH BALANCE REPORT						
Report Period: July 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	\$2,635.00	\$45,898.84	\$64,792.44	\$350,143.28	\$979,451.55
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$532,515.65			
E001-E02 Private Water	\$1,574.91	\$649.00	\$6,365.00	\$1,543.72	\$5,248.20	\$2,691.71
E001-E03 Food Service	\$14,005.75	\$0.00	\$32,816.60	\$3,232.20	\$28,539.25	\$18,283.10
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$0.00	\$160.00	\$420.00
E001-E06 Camps	\$0.00	\$0.00	\$5,591.25	\$95.44	\$755.44	\$4,835.81
E001-E11 Septics	\$2,171.24	\$634.00	\$18,780.10	\$2,823.90	\$21,559.06	-\$607.72
E001-E12 RHWP Grant	\$12,737.06	\$2,166.67	\$11,860.64	\$3,922.85	\$17,698.58	\$6,899.12
E001-E14 PHEP Grant	\$12,811.70	\$8,265.00	\$50,715.00	\$7,050.91	\$35,680.66	\$27,846.04
E001-E17 WCPLF Program	\$440.00	\$0.00	\$27,957.85	\$0.00	\$10,245.85	\$18,152.00
E001-E18 WIC Grant	\$8,078.48	\$8,192.87	\$60,945.13	\$10,837.15	\$64,185.76	\$4,837.85
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
E001-E26 CO20 Covid Response Grant	\$0.00	\$2,889.30	\$5,383.40	\$6,238.62	\$11,604.86	-\$6,221.46
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$810,923.36</b>	<b>\$25,431.84</b>	<b>\$799,409.46</b>	<b>\$100,537.23</b>	<b>\$546,320.33</b>	<b>\$1,064,012.49</b>

With no questions Dr. Jones motioned to accept the financial 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

The voucher report for period 07/17/2020 – 08/20/2020 was presented to board members for viewing and approval in the total amount of \$24,341.23 as follows: Supplies: \$10,734.63, Utilities: \$1,083.04, Contract Services: \$6483.26, Mileage/Expenses: \$114.30, State Fees: \$326.00, and Accreditation Fees \$5,600.00.

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

Allocations were presented to the board members in the following line items due to receiving a Notice of Award from Ohio Department of Health for Program Name: E27: Contact Tracing Grant (CT-20) in the amount of \$35,000.00.

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

**Fund:** E27 CT20 Contract Tracing Grant

Amount	Line Item	Line Item Description
\$18,345.00	E000-E01	Salaries
\$2,568.30	E000-E10	PERS
\$269.42	E000-E12	Medicare



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\$8,194.08	E000-E02	Supplies
\$3,000.00	E000-E03	Equipment
\$2,623.20	E000-E06	Contract Services

Adele: Is this a reflection of money that already been spent or is this a breakdown on how we anticipate using it.

Bonnie: This is the breakdown on how we anticipate using the award of \$35,000.00 for now.

Garen: We were just awarded another \$70,00.00 on top of that \$35,000.00 bringing the grand total to \$105,000.00. A revised budget will be completed and submitted to Ohio Department of Health for approval.

Dr. Jones motioned to approve the appropriation increases in the categories as presented, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

### **Environmental Report:**

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

With no questions or concerns 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 reported she recently inspected the Lakeland Academy School, and everything was good. Erika gave suggestions on having more hand washing signs posted.

Adele: Have the other schools been inspected? Erika: No, Harrison Hills School is new, and it is not mandatory by state that we must do school inspections at this time. The only time I inspect schools or jails is if it is requested. We can if we have the time, right now everything is on hold just like some of other programs are.

Adele: Is there another Registered Sanitarian or Sanitarian In Training potential to be interviewed. Garen: We did have the one Registered Sanitarian of interest but based on the contacting reference we decided not to invite that person in for an interview. I reached out to the Environmental Director at Belmont County Health Department because they were also in the process of hiring. Belmont shared a few resumes with us and stated if there was anybody that is of interest to us, he would reach out to that candidate and would have them contact us.

### **Accreditation:**

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



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Leann updated the board members stating she is still waiting on some pending items, but we are set for submitting on August 23, 2020.

Kent Murray motioned to approve the Accreditation portion of the Consent Agenda, seconded by Melissa Powers, all voted yes, motion carried. Ayes: All Nays: None

**Administration Report:**

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

Adele: Garen we can get employee performance reviews on a schedule here by the next meeting so that everybody will have a review this year now that the job descriptions are complete?

Garen: yes

Melissa Powers motioned to approve the Administration portion of the Consent Agenda, seconded by Kent Murry, all voted yes, motion carried. Ayes: All Nays: None

**Discussion:**


Garen reported mandatory mask went into effect for all schools in Ohio.

Garen gave recommendation to the Board of Health and the Health Commissioner for the **hiring of the full time Fiscal Officer position** that was advertised and recommended Katie Norris at a rate of \$19.40/hr. with a six month performance review and an increase in pay after her six month probational period ends. Garen informed the board members she graduated with a health service administration degree from Ohio University Eastern.

Dr. Jones motioned to offer the position to Katie Norris as discussed, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

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

Respectfully submitted,

  
\_\_\_\_\_  
President

Date: 9/17/2020

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

Date: 1/12/2021