



**HARRISON COUNTY GENERAL HEALTH DISTRICT**  
**Minutes of the Board of Health**  
**Held September 17<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 1:02 pm.

**Board Members Present:**

Mrs. Adele Mason  
Mr. Kent Murray  
Mrs. Kate Sedgmer

**Absent:**

Dr. Dan Jones  
Ms. Melissa Powers

**Staff Members and Other Members Present:**

Scott Pendleton, Health Commissioner  
Garen Rhome, Administrator  
Bonnie Snider, Fiscal Officer  
Katie Norris, Fiscal Officer in Training  
Erika Battistel, Director of Environmental  
Teresa Koniski, RN  
John Carr, Emergency Preparedness Coordinator  
Leann Cline, PHAB Accreditation Coordinator

**Approval of Minutes:**

The previous minutes from August 20th, 2020 were motioned for approval as written by Kate Sedgmer. 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 August were submitted for Board review. (see attached report).

Adele Mason, Board President asked for an update on positive COVID-19 cases and Harrison County residents being monitored in OCTS.

Teresa Koniski, DON responded that there had been an increase in the number of monitored residents in the past week due to both an outbreak associated with a large family funeral held in Harrison County as well as contacts from the outbreak at The Meadows facility.



# HARRISON COUNTY

## Public Health

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Garen Rhome, Administrator elaborated on the funeral case and Mrs. Mason stressed that the Health Department needed to continue to promote prevention methods and stressing hygiene protocols as much as possible.

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

1. Revenue received totaled \$35,180.58
2. Expenses paid totaled: \$62,755.32
3. August 31<sup>st</sup>, 2020 ending balance: \$1,036,437.75

CASH BALANCE REPORT						
Report Period: August 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	\$8,304.00	\$54,202.84	\$43,014.02	\$393,157.30	\$944,741.53
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$532,515.65			
E001-E02 Private Water	\$1,574.91	\$2,361.00	\$8,726.00	\$596.87	\$5,845.07	\$4,455.84
E001-E03 Food Service	\$14,005.75	\$537.90	\$33,354.50	\$1,640.61	\$30,179.86	\$17,180.39
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	\$2,212.67	\$2,968.11	\$2,623.14
E001-E11 Septics	\$2,171.24	\$1,352.00	\$20,132.10	\$398.94	\$21,958.00	\$345.34
E001-E12 RHWP Grant	\$12,737.06	\$1,178.67	\$13,039.31	\$1,985.07	\$19,683.65	\$6,092.72
E001-E14 PHEP Grant	\$12,811.70	\$0.00	\$50,715.00	\$4,244.91	\$39,925.57	\$23,601.13
E001-E17 WCPLF Program	\$440.00	\$8,622.00	\$36,579.85	\$0.00	\$10,245.85	\$26,774.00
E001-E18 WIC Grant	\$8,078.48	\$10,837.15	\$71,782.28	\$6,934.88	\$71,120.64	\$8,740.12
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	\$1,987.86	\$7,371.26	\$1,078.63	\$12,683.49	-\$5,312.23
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$0.00	\$0.00	\$648.72	\$648.72	-\$648.72
<b>Grand Total</b>	<b>\$810,923.36</b>	<b>\$35,180.58</b>	<b>\$834,590.04</b>	<b>\$62,755.32</b>	<b>\$609,075.65</b>	<b>\$1,036,437.75</b>

With no questions Kate Sedgmer 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 08/21/2020 – 09/17/2020 was presented to board members for viewing and approval in the total amount of \$39,019.28 as follows: Supplies: \$3,180.41, Utilities: \$1,463.08, Contract Services: \$33,439.44, Mileage/Expenses: \$220.05, Advertising & Printing: \$256.00, State Fees: \$290.00 and Promotional Items: \$170.30.



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

Purchase Orders were presented to the Board of Health for viewing and approval as follows:

<b>PO Number</b>	<b>Code</b>	<b>Description</b>	<b>Amount</b>	<b>PO Type</b>
20-1073	E000-E22	Promotional Item	\$170.30	Regular
20-1074	E000-E02	Supplies	\$25,000.00	Blanket
20-1075	E000-E03	Equipment	\$15,000.00	Blanket
20-1076	E000-E05	Utilities	\$5,000.00	Blanket
20-1077	E000-E06	Contract Service/In House	\$20,000.00	Blanket
20-1078	E000-E06	Contract Service/Leann Cline	\$25,000.00	Blanket
20-1079	E000-E06	Contract Service/WPCLF	\$25,000.00	Blanket
20-1080	E000-E07	Mileage/Expense	\$5,000.00	Blanket
20-1081	E000-E09	Advertising/Printing	\$3,000.00	Blanket
20-1082	E000-E13	State Fees	\$5,000.00	Blanket
20-1083	E000-E14	Contingencies	\$2,000.00	Blanket
20-1084	E000-E17	Insurance/License	\$1,000.00	Blanket
20-1085	E000-E21	Dues/Fees	\$800.00	Blanket
20-1086	E000-E22	Promotional Items	\$1,500.00	Blanket
20-1087	E000-E03	Equipment	\$5,000.00	Blanket
20-1088	E000-E03	Contract Service/Advanced Excavating	\$16,629.00	Regular

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

Bonnie informed the Board of Health that the Harrison County General Health District received an award in the amount of \$15,000.00 for Statewide Treatment & Prevention for Mental Health Stigma Reduction Initiative.

A letter was email dated August 28, 2020 to the Auditor and County Commissioners for approval for a new revenue line item and to increase expense appropriations as follows:

**Revenue Code: E001-E28**

Name: Mental Health Stigma Reduction Initiative

**E28: Program Name:** Mental Health Stigma Reduction Initiative



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Amount	Line Item	Line Item Description
\$15,000.00	E001-E28	Allocation Disbursement Awarded 8/13/2020

**Expense Appropriations: E28**

Amount	Line Item	Line Item Description
\$203.12	E000-E01	Salaries
\$500.00	E000-E02	Supplies
\$12,000.00	E000-E06	Contract Services
\$200.00	E000-E07	Mileage/Expense
\$1,964.88	E000-E09	Advertising/Printing
\$28.44	E000-E10	PERS
\$2.95	E000-E12	Medicare
\$100.61	E000-E15	Health Insurance

Kent Murray motioned to approve the new line item E001-E28, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

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

**E26: Program Name: CO20 Coronavirus Response Grant** Allocations were also presented to the board members in the following line items due to receiving an additional \$15,000.00 on a Notice of Award from Ohio Department of Health for Program in the total amount now being \$45,000.00.

A letter was emailed dated September 10, 2020 to the County Commissioners for approval to increase expense appropriations as follows:

- o Please **increase** appropriations in the following General Fund Line Item(s).

Amount	Line Item	Line Item Description
\$13,271.07	E000-E02	Supplies
\$11,065.89	E000-E03	Equipment
\$79.13	E000-E12	Medicare
\$763.98	E000-E10	PERS



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- Please **decrease** appropriations in the following General Fund Line Item(s).

Amount	Line Item	Line Item Description
(-10,180.07)	E000-E01	Salaries

Kent Murray motioned to approve the expense appropriation adjustments as presented, seconded by Kate Sedgmer, 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 reported after further discussion with the EPA, the owner does not need to be licensed because it has four or less campers, he does need a small flow system. The complaint was turned in via Covid case reporting. We are now waiting to hear back from EPA.

Garen pointed out that our department does not have a hand in the small flow systems, we do not permit, license, or inspect them. Harrison County Health Department simply is a liaison for EPA.

Adele: Will the new staffing be able to help you with anything you are delayed on?

Erika: We are behind on the food program and nuisance complaints, the septic and well programs are caught up. The new staffing will take a lot of training but will at first be able to help with paperwork and the work we must enter into Health Space which takes up a lot of time.

With no questions or concerns 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

**Accreditation:**

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

Adele asked about the orientation series and if it had a post test. Leann stated the 1<sup>st</sup> and 2<sup>nd</sup> trainings require the tests and certificates to be printed.

Adele asked Garen: As board members they are required to have a certain number of hours of continuing education. When these certificates are submitted, can they be put into the record to help meet (trainings), requirements as board members.

Garen: Yes.



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Dr. Pendleton stated his orientation course is completed and just needs to print the certificate.

Kent Murray 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 was submitted for Board review. (see attached report)

Garen and the board welcomed Katie Norris to the team as fiscal officer in training.

Garen informed the board that he met with a Sanitarian In Training stating she proceeded her SIT on her own and is ready to go. Garen recommended to the board to offer Tanile Dulkoski the position with us at a rate of \$19.40/hr. pay grade 7.

Kate Sedgmer asked Garen to see the paygrade document with ranges with Garen going into detail.

Erika reported Jean Haden from the State stated sanitarians are very underpaid and that hopefully salaries will go up in the future because statewide so many sanitarians are quitting.

Adele stated once annual performance reviews are on schedule will be less arbitrary for advancement of salaries.

Garen stated he will have the reviews completed by November's meeting.

After discussion on pay grades, Kate Sedgmer motioned to offer **Tanile Dulkoski the full time Sanitarian In Training position that has been advertised at \$19.40/hr.** pay grade 7 with a six month performance review and an increase in pay after her six month probational period ends. **Kent Murray seconded the motion.** all voted yes, motion carried. Ayes: All Nays: None

Garen informed the board the CT20 awarded grant will be used to bring on two nurses being Elizabeth Cumings and Holli Kulow from Harrison Hills to assist with contact tracing at a rate of \$22.05 per hour.

Garen updated board members about attending emergency board meetings due to the county being close to going to the "red" color indicator even though all but three cases are in the care facility.

Kate Sedgmer asked if the long-term care facility outbreak is pretty much under wrap.

Garen stated there is 25 patients in the wing with 19 positives thus far stating you can't know for sure, but the facility has done a good job of following protocol. The last 6 residents are being tested. All long-term care staff are mandated to be tested every other week.



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Garen confirmed the location of the drive thru flu clinic being held on October 9<sup>th</sup> at the Government Center building parking lot and stated the banner will be up at the square in Cadiz. Garen also informed them that advertising has been published in the Harrison News Herald stating social media has also been helpful.

The following forms were presented for viewing and approval as follows:

Form Number: 101.016 (9/20) Harrison District Volunteer Confidentiality Agreement

Form Number: 301.017 (4/20) Harrison County General Health District Nursing Progress Notes

Form Number: 311.007 (9/20) Harrison County General Health District Covid-19 Impacted Assisted Living Facility Observation Log

Form Number: 311.008 (9/20) Harrison County General Health District School Notification/Isolation Log

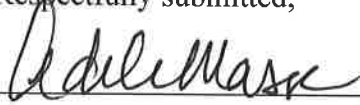
With no recommendations, after viewing, Kent Murray motioned to approve all forms as presented, seconded by Kate Sedgmer, all voted yes, motion carried. Ayes: All Nays: None

Garen informed the board he just received notification the county will stay at the orange indicator level for the upcoming week.

Kent Murray 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, Kate Sedgmer motioned to adjourn, seconded by Kent Murray, all voted yes, motion carried.

Respectfully submitted,

  
\_\_\_\_\_  
President

Date: 10/15/20

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

Date: 10/15/20