



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 December 17th, 2020

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

Call to Order: President Adele Mason called the meeting to order at 1:03 pm.

Board Members Present:

Mrs. Adele Mason

Dr. Dan Jones

Mr. Kent Murray

Absent:

Ms. Melissa Powers

Mrs. Kate Sedgmer

Staff Members and Other Members Present:

Dr. Scott Pendleton, Health Commissioner

Garen Rhome, Administrator

Bonnie Snider, Fiscal Officer

Katie Norris, Fiscal Officer in Training

Erika Battistel, Director of Environmental

John Carr, Public Health Emergency Preparedness

Teresa Koniski, RN

Leann Cline, PHAB Accreditation Coordinator

Approval of Minutes:

The previous minutes from November 19, 2020 were motioned for approval as corrected by Dr. Dan 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 Reports for November were submitted for Board review. (see attached report).

Adele asked if the department was able to contact the state regarding the WIC location move.

Teresa: Yes. We did get approval for that this morning.

Adele: You will proceed with planning the move and arranging the new facility?

Teresa: Right. I will probably need Board approval to hire a moving company or at least a U-Haul and some assistance.

Adele: How much of that can be delegated to Laura and Rebecca?



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Garen: I want to find an insured company or ask the county to move it for us. We do not need to have somebody injured.

Adele: Right. As of two days ago we are paying lease on two places so let us get it done.

Garen: We will also provide the hospital at least thirty-days' notice for when we start to leave.

With no further discussion, Dr. Dan Jones motioned to accept the Vital Statistic Report and the 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 November 30th, 2020 were presented to the Board of Health members for discussion and viewing as follows:

1. Revenue received totaled \$255,076.21
2. Expenses paid totaled: \$89,963.78
3. November 30th, 2020 ending balance: \$1,309,670.35

CASH BALANCE REPORT						
Report Period: November 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	\$3,456.93	\$70,352.39	\$59,091.99	\$551,811.95	\$1,042,740.89
E001-E05 District Health-Property Tax	\$0.00	\$0.00	\$773,020.11	\$0.00	\$0.00	
E001-E02 Private Water	\$1,574.91	\$4,854.00	\$16,892.00	\$1,383.60	\$10,855.70	\$7,611.21
E001-E03 Food Service	\$14,005.75	\$0.00	\$33,923.05	\$1,932.47	\$37,669.90	\$10,258.90
E001-E04 Pools	\$0.00	\$0.00	\$580.00	\$5.49	\$580.00	\$0.00
E001-E06 Camps	\$0.00	\$0.00	\$5,591.25	\$107.93	\$4,904.62	\$686.63
E001-E11 Septics	\$2,171.24	\$2,804.00	\$25,406.10	\$970.53	\$23,598.79	\$3,978.55
E001-E12 RHWP Grant	\$12,737.06	\$2,556.67	\$18,577.32	\$2,882.59	\$26,239.87	\$5,074.51
E001-E14 PHEP Grant	\$12,811.70	\$0.00	\$56,355.00	\$5,739.37	\$55,270.19	\$13,896.51
E001-E17 WPCLF Program	\$440.00	\$0.00	\$56,367.85	\$0.00	\$54,496.85	\$2,311.00
E001-E18 WIC Grant	\$8,078.48	\$8,196.08	\$95,868.86	\$7,675.16	\$95,947.50	\$7,999.84
E001-E22 Cribs for Kids - MCH	\$4,390.40	\$0.00	\$4,144.80	\$0.00	\$563.32	\$7,971.88
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	\$20,863.31	\$32,485.33	\$3,902.11	\$36,370.28	-\$3,884.95
E001-E27 CT20 Contact Tracing Grant	\$0.00	\$12,345.22	\$14,571.05	\$6,272.54	\$21,579.76	-\$7,008.71
E001-E28 Stigma Reduction Initiative	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00	\$15,000.00
E001-E29 CO21 Covid Response Grant	\$0.00	\$200,000.00	\$200,000.00	\$0.00	\$0.00	\$200,000.00
Grand Total	\$810,923.36	\$255,076.21	\$1,419,135.11	\$89,963.78	\$920,388.12	\$1,309,670.35
	R	R	R	R	R	

With no questions Kent Murray motioned to accept the financial report as presented and that the report be filed for audit, Dr. Dan Jones seconded the motion, all voted yes, motion carried. Ayes: All Nays: None



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The voucher report for period 11/20/2020 – 12/17/2020 was presented to board members for viewing and approval in the total amount of \$28,197.95 as follows: Supplies: \$12,386.24; Equipment: \$2,373.14; Utilities: \$2,882.75; Contract Services: \$6,398.02; Mileage/Expenses: \$2,150.97; State Fees: \$491.50; Insurance/License: \$93.50; Dues/Fees: \$681.00 and Promotional Items \$740.83

Bonnie quoted two additional vouchers as follows: \$870.00 to Supplies for CT20 Grant Inclement Weather Jackets and \$45.93 to Contract Services for Stericycle December Medical Waste Pickup Service.

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

Bonnie presented one Purchase Order to the Board of Health for viewing and approval in the amount of \$481.00 as follows:

<u>PO Number</u>	<u>Code</u>	<u>Description</u>	<u>Amount</u>	<u>PO Type</u>
20-1102	E000-E21	Dues & Fees\AOHC Dues	\$481.00	Then/Now

Adele: Does this get us through to the end of December?

Bonnie: Yes.

Kent Murray motioned to approve purchase order as presented, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented a December 2020 Cash Balance Report estimated to 12/15/2020 in support of a request to transfer funds. The report reflected a negative balance of (\$4,900.38) in the CO20 Covid Response Grant and a negative balance of (\$27,440.98) in the CT20 Contact Tracing Grant. Due to paying grant expenses until month end and the possibility of receiving ODH payment of these grants, the final transfer amount may differ.

Garen: A transfer from District Health?

Bonnie: Yes.

Adele: Is there a resolution number?

Bonnie: Yes. Resolution 2020-106.

Dr. Dan Jones motioned the adoption of **Resolution 2020-106** to transfer money as needed from fund E001-E01 District Health to fund E001-E26 Covid Response Grant and the transfer money as needed from fund E001-E-1 District Health to fund E001-E27 CT20 Contact Tracing Grant to cover end of year negative fund balances, seconded by Kent Murray, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented the Revenue Summary Report on monies received year to date.

Bonnie: For example, District Health received \$844,776.68 YTD and will need decreased because \$852,724.82 was allocated.



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Adele: Are there any others on this list of revenue summary that you want to point out?

Bonnie: Each fund will either need to be increased or decreased to the actual money received in.

With no further questions, Kent Murray motioned for approval of Bonnie making fund adjustments in the revenue summary as needed, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Bonnie presented the Expense Summary Report to reflect needing a motion to make expense adjustments as needed. Example: District Health's total allocation in all line items totaled \$682,129.30, the YTD total spent in all line items came to \$579,033.51. Bonnie asked for approval to adjust line items as needed in all funds.

Kent Murray motioned for approval of Bonnie making fund adjustments in the expense summary as needed, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Bonnie will present all final figures and reports to the Board during the January meeting.

Environmental Report:

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

Discussion:

Erika began with **Resolution No: 2020-105** that as part of the guidelines of said WPCLF grant, this governing body does hereby approve and award since contract #2019-09 to Jeff Rice (Designer) by this resolution for the specific residential sewage treatment systems listed on Attachment A, of which is part of this resolution.

Kent Murray motioned to approve Resolution No: 2020-105, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

Adele asked Erika if Health Space program issues were solved and if a contact to IT was made.

Erika stated she had not heard anything. Luckily, she saved her old laptop which is the only computer with the program. Environmental will block off three days next week to complete the cost methodology due by December 30th.

Adele: Is Tanile getting sufficient training time on Health Space?

Erika: I gave her my laptop a couple days ago and she has been entering inspections. I think you learn so much more this way looking up the rules.

Adele: Garen, have you heard from Larry?

Garen: I spoke with him on Wednesday and he is working on the fiscal software as we speak but I do not have any updates on Health Space.

Adele: Teresa, do you still have applications that need loaded by Larry?

Teresa: No. Most of my things go through portals so I am good.



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Dr. Dan Jones 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)

Leann reported she heard from Brittan Williams and Brittan's goal is to have the pre-site visit review within the first quarter of 2021.

Adele: Are you steadily working on reworks that you are identifying that may fail to meet requirements?

Leann: I am steadily working on the crosswalks and I will have them to Garen before end of year. I do not want to work too far ahead because I am unsure of what Brittan may toss back. We are trying to stay ahead of all requirements and keep everything up to date.

Adele: Are you 40 hours max per pay period?

Leann: I am 100 hours max per month.

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

Administration Report:

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

Garen stated he attended various new meetings and the Health Department would receive its first allotment, an expected 100 count, of the Moderna Covid-19 vaccine on Tuesday, December 22nd to strictly vaccinate Tier-1A members. Harrison County's portion of individuals include EMS, residents and staff at the county home, front-line patient direct care workers with Federal Qualified Health Centers and any residents and staff that work/live in congregate settings with developmental disability individuals. Garen expressed 100 vaccines certainly will not get us through all Tier-1A but that is what we get. Within our Tier-1A responsibilities we will have to ask those entities to triage themselves. It is also based on the amount of up-take interest from those entities on whether to receive the vaccine.

Adele: Are there any other organizations or agencies in Harrison County that would have an allotment besides the Health Department and the hospital?

Garen: Right now, no. We have been seeking a list from ODH of all registered Covid-19 vaccination providers across the state so we can see who else in our jurisdiction will be vaccinating. They probably will not have Tier-1A responsibilities, but I want to know all entities eligible to receive vaccines. We do not want to be the only game in town come February, March and April. In our county, all our Capital Health long term care facilities were registered with the federal contract of CVS/Walgreens and, in theory, taken care of outside of responsibility of the local health department.



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Dr. Pendleton: Are the 100 doses enough for boosters?

Garen: No. The information is still trickling out from Moderna vaccine, but they are reported to be a twenty-eight-day booster. With the 100 we are not being asked or told to allocate that 50/50 for our own purpose. We are asked to make 100 initial vaccinations with the understanding we will ask those people to come back and get another dose.

Garen and Teresa discussed the new nursing preparedness trailer with a nurse's station and storage capacity.

Dr. Pendleton: Is this going to be used as a mobile vaccination clinic?

Teresa: Yes. It will be a mobile clinic that will have a sink and workstation inside.

Adele: Do we have storage for this? There are not any maintenance or insurance issues?

Garen: We do have storage and should not have any issues unless minimal maintenance.

Dr. Pendleton: What is our timeline?

Teresa: If we have an invoice before year end then we are good as far as paying for it through the grant. By the time they started building we would not have it until the end of January.

Garen: Teresa, do you want to say up to \$5,000.00?

Teresa: What we wrote into the grant was \$33,000.00 and the quote is just under \$35,000.00.

Dr. Pendleton: We need decals. People need to see it going down the road and know we are vaccinating citizens.

With no further questions, Dr. Dan Jones motioned to contribute up to \$5,000.00 from District Health to the CT20 purchase of a vaccination and service trailer, seconded by Kent Murray, all voted yes, motion carried.
Ayes: All Nays: None

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

Adele Mason opened the floor to any questions before entering executive session.

Kent to Garen: Have we had any deaths from covid?

Garen: For the entire duration, I think our first case was 04/14/2020, we are at eight covid-related fatalities.

Kent: Have we had anything recent?

Garen: Maybe six of those eight deaths came in the last month.

Adele: Looking at the ODH dashboard numbers, they do not always jive with the department's Facebook reporting. Is there a reason why it has only remained at three deaths on the dashboard?

Garen: The cases get within two or three every day, but you are right. That is a question I need to ask the data team. The graphic I prepare is strictly our residents. I am not sure what data point is not being picked up by ODH.



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Kent: Are we leveling-off or still climbing?

Garen: Today we will have a big unfortunate update of a lot of new cases. I would say in the last three days we have been trending down. Teresa can talk on this, but we are seeing fewer and fewer close contacts being identified outside the home. It is hard to say what the trend. In two or three weeks if it continues down, we can call it a trend.

Teresa: As an explanation for the large number: We have two current outbreaks at long term care facilities. Rapid tests they do in-house now count as positives instead of re-testing as before. Facilities are not able to upload test results into ODRS for us. We must enter the cases in manually so what you will see reported today are all positive cases from long term care facilities over the past four days.

Kent: How are we doing with the schools?

Teresa: The schools, thankfully, do not seem to spur additional cases. If there is a case, they are sent home and isolated and we have not had a person pass it on at the school.

Dr. Pendleton: Did we ever work with the school to get clean masks?

Garen: Yes.

Adele Mason moved to enter executive session at 1:45pm for personnel discussion matters. Roll call to vote to enter executive session:

Dr. Dan Jones	yes
Mrs. Adele Mason	yes
Mr. Kent Murray	yes

After discussion, the Board of Health exited executive session at 1:58pm and returned to regular session.

Adele: The BOH members coming out of executive session would like to make a motion.

The motion be that based on performance evaluation, Garen Rhome be awarded a 5% pay increase.

Kent Murray motioned to approve the awarding of pay increase for Garen Rhome based on performance evaluation, seconded by Dr. Dan Jones, all voted yes, motion carried. Ayes: All Nays: None

With no further business brought before the board, Kent Murray motioned to adjourn at 2:02pm, seconded by Dr. Dan Jones, all voted yes, motion carried.



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Respectfully submitted,

Adelle Mason

President

Date: 12/17/2020

Vice President

Date: _____

Scott Pendleton

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

Date: 1/21/21