



JEFFERSON COUNTY General Health District

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**BOARD OF HEALTH
MINUTES OF SPECIAL MEETING
March 21, 2022
7:30 a.m.**

The special meeting of the Board of Health was held on Monday, March 21, 2022 at 7:30 a.m. in the 2nd floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

Board Members Present:

Terry Bell
Chief Clark J. Crago, Vice-President
Patrick Macedonia, M.D, President
Anthony Mougianis
Jean-Philippe Rigaud

Staff:

Andrew Henry, Health Commissioner
Kelly Wilson, Director of Finance/Administration
Michele Henry, Administrative Assistant

Absent:

Prosecutor:

Guests:

See sign-in sheet

CALL TO ORDER

The meeting was called to order at 7:30 a.m. by Dr. Macedonia, President. The Pledge of Allegiance was recited. All board members were in attendance.

FINANCIAL STATEMENTS

Dr. Macedonia commented he can't thank Kelly Wilson enough for getting us to the point we are today with the financial reports. He was so impressed with the report and doesn't think this department has ever seen such a thing before. He again thanked Kelly and Shelly for their hard work and the major accomplishment with the reports.

Dr. Macedonia asked why the TB fund is not an individual fund and rolled up into the General Fund. Kelly Wilson responded she has been asking the same questions and is unsure why it was set up this way and is working with the auditor's office to get this corrected. Dr. Macedonia questioned why there were accounts with negative balances. He understands why nursing is negative, but why is environmental? Kelly Wilson explained that there was a delay in receiving payment for bills sent the end of 2021 and there are items we are unable to bill for that is actual



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time spent in the solid waste program. Kelly spoke to Health Commissioner Henry about these items and he in turn has been in conversations with the solid waste authority. Hopefully this will be rectified in 2022.

Kelly Wilson also pointed out the disclosure that she included on the report saying that we are not in compliance with the Ohio Law as she was instructed by the auditor’s office. By the end of 2021 we should’ve be going to the State of Ohio Tax Commission and asking for the permission to transfer funds from one fund to another so as not to have a negative balance. However, nursing is always going to be in the negative and we will never be able to cover that so we are disclosing that up front. The more you disclose up front the better off we are.

In speaking about where the numbers come from for the upcoming budget, Kelly Wilson explained that she reviews what the most current approved budgeted numbers are and compares those to the actual revenue and expenses received to come up with the ending balances.

In speaking of the balance in the CD& D fund, in looking at past board minutes there have been transfers made out of the CD&D fund to other funds. Health Commissioner Henry has reached out to the EPA, Shawn Blake and other Health Departments for their opinions and usage of CD&D funds. Health Commissioner Henry feels that solid waste should be covered with CD&D funds as they are a similar activity and some of the landfills inspected are both solid waste and CD&D waste landfills.

<i>Action</i>	<i>Motion to Approve 2021 Unaudited Financial Statements.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-25	Mr. Rigaud moved and Mr. Bell seconded a motion to approve 2021 Unaudited Financial Statements. Motion passed unanimously.	1 st - Rigaud 2 nd - Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Health Commissioner Henry spoke about the Steubenville and Toronto City Contracts that will be presented at the District Advisory Council on March 22. Our proposed price for both cities will be \$9.00 per capita, this is up substantially from previous years. This amount is in line with other health departments, and this amount comes from our annual financial report. In 2018, our local health department spent an average of \$37.00 per capita when you divide your expenses by your population. There are three categories used to determine the charges for the cities; foundational capabilities, foundational services and expandable services. The foundational services are what health departments use to charge because that is where the communicable disease control, chronic disease prevention, environmental public health, maternal child health and access to linkage of care comes into play. This allows health departments to charge the cities



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for services that the health department is actually providing. Dr. Macedonia asked what the per capita rate was last year, Health Commissioner Henry stated it was \$3.76. Kelly Wilson spoke up about a discrepancy she found in the annual financial report from last year. There was \$349,000.00 in expenses left off of the 2020 annual financial report submitted to the Ohio Department of Health. This in return affected the amount that was charged per capita on the city contracts last year. Health Commissioner Henry stated there is not a lot of guidance from the State to help with the city contracts other than the per capita amount from the annual financial report. It's basically just a negotiation with Health Commissioner and the Mayors of the cities.

Dr. Macedonia asked about the population number, Health Commissioner Henry stated it was 18,161 times the \$9.00 per capita for a total of \$163,449.00. Dr. Macedonia asked if the Health Commissioner was comfortable justifying the substantial increase. Health Commissioner Henry stated yes as it is in the annual financial report and it's in line with other health departments in the state.

<i>Action</i>	<i>Motion to Approve Andrew Henry, Health Commissioner to Negotiate the Steubenville and Toronto City Contracts.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-26	Mr. Rigaud moved and Mr. Bell seconded a motion to approve Andrew Henry, Health Commissioner to negotiate the Steubenville and Toronto City Contracts. Motion passed unanimously.	1 st - Rigaud 2 nd – Bell Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

The 2023 overall budget summary was sent to the board for review. Kelly Wilson stated she has all the worksheets available to answer any questions the board may have. For the current budget for 2022, Kelly has updated the balances to reflect the actual 2021 ending balances to give a more accurate account of the fund balances. Reminder, the budget is projected numbers for 2023 based on the current 2022 approved budget. Kelly Wilson suggested sometime in May or June we should have a meeting for a revised 2022 budget when we have a better view on finances based on actual balances midway through the year of 2022.

Dr. Macedonia asked if it was possible to have percentage spent to budget on a monthly basis by category. Kelly Wilson states she would work on providing that data moving forward. After a discussion about nursing and the deficit of funds, Dr. Macedonia reminded everyone that we are in the business of public health and that nursing will never be a money maker. Kelly Wilson and Health Commissioner Henry have redone the percentages for salaries using no grant funding except for Maternal Child Health and the Cribs for Kids. No one should ever depend on grant monies to fund their departments as grants are not guaranteed funds. If you get a grant, then you can move a percentage of those salaries to the grant received.



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The money the Health Department receives from the cities should also be the amount charged to the townships. We haven't received an increase in that amount since 2012. We receive approximately \$209,000.00 from them annually. That money goes to the general fund to serve administration, nursing and environmental departments. Health Commissioner Henry thinks we should go to the budget committee to look into an increase from the townships. We are uncertain of the population number or per capita number that was used to make up the amount we receive. Terry Bell stated there is a way to get the population in the townships.

<i>Action</i>	<i>Motion to Approve Proposed Budget for 2023.</i>	<i>Vote Detail (Roll Call)</i>
Motion-2022-27	Mr. Rigaud moved and Chief Crago seconded a motion to approve proposed budget for 2023. Motion passed unanimously.	1 st - Rigaud 2 nd - Crago Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud – Aye

Kelly Wilson brought up a letter that she found when researching the townships and the money we receive. In 2020, the former health commissioner had gone to the Jefferson County Budget Committee and Kelly asked the board if they remember a letter that was received after that. The budget submitted and approved in 2020 was a negative budget. We received that letter back that the proper process was not followed. The board needed to submit an updated budget that wasn't negative. Dr. Macedonia said he recalled that budget being approved at the 11th hour March 31st at 8:00 pm. It was recognized as being a negative budget.

Health Commissioner Henry called E.J. Conn last Friday to see what the actual process is in obtaining an increase in funding from the townships. E.J. Conn was unsure of the process and stated he would look into it and get back to the Health Commissioner. Health Commissioner Henry sent a copy of the letter to E.J. Conn and he will let us know how they would like us to proceed. Dr. Macedonia asked who was on the Budget Commission, Health Commissioner Henry stated it was the Prosecuting Attorney, Jefferson County Treasurer, and the Jefferson County Auditor.

Health Commissioner Henry reminded the board that staff wage increases were discussed prior to the end of the year. This past week at huddle some staff had asked if there was going to be a raise for 2022, the Health Commissioner stated we were having a special meeting this week to discuss ending fund balances for 2021 and for the 2023 budget. Our decision on wage increases was going to be based on the ending balances of 2021. Now that we have the ending balances could we discuss now or schedule a meeting to discuss possible wage increases? Kelly Wilson will send the wage increase calculations to the board to review.



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<i>Action</i>	<i>Motion to Schedule Special Meeting Monday March 28 at 5:00 pm to Discuss 2022 Wage Increases.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-28	Mr. Rigaud moved and Chief Crago seconded a motion to schedule special meeting Monday, March 28 at 5:00 pm to discuss 2022 wages increases. Motion passed unanimously.	1 st - Rigaud 2 nd - Crago Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye


Dr. Macedonia again thanked Kelly Wilson for her dedication to clearing up the financial reports.

<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2022-29	Mr. Rigaud moved and Chief Crago seconded a motion to adjourn. Motion passed unanimously.	1 st - Rigaud 2 nd – Crago Bell - Aye Crago – Aye Macedonia – Aye Mougianis - Aye Rigaud - Aye

There being no further business before the Board, the meeting was adjourned at 8:23 a.m.

The next regular meeting of the Board of Health is scheduled for Monday, April 18, 2022 at 8:15 a.m. in the Trumbull Towers Building, 2nd Floor. The yearly Re-Organizational Meeting with the election of a new chairman and vice chairman for the upcoming year prior to the regular board meeting.

ATTESTED:



Patrick H. Macedonia, MD, Board President



Andrew Henry, Health Commissioner