

Highland County Board of Health
Thursday, June 17, 2021

Agenda

1. Call to Order
2. Roll Call
3. Nursing and EH Monthly Reports
4. EH Nuisance Complaints

Cassanrda Hudnell - Blaire, 736 Blaine St. Greenfield.

5. Review - Act on minutes for the month of May, 2021
6. Review - Act on bills May 19, 2021 to June 17, 2021
7. COVID-19 Updates
 - a. Case Updates
 - b. Vaccine Update – Interact for Health
 - c. Funding Update – New Funding
8. Open Discussion
 - a. Vacation Time Policy Update
 - b. PHAB Update
 - c. Workforce Development Program
9. Adjourn

HCHD ENVIRONMENTAL HEALTH DIVISION ACTIVITY REPORT

Combined EH Stats

May

2021

SEWAGE PROGRAM

Variances/Consultations/Lot Splits		WPCLF Breakdown					
Sewage Variance Requests		Calendar Year	Grant Year	Amount Approved for	Date Closed	Spent	% Used
Sewage Consultations	110						
Lot Splits/Minor Sub: Approved	3	2018	2017	\$300,000.00	12/31/2018	\$46,461.80	15%
Lot Splits/Minor Sub: Disapproved		2019	2018	\$200,000.00	12/31/2019	\$180,407.35	90%
Grant Jobs Approved		2020	2019	\$150,000.00	12/31/2020	\$24,385.80	16%
2020 WPCLF Grants Closed		2021	2020	\$150,000.00	12/31/2021		
Note: 1/1/2021 - Small flow program handed back to the Ohio EPA		2022	2021	\$150,000.00	12/31/2022	TBD	
		2023	2022	TBD	12/31/2022		

Contractor registration* as of 5/18/2021

Registration Type	Count	Year to Date	Count	Notes	Count
Installer Registration (I)	2	Year to Date: I	22	Installer Training/Testing	
Septage Hauler Registration (SH)	1	Year to Date: SH	10	SH Truck Inspections	0
Service Provider Registration (SP)	1	Year to Date: SP	14	Contractors that offer O&M inspections on existing systems	15

TOWNSHIP	STSOM Inspections	Site Eval. Insp.	Final and 12 Month Insp	Completed Finals	Site Eval Completed	Installation Permit	Replacement Permit	Alteration Permit	STSOM Permits Issued
Brush Creek		2			2				1
Clay		2						1	
Concord	1	4			1	1			
Dodson		1							
Fairfield		1				1			
Hamer			1						
Liberty			2						
Jackson									1
Madison	1	1							1
Marshall	1		1						2
New Market			1						
Paint									
Penn			2			1			
Salem									1
Union	1	1	1			1			1
Washington									1
White Oak									
TOTALS	4	12	8	0	3	5	0	0	7
YTD Totals	33	35	12	2	26	8	0	1	33

PRIVATE WATER SYSTEM (PWS) PROGRAM

	PWS (new)	PWS (Other)	Public Water Supplies	Totals
Inspections	4	3		7
Consultations	5	4		9
Approved	2			2
Disapproved				
New Permits				
Alt. Permits				
Sealing Permit	2			2
Other Permits				

Water Haulers	
	Water Hauler Registrations(WH)
3	Year to Date: WH Registered
1	Truck Inspections
2	Consultations

Variance Requests	0
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Water Samples					
Water Samples	QT Bacterial Samples (Taken by HCHD)	QT Bacterial Samples (not taken by HCHD)	OTHER: (HCHD staff)	OTHER: (Non-HD staff)	Total Samples
# Taken	3		1		4
# Safe	3		n/a	n/a	n/a
# Unsafe			n/a	n/a	n/a

Nuisances & Solid/IW Program

Type	# Received	Inspections	Consultatio	Invalid	Abated	Other
Solid/nfectious Waste Complaints (EPA citation)		1	2			
Trash Complaints (Local code)	4	27	22		3	
Sewage Complaints from Public	2	4	8		1	
Sewage - Failing STSOM		1	4			
Pest/Vector Complaints	1					
All Other Complaints	0	0	0			
Total Complaints	7	33	36		4	
Year to Date	17	103	115	2	15	1
Solid and IW Waste Compliance Review						

RABIES - ANIMAL BITE PROGRAM							
# Reported - Dogs	8	26 events	Animal Bite Breakdown				
# Reported - Others	4		Type	Highland C,Events	Human Exposures	Non Highland Owner	Human Exposures
Investigations	7		Dog	7	7	1	1
Consultations	13		Cat	4	4		
Heads to Lab	0		Rabbits/Mice/Squirrel				
Positive			Bats				
YTD Reports	dogs		22	Raccoons			
YTD Reports	cat		8	Ferrets			
YTD Reports	other		3	Reptiles/Other			
YTD Reports	Non HC		5	Farm Animals			
YTD Reports	Victims	40	1 event had 3 victims	Non Highland County	1	1	

III. Specialty Consultations						
Bed Bugs	1	Mold		2	COVID EH Help at clinics	see below
Carbon Monoxide		Radon				
Formaldehy		PHAB			Roaches	
Lead in Water		COVID CONSULTS	May	4		
Lead Paint	1	COVID COMPLAINTS	may	4		
MHP		YTD (2021) Covid Complaints	as of 5/18/21	46	complaints since 4/1/2020	276

Scheduled Surveys						
Program	Agency	Last		Next Scheduled		
Food - RFE	ODA					
Food - FSO	ODH			9/20/2021		
Private Water Program	ODH					
Campgrounds	ODH	12/01/19				
Household Septic	ODH	10/01/19				
Swimming Pools	ODH	12/01/19				
Solid Waste & IW	EPA	12/01/20				

MEETINGS/TRAININGS

TITLE	Agency	Date	Date	Date	Date	Date	Date
Board of Health	HCHD	5/20/21					
Staff Meeting	HCHD						
EH Staff Meeting	HCHD	5/5/21	5/27/21				
Sewage Committee	HCHD	5/21/21	5/27/21				
Training:	ODA - FOOD Program	5/24/21					
	ODH - Food Program	5/24/21					
Commissioners	Nuiance program						
COVID Calls & trainings	Multiple						
Phil	Covid Clinic help/other	5/5/21					
Chris	Covid Clinic help						
Cassandra	compliant binder update	5/21/21					
Anna -	Call/meetings/Clinic						
LEPC							

BCMH	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Home Visits	0	0	0	0	0	1							
Community Based Visits	0	0	0	0	0	0							
Office Visits	0	0	0	0	0	0							
PHN Referrals	0	0	0	0	0	0							
Active Cases	129	133	134	117	125								
Billed to Date	1,290.00	1,410.00	1,930.00	2,030.00	2,370.00								

H. Nursing updates

May 2021 Community Nursing Events

- 1 In school vaccine clinics were done at Bright, Greenfield, Fairfield and Hillsboro.
- 2 Covid clinics were held weekly, Moderna and Pfizer now offered
- 3 Care-A-Van in use each week. In May we stopped at Mt. Olive, Mowbrystown, Rocky Fork, Marshall, Pricetown, Allensburg, and April.
- 4 Chasidy, communicable disease nurse taught infectious diseases and prevention to OCEPI lifeskills, a court ordered substance abuse course.
- 5 Homebound and Migrant farm covid vaccinations completed

Looking forward:

- 1 Back to school clinics planned all summer.
- 2 Care-A-Van starting rotating schedule for July
- 3 Continuing to go to businesses and events with covid vaccine



Highland County General Health District

1487 North High St. Suite 400, Hillsboro, OH 45133

Telephone: (937) 393-1941 • Fax: (937) 393-4694 • Email: info@highlandcountyhealth.org

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NOTICE OF VIOLATION

Date: **12/3/2020**

Property Owner Name:	Thomas Bunch & Sarah Blair / SURV				
Mailing Address:	736 Blaine Street				
City:	Greenfield	State:	OH	Zip:	45123

Re: Complaint

Nature of Complaint:	Trash
Parcel Number(s):	26-19-001-075.00
Complaint Property Address:	736 Blaine St

The Highland County Health Department (HCHD) received the above-mentioned complaint and a HCHD staff member performed an investigation.

Date of Investigation:	12/2/2020
Complaint was found to be:	<input checked="" type="checkbox"/> Valid - Corrective measures must be taken. <input type="checkbox"/> Not Valid - No further action needs to be taken. <input type="checkbox"/> Outside of the jurisdiction of this agency at this time.
At the time of the inspection the following was observed:	Trash on the property.

You are currently in violation of the following code(s)/regulation(s) regarding this complaint:

<u>OAC 3745-27-05 (C)</u> "No person shall conduct, permit, or allow open dumping. In the event that open dumping is occurring or has occurred at a property, the person(s) responsible for the open dumping, the owner of the property, or the person(s) who allow or allowed open dumping to occur, shall promptly remove and dispose or otherwise manage the solid waste in accordance with Chapter 3734. of the Revised Code, and shall submit verification that the solid waste has been properly managed. [Comment: Prompt removal and disposal of solid waste does not relieve any obligations under state or federal environmental statutes. This may include environmental clean-up of the site and/or remediation of ground water contamination resulting from the open dumping.]"
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This public health nuisance must be abated by the deadline.

Deadline(s):	January 21, 2021
Corrective Action(s):	1. Contact this office prior to the deadline to schedule a re-inspection for verification of compliance. • Please note that under Ohio Administrative Code 3745-

	19-04 - the burning of materials which contain rubber, grease, asphalt, liquid petroleum products, plastics or building materials is prohibited.
Failure to comply:	<u>If the deadline is not met and our office contacted for an inspection</u>, your case will be turned over to the Highland County Board of Health at their next scheduled monthly board meeting.
	Board meeting date: February 18, 2021

Highland County Board of Health meets on the 3rd Thursday of each month at 9:00 AM in the Health Department's meeting room. These meetings are open to the public. If a meeting must be changed it will be posted on local news media, HCHD social media, and posted on the hall bulletin board.

Please contact this office with any questions or concerns regarding your responsibilities in this matter. Your questions will be best answered by the sanitarian handling this case. Updates regarding remediation actions should also be directed to this sanitarian:

HCHD Sanitarian handling this case:	Cassandra Hudnell
e-mail:	chudnell@highlandcountyhealth.org
Phone:	937-393-1941 ext. 106

Sincerely,

Cassandra Hudnell
 Sanitarian-In-Training
 Environmental Health Division

CC:

Highland County Health Department hours of operation:
 8AM-5:30PM Mon. & Wed.; 8AM-4PM Tues., Thurs., & Fri.
 Hours may vary during holiday weeks



6/1/21 736 Blaine St. CH



6/1/21 736 Blaine St. CA



6/1/21 7300 Blaine St. CA



6/1/21 736 Blaine St. OH

MINUTES

BOARD OF HEALTH MEETING HIGHLAND COUNTY, OHIO

Thursday, May 20, 2021

The Highland County General Health District Board of Health held its May, 2021 meeting on May 20, with the following members present:

Mr. John Holt
Mr. Rob McCray
Mr. Craig Edgington (Via Phone)
Dr. Julie Karnes
Mr. Tim Parry

1. Call to Order

The Board of Health meeting was called to order by Mr. Holt at 9:10AM.

2. Roll Call

The following individuals were present at the meeting:

John Holt
Rob McCray
Craig Edgington (Via Phone)
Dr. Julie Karnes
Tim Parry
Jared Warner, Health Commissioner
Anna McCoppin, Director of Environmental Health
Bonnie Rusch, Director of Nursing (via Zoom)
Connie Page, Fiscal Officer
Philip Webb, Sanitarian
Cassandra Hudnell, Sanitarian-in-Training

3. Nursing and EH Monthly Reports

Ms. McCoppin and Ms. Rusch presented monthly report statistics to the BOH.

4. EH Food Fees Update

Ms. McCoppin provided an update on the revised food fee schedule and the refund process.

5. EH Nuisance Complaints

- a. **Solid waste/trash/off rim tires** – James III & Beverly Christ - 12870 US HWY 50 (Rainsboro)

Mr. Webb presented information regarding a solid waste/tire nuisance located

at the above address. After discussion, Mr. Parry made a motion to provide an additional 30 days, after which EH staff should send this complaint to the prosecutor. Mr. McCray seconded the motion. Motion carried unanimously.

b. Sewage Nuisance – Richard Whitenack - 3838 US HWY 62

Mr. Webb presented information regarding a sewage nuisance located at the above address. After discussion, Mr. Parry made a motion to provide an additional 30 days, after which EH staff should send this complaint to the prosecutor. Dr. Karnes seconded the motion. Motion carried unanimously.

c. Trash Nuisance - Virginia Robertson, 844 Locust Ln

Ms. Hudnell presented information regarding a trash nuisance located at the above address. After discussion, Mr. Parry made a motion to send this complaint to the prosecutor. Dr. Karnes seconded the motion. Motion carried unanimously.

6. Review - Act on minutes for the month of April, 2021

Mr. Warner presented the minutes for the April, 2021 BOH Meeting. Dr. Karnes made a motion to approve minutes. Mr. Edgington seconded the motion. Motion passed unanimously.

7. Bills from April 15, 2021 to May 18, 2021

Ms. Page presented the bills from April 15, 2021 to May 18, 2021. Dr. Karnes made a motion to approve the bills. Mr. McCray seconded the motion. Motion passed unanimously.

8. COVID-19 Updates – Mr. Warner provided an update on current COVID-19 activities in the county for the following topic areas:

- a. Case Updates
- b. Vaccine Update
- c. Funding Update
- d. Mask Policy Updates

9. Open Discussion

Nuisance Position and Sinking Spring Project – Mr. Warner provided an update on two project proposals currently under review by the health department and community partners.

RS/SIT Position – Mr. Warner requested the Board’s approval to post and hire an RS/SIT position with an hourly rate of \$16.50 to \$17 hourly. Mr. Parry made a motion to approve the hiring. Mr. McCray seconded the motion. Motion carried unanimously.


COVID Clerk Position – Caitlyn Fletcher provided a letter of resignation in order to start a job in her newly finished degree field. Mr. Warner requested the Board’s approval to repost the position with the same hourly rate previously approved for the COVID Clerk / Administrative Assistant. This position is likely to be moved into the Nursing Clerk position when Ms. VanPelt retires in November, 2021. Mr. Parry made a motion to approve the job posting and hiring of this position. Dr. Karnes seconded the motion. Motion carried unanimously.

Volunteer Appreciation Day – Mr. Warner discussed a volunteer appreciation day event to thank those who helped during COVID-19 mass dispensing operations. Butler Springs offered a discount price of \$150 to host the event. Dr. Karnes made a motion to approve this expenditure. Mr. Parry seconded the motion. Motion carried unanimously.

Office Chairs – Ms. Page requested approval for an increased chair budget of \$4,200. Dr. Karnes made a motion to approve this increased budget. Mr. Parry seconded the motion. Motion carried unanimously.

10. Adjourn

Mr. Edgington made a motion to adjourn the meeting. Mr. McCray seconded the motion. Motion carried unanimously. Meeting was adjourned at 10:30 AM.



John Holt
Resident, Board of Health



Jared Warner, MEM, RS
Health Commissioner
Secretary, Board of Health

June

Prepared by: Connie Page

Estimated Health Salary Costs for June		Actual Health Salary Costs for May	
Item	Cost	Item	Cost
Salaries	\$53,100.96	Salaries	\$72,799.61
PERS - Employer Pickup	\$248.20	PERS - Employer Pickup	\$722.92
PERS - Monthly Contributions	\$5,991.46	PERS - Monthly Contributions	\$7,391.97
Medicare	\$603.46	Medicare	\$1,011.73
Insurance	\$11,201.22	Insurance	\$12,537.15
Total Estimated	\$71,145.30	Total	\$94,463.38

* May was higher due to hero bonus

* June higher due to Leah Lewis retirement payout

Health Expenses to be Paid			
Payee	Cat. Number	Item	Cost
GSK	E2	Medical Supplies	\$ 3,052.23
SOS	E2	Office Supplies	\$ 569.82
Bonnie Rusch	E2	Supplies for Caravan	\$ 22.52
Allied Too	E2	Batteries for AED	\$ 463.32
Amazon Business	E2	Desk light, light bases, other office supplies	\$ 211.30
Brittane Dance	E2	Computer Riser	\$ 24.66
Proforma Buckeye	E2	2 part invoices	\$ 287.89
Fifth Third	E2	Adobe Softwre	\$ 481.55
Greystone Systems Inc	E5	Quarterly Security	\$ 99.00
Greystone Systems Inc	E5	Configure new AT&T internet	\$ 190.00
ComDoc	E5	Copier usage	\$ 269.22
Xerox	E5	Monthly Lease	\$ 214.29
AT&T	E5	Internet with one time installation	\$ 241.79
AT&T	E5	Cell phones	\$ 194.53
Ohio Helping Hands	E5	Office cleaning for May	\$ 700.00
HCFR Inspections, LLC	E5	Plumbing Permits	\$ 780.00
Highland District Hospital	E5	Lab Testing (May)	\$ 54.75
Charter Communications/Spectrum	E5	Phone Service (June)	\$ 396.91
NHBC	E5	3RD Quarter Condo Fees	\$ 9,089.50
Stericycle	E5	Sharps removal	\$ 137.02
Fifth Third	E5	Time tap, quick books, liftoff(email)	\$ 669.15
Ohio Treasurer of State	E5	Marc's Radios Jan. - April	\$ 210.00
Shala Schutte	E7	May Mileage	\$ 7.28
Chris Shope	E7	May Mileage	\$ 196.56
Anna McCoppin	E7	May Mileage	\$ 105.04
Philip Webb	E7	May Mileage	\$ 116.48
Cassandra Hudnell	E7	May Mileage	\$ 127.92
Bonnie Rusch	E7	May Mileage	\$ 19.24
Bonnie Rusch	E12	Reimb. For OPHA conference	\$ 20.00
Crystal Hensley	E12	Refund for STSOM	\$ 50.00
Marathon - Wex Bank	E12	Fuel for Caravan	\$ 155.35
Sue Boone	E12	Reimburse for Site Evaluation	\$ 200.00
Treasurer, State of Ohio	E17	Sewage Remits	\$ 405.00
Ohio Division of Real Estate & PL	E17	Burial Permits	\$ 2.50
Total General Health Expenses from 05/20/21-06/16/21			\$ 19,764.82

Restaurant Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	G1	Employee Salaries	
PERS	G1	Monthly Contributions	
Medicare	G1	Employer Medicare	
Treasurer, State of Ohio	G2	FSO Remits	\$ 350.00
Treasurer, State of Ohio	G2	RFE Remits	\$ 280.00
Cassandra Hudnell	G3	May Mileage	\$ 59.28
Philip Webb	G3	May Mileage	\$ 40.04
Anna McCoppin	G3	May Mileage	\$ 8.32
Total Restaurant Expenses from 05/20/21-06/16/21			\$ 737.64

Private Water Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	S78	Employee Salaries	\$ -
Treasurer, State of Ohio	S81	Private Water Permit Remit Fees(ODH)	
Treasurer, State of Ohio	S81	Private Water Permit Remit Fee(ODNR)	
Chris Shope	S87	May Mileage	\$ 9.36
Masi Labs	S83	Water Sample Testing	\$ 356.80
Philip Webb	S87	May Mileage	\$ 60.32
Total Private Water Expenses from 05/20/21-06/16/21			\$ 426.48

Swimming Pool Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries	E01	Employee Salaries	
PERS	E10	Monthly Contributions	
Medicare	E08	Employer Medicare	
Workers Comp	E10	Workers Comp	
Anna McCoppin	E07	May Mileage	\$ 2.08
Philip Webb	E07	May Mileage	\$ 16.12
Total Swimming Pool Expenses from 05/20/21-06/16/21			\$ 18.20

RV Park Expenses to be Paid			
Category	Cat. Number	Item	Cost
Salaries		Employee Salaries	
PERS		Monthly Contributions	
Medicare		Employer Medicare	
Workers Comp	E1	Workers Comp	
Treasurer, State of Ohio	E2	Campground remits	
Philip Webb	E03	May Mileage	\$19.76
Anna McCoppin	E03	May Mileage	\$4.16
Total RV Park Expenses from 05/20/21-06/16/21			\$ 23.92

Fund	5/1/2021	May Receipts	May Expenses	5/31/2021
General Health Fund	\$955,087.01	\$88,941.27	\$127,646.21	\$916,382.07
R/V Trailer Parks Fund	\$15,799.44	\$1,037.00	\$902.03	\$15,934.41
Swimming Pool Fund	\$8,067.55	\$189.00	\$614.22	\$7,642.33
Restaurant Fund	\$72,459.19	\$3,895.50	\$5,132.28	\$71,222.41
Private Water Funds	\$18,362.65	\$408.50	\$791.18	\$17,979.97
Capital Improvements	\$61,619.86			\$61,619.86
Totals	\$1,131,395.70	\$94,471.27	\$135,085.92	\$1,090,781.05



Highland County General Health District

1487 North High St. Suite 400, Hillsboro, OH 45133

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June 17, 2021

Highland County Budget Commission
Administration Building
Hillsboro, Ohio 45133

Dear Budget Commission Members:

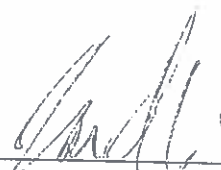
At its regular meeting of June 17, 2021, the Board of Health approved the request for additional appropriations from unappropriated funds as follows:

Action	Fund Code	Fund Description	Changed Amount	Revised Approp.
Increase	0245-E000-E01-006	Salaries	\$55,673.00	\$ 680,673.00
Increase	0245-E000-E10-010	P.E.R.S	\$ 4,311.00	\$ 94,314.00
Increase	0245-E000-E15-020	Insurance	\$ 7,415.00	\$148,415.00

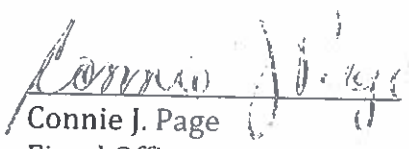
Revised Expenditure total \$67,399.00

Attached is a revised budget with changes in yellow.

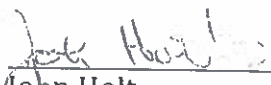
For the Board of Health:



Jared Warner
Health Commissioner
Secretary, Board of Health



Connie J. Page
Fiscal Officer



John Holt
President, Board of Health

New Proposed as of: 11-19-20

Revised as of: 6-15-21

HIGHLAND COUNTY GENERAL HEALTH DISTRICT

Departmental Budget for the Year

Code	Expenditure Classification	Appropriation for 2021	Revised Appropriation for 2021
Fund:	General Health		
Expenditures:			
0245-E000-E01-006	Salaries	625,000.00	680,672.72
0245-E000-E02-040	Office Supplies	60,000.00	60,000.00
	Medical Supplies	120,000.00	120,000.00
0245-E000-E03-060	Equipment	10,000.00	10,000.00
0245-E000-E04-070	Contract Repairs	5,000.00	5,000.00
0245-E000-E05-075	Contract Services	112,000.00	112,000.00
0245-E000-E07-050	Mileage	18,000.00	18,000.00
	Meetings	500.00	500.00
	Board Members Pay	5,800.00	5,800.00
0245-E000-E09-045	Printing & Advertising	2,000.00	2,000.00
0245-E000-E10-010	P.E.R.S.	90,000.00	94,310.90
0245-E000-E11-025	Workers Compensation	7,000.00	7,000.00
0245-E000-E12-090	Other - Miscellaneous	4,000.00	4,000.00
0245-E000-E13-080	Transfers Out		
0245-E000-E17-090	Remit to State	45,000.00	45,000.00
0245-E000-E15-020	Insurance	141,000.00	148,414.97
0245-E000-E16-015	Medicare	10,200.00	10,200.00
0245-E000-E14-090	Property Tax Deductions/Fees	18,000.00	18,000.00
0245-E000-E19-075	Sewage Contracts	150,000.00	150,000.00
		1,423,500.00	1,490,898.59



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Public Health
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June 17, 2021

Highland County Budget Commission
County Administration Building
Hillsboro, Ohio 45133


Dear Budget Commission Members:

At its regularly scheduled board meeting held on June 17, 2021 the Board of Health approved the attached revised to the General Fund Expenditures budget for the year 2021, and directed that the revised budget be forwarded to the Highland County Budget Commission. Please note, changes are highlighted in the budget in yellow. This change is due to a formula error when the budget was first submitted.

For the Board of Health:



John Holt
President, Board of Health



Jared Warner
Health Commissioner
Secretary, Board of Health



Connie J. Page
Fiscal Officer

HIGHLAND COUNTY GENERAL HEALTH DISTRICT

Departmental Budget for the Year

Expenditure Classification		Appropriation for 2021	Revision for 2021
Fund: General Health			
Receipts:			
	Balance carryover	618,241.38	618,241.38
4140-E000-E01.900	State Subsidy/Grants	12,000.00	12,000.00
4140-E000-E02.500	Gross Property Tax - Inside Settlements	135,000.00	135,000.00
4140-E000-E03.500	Settlements	384,000.00	384,000.00
4140-E000-E04.500	Special Assessment Fees		
4140-E000-E04.900	Installer Registrations	600.00	600.00
4140-E000-E05.900	Sewage/Septic Permits	15,000.00	15,000.00
4140-E000-E06.900	Vital Statistics	65,000.00	65,000.00
4140-E000-E07.900	BCMh	5,000.00	5,000.00
4140-E000-E07.900	Immunizations	90,000.00	90,000.00
4140-E000-E07.900	Laboratory Testing	2,600.00	2,600.00
4140-E000-E07.900	Other Nursing Services	1,000.00	1,000.00
4140-E000-E07.900	PPD/Skin Tests	2,500.00	2,500.00
4140-E000-E08.900	Insp.)	15,000.00	15,000.00
4140-E000-E09.900	Septic Hauler	250.00	250.00
4140-E000-E12.500	Gross Property Tax Rollbacks and Personal Property (Intergovernmental)	55,000.00	55,000.00
4140-E000-E08.900	Loan Inspections	200.00	200.00
4140-E000-E13.900	MRC Sponsorship Grant		
4140-E000-E14.900	Mac Project Funds Grant	56,500.00	56,500.00
4140-E000-E16.900	P.H. Emergency Preparedness Grant	77,000.00	77,000.00
4140-E000-E17.900	Plumbing Fees	8,000.00	8,000.00
4140-E000-E08.900	Site Evaluations	12,500.00	12,500.00
4140-E000-E18.900	Body Art Licenses	500.00	500.00
4140-E000-E10.900	Other Receipts	500.00	500.00
4140-E000-E12.500	RCORP GRANT		
4140-E000-E19.900	Reimbursements		
4140-E000-E20.900	Sewage Reimbursements	150,000.00	150,000.00
		*** 1,556,391.38	1,706,391.38

***Forumula error on original
Appropriation

- D. No employee will be entitled to vacation leave under any circumstances until he/she has completed one (1) year of employment with a County Department.
- E. Vacations are scheduled in accordance with work load requirements of the individual department or office. For this reason, it is recommended that vacation requests of one (1) week or more be made at least one (1) week in advance of the proposed starting date.
- F. In no case may an employee take their vacation early, prior to the employee's anniversary date for any given reason.
- G. Vacation leave is earned while on vacation and sick leave, but additional vacation is not accrued through the accumulation of paid overtime.
- H. No vacation leave shall be accumulated over 240 hours, and no more than 50% of accumulated vacation time can be carried over to the next year. An employee is entitled to compensation, at his/her current rate of pay, for the pro-rated portion of any earned but unused vacation leave for the current year to his/her credit, at the time of separation or retirement, and in addition, shall be compensated for any unused vacation leave accrued to his/her credit, with the permission of the Appointing Authority, for up to 240 hours immediately preceding the last anniversary date of employment. This policy goes into effect after the employees second calendar year of service.
- I. Vacation leave is granted in the following increments:
 - 1. All other County Departments shall grant vacation leave in minimum units as determined by the Appointing Authority.
- J. Vacation pay benefits do not accrue to an employee on Workers' Compensation, who is not receiving a payment for sick leave or vacation leave, but only Workers' Compensation payments.
- K. An employee whose scheduled vacation falls within a week containing a paid holiday will not have the holiday charged against vacation.
- L. An employee who transfers from one agency to another will be paid for any unused vacation by the releasing agency. An employee transferring to Highland County who has less than one (1) year of service at the time of transfer will be eligible for the first vacation after completing one (1) year of combined service. (OAG 85-035)
- M. Personal Time is provided to each full time employee at the beginning of each calendar year. 24 hours of personal time are available for use during the year, but this time may not be carried forward, and no payout of this time is permitted if an employee separates from service for any reason. Personal time is requested and used by employees following the same procedures as vacation time.

2021 YTD Comparison

March Budget Comparison	2019	2020	2021	2020-2021 Difference
Revenue	\$ 99,258.10	\$ 138,386.42	\$ 122,758.35	\$ (15,628.07)
Expenses	\$ 217,771.55	\$ 269,930.02	\$ 272,669.66	\$ 2,739.64
Gen Balance	\$ 148,773.75	\$ 243,453.23	\$ 467,575.19	\$ 224,121.96
RV Balance	\$ 7,560.64	\$ 11,262.02	\$ 13,894.59	\$ 2,632.57
Swimming Balance	\$ 2,627.16	\$ 4,425.34	\$ 6,553.44	\$ 2,128.10
Food Balance	\$ 47,832.36	\$ 75,733.78	\$ 62,334.61	\$ (13,399.17)
Water Balance	\$ 7,366.87	\$ 12,261.62	\$ 17,925.91	\$ 5,664.29
Capital Balance	\$ 61,619.86	\$ 61,619.86	\$ 61,619.86	\$ -
Total Cash on Hand	\$ 275,780.64	\$ 408,755.85	\$ 629,903.60	\$ 221,147.75

As of March 2021 YTD we are +224,121.96 in General Fund Revenue vs. Expenses
 Total Cash on Hand Balance is +221,147.75 compared to this time in 2020

