

The Board of Health of the Knox County Health District held a regular meeting in the agency conference room with a digital platform option through Zoom for staff and guests only. The following were in attendance:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Jeff Harmer, President	Zach Green, Health Commissioner
Jason Whaley, President Pro-Tem	Joyce Frazee, Human Resource Director
Dan Brinkman	Katie Hunter, Fiscal Director
Diane Goodrich	Stacy Gilley, BH Director
Eric Siekkinen, RPh	Tina Cockrell, PHEN Director
Amanda Rogers, DVM	Nate Overholt, Environmental Health Director, Zoom
	Deanar Sylvester, Clinical Director, Zoom
	Ron Martinson, MD, Zoom
	Kristi Thomas, HR Generalist
<b>ABSENT</b>	
Barry George, MD	
Barb Brenneman	<b>GUEST</b>
Cyndie Miller, WIC Director	
Nan Snyder, Quality Director	
Lane Belangia, Community Health Center CEO	
Eric Helt	

**1. Convention**

**1.1. Call to Order**

Jeff Harmer called the meeting to order at 6:30p.m.

**1.2. Acceptance of the Agenda**

Diane Goodrich, made a motion to accept the agenda. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of the minutes for June 28, 2023 Board of Health meeting.**

Amanda Rogers, DVM, made a motion to approve the minutes for June 28, 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**1.4. Approval of the Bills**

Jason Whaley made a motion to approve the bills. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

APPROVAL OF BILLS JUNE 2023	
FUND	AMOUNT
801 - General Fund	23,714.99
805 - Swimming Pool Fund	535.00
806 - Food Service Fund	658.35
807 - Private Water Fund	3,445.45
808 - WIC Grant	40.63
809 - Sewage Program Fund	1,342.28
810 - RV Park/Camp Fund	440.00
811 - Creating Healthy Communities Grant	118.19
812 - Public Hlth Emergency Preparedness Grant	1,098.07
813 - MCH/CFHS Grant	532.76
814 - Community Health Center Grant	265,444.30
819 - Solid Waste	392.30
820 - ODH Grants	13,797.72
830 - Drug Free Communities	409.26
<b>Total</b>	<b>\$311,969.30</b>
<b>THEN &amp; NOW</b>	
801 - General Fund	6,386.26
805 - Swimming Pool Fund	535.00
806 - Food Service Fund	246.85
807 - Private Water Fund	1,290.40
808 - WIC Grant	40.63
809 - Sewage Program Fund	321.00
812 - Public Hlth Emergency Preparedness Grant	1,098.07
813 - MCH/CFHS Grant	479.98
814 - Community Health Center Grant	29,701.58
820 - ODH Grants	953.18
830-Drug Free Communities	409.26
<b>Total</b>	<b>\$41,462.21</b>

**1.5. Public Participation**

**2. Hearings/Readings/Regulations**

**2.1. Approval of household sewage treatment system variance for Tracy Tucker at 22885 Divan Road, Utica, OH 43080, lay Township Parcel # 10-00019.000 to allow the installation of an effluent distribution pipe from a Mother-In-Law suite under an existing driveway to an existing approved household sewage treatment system and cannot meet the isolation distances outlined in Ohio Administrative Code 3701=29-06(G)(3)(a).**

Dan Brinkman made a motion to approve the household sewage treatment system variance for Tracy Tucker at 22885 Divan Road, Utica, OH 43080, lay Township Parcel # 10-00019.000 to allow the installation of an effluent distribution pipe from a Mother-In-Law suite under an existing driveway to an existing approved household sewage treatment system and cannot meet the isolation distances outlined in Ohio Administrative Code 3701=29-06(G)(3)(a). Jason Whaley seconded the motion; in the negative: none. The motion was approved.

### **3. Special Reports**

#### **3.1. Board Report**

Jeff Harmer took time to recognize the passing away of Dr. Olas, a former Board of Health member. Dr. Olas was an intricate part of the organization and will be missed.

#### **3.2. Health Commissioner Report**

##### **3.2.1. Strategic Plan Quarterly Review**

- The deadline for the Accreditation Board is coming up. The Board of Health President, Jeff Harmer, will sign the letter August 1, 2023 to start uploading all documentation to the online platform.
- Stacy Gilley, LISW-S and Nan Snyder, RN have been promoted to Directors within their divisions. Stacy Gilley will now oversee the Behavioral Health department and Nan Snyder will oversee the Quality department within the Health Center division.
- The new phone upgrade is nearing completion. Kudos to the IT division for the smooth roll out of the new system.

### **4. New Business**

#### **4.1. Finance**

##### **4.1.1. Income and Expenses**

Jason Whaley made a motion to approve the income and expenses. Diane Goodrich seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Siekkinen, RPh, Dan Brinkman and Amanda Rogers, DVM; in the negative: none. The motion was approved.

##### **4.1.2. Approval of Resolution 2023-12 Transfer/Advances.**

Jason Whaley made a motion to approve Resolution 2023-23 Transfer/Advances. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

#### **4.2. Personnel**

##### **4.2.1. Approval to hire Wendy Sullins, Administrative Assistant, effective July 31, 2023.**

Eric Siekkinen, RPh, made a motion to approve the hire of Wendy Sullins, Administrative Assistant, effective July 31, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

##### **4.2.2. Approval to hire Marissa Mahathy, Dental Assistant, effective July 31, 2023.**

Eric Siekkinen, RPh, made a motion to approve the hire of Marissa Mahathy, Dental Assistant, effective July 31, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

##### **4.2.3. Approval to hire Elizabeth Brooks, LPN, effective August 7, 2023.**

Eric Siekkinen, RPh, made a motion to approve the hire of Elizabeth Brooks, LPN,, effective August 7, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.2.4. Approval to hire Kristina Foreman, Clinical Counselor, effective August 21, 2023.**

Eric Siekkinen, RPh, made a motion to approve the hire of Kristina Foreman, Clinical Counselor, effective August 21, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.2.5. Accept the resignation of Katelyn Blair, Medical Assistant, effective July 12, 2023.**

Eric Siekkinen, RPh, made a motion to accept the resignation of Katelyn Blair, Medical Assistant, effective July 12, 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**4.2.6. Accept the resignation of Tiffany Stevens, LPN, effective July 28, 2023.**

Eric Siekkinen, RPh, made a motion to accept the resignation of Tiffany Stevens, LPN, effective July 28, 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**4.3. Contracts**

**4.3.1. Approval of the Clinical Affiliation Agreement between the OSU College of Dentistry and KCCHC for senior dental students to be placed for clinical rotations, effective July 19, 2023 through July 18, 2026.**

Amanda Rogers made a motion to approve the Clinical Affiliation Agreement between the OSU College of Dentistry and KCCHC for senior dental students to be placed for clinical rotations, effective July 19, 2023 through July 18, 2026. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.3.2. Approval of the contract with Knox Area Transit for transportation usage to and from the Knox County Community Health Center, Health Week, Pool Party on August 11, 2023, with a monetary value of \$35.68/hour, not to exceed \$150 - pending legal approval.**

Diane Goodrich made a motion to approve the contract with Knox Area Transit for transportation usage to and from the Knox County Community Health Center, Health Week, Pool Party on August 11, 2023, with a monetary value of \$35.68/hour, not to exceed \$150 - pending legal approval. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.4. Board Approvals**

**4.4.1. Accept the Public Health Workforce grant funding in the amount of \$445,000.00 effective 2023-2027.**

Eric Siekkinen, RPh, made a motion to accept the Public Health Workforce grant funding in the amount of \$445,000.00 effective 2023-2027. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**4.4.2. Approve the Fiscal Management Manual.**

Amanda Rogers, DVM, made a motion to approve the Fiscal Management Manual. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

**5. Board Information (Non-Action Items)**

**5.1. Health Commissioner and/or CHC CEO approved/signed the following:**

● **Health Commissioner and/or CHC CEO approved/signed the following:**

- MOU with Knox Community Hospital to provide dental and mental health services to KCH Swing Bed and Acute Rehabilitation patients, with no monetary value, effective August 1, 2023 through July 31, 2025.
- Addendum with Wood County to extend the Dental Hygienist services, through July 20, 2024.

● **Leadership Team**

**HEALTH COMMISSIONER - Zach Green**

- Notice of Award & Contract fully executed with Modern Builders Inc.
  - Legal & architectural approval without issue
- Quarterly Strategic Plan update has been uploaded in the July Board of Health shared drive.
- Fiscal team working with Senator Brenner in effort to assist ongoing revenue barriers from Ohio Department of Medicaid (ODM). 2022 Alternative Payment Method (APM) cost report is pending with the contractor. 2021 was submitted in a timely manner.
  - Kudos to Katie Hunter & her team for final submission of the 2022 Audit.
- Was nominated as President-elect with Mount Vernon Rotary Club.
- Community Foundation Grant submitted: requesting \$300k over a three year period for the revitalization of the downtown project. I will present to the Community Foundation Board on August 3rd.
  - Thanks to the new PR team for their assistance.
- Attended NACCHO 360 in Denver. Proud to report that we, KPH, are doing a lot of great work; however, Texas is superior with early detection & prevention leveraging wastewater surveillance.
  - David Hatley, KPH Epidemiologist has taken lead on local & state resources.
- Training on the new phone system has been completed & rollout is underway.
- The Public Health Accreditation Board (PHAB) has opened our application online as we will be submitting for re-accreditation in the coming months.

**FISCAL – Katie Hunter, Fiscal Director**

- Resolution 2023-12 transfer of funds is on the agenda for approval. All the transfers were within grant funds in order to expense them appropriately. Due to staff changes, we needed to reallocate funds.
- Approval of Public Health Workforce Grant in the amount of \$445,000, this grant runs for a five year term. The total amount of \$445,000 can be expensed at any time within that grant year term.
- The Fiscal Management Manual had only one change to it since last year. The new accreditation standards require us to write in the fiscal management policies how we will operate in the event of an emergency. We added additional language to accommodate that requirement. The manual was sent to the finance committee to review and approve.

**HUMAN RESOURCES – Joyce Frazee, Director**

- This month you will be asked to approve the hire of Elizabeth Brooks, LPN, effective August 7, 2023.

**ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director**

- A Household sewage treatment system variance application was provided by Tracy Tucker for 22885 Divan Road, Utica, OH 43080, Clay Township Parcel # 10-00019.000 to allow the installation of a Mother-in-Law suite to be connected to an existing HSTS on the property. To allow gravity flow and to prevent a lift station and additional pipe to be utilized the effluent distribution pipe from the suite will go under an existing driveway for the residence and therefore cannot meet the isolation distances outlined in the Ohio Administrative Code 3701-29-06(G)(3)(a) and will require a variance.
- The property owner for 3120 Johnstown Road, Centerburg, OH 43011 has purchased a household sewage treatment system permit and per a phone conversation between Registered Environmental Health Specialist Kyle Shackle and Bob Wilson from Bob Wilson and Son Excavating, the system will be installed on Jul 20, 2023 . Kyle Shackle will be out on site to inspect the entire HSTS system to ensure it is installed per the design requirements. If the system is not installed by July 28, 2023, the issue will be handed over to the Knox County Prosecutor for legal action.

**WIC – Cyndie Miller, RD, LD, CLC, Director**

- **Knox County WIC initial caseload for June 2023 is 760, a decrease of 19 from May 2023.** This is attributed to a reduced schedule during our transition to in-person appointments and staff vacations. Referrals included “3” to the Mommy & Me Smoking Cessation program and “7” to the CHC (4 Adults, 0 infants, and 3 children).
- **All appointments are now seen in-person.** There are exceptions to this on a case by case basis with WIC waivers in effect through August 11<sup>th</sup>.
- Knox County WIC’s breastfeeding initiation rate for May 2023 is 80.4%.
- Availability of Enfamil Prosobee (soy) powdered formula continues to be an issue at our local Kroger site. Weekly calls between State WIC and local WIC programs continue to provide updates on the situation. Alternative hypoallergenic formulas will continue to be offered indefinitely.
- WIC staff began issuing Farmers’ Market Nutrition Program coupons at the Mount Vernon Farmers’ Market on Saturday, June 24, 2023. Six, \$5 coupons are offered to eligible participants on a first come/first serve basis for locally grown fruits and vegetables. Staff will be at the market every Saturday in July, except July 2<sup>nd</sup>.
- Plans are being made for the upcoming Breastfeeding Awareness Month (BAM) in August 2023. More details will be reported next month.

**CLINICAL DIRECTOR – Deanar Sylvester, RN**

- **Danville Health Center-**
  - Open House is scheduled to take place on July 20<sup>th</sup>, 2:30- 4:30p. Hope to see you All there!
- **The Walk-in Clinic-**
  - We are looking to move the clinic into the renovated area within Fosters Pharmacy, by the end of July, 2023.
- **Chronic Care Staffing-**
  - Chronic Care Management meetings are held weekly, to plan a soft go-live on August 7<sup>th</sup>. We have a team consisting of 3 providers, 2 mid office staff, and a PSR, to participate in the initial implementation phase as our Chronic Care staffing team begins to enroll the first set of patients. We will follow closely to monitor for any barriers encountered from the point of enrollment through the billing process.
  - Once we receive confirmation of successful capturing, and appropriate follow through, we will train the remaining staff and providers, and open the program to the remaining providers' patients. We are looking forward to increasing our ability to capture and manage more patients with multiple chronic illnesses, by offering additional services to meet the needs of this patient population.
- **Staffing Update-**
  - We offered the Clinical Supervisor position to a candidate last month. She turned it down due to the flexibility of her current job, along with the amount of Paid time off she receives each year.
  - The STNA we hired, worked two days, and decided this was not a good fit for her.
  - We are looking forward to our newest team member, and LPN, to start later this month.

**BH DIRECTOR - Stacy Gilley, LISW-S**

- The Behavioral Health Dept. is currently in the process of conducting interviews with the hopes to add another Mental Health Provider to the Health Center by the end of July. Initial plans are for this Provider to split their time between the Main Health Center and the Danville Health Center.
- 3 Behavioral Health Providers have successfully transitioned into working 4 ten hour days at the Moore Family Practice location, providing Mental Health and Substance Abuse counseling to the community from 8am to 6:30pm.

**QUALITY DIRECTOR - Nan Snyder, RN**

- Welcome to the Quality Improvement Division. My name is Nanette (Nan) Snyder, RN as the director of this new division. I am excited to get to know all of you and introduce you to the direction of the division.

- I have been the Quality Improvement Coordinator at the Knox County Community Health Center for the last four years. I recently started my Doctorate in Nursing program at Franklin University. The Doctorate program at Franklin is focused on leadership, Quality Improvement processes and population health management. With the acquisition of Moore Family Practice and the Walk-in Clinic the number of unique patients of the center more than doubled. Because of the increase the progression of ensuring processes are in place, monitored and assessed for quality patient outcomes has needed more time and person power.




- As the Quality Director I will complete the Uniformed Data Systems report annually which is the grant report for HRSA. I will continue as the Administrator for the Electronic Medical Records (EMR) and work with Chris Kesterson- IT to become more active in the EMR workflows and implementation. Chris will also handle ALL technology for the KPH agency. The Population Health Navigator, will have the opportunity to grow a program from the ground up to meet HEDIS and CMS quality measures. These quality measures have been identified by CMS to help patients prevent chronic diseases. We will be working with the Ohio Association of Community Health Centers to help grow this position for the best patient outcomes and financial benefits of giving quality care.

- I look forward to presenting more on the growth of this division. Thank you for being a part of Knox Public Health and our community! --- Nanette Snyder, RN

## 6. Adjournment

Having no further business, Jason Whaley, made a motion to adjourn the meeting. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 6:50p.m.



Jeff Harmer  
Board President



Zach Green  
Health Commissioner