

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:

BOARD MEMBERS	STAFF
Jeff Harmer, President	Zach Green, Health Commissioner
Eric Helt	Joyce Frazee, Human Resource Director
Dan Brinkman	Katie Hunter, Fiscal Director, Zoom
Diane Goodrich	Pam Palm, Communications Director/PIO
Eric Siekkinen, RPh	Cyndie Miller, WIC Director
Jason Whaley, President Pro-Tem	Deanar Sylvester, Clinical Director
Barb Brenneman	Nicole Lybarger, Public Relations Coordinator
Amanda Rogers, DVM	Michael Scott, Maintenance/Facilities Coordinator
	Kyle Shackle, REHS
ABSENT	Stacy Gilley, BH Director
Barry George, MD	
Lane Belangia, Community Health Center CEO	
Ron Martinson, MD	GUEST
Nate Overholt, Environmental Health Director	Fred Main, Zoom
Tina Cockrell, PHEN Director	
Kristi Thomas, HR Generalist	

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:32p.m.

1.2. Acceptance of the Agenda

Eric Siekkinen, RPh, made a motion to accept the agenda. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for May 17, 2023 Board of Health meeting.

Diane Goodrich made a motion to approve the minutes for May 17, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of the Bills

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

APPROVAL OF BILLS MAY 2023	
FUND	AMOUNT
801 - General Fund	141,499.38
805 - Swimming Pool Fund	965.00
806 - Food Service Fund	455.13
807 - Private Water Fund	2,154.65
808 - WIC Grant	118.54
809 - Sewage Program Fund	1,289.00
810 - RV Park/Camp Fund	880.00
811 - Creating Healthy Communities Grant	102.66
812 - Public Hlth Emergency Preparedness Grant	40.63
813 - MCH/CFHS Grant	2,523.11
814 - Community Health Center Grant	262,101.29
819 - Solid Waste	607.70
820 - ODH Grants	18,381.23
830 - Drug Free Communities	5,938.96
Total	\$437,057.28
THEN & NOW	
801 - General Fund	7,168.94
807 - Private Water Fund	904.15
813 - MCH/CFHS Grant	253.69
814 - Community Health Center Grant	87,819.98
820 - ODH Grants	153.76
Total	\$96,300.52

1.5. Public Participation

- Fred Main

2. Hearings/Readings/Regulations

2.1. Approval of Sewage Treatment System variance for Miller Township Trustees at 13703 Sycamore Road, Mount Vernon, OH 43050, Miller Township Parcel # 44-50002.000 to allow a new septic system installation for a restroom where the septic tank, less than 10 feet away from a utility line (approx. five ft.) and also less than 50 feet away from the existing water well (approx. 38 ft.) and cannot meet the isolation distance requirements outlined in Ohio Administrative Code 3701-29-06(G)(3).

Dan Brinkman made a motion to approve the Sewage Treatment System variance for Miller Township Trustees at 13703 Sycamore Road, Mount Vernon, OH 43050, Miller Township Parcel # 44-50002.000 to allow a new septic system installation for a restroom where the septic tank, less than 10 feet away from a utility line (approx. five ft.) and also less than 50 feet away from the existing water well (approx. 38 ft.) and cannot meet the isolation distance requirements outlined in Ohio Administrative Code 3701-29-06(G)(3). Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

2.2. Approval of Resolution 2023-10 to Declare 3120 Johnstown Road, Centerburg, OH 43011, Milford Township Parcel # 42-00376.004 a Public Health Nuisance.

Eric Siekkinen, RPh, made a motion to approve Resolution 2023-10 to Declare 3120 Johnstown Road, Centerburg, OH 43011, Milford Township Parcel # 42-00376.004 a Public Health Nuisance. Barb Brenneman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich, Barb Brenneman, Amanda Rogers, DVM and Eric Helt; in the negative: none. The motion was approved.

3. Special Reports

3.1. Board Report

- Jeff Harmer thanked Pam Palm for her many years of service and dedication to KPH and presented Pam with a certificate on behalf of the Board of Health.

3.2. Health Commissioner Report

Zach Green reported: Introduced Michael Scott, Maintenance Coordinator for the agency and expressed gratitude for all the hard work in a short period of time. Health Equity toolkit will be ready for distribution on or before August 1st, 2023. LHDs will be receiving \$10k to enhance staff & community training regarding social determinants of health & the importance of health equity. The toolkit will be offered to community stakeholders & health districts across the state. Lastly, sincere gratitude to Ms. Pam Palm for her years of dedication and commitment to the community. She will be sadly missed.

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; in the negative: none. The motion was approved.

4.1.2. Approval of Resolution 2023-11 Transfer/Advances.

Eric Siekkinen, RPh, made a motion to approve Resolution 2023-11 transfers/advances. Barb Brenneman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich, Barb Brenneman, Amanda Rogers, DVM and Eric Helt; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approval to hire Logan Schofield, Public Relations Coordinator, effective June 20, 2023.

Diane Goodrich made a motion to approve the hire of Logan Schofield, Public Relations Coordinator, effective June 20, 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Katelyn Blair, Medical Assistant, effective July 10, 2023.

Diane Goodrich made a motion to approve the hire of Katelyn Blair, Medical Assistant, effective July 10, 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.2.3. Accept the resignation of Catie Hayes, Administrative Assistant, effective July 14, 2023.

Jason Whaley made a motion to accept the resignation of Catie Hayes, Administrative Assistant, effective July 14, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.2.4. Accept the resignation of Alayna Mowry, Public Relations Coordinator, effective July 14, 2023.

Jason Whaley made a motion to accept the resignation of Alayna Mowry, Public Relations Coordinator, effective July 14, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.2.5. Accept the resignation of Elisa Frazee, Program Coordinator, effective July 7, 2023.

Jason Whaley made a motion to accept the resignation of Elisa Frazee, Program Coordinator, effective July 7, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of the Contract with Licking County Health Department for epidemiological surge services, effective June 28, 2023 through June 27, 2024, with no monetary value.

Eric Siekkinen, RPh, made a motion to approve the contract with Licking County Health Department for epidemiological surge services, effective June 28, 2023 through June 27, 2024, with no monetary value. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of the Contract with Melissa Meier, DDS for dentist services within the Knox County Community Health Center, effective June 28, 2023 through June 30, 2024 with a monetary value of \$106.35/hour not to exceed \$90,000/year.

Eric Siekkinen, RPh, made a motion to approve the contract with Melissa Meier, DDS for dentist services within the Knox County Community Health Center, effective June 28, 2023 through June 30, 2024 with a monetary value of \$106.35/hour not to exceed \$90,000/year. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3.3. Approval of the Contract with Medline Industries Inc. for the purchasing of medical supplies, effective June 21, 2023, agreement runs conterminously with OSHN agreement and supersedes the prior Medline agreement.

Amanda Rogers, DVM, made a motion to approve the contract with Medline Industries Inc. for the purchasing of medical supplies, effective June 21, 2023, agreement runs conterminously with OSHN agreement and supersedes the prior Medline agreement. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1. Accept the 2024 TUPC grant from the Ohio Department of Health (ODH) for \$76,750.

Dan Brinkman made a motion to accept the 2024 TUPC grant from the Ohio Department of Health (ODH) for \$76,750. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

4.4.2. Accept the 2024 Public Health Emergency Preparedness grant in the amount of \$75,341.

Jason Whaley made a motion to accept the 2023 Public Health Emergency Preparedness grant in the amount of \$75,341. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.3. Accept the NOA H8GC47963-01-01, in the amount of \$27,500.00 for the intent to increase access to, confidence in and demand for updated COVID-19 vaccines through December 31, 2023.

Diane Goodrich made a motion to accept the NOA H8GC47963-01-01, in the amount of \$27,500.00 for the intent to increase access to, confidence in and demand for updated COVID-19 vaccines through December 31, 2023. Eric Helt 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:**
 - Contract with Amy Schuman, RDH, for dental hygienist services within the Knox County Community Health Center, effective July 1, 2023 through June 30, 2024 with a monetary value of \$40/hour not to exceed \$30,000/year.
 - Contract between the Freedom Center and Knox County Community Health Center to collaborate in the provision of outpatient primary care screening and monitoring services to their patients effective May 8, 2023 through May 8, 2028.
 - Contract with Catalyst Life Services and Knox County Community Health Center for qualified sign language interpretive and/or captioning services as needed effective July 1, 2023 through June 30, 2024 with a monetary value of \$70/hour.
 - Extended the Professional Service Agreement between Wood County General Health District and Knox County District Board of Health, via verbal conversation, for the provision of a Registered Dental Hygienist for one year ending February 16, 2024.
 - Agreement with Mental Health & Recovery for Licking and Knox Counties for services under a Federal US Department of Health and Human Services (HRSA) RCORP-Implementation and RCORP Psychostimulant Grants in the total amount of \$32,500, effective April 28, 2023 through August 31, 2025.
 - Agreement between KPH and the Community Health Access project (CHAP) Pathways Community HUB for community-based care coordination reimbursement of completed pathways for varying monetary amounts, effective June 15, 2023 through June 14, 2024 - pending legal approval.

- **Leadership Team**

HEALTH COMMISSIONER - Zach Green

- Sealed bids for the Strang Glass Remodel will be read 6/28 at 6:30pm.
 - All sealed bids are to be submitted by Noon that day
- Grant application is in progress and will be submitted to the Community Foundation in the coming weeks to be used for the revitalization of the downtown property.
 - Requesting \$300k over a three year period

- Senate passed Biennale budget back to the House - conference likely
 - REHS, Dry Wells, & replacement levy language removed - this is a win
- Ohio Department of Medicaid issues are ongoing which is directly impacting the revenue cycle for the Health Center
 - Senator Brenner reached out to Lt. Governor on KPHs behalf
- Appointed to the AOHC nomination committee by my fellow Health Commissioners across the state (jokes on the new guy??).
- Internal moves at Main Site in effort to create additional space for behavioral health services.
- Additional \$10k for Health Equity will be allocated to LHDs in the coming months
 - Toolkit nearing completion & may leverage these funds to offset local cost
- Thanks to all the accreditation Domain leads for their ongoing support & dedication, especially over the past month.

HUMAN RESOURCES – Joyce Frazee, Director

- Logan Schofield accepted our offer for the Public Relations position as Pam will be retiring. Logan graduated from Ashland University last month with a marketing degree. He has experience marketing IHeartMedia by managing 17 radio station Facebook accounts across Ohio and West Virginia. His first day with us was June 20, 2023.
- This month you will be asked to accept the resignation of Alayna Mowry, Elisa Frazee, and Catie Hayes. Each one left for various reasons. Alayna's position was filled with an internal candidate. Nicole Lybarger will be moving to the PHEN division working side-by-side Logan. Alayna plans to take some time off before pursuing her options and Elisa is a Certified Health Coach and will focus on her new business. We will not be filling the program coordinator role that Elisa was managing as this grant funding will no longer be available at the end of the grant cycle. Catie accepted an offer with another local agency. We wish them all the best in their future endeavors.
- We are continuing to interview for several open positions. Currently accepting applications for LPN, CMA, DA, EH Specialist, Administrative Assistant for WIC and to assist the CEO, Billing Specialist, Counselor, and Population Health Navigator.

FISCAL – Katie Hunter, Director

- The Annual Financial Report Costing Tool was completed and submitted to the Ohio Department of Health. Based on the report the 2022 per capita was \$166.15.
- Julian and Grube completed the Audit for Fiscal Year 2022, the report is located in the BOH monthly folder for June.
- Resolution 2023-11 has an advance pay back to the general fund. Advances have to be paid back within a year of the initial advance. We advanced funds to the ODH and TUPC Grant funds when they were created in August of 2022.
- Tobacco Use Cessation and Prevention (TUPC) Grant was renewed for \$76,750 for 2024.
- The Public Health Emergency Preparedness Grant was renewed for \$75,341 for 2024.
- The Health Center received additional funding for Covid-19 promotion in the amount of \$27,500 until December 31, 2023.

ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director

- The property at 3120 Johnstown Road, Centerburg, OH 43011, Milford Township Parcel # 42-00376.004 is a residence that was built in 2022. To date, no household sewage treatment system has been installed. The home is fully furnished and sewage program staff member, Kyle Shackle has been in contact multiple times with the property owner and two separate HSTS installers regarding the lack of an approved HSTS for the residence. It has been brought to the Environmental Health Directors attention by Knox County Prosecutor and the Milford Township Zoning inspector that the owner has been residing at the property without an approved HSTS for the residence. A certified letter was sent to the property owner giving him until the date of the June 28, 2023 board meeting to have the HSTS installed and inspected by sewage program staff. Failure to do so will result in the property being brought in front of the board of health for a public health nuisance hearing. The letter was delivered and left with an individual by the US Postal Service on June 15, 2023 at 12:56 pm. At the time of this report, no updates from the property owner or registered sewage installer have been provided to the EH Director or sewage program staff.
- The Miller Township Board of Trustees are putting in a restroom for their maintenance/road employee at 13703 Sycamore Road, Mount Vernon, OH 43050 in the maintenance building and are unable to meet the isolation distances for the small flows sewage system to a gas line and to the water well located on their property. The septic tank will be slightly less than the 10 ft. requirement (approx. 5-6 ft) to the gas line and less than the 50 ft. requirement (38 Ft.) from the well and will therefore require a variance for the sewage system.

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

- **Knox County WIC initial caseload for May 2023 is 779, an increase of 22 from April 2023.** Referrals included “6” to the Mommy & Me Smoking Cessation program and “13” to the CHC (10 Adults, 0 infants, and 3 children).
- “Curb-side services” continued as our method of service for WIC participants during the month of April. However, beginning May 1st all appointments are now seen in-person.
- Knox County WIC’s breastfeeding initiation rate for May 2023 is 82.3%.
- Availability of Similac Neosure has improved. Enfamil Gentlease and Prosobee formulas continue to be an issue at our local Kroger site. Weekly calls between State WIC and local WIC programs provide updates on the situation. Alternative hypoallergenic formulas and larger sizes of these formulas will no longer be offered after June 30th, 2023.
- An informational WIC Baby Shower was held at the main KPH site on May 24th with all hands-on-deck. This is the first in-person WIC Baby Shower event to be held since 2019, and everyone was excited to participate together. Attendance included twenty prenatals, family, and children. Speakers were included from community partners including Help Me Grow, Head Start, KPH PHEN division, Knox Community Health Center – Women’s Health and Behavior Health, Starting Point, Triple P, and WIC. Gifts were donated by Sew Special, LLC (Danville), Newborns in Need (Newark), Caresource, and Triple P.
- Preparations are being made for the Farmers’ Market Nutrition Program to begin at the end of June. Six, \$5 coupons for eligible participants will be offered for this season.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

- Danville Medical Move in Date 6/26/2023, operational date 6/27/2023
- Board (s) invited to visit pre-open house on 6/26/2023
- The two previous items culminate in the end of the Capital Projects in Danville and the CEO will be reporting the finalization status to HRSA July of 2023.
- New Contract Dentist, (Melissa Meier DDS) for board approval, 2 days a week in Danville allowing a total of 5 days a week operations for this practice with Dr. Beckett and Dr. Cheek.
- Approval item on agenda for KCCHC to participate in ACO application through the PCA beginning January 2024. Brings shared savings to all Ohio FQHCs for medicare patients.
- Acceptance of NOA for further Covid Vaccine Promotion totalling \$27,500.00.
- Personnel committee for the Co-applicant board met to review the CEO and provide annual assessment of position.
- Co-applicant board is looking for a new patient board representative coming from the Danville area. If you know anyone please have them contact Lane at 740-398-3488

COMMUNITY HEALTH CENTER – Deanar Sylvester, Clinical Director

- Loneliness Screening- For the past 6 months, we have had the pleasure of hosting Deb Garee, a Professor from Mount Vernon Nazarene University, in the Health Center, to complete her DNP project on screening patients for loneliness. Deb's plan to implement the UCLA 3 Item loneliness scale, was successful with identifying patients coming in for visits to the clinic that were experiencing feelings of loneliness. This project was proven to be beneficial for our HealthCenter, as it provided important insight and education to the team. Our plan is to continue the screening, with hopes of identifying more patients in need of connections to resources and services.
- Patient Care Navigator- Our Patient care navigator has received 114 referrals, to date. She aids patients with insurance enrollment, diet education, referral to community resources, assistance with housing, and enrollment in the Produce prescriptions. We have received many praises of appreciation from patients, for Lillian's assistance with services. As we look to expand more services, we expect and welcome future growth with Patient Navigation.
- Staffing- We continue to face challenges with maintaining consistent staffing needs, as with other Healthcare organizations across the nation. We are exploring opportunities to utilize STNAs in the clinic, as we have received some applicants for clinical positions. As we fulfill our current need to increase the number of support staff within the clinics, we look to add more Medical Providers as well.

6. Executive Session

At 7:25p.m. Eric Siekkinen, RPh, made a motion to enter into executive session for contract negotiations. Barb Brenneman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich, Barb Brenneman, Amanda Rogers, DVM and Eric Helt; in the negative: none. The motion was approved.

At 7:35p.m. Barb Brenneman made a motion to return to regular session. Eric Siekkinen, RPh, seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich, Barb Brenneman, Amanda Rogers, DVM and Eric Helt; in the negative: none. The motion was approved.

Dan Brinkman made a motion to approve the Health Commissioner contract pending legal approval. Eric Siekkinen RPh, seconded the motion; in the negative: none. The motion was approved.
Jason Whaley made a motion to accept the bid package from Modern Builders Inc., for the remodel of 202 West Vine Street property pending legal and architectural approval. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

7. Adjournment

Having no further business, Amanda Rogers, DVM, made a motion to adjourn the meeting. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:45p.m.



Jeff Harmer
Board President



Zach Green
Health Commissioner

