

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
Jason Whaley, President Pro-Tem	Joyce Frazee, Human Resource Director
Eric Helt	Lane Belangia, Community Health Center CEO
Dan Brinkman	Nate Overholt, Environmental Health Director
Diane Goodrich	Tina Cockrell, PHEN Director
Eric Siekkinen, RPh	Pam Palm, Communications Director/PIO
Barry George, MD	Cyndie Miller, WIC Director, Zoom
	Katie Hunter, Fiscal Director
ABSENT	Deanar Sylvester, Clinical Director, Zoom
Barb Brenneman	Amy Seward, Program Coordinator
Amanda Rogers, DVM	Chris Kesterson, Information Technologist
Ron Martinson, MD	Kristi Thomas, Administrative Assistant
GUEST	
Trevor Williams, Mt. Vernon Fire Department	

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:33p.m.

1.2. Acceptance of the Agenda

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

1.3. Approval of the minutes for January 18, 2023 Board of Health meeting.

Jason Whaley made a motion to approve the minutes for January 18, 2023. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of the Bills

Barry George, MD, made a motion to approve the bills. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

APPROVAL OF BILLS	
FUND	AMOUNT
801 - General Fund	34,734.89
805 - Swimming Pool Fund	57.65
806 - Food Service Fund	103.00
807 - Private Water Fund	1,296.40
808 - WIC Grant	91.51
811 - Creating Healthy Communities Grant	900.46
812 - Public Hlth Emergency Preparedness Grant	40.65
813 - MCH/CFHS Grant	951.50
814 - Community Health Center Grant	335,049.53
820 - ODH Grants	16,517.33
830 - Drug Free Communities	1,125.00
Total	\$391,313.50
THEN & NOW	
801 - General Fund	16,405.83
806 - Food Service Fund	75.00
807 - Private Water Fund	1,020.40
808 - WIC Grant	91.51
809 - Sewage Program Fund	122.13
812 - Public Hlth Emergency Preparedness Grant	40.65
814 - Community Health Center Grant	171,154.49
820 - ODH Grants	11,684.31
Total	\$200,594.32

1.5. Public Participation

2. Hearing/Readings/Regulations - None

3. Special Reports

3.1. Board Report

- Proclamation

Zach Green presented a proclamation to Captain Trevor Williams on behalf of the Mount Vernon Fire Department (MVFD), in recognition of going above the call of duty on December 25, 2022 in the response to fire alarms triggered at Knox Public Health due to a water line break. MVFD called for all available backup staff on duty to assist in salvaging as much as possible, unplugging electronics, shutting off power breakers, removing important documentation from the disaster area and tarping the computer server stack to prevent water damage. After the initial response, MVFD crews remained on scene to assist with clean up of the building including the squeegeeing of water from the building and relocating furniture to prevent any further property damage.

3.2. Health Commissioner Report

Zach Green reported:

- Rainbow Restoration will be on site at the main location to replace carpet and paint that was damaged during the water line break in December. Operations that can be moved to a satellite site

will be required to do so while the work is being done.

- Senate Bill 9 has been initiated into the Senate Committee and will change how Medical Marijuana is controlled within Ohio. It's imperative that the agency think of the future and the education that will play a key role if this bill passes.
- The State proposed a \$20 million budget to local Boards of Health.
- The agency is in process of hiring a Facilities manager. With the growth of the agency it is imperative that there is someone full-time to be able to handle any facility emergencies along with general maintenance that might need done in the future.

4. New Business

4.1. Finance

4.1.1. Income and Expenses

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

4.1.2. Approval of resolution 2023-03, Amended Certificate of Estimated Resources.

Barry George, MD, made a motion to approve Resolution 2023-03 Amend Certificate of Estimated Resources. Dan Brinkman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Barry George, MD, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich and Eric Helt; in the negative: none. The motion was approved.

4.1.3. Approval of resolution 2023-04 Transfer/Advances.

Eric Siekkinen, RPh, made a motion to approve Resolution 2023-04 Transfers/Advances. Dan Brinkman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Barry George, MD, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich and Eric Helt; in the negative: none. The motion was approved.

4.1.4. Approval of the 2023 Sliding Fee Scale for the Community Health Center based on the 2023 Federal Poverty Guidelines.

Jason Whaley made a motion to approve the 2023 Sliding Fee Scale for the Community Health Center based on the 2023 Federal Poverty Guidelines. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.1.5. Approval of the 2023 Knox Public Health fee schedule, which includes the Community Health Center fees for service.

Eric Siekkinen, RPh, made a motion to approve the 2023 Knox Public Health fee schedule, which includes the Community Health Center fees for service. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approve the hire of Mistie Rine, LPN, effective January 30, 2023.

Jason Whaley made a motion to approve the hire of Mistie Rine, LPN, effective January 30, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approve the hire of Kelly Hamilton, Dental Assistant, effective February 6, 2023.

Diane Goodrich made a motion to approve the hire of Kelly Hamilton, Dental Assistant, effective February 6, 2023. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2.3. Accept the resignation of Maryanne Wheatley, Dental Assistant, effective February 3, 2023.

Eric Siekkinen, RPh, made a motion to accept the resignation of Maryanne Wheatley, Dental Assistant, effective February 3, 2023. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of the Lease Agreement with the Ohio Department of Transportation, for 203 and 205 West Gambier Street, Mt. Vernon, Ohio, with no monetary value, effective February 1, 2023 through June 30, 2023 – pending legal approval.

Eric Siekkinen, RPh, made a motion to approve the Lease Agreement with the Ohio Department of Transportation, for 203 and 205 West Gambier Street, Mt. Vernon, Ohio, with no monetary value, effective February 1, 2023 through June 30, 2023 – pending legal approval. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of the Lease Agreement with Finishing Touch Nail Salon for 103 Mechanic Street, Mt. Vernon, Ohio, with no monetary value, effective February 1, 2023 through January 31, 2024 – pending legal approval.

Eric Siekkinen, RPh, made a motion to approve the Lease Agreement with Finishing Touch Nail Salon for 103 Mechanic Street, Mt. Vernon, Ohio, with no monetary value, effective February 1, 2023 through January 31, 2024 – pending legal approval. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.3.3. Approval of the Contract with Raison Group for the 2023 grant writing and application submission for the Knox County Community Health Center with a monetary value of \$95/hour not to exceed \$15,000/year, effective February 9, 2023 through project completion.

Barry George, MD, made a motion to approve the Contract with Raison Group for the 2023 grant writing and application submission for the Knox County Community Health Center with a monetary value of \$95/hour not to exceed \$15,000/year, effective February 9, 2023 through project completion. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3.4. Approval of the Contract with The Wood County General Health District for the 2023 for the Knox County Community Health Center to provide Registered Dental Hygiene Services at a monetary value of \$91.35/hour not to exceed \$60,000/year, effective February 15th, 2023 through July 19th, 2023 - pending legal approval.

Eric Siekkinen, RPh, made a motion to approve the Contract with The Wood County General Health District for the 2023 for the Knox County Community Health Center to provide Registered Dental Hygiene Services at a monetary value of \$91.35/hour not to exceed \$60,000/year, effective February 15th, 2023 through July 19th, 2023 - pending legal approval. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.3.5. Approval to enter into service agreement with Green Valley Design to oversee the Strang Glass project with a monetary value of \$38,000.

Barry George, MD, made a motion to enter into a service agreement with Green Valley Design to oversee the Strang Glass project with a monetary value of \$38,000. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

5. Board Approvals

5.1. Approval of Resolution 2023-05, Knox Community Hospital Maternity Licensure application.

Eric Siekkinen, RPh, made a motion to approve Resolution 2023-05, Knox Community Hospital Maternity Licensure application. Diane Goodrich seconded the motion; Barry George, MD, abstained from voting. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich and Eric Helt.; in the negative: none. The motion was approved.

5.2. Approval of the revisions to the Classification & Compensation Plan, Salary Scale and Job Descriptions FY2023.

Dan Brinkman made a motion to approve the revisions to the Classification & Compensation Plan, Salary Scale and Job Descriptions FY2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

5.3. Approval to enter into a purchase agreement to purchase agency phone system with a monetary value not to exceed \$95,000.

Eric Siekkinen, RPh, made a motion to enter into a purchase agreement to purchase agency phone system with a monetary value not to exceed \$95,000. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

5.4. Approval of Agency Emergency Response Plan (ERP).

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

5.5. Approval of the Workforce Development Plan.

Diane Goodrich made a motion to approve the Workforce Development Plan. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

5.6. Approval of the out-of-state travel for Amy Seward, Emergency Preparedness Coordinator to travel to the Life Savers Conference in Seattle, Washington on March 31, 2023-April 5, 2023 in the amount of \$2,000 paid through the Safe Communities Grant funds.

Jason Whaley made a motion to approve the out-of-state travel for Amy Seward, Emergency Preparedness Coordinator to travel to the Life Savers Conference in Seattle, Washington on March 31, 2023-April 5, 2023 in the amount of \$2,000 paid through the Safe Communities Grant funds. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

5.7. Approval of the out-of-state travel for Amy Seward, Emergency Preparedness Coordinator, to travel to the Preparedness Summit in Atlanta, Georgia on April 23, 2023-April 27, 2023 amount not to exceed \$2,500 through the PHEP Grant funds.

Jason Whaley made a motion to approve the out-of-state travel for Amy Seward, Emergency Preparedness Coordinator, to travel to the Preparedness Summit in Atlanta, Georgia on April 23, 2023-April 27, 2023 amount

not to exceed \$2,500 through the PHEP Grant funds. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

5.8. Accept the Notice of Award (NOA) from United Way in the lump sum amount of \$41,500.00; Knox Hygiene and Puberty School Education Programs in the amount of \$11,500, Knox Out Tobacco Program in the amount of \$20,000, and Senior Health and Wellness Program in the amount of \$10,000 beginning March 2023 through December 2023.

Eric Siekkinen, RPh, made a motion to accept the Notice of Award (NOA) from United Way in the lump sum amount of \$41,500.00; Knox Hygiene and Puberty School Education Programs in the amount of \$11,500, Knox Out Tobacco Program in the amount of \$20,000, and Senior Health and Wellness Program in the amount of \$10,000 beginning March 2023 through December 2023. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

6. Board Information (Non-Action Items)

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

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

- Addendum with Union County to accept an additional \$4,000.00 for Project Dawn site's, effective January 1, 2023 through March 31, 2023.
- Affiliation agreement with Knox Technical Center for Phlebotomy Students effective February 8, 2023 and ongoing.

6.2. Leadership Team

HEALTH COMMISSIONER - Zach Green

- In the BOH folder for this month, you will find three (3) architectural quotes for the remodel of Strang Glass located at 202 West Vine St.
- New phone system for the agency is budgeted to be replaced this year. Three quotes will be presented to the Finance Committee with the hope to have a motion this month.
- Contracts for parking downtown have been generated & additional liability coverage on behalf of the tenants are required.
- The administration building downtown, 201 West Vine Street will become offices for the finance division & health center admin staff. The goal is to be operational by the end of March 2023.
- Selecting agency wide QI projects this month. Projects will be selected from Performance Management data and HRSA requirements for the CHC. There will be a maximum for 3 agency wide projects this year.
- Filmed training videos with community partners to be included in our health equity tool kit, once videos are edited and produced - the tool kit will be complete and ready to distribute.
 - Kudos to Carmen Barbuto & Alayna Mowry
- Two Health on Wheels podcasts were released this month, one was on Social Determinants of Health - with guests from Licking County HD and Columbus Public Health. Released as a bonus episode on 2/14, also will be included in the tool kit.
- Accreditation team members continue to work on their domains in collaboration with Carmen. As a reminder, we are up for Reaccreditation this year and will begin document submission this summer.
- District Advisory Council is slated to meet in March for the annual meeting.

HUMAN RESOURCES – Joyce Frazee, Director

- Since the January BOH meeting we have onboarded two new staff members both within the Community Health Center division. Mistie Rine, LPN started January 30, 2023 and Kelly Hamilton joined the agency February 6, 2023 to fill the vacant dental assistant position.
- Maryanne Wheatley, Dental Assistant submitted her resignation effective February 3, 2023 to pursue other opportunities.
- Approval of the Workforce Development Plan is on the agenda for approval.
- The last few months Kristi and I have been meeting with Board Workforce Committee members Diane and Jason as well as Zach, Lane, Nate and Katie to review and revise the Classification and Compensation Plan and Salary Scale for classified employees. The final versions of both have been saved to the BOH folder for your review. Areas that were discussed and revised:
 - The plan and salary scale will be reviewed annually
 - Abolished the public health aide series
 - Added a Q/I Data Director role
 - Changed the allocation of administrative assistant positions by adding a series of classifications that reflect the duties and responsibilities of the positions. New titles include Billing Specialist, Financial Analyst, Accounts Payable, Patient Services Representative and HR Generalist.
 - Removed the title Health Professional at the recommendation of the WIC director
 - Added grades to adjust positions in the EH division
 - Added Physician in the provider section
 - Removed Merit Based Salary Increase section
 - Included language to allow HC authority to award Lump Sum Merit Payment up to \$2,000 without board approval
 - Added language that speaks to extending probationary period for new employees if needed

FISCAL – Katie Hunter, Director

- On the Revenue and Expense report you will see additional reporting for the General Fund.
 - The general fund is now broken down into another department 801.1519 that will track the Levy Funding; the 1st page is a total of the general fund, followed by the general fund (non levy) revenue and expense on page 2 and the levy fund revenue and expense on page 3.
- The Health Center has additional Revenue and Expense that will be tracked as well.
 - The Cost Report payments will be tracked separately from Fees.
 - Professional Services will be providers such as dentists, nurse practitioners, dental hygienists etc.
 - Principal and Interest will track the payments to the new location.
 - Food purchased by the agency will be tracked separately from supplies.
- The Fee Schedule is on the agenda for approval, there were no changes made from last to this year.
- The Finance Committee met to start reviewing the Budget for Fiscal Year 2024.

COMMUNICATION & MARKETING – Pam Palm, Public Information Officer

- With the input of Health Center administrative assistants, we created a new ‘universal’ appointment card to be used at all of the Health Center locations. All of the locations are featured on the back where the administrative assistant can check the correct location of the next appointment. The new cards allow for scheduling between sites since the health care providers work at multiple sites.
- We worked with Human Resources to create a new folder to be used during hiring and onboarding. In addition to the routine information, the new folder includes a list of our services on the back cover and features the accreditation logo and a history timeline of public health in Knox County on the front cover.

- A new handout has been created for Whooping Cough to distribute among the Amish community where there have been multiple cases among young children.
- Due to recurrent problems with our off-site website server (HostGator) - which have led to the site loading slowly or sometimes, not at all, - we are making plans to switch to a VPS – Virtual Private Server. The switch to VPS provides the agency with more storage space and much more bandwidth as well as better reliability when the public accesses the site.
- Rebranding for the Community Health Center is officially off and running. Burgie Media Fusion will conduct a focus group at the Feb.16 Co-Applicant Board meeting. BOH members are encouraged to attend the meeting or they can send comments or suggestions to Alayna at amowry@knoxhealth.com. The goal is to have a new name and logo by mid-spring to when renovations at the Danville Center sites are expected to be completed.
- Despite the unavailability of grant money, we were still able to promote radon awareness in January with an ad in the Town Money Saver and posts on social media and the website.

ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director

- Health Commissioner Zach Green, Environmental Health Director Nate Overholt and Registered Environmental Health Specialist Kyle Shackle met with Coshocton County Prosecutor Jason Given on January 26, 2023 to discuss the public health nuisance at 18240 Nunda Road, Howard, OH 43028. As previously mentioned, due to the owner of the property being a Knox County employee, the Coshocton County Prosecutor has been named special counsel for Knox Public Health as the Knox County Prosecutor cannot be our representative due to a conflict of interest. Mr. Given is reaching out to the legal counsel for the property owner in an attempt to remediate the situation prior to litigation. If any additional updates are received, I will notify the board of health members accordingly.
- The Environmental Health Division continues to search for an environmental health specialist to fill an open position. To date, there have only been a handful of qualified individuals that have applied for the position due to the requirements of a bachelor of science degree, along with submitting graduate transcripts to the Ohio Department of Health to review and approve the individual to practice environmental health.

PUBLIC HEALTH EDUCATION AND NURSING – Tina Cockrell, Director

- Elisa, Mike and Natasha all presented to United Way for support of puberty/hygiene, tobacco cessation and Senior Health & Wellness. All projects have been approved with support and a letter of award was received. This funding is processed through our 501C3 Knox Health Planning Partnership.
- We are included in a 6-county cohort to apply for another year of Project Dawn funding. Union County will remain the lead agency responsible for application and submission of reports. The new application includes installation of Naloxboxes in our community. Municipal Court and several community partners have expressed interest to install Naloxboxes within their agencies. In addition, a medical waste disposal program will be piloted where approved.
- David has applied for a scholarship to become certified in infection control, NAACHO and CDC has funding reserved for 35 Health Departments to increase capacity at the local level. The funding will reimburse up to \$2,500 for the cost of exam fees and study materials.
- Tobacco Cessation grant application has been submitted to ODH with an increase and inclusion of youth prevention the application total is \$76,750. Funding would start June 2023.
- DON is working with the Health Center to update policies for infectious disease treatment guidelines.

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

- Knox County WIC initial caseload numbers for January 2023 is 808. Referrals included “6” to the Mommy & Me Smoking Cessation program and “10” to the CHC (2 Adults, 0 infants, and 8 children).
- “Curb-side services” continued as our method of service for WIC participants during the month of January. WIC waivers are extended until August 9, 2023. Plans are being made to “open up” for all appointments later in the month of February.
- Additional Alternative Formulas (non-contract) may not be purchased with the WIC card after February 28, 2023. Plans are in process to communicate this information to WIC participants, local vendors, medical providers, and local WIC program partners. Weekly calls between State WIC and local WIC programs continue.
- National Nutrition Month is upcoming in the month of March. Our local program is collaborating with Snap-Ed Assistant, Tanner Cooper-Risser to provide educational videos with the theme, “Fuel the Future - Kids in the Kitchen.”
- Our breastfeeding initiation rate is no longer determined from COGNOS reports. State WIC is providing the breastfeeding stats each month. The percentages beginning in the new FY23 for WIC (October 1, 2022) are noticeably higher than in FY22. The breastfeeding initiation rate for January 2023 is 81.68%, down slightly from December’s initiation rate of 83.24%.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

- Annual UDS report submitted to HRSA on 2-3-2023, special thanks to Stacey Robinson and Shanea Mantel in Fiscal and Nan Snyder in QI for leading the charge to complete this large report. Work began in December.
- UDS board update planned this month for Co-app board, the health center experienced growth in every measure and was not negatively impacted by the walk-in clinic. 2021 UDS patient count 3790, 2022 patient county was 8835
- Danville remodels are going as planned, Knox County Dental is on hold at this time until the state approves outdoor building enhancements. Ribbon cutting planned look for invitation.
- Health Center Administrative staff to move the new home on Mechanic/Vine street within the next month.
- New Midwife will begin seeing patients the week of 2/7/2023 which will bring preventive women’s health back into the “scope” of the health center. The largest demographic of the center is women by more than 1000 patients.
- The position for the dentist in Danville is still open and actively being recruited for.
- I will be closely monitoring the availability of new access point grants and capital expansion grants for this year.

COMMUNITY HEALTH CENTER –Deanar Sylvester, Clinical Director – None

7. Executive Session

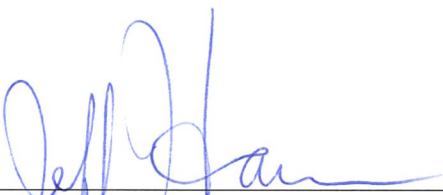
At 7:20p.m., Eric Siekkinen, RPh, made a motion to enter into executive session for contract negotiations. Jason Whaley seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Barry George, MD, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich and Eric Helt; in the negative: none. The motion was approved.

At 7:51p.m., Diane Goodrich made a motion to exit executive session. Dan Brinkman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Barry George, MD, Eric Siekkinen, RPh, Dan Brinkman, Diane Goodrich and Eric Helt; in the negative: none. The motion was approved.

8. Adjournment

Being no further business, Diane Goodrich made a motion to adjourn the meeting. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:53p.m.



Jeff Harmer
Board President



Zach Green
Health Commissioner