



Knox
PUBLIC HEALTH

11660 Upper Gilchrist Rd., Mount Vernon, OH 43050
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April 28, 2021

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. The following were in attendance:

| <u>BOARD MEMBERS</u> | <u>STAFF</u> |
|--|--|
| Jeff Harmer, President | Julie Miller, Health Commissioner |
| Eric Siekkinen, RPh, President Pro Tem | Zach Green, Deputy Health Commissioner |
| Barb Brenneman | Joyce Frazee, Human Resource Director |
| Dr. Amanda Rogers, DVM | Lane Belangia, Community Health Center CEO |
| Dr. Barry George, MD | Pam Palm, PEP Director |
| Diane Goodrich | Lisa Dudgeon, DON, PHO Director |
| EJ Pido | Katie Hunter, Fiscal Supervisor |
| Eric Helt | Bailie Miller, HR Generalist |
| | Brett Berger, IT |
| | Carmen Barbuto, Accreditation Coordinator |
| | |
| <u>ABSENT</u> | <u>GUESTS</u> |
| Nate Overholt, EH Director | Grant Peppers, Knox Pages |
| Cyndie Miller, WIC Director | |
| | |

1. Convention
1.1. Call to Order

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

1.2. Acceptance of Agenda

Eric Helt 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 March 24, 2021 Board of Health meeting.

The minutes of the regular meeting held, March 24, 2021 were reviewed and accepted. EJ Pido made a motion to approve the minutes. Eric Helt seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

Diane Goodrich made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Barb seconded the motion; in the negative: none. The motion was approved.

| FUND | AMOUNT |
|--|---------------------|
| 801 - General Fund | 53,879.36 |
| 806 - Food Service Fund | 2,159.84 |
| 807 - Private Water Fund | 1,143.69 |
| 808 - WIC Grant | 48.78 |
| 809 - Sewage Program Fund | 1,304.01 |
| 811 - Creating Healthy Communities Grant | 105.25 |
| 812 - Public Hlth Emergency Preparedness Grant | 2,895.99 |
| 814 - Community Health Center Grant | 156,287.97 |
| 819 - Solid Waste | 229.83 |
| 830 - Drug Free Communities | 3,203.98 |
| Total | \$221,258.70 |

THEN & NOW

| | |
|--|-------------------|
| 801 - General Fund | 1,897.45 |
| 806 - Food Service Fund | 732.00 |
| 811 - Creating Healthy Communities Grant | 105.25 |
| 812 - Public Hlth Emergency Preparedness Grant | 1,762.55 |
| 814 - Community Health Center Grant | 5,184.81 |
| Total | \$9,682.06 |

1.5. Public Participation - None

2. Hearing/Reading/Regulations

2.1.Approval of household sewage treatment system variance for Jeremy Thompson at 22243 Shadley Valley Road, Danville, OH 43014, Jefferson Township, Parcel # 38-00030.000 to allow installation of new HSTS system where the distribution pipe from the septic tank to the treatment area is required to go under the driveway and an intermittent stream and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).

Eric Helt made a motion to approve household sewage treatment system variance for Jeremy Thompson at 22243 Shadley Valley Road, Danville, OH 43014, Jefferson Township, Parcel # 38-00030.000 to allow installation of new HSTS system where the distribution pipe from the septic tank to the treatment area is required to go under the driveway and an intermittent stream and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a). EJ Pido seconded the motion: in the negative; none. The motion was approved.

2.2.Approval of household sewage treatment system variance for Todd Mizer at 18410 North Liberty Road, Fredericktown, OH 43019, Pike Township, Parcel # 56-00434.010 to allow installation of a new HSTS system where the distribution pipe from the septic tank to the

treatment area is required to go under the driveway and a portion of the parking area and cannot meet the 10 Ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).

Amanda Rogers, DVM entered the meeting at 6:33 p.m.

Eric Helt made a motion to approve household sewage treatment system variance for Todd Mizer at 18410 North Liberty Road, Fredericktown, OH 43019, Pike Township, Parcel # 56-00434.010 to allow installation of a new HSTS system where the distribution pipe from the septic tank to the treatment area is required to go under the driveway and a portion of the parking area and cannot meet the 10 Ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a). Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

3. Special Reports

3.1. Board Report

Jeff Harmer explained that we now have a vacancy on the board and there is an interested individual.

Diane Goodrich stated that there is a very informational webinar that she would suggest all board members watch pertaining to Senate Bill 22.

Barry George, MD entered the meeting at 6:41 p.m.

3.2. 1st Quarter Statistics Report

Carmen Barbuto, Accreditation Coordinator presented the 1st Quarter Statistics Report

See attachment.

3.3. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green

Zach Green explained by the first week of June 2021, the agency's goal is to have all vaccines be conducted at the agency for COVID. KPH has been utilizing mobile units as well as using a ODH program for scheduling appointments for the COVID vaccine. The ODH program for scheduling has significantly cut down on staff time and assists in utilizing time spent on COVID vaccinations.

Accreditation

Staff has started working on QI projects identified through PM data, there are also three additional QI projects in process within the agency. They are: increasing WIC caseload, New Hire Orientation, and a record retention project. The Accreditation Team met and reviewed the timeline that outlined their responsibilities as we moved towards our 2023 Reaccreditation timeline. The A-Team members and Accreditation Coordinator will also continue routine one-on-one meetings as well as quarterly team meetings moving forward. The CHA survey was completed and we received over 400 responses. We are finishing up community interviews and our Facebook polls and will have all data collected completed by the end of April. Analyze is also underway and we are on track to have a draft of our CHA back by May 6th.

Facility/Maintenance

The Robert Weiler Company is in the process of finalizing the commercial appraisal for the main site. With that stated, the final report is expected by April 20, 2021 and will be presented at the BOH meeting this month. In effort to assist in the planning process, Sol Harris/Day Architecture outlined an estimated cost of construction for approx. 18k SF of the Engineering Building back in March 2020. At this time, additional conversations have taken place in effort to drill down potential expenses and achieve a more in-depth cost per SF.

Fiscal

The Annual Financial Report (AFR) was submitted to ODH and the final bond payment was made on the building. Additional funding was received from ODH to assist in Covid Response. Fiscal has been working with the Leadership team to look at compensation and classification of all staff and will meet with the Finance Committee in May to discuss any changes. Hannah Oliver is working on a QI Project to help improve the process for purchase orders to avoid Then and Now purchases.

Public Health Emergency Preparedness (PHEP)

COVID vaccine response is becoming more difficult as less individuals are seeking vaccinations. The team continues to invest a great deal of time and effort to ensure access to vaccine is evidently clear to the community. Strategies have changed in effort to target those with transportation barriers and mobile clinics, in collaboration with local EMA, will begin to take place across all corners of the county. In addition, Vaccine Management System (VMS) will be launched to promoted scheduled vaccine which will permit injections at the office.

The PHEP grant is winding down for a very eventful year. The After-Action Report is on target to be submitted to ODH in the coming weeks. The improvement plan will be brought before the Leadership team to identify and address gaps acknowledged during the yearlong response.

Fiscal Coordinator Report – Katie Hunter

| KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS March 31, 2021 | | | | | | | | | |
|--|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| | March Revenue | | | March Expense | | | March Cash Balance | | |
| | 2021 | 2020 | 2019 | 2021 | 2020 | 2019 | 2021 | 2020 | 2019 |
| District Health Fund | | | | | | | | | |
| 801 - District Health Fund* | 761,288.29 | 78,457.95 | 54,948.92 | 313,690.93 | 154,388.35 | 198,026.92 | 2,273,558.68 | 1,709,966.32 | 946,018.82 |
| Environmental Health Restricted Funds | | | | | | | | | |
| 805 - Swimming Pool Fund | 0.00 | 0.00 | 0.00 | 876.62 | 184.33 | 481.72 | 6,947.09 | 1,392.56 | 3,825.16 |
| 806 - Food Service Fund | 55,869.00 | 40,539.50 | 41,466.50 | 13,372.80 | 21,591.34 | 29,601.80 | 131,412.44 | 115,488.59 | 77,903.54 |
| 807 - Private Water Fund | 7,411.40 | 3,541.60 | 4,239.00 | 3,695.06 | 4,262.46 | 5,634.15 | 7,429.10 | 6,614.73 | 3.36 |
| 809 - Sewage Program Fund | 10,595.00 | 5,974.00 | 3,999.00 | 8,028.13 | 7,014.78 | 8,104.75 | 34,820.10 | 7,509.51 | 6,395.78 |
| 810 - RV Park/Camp Fund | 0.00 | 0.00 | 0.00 | 141.32 | 209.62 | 4.48 | 5,101.83 | 6,451.33 | 132.45 |
| Subtotal | 73,875.40 | 50,055.10 | 49,704.50 | 26,113.93 | 33,262.53 | 43,826.90 | 185,710.56 | 137,456.72 | 88,260.29 |
| Special Revenue Funds | | | | | | | | | |
| 803 - Home Health Fund | 0.00 | 0.00 | 35,361.43 | 0.00 | 0.00 | 45,963.00 | 0.00 | 0.00 | 794,715.86 |
| 819 - Solid Waste Fund | 8,799.02 | 8,955.71 | 8,911.16 | 2,742.30 | 1,136.79 | 5,298.57 | 13,610.84 | 10,498.20 | 15,675.37 |
| Subtotal | 8,799.02 | 8,955.71 | 44,272.59 | 2,742.30 | 1,136.79 | 51,261.57 | 13,610.84 | 10,498.20 | 810,391.23 |
| Grant Funds | | | | | | | | | |
| 808 - WIC Grant Fund FY Oct. 1 - Sept. 31 | 23,501.13 | 20,769.59 | 21,122.91 | 22,400.71 | 20,951.66 | 30,645.10 | 42,776.04 | 24,207.73 | 4,547.60 |
| 811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31 | 7,712.09 | 6,600.17 | 5,761.14 | 7,658.32 | 6,851.30 | 9,134.96 | 31,650.48 | 32,605.23 | 27,914.82 |
| 812 - PHEP Grant Fund FY July 1 - June 30 | 7,330.80 | 7,857.15 | 6,226.42 | 6,536.44 | 7,856.18 | 7,858.32 | 30,484.32 | 11,985.72 | 8,700.91 |
| 813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30 | 0.00 | 50.00 | 1,076.15 | 1,880.42 | 2,154.89 | 2,273.55 | 80,489.74 | 52,431.85 | 62,827.04 |
| 814 - Community Health Center Grant FY April 1 - Mar 31 | 367,589.16 | 153,590.40 | 133,997.96 | 361,811.04 | 143,509.94 | 172,413.11 | 464,343.74 | 28,918.25 | 8,161.30 |
| 830 - Drug Free Communities FY Oct. 1 - Sept. 30 | 9,529.49 | 5,368.11 | 10,748.33 | 9,389.04 | 6,028.61 | 10,855.03 | 5,538.66 | 4,147.31 | 4,465.69 |
| Subtotal | 415,662.67 | 194,235.42 | 178,932.91 | 409,675.97 | 187,352.58 | 233,180.07 | 655,282.98 | 154,296.09 | 116,617.36 |
| TOTAL ALL FUNDS | 1,259,625.38 | 331,704.18 | 327,858.92 | 752,223.13 | 376,140.25 | 526,295.46 | 3,128,163.06 | 2,012,217.33 | 1,961,287.70 |

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.

HUMAN RESOURCES – Joyce Frazee, Human Resource Director

Joyce Frazee stated that Human Resources has been very busy setting up interviews and reviewing applicants for a number of positions that we are hiring for. These positions are mostly being filled to assist with the growth in the Community Health Center. Currently, there are 66 employees for the agency. Interviews are in the process for Licensed Independent Social Worker, Licensed Social Worker, Registered Environmental Health Specialist, and Administrative Assistant. The new nurse practitioner will be starting in June 2021 which will bring the Community Health Center to three nurse practitioners between the two health center locations. The agency is also looking for a part-time, contracted Maintenance Technician for the agency.

The new student intern will be assisting PEP with the promotion of our new logo.

Joyce reached out to start gathering rates for health insurance plans and was told by the agent to wait until August or September as it is too early at this time.

No written report.

Information Technology (IT) & Vital Statistics

No written report.

ENVIRONMENTAL HEALTH – Nate Overholt, R.S., Director

A Household Sewage Treatment System variance application was provided by Jeremy Thompson for 22243 Shadley Valley Road, Danville, OH 43014, Jefferson Township, Parcel # 38-00030.000 to install a new septic system. The existing septic system effluent is surfacing and creating a public health nuisance. Sewage program staff have been working with Accurate On Site Septic Planners for the design of the new septic system. In order to abate the public health nuisance, the new system distribution line connecting the septic tank and the leaching area will need to be installed under the driveway and an intermittent stream (ditch) and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A Household Sewage Treatment System variance application was provided by Todd Mizer for 18410 North Liberty Road, Fredericktown, OH 43019, Pike Township, Parcel # 56-00434.010 to install a new septic system. The building on this parcel currently is connected to a septic system with a house on an adjacent property. Mr. Mizer would like to disconnect from the existing system and install a new system on the parcel that his building is located. In order to install a new system, the distribution line connecting the septic tank and the leaching area will be required to go under a portion of the parking area and driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

Both the Private Water System (PWS) program and the Household Sewage Treatment System (HSTS) program saw an increase in permits applied for in the month of March. 20 (14 new, 6 alteration) permits were applied for in the PWS program and 16 (14 new and 2 alteration) permits were applied for in the HSTS program.

Renewal applications were sent out for the campground, public swimming pool and public bathing beach programs. In the 2020 licensing period, due to the Covid-19 pandemic, the licensed facilities were not required to submit payment until December 1, 2020 and no late fee would be assessed. Since there was an extension granted last year by the governor for application renewals, there will not be an additional extension and the application and payments will be due April 30, 2021.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm explained that in the fall of 2019 legislation passed in order to allow health departments to change their name and for the agency this occurred in December of 2019. In spring of 2020 staff began working on a new logo which was finalized in April of 2021.

- **New Logo Explanation:** In developing a new brand, it was decided to focus on the 3 Ps of Public Health: Prevent. Promote. Protect. It was also decided to work with a graphic designer to create the new logo and to include a symbol that could be used with the new name or by itself to identify the agency. In creating the new logo, we chose to put PUBLIC HEALTH in all caps so as to create a foundation for Knox ... Public Health is a foundation for everything in the county...All caps also feels professional and serious (as in sincerely caring).“Knox” is smaller and in lower case to bring more attention to Public Health.... we want the focus to be on PUBLIC HEALTH. A check mark is used to indicate the concept "YES." The check mark also indicates a choice. And lastly, the check mark is used to indicate that something on a list has been consulted or visited or completed. We want Public Health to be on everyone’s list.

We have been encouraging local residents to get vaccinated by featuring community members and their "note" to the community explain why they were vaccinated or why people should get vaccinated. The promotion features someone new every Friday on social media and the notes or letters are featured on the agency website.

Overall, the PEP staff is beginning to shift to more of a balance work load between COVID-related activities such as vaccination clinics, outreach and education and other division activities such as promoting the Health Center and public health issues, work with program grants and gearing up for participation in community events such as fairs and festival.

Alayna Mowry has been working with a media consultant who has helped to narrow down the scope/audience of marketing activities and provide measurable impact of various marketing effort. A new activity recently started includes a blog on Health Center activities.

To date, 16 new clients have enrolled in the cessation program. While we are planning to re-start our weekly cessation classes in the evening, we have been able to counsel clients over the phone which has proved to be popular and, in some cases, preferred by the clients. We may need to host morning sessions at our location rather than KCH for the time being. Clients are also referred to the Ohio Tobacco Quit Line. We have the second highest referral rate by percentage to the Quit Line in the state. Overall, calls across the state to the Quit Line have been very low.

The agency website, knoxhealth.com continues to be frequently visited with more than 145,000-page views in the first quarter of the year. COVID statistics are updated regularly.

Mike Whitaker has been coordinated the “waiting area” during our COVID-19 vaccination clinics which he reports as very rewarding. Mike says “It's great to see thousands of people getting vaccinated. Plus, our volunteers have been our superstars. I can't say enough how much I appreciate their help and dedication.”

This year Knox County is participating in the Ohio Action Institute to develop an Active Transportation Plan. The goal is to make walking, biking, and public transit safe and accessible for all ages and abilities. Tami Ruhl, Creating Healthy Communities Coordinator is leading a team of community leaders through the process of plan development. This opportunity is provided by the Creating Healthy Communities (CHC) grant. The Ohio Department CHC staff contracted with the Toole Design Group to facilitate the

Ohio Action Institute. The process includes reviewing existing conditions, community engagement activities, and more throughout the year as well as two, three-day workshops.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

Lisa Dudgeon stated that online COVID vaccination scheduling for the public has been going smoothly. The mobile clinics being conducted have not been very busy. In June, clinics will be offered in the Health Center.

COVID Vaccine Clinics

- As of 4/21/2021 KPH has administered over 16, 500 doses of COVID vaccine.
- Interest in Knox County for the COVID vaccine seems to be decreasing; We are planning to have some clinics outside of Mount Vernon to help reach Knox County residents that were unable to come here as well as people in surrounding counties who need Pfizer vaccine
- Vaccine clinics for 16-18-year-old students planned at Centerburg/East Knox on 4/19; Danville/Fredericktown on 4/20; and Knox County Career Center on 4/23. There is currently no plan to hold a clinic for Mount Vernon students per their school nurse.
- We held a vaccine clinic at the Mount Vernon Industrial Park on 4/15 and are looking at a possible clinic for industries in the Fredericktown area.
- Planning to go mobile with vaccine clinics to reach other areas (Danville, Fredericktown, maybe Bladensburg as well as other areas of Mount Vernon)
- Will soon begin using the State scheduling system to better plan for upcoming vaccine clinics. People will be able to go to a website and see appointments that are available through KPH and schedule themselves. We will also have the ability to schedule for those who do not have access to the internet if they call in.

Communicable Disease

Starr

- COVID cases ranging between 60-90 cases per week over the last several weeks
- Other CD cases STI, Pertussis, Coccidioidomycosis (Valley Fever), Chronic Hep C and B.
- COVID19 investigations changed slightly with providers being directed to have positive cases go to our website/survey link in order to expedite the process of sending their isolation/quarantine letters.

Children with Medical Handicaps (CMH)/Newborn visits/Crib visits/CPR

Jessica

- CFK - no crib visits in March, 1 in April so far (another due next week). Continue with the ODH grant (through Licking County) to supply the cribs from CFK - supposed to distribute approx. 5 cribs each month but haven't had the referrals come in to support that number.
- NB - 2 NB phone visits in March, 1 so far this month (plus 2 more new referrals received in the past 2 days!). Again, there has been a low number of referrals come in. I have continued to mail letters to moms that birth at home requesting a call if they would like to have a newborn phone visit.
- CPR - on hold until COVID vaccines slow down. Will restart with employees only with small classes of 4 per class (1 person per manikin). 2 of the instructors that taught classes previously are no longer employed at KPH. Looking at possibly recruiting other employees to be instructors.
- CMH - 5 CMH phone visits in March, 3 so far in April. The regular process for renewals (medical application forms from doctors & financial paperwork submission from CMH

families) has resumed starting again in March (automatic renewals were being done for the past year due to COVID). Caseload has remained steady at just under 250 cases.

School Nursing

Natasha

- Has been working at least one day each week at East Knox Schools
- Helped organize a COVID vaccine clinic for 16-18-year-old students at EK
- Plans to assist EK with KG registration end of April
- Assisting at COVID vaccine clinics and providing vaccines to homebound individuals; teaching nursing students how to mix/draw up and administer vaccine

Jennifer

- Has been working at least one day each week at the Knox County Career Center
- Updated the Over the Counter Medication Policy for Knox County Career Center
- Helped organize a COVID vaccine clinic for 16-18-year-old students at the Career Center
- Learning more about how to be a school nurse via online training and discussions with other school nurses
- Assisting with COVID vaccine clinics and providing vaccines to homebound individuals; teaching

Other

- Natasha's contract with EK schools will end at the end of the current school year 20/21 and she will be transitioning into a full time PHO nurse position. She will also be joining the Workforce Development Team in June. HR advertising to refill the EK school nurse position as requested by EK Superintendent.

WIC, Cyndie Miller, R.D., L.D. WIC Director

Caseload was 738 participants for March 2021 (an increase of 22). Referrals included “5” to the Mommy & Me Smoking Cessation program and “3” to the CHC (2 Adults, 0 infants, and 1 children). 2 of the 252 infants (0.8%) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). 0 of 71 prenatal participants are 17 years old or less.

“Curbside services” continued as our method of service for WIC participants during the month of February. Waivers have been extended through mid-May of 2021 as needed. Our breastfeeding initiation rate for WIC moms decreased to 63.8%. (This stat is current through January 2021. There are currently 22 exclusively breastfeeding moms and 18 partially breastfeeding moms for a total of 40 breastfeeding moms receiving WIC nutrition benefits and breastfeeding support.

The WIC staff has settled in at our new WIC Mount Vernon site at 809 Coshocton Avenue, Suite C.

National Nutrition Month (NNM) was celebrated throughout the month of March. We collaborated with OSU Extension's Knox County Snap Ed Program to provide a nutrition series titled, “Step UP to the MyPlate” that focused on MyPlate materials. Tanner Cooper-Risser, the Snap-Ed Program Assistant for our county, developed the videos that were posted during NNM. The videos also introduced several new WICShopper App features and recipes utilizing WIC authorized foods. Fruits and Veggies were highlighted with the recipes that were presented. Forty-eight different WIC participants participated in the series. Those participants that viewed and engaged with the post (“liked”) the videos were included in the drawing for assorted prizes based on the particular recipe of the week. The Snap-Ed Program also provided veggie scrubbers for all those participating in the NNM series. State WIC provided 300 MyPlates that were distributed to WIC participants (one per family) during NNM. Overall, the program

was deemed successful in that the numbers were more than double from the previous NNM series held in July 2020 (delayed due to the pandemic).

WIC waivers are currently in effect until May 20th. The decision has been made with the staff to gradually open up our clinic during the month of April, anticipating a full-opening after the waivers end. We are finalizing our plans and continuing to prepare our new space to be safe for participants and staff for the opening. As the pandemic slows down and the community “opens up,” the focus will be greater “outreach” to those in our community that are eligible for our services.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Lane Belangia stated that the Community Health Center has received a large amount of unprecedented funding. \$531,000 has been awarded to the Community Health Center for capital projects.

Patient count in the center for the first quarter is around the same number as first quarter in 2019. There is a projected 35% increase in patient count.

Co-Applicant Board Report for April 2021:

Along with managing regular and “growing” operations in all sites, the ongoing pandemic and the push to vaccinate the center continues to facilitate ingenuity with approaches to the care provided, improving practices to manage growth and address the ongoing regulatory challenges within the organization and HRSA. Additionally, we are regularly approached by community partners for help in addressing their needs most of which revolves around expansion of services.

Grant: The main 330 HRSA did expire on March 31st with the new year grant beginning its next year of the current 3-year project period, (we are starting year 2). The grant currently provides \$845,200.00 in base funding, this has increased from the original annual base funding of \$699,000 received initially in 2017. The current workings with our Service Area Competition Application is thought to be on hold for one additional year due to the Covid-19 Pandemic. This would mean our “SAC” would now be due November of 2022 and not November of 2021. If this is the case we will need to submit a Budget Performance Report or BPR this coming November. I am awaiting further clarification from our Project Officer at HRSA regarding this submission postponement.

Fiscal: A new Covid-19 Recovery and Rescue Award has been received as of April 1st, 2021. We will review this 2-year award with the Finance Committee and Co-applicant board during our meetings this month.

Covid-19: The health center continues to assist KPH with two day per week vaccination clinics when able to provide support staff. We are also in discussions to plan for continued Covid-19 testing to occur on a regular basis within the center.

Co-Applicant Board Compliance: The current Co-applicant Board consists of 11 members 7 of which are consumer members. The board continues to operate under By-laws for the board, all officers are in order and active members of their respective chairs and committees.

Board Governance: While I do not have details at this time, look for a special invitation for our June meeting to occur the 4th Wednesday of the month at 6:30 PM. I would hope to have a shortened business meeting prior to the Knox Public Health Board Meeting held June the 23rd. The intent of this meeting is for both boards to meet and witness first hand the internal workings of both groups while learning how the two intertwine and provide complementary oversight for the FQHC. This meeting would take the place of our regular 3rd Thursday Co-applicant Board Meeting. The two boards would receive specific FQHC and Public Health trainings and have the opportunity to talk and discuss the current state and future potential growth of the health center.

The personnel committee will also be reviewing my performance and evaluation as your CEO to be completed the month of May 2021. This is one of the main responsibilities of the board. I will be meeting with the personnel committee to review strategies, accomplishments and other areas where

growth is still warranted in order to for this committee to be prepared to complete the evaluation with the public entity covering my role as CEO and duties over the last year and a half of operations.

From HRSA Compliance Manual roles and responsibilities of the Center Board:

Board Authority

The health center must establish a governing board that has specific responsibility for the health center.

The health center governing board must have authority for establishing or adopting policies, specifically related to financial management, eligibility of services, personnel, and health care, which include scope and availability of services, service site locations, and hours of operation.

The health center must review and approve the annual health center budget and provide direction for long-range financial planning. The health center governing board must hold monthly meetings and record in meeting minutes the board's attendance, key actions, and decisions. The health center governing board must approve the selection and termination/dismissal of the health center's Project Director/Chief Executive Officer (CEO).

CEO Update:

I will be attending the Ohio Association of Community Health Centers annual spring conference April 26th and 28th. This is a virtual platform; however, I will be anxiously looking forward to meeting and collaborating with other CEOs and health centers in our area to build friendly partnerships and collaborations. This often results in discovering support for my position with peers from similar "like" health centers.

I will also be attending the first in a series of planned meetings with the national group of public entity health centers in a meeting facilitated by the National Association of Community Health Centers. I am hopeful the conversations within these meetings will provide various growth-related approaches other public entities have implemented where both Public Health Agencies and FQHCS operated under their governance have shared in successful relationships.

Eric Siekkinen, RPh entered the meeting at 7:29 p.m.

3.4. Health Commissioner

HEALTH COMMISSIONER REPORT – Julie Miller, R.N., M.S.N

Julie Miller reviewed the Strategic Plan and advised that the agency has performed well during the first quarter of the year considering the agency is now starting to slow down from COVID.

- The priority item to report is related to facility issues. The good news is that we should have the deed to our current property by the first of May. The other important news is that we have been advised that a local entity has submitted an application to the Land Bank to purchase 12,000 square feet (northern third) of the Engineering Center which is the building for which we have a Right of First Refusal (ROFR). I have contacted the Land Bank who has been gracious enough to not formally advise us of the application on the building until tomorrow, Friday, 4/16. This means that we will have 5 days to respond to the formal notice once it is received. The combined facilities committee met this past Monday to discuss this situation as well as hear some information pertaining to the property and associated costs. Our plan, as it stands now, is for me to send to each of you a document that outlines all action items and associated

costs prior to the Board meeting (probably Monday, 4/19) and to have an executive session to discuss in detail. At the end of the Board meeting I will need direction as to what we want to do related to the ROFR. To remind you, Jeff, Eric Helt, and Amanda are the Board reps. to the committee. I will be meeting with or asking the committee representatives from the Health Center today for their feedback and ideas regarding this situation. I will bring that information to the Board meeting.

- I begin my Leadership Ohio journey tomorrow. Please remember that this program requires my attendance one Friday and 1/2day Saturday each month. The first four meetings will be held virtually and then I will travel to the remainder. The program is April through November 2021. Although it appears I am in a class of lots of prestigious folks and feel like I am a bit out of my league, I am honored to have been nominated and excited about what I can learn from everyone.
- The update for the Health Inequity is that I am still reviewing the Health In All Policies framework for use in moving our action items forward, and planning how best to engage the Knox Health Planning Partnership in this process. I am considering developing a committee out of KHPP to assist us in working in and throughout the community on this issue. I will also be asking the Board committee who ultimately drafted the statement about one of the action items. Depending on their answer, I may be reporting on some change to personnel duties to you next month. I am pleased that I have had two individual community partners reach out who want to work on this issue with us.
- I continue to work in and around the Health Center assessing needs and gaps in the division. I have met with a number of employees that work in the health center and have been pleased with their positive comments and their recommendations for changes that might be made.
- I have stepped back from Covid response a bit and allowed the Dep. HC to take the lead. Since I am the most seasoned health professional and have worked through a variety of outbreaks I still offer suggestions and ask questions related to decisions being made. Although it is refreshing to step away from Covid - it is overwhelming how much there is to do especially in relation to our growth and the need to be met for our community. I love it though!
- I do want to share that although I am very pleased with where our budget currently stands, proud of Katie Hunter for leading us to be good stewards of our resources, and proud of our work. I have challenged our Leadership Team and employees to consider potential revenue producing streams. As you know, grants are tremendous assets as long as they last, but once they are gone so does the revenue. I want to be able to determine early in 2022 that we have implemented as many new revenue streams as possible and controlled our expenses in order to better assess what we may need or want to consider for our tax levy ballot request.

Those are the primary items that I am working on currently. As always, please don't hesitate to reach out if you have any questions.

4. New Business

4.1.Finance

4.1.1. Income and Expense

EJ Pido made a motion to approve the income and expense report. Eric Helt seconded the motion; in the negative: none. The motion was approved.

| KNOX COUNTY GENERAL HEALTH DISTRICT | | | | | | | |
|---|-------------------------|---------------------|-------------------------|-------------------|-------------------------|---------------------------|--|
| RECEIPT & EXPENDITURE SUMMARY REPORT | | | | | | | |
| MARCH 31, 2021 | | | | | | | |
| FUND NAME | JAN. 1, 2021 BALANCE | MARCH REVENUE | YEAR-TO-DATE REVENUE | MARCH EXPEND. | YEAR-TO-DATE EXPEND. | MARCH 31, 2021 BALANCE | |
| District Health Fund | | | | | | | |
| 801 - District Health Fund* | 1,964,545.39 | 761,288.29 | 964,660.97 | 313,690.93 | 655,647.68 | 2,273,558.68 | |
| Environmental Health Restricted Funds | | | | | | | |
| 805 - Swimming Pool Fund | 9,393.61 | 0.00 | 0.00 | 876.62 | 2,446.52 | 6,947.09 | |
| 806 - Food Service Fund | 47,466.18 | 55,869.00 | 118,681.00 | 13,372.80 | 34,734.74 | 131,412.44 | |
| 807 - Private Water Fund | 6,908.01 | 7,411.40 | 15,026.20 | 3,695.06 | 14,505.11 | 7,429.10 | |
| 809 - Sewage Program Fund | 30,206.76 | 10,595.00 | 28,361.00 | 8,028.13 | 23,747.66 | 34,820.10 | |
| 810 - RV Park/Camp Fund | 5,334.24 | 0.00 | 293.50 | 141.32 | 525.91 | 5,101.83 | |
| Subtotal | 99,308.80 | 73,875.40 | 162,361.70 | 26,113.93 | 75,959.94 | 185,710.56 | |
| Special Revenue Funds | | | | | | | |
| 819 - Solid Waste Fund | 1,781.70 | 8,799.02 | 20,007.84 | 2,742.30 | 8,178.70 | 13,610.84 | |
| Subtotal | 1,781.70 | 8,799.02 | 20,007.84 | 2,742.30 | 8,178.70 | 13,610.84 | |
| Grant Funds | | | | | | | |
| 808 - W/C Grant Fund FY Oct. 1 - Sept. 31 | 36,493.79 | 23,501.13 | 74,517.15 | 22,400.71 | 68,234.90 | 42,776.04 | |
| 811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31 | 24,508.68 | 7,712.09 | 32,144.37 | 7,658.32 | 25,002.57 | 31,650.48 | |
| 812 - PHEP Grant Fund FY July 1 - June 30 | 35,870.00 | 7,330.80 | 9,346.77 | 6,536.44 | 14,732.45 | 30,484.32 | |
| 813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30 | 62,310.68 | 0.00 | 24,000.00 | 1,880.42 | 5,820.94 | 80,489.74 | |
| 814 - Community Health Center Grant FY April 1 - Mar 31 | 301,734.94 | 367,589.16 | 987,570.74 | 361,811.04 | 824,961.94 | 464,343.74 | |
| 830 - Drug Free Communities FY Oct. 1 - Sept. 30 | 1,242.53 | 9,529.49 | 23,364.44 | 9,389.04 | 19,068.31 | 5,538.66 | |
| Subtotal | 462,160.62 | 415,662.67 | 1,150,943.47 | 409,675.97 | 957,821.11 | 655,282.98 | |
| TOTAL ALL FUNDS | 2,527,796.51 | 1,259,625.38 | 2,297,973.98 | 752,223.13 | 1,697,607.43 | 3,128,163.06 | |

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants, Covid Response Grants

4.1.2. Transfers/Cash Advances – Resolution 2020-02.

Barb Brenneman made a motion to approve Resolution 2020-02. Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, EJ Pido, Eric Helt, Jeff Harmer (Eric Siekkinen, RPh vote not recorded); in the negative; none. The motion was approved.

RESOLUTION 2021-02

Drug Free Communities

1. Transfer \$2,000 from 830.1510.50102 to 830.1510.50307

Bond Payment

1. Transfer \$62,400 from 801.1510.50614 to 301.1140.41100
2. Transfer \$62,400 from 814.1510.50614 to 301.1140.41100

4.2. Personnel

4.2.1. Approval to hire Cierra Goeppinger, Dental Assistant, effective April 19, 2021.

Barry George, MD made a motion to approve the hiring of Cierra Goeppinger, Dental Assistant, effective April 19, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Kadden Lester, Student Intern, effective May 10, 2021.

EJ Pido made a motion to approve the hiring of Kadden Lester, Student Intern, effective May 10, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts - None

4.4. Board Approvals

4.4.1 Approval of revisions to Personnel Policy manual polices Employment Status & Health Care Coverage effective March 1, 2021.

Amanda Rogers, DVM made a motion to approve revisions to Personnel Policy manual polices Employment Status & Health Care Coverage effective March 1, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

Diane Goodrich stated that revisions to the policy were decided on during the Workforce Development Committee meeting.

Diane Goodrich asked Joyce to clarify a section in the policy about required hours worked for an employee to be eligible for benefits.

It was agreed that we would keep the policy to require an employee to only work 28hours a week to be eligible so that no benefits are taken from any current employees.

4.4.2. Approval of the MOA with the Center Street Community Health Center (CSCHC) for collaboration efforts focusing on reduction of duplication of services, cross referral for appropriate services, joint health outreach and health education efforts, and maximizing access to care with no monetary value.

Barry George, MD made a motion to approve the MOA with the Center Street Community Health Center (CSCHC) for collaboration efforts focusing on reduction of duplication of services, cross referral for appropriate services, joint health outreach and health education efforts, and maximizing access to care with no monetary value. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.3. Approve of Board of Health highlights FY2020.

EJ Pido made a motion to approve Board of Health highlights FY2020. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.4.4. Accept the American Rescue Plan Act Funding for Health Centers 1H8FCS41398-01-00, in the amount of \$1,034,87.00 April 1, 2021 through March 31, 2023.

Amanda Rogers, DVM made a motion to Accept the American Rescue Plan Act Funding for Health Centers 1H8FCS41398-01-00, in the amount of \$1,034,87.00 April 1, 2021 through March 31, 2023. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

4.4.5. Approval to accept additional funding from ODH for Coronavirus Response in the amount of \$24,795.

Eric Helt made a motion to approve accept additional funding from ODH for Coronavirus Response in the amount of \$24,795. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.6. Accept Contact Tracing funding from Ohio Department of Health (ODH) for \$41,095.

Eric Helt made a motion to accept Contact Tracing funding from Ohio Department of Health (ODH) for \$41,095. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.7. Accept Enhanced Operations funding from Ohio Department of Health (ODH) for \$168,643.

Eric Helt made a motion to accept Enhanced Operations funding from Ohio Department of Health (ODH) for \$168,643. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.8. Accept Vaccine Equity funding from Ohio Department of Health (ODH) for \$53,095.

Eric Helt made a motion to accept Vaccine Equity funding from Ohio Department of Health (ODH) for \$53,095. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.9. Accept Vaccine Needs funding from Ohio Department of Health (ODH) for \$20,000.

Eric Helt made a motion to accept Vaccine Needs funding from Ohio Department of Health (ODH) for \$20,000. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4.10. Approval to send supplemental letter to the United States Congress regarding sustainable public health funding.

Eric Helt made a motion to approve to send supplemental letter to the United States Congress regarding sustainable public health funding. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.5. Board Information/Discussion (Non-action items)

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

- Approval of the professional services contract with CB Practice Solutions for consulting of electronic medical record consultation services for \$135 per hour plus reimbursement for traveling and living expenses, effective May 22, 2021 through May 21, 2022.

- MOA (Memorandum of Agreement) with Jessica Singrey, LPCC for peer review of mental and behavioral health charts, with no monetary value from May 1, 2021 through April 30, 2022.
- MOA (Memorandum of Agreement) with Knox County 911 for After-Hours support with no monetary value from May 1, 2021 through April 30, 2022.
- Partnership with WNZR for the 2021 Summer Festival Season, effective June 2021 through September 2021, at \$129 per festival for a maximum of \$516.
- Revision to out-clause in the Maintenance contract with the County Commissioners, from 90 days to 30 days, effective immediately.
- Clinical affiliation agreement with Ohio University for the purpose of allowing students educational opportunities in the Community Health Center, effective April 21, 2021.

5. Executive Session

At 7:51 p.m. Diane Goodrich made a motion to enter into executive session for legal contracts and property acquisition. EJ Pido seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, EJ Pido, Eric Helt, Jeff Harmer (Eric Siekkinen, RPh vote not recorded); in the negative; none. The motion was approved.

Julie Miller and Zach Green were invited to stay for the session.

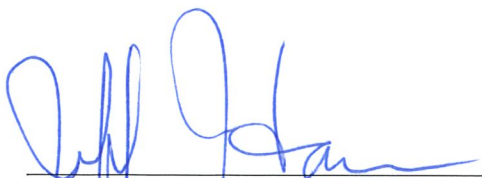
At 9:18 p.m. Eric Helt made a motion to return to regular session, Barb Brenneman seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, EJ Pido, Eric Helt, Jeff Harmer: in the negative; none. The motion was approved.

Diane Goodrich made a motion to approve amended employment contract for Health Commissioner, Barry George, MD seconded the motion; in the negative: none. The motion was approved.

6. Adjournment

Being no further business, Barry George, MD made a motion to adjourn the meeting. EJ Pido seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 9:20 p.m



 Jeff Harmer
 Board President



 Julie Miller, R.N., M.S.N.
 Health Commissioner

