

August 28, 2019

The Board of Health of the Knox County Health District held a regular meeting, at the Urgent Care conference room in Mount Vernon. The following were in attendance:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Eric Siekkinen, RPh., President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Joyce Frazee, HR Supervisor
Barb Brenneman	Stacey Robinson, Fiscal Supervisor
Dr. Amanda Rogers, DVM	Nate Overholt, EH Director
Ronald Moder	Lane Belangia, CHC, CEO
Diane Goodrich	Zach Green, Operations Supervisor
Joe Porter	Tina Cockrell, Program Coordinator
	Kyle Clark, Program Coordinator
<b>ABSENT</b>	<b>GUESTS</b>
Barry George, MD	Elizabeth Bonaudi
Cyndie Miller, WIC Director	Ainsley Bonaudi
Katie Hunter, Fiscal Coordinator	Matt Bonaudi

**1. Convention**

**1.1. Call to Order**

Eric Siekkinen called the meeting to order at 6:30 p.m.

**1.2. Acceptance of Agenda**

Ron Moder made a motion to accept the agenda. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of the minutes for, July 24, 2019 Board of Health meeting.**

The minutes of the regular meeting held, July 24, 2019 were reviewed and accepted. Jeff Harmer made a motion to approve the minutes. Barb Brenneman 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. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**August  
2019**

801 - General Fund	31,949.52
803 - Home Health Fund	1,118.30
805 - Swimming Pool Fund	95.40
806 - Food Service Fund	685.67
807 - Private Water Fund	3,584.98
808 - WIC Grant	422.95
809 - Sewage Program Fund	2,850.09
810 - RV Park/Camp Fund	102.37
811 - Creating Healthy Communities Grant	922.37

812 - Public Hlth Emergency Preparedness Grant	1,645.89
813 - MCH/CFHS Grant	9,560.66
814 - Community Health Center Grant	88,200.11
830 - Drug Free Communities	6,454.40
<b>Total</b>	<b>\$147,592.71</b>

**THEN & NOW**

801 - General Fund	748.95
807 - Private Water Fund	1,185.54
809 - Sewage Program Fund	1,514.00
812 - Public Hlth Emergency Preparedness Grant	1,117.79
814 - Community Health Center Grant	12,178.75
830 - Drug Free Communities	1,204.29

**1.6 Public Participation**

Ainsley Bonaudi, student at St. Vincent de Paul presented information from her science fair project on the effects of moisturizer on the skin.

**2. Hearings/Readings/Regulations**

**2.1. Approval of household sewage treatment system variance to Cody Reese for 24159 Coshocton Road, Howard, OH 43028, Howard Twp. Parcel # 21-00767.000 to allow installation of effluent treatment lines that do not fall under the adequate isolation distances as written in the Ohio Administrative Code 3701-29-06, in order to abate a public health nuisance.**

Jeff Harmer made a motion for Approval of household sewage treatment system variance to Cody Reese for 24159 Coshocton Road, Howard, OH 43028, Howard Twp. Parcel # 21-00767.000 to allow installation of effluent treatment lines that do not fall under the adequate isolation distances as written in the Ohio Administrative Code 3701-29-06, in order to abate a public health nuisance. Barb Brenneman seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter and Amanda Rogers, DVM: in the negative; none. The motion was approved.

**3. Special Reports**

**3.1. Board President**

Eric Siekkinen introduced new board member, Joe Porter, who was appointed by the DAC. He also reminded the board members of the Ohio Association Boards of Health annual meeting September 14. It will take place at the Delaware public library. Officers will be elected and they will offer education to board members. He asked the board members to consider open position for at large director. Eric invited board members to attend the AOHC conference in September.

### **3.2. Leadership Team**

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

**There have been 24 cases of lyme disease reported among community members. Lisa Dudgeon, RN is following up with the patients. Pam will be submitting an educational article to the local media sources.**

**West Nile cases are fairly low this year compared to past years. We continue to submit trapped mosquitos to ODH for testing.**

Cody Reese has applied for a household sewage treatment system variance at 24159 Coshocton Road, Howard, Pacrel # 21-00767.000. This property has an existing sewage treatment system that was found to discharge directly to the road ditch line. In order to abate the public health nuisance, new leach lines are required for disposal and treatment of the effluent. Sanitarian-In-Training, Landon Magers met a certified soil scientist out on the property to determine where the best suitable area for leaching lines would be in order to abate the nuisance. Due to the topography and structural integrity of some portions of the soils, it was determined that the most suitable location due to the soil evaluation would be in an area that does not meet isolation distances determined in the Ohio Administrative Code 3701-29-06 and would therefore require a variance.

Knox County Health Department continues to perform mosquito surveillance activities throughout the county. At this time, no positive West Nile mosquito pools have been found in Knox County.

On August 14, 2019 epidemiologist Adam Masters notified the agency that Knox County has confirmed its first La Crosse case in a 7 year old child in Mount Vernon. The child and family had spent some time camping outside of Knox County prior to the onset of symptoms. Environmental Health Director Nate Overholt, along with Director of Nursing, Lisa Dudgeon conducted an assessment around the residence of the child. There was no abundant standing water or large trees in proximity to the residence. However, within a half mile of the residence to the North and South are wooded areas and one ditch line that was holding a small amount of water. Larvicide was distributed in the ditch line and spraying will take place the week of August 19, 2019 in the City of Mount Vernon. A press release was distributed by Public Information Officer, Pam Palm notifying the residents of the confirmed case.

Environmental Health Director, Nate Overholt sat in on a meeting with State Representative Rick Carfagna on August 2, 2019. There was a discussion regarding a state-wide mandated rabies vaccination for dogs, cats and ferrets. Representative Carfagna was interested in hearing more and requested follow-up bullet points and references to be sent to his office for review.

#### **PLANNING EDUCATION & PROMOTION – Pam Palm, Director**

**Tina Cockrell program coordinator for the DFC grant was introduced. She worked for the Knox County Chamber for eight years so she was familiar with KSSAT and the collaboration among the DFC grant and other community programs. Tina is also working with local agencies doing youth led prevention. The Color Run fundraiser is Saturday August 31.**

**DAC agreed to start the process of changing the agency name.**

The Health Department and Health Center were represented at the Knox County Fair with a booth in the Merchant's Building. Attendees registered for a Get Healthy prize pack – we gave away seven. The prize wheel with questions about the different programs was a big hit. For prizes we provided Get

Healthy bracelets, apple slicers, veggie scrubbers, cold packs, measuring cups and spoons, and sun screen. We also distributed nearly 600 insect repellent wipes.

As part of our promotion of tick and mosquito we requested 50 aluminum signs provide by ODH that the Knox County and Mount Vernon park districts have agreed to install at area parks. We has also requested from ODH and distributed Tick ID cards, bookmarks and brochures at various locations.

Tami Ruhl submitted a grant proposal for Creating Healthy Communities. After an initial four-year cycle, the CHC grant is now competitive. More than 50 agencies applied for 23 funded grants. Notification of the grant is expected in November.

As reported in June, we will no longer receive funding for the Baby & Me, Tobacco Free program from ODH. However, we will be able to continue the program thanks to a \$2,500 grant from Women United of United Way Knox County. Women United also awarded the PEP division two grants to fund a puberty education program for 5<sup>th</sup> grade students and a hygiene kit for all 4<sup>th</sup> grade students in Knox County. The two grants totaled \$7,500.

### **Digital Media report:**

#### **Facebook, overall page insights**

Total page likes = 2,194; Gained 23 new page likes (1% increase)

In comparison: KCH = 2,545 page likes; Knox County Park District = 1,411 page likes

# of posts = 37; Number of paid posts = 0

Reach (# of people who saw our posts) = 25,494

Post Engagement (# of times likes/comments/shares/etc.) = 1,850

Posts with most engagement (# reach, # post clicks, # reactions/comments/shares)

(#1) Blacklegged Deer Tick, link to news release (5674, 453, 154)

(#2) Pool safety, "Don't leave your mark this summer" (2656, 120, 84)

(#3) Pool safety, "Don't pee in the pool!" (2124, 109, 81)

**Twitter** # Tweets = 28; # Followers = 851 (1% increase); # Engagements = 9

**Instagram** # Posts = 28; # Followers = 222 (20% increase); # Engagements = 154

**Notes:** Messaging focused on summer safety, holiday closures/public notices, immunization clinics.

#### **Website - (Via Google Analytics)**

1,751 visitors (2,252 sessions) to KnoxHealth.com

Majority of users start at homepage and move on to Medical Clinic, Staff Directory, Dental

#### **Clinic - (Via Google Business)**

414 visitors (2% increase) utilized our Google Business listing to access the KCHD website (Via Joomla)

"Link In Bio" webpage has 150 hits (50% increase)

#### **Website - Get Healthy Knox County (Via Weebly Insights)**

442 page views from 325 unique visits

Top Pages Visited:

1. Food Pantry Information; 2. Hot Meal Locations; 3. Home Page

Where are site visitors coming from?:

1. Google ; 2. Facebook (desktop); 3. Facebook (mobile)

#### **Facebook - Get Healthy Knox County**

Total page likes = 401 (2% increase)

# of posts = 5

Reach (# of people who saw our posts) = 842 (16% increase)

Post Engagement (# of times likes/comments/shares/etc.) = 108 (46% increase)

**COMMUNITY HEALTH CENTER – Lane Belangia, CEO**  
**Medical, Dental Health & Mental Health Services**

**The health center is beginning to see an influx of patients. This does not include all of the sports physicals and immunization clients that we are also seeing.**

**The Danville site will be open full-time starting September 9, 2019. Patient appreciation day is October 5 and Conway's pharmacy will be opening the first part of October.**

Health Center staffs are meeting consistently in preparation for the next HRSA on-site visit. They are reviewing one chapter per meeting to ensure all documents and materials are up-to-date and in compliance.

Policies and procedures are under review and becoming organized.

The total visit count from July to June was up 27%, totaling 723 patients. The Health Center had a total of 960 visits in July, which does reflect immunization and sports physical visits. Compared to the last three (3) months of operation, there was a 34% increase in total patient count. Overall, medical visits have increased 28%, dental visits have increased 14% and counseling has increased 19%. The Health Center is expanding and growing.

Continue work with Christina Bruckelmyer, ECW consultant to create scheduling improvements, gather and set up accurate procedures for real time data, billing and claims processing. The Health Center has decided to forego attending the national ECW conference in October as it's more valuable to have Christina at the Health Center on-site to assist with ECW.

Categorized insurance payer mix has been fixed in ECW and accurately displays patient payer mix. Medicaid patients account for 43% of the Health Center's patients (Ohio's average is 54%), Medicare patients account for 7.3% (Ohio's average is 11.3%). Plan to promote annual wellness checks and dental services to Medicare patients.

**WIC**

**Caseload was increased by 33 for July, at 960, from the previous month, at 937. Referrals included 6 to the Baby and Me Smoking Cessation program and 48 to the CHC (43 referrals were for children and 5 for infants).**

62 of the 322 infants (nearly 19.3%) currently receiving WIC benefits are certified with a risk code designated as "born early" (currently includes infants born less than or equal to 37 weeks gestation). Three of 210 prenatal participants are 17 years old or less (1.4%).

Cyndie Miller, Director, visited the Farmers' Market on the 2<sup>nd</sup> Saturday in July. 10 WIC Farmers' Market Coupon booklets were issued. WIC staff will be visiting the market every Saturday in August during the peak harvest time.

Plans are underway for World Breastfeeding Month (August), including our local Big Latch event on August 2<sup>nd</sup>. WIC collaborates with other community partners in the Breastfeeding Network of Knox County to host the event. Life-sized models of breastfeeding mom's will be on display in the health department and several locations in the community. Our most recent breastfeeding initiation rates from May 2019 are at 68.4%. More will be reported at the August BOH meeting.

**ADMINISTRATIVE SERVICES & OPERATIONS- Zach Green, Interim Director**

**Kyle Clark, Emergency Preparedness Coordinator was introduced. Kyle has 11 years of experience in fire service.**

### **Public Health Emergency Preparedness (PHEP)**

Kyle Clark, new PHEP Coordinator, has been investing a lot of time and energy to understand the PHEP requirements. In addition, he has been taking the time to meet with local stakeholders and begin his ability to grow his networking capabilities. As Kyle continues to understand the challenging grant expectations, spending quality time with the local Emergency Management Agency (EMA) has assisted Kyle to understand the larger picture. Furthermore, Personal Protective Equipment (PPE) and other response supplies have been re-organized to ensure our local cache is up to date. Lastly, several employees participated in the county full scale Vigilant Guard full scale exercise that allowed valuable exposure to upcoming staff in the realm of public information, response, and recovery efforts.

### **Facility/Maintenance**

The agency was able to shred (52) boxes onsite through Shred-it and the garage is possibly a solution to store records according to the agency record retention schedule in lieu of upstairs due to lack of space. Furthermore, discussions between KCHD and Area Development Foundation has taken place to streamline communication efforts with Siemens. At this time, Siemens will be preparing a base price per square foot and should be obtained by KCHD the first week of September. Lastly, the front lobby area is having issues with the ceramic tile and will need to be addressed in the near future due to safety concerns.

### **Fiscal**

The credit card terminal system is pending legal counsel approval of the vendor agreement with Worldpay. Once the Prosecutors office provides a addendum to the current contract we may move forward. The Finance Management Policy that is located with the board manual has been updated and revised to meet the new finance software programs utilized by KCHD. At this time, the Finance manual is being created to ensure updated procedures are readily available to ensure redundancy without the Fiscal office. Katie Hunter continues to acquire all the elements of finalizing grants based on their cycle and is quick to learn. In addition, Stacey Robinson ensures monthly and mid-month excel reports are created regarding the Health Center budget and the grant cycle year to ensure adequate future projections are feasible. With that being noted, the MIP software program is still being built to work for the agency. It is my objective to ensure that each program area is able to be "drilled down" to fully understand problematic areas and capacities that are thriving to implement future resources as necessary.

### **Fiscal Coordinator Report – Katie Hunter**

#### **July 2019 Budget Summary**

- Revenue: Year-to-date revenue -- \$3,635,105.51 -- 56% of estimated revenue collected
- Expenditures: Year to date expenditures – \$3,090,134.76 -- 48% of appropriations spent
  
- January 1, 2019 Cash Balance: \$1,698,630
- January 1, 2018 Cash Balance: \$1,638,027
- January 1, 2017 Cash Balance: \$1,129,725
  
- July 31, 2019 Cash Balance: \$2,243,600– up \$544,970 since January 1, 2019 (↑24%)
- July 31, 2018 Cash Balance: \$2,122,795
- July 31, 2017 Cash Balance: \$2,009,258

### **General Fund**

- Revenue received year-to-date -- \$1,458,370 (84% of estimated revenue)

- Expenditures year-to-date -- \$1,019,275 (52% of estimated expenses)
- January 1, 2019 Cash Balance: \$682,716
- July 31, 2019 Cash Balance: \$1,121,811 – up \$439,095 since January 1, 2019 (↑39%)
- July 31, 2018 Cash Balance: \$1,099,827
- July 31, 2017 Cash Balance: \$994,073

### **Environmental Health Restricted Funds**

- Revenue received year-to-date -- \$268,242 (69% of estimated revenue)
- Expenditures year-to-date -- \$224,431 (56% of estimated expenses)
- January 1, 2019 Cash Balance: \$20,640
- July 31, 2019 Cash Balance: \$ 64,451.49 – up \$43,811 since January 1, 2019 (↑67%)
- July 31, 2018 Cash Balance: \$101,436
- July 31, 2017 Cash Balance: \$110,831

### **Special Revenue Funds**

- Revenue received year-to-date -- \$307,727 (61% of estimated revenue)
- Expenditures year-to-date -- \$243,770 (49% of estimated expenses)
- January 1, 2019 Cash Balance: \$806,217
- July 31, 2019 Cash Balance: \$870,174 – up \$63,957 since January 1, 2019 (↑7%)
- July 31, 2018 Cash Balance: \$820,408
- July 31, 2017 Cash Balance: \$684,747

### **Grant Funds**

- Revenue received year-to-date -- \$1,600,765 (44% of estimated revenue)
- Expenditures year-to-date -- \$1,602,658 (47% of estimated expenses)
- January 1, 2019 Cash Balance: \$189,057
- June 30, 2019 Cash Balance: \$187,163– down \$1,894 since January 1, 2019 (↓1%)
- June 30, 2018 Cash Balance: \$101,122
- June 30, 2017 Cash Balance: \$219,607

### **Notes to 2019 Budget Summary**

#### **❖ General Fund**

- We received \$19,007.01 for Subsidies, Levy Funds for \$481,328.44, United Way Grants \$9883.34, and Safe Communities Grant \$3,392.67.

#### **❖ Environmental Health Restricted Funds**

- Sewage fund revenue from permits and site evaluations was \$8,128.

#### **❖ Special Revenue Funds**

- Home Health received \$51,876.25 for the KCH contract.

#### **❖ Grant Funds**

- Community Health Center fund project income was \$98,591.42 and \$100,978.31 in grant monies. PHEP grant received \$8,596.47 in grant monies, Drug Free Communities grant \$14,915.94, Creating Healthy Communities grant \$4,252.40 and WIC Grant \$22,501.48.



## HUMAN RESOURCES – Joyce Frazee

- I'm happy to share we have filled the Dental Assistant position. Jessica West has the Expanded Function Dental Assistant certification and she started August 13, 2019. She started out as a dental assistant 19 years ago. After working in the field six years she decided to further her education and receive her certification as an expanded function dental assistant. As an EFDA she is allowed to perform reversible, intraoral procedures, and additional tasks services or capacities, place sealants, coronal polishing, etc.
- I am receiving applications for the LISW position. Lane and I will begin the interview process to find a qualified applicant.
- We will be advertising for a Patient Care Navigator. A patient navigator is someone who provides personal guidance to patients in the Community Health Center as they move through the health care system. We hope to have someone in place mid-October- November. The salary for this position will be paid with IBHS grants funds.
- Nan Snyder, Clinical Supervisor and I attended the Art and Science of Effective Delegation training presented by the Ohio State University Extension Alber Enterprise Center. The training described the opportunities of delegation for the individual, the team and the leader; reviewed the six-step process for effective delegation; and explained the myths of delegation and the consequences of poor delegation. As we continue to concentrate on strategic focus #4, Workforce Development & Succession planning the six-step process will help us prepare, assign, confirm the staff has a good understanding, commitment and accountability and guide us in our process to ensure each leadership team member has identified and appropriately cross-trained a division staff member. It will also help us to avoid reverse delegating.
- Bailie Miller and I have been working on revising the agency organizational chart. Copies of the revised chart will be in your folder at the August meeting.
- All-staff will be participating in Trauma Informed Care training Friday, August 23. The Creating Cultures of Trauma Informed Care approach to organization change is built on five core values of safety, trustworthiness, choices, collaboration, and empowerment.

### **3.3. Health Commissioner**

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

**Julie stated that she would be presenting a harm reductions program and gun violence information to the board in the next couple of months.**

**Knox Health Planning Partnership facilitated by Carmen Barbuto will be receiving an award from the Mental Health and Recovery board called Knox Wellness Champions for improvements made in the county. The awards dinner will take place Sept 19 in the Mount Vernon Public Library during the Art of Recovery Awards ceremony.**

- I continue to work on our strategic plan and revising areas as we go
- Carmen and I are working on our first accreditation report to PHAB - there is one due annually. We also visited Pickaway County's Health Commissioner to assist her with their action plan for accreditation
- We will begin review of Accreditation Domains for your Board training sessions in October 2019. Please hold back your excitement about this!?



- I have updated you via email on new facility information and will plan for an executive session to discuss details
- I have been "bugging" the hospital related to home health reimbursement for services provided prior to the transition of the program. I have been told we will see something this week - for 2 weeks. I will continue to stay on top of this.
- I traveled with Lane and Zach to visit the Fremont FQHC. They have a new \$6million building. It was nice to see the space and to talk through facilities related topics and health center activities
- We have revised our Leadership Team meeting agenda to reflect more of the activities/programs that we need to discuss/review and for accreditation purposes
- Please note that I have divided the tier of directors and/or supervisors, coordinators as follows: **Leadership Team** - Nate, Zach, Joyce, Pam, Lane, Cyndie **Management Team** - above members + Katie Hunter, Stacey, Nan, Laura Nance
- I will be working with Joyce and Carmen on succession planning for our agency. Please note that I would like to request the assistance of 2 Board members to review and provide feedback on this planning as we move forward.
- I am finishing up my last month as President of the Association of Ohio Health Commissioners. It has been a very busy year and I have learned so much legislatively. I am happy that the state budget that I was able to work on has ended up being so "public health friendly"
- Public Health friendly items that passed in the State Budget were: 1) Authorizing the H2Ohio fund related to water quality; 2) Creation of an fetal/infant mortality board; 3) Creation of a Pregnancy-Associated Mortality Review (PAMR) board; 4) Establishment of a Public Health Priorities fund (\$2 million) - allows ODH to use the money to conduct PH awareness and educational campaigns, address pressing PH issues, implement innovative PH programs and strategies; 5) Establishes local infant mortality review boards; 6) Increases eligibility for Breast and Cervical Cancer Project clients; 7) Allows for \$ to be distributed through subsidies to local health departments, with more for accredited LHDs; 8) Creates a harm reduction fund; 9) Reconvenes the PH Futures committee; 10) Tobacco to 21; 11) Expands the current Pay For Success Contracting program - public health now mentioned and allows for public/private partnerships
- I will be attending the AOHC Conference Sept. 16-19 and relinquish the presidency of the association. This will free up my schedule a bit as I will not be required to attend Board meetings.

#### 4. New Business

##### 4.1. Finance

##### 4.1.1. Income and Expense

Amanda Rogers, DVM made a motion to approve the income and expense report. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT JULY 31, 2019							
FUND NAME	JAN. 1, 2019 BALANCE	JULY REVENUE	YEAR TO-DATE REVENUE	JULY EXPEND.	YEAR TO-DATE EXPEND.	JULY 31, 2019 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	682,715.71	533,581.26	1,458,370.55	116,208.59	1,019,275.28	1,121,610.98	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	5,210.27	0.00	9,277.62	1,730.93	9,360.30	5,127.59	
806 - Food Service Fund	2,809.73	2,590.00	147,442.10	14,467.37	111,888.03	38,363.80	
807 - Private Water Fund	1,344.55	5,727.00	43,790.25	5,252.25	39,194.30	5,940.50	
809 - Sewage Program Fund	11,211.24	8,128.00	61,048.55	7,000.30	58,464.32	13,795.47	
810 - RV Park/Camp Fund	64.22	0.00	6,684.14	869.15	5,524.23	1,224.13	
Subtotal	20,640.81	16,445.00	268,242.66	29,320.00	224,431.18	64,451.49	
<b>Special Revenue Funds</b>							
803 - Home Health Fund	797,774.23	51,876.25	279,078.11	25,185.51	222,403.16	854,448.18	
819 - Solid Waste Fund	8,443.03	8,911.16	28,649.25	2,048.08	21,366.75	15,725.53	
Subtotal	806,217.26	60,787.41	307,727.36	27,233.59	243,769.91	870,174.71	
<b>Grant Funds</b>							
808 - WIC Grant Fund FY Oct 1 - Sept 31	773.50	22,501.48	172,707.00	22,846.62	162,745.07	10,735.43	
811 - Creating Healthy Com Grant FY JAN 1 - DEC 31	26,748.03	4,252.40	57,512.76	6,417.85	57,181.47	27,079.32	
812 - PHEP Grant Fund FY July 1 - June 30	3,125.93	8,596.47	55,662.62	5,097.17	34,546.44	24,242.01	
813 - MCH/MQ2 Grant Fund FY Oct 1 - Sept 30	70,991.69	2,560.68	8,219.45	5,518.58	23,747.95	55,463.19	
814 - Community Health Center Grant FY April 1 - Mar 31	82,365.59	189,519.73	1,244,788.67	165,084.97	1,261,943.78	65,219.48	
830 - Drug Free Communities FY Oct 1 - Sept 30	5,052.50	14,915.94	61,874.44	14,606.06	62,493.88	4,433.26	
Subtotal	189,057.14	252,396.68	1,600,764.94	219,571.26	1,602,658.39	187,163.69	
<b>TOTAL ALL FUNDS</b>	<b>1,698,630.12</b>	<b>863,210.35</b>	<b>3,635,105.51</b>	<b>392,334.44</b>	<b>3,090,134.76</b>	<b>2,243,686.87</b>	

\*Includes Health Levy, Political Subsidies, Vital Statistics, CMH Safe Communities Grant, Radon Grant, CCI Grant, United Way Grant and Mosquito Control Program.

#### 4.1.2. Transfers/Cash Advances . – Resolution #2019-08

Ron Moder made a motion to approve Resolution #2019-08. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter and Amanda Rogers, DVM; in the negative; none. The motion was approved.

#### 4.2. Personnel

##### 4.2.1. Approval to hire Jessica West, EFDA in the dental clinic, effective August 13, 2019.

Amanda Rogers, DVM made a motion to approve the hiring of Jessica West, EFDA in the dental clinic, effective August 13, 2019. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

#### 4.3. Contracts

##### 4.3.1. Approval to increase the maximum amount with CB Practice Solutions for an additional \$10,000 with the same hourly rate of \$135, effective September 1, 2019 through May 22, 2020.

Jeff Harmer made a motion to approve to increase the maximum amount with CB Practice Solutions for an additional \$10,000 with the same hourly rate of \$135, effective September 1, 2019 through May 22, 2020. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

##### 4.3.2. Approval of agreement with Catalyst Life Services for interpretation services with a yearly maximum of \$2,000, effective August 12, 2019 and remains ongoing.

Jeff Harmer made a motion to approve an agreement with Catalyst Life Services for interpretation services with a yearly maximum of \$2,000, effective August 12, 2019 and remains ongoing. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.3.3. Approval of agreement between Union County General Health District and Knox County Health Department, implementation of naloxone integration and distribution program FY2020/2021 funds received will pay for the base project fee, \$8,000; advertising reimbursement, \$1,500; Narcan distribution, \$30/kit up to \$2,250.**

Jeff Harmer made a motion to approve an agreement between Union County General Health District and Knox County Health Department, implementation of naloxone integration and distribution program FY2020/2021 funds received will pay for the base project fee, \$8,000; advertising reimbursement, \$1,500; Narcan distribution, \$30/kit up to \$2,250. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.3.4. Approval of contract with Laura MacDonald, CPA, Inc. to provide an independent audit of the 2017 and 2018 cost report in order to request an APM (Alternative Payment Method) from the Ohio Department of Medicaid for the Federally Qualified Health Center, effective August 29, 2019 through August 29, 2020, \$90/hour, maximum \$3000.**

Jeff Harmer made a motion to approve contract with Laura MacDonald, CPA, Inc. to provide an independent audit of the 2017 and 2018 cost report in order to request an APM (Alternative Payment Method) from the Ohio Department of Medicaid for the Federally Qualified Health Center, effective August 29, 2019 through August 29, 2020, \$90/hour, maximum \$3000. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

#### **4.4. Board Approvals**

**4.4.1. Accept HRSA Grant Award # H80CS30716-03-02 Integrated Behavioral Health Services (IBHS) grant: Expansion of Quality Substance Use Disorder and Mental Health Services within the Knox County Community Health Center totaling \$167,000 awarded August 1, 2019.**

Jeff Harmer made a motion to accept HRSA Grant Award # H80CS30716-03-02 Integrated Behavioral Health Services (IBHS) grant: Expansion of Quality Substance Use Disorder and Mental Health Services within the Knox County Community Health Center totaling \$167,000 awarded August 1, 2019. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.4.2. Accept HRSA Grant Award # H80CS30716-03-03 2019 Health Center Quality Improvement grant: To support UDS reporting, one time award \$30,183 awarded August 12, 2019.**

Jeff Harmer made a motion to accept HRSA Grant Award # H80CS30716-03-03 2019 Health Center Quality Improvement grant: To support UDS reporting, one time award \$30,183 awarded August 12, 2019. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.4.3. Approve out-of-state travel for Julie Miller and Carmen Barbuto to attend the Data for Community Health Annual Conference in Baltimore, MD, October 14-18, 2019, maximum cost of \$3,560. (\$2,760 paid with Public Health National Center for Innovations scholarship funds and \$800 paid with public health funds.)**

Amanda Rogers, DVM made a motion to approve out-of-state travel for Julie Miller and Carmen Barbuto to attend the Data for Community Health Annual Conference in Baltimore, MD, October 14-18, 2019, maximum cost of \$3,560. (\$2,760 paid with Public Health National Center for Innovations scholarship funds and \$800 paid with public health funds.) Joe Porter seconded the motion; in the negative: none. The motion was approved.

**4.4.4. Approval of agency Fiscal Management Manual.**

Ron Moder made a motion to approve the agency Fiscal Management Manual. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

**4.4.5. Approval of agency Tuberculosis Control Plan.**

Amanda Rogers, DVM made a motion to approve the agency Tuberculosis Control Plan. Joe Porter seconded the motion; in the negative: none. The motion was approved.

**4.4.6. Approval of revisions to agency personnel policy Transfer of Sick Leave Hours.**

Amanda Rogers, DVM made a motion to approve of the revisions to agency personnel policy Transfer of Sick Leave Hours. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.4.7. Approval to include Airbnb lodging for overnight travel in the Travel and Expense Reimbursement policy.**

Jeff Harmer made a motion to approve to include Airbnb lodging for overnight travel in the Travel and Expense Reimbursement policy. Joe Porter seconded the motion; in the negative: none. The motion was approved.

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

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

**4.5.1. Renewed Central Region Health Systems County-Level Healthcare Coalition Coordination agreement between Central Ohio Trauma System (COTS) and KCHD for state fiscal year 2020, amount received not to exceed \$1,000.**

**5. Executive Session**

At 7:22 p.m. Jeff Harmer made a motion to enter into executive session for the purpose of legal discussion. Ron Moder seconded the motion. On roll call the following voted in the affirmative: Eric

Siekkinen, Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter and Amanda Rogers, DVM: in the negative; none. The motion was approved

Joyce Frazee was invited to stay for the session.

At 7:37 p.m. Jeff Harmer made a motion to return to regular session, Joe Porter seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter and Amanda Rogers, DVM: in the negative; none. The motion was approved.

#### **6. Adjournment**

Being no further business, Jeff Harmer made a motion to adjourn the meeting. Joe Porter seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:38 p.m.



Eric Siekkinen, RPh  
Board President



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

