

February 28, 2018

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

BOARD MEMBERS	STAFF
Eric Siekkinen, RPh.	Julie Miller, RN, MSN
Laura Haberman, RN	Lane Belangia, CHC CEO
Lee Rhoades	Pam Palm, Planning, Education & Promotion Director
Kelly Bailey	Stacey Robinson, Fiscal Supervisor
Laura Barbuto, RN	Nate Overholt, EH Director
Jeff Harmer	Lorraine Bratton, DON, Interim PHO Director
Amanda Rogers, DVM	Joyce Frazee, HR Supervisor
	Cyndie Miller, RD, WIC Director
ABSENT	Lisa Dudgeon, PHN
Barry George, MD	Sheri Rine, PHN
Ronald Moder, Pro-Tem	Anesha Brown, Dental Assistant
	Dr. Brandon Washington, DDS
GUESTS	Laura Nance, Dental Hygienist
Chuck Martin	

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

Laura Haberman made a motion to accept the amended agenda. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for, January 24, 2018 Board of Health meeting.

The minutes of the regular meeting held, January 24, 2018 were reviewed and accepted. Laura Haberman made a motion to approve the minutes. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

February 2018

801 - General Fund	81,499.49
803 - Home Health Fund	11,786.00
805 - Swimming Pool Fund	75.68
806 - Food Service Fund	2,107.86
807 - Private Water Fund	2,642.78
808 - WIC Grant	2,157.64
809 - Sewage Program Fund	1,700.96
810 - RV Park/Camp Fund	55.02
811 - Creating Healthy Communities Grant	1,209.26
812 - Public Hlth Emergency	1,133.37

Preparedness Grant	
813 - MCH/CFHS Grant	205.91
814 - Community Health Center Grant	65,605.51
819 - Solid Waste	496.43
830 - Drug Free Communities	3,778.46
Total	\$174,454.37

THEN & NOW

801 - General Fund	10,134.74
803 - Home Health Fund	5,495.25
806 - Food Service Fund	255.50
807 - Private Water Fund	1,115.55
808 - WIC Grant	150.00
809 - Sewage Program Fund	588.00
812 - Public Hlth Emergency	
Preparedness Grant	208.37
814 - Community Health Center Grant	12,524.20
830 - Drug Free Communities	656.00
Total	\$31,127.61

1.5. Public Participation-

Community Health Center dental staff attended the BOH meeting to introduce themselves to the board. Laura Nance, Dental Hygienist, Dr. Brandon Washington and Anesha Brown, Dental Assistant gave a brief overview of their time in the center. Each shared the importance of offering dental services to this community and the importance of dental hygiene education. Dr. Washington applauded Laura on the excellent care she provides to the center patients. Laura shared the patients are so appreciative of the services offered through the health center. Pam Palm thanked Dr. Washington and Laura for all of the referrals to the tobacco cessation program. Out of the 58 participants enrolled in the program for January and February 2018, approximately 60% have been referrals from the dental clinic.

Other staff attending the meeting were Public Health Outreach staff, Sheri Rine, RN and Lisa Dudgeon, RN.

2. Board Reports-discussion of Board training

Julie shared: Each board of health member must complete two hours of continuing education per calendar year, pertaining to one or more of the following topics: ethics, public health principles, and a member's responsibility. Currently, the resource DVD purchased through the Ohio Association of Boards of Health (OABH) has been used for the trainings. We have the opportunity to enroll in the Board training through the Michigan Public Health Training Center. Laura Barbuto, Lee Rhoades and Kelly Bailey viewed the website. After hearing what training options were available, Board members choose the online training through the University of Michigan FY2018. Training can be in a group setting or individually.

3. Hearings/Readings/Regulations-None

4. Special Reports

4.1. Leadership Team

ENVIRONMENTAL HEALTH

Nate shared:

- **Today is the final day for the 2017 food licensing period. All applications submitted or post marked after March 1, 2018 will have an additional late fee.**
- **Nate attended the OEHA legislative meeting last week and we continue to monitor many different legislative bills related to environmental health programs. House Bill 65 is the bill introduced that is supposed to provide standardization to the evaluation process from the Ohio Department of Health and the Ohio Department of Agriculture during a food program survey. Once more information is provided, I will present to the Board of Health.**
- **Annual District Advisory Council meeting will be held March 13, 2018 at 7:00 pm at the Knox County Health Department.**

No written report.

PLANNING EDUCATION & PROMOTION

The digital sign has been installed. We are currently featuring information on programs and services for both the Health Department and Health Center.

Alayna Anderson and Mike Whitaker participated in the 9-day employee health fair at Ariel Corp. Daily sessions were held in the early morning and late afternoon. They presented information on the tobacco cessation program.

The tobacco cessation program is off to a great start with 34 people participating in January. Alayna Anderson is now overseeing the Tuesday sessions at KCH.

For The Center, we have been advertising dental services on the front page of The Shopper. In January, we began radio advertising featuring CNP Jackie Neighbarger. We began distribution of the revised Center flyer.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

This month's board meeting will see a lot of activity, mainly due to the required policy and procedure developments related to the action plan from our technical assistant site visit and to prepare for our upcoming On-site visit scheduled in April (3rd to 5th).

Our two consultants will be on-site this week to help Debbie and Myself (and our staff) make finale preparations for the site visit. They will be performing a SWOT analysis with the staff and also the Co-applicant board in order for us to meet the strategic plan requirement for the site visit.

On the agenda you will see many approvals and information most of which is related to the action plan.

1. The needs assessment was changed from the original grant to meet the new site visit protocol, copy available during the meeting for reference.
2. Approval of the sliding fee scale now reflecting the 2018 federal poverty guidelines, copy available during the meeting for reference.

3. Approval of changes to By-laws to meet the new compliance manual standards, copy available during the meeting for reference.
4. Adding specialty service language pertaining to diagnostic radiology to the current MOU between the center and KCH
5. Form 5 A changes these were recognized changes identified from our Technical Assistance site visit and also from adding new pharmacy and mental health services. We will be adding to the columns to identify how and who pays for these services. In other words,,, this should not constitute a “change in scope” only a self-reported update to services already in place. The Center Board must approve these in order for the CEO to then request the approval on the HRSA website.

Other notes from the agenda, we are asking this board to allow the CEO to collaborate with the Health Commissioner in regards to opening positions, new placement and or termination of employees for center positions. The Commissioner has this authority granted from the Board of Health. As CEO I am the only true employee of the Center Board. All Human Resource Management and Fiscal oversight is through the Board of Health. This request allows the CEO to act within the budget approved by the Health Center Board to appropriately and timely react to staffing needs and growth opportunity. The signed agreement with RHP innovations allows this 340B third party vendor to begin the analysis of how 340B can benefit this center.

We have been interviewing for the social work position and also the public health Nurse position with several good candidates identified. I hope to announce new hires during the board meeting.

Revenue for the month of January, Project income totaled \$174,297.79 with expenses totaling \$120,999.99. Grant funds (pulling monies from the federal grant), totaled \$71,420.18 with revenue totaling \$102,857.61.

We are expending budgeted money to purchase two new dental chairs. Our last donated chair has malfunctioned and is non-repairable. We are removing the Pan-X-ray machine and clearing the room it is housed in to allow for an additional dental chair for the Hygienist. Not only allowing the Hygienist to see more patients, the additional chair will allow the Dentist to begin to house students where he can mentor and have more time for procedures such as root canals and more in-depth interventions. Additionally, we have sent two center staff members to X-ray certification training. Once this certification is finalized they will be able to perform all X-rays allowing the Dentist, Hygienist and Chair Assistant to be more efficient and see a greater number of patients.

Doctor Washington is performing outreach at some of our local pre-schools and Head Start this month along with participating in the long standing collaborative agreement with other local dentist to go into 3rd grade classes in order to assist all of our local schools with their dental health screenings, February is Children’s Dental Health Month.

We are still awaiting enrollment with Care Source, I have now reached out to yet another resource in attempts to finalize this insurance contract.

The Ohio Primary Care association conference is March 5th to 7th. Most of the center staff is attending the 6th, we also have many health department employees taking advantage of the training and conference. Much of what Health Centers do speaks to public health, this will be a good opportunity for all. Currently we have 2 Co-applicant board members attending, if anyone else would like to attend please see Shelby for details.

WIC

Cyndie shared:

- **March is nutritional awareness month. WIC has partnered with OSU Extension to offer food demonstrations and shopping on a budget for WIC participants.**

Our Caseload has decreased, in part due to the additional Holiday ,Bereavement Leave for two staff during this month, and bad weather on January 12 which required the closing of the HD at noon (fewer persons were seen in the clinic). This continues as a Statewide and National trend. This is the first time our caseload has fallen below 1000. **71 of 74 WIC Projects are below assigned caseload.** Our assigned caseload for FY18 is 1131.

Beginning in 2018, our stats include the number of prenatal participants that have a nutritional risk code for pregnant at a young age (less than or equal to 17 years of age, January 2018 – 2). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, January 2018 – **39 or 12.5% of our infants currently on the program**).

PUBLIC HEALTH OUTREACH

- PHN has become involved in a new program with the Knox Probation Adult City and County departments. Health screenings/education/vaccines our offered to the probation clientele. The PHO nurses make a visit the last Tuesday of each month. This month the Probation clientele were seen on 1/30/2018 County in the am and City in the pm. We had a total of 6 people at each site, 3 individuals were sent out to our Health Center for treatment due to illness.
- Communicable Disease: Knox County's Flu total was 29 cases hospitalized in January for Influenza per CD report, a marked increase over last year at 9 admissions. Kenyon STD clinic was held on 1/22/2018, 46 students were tested for Chlamydia/Gonorrhea and results were negative, 4 HIV tests were done and results were negative.
- NBHV (New Born Home Visits) Lorraine met with the KCH birthing center on 1/17/2018 to discuss referrals received and to provide information on our programs. Since this visit our total referrals from KCH for January was 7 and 26 letters were sent out to new mothers based on vital statistics from December 2017.
- Faces program (Falls, Assessment, Community, EMS/Fire& Safety) has had no referrals. We are looking into other possibilities for this program.
- Cribs for Kids program- 2 were provided for this month
- BCMH (Bureau for Children with Mental Handicaps)- case load average is 194

EMERGENCY PREPAREDNESS

- **Public Health Emergency Preparedness (PHEP)**
 - Regional Exercise February 22nd 2018
 - Mass Care
 - Public Information and Warning
 - Emergency Operation Center
 - EPI core team meeting
 - Reviewed annual data
 - EPI Community Team with all local stakeholders scheduled for March
- **Knox County EMA**
 - Mass Fatality Annex in progress (Regional Effort)

- **Health Care Coalition**
 - Stop The Bleed Trainings being conducted every Wednesday in February
- **KCHD Operations**
 - Maintenance
 - 190 Projects completed, 11 pending
 - Roof Update:
 - No Leaks, Ice Jam Issue
 - Working with Shoemaker roofing
 - SILCO
 - Annual Fire Inspection Completed
 - IT
 - Started first round of interviews
- **Training**
 - LEHDS Training April 2018

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

January 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$546,902.41 -- 10% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$417,839.57 -- 7% of appropriations spent
- ❖ January 1, 2018 Cash Balance: \$1,638,027
- ❖ January 1, 2017 Cash Balance: \$1,129,725
- ❖ January 1, 2016 Cash Balance: \$920,529
- January 31, 2018 Cash Balance: \$1,767,090– up \$129,063 since January 1, 2018 (↑7%)
- January 31, 2017 Cash Balance: \$997,446
- January 31, 2016 Cash Balance: \$909,426

General Fund

- Revenue received year-to-date -- \$48,321 (3% of estimated revenue)
- Expenditures year-to-date -- \$156,733 (9% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- January 31, 2018 Cash Balance: \$667,522 – down \$108,413 since January 1, 2018 (↓16%)
- January 31, 2017 Cash Balance: \$397,353
- January 31, 2016 Cash Balance: \$396,341

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$25,406 (8% of estimated revenue)
- Expenditures year-to-date -- \$27,815 (8% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- January 31, 2018 Cash Balance: \$ 63,106 – down \$2,409 since January 1, 2018 (↓4%)
- January 31, 2017 Cash Balance: \$47,976

- January 31, 2016 Cash Balance: \$41,571

Special Revenue Funds

- Revenue received year-to-date -- \$258,944 (23% of estimated revenue)
- Expenditures year-to-date -- \$61,537 (6% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- January 31, 2018 Cash Balance: \$761,630– up \$197,407 since January 1, 2018 (↑26%)
- January 31, 2017 Cash Balance: \$489,151
- January 31, 2016 Cash Balance: \$353,538

Grant Funds

- Revenue received year-to-date -- \$214,232 (8% of estimated revenue)
- Expenditures year-to-date -- \$171,754 (7% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- January 31, 2018 Cash Balance: \$274,832– up \$42,478 since January 1, 2018 (↑15 %)
- January 31, 2017 Cash Balance: \$79,349
- January 31, 2016 Cash Balance: \$117,975

Notes to 2018 Budget Summary

❖ General Fund

- Our General Fund cash balance is down which is typical for the first month of the year. We paid \$22,024.13 for the 2018 estimated workers comp for the agency.

❖ Environmental Health Restricted Funds

- Environmental Health's cash balance is down, however there license fees will start coming in February.

❖ Special Revenue Funds

- In January, Home Health revenue was higher due to the payment of \$164,378.15 for the purchase of the Home Health division and supplies by KCH.

❖ Grant Funds

- Community Health Center received \$102,858 in January in project income. The Creating Health Communities Grant FY 2017 final report was submitted.

HUMAN RESOURCES

January was a busy month for interviews. The process to find qualified applicants to fill the two Administrative Assistants, License Social Worker, Information Technologist and Public Health Nurse positions included first and second interviews. Nate Overholt, Stacey Robinson, Katie Hunter, Zach Green, Katie Wolford, Cyndie Miller, Lorraine Bratton, Lane Belangia and Julie Miller all helped in some capacity with one or more of the interviews. You will be asked to approve the hiring of Brandy Moore, Administrative Assistant/HR and Melissa Valentine, Licensed Professional Counselor. The interview process is still open for the other positions.

The Workforce Development Committee (WDC) provides employee feedback, input and ideas to the Health Commissioner on issues directly affecting all employees. The committee also provides assistance to the Health Commissioner in the planning, implementation and evaluation of team building, staff development and/or educational events. The WDC consists of but is not limited to individuals representing each division (Community Health Center, PEP, EH, PHO, WIC, and Admin/Ops), Human Resource Supervisor and one division director. The Workforce Development

Committee is reviewing the employee evaluation tool used for 3/4 month, 6/8 month, and annual evaluations; assessing staff on public health core competencies; planning the summer all-staff development day.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie shared:

- Continuing to look into building renovations and possible off-site locations to move a division(s) Planning to speak to Steve Oster the BODD for a combined campus options
 - Update on roof- not a leak, issues are caused from an ice jamb. Will keep snow cleared off of that section of the roof to prevent future leaks.
 - NALBOH information is in your Board folder. Information regarding the annual conference can be found in publication. Julie encouraged Board members to attend the conference in Raleigh North Carolina in August.
 - Time to review the BOH policy manual, compensation & classification plan and pay scale.
 - Joyce & Julie will be looking at the FY2017 board minutes to determine the themes. Activities and issues the Board dealt with through-out the year. Are there reoccurring themes that need to be addressed or further education on?
-
- ✓ As I write this I am awaiting communication from KCH regarding how we may receive reports on how the home health program is doing since transition. I will plan to update you at the meeting. There has been little to no challenges with the transition.
 - ✓ I continue to work on the Accreditation Action Plan. My goal is to finish a draft by the end of March, submit it to our technical consultant for review and then submit a final version by the end of May 2018.
 - ✓ The Leadership Team will be participating in a Strength Finder's development project. I have made contact with a facilitator recommended by the Chamber and the Knox Technical Center. We will plan to complete this team building/development by the end of June 2018.
 - ✓ Zach Green and I continue to assess all options for facility use. We have obtained information on the former Connell's Furniture building and are currently looking at a lease option of about 4,000 square feet which would most likely be a temporary use option.
 - ✓ I have been involved through AOHC in reviewing and providing local testimony to our Ohio legislature on bills impacting local public health. Nate and I met with Rep. Sweeney regarding a bill that would decrease the cost of a seasonal food license. Rep. Sweeney indicates the bill is "not going anywhere" since he discovered that the work of the locals sometimes increases with seasonal food operations.
 - ✓ There is so much good stuff going on with our agency that I feel overwhelmed in trying to share it all with you. So in bullets some of that work:
 - Workforce Development is moving forward and provides great opportunities for our agency as we continue to grow
 - Quality improvement projects continue – a new one is related to waiving birth certificate fees
 - We are assessing the opportunity to purchase new furniture for some areas due to our growth and due to need
 - Public Health Outreach is working with community partners to assess where our services and resources can be best utilized
 - Facilities is a never ending battle what with our growth and the aging of our building and equipment

- Our data/statistical processes and programs is moving forward and will lead us to improved services and policy development
- We are all learning from the growth of our Community Health Center and will be better because of it
- The list goes on and on....

5. Old Business-None

6. New Business

6.1. Finance

6.1.1. Income and Expense

Amanda Rogers 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 January 31, 2018							
FUND NAME	JAN. 1, 2018 BALANCE	January REVENUE	YEAR-TO-DATE REVENUE	January EXPEND.	YEAR-TO-DATE EXPEND.	January 31, 2018 BALANCE	
District Health Fund							
801 - District Health Fund*	775,934.75	48,320.80	48,320.80	156,733.26	156,733.26	667,522.29	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	6,581.73	0.00	0.00	697.10	697.10	5,884.63	
806 - Food Service Fund	9,002.11	11,833.00	11,833.00	12,371.87	12,371.87	8,463.24	
807 - Private Water Fund	10,394.30	3,813.93	3,813.93	6,214.18	6,214.18	7,994.05	
809 - Sewage Program Fund	35,981.20	9,759.00	9,759.00	8,079.22	8,079.22	37,660.98	
810 - RV Park/Camp Fund	3,575.72	0.00	0.00	452.60	452.60	3,123.12	
Subtotal	65,515.08	25,405.93	25,405.93	27,814.97	27,814.97	83,106.02	
Special Revenue Funds							
803 - Home Health Fund	553,233.00	248,408.14	248,408.14	57,249.40	57,249.40	744,391.74	
804 - Medical Clinic Fund	979.62	0.00	0.00	979.62	979.62	0.00	
819 - Solid Waste Fund	10,010.70	10,535.58	10,535.58	3,308.25	3,308.25	17,237.61	
Subtotal	564,223.32	258,943.50	258,943.50	61,537.27	61,537.27	781,829.55	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	27,440.38	19,523.03	19,523.03	22,375.60	22,375.60	24,587.81	
811 - Creating Healthy Com Grant FY JAN. 1 - DEC. 31	16,562.47	8,214.29	8,214.29	12,590.77	12,590.77	12,205.99	
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	785.45	785.45	6,248.62	6,248.62	18,357.82	
813 - MCHMD2 Grant Fund FY Oct. 1 - Sept. 30	17,467.42	3,790.84	3,790.84	1,375.07	1,375.07	19,883.19	
814 - Community Health Center Grant FY April 1 - Mar 31	141,042.53	174,297.79	174,297.79	120,999.99	120,999.99	194,340.33	
830 - Drug Free Communities FY Oct 1 - Sept. 30	6,000.00	7,620.76	7,620.76	8,164.02	8,164.02	5,456.76	
Subtotal	232,353.79	214,232.18	214,232.18	171,754.07	171,754.07	274,831.90	
TOTAL ALL FUNDS	1,638,026.92	546,902.41	546,902.41	417,839.57	417,839.57	1,767,089.76	

*Includes Health Levy, Political Subsidies, Vital Statistics, BCMH, Sale Communities Grant, Radon Grant, United Way Grant and Mosquito Control Program.

6.1.2. Transfers/Cash Advances -- Resolution #2018-02

Lee Rhoades made a motion to approve Resolution #2018-02. Amanda Rogers seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Laura Barbuto, Jeff Harmer, Laura Haberman, Amanda Rogers and Lee Rhoades: in the negative; none. The motion was approved.

RESOLUTION #2018-02

General Fund

1. Transfer \$10,000.00 from 801.1510.50601 to 806.1510.4110
2. Transfer \$5,000.00 from 801.1510.50101 to 801.1510.50501

Private Water Fund

1. Transfer \$66.88 from 807.1510.50101 to 807.1510.50104

WIC Grant

1. Transfer \$500.00 from 808.1510.50101 to 808.1510.50401

MCH Grant

1. Transfer \$2,000.00 from 813.1510.50201 to 813.1510.50501

Community Health Center Grant

1. Transfer \$20,000.00 from 814.1510.50101 to 814.1510.50501

6.1.3. Approve the 2018 Sliding Fee Scale, based on Federal Poverty Guidelines released January 2018.

Laura Barbuto made a motion to approve the 2018 Sliding Fee Scale, based on Federal Poverty Guidelines released January 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.2. Personnel

6.2.1. Approval to hire Brandy Moore, Administrative Assistant, effective February 26, 2018.

Jeff Harmer made a motion to hire Brandy Moore, Administrative Assistant, effective February 26, 2018. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to hire Melissa Valentine, Licensed Professional Counselor, (LPC) effective March 5, 2018.

Amanda Rogers made a motion to hire Melissa Valentine, Licensed Professional Counselor, (LPC) effective March 5, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.2.3. Approval to open two Public Health Nurse positions.

Jeff Harmer made a motion to open two Public Health Nurse positions. Lee Rhoades seconded the motions; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approval of MOU between KCHD and Village of Danville for the purchase and installation of outdoor playground equipment, paid with Creating Healthy Communities grant funds, effective, March 1, 2018 through December 31, 2018.

Jeff Harmer made a motion to approve the MOU between KCHD and Village of Danville for the purchase and installation of outdoor playground equipment, paid with Creating Healthy Communities grant funds, effective, March 1, 2018 through December 31, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of MOU with the YMCA of Mount Vernon, for the Healthy Vending Project, effective March 1, 2018 through December 31, 2018.

Laura Haberman made a motion to approve the MOU with the YMCA of Mount Vernon, for the

Healthy Vending Project, effective March 1, 2018 through December 31, 2018. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of MOU with Interchurch Social Services of Knox County for the Food Pantry Project, paid with Creating Healthy Communities grant funds, effective March 1, 2018 through December 31, 2018.

Jeff Harmer made a motion to approve the MOU with Interchurch Social Services of Knox County for the Food Pantry Project, paid with Creating Healthy Communities grant funds, effective March 1, 2018 through December 31, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.4. Board Approvals

6.4.1. Approval of out-of-state travel for Lane Belangia to attend the National Association of Community Health Centers CFO Institute in Charleston, S.C., March 25, 2018 to March 27, 2018, at a cost of \$2000, to be paid for with grant funds.

Jeff Harmer made a motion to approve out-of-state travel for Lane Belangia to attend the National Association of Community Health Centers CFO Institute in Charleston, S.C., March 25, 2018 to March 27, 2018, at a cost of \$2000, to be paid for with grant funds. Laura Haberman seconded the motion; in the negative; none. The motion was approved.

6.4.2. Approval of agency Emergency Response Plan (ERP).

Jeff Harmer made a motion to approval the agency Emergency Response Plan (ERP). Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.4.3. Approval to purchase dental chair in the CHC, at a cost of \$9,556.35.

Amanda Rogers made a motion to approve the purchase dental chair in the CHC, at a cost of \$9,556.35. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.4.4. Approval to purchase office furniture for the EH division at a cost of \$16,000.

Amanda Rogers made a motion to approve the purchase office furniture for the EH division at a cost of \$16,000. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.4.5. Approval of out-of-state travel for Julie Miller to attend the NACCHO conference in New Orleans, July 9-13, 2018, at a cost of \$1,400.

Jeff Harmer made a motion to approve out-of-state travel for Julie Miller to attend the NACCHO conference in New Orleans, July 9-13, 2018, at a cost of \$1,400. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.5. Board Information (Non-action items)

Health Commissioner has signed the following:

- 6.5.1. Renewed contract with KCH for CNP in the CHC, 40 hours/week, maximum \$90,000/year, same cost as last year, effective March 1, 2018 to December 31,**

2018.

- 6.5.2. Renewed contract with the Knox County Commissioners for facility maintenance service, maximum of 24 hours/week, @ \$21/hour, maximum of \$27,000/year, same cost as last year.
- 6.5.3. Agreement between OSU extension and KCHD-WIC.
- 6.5.4. Renewed contract with ODH – MAC, effective July 1, 2017 to June 30, 2019.
- 6.5.5. Business Associate Agreement with RPH Innovations for services protecting health information to be with in HIPAA compliance in the CHC.
- 6.5.6. MOA between KCCHC and KCH to provide continuity of care to CHC patients who may access services offered by KCH, effective, February 14, 2018 through February 14, 2020.

7. Adjournment

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

The Board meeting adjourned at 7:20 p.m.



**Eric Siekkinen, RPh,
Board President**



**Julie Miller, RN, MSN
Health Commissioner**