

**June 27, 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:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Eric Siekkinen, RPh.	Lane Belangia, CHC CEO
Ronald Moder, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Joyce Frazee, HR Supervisor
Kelly Bailey	Stacey Robinson, Fiscal Supervisor
Laura Barbuto, RN	Nate Overholt, EH Director
Jeff Harmer	Zach Green, Emergency Preparedness Coordinator
Barry George, MD	Lorraine Bratton, DON, PHO Director
Laura Haberman, RN	Carmen Barbuto, Health Educator
	Kevin Towle, Student Inter
	Brett Berger, IT
	Cyndie Miller, RD, WIC Director
<b>ABSENT</b>	<b>GUESTS</b>
Dr. Amanda Rogers, DVM	Chuck Martin, Mount Vernon News
Julie Miller, Health Commissioner	David Pacetti

**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, May 23, 2018 Board of Health meeting.**

The minutes of the regular meeting held, May 23, 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**

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

**June 2018**

801 - General Fund	57,123.98
803 - Home Health Fund	5,531.97
805 - Swimming Pool Fund	162.12
806 - Food Service Fund	446.90
807 - Private Water Fund	1,905.96
808 - WIC Grant	198.72
809 - Sewage Program Fund	760.17
810 - RV Park/Camp Fund	153.97
811 - Creating Healthy Communities Grant	2,598.55
812 - Public Hlth Emergency Preparedness Grant	7,072.96
813 - MCH/CFHS Grant	306.46

814 - Community Health Center Grant	115,237.38
830 - Drug Free Communities	1,575.90
<b>Total</b>	<b>\$193,075.04</b>

**THEN & NOW**

801 - General Fund	3,197.73
814 - Community Health Center Grant	1,578.25
<b>Total</b>	<b>\$4,775.98</b>

**1.5. Public Participation**

Kevin Towle, Student Intern in the Public Health Outreach division and Brett Berger, Information Technology Administrator introduced themselves to the Board. Kevin is a senior at Kenyon College and is interested in research and data analysis. Brett is native to Knox County and has been working in the IT field for several years.

**2. Board Reports-None**

**3. Hearings/Readings/Regulations-None**

**4. Special Reports**

**4.1. Community Health Improvement Plan**

Carmen Barbuto, Quality Improvement Coordinator presented the 2018-2021 County CHIP planning guide that the Knox Health Planning Partners will use to help address health concerns identified in the CHA. Carmen reviewed the three priority areas: Chronic Disease, Mental Health/Addiction and Access to Care. Strategies for each area were presented.

- **Chronic Disease**
  - **Strategy 1: Implement healthy food initiatives**
  - **Strategy 2: Increase business/organizations providing wellness programs**
  - **Strategy 3: Implement a community-wide physical activity campaign**
- **Mental Health/Addiction**
  - **Strategy 1: Expand Mental Health First Aid trainings**
  - **Strategy 2: Increase community awareness and education of substance abuse & prevention**
  - **Strategy 3: Increase continuing education for primary care and substance use disorder providers**
- **Access to Care**
  - **Strategy 1: Increase awareness and access of existing healthcare services on preventative care**
  - **Strategy 2: Increase awareness and availability of birth control**
  - **Strategy 3: Increase sexual health education & prevention**

Carmen then shared the next steps are to start with research and looking for funding opportunities and educating the community. The CHA and CHIP can be found on the health department website @ [www.knoxhealth.com](http://www.knoxhealth.com).

**4.2. Leadership Team**

**ENVIRONMENTAL HEALTH**

On March 8, 2018, the Ohio Department of Health and the Ohio Department of Agriculture notified the local health departments that new food inspection reports would be utilized to replace the existing standard, critical control point and process review inspection reports by June 30, 2018. The food program surveys conducted by both agencies were put on hold until a later date. Training dates on

how to use the report were set for June 18, 2018 for local health departments in the central region. On June 6, 2018, an email was sent out notifying local health departments that the new form would not be utilized and that the food program surveys conducted by the Ohio Department of Health and Ohio Department of Agriculture would reconvene starting August 1, 2018. In the same email, the meetings dates to review the proposed new form were kept in order to review the food program survey methodology. On June 15, 2018 and email was sent out notifying the local health departments that the training had been cancelled. OEHA and AOHC continue to monitor and have meetings with both agencies.

On June 4, 2018, an individual found a bat acting “odd” in a store parking lot in Fredericktown. The bat was picked up by the Fredericktown Police Department and sealed up in a container. Mark Maxwell, Knox County EMA Director had a meeting with the Fredericktown Police Chief, so he collected the specimen from FPD to deliver to the Knox County Health Department on June 5, 2018. On June 6, 2018, US Cargo picked up the specimen and delivered to the Ohio Department of Health to test the bat for rabies. On June 8, 2018, the Ohio Department of Health contacted Environmental Health Director, Nate Overholt to notify that the bat tested positive for rabies. A press release was put together by Knox County Health Department Public Information Officer, Pam Palm for release on June 9, 2018. This is the first positive rabies specimen Knox County has had since 2012, when there were two positive cases, both bats.

The environmental health division continues to keep busy with the summer kicking off in full swing. Outdoor public swimming pool, beach and campground inspections are being performed, along with household sewage treatment systems and private water systems being installed due to the acceptable weather conditions. The fairs and festivals have started, so additional mobile food service operation and temporary food service operation inspections are being performed after hours and on the weekends.

## **PLANNING EDUCATION & PROMOTION**

**Pam Palm shared:**

- **Billboard advertising Mom’s Quit for 2 will be going up in Mount Vernon**
- **Friday a Full-page ad will be in the Mount Vernon News promoting the Community Health Center**
- **ODH will be alerting the community on the Hep. A outbreak – Vaccine is available**
- **Mosquito awareness information going out through local news sources**

In collaboration with the Knox County Chamber of Commerce, Working Partners and the Ohio Attorney General’s Office, KSAAT hosted a Drug-Free Workplace and Second-Chance Employment seminar on June 12, 2018. Over 50 individuals attended representing at least 30 businesses throughout Knox County. Karen Pierce, Director at Working Partners, discussed various policies and practices a business should consider having in place, especially with medical marijuana taking effect on September 8, 2018. The last half of the training consisted of 8 panelists who shared their polices/practices in regards to second-chance employment for individuals in recovery.

The United Way-funded tobacco cessation program has enrolled 150 people so far this year. Over a third of the program participants are also part of the Community Cessation Initiative, a new grant program. Statewide, our CCI program has the highest number of enrolled. Enrollment for the Moms Quite 4 Two program totals 12.

The Health Department is participating in the Edible Knox program which involves having potted vegetables accessible to the public throughout the county. There are four container gardens in front of the Health Department. The featured plants are tomatoes and bell peppers. Recipes for salsa and tomato sauce are also available. Tami Ruhl is taking care of the Health Department gardens as part of

the Creating Healthy Communities grant. Edible Knox is sponsored by the Knox County Food Council.

As part of the Maternal Child Health grant, Alayna Anderson is demonstrating different recipes featuring locally grown food one a month at the Mount Vernon Farmers' Market. Families who participate in the food demos are asked to take a short survey and are given dollar tokens to use buy food at the farmers' market.

For Women's Health Week, the PEP staff created 200 goodie bags of health-related items and distributed them to women in different work offices and other locations throughout the community. The bags included sunscreen, mental health tips, a calendar magnet, pen, lip balm, and eye glass cleaners.

## **COMMUNITY HEALTH CENTER**

### **Medical and Dental Health Services**

#### **NOA Update (Notice of Award)**

The center has received another updated NOA; dated 6-4-2018 indicating the remainder of our funds for fiscal year 2019, totaling \$524,775.00. This is indicating that we are to receive the total amount due to the center to complete the funding for the grant period through 3-31-2019. I have discussed the grant conditions with our project officer, (Mary Ali) we are to complete our actions by 7-29-18, we should be fine with completing/submitting the information for HRSA review by the end of this month. We will discuss during the meeting one area speaking to the condition where the co-applicant board will review the sliding fee scale to ensure the co-applicant board/center does or has not created a barrier to care, because of the pricing categories on the scale. I will have a copy of the scale for you in your packet for discussion along with a report for review.

There will be an agenda item for co-applicant board approval regarding our agreement for billing and claims processing with Centerprise Inc. This has been discussed at previous meetings, our agreement with Group One ended 6-12-2018. Centerprise pricing structure is for 7% fees for all revenue received. This is more than the 6.5% charged by our terminated billing company, (Group One). Centerprise only bills for FQHCs, their goal is to improve our revenue stream and timely billing and processing of claims. They are also taking over our credentialing work for all providers whom we currently contract and pay Trillium to perform, this amounted to approximately \$20,000 annually. Centerprise has re-formatted our EMR, trained our staff and begun processing claims correctly with first submissions. They will also help provide performance measures that relate to FQHC billing and requirements. The agreement is for 3 years. Erie County FQHC also uses and has used Centerprise for a number of years and they recommend them as a billing company.

Revenue for the month of May totaled \$212,081.94, grant funds totaled \$94,300.30, project income totaled \$117,751.63, and expenditures totaled \$168,575.65. We have received 28.92% of projected revenue YTD. This is largely due to our previous billing company's inability to process claims timely.

Aims Grant funds (Access in mental/behavioral health and Addiction services). In addition to medical supplies IT has identified two items to purchase from this fund regarding cyber security. On the agenda you will see an approval request for a 5 year agreement with Virtru Corporation totaling \$26,500.00. This will allow the entire health department to have secured email in order to protect our information that is sent out of the agency. Another infrastructure approval speaking to IT development that may come to the co-applicant board for approval next month is to replace our IT security switches for our building that link to other computers. We have 3 switches needing replacement with an estimated cost of \$15,000. Our mental health providers are also going to receive training for our electronic medical record and ordering supplies needed to enhance our services provided by our mental health providers. The expenditures for this one time funding of the AIMS grant need to be finalized by September 2018.

Our Medicaid cost reports is due to be filed July 2<sup>nd</sup>, Dimension Healthcare is also completing this report for the center as they did for the Medicare cost report. The amount Dimension charged for the Medicare cost report totaled approximately \$1,400.00 lower than the maximum amount quoted of \$8,400.00. This year's report had less information as compared to a full year of data, this center is also a small startup facility with few providers resulting in less reporting measures needed. I have spoken to a potential co-applicant board member who will represent our patient/consumer component of the co-applicant board. I am also speaking to one more additional potential patient member.

Lastly, I have signed and am asking for co-applicant board approval to go into affiliation with OSU College of Dentistry allowing senior dental students to perform clinical rotations here this fall.

### WIC

Caseload increased by 4 participants from April 2018. 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, May 2018-1). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, May 2018 – 44 or 14% of our infants currently on the program).

WIC staff person, Deb Creager attended outreach events at Northgate Head Start and Columbia Schools Kindergarten registration during the month of May.

Also, preparations are being made by the Knox County Breastfeeding Network to provide the WIC Breastfeeding Tent at several area festivals this summer. This allows a private, quiet area for moms to breastfeed their babies while attending the festivals.

### PUBLIC HEALTH OUTREACH

**Lorraine Bratton shared:**

- **Dr. Martinson is reviewing the TB exposure control plan**
- **Considering offering CPR training to the public, and finding funding to help with the cost to enroll in the class**
- **Back to school immunization clinics scheduled**
- **Flu vaccine planning committee held their first meeting**

CMH (Children with Medical Handicaps)-No significant changes -steady.

Vaccine Coordinator- We had our first back to school vaccines in May for Danville and East Knox Schools, good turn out and the parents appreciate this getting done before summer vacation or waiting for the school year to start. Other clinics at our Health Dept. have been set up for the summer months.

Our first Travel vaccine was given on May 22<sup>nd</sup>. We have at least 1-2 requests for travel vaccines every week. Good response noted from the public.

New Born Home Visits- There were five home visits this month. Elizabeth Doolittle from United Way Coordinator made a visit with Lisa Dudgeon. There were 2 faces referrals, neither was seen in May due to Hospitalization of both. Have been checking in periodically with both and will schedule when home. Two pack and plays were given to families in May.

Other news:

We will be visiting the area nursing facilities and local schools districts, to assess their needs and provide educational and other health related information.

Through all the programs we had in May, we seen 500+ people.

Applied for a grant through Ohio Dept. of Health in May for Cribs for Kids . This grant would be around 30,000+.

## **EMERGENCY PREPAREDNESS**

**Zach Green shared:**

- **County wide emergency response exercise will be held tomorrow**
- **Fleet vehicles are on order**
- **Thanked Brett Berger for his pro-active approach to getting issues resolved. Having a full-time IT person on staff has been very beneficial**

During the last month, the Public Health Emergency Preparedness (PHEP) completed this year's grant deliverables and will start the new 2018-2019 grant cycle on July 1, 2018. Throughout contract hours with the local Emergency Management Agency (EMA) the Fairground Emergency Operations Plan was completed and signed off by the Fair Board. Active Threat training was completed on June 8<sup>th</sup> working with MVPD, KCSO and EMA. All KCHD employees went through three hours of Active Threat or also known as Active Shooter training.

The floor was waxed and buffed in May and the agency is now caught up on the floor maintenance. The county maintenance crew will now begin painting the front administration area and prepare the Fiscal/HR offices for the new furniture.

A total of twelve local healthcare agencies will be participating in a functional exercise on June 28<sup>th</sup>, 2018. These facilities will be provided with exercise injects that will test their ability in the following categories: Information Sharing, facility evacuation, and emergency sheltering in place.

## **ADMINISTRATIVE SERVICES & OPERATIONS**

**Fiscal Office**

**Stacey Robinson shared:**

- **Fiscal software reviewed – information for each of the systems was presented to the Board. CIVICA CMI, SDinSite & MIP (Schneider Downs) plus our current fiscal software Infal are the three systems being considered**

*Stacey thanked Ron Moder for attending the demonstrations for fiscal software systems*

- **State auditors are currently on-site**

*Ron Moder shared the fiscal committee met with Stacey and Julie and made a decision to postpone the salary scale and compensation classification plan until the July 2018 Board meeting.*

### **May 2018 Budget Summary**

- **Revenue: Year-to-date revenue -- \$2,408,576.75-- 38% of estimated revenue collected**
- **Expenditures: Year to date expenditures -- \$2,039,649.44 -- 33% 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**
  
- **May 31, 2018 Cash Balance: \$2,006,954– up \$368,927 since January 1, 2018 (↑18%)**
- **May 31, 2017 Cash Balance: \$1,677,627**
- **May 31, 2016 Cash Balance: \$1,184,935**

## **General Fund**

- **Revenue received year-to-date -- \$783,150 (41% of estimated revenue)**

- Expenditures year-to-date -- \$688,111 (32% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- May 31, 2018 Cash Balance: \$870,974 – up \$95,039 since January 1, 2018 (↑11%)
- May 31, 2017 Cash Balance: \$734,130
- May 31, 2016 Cash Balance: \$594,612

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

- Revenue received year-to-date -- \$214,849 (55% of estimated revenue)
- Expenditures year-to-date -- \$146,782 (35% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- May 31, 2018 Cash Balance: \$ 133,581 – up \$68,066 since January 1, 2018 (↑51%)
- May 31, 2017 Cash Balance: \$123,380
- May 31, 2016 Cash Balance: \$118,297

#### **Special Revenue Funds**

- Revenue received year-to-date -- \$463,930 (53% of estimated revenue)
- Expenditures year-to-date -- \$226,945 (44% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- May 31, 2018 Cash Balance: \$801,208– up \$236,985 since January 1, 2018 (↑30%)
- May 31, 2017 Cash Balance: \$647,631
- May 31, 2016 Cash Balance: \$303,696

#### **Grant Funds**

- Revenue received year-to-date -- \$946,648 (30% of estimated revenue)
- Expenditures year-to-date -- \$977,811 (32% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- May 31, 2018 Cash Balance: \$201,191 – down \$31,163 since January 1, 2018 (↓15 %)
- May 31, 2017 Cash Balance: \$172,487
- May 31, 2016 Cash Balance: \$168,330

#### **Notes to 2018 Budget Summary**

##### ❖ **General Fund**

- Our General Fund received \$10,600 for the CCI grants for the second quarter (February – April). The Bond Payment for \$9,043.75 was paid.

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

- Swimming Pool fund revenue from licenses was \$2,165. Private Water revenue was \$7,168.46 for May and expense was \$5,498.47 for an increase of \$1,669.99. Sewage Program fund revenue was \$7,867 and expense was \$6,837.85 for an increase of \$1,029.15.

##### ❖ **Special Revenue Funds**

- In May, Home Health contract payment from KCH was \$48,604.21. We are still receiving revenue from claims from last year \$45,430.56.

##### ❖ **Grant Funds**

- Community Health Center fund project income \$117,751.63 of this amount \$37,554.65 was for WRAP payments from Medicaid and \$94,300.31 in grant funds.

#### **HUMAN RESOURCES**

##### **Joyce Frazee shared:**

- **Job postings for administrative positions and dental assistant are posted and will be advertised in the local news media.**

I worked with Carmen Barbuto, to analyze the core competency assessment that the Registered Sanitarians completed. Carmen designed a tool that would house all of the relevant information in a visual way. She also established a coding system to make various charts easier to read and a code was established for each category within each Essential Service. Codes were based on the competency



number in each category and correlated as such. Individual and group averages were calculated to allow for identification of gaps in training based on one's position description. Averages below 2.5 were flagged as a gap and a potential area for improvement. Based on this coding system, there were two (2) general competency areas that stood out as large gaps and, therefore, areas for improvement. These areas were:

1. Financial planning & management
2. Analytical & assessment skills as they relate to public health policy and planning

Once these gaps were identified, Carmen hosted a training with the Registered Sanitarians in our Environmental Health division. This training covered analytical and assessment skills. Topics included:

- Statistics specific to Environmental Health
- Why we collect statistics
- The importance of collecting statistics
- How the various statistics relate back to community health

They also reviewed an example of what community planning could look like for the Environmental Health division using the PACE program out of Florida. Finally, in the training they discussed Environmental Health fees and the difficulty in running a budget that doesn't allow one to make money. This information will be used to effectively plan environmental health efforts in the community moving forward.

Overall, the Registered Sanitarians thought the competency assessment and training process went smooth and they all noticed a specific benefit to implementing it.

The Planning Education and Promotion division will be completing the core competency assessment in June.

Workforce Development Team members Ashley Phillips, Lisa Dudgeon and Dar Butts are meeting with me to review the current employee evaluation form. Changes to the new form will be presented to the Leadership Team and to the BOH Personnel Committee before added to the agenda for Board approval. I will continue to keep you updated.

I will be advertising in the Mount Vernon News for administrative assistants and a dental assistant to fill vacant positions.

#### **4.3. Health Commissioner-None**

#### **5. Old Business-None**

#### **6. New Business**

##### **6.1. Finance**

##### **6.1.1. Income and Expense**

Laura Haberman made a motion to approve the income and expense report. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.



KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT MAY 31, 2018							
FUND NAME	JAN. 1, 2018 BALANCE	MAY REVENUE	YEAR-TO-DATE REVENUE	MAY EXPEND.	YEAR-TO-DATE EXPEND.	MAY 31, 2018 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	775,934.75	64,281.59	783,150.19	120,535.63	688,111.27	870,973.67	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	6,561.73	2,165.00	9,768.55	2,555.58	4,916.79	11,413.49	
806 - Food Service Fund	9,002.11	5,482.50	136,800.91	11,859.19	73,371.50	72,431.42	
807 - Private Water Fund	10,334.30	7,168.46	23,455.14	5,498.47	29,799.01	4,050.43	
809 - Sewage Program Fund	35,981.20	7,867.00	38,376.40	6,837.85	35,838.44	38,519.16	
810 - RV Park/Camp Fund	3,575.72	1,524.00	6,447.82	1,475.25	2,856.58	7,166.96	
<b>Subtotal</b>	<b>65,515.06</b>	<b>24,206.96</b>	<b>214,848.82</b>	<b>28,236.34</b>	<b>148,782.42</b>	<b>133,581.48</b>	
<b>Special Revenue Funds</b>							
803 - Home Health Fund	553,233.00	94,143.02	444,535.88	36,571.14	210,872.68	786,896.20	
804 - Medical Clinic Fund	979.62	0.00	0.00	0.00	979.62	0.00	
819 - Solid Waste Fund	10,010.70	0.00	19,393.98	2,344.47	15,092.85	14,311.83	
<b>Subtotal</b>	<b>584,223.32</b>	<b>94,143.02</b>	<b>463,929.86</b>	<b>38,915.61</b>	<b>228,945.15</b>	<b>801,208.03</b>	
<b>Grant Funds</b>							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	27,440.38	19,961.36	110,418.82	18,739.91	108,955.73	28,903.47	
811 - Creating Healthy Com Grant FY JAN. 1 - DEC. 31	16,582.47	544.40	38,997.17	5,854.48	39,341.01	16,226.63	
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	2,120.72	45,181.48	3,640.70	28,283.17	40,739.30	
813 - MCH/MO2 Grant Fund FY Oct. 1 - Sept. 30	17,467.42	5,171.57	26,003.12	2,499.28	12,882.79	30,587.75	
814 - Community Health Center Grant FY April 1 - Mar 31	141,042.53	212,081.94	675,876.30	168,575.65	737,033.07	79,885.76	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	6,000.00	17,126.12	50,180.99	17,126.12	51,334.83	4,846.16	
<b>Subtotal</b>	<b>232,353.79</b>	<b>256,906.11</b>	<b>946,647.88</b>	<b>218,436.14</b>	<b>977,810.60</b>	<b>201,191.07</b>	
<b>TOTAL ALL FUNDS</b>	<b>1,638,826.92</b>	<b>439,537.88</b>	<b>2,408,576.75</b>	<b>404,123.72</b>	<b>2,039,649.44</b>	<b>2,006,954.23</b>	

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

### 6.1.2. Transfers/Cash Advances – Resolution #2018-06

Laura Haberman made a motion to approve Resolution #2018-06. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Ron Moder, Barry George, Laura Barbuto, Laura Haberman, Jeff Harmer, and Lee Rhoades in the negative; none. The motion was approved.

#### **RESOLUTION #2018-06**

##### **Food Service Fund**

1. Transfer \$408.89 from 806.1510.50104 to 806.1510.50401 (Worker's Comp to Other Expense)
2. Transfer \$200.00 from 806.1510.50101 to 812.1510.50201 (Salaries to Supplies)

##### **PHEP Grant**

1. Transfer \$300.00 from 812.1510.50302 to 812.1510.50307 (Contract Services to Advertising & Printing)

##### **Community Health Center Grant**

1. Transfer \$25,000.00 from 814.1510.50101 to 814.1510.50401 (Salaries to Other Expense)

### 6.2. Personnel

#### 6.2.1. Accept the resignation of Sarah Elliott effective June 20, 2018

Jeff Harmer made a motion to accept the resignation of Sarah Elliott effective June 20, 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

### 6.3. Contracts

#### 6.3.1. Approval of MOU with DR Homes, LTD, effective June 1, 2018 through December 31, 2018.

Barry George made a motion to approve the MOU with DR Homes, LTD, effective June 1, 2018 through December 31, 2018. Laura Haberman seconded the motion; in the negative: none. The

motion was approved.

**6.3.2. Approval of Affiliation Agreement with The Ohio State University College of Dentistry for placement of dental students in the Knox County Community Health Center for the Fall semester 2018-19, effective July 1, 2018.**

Lee Rhoades made a motion to approve the Affiliation Agreement with The Ohio State University College of Dentistry for placement of dental students in the Knox County Community Health Center for the Fall semester 2018-19, effective July 1, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

**6.3.3. Approval to enter into contract with the Raison Group for consulting and grant writing services for the Community Health Center's competing continuation of application, to be filed in 2018, in the amount of \$20,000, effective June 1, 2018 through May 31, 2019.**

Laura Haberman made a motion to approve the contract with the Raison Group for consulting and grant writing services for the Community Health Center's competing continuation of application, to be filed in 2018, in the amount of \$20,000, effective June 1, 2018 through May 31, 2019. Barry George seconded the motion; in the negative: none. The motion was approved.

**6.3.4. Approval to enter into contract with Centerprise, Inc. for provider credentialing services, billing and processing of all Knox County Community Health Center claims, denials, and collections of payments including analysis of revenue received, effective June 24, 2018.**

Barry George made a motion to approve the contract with Centerprise, Inc. for provider credentialing services, billing and processing of all Knox County Community Health Center claims, denials, and collections of payments including analysis of revenue received, effective June 24, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

**6.3.5. Approval to renew Epidemiologist contract between KCHD and Licking County Health Department, \$7,614.16/year which reflects a 2% increase. Paid for by PHEP grant funds.**

Jeff Harmer made a motion to approve the renewal of Epidemiologist contract between KCHD and Licking County Health Department, \$7,614.16/year which reflects a 2% increase. Paid for by PHEP grant funds. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

## **6.4 Board Approvals**

**6.4.1. Approval to purchase a five year subscription with Virtru Corporation, for secure emailing infrastructure, at a cost of \$26,000. Paid for with AIMS grant funds, effective July 1, 2018.**

Jeff Harmer made a motion to approve the purchase a five year subscription with Virtru Corporation, for secure emailing infrastructure, at a cost of \$26,000. Paid for with AIMS grant funds, effective July 1, 2018. Laura Barbuto seconded the motion; in the negative; none. The motion was approved.

**6.4.2. Approval to accept investment funds of \$59,300 from United Way FY2019 for the**

**FACES, Knox Out Tobacco, Newborn Home Visiting, and Oral Hygiene  
Preschool Education programs.**

Laura Barbuto made a motion to accept the investment funds of \$59,300 from United Way FY2019 for the FACES, Knox Out Tobacco, Newborn Home Visiting, and Oral Hygiene Preschool Education programs. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

**6.4.3. Approval to revise Personnel Policy Manual, section 6.6 Funeral Leave, effective  
May 23, 2018.**

Lee Rhoades made a motion to approve the revision to the Personnel Policy Manual, section 6.6 Funeral Leave, effective May 23, 2018. Laura Barbuto seconded the motion; in the negative: Eric Siekkinen, Kelly Bailey, Ron Moder, Barry George, Laura Barbuto, Laura Haberman, Jeff Harmer, and Lee Rhoades. The motion was opposed.

**6.4.4. Approval for Joyce Frazee to use an additional 5 days of earned sick leave for  
Funeral Leave, the week of June 4 – 8, 2018.**

Jeff Harmer made a motion to approve Joyce Frazee to use an additional 5 days of earned sick leave for Funeral Leave, the week of June 4 – 8, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

**6.4.5. Approval to terminate contract with S.J Cleaning Solutions, effective August 4,  
2018.**

Barry George made a motion to approve the termination of the contract with S.J Cleaning Solutions, effective August 4, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

**6.4.6. Approval to apply for Expanding Access to Quality Substance Use Disorder and  
Mental Health Services (SUD-MH) funding opportunity. For HRSA grant  
number H80CS30716 (KCCHC may request \$250,000) grant application  
due July 16th, 2018.**

Laura Haberman made a motion to approve to application for Expanding Access to Quality Substance Use Disorder and Mental Health Services (SUD-MH) funding opportunity. For HRSA grant number H80CS30716 (KCCHC may request \$250,000) grant application due July 16th, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

**6.4.7. Approve Health Commissioner Strategic Planning Process Recommendation  
2018 & Beyond.**

Barry George made a motion to approve the Health Commissioner Strategic Planning Process Recommendation 2018 & Beyond. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

**6.5. Board Information (Non-action items)**

**Health Commissioner has signed the following:**

Agreement with KCH for medical 24/7 consultation services particularly during public health emergencies and as backup in the absence of the KCHD medical director; at a total cost not to exceed \$1,500/year, effective July 1, 2017 to June 30, 2018.

**7. Adjournment**

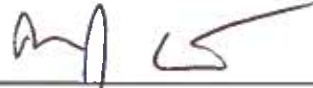
Being no further business, Jeff Harmer made a motion to adjourn the meeting. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:29 p.m.



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**Eric Siekkinen, RPh,  
Board President**



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**Nate Overholt, R.S.  
Environmental Health Director**