

December 26, 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, Health Commissioner
Laura Haberman, RN	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Lorraine Bratton, DON, PHO Director
Dr. Amanda Rogers, DVM	Stacey Robinson, Fiscal Supervisor
Kelly Bailey	Nate Overholt, EH Director
Jeff Harmer	Cyndie Miller, RD, WIC Director
	Zach Green, Operations Supervisor
ABSENT	Katie Hunter, Administrative Assistant
Ronald Moder, Pro-Tem	Kathy Spanfellner, BCMH Nurse
Barb Brenneman	
Barry George, MD	GUESTS
Lane Belangia, CHC CEO	Sarah Callahan
Joyce Frazee, HR Supervisor	

1. Convention

1.1. Call to Order

Eric Siekkinen called the meeting to order at 6:32 p.m.

1.2. Acceptance of Agenda

Laura Haberman made a motion to accept the agenda. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for, November 28, 2018 Board of Health meeting.

The minutes of the regular meeting held, November 28, 2018 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

December 2018

801 - General Fund	48,567.57
803 - Home Health Fund	8,121.97
805 - Swimming Pool Fund	240.85
806 - Food Service Fund	1,818.67
807 - Private Water Fund	2,992.70
808 - WIC Grant	1,670.56
809 - Sewage Program Fund	1,493.26
810 - RV Park/Camp Fund	192.44
811 - Creating Healthy Communities Grant	524.73
812 - Public Hlth Emergency Preparedness Grant	3,154.29
813 - MCH/CFHS Grant	1,064.22
814 - Community Health Center Grant	81,680.42
819 - Solid Waste	402.04
830 - Drug Free Communities	3,367.63

Total **\$155,291.35**

THEN & NOW

801 - General Fund	1,494.00
807 - Private Water Fund	1,659.48
812 - Public Hlth Emergency Preparedness Grant	360.00
814 - Community Health Center Grant	4,531.18
830 - Drug Free Communities	338.13
Total	\$8,382.79

1.5. Public Participation

Kathy Spanfellner introduced herself and shared how she became employed at the Health Department and her role with the BCMH program she worked in during her years of service.

Board President Eric Siekkinen, presented Kathy Spanfellner with a certificate of appreciation for her years of service to the agency. Julie and The Leadership team shared and agreed on how compassionate, Kathy has been during her time with the agency.

2. Board Reports

Eric Siekkinen reported that himself, Lee Rhoades, Laura Haberman and Ron Moder met with members of the Knox Community Hospital Board to development community partner relationships. They plan to meet with other community partners in the future.

3. Hearings/Readings/Regulations-None

4. Special Reports

4.1. Leadership Team

ENVIRONMENTAL HEALTH

The Ohio EPA has once again opened a grant opportunity for Mosquito Control. KCHD has been awarded monies in the past that have allowed for the purchase of a new mosquito ULV sprayer, along with adulticide and Larvicide. EH Director, Nate Overholt will again be applying for grant monies that will aid in the 2019 KCHD mosquito control program. Deadline is February 15, 2019.

Private Water System program staff have been collaborating with the Ohio EPA Public Water Supply program staff in mapping out water system connections at the Mohicans in Jefferson Twp. to determine what wells serves different facilities such as treehouses, cabins and barns. Currently, two wells on the property are under OEPA jurisdiction and one is under the Knox County Health Department. If determined that the other well serves 24 or more individuals weekly, the well will also be under OEPA jurisdiction.

The annual 2019 solid waste licenses have been sent out to the composting facilities and solid waste transfer station facility.

Household Sewage Treatment System program staff provided a continuing education class for registered HSTS installers, septage haulers and service providers on December 14, 2018. The Ohio Administrative Code requires a minimum of six annual CEU's for installers, haulers and service

providers in order to be eligible to register for the upcoming year. 30 individuals were present for the training.

PLANNING EDUCATION & PROMOTION

The Teen Advisory Council, a project of the Drug Free Communities Grant, held a successful Youth Leadership Day on Nov. 1 with more than 120 high school students in attendance representing all Knox County schools. TAC membership has grown to nearly 40 members - with representatives from all high schools in the county. The students are planning winter activities and pre-prom activities.

As part of the Safe Communities grant, we collaborated with the Ohio Highway State Patrol to conduct a seat belt check in Danville on Nov. 20. The check took place at two locations: the Danville High School and the Danville Primary School. Drivers wearing seat belts were given coupons for free fries at a Knox County McDonald's restaurant. The Mount Vernon News covered the activity with a photo and article in the Nov. 26 issue.

Opening of a food pantry in the former Bladensburg school building has been delayed due to heating issues. The pantry is a collaborative project between the Creating Healthy Communities grant and Interchurch Social Services.

Our promotion efforts in November included continued participation in the Above the Fold, full-page ad in the Mount Vernon News which promotes the Health Center; staff spotlights on both the Health Department and Health Center Facebook pages have been a big draw; and highlighted posts for the Newborn Home Visiting program and the Great American Smokeout.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

Updates from my last CEO report, (November 2019)

1. Paul Ruthenbeck has begun his employment in the health center as an LCDCIII (licensed chemical dependency counselor). He will begin accepting new patients in approximately 2 weeks from his start date on 12-10-18.
2. Danville Site:
 - a. The Business Plan has been submitted with your board packet this month.
 - b. The lease agreement will be on the agenda as a resolution for vote this month also. The document has been reviewed by the prosecuting attorney's office and both parties involved.
 - c. The terms of the lease are for \$9.50 per square foot and for one year increasing to \$ 10.00 for the next 4 years, this is a 5 year agreement. The lease has a 180 out clause for termination by either party.
 - d. Plans to begin providing non-routine services in January up until the site is credentialed and enrolled with Medicare through the current health center's scope of outreach and community services will be performed during this start up period.
 - e. The additional CNP from the hospital is beginning employment with us in January and when "her new-hire" obligations are complete she will be housed permanently on-site at the main location allowing the two current CNPs (Jackie and Jennie) to staff the Danville location up to 4 days per week.
 - f. The pharmacy will open next door to the clinic in a planned 6 to 7 months timeframe after the beginning of the year. We will have medications curried to the site in the time leading up to the opening of the pharmacy.

3. The SAC, (service area competition) Grant was submitted on October 18. It is under Technical review and will move soon to the final level of review for funding notification of or 3 year funding for the center's next grant cycle by January 1st 2019.
4. Human Resources is currently interviewing for an RN and Admin Assistant to off-set staffing of the Danville location.

New Reporting

Julie Miller and I along with Zach Green continue discussions regarding new site location involving the Siemen's property in downtown Mt. Vernon. Look for Julie to update the board during the next meeting.

John Cheek DDS a local oral surgeon is working with our dental clinic to gain the necessary instruments to begin providing services the first part of 2019. The goal of bringing Dr. Cheek to the center is to help off-set the referrals out of the main location consisting of those who need minor surgical procedures for dental care but cannot attain on-site currently.

The annual UDS report is due in Mid-February, this is the main report speaking to all performance, demographics, patient types and numbers along with quality measures each center performs annually. I have set a submission date for January 31st in order to submit and correct the report timely if needed. The two consultants, (Jen Genua and Michelle Layton) will be on-site January 21st for 2 days to help review the reporting with myself, Debbie and Stacey to prepare for the submission.

Debbie, Stacey and I attend a CEU from the primary care association on December 13th in Columbus to begin preparations for this UDS report, at that meeting we will also be meeting with our Cost Reporting accountant in order to prepare for this report which is due March of 2019.

Both the UDS and Cost Reports will show statistics from an entire year of operation which will provide dependable data since our initial startup report last year only was for 8 months of operation.

Katie Hunter will share with the board a new development in billing related to the Medicaid Wrap payment for immunizations. Centerprise was able to test, bill, and receive reimbursement for immunizations with wrap payments. They also received written approval from Medicaid confirming the ability to be reimbursed for wrap payments when immunizations are given to any Medicaid beneficiary in an FQHC.

Outstanding Accounts Receivable numbers...total outstanding claims to be processed total a projected \$535,000 with the average days in AR at 109 days. The current work plan is to finalize processing all outstanding AR within 90 days starting with the oldest claims working toward current claims. The "days-in" AR day goal is 45 days, we began in July with Centerprise at an average of 159 days in AR. The AR days consisting of up to 60 days outstanding are being processed timely and efficiently, (this category should be processed and monies received timely under normal claims processes) as we have seen through growing monthly revenue the past two months.

As this year ends and a new one is quickly approaching I am encouraged to look back and see what we have accomplished as a new start FQHC. I realize the accomplishments are too numerous to list. All relate to areas of financial accountability, staff growth and development of new services offered. The common thread I see is a concerted effort by this center, this board and our community partners to bring health to our community especially those who have not previously had this option; for that I am thankful. This year is setting up to be just as busy and challenging for all involved I hope you too can think of some of the opportunities our services have brought forth and provided to Knox County in 2018.

Happy Holidays, and look forward to another exciting year!

WIC

Caseload decreased by 44 participants from October 2018 which includes **39** automatic categorical terminations (**13**, 5 year olds; **19** postpartum moms; **7** BF moms). Our numbers were affected by the closure of the clinic for holidays and moving days during the month of November.

Beginning in 2018, our stats include the number of prenatal participants who have a nutritional risk code for pregnant at a young age (less than or equal to 17 years of age, November 2018 – 2). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, October 2018 – **47** or **11%** of our infants currently on the program).

“Holiday Eating for the Health of It” series was canceled after 5 sessions due to poor attendance, in part due to the busy schedules during the holiday season. Another series will be presented in the first quarter of next year utilizing an existing group – our breastfeeding support group of moms.

PUBLIC HEALTH OUTREACH

No report

EMERGENCY PREPAREDNESS & OPERATIONS

During the last month, the Public Health Emergency Preparedness (PHEP) conducted a functional exercise to test Fatality Management capabilities. The exercise focused on resource allocation, cold storage operations and responder safety precautions. In addition, a new Medical Countermeasures Dispensing plan has been developed and under review with ODH.

Throughout contract hours with the local Emergency Management Agency (EMA) a no-notice Emergency Operation Center (EOC) drill was conducted for the first time and Information & Warning annex was completed. 9-1-1 dispatch has been trained on the new satellite phones that have been launched. Lastly, a long-term recovery committee is being developed with local stakeholders including non-government organizations, volunteer groups and private sector agencies.

The Public (P) Drive has been cleaned up and all internal agency policies have been uploaded into the PolicyStat platform. Once PolicyStat employees complete the conversion of all KCHD policies, those documents will be assigned to the specific domain leaders. Maintenance has renovated the new mental health offices and will finish QI Coordinator & Medical Directors offices by the first of January. Finally, with the new move access control needs to be addressed with Habitec. Security measures will be implemented in the newly identified mental health area.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

November 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$5,108,920.81-- 81% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$4,968,753.90 -- 79% 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

- November 30, 2018 Cash Balance: \$1,778,194– up \$140,167 since January 1, 2018 (↑8%)
- November 30, 2017 Cash Balance: \$1,559,349
- November 30, 2016 Cash Balance: \$1,030,559

General Fund

- Revenue received year-to-date -- \$1,623,892 (86% of estimated revenue)
- Expenditures year-to-date -- \$1,629,409 (75% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- November 30, 2018 Cash Balance: \$770,418– down \$5,517 since January 1, 2018 (↓1%)
- November 30, 2017 Cash Balance: \$820,392
- November 30, 2016 Cash Balance: \$498,601

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$346,607 (90% of estimated revenue)
- Expenditures year-to-date -- \$377,021 (90% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- November 30, 2018 Cash Balance: \$ 35,101 – down \$30,414 since January 1, 2018 (↓86%)
- November 30, 2017 Cash Balance: \$67,681
- November 30, 2016 Cash Balance: \$55,029

Special Revenue Funds

- Revenue received year-to-date -- \$693,089 (80% of estimated revenue)
- Expenditures year-to-date -- \$475,013 (92% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- November 30, 2018 Cash Balance: \$782,300– up \$218,077 since January 1, 2018 (↑28%)
- November 30, 2017 Cash Balance: \$532,028
- November 30, 2016 Cash Balance: \$400,001

Grant Funds

- Revenue received year-to-date -- \$2,445,332 (78% of estimated revenue)
- Expenditures year-to-date -- \$2,487,311 (83% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- November 30, 2018 Cash Balance: \$190,375– down \$41,979 since January 1, 2018 (↓22%)
- November 30, 2017 Cash Balance: \$139,248
- November 30, 2016 Cash Balance: \$76,928

Notes to 2018 Budget Summary

❖ **General Fund**

- We received \$25,900 for the final payment for FY2018 CCI grant. The AEP bill for October was \$1,544.47 which is down \$130.65 from last month. We received the Rural Health Communities \$6,980.98 off of our Spectrum internet bills. We paid \$68,043.75 out of the General Fund for the bond payment the remaining \$50,000 was paid by the Community Health Center.

❖ **Environmental Health Restricted Funds**

- Private Water revenue was \$3,793.45 for November and expense was \$5,823.17 for a loss of \$2,029.72. Sewage Program fund revenue was \$6,591.75 and expense was \$9,404.18 for a loss of \$2,812.43.

❖ **Special Revenue Funds**

- Home Health received \$52,279.21 for October's invoice.

❖ **Grant Funds**

- Community Health Center fund project income was \$101,923.96. \$83,313.73 in Community Health Center grant funds were drawn down.

HUMAN RESOURCES

- Recruitment and Onboarding continue to be the focus.
- This month you will be asked to approve the hiring of Tina Cockrell. Tina interviewed for the Drug Free Communities Program Coordinator position and accepted our offer. She is a life-long resident of Knox County and eight years of her career were with the Chamber of Commerce. Tina is already familiar with the DFC grant because of her involvement with the Knox Substance Abuse Action Team. Tina will start January 2, 2019.
- Also on the agenda is the acceptance of Brandon Washington, DDS resignation. Dr. Washington spoke with Lane on Friday, December 14 and shared that he was offered a position elsewhere and would be leaving. His last day with our agency is January 14, 2019. Lane and I have been in contact with a recruiting company to help in the search for a new dentist. A contract with Adaptive Medical Partners, the recruiting firm, will be brought to you for approval during the December board meeting.
- All staff development day was December 7. The staff took part in Strengths Finder training to learn ways to build a strengths-based culture that will help the agency develop better inner-relational outcomes. Before the retreat each employee took the strengths-finder assessment and received their top five strengths. Jenn Ballenger, certified strength's coach, facilitated the training using Don Clifton's strength-based approach to management. Through discussion, group participation and hands-on exercises, all employees had an opportunity to understand the strength-based approach and practical ways to apply these techniques. The unique combinations of talents, knowledge, skills, and practice that each employee has will help them do what they do best every day.

During the second half of the day the Resilience Film was shown. This film explained the Biology of Stress and The Science of Hope and chronicles the birth of a new movement among pediatricians, therapists, educators and communities, who are using cutting-edge brain science to disrupt cycles of violence, addiction and disease. Before the film was introduced, the staff participated in The Adverse Childhood Experiences **Study (ACE Study)**. ACE is a research **study** conducted by the American health maintenance organization Kaiser Permanente and the Centers for Disease Control and Prevention. The staff completed a questionnaire which determined an ACE score. An **ACE score** is a tally of different types of abuse, neglect, and other hallmarks of a rough childhood. According to the Adverse Childhood Experiences study, the rougher **your** childhood, the higher **your score** is likely to be and the higher **your** risk for later health problems. The purpose of the Adverse Childhood Experiences (**ACE**) Study is to identify whether and how **ACEs** impact adult physical, mental, and social well-being.

The day ended with our annual staff recognition. New staff (less than one year), and staff that have completed one, five, ten, fifteen, twenty, twenty-five, thirty and up years of service are all recognized. The following is a break-down of staff acknowledged:

Fifteen New staff – Bailie Miller, Landon Magers, Tonja Nutter, Elisa Beckett, Bridget Collins, Jessica Parker, Philanna Parnell, Steph Fields, Stephanie Kollar, Janet Jones, Melissa Valentine, Nan Snyder, Brett Berger, TinaMarie Trifillio-Hart, Paul Hart-Ruthenbeck

One year of service – Shelbi Bixler, Brandon Washington, Debbie Eiden, Laura Nance, Carmen Barbuto

Five years of service – Kyle Shackle, Lane Belangia, April Brady

Ten years of service – Nate Overholt, Nikki Fletcher, Joyce Frazee, Cyndie Miller

Fifteen years of service – Suzanne Dapprich

Twenty years of service – Pam Palm, Tami Ruhl

Thirty + years of service – Cathy Miller (33)

- I have started a Quality Improvement (QI) project to improve our orientation process. Zach Green, Tonja Nutter, Katie Hunter, Elisa Beckett, Brett Berger, Suzanne Dapprich and Ashley Phillips are a part of the team. More info to come.
- I will be on vacation and will not be at the December board meeting. Please let me know if you have any questions or concerns. I wish you all a Merry Christmas and Happy New Year.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

- Julie Miller reported discussions regarding a new site location involving the Siemen's property in downtown Mt. Vernon with a community partner.
- Measurement Resources is working on our strategic plan for the agency.

5. Old Business - None

6. New Business

6.1. Finance

6.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT November 30, 2018							
FUND NAME	JAN. 1, 2018 BALANCE	NOVEMBER REVENUE	YEAR-TO-DATE REVENUE	NOVEMBER EXPEND.	YEAR-TO-DATE EXPEND.	NOVEMBER 30, 2018 BALANCE	
District Health Fund							
801 - District Health Fund	775,934.75	40,205.42	1,623,691.79	176,023.30	1,629,408.70	770,417.84	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	6,561.73	4.18	9,869.54	378.25	10,651.00	5,780.27	
806 - Food Service Fund	9,002.11	2,387.61	151,306.73	12,196.08	150,784.54	9,574.30	
807 - Private Water Fund	10,394.30	3,793.45	89,558.51	5,823.17	95,020.34	3,932.47	
809 - Sewage Program Fund	35,981.20	6,591.75	89,369.15	9,404.18	110,118.70	15,231.65	
810 - RV Park/Camp Fund	3,575.72	2.32	6,503.20	768.56	9,445.87	6,320.05	
Subtotal	65,515.06	12,779.31	346,607.13	20,570.24	377,021.45	35,100.74	
Special Revenue Funds							
803 - Home Health Fund	553,233.00	52,547.11	657,301.88	37,706.18	439,650.87	770,884.01	
804 - Medical Clinic Fund	979.62	0.00	0.00	0.00	979.62	0.00	
819 - Solid Waste Fund	10,010.70	15.38	35,787.61	3,130.36	34,382.44	11,415.87	
Subtotal	564,223.32	52,562.49	693,089.49	40,836.54	475,012.93	782,299.88	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	27,440.38	39,445.92	287,389.22	23,021.51	298,345.76	16,480.84	
811 - Creating Healthy Com Grant FY JAN. 1 - DEC. 31	16,582.47	20,389.10	121,653.26	6,092.83	110,239.33	27,996.40	
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	1,669.73	83,867.07	5,307.36	102,765.73	4,921.30	
813 - MCHMO2 Grant Fund FY Oct. 1 - Sept. 30	17,467.42	46,168.62	96,653.39	1,688.22	42,162.02	71,958.79	
814 - Community Health Center Grant FY April 1 - Mar 31	141,042.53	186,372.72	1,724,016.16	190,979.65	1,796,119.42	68,939.27	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	6,000.00	11,476.57	131,753.30	11,400.83	137,677.56	75.74	
Subtotal	232,353.79	305,532.66	2,445,332.40	238,490.40	2,487,310.82	190,375.37	
TOTAL ALL FUNDS	1,638,026.92	411,079.88	5,108,920.81	484,720.48	4,968,753.90	1,778,183.83	

*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 #2018-13

Laura Haberman made a motion to approve Resolution #2018-13. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Laura Haberman, Jeff Harmer, Lee Rhoades and Amanda Rogers in the negative; none. The motion was approved.

RESOLUTION #2018-13

General Fund

1. Transfer \$5,000.00 from 801.1510.50601 to 806.1510.41100

Home Health

1. Transfer \$4,323.96 from 803.1510.50101 to 803.1510.50103
2. Transfer \$6,290.55 from 803.1510.50302 to 803.1510.50101
3. Transfer \$2,995.00 from 803.1510.50302 to 803.1510.50104
4. Transfer \$609.86 from 803.1510.50328 to 803.1510.50104
5. Transfer \$647.45 from 803.1510.50201 to 803.1510.50104

Food Service Fund

1. Transfer \$570.91 from 806.1510.50104 to 806.1510.50103
2. Transfer \$212.00 from 806.1510.50401 to 806.1510.50103
3. Transfer \$25.00 from 806.1510.50302 to 806.1510.50201
4. Transfer \$75.00 from 806.1510.50501 to 806.1510.50106
5. Transfer \$13.68 from 806.1510.50401 to 806.1510.50106
6. Transfer \$261.03 from 806.1510.50302 to 806.1510.50106
7. Transfer \$20.55 from 806.1510.50201 to 806.1510.50106
8. Transfer \$1,332.20 from 806.1510.50101 to 806.1510.50106
9. Transfer \$200.00 from 806.1510.50105 to 806.1510.50101
10. Transfer \$15.32 from 806.1510.50102 to 806.1510.50101
11. Transfer \$34.68 from 806.1510.50102 to 806.1510.50106
12. Transfer \$207.56 from 806.1510.50401 to 806.1510.50106

Private Water

1. Transfer \$400.00 from 807.1510.50101 to 807.1510.50106
2. Transfer \$500.00 from 807.1510.50367 to 807.1510.50302

WIC Grant Fund

1. Transfer \$1,249.47 from 808.1510.50106 to 808.1510.5103

2. Transfer \$32.41 from 808.1510.50101 to 808.1510.50106

Sewage Fund

1. Transfer \$1,467.43 from 809.1510.50106 to 809.1510.50101

2. Transfer \$505.07 from 809.1510.50106 to 809.1510.50103

Creating Healthy Communities

1. Transfer \$200.00 from 811.1510.50102 to 811.1510.50103

2. Transfer \$116.19 from 811.1510.50104 to 811.1510.50103

3. Transfer \$211.51 from 811.1510.50201 to 811.1510.50103

4. Transfer \$651.94 from 811.1510.50501 to 811.1510.50101

5. Transfer \$378.84 from 811.1510.50501 to 811.1510.50106

PHEP Grant

1. Transfer \$650.00 from 812.1510.50102 to 812.1510.50103

2. Transfer \$47.76 from 812.1510.50501 to 812.1510.50103

3. Transfer \$2,100.00 from 812.1510.50501 to 812.1510.50101

4. Transfer \$200.00 from 812.1510.50501 to 812.1510.50106

MCH Grant

1. Transfer \$300.00 from 813.1510.50401 to 813.1510.50201

Solid Waste Fund

1. Transfer \$20.00 from 819.1510.50101 to 819.1510.50302

General Fund

1. Advance \$5,000.00 from 801.1510.50602 to 812.1510.41101

2. Advance \$5,000.00 from 801.1510.50602 to 830.1510.41101

6.2. Personnel – None

6.2.1. Approval to hire Tina Cockrell, to fill the Drug Free Community Program Coordinator role, effective January 2, 2019.

Jeff Harmer made a motion to hire Tina Cockrell, to fill the Drug Free Community Program Coordinator role, effective January 2, 2019. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to hire Angie Trowbridge, CMA in the Community Health Center, effective January 2, 2019.

Laura Haberman made a motion to hire Angie Trowbridge, CMA in the Community Health Center, effective January 2, 2019. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.2.3. Accept the resignation of Brandon Washington, DDS, effective January 14, 2019.

Lee Rhoades made a motion to accept the resignation of Brandon Washington, DDS, effective January 14, 2019. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.2.4. Approve the termination of TinaMarie Trifilio-Hart, effective December 19, 2018.

Jeff Harmer made a motion to approve the termination of TinaMarie Trifilio-Hart, effective December 19, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

- 6.3.1.** Approval of Practicum Site Agreement with Knox Technical Center for the Medical Assistant program, effective March 1, 2019 and automatically renews annually, unless either party wishes to withdraw.

Jeff Harmer made a motion for Approval of Practicum Site Agreement with Knox Technical Center for the Medical Assistant program, effective March 1, 2019 and automatically renews annually, unless either party wishes to withdraw. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

- 6.3.2.** Approval of Practicum Site Agreement with Knox Technical Center for the Health Information Technician program, effective March 1, 2019 and automatically renews annually, unless either party wishes to withdraw.

Jeff Harmer made a motion for Approval of Practicum Site Agreement with Knox Technical Center for the Health Information Technician program, effective March 1, 2019 and automatically renews annually, unless either party wishes to withdraw. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

- 6.3.3.** Approval of contract with Amanda Doane, to provide Joomla website maintenance, updates and trainings, \$50/hour, maximum \$3,000/year, effective January 2, 2019 through December 31, 2019.

Lee Rhoades made a motion for Approval of contract with Amanda Doane, to provide Joomla website maintenance, updates and trainings, \$50/hour, maximum \$3,000/year, effective January 2, 2019 through December 31, 2019. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

- 6.3.4.** Approval of agreement with Infidium Healthcare Solutions (HIS) to collaborate with designated Community Health Center staff by providing support, at a cost of \$200/hour, maximum \$6,000/year; effective January 1, 2019 to December 31, 2019.

Jeff Harmer made a motion for Approval of agreement with Infidium Healthcare Solutions (HIS) to collaborate with designated Community Health Center staff by providing support, at a cost of \$200/hour, maximum \$6,000/year; effective January 1, 2019 to December 31, 2019. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

- 6.3.5.** Approval of lease agreement with 10 East Main Street, LLC, for leasing of medical clinic office space consisting of 1,857 square feet for the cost of \$9.50 per square foot totaling \$1,470.13/month, maximum of \$17,641.56/year, effective January 1, 2019.

Jeff Harmer made a motion for Approval of lease agreement with 10 East Main Street, LLC, for leasing of medical clinic office space consisting of 1,857 square feet for the cost of \$9.50 per square foot totaling \$1,470.13/month, maximum of \$17,641.56/year, effective January 1, 2019. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

- 6.3.6.** Approve MOA with Licking County Health Department for the Indoor Radon program, FY2019.

Jeff Harmer made a motion for Approve MOA with Licking County Health Department for the Indoor Radon program, FY2019. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

- 6.3.7.** Anna-marie Magers, Dental Hygienist, contract to provide oral health education to preschoolers and kindergarten students in Knox County, \$35/hour, paid for through United Way funding, effective January 1, 2019 to December 31, 2019.

Jeff Harmer made a motion for approval of contract with Anna-marie Magers, Dental Hygienist, contract to provide oral health education to preschoolers and kindergarten students in Knox County, \$35/hour, paid for through United Way funding, effective January 1, 2019 to December 31, 2019.. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

- 6.3.8.** Approval to renew contract with Knox Community Hospital for a Nurse Practitioner(s) to provide medical services for the Community Health Center, \$58/hour, maximum \$97,000/year per CNP, effective January 1, 2019 through December 31, 2019.

Jeff Harmer made a motion for Approval to renew contract with Knox Community Hospital for a Nurse Practitioner(s) to provide medical services for the Community Health Center, \$58/hour, maximum \$97,000/year per CNP, effective January 1, 2019 through December 31, 2019. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

- 6.3.9.** Approval of contract with Knox Community Hospital for a Certified Nurse Midwife to provide medical services for the Community Health Center, \$58/hour, maximum \$22,000/year, effective January 1, 2019 through December 31, 2019.

Jeff Harmer made a motion for Approval of contract with Knox Community Hospital for a Certified Nurse Midwife to provide medical services for the Community Health Center, \$58/hour, maximum \$22,000/year, effective January 1, 2019 through December 31, 2019. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

- 6.3.10.** Approval of contract with Knox Community Hospital for KCHD Public Health Services Medical Director, from January 1, 2019 to December 31, 2019, at a maximum amount of \$4,000 for the year.

Jeff Harmer made a motion for Approval of contract with Knox Community Hospital for KCHD Public Health Services Medical Director, from January 1, 2019 to December 31, 2019, at a maximum amount of \$4,000 for the year. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

- 6.3.11.** Approve contract with Adaptive Medical Partners for a single search recruitment agreement for general dentistry (DDS/DMD), \$1,795/month (for five months), plus initiating and placement fees not to exceed \$25,000, effective December 27, 2018.

Jeff Harmer made a motion for Approve contract with Adaptive Medical Partners for a single search recruitment agreement for general dentistry (DDS/DMD), \$1,795/month (for five months), plus initiating and placement fees not to exceed \$25,000, effective December 27, 2018. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

6.3.12. Approval of contract with John Cheek, DDS to provide oral surgery and dental services in the Community Health Center, \$100/hour, maximum \$45,000/year; effective January 1, 21 through December 31, 2019.

Jeff Harmer made a motion for Approval of contract with John Cheek, DDS to provide oral surgery and dental services in the Community Health Center, \$100/hour, maximum \$45,000/year; effective January 1, 21 through December 31, 2019. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.4 Board Approvals

6.4.1. Accept donated medical equipment and supplies from Knox Community Hospital, estimated value, \$7,300.

Jeff Harmer made a motion to accept donated medical equipment and supplies from Knox Community Hospital, estimated value, \$7,300.5. Amanda Rogers seconded the motion; in the negative; none.

6.5. Board Information (Non-action items)

Health Commissioner and CHC CEO approved/signed the following:

6.5.1. Contract with DKMM for Solid Waste Enforcement & Monitoring Services, effective January 1, 2019 through December 31, 2019.

6.5.2. MOU with The Baldwin Group, Inc. for the HDIS Software maintenance Agreement, effective January 13, 2019 to January 12, 2020.

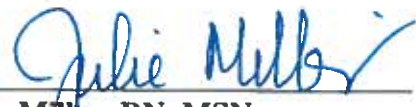
7. Adjournment

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

The Board meeting adjourned at 7:31 p.m.



**Eric Siekkinen, RPh,
Board President**



**Julie Miller, RN, MSN
Secretary**

