

January 25, 2017

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
Ronald Moder, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Nate Overholt, EH Director
Kelly Bailey	Mary Derr, Community Health Services Director
Amanda Rogers, DVM	Joyce Frazee, HR Coordinator
Jeff Harmer	Stacey Robinson, Fiscal Coordinator
Laura Barbuto, RN	Lane Belangia, HH Director
	Cathy Miller, Administrative Assistant
ABSENT	
Laura Haberman, RN	
Larry Reed, MD	

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

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

1.3. Approval of the minutes for, December 28, 2016 Board of Health meeting.

The minutes of the regular meeting held, December 28, 2016 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

January 25, 2017

	FUND	AMOUNT
	January 2017	
801	General Fund	\$23,334.34
803	Home Health Fund	9,930.07
804	Medical Clinic Fund	5,224.48
805	Swimming Pool Fund	700.00
806	Food Service Fund	383.56
807	Private Water Fund	209.78
808	WIC Grant Fund	168.00
809	Sewage Program Fund	299.78
810	RV Park/Camp Fund	100.00
811	Creating Healthy Communities Grant	1,303.34
812	Public Health Emergency Preparedness Grant	135.55
813	CFHS Grant	4,433.77
815	Dental Clinic Fund	756.70
819	Solid Waste Fund	433.30
830	Drug Free Communities Grant Fund	878.00

	TOTAL	\$48,290.67
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THEN & NOW

801	General Fund	\$5,115.42
803	Home Health Fund	7,835.00
804	Medical Clinic Fund	1,692.14
805	Swimming Pool Fund	100.00
806	Food Service Fund	347.03
807	Private Water Fund	209.78
809	Sewage Program Fund	299.78
810	RV Park/Camp Fund	100.00
812	Public Hlth Emergency Preparedness Grant	135.55
813	CFHS Grant	4,433.77
830	Drug Free Communities Grant	785.00
	TOTAL	\$21,053.47

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 Barbuto seconded the motion; in the negative: none. The motion was approved.

1.5. Public Participation- None

2. Board Reports- None

Amanda Rogers entered the meeting.

3. Hearings/Readings/Regulations

3.1. Third reading of proposed Environmental Health Fees

Jeff Harmer made a motion to approve the third reading of the proposed environmental health fees and approved a 5% increase for Food Service Program Fees. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Amanda Rogers, Laura Barbuto, Jeff Harmer, Lee Rhoades and Ron Moder in the negative; none. The motion was approved.

4. Special Reports

4.1. Leadership Team

ENVIRONMENTAL HEALTH

Nate reported to the board:

- Julie and Nate will be attending the MGT-447 training – food Emergencies, January 24th & 25th.
- Suzanne and Kelly will be traveling to Richland County Public Health to attend the public meeting for proposed changes to the public swimming pool and spa regulations.
- The EH division will be conducting a QI project titled “Food Plan Review”

On December 8th and 9th, 2016, Environmental Health Director Nate Overholt and Registered Sanitarian Terri Hillier participated in the Public Health Accreditation Board site visit at the Knox County Health Department. Both individuals were domain leaders and had scheduled meetings to discuss each domain and answer any questions that the site visitors may have had. Many hours were spent throughout the past year on each domain and the environmental health division is looking forward to becoming accredited in 2017.

On December 20th, 2016, Sanitarian-In-Training Kyle Shackle held a continued education meeting for household sewage treatment system installers, haulers and service providers at the Knox County Health Department. Six CEU's are required from the Ohio Department of Health annually in order for individuals to register to provide such services anywhere in the state of Ohio. Approximately 25 individuals were present for the all-day meeting.

On December 21st, 2016, Registered Sanitarian Suzanne Dapprich provided a level one food safety class (Person-In-Charge) at the Knox County Health Department. Approximately 10 individuals were present for the class where basic food handling skills and procedures were discussed.

PLANNING, EDUCATION & PROMOTION

Pam shared with the board:

- **The Safe Communities Coalition will host a two-day course from AAA entitled Safe Driving for Mature Drivers. The course will be held on Jan 26 and 27 from 10 a.m. to 2 p.m. at the Health Department.**
- **Alayna and Mike will be leading the PEP staff QI project "Effectively Using Social Media"**
- **Tobacco cessation classes and Underage Drinking Awareness month will be advertised on billboards.**

No written report.

HOME HEALTH

No verbal report.

Revenue for the division in December totaled \$111,488.14 with expenses totaling \$62,045.59 for a **net profit of \$49,442.55**. This brings our YTD profit to \$141,081.60 or an average monthly profit of \$11,756.80. This division attained 96% of the expected revenue, with our fund balance for the year ending at \$991,114.14 which is \$35050.80 less than budgeted. Despite the budget not being completely met we were able to save in contractor cost and other areas in order to "lean" our expenses to reflect these profits. The remaining \$35050.80 will be encumbered this year. (2017)

Statistical trends noticed for the month of November are as follows.

- Referrals for the month 48
- Admissions for the month 42
- Ratio of Referrals to Admits **88% (this is the first month the agency has met one of the division's goal)**

Division Goal for the remainder of the year.

Increase our length of stay (LOS) for this agency.

YTD LOS = 57 days

The division experienced a reduction in census at the end of the month to 70 active clients (18 less from the start of the month) however, by January 13th we had increased our census back to 84 active patients.

COMMUNITY HEALTH SERVICES

Mary reported:

- **30 doses of flu vaccine still available**
- **Clinic staff preparing for new dentist and hygienist**
- **Newborn Home visiting program started**
- **Data is being collected for the Maternal Childhood Health grant**

Medical and Dental Health Services.

United Way's Dental Grant concluded the month of December for 2016.

During the program year 2016 our dental hygienist presented to **440** preschool students within Knox County, Ohio.

121 Three year olds, **201** four year olds, and **118** five year olds.

Schools participating in the Shining Smile Program were as follows:

Danville Head start had 10- 3yr olds, 9- 4yr olds, 12- 5yr olds.

Centerburg HEAD START had 2- 3yr olds, 7-4yr olds, 8- 5yr olds.

Gambier HEAD START had 26- 3yr olds, 27- 4yr olds, 11- 5yr olds.

Fredericktown HEAD START had 8- 3yr olds, 26- 4yr olds, 11- 5yr olds.

New Hope Early Education Center had 8- 3yr olds, 33- 4yr olds, 23- 5yr olds.

Northgate HEAD START had 6- 3yr olds, 16- 4yr olds, 12- 5yr olds.

Absolute Love Preschool had 22- 3yr olds, 5- 4yr olds, 6- 5yr olds.

YMCA Preschool had 12- 3yr olds, 31- 4yr olds, 12- 5yr olds.

Kid's Garden Preschool had 7- 3yr olds, 14- 4yr olds, 4- 5yr olds.

Cochran's Little Lamb Learning Center had 9- 3yr olds, 10- 4yr olds, 7- 5yr olds.

Knox County Career Center Preschool had 11- 3yr olds, 23- 4yr olds, and 12- 5yr olds.

Flu shots administered during the month of December 2016:

Total: 56

25 Children

31 Adults

Year Total (September- December 2016)

Total: 1043

Children: 191

Adults: 852

Kathy Spanfellner RN, Katie Wolford RN, and Lorraine Bratton RN have attended ODH trainings for preschool vision screening and are all now certified screeners.

WIC

Our active caseload for December (estimated) is further reduced by 26 participants (2.30%). Child participants were reduced by 3 participants (0.05%) which is less decrease than the previous month (4.29%). Again, having several holidays with the same month impacts the number of scheduled appointments for the month. We are continuing to celebrate birthdays of our WIC children (ages 12 months to 60 months) with the treasure chest items and growth stickers. This activity has been well received by our WIC families. Additional plans include: 1) Contacting the local children's librarian

to include WIC information and reading “We Like to Eat Well” during a children’s story time. 2) Providing WIC information to *all* Knox County daycare centers.3) Schedule “Fresh Eyes” opportunities for our WIC staff to see efficiencies of other WIC clinics in seeing more clients. 4) Reviewing our current scheduling of participants and consider “walk in” times for food issuances.

The first Knox County Breastfeeding Support Group met on December 28th, from 10 to 11 am. Three moms, five children, our Breastfeeding Peer Helper, and local doula were in attendance. Extremely cold weather affected the attendance on this day. The next group meeting will be held on the 3rd Friday of January from 10 to 11 am.

ADMINISTRATIVE SERVICES & OPERATIONS

Stacey reported to the board levy revenue will be approximately \$67,000 less than last year. The 2017 appropriations will be adjusted accordingly.

Fiscal Office

December 2016 Budget Summary

- Revenue: Year-to-date revenue -- \$3,693,947 -- 85% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$3,583,917 -- 81% of appropriations spent
- ❖ January 1, 2016 Cash Balance: \$920,529
- ❖ January 1, 2015 Cash Balance: \$690,715
- ❖ January 1, 2014 Cash Balance: \$460,409
- December 30, 2016 Cash Balance: \$1,129,725 – up \$209,196 since January 1, 2016 (↑ 19%)
- December 30, 2015 Cash Balance: \$915,529
- December 30, 2014 Cash Balance: \$690,715
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General Fund

- Revenue received year-to-date -- \$1,427,122 (91% of estimated revenue)
- Expenditures year-to-date -- \$1,347,332 (83% of estimated expenses)
- January 1, 2016 Cash Balance: \$447,016
- December 30, 2016 Cash Balance: \$526,806 – up \$79,790 since January 1, 2016 (↑15 %)
- December 30, 2015 Cash Balance: \$442,016
- December 30, 2014 Cash Balance: \$272,141

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$286,077 (86% of estimated revenue)
- Expenditures year-to-date -- \$280,872 (79% of estimated expenses)
- January 1, 2016 Cash Balance: \$46,205
- December 30, 2016 Cash Balance: \$51,410– up \$5,205 since January 1, 2016 (↑10%)
- December 30, 2015 Cash Balance: \$46,205
- December 30, 2014 Cash Balance: \$65,770

Special Revenue Funds

- Revenue received year-to-date -- \$1,748,063 (96% of estimated revenue)
- Expenditures year-to-date -- \$1,586,350 (92% of estimated expenses)
- January 1, 2016 Cash Balance: \$309,469
- December 30, 2016 Cash Balance: \$471,182 – up \$161,713 since January 1, 2016 (↑ 34%)
- December 30, 2015 Cash Balance: \$309,469
- December 30, 2014 Cash Balance: \$293,403

Grant Funds

- Revenue received year-to-date -- \$563,409 (80% of estimated revenue)
- Expenditures year-to-date -- \$600,922 (82% of estimated expenses)
- January 1, 2016 Cash Balance: \$117,840
- December 30, 2016 Cash Balance: \$80,326 – down \$37,514 since January 1, 2016 (↓47 %)
- December 30, 2015 Cash Balance: \$117,840
- December 30, 2014 Cash Balance: \$59,467

Fiscal Office (continued)

Notes to 2016 Budget Summary

❖ **General Fund**

- Our General Fund revenue collected is at 91% and our expenditures are at 83%. Our cash balance at the end of the year is \$84,790 more than in 2015.

❖ **Environmental Health Restricted Funds**

- Overall, the cash balance in these funds increased by \$5,205 mainly due to the Private Water Fund collected 109% of the anticipated revenue.

❖ **Special Revenue Funds**

- In December, Home Health revenue received was \$111,488 and our expenses totaled \$62,046 for a gain of \$49,443 in December. As of the end of December total revenues have exceeded total expenditures by \$141,081.
- In the Medical Clinic Fund revenue was \$49,476 and our expenses totaled \$24,537 for a gain of \$24,939 in December. As of the end of December total revenues have exceeded total expenditures by \$50,105.
- For the month of December, Dental Clinic revenue was \$10,017 and our expenses totaled \$10,087 for a loss of \$70 in December. In December we only had a dentist for one day.

❖ **Grant Funds**

- The PHEP Grant FY 2017 received notice that they are restoring the \$6,446 back to the grant that they had previously taken away.

EMERGENCY PREPAREDNESS

The Emergency Preparedness Coordinator (EPC) has submitted the Fatality Management After Action Report – Improvement Plan (AAR-IP). Once approved, the five year capabilities for KCHD will be completed. EPC has completed the G288 Volunteer Management FEMA class and will have the

Advanced Professional Series (APS) for emergency managers completed in 2017. FY2017-2018 PHEP grant application will be submitted by January 23rd. The PHEP grant is now considered competitive and is deliverable based for reimbursement.

- **Central Ohio Regional Public Health (CORPH)**
 - Continue meeting Bi-monthly
 - Fatality Management and new PHEP grant is the primary focus at this time
- **Public Health Emergency Preparedness (PHEP)**
 - Mass Fatality AAR submitted to ODH for final Capability credit
 - New FY18 PHEP application in progress
 - FY17 Deliverables in progress
- **Knox County EMA**
 - Updating Mass Care Annex
 - EOP for all County Schools
 - Active Shooter training at East Knox
- **Trainings**
 - G288 Volunteer Management – Completed
 - G205 – Recovery from a disaster – local government role - Pending
- **Health Care Coalition**
 - Met with Adult Task Force – Implementing WENS into registration
 - Help identify Special Functions/Needs within our community
 - Stop the Bleed Campaign – Purchase Tourniquets
 - Train the Trainer completed
 - Updating Communication plan and contact information
- **Medical Reserve Core**
 - Credentialing Mental Health professionals
 - Volunteer Reception Center (VRC) exercise scheduled for Feb 1st, 2017

ACCREDITATION

The A-Team as well as the entire staff of the health department had a very successful site visit from PHAB officials on December 8 and 9, 2016. The best sessions were the community partners and government leaders sessions. Everyone had great things to say about our partnerships and how well we network/collaborate with one another.

The individual sessions on each domain also went very well. The site review team had questions for each domain leader and a few additional documents were asked and submitted to the site review team.

According to the site review team we were supposed to receive an official site review report two weeks after the site visit. This did not arrive. We anticipate the report coming from PHAB sometime mid to late January 2017. Also, we plan to hear about our accreditation status sometime in March or April of 2017 once the PHAB board meets to make their decision.

Julie and I met to discuss future accreditation efforts such as performance management, policies/procedures, health equity, strategic plan, and our CHA/CHIP.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie shared with the board:

- **General Health Districts were asked to sign-off on a letter addressed to Senator's Brown and Portman addressing critical aspects of the ACA. A copy of this letter was given to board members to review.**
- **Public Health 3.0 "A Call to Action to Create a 21st Century Public Health Infrastructure" information was passed out to board members to review.**
- **Plan to review the agency strategic plan in February**
- ✓ **Leadership Team development update:**
 - **The Leadership team will be participating in a Performance Management training to be facilitated by an expert in the field. Emily Martz was referred to us by one of my peers. She has a graduate degree in public health and experience with performance management. We will also participate in course work about Performance Management offered by the OSU College of Public Health as available.**
 - **As of this writing we have still not received our accreditation site visit report. The "A-Team" continues to meet and work on those processes, procedures and policies that we know or believe did not meet the accreditation domain expectation.**
- ✓ **Lane and I have been devoting the majority of our time to development of the CHC. We have participated in conference calls with HRSA and will be requesting approval to attend a "new grantee orientation in February in Washington, DC. I am working on recruitment of the medical director and provider and other administrative duties. Lane continues to work on strategic projects such as Medicare and Medicaid access, contracts with KCH and others, and meeting the 19 program requirements. We will need to fill the Clinical Director position quickly and have posted for that position. There is one candidate that we spoke to when the CHC was just a potential opportunity – we will need to interview that person if still interested asap.**
- ✓ **I have been contacted by the Sheriff regarding a potential shared position for maintenance duties. I will be meeting with that person on January 19th to discuss the situation. Hopefully, we will be able to make something work as this is a cost effective way to share services.**
- ✓ **The 2017 budget although in good shape will be "tight". We just learned that our levy revenue will be approximately \$67,000 less than last year. I am currently asking the details about this reduction and will report at the Board meeting on this issue. That said, there will need to be some discussion with the Finance Committee and then the Board as to what changes may need to be made. We also need to know the auditor's projections for levy revenue in 2018 – this will still be on this current levy. When we pass our levy in November 2017 we do not collect that money until early 2019. We are still putting together the 2018 budget so if you have recommendations or questions please ask them via email or call.**
- ✓ **We will need to review it as a Board at this meeting so a copy of the action plan strategies so please bring your copy from last meeting with you.**

5. Old Business-None

6. New Business

6.1. Finance

6.1.1. Income and Expense

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

6.1.2. Transfers/Cash Advances – Resolution #2017-01

RESOLUTION #2017-01

General Fund

1. Transfer \$5,000 from 801.1510.50601 to 806.1510.41100
2. Transfer \$6,000 from 801.1510.50601 to 815.1510.41100

RHN Grant Fund

1. Transfer \$1.69 from 802.1510.50601 to 801.1510.41100
2. Transfer \$1.69 from 802.1510.50302 to 802.1510.50601

PHEP Grant

1. Transfer \$4,800 from 812.1510.50367 to 812.1510.50328

CFHS Grant

1. Transfer \$4,384 from 813.1510.50101 to 813.1510.50401

Immunization Grant

1. Transfer \$114.93 from 817.1510.50601 to 817.1510.50602
2. Transfer \$75 from 817.1510.50302 to 817.1510.50602
3. Transfer \$12.40 from 817.1510.50104 to 817.1510.50602

General Fund

1. Advance \$10,000 from 801.1510.50602 to 808.1510.41101
2. Advance \$11,962.33 from 817.1510.50602 to 801.1510.41101
3. Advance \$38,800 from 808.1510.41101 to 801.1510.50602

Ron Moder made a motion to approve Resolution #2017-01. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Amanda Rogers, Laura Barbuto, Jeff Harmer, Lee Rhoades and Ron Moder, in the negative; none. The motion was approved.

6.1.3. Authorization of agency payroll signature – Resolution #2017-02

RESOLUTION #2017-02

Jeff Harmer made a motion to approve Resolution #2017-02. Amanda Rogers seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Amanda Rogers, Laura Barbuto, Jeff Harmer, Lee Rhoades and Ron Moder in the negative; none. The motion was approved.

6.1.4. Approval of designation of authorized representatives for purchase orders and vouchers.

Jeff Harmer made a motion to approve the designation of authorized representatives for purchase orders and vouchers. Laura Barbuto seconded the motion. in the negative: none. The motion was approved.

6.2. Personnel

6.2.1. Approval to hire Brandon Washington, DDS for dental clinic services, effective February 13, 2017.

Amanda Rogers made a motion to approve the hiring of Brandon Washington, DDS for dental clinic services, effective February 13, 2017. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to hire Laura Nance, Dental Hygienist, for dental clinic services, effective February 13, 2017.

Amanda Rogers made a motion to approve hiring Laura Nance, Dental Hygienist, for dental clinic services, effective February 13, 2017. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.2.3. Approval of Lane Belangia's position change from Home Health Director to the Knox County Community Health Center Chief Operating Officer, effective immediately.

Lee Rhoades made a motion to approve Lane Belangia's position change from Home Health Director to the Knox County Community Health Center Chief Operating Officer, effective immediately. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approval of the Ohio Environmental Protection Agency Mosquito Control Grant Agreement, and award amount of \$31,000, effective 01/11/2017 through 12/31/2017.

Jeff Harmer made a motion to approve the Ohio Environmental Protection Agency Mosquito Control Grant Agreement, and award amount of \$31,000, effective 01/11/2017 through 12/31/2017. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of three year Health Services contract with the City of Mount Vernon, effective January 1, 2017 through December 31, 2020 @ \$55,000 per year.

Jeff Harmer made a motion to approve the three year Health Services contract with the City of Mount Vernon, effective January 1, 2017 through December 31, 2020 @ \$55,000 per year. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of agreement with The Sanctuary Community Action, for use of their building to provide public health services, at a rate of \$600/year, effective February 1, 2017 with automatic renewal.

Lee Rhoades made a motion to approve the agreement with The Sanctuary Community Action, for use of their building to provide public health services, at a rate of \$600/year, effective February 1, 2017 with automatic renewal. Jeff Harmer 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 Julie Miller, Lane Belangia, & Stacey Robinson to attend the training for newly funded health centers, in Alexandria,

Virginia, February 8-10, 2017, at an estimated cost of \$2,500, to be paid by the FQHC grant.

Lee Rhoades made a motion to approve out-of-state travel for Julie Miller, Lane Belangia, & Stacey Robinson to attend the training for newly funded health centers, in Alexandria, Virginia, February 8-10, 2017, at an estimated cost of \$2,500, to be paid by the FQHC grant. Laura Barbuto seconded the motion. in the negative; none. The motion was approved.

6.4.2. Acceptance of Knox County Community Health Center board approved sliding fee policy.

Jeff Harmer made a motion to accept the Knox County Community Health Center board approved sliding fee policy. 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. Renewal contract with Home Instead Senior Care, effective February 1, 2016 to January 31, 2017, \$19.50/hour, same rate as last year.

6.5.2. Renewal contract with Knox County Head Start, to provide general supervision for the purpose of delegating and directing selected nursing tasks to a licensed practical nurse, effective February 1, 2017 – January 31, 2018.

Discussion regarding leadership team division reports.

7. Adjournment

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

The Board meeting adjourned at 7:42 p.m.



Julie Miller, RN, MSN
Health Commissioner



Eric Siekkinen, RPh,
Board President