

July 26, 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:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Eric Siekkinen, RPh.	Julie Miller, RN, MSN
Lee Rhoades	Lane Belangia, CHC CEO
Kelly Bailey	Pam Palm, Planning, Education & Promotion Director
Laura Haberman, RN	Heather Day, RN, DON, Public Health Outreach Director
Laura Barbuto, RN	Nate Overholt, RS, EH Director
Amanda Rogers, DVM	Joyce Frazee, HR Supervisor
Jeff Harmer	Cyndie Miller, RD, WIC Director
	Debbie Eiden, RN, CHC Coordinator
<u>ABSENT</u>	Shelbi Bixler, Admin Assistant
Barry George, MD	Carmen Barbuto, Health Educator
Ronald Moder, Pro-Tem	Zach Green, Emergency Preparedness Coordinator
Stacey Robinson, Fiscal Supervisor	<u>GUESTS</u>

1. Convention

1.1. Call to Order

Board President Eric Siekkinen called the meeting to order at 6:31 p.m.

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for, June 28, 2017 Board of Health meeting.

The minutes of the regular meeting held, June 28, 2017 were reviewed and accepted. Amanda Rogers made a motion to approve the minutes. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of minutes for the July 5, 2017 BOH special meeting.

The minutes of the special meeting held, July 5, 2017 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.

1.5. Approval of minutes for the July 13, 2017 special meeting.

The minutes of the special meeting held, July 13, 2017 were reviewed and accepted. Amanda Rogers made a motion to approve the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.6. Approval of Bills

July 26, 2017

801 - General Fund	61,983.05
803 - Home Health Fund	11,458.56
804 - Medical Clinic Fund	9,139.14
805 - Swimming Pool Fund	197.19
806 - Food Service Fund	725.49
807 - Private Water Fund	1,054.95
808 - WIC Grant	1,777.83
809 - Sewage Program Fund	1,823.01

810 - RV Park/Camp Fund	157.23
811 - Creating Healthy Communities Grant	52.00
812 - Public Hlth Emergency Preparedness Grant	4,761.63
813 - MCH/CFHS Grant	1,510.00
814 - Community Health Center Grant	33,531.61
819 - Solid Waste	18.58
828 - Ebola Grant	2,936.55
830 - Drug Free Communities	4,443.97
Total	\$135,570.79

THEN & NOW

801 - General Fund	410.00
803 - Home Health Fund	6,070.58
804 - Medical Clinic Fund	6,724.99
805 - Swimming Pool Fund	112.00
809 - Sewage Program Fund	489.00
812 - Public Hlth Emergency Preparedness Grant	332.66
813 - MCH/CFHS Grant	480.00
814 - Community Health Center Grant	6,231.82
Total	\$20,851.05

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-

New employees Carmen Barbuto, Health Educator in the Planning Education & Promotion division and Shelbi Bixler, Administrative Assistant in the Community Health Center division attended the meeting to introduce themselves to the board. Debbie Eiden attended the meeting and shared the CHC has been open since April and the team is beginning to function well. Each month there has been an increase of 18-24% in patients.

2. Board Reports-Board president, Eric Siekkinen informed the board of the next NALBOH annual conference. A copy of the Summer 2017 NALBOH NewsBrief publication was distributed to all board members.

3. Hearings/Readings/Regulations-None

4. Special Reports

4.1 Leadership Team

ENVIRONMENTAL HEALTH

Nate Overholt reported:

The sanitarians have been busy inspecting food vendors at the Knox County Fair. Nate praised and thanked his staff for their hard work and dedication.

The mosquito surveillance program through ODH continues in Knox County and throughout the state. ODH has reported to date, 13 counties have West Nile activity with 151 confirmed samples. Mosquito spraying will continue within the Gambier area. Larvacide mosquito dunks will be distributed to townships and municipalities.

Nate also reported water & sewage permits are higher this summer than in the past.

Nate gave a breakdown of how much money was submitted to the state from the money collected for fees and services.

Program	State Division	Submitted to state
Private Water Systems	ODH	\$5,328.00
Private Water System	ODNR	\$1,296.00
Sewage Treatment Systems	ODH	\$4,544.00
Retail Food Establishment	ODA	\$2,940.00
Food Service Operations	ODH	\$5,356.00
Public Swimming Pool	ODH	\$1,555.00
Campground	ODH	\$1,430.00

Laura Haberman thanked Nate for his report and suggested an article regarding the amount of funds being submitted to the state in the local paper would help educate the public.

PLANNING, EDUCATION & PROMOTION

Pam Palm reported:

The health department has a booth in the merchants building at the fair. The location this year is at the Southwest entrance. This area is more visible to the public walking past the building. Smash-lights are being handed out when the public participates in a survey. Survey information can be used for grants, the CHIP and CHA. The public can enter their name in the drawing for a free dental cleaning or health evaluation. A bicycle is on display to promote the bike lending program and the prize wheel will be available.

Pam distributed copies of the Knox Substance Abuse Action Team Resource Toolkit to board members. The toolkit provides community members with a resource addressing prevention, intervention, and treatment in relation to substance use and abuse.

The Community Health Center open house is August 14 from 4 p.m. to 6 p.m. The Knox County Chamber ribbon cutting will take place during that time.

SNAP availability at the Mount Vernon Farmer's Market officially began June 6. Tami Ruhl with the Creating Healthy Communities grant, reports more than \$1,000 in tokens has been redeemed for items purchased at the market.

As part of the Creating Healthy Communities grant, Tami Ruhl led a team of local community leaders at a two-day workshop regarding assessment of local transportation needs and development of a transportation plan. Other members of the team included Steve Oster from the Knox County Board of Developmental Disabilities, Jason Epley of the Mount Vernon Engineer's Office, Martin McAvoy of Knox Area Transportation and Alayna Anderson with the Safe Communities grant.

As part of the Maternal & Child Health Services grant, Alayna Anderson has been conducting surveys with area young moms, women up to age 44 and children up to age 21 regarding their needs and barriers to nutritious foods and physical activity. She has been going to different locations in the community to conduct the surveys including the Hiawatha Park, Hot Meals, Salvation Army, Shoe Sensation and at the Community Health Center.

As part of the Drug Free Communities grant, Ashley Didingler helped coordinate the Knox Addiction Conference in June. More than 200 people attended the two-day conference held at Kenyon College.

HOME HEALTH

Lane Belangia reported:

The Home Health division is running steady.

Revenue for the division in June totaled \$131,117.54 with expenses totaling \$68,400.59 for a net GAIN of \$62,716.95. This brings our YTD revenue to \$286,919.01. This averages profit at \$47,819.84 per month.

- Referrals for the month 41
- Admissions for the month 27
- Census 77
- Ratio of Referrals to Admits 66.0% (reminder the division Goal is 85%)

Division Goal for the remainder of the year.

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

YTD LOS = 72 days (Medicare goal is still 120 days) this is up 10 days from last month.

No written report.

COMMUNITY HEALTH CENTER - Medical and Dental Health Services

Lane Belangia reported:

There has been an 54% increase quarterly in patients scheduled. We are looking into adding a CNP 8 hours a week. Our current CNP would like to work 32 hours week. This would be a contracted CNP through KCH.

The CHC team is working cohesively.

Eric Siekkinen asked: Did the Center receive the approval number from Medicare and Medicaid for billing?

Lane – Yes we have received the number, now we are applying to all of the Medicaid providers for credentialing.

My work has been focused on enrolling every provider with each payer source for the center this past month, this process has been completed for all of our managed Medicaid products as we had been waiting to receive our Medicaid provider number last month. This coincides with our update toward a newer version of the Electronic Medical Record and beginning billing with a new clearing house. This process has been ongoing for 4 weeks with an 8 to 10 week completion timeframe anticipated. At that time all payer source credentialing and enrollment should be complete allowing billing to occur. All claims will then retro back to the April 3rd start date of the Health Center services.

To date the support we have received from our new billing company (Group One) has been helpful both clinically pertaining to our Electronic Medical Record (EMR) along with technical support for our change over to our new clearing house TriZetto.

Pam Palm and I continue to develop marketing for our target audiences including radio spots and on-site visits to local food pantries and hot meals along with handing out fliers for the center door to door. We have met with urgent care locally, the ER and also I have provided an update of the services offered to the social services team at the local hospital. Please feel free to suggest any further marketing opportunities you might have for the team to pursue. Pam and myself have also been working on the final plans for our Open House and Ribbon Cutting ceremony here at the Health Center August 14th 2017 from 4 to 6 PM.

At this time all of our MOUs and MOAs will change as the language expected by HRSA is not currently included in these agreements, we will unfortunately need board approval to change most of these items which will be presented before this board next month.

We are continuing with our pursuit of Tele-Health services for our mental and behavioral health patients.

We were notified of a federal grant through HRSA pertaining to Mental and Behavioral Health services. [Access Increases in Mental Health and Substance Abuse Services \(AIMS\) supplemental funding opportunity](#). This is a federal grant which both Julie Miller and Myself have agreed we do not have the time nor the expertise to write for. We have added this grant to our profile in EHB (Electronic Handbooks) to allow The Raison Group to begin the process to apply for this funding. The estimated cost for writing for this grant was indicated by the grant writer to be for \$2000. This is a onetime funding for IT related cost and development for \$75,000 and an ongoing annual funding for staff development and placement for \$75,000. We are writing in the grant for a patient educator and dividing the cost in half for mental health and for substance abuse services performed by this educator.

I have also meet with The Trillium Group for additional resources to help with enrollment and credentialing of our center and our providers.

This month's focus will be on finalizing (and changing) the languages in agreements to have these in order for our TA site visit in August.

Reminder we will have some support/training from the HRSA surveyors during our Site Visit, I will notify the Board of these times and dates.

PUBLIC HEALTH OUTREACH

Heather Day reported:

- Joyce and I are busy interviewing for a PHN
- CDC has seen a spike in STD's

Amanda Rogers asked: What area?

Heather: Gonorrhea

Immunizations:

- Monthly clinics continue at Danville Sanctuary – Lorraine Bratton, PHN & Dar Butts, Admin worked with 12 families this month
- School immunizations –continued promotion for 7/18, 8/1 & 8/5 clinics

Communicable Disease:

- 4 pertussis cases reported – Epidemiologist notified and working on

Bureau for Children with Medical Handicaps (BCMh)

- Kathy Spanfellner continues to work with families – current enrolled # 200

Newborn Home Visiting

- Posted position for PHN to assist with program coordination;
- 70% of babies visited are 2 weeks or younger, program goal 80%.

Falls, Assessment, Community, EMS/Fire & Safety (FACES)

- Ipad was purchased with grant funding and improved charting/tracking started in July

General Outreach:

- Nursing staff participated in Shoe Sensation Kids event, distributing flyers and talking about Community clinic and Immunization programs
- Project Dawn/ Naloxone Kits : limited funding from ODH for Naloxone kits for community. KCHD was able to obtain 12 more kits that will expire in 2019. 15 kits have been distributed and over 30 kits were distributed to police departments from the OHAS grant.
- CPR offered to staff on 7/17 – additional classes will be offered in the fall
- New vaccine monitoring system installed

WIC

Cyndie Miller reported:

- **Farmers Market coupon issuance is half way through the program period.**
- **A breastfeeding tent is available at the Knox County Fair. The tent was provided by the Fair-board, the rocker, fan, breastfeeding material and other items were provided through the WIC program. There have been 500 likes posted to the Facebook page.**
- **Big Latch On is scheduled for August 4 at the health department**

Kelly Bailey asked: Is the tent being used?

Cyndie: Yes

Our caseload *decreased* by 15 participants from May stats. However, the number of children ***increased*** by 3 participants from the May stats. Farmers' Market Coupons are being distributed at the Square during dates of Cooking Demonstrations (July 8th, August 5th) and Family Day (August 19th). This is in part due to fewer appointments scheduled during vacations of staff. Preparing for BAM (Breastfeeding Awareness Month in August), including "The Big Latch-On" on August 4th. Life-sized models of breastfeeding moms are currently in the Health Department Clinics depicting the normalcy of breastfeeding a baby discreetly in public areas.

EMERGENCY PREPAREDNESS

Zach Green reported:

The newest drug issue facing emergency responders and law enforcement is drugs laced with carfentanil, a synthetic opioid. This drug is twice as deadly and just touching the powdery substance can slow breathing significantly. The personal protective equipment distributed to first responder personnel was purchased with PHEP grant funds.

- **Public Health Emergency Preparedness (PHEP)**
 - FY18 in progress starting July 1, 2017.
 - Exercise Design Team meeting in August for Functional/Full Scale operation Nov 2017.
 - **200** Opiate Response Kits issued to first responder personnel through PHEP grant
 - MTV Police Dept
 - MTV Fire Dept
 - Knox Co Sheriff's Office
 - Muni Court
 - Juvenile Court

- Court of Common Pleas
 - Danville Police Dept
 - Fredericktown Police Dept
- New vaccine monitoring equipment installed (Data Loggers)
- **Knox County EMA**
 - Medical Annex in progress
 - Fair Emergency Operation Plan completed
- **Health Care Coalition**
 - KCHD had signed the new grant contract for 2017-2018.
 - First meeting August 16th
- **KCHD Operations**
 - Maintenance
 - 79 Projects completed, 17 pending
 - IT
 - Meeting with Infolink August 2nd to discuss potential renewal of contract
 - Cintas meeting July 20th to discuss current contract (Mat and Rug cleaning)
 - Material Safety Data Sheets annual compliance checks begins September 2017
 - Pavement Project completed
 - Cash Vaults now in place at Front Admin area, Environmental Health and Clinic (New Center)

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

June 2017 Budget Summary

- Revenue: Year-to-date revenue -- \$2,665,698.84 -- 52% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$2,070,941.26 -- 38% of appropriations spent
- ❖ January 1, 2017 Cash Balance: \$1,129,725
- ❖ January 1, 2016 Cash Balance: \$920,529
- ❖ January 1, 2015 Cash Balance: \$690,715
- June 31, 2017 Cash Balance: \$1,724,483– up \$594,758 since January 1, 2017 (↑34%)
- June 31, 2016 Cash Balance: \$1,114,449
- June 31, 2015 Cash Balance: \$1,015,949

General Fund

- Revenue received year-to-date -- \$876,201 (53% of estimated revenue)
- Expenditures year-to-date -- \$674,573 (39% of estimated expenses)
- January 1, 2017 Cash Balance: \$526,806
- June 31, 2017 Cash Balance: \$728,435– up \$201,629 since January 1, 2017 (↑28%)
- June 31, 2016 Cash Balance: \$535,413
- June 31, 2015 Cash Balance: \$503,884

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$228,222 (75% of estimated revenue)
- Expenditures year-to-date -- \$159,340 (51% of estimated expenses)
- January 1, 2017 Cash Balance: \$51,410
- June 31, 2017 Cash Balance: \$120,292 – up \$68,882 since January 1, 2017 (↑57%)
- June 31, 2016 Cash Balance: \$109,492
- June 31, 2015 Cash Balance: \$93,916

Special Revenue Funds

- Revenue received year-to-date -- \$812,624 (66% of estimated revenue)
- Expenditures year-to-date -- \$576,356 (42% of estimated expenses)
- January 1, 2017 Cash Balance: \$471,182
- June 31, 2017 Cash Balance: \$707,450 – up \$236,268 since January 1, 2016 (↑ 33%)
- June 31, 2016 Cash Balance: \$332,351
- June 31, 2015 Cash Balance: \$291,386

Grant Funds

- Revenue received year-to-date -- \$748,652 (38% of estimated revenue)
- Expenditures year-to-date -- \$660,673 (33% of estimated expenses)
- January 1, 2017 Cash Balance: \$80,326
- June 31, 2017 Cash Balance: \$168,305 – up \$87,979 since January 1, 2016 (↑52 %)
- June 31, 2016 Cash Balance: \$137,193
- June 31, 2015 Cash Balance: \$126,763

Fiscal Office (continued)

Notes to 2017 Budget Summary

❖ General Fund

- We received \$17,820 in BCMH fees. We were refunded the \$92.97 in late fees from PNC credit card; that was the late fees that the Board of Health approved to pay at the November 2016 meeting. \$27,500 was received from the City of Mt. Vernon for the first half of the contract and \$23,267 was for the MAC program for the 2nd quarter.

❖ Special Revenue Funds

- In June, Home Health revenue was \$131,118 and expense was \$71,298. As of the end of June Home Health's cash balance is \$656,888.

❖ Grant Funds

The Ebola and PHEP grant year will end June 30, 2017. Community Health Center project income for June was \$7,929

❖ Finance Committee

The Finance Committee met on July 6, 2017 and reviewed the agency's fee schedule and they are recommending the changes to the fee schedule. This is on the agenda for July's board meeting.

ACCREDITATION

No verbal report.

No written report.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

- **Julie distributed a list of government financial terminology and definitions used in fiscal. This document will become a part of the Board of Health new member packet.**
- **Levy request was submitted to the Board of Elections**
- **NACCHO conference was great. KCHD is well advanced compared to the other health departments our size in the Nation. Because of the vast amount of sessions offered Julie would like to take other staff with her to the conference next year.**

- ✓ Leadership Team development update:
 - Performance Management (PM) training for the Leadership & Accreditation Teams took place on June 22nd. This was helpful to all of us and the interactive activities helped us to see more clearly how measurable goals regarding our data and other information will need to become a priority. We will have a follow-up to this training and begin developing our own PM Plan and involve/train all employees.
- ✓ The Accreditation Action Plan was approved! We now have one year from receipt of the approval email to submit all documents as written in the action plan. The Accreditation and Leadership Teams will be working on the strategies and development of the documents to become fully accredited.
- ✓ With your decision on the levy being made the levy campaign committee will continue to work on a fundraising and begin discussing what the campaign will look like.
- ✓ The REVISED fee schedule for the agency has been completed and presented to the Finance Committee. The schedule will be presented for approval at the July Board meeting.
- ✓ Joyce and I in partnership with the Leadership Team are working on the agency job classification definitions and the workforce development plan in relation to core competencies.
- ✓ The agency QI Council now meets on the 3rd Thursday of each month @ 10:30am, just prior to the CHC Board meeting. If any Board of Health member would like to join our council you are more than welcome. One CHC Board member currently sits on the Council.
- ✓ Heather Day, Dir. Of Nursing and Public Health Outreach, is our new agency HIPAA Compliance Officer. Heather will work with other Directors to review and revise our current HIPAA policy over the next few months.
- ✓ Thank you for the approval to pave the gravel parking lot to the north of our building. As I write the paving project is beginning. This will be an added bonus as busy as we have become with community meetings, training and the addition of new employees.
- ✓ Lane, Debbie Eiden, Zach Green and I recently met with Green Valley Design (architectural firm) to renew our efforts on the feasibility study. The advent of the Center has necessitated a change in priorities for space. We did receive a letter of review and preliminary estimates on our HVAC system from Hill Engineering which indicate that a rework of the current system would be in the range of \$8-12/square foot and an entirely new system would be in the range \$16-20/square foot.

- ✓ I have asked Carmen Barbuto, our new Health Educator/Data & Health Policy, to assist with the coordination of our next Community Health Assessment due in 2018. Carmen and I have met with Knox Community Hospital to begin the coordinated assessment efforts that are now mandated. We will be utilizing the Mobilizing for Action using Planning and Partnership (M.A.P.P.) framework for our next assessment. This framework allows us the ability to add questions or other data sets that we choose to our survey/assessment. Stay tuned for more information.
- ✓ Pam is to present information on and ask for approval to purchase a digital sign for the front of the building – to replace our current manually “operated” sign. The Finance Committee recommended that this expenditure take place since it has been planned and because of the addition of the Community Health Center. Kudos to Pam for trying to find funding support for this effort over the last year or so.
- ✓ OSU Center for Public Health Practice is unable to facilitate our 2018-? Strategic Planning process. I have reached out to fellow Health Commissioners for persons/agencies to utilize for this purpose. I will be reaching out to a number of them and we should anticipate the expenditure of some funds for this process.

5. Old Business

5.1. Approval to amend Resolution #2017-10 to correct commencing tax year of 2018.

Jeff Harmer made a motion to approve the amendment to Resolution #2010-10 to correct commencing tax year of 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6. New Business

6.1. Finance

6.1.1. Income and Expense

Jeff Harmer 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 June 30, 2017							
FUND NAME	JAN. 1, 2017 BALANCE	June REVENUE	YEAR-TO-DATE REVENUE	June EXPEND.	YEAR-TO-DATE EXPEND.	June 30, 2017 BALANCE	
District Health Fund							
801 - District Health Fund*	526,806.12	89,663.76	876,201.13	95,359.10	674,572.63	728,434.62	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	8,862.96	782.50	9,683.94	2,289.59	7,358.35	11,188.55	
806 - Food Service Fund	4,595.69	2,522.00	134,513.46	10,460.41	82,108.40	57,000.75	
807 - Private Water Fund	7,336.22	6,918.27	32,849.64	4,598.31	30,995.88	9,189.98	
809 - Sewage Program Fund	25,704.93	11,074.00	44,096.52	5,524.20	34,362.71	35,436.74	
810 - RV Park/Camp Fund	4,910.68	0.00	7,078.62	1,611.47	4,514.85	7,474.45	
Subtotal	51,410.48	21,296.77	228,222.18	24,483.98	159,340.19	120,292.47	
Special Revenue Funds							
803 - Home Health Fund	397,186.33	131,117.54	684,105.34	68,400.59	424,403.65	656,888.02	
804 - Medical Clinic Fund	59,436.96	0.00	68,897.55	0.00	106,264.25	22,070.26	
815 - Dental Clinic Fund	1,887.76	0.00	39,598.25	0.00	25,510.44	15,975.57	
819 - Solid Waste Fund	12,671.15	0.00	20,022.58	2,897.45	20,177.44	12,516.29	
Subtotal	471,182.20	131,117.54	812,623.72	71,298.04	576,355.78	707,450.14	
Grant Funds							
808 - WIC Grant Fund	9,034.59	16,664.15	128,909.80	18,508.29	129,782.61	6,161.78	
811 - Creating Healthy Communities Grant Fund	14,598.99	0.00	42,582.15	6,350.45	45,136.47	12,044.67	
812 - Public Hth Emergency/Preparedness Grant Fund	37,743.52	7,452.00	42,382.00	10,013.29	47,115.68	33,009.84	
813 - MCH/CFHS Grant Fund	12,283.82	1,621.59	26,941.14	2,403.44	29,319.23	20,905.73	
814 - Community Health Center Grant Fund	0.00	110,882.09	416,651.65	103,224.05	325,231.77	91,419.88	
828 - Ebola Grant Fund	3,665.35	1,194.40	1,505.28	1,368.92	3,321.61	1,849.02	
830 - Drug Free Communities	3,000.00	39,617.78	87,679.79	39,645.28	69,765.29	914.50	
Subtotal	80,326.27	177,432.01	748,851.81	181,513.72	660,672.86	168,305.42	
TOTAL ALL FUNDS	1,129,725.07	419,510.08	2,665,698.84	372,654.84	2,070,941.26	1,724,482.65	

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

6.1.2. Transfers/Cash Advances – Resolution #2017-11

RESOLUTION #2017-11

Jeff Harmer made a motion to approve Resolution #2017-11. Laura Barbuto seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Laura Haberman, Laura Barbuto, Amanda Rogers, Jeff Harmer, and Lee Rhoades in the negative; none. The motion was approved.

RESOLUTION #2017-11

RV Park/ Camp Fund

1. Transfer \$74 from 810.1510.50102 to 810.1510.50307

PHEP Grant

1. Transfer \$1,150.81 from 812.1510.50102 to 812.1510.50201

Community Health Center Grant

1. Transfer \$50,000 from 814.1510.50106 to 814.1510.50201
2. Transfer \$5,000 from 814.1510.50102 to 814.1510.50307

Drug Free Communities Grant

1. Transfer \$5,000 from 830.1510.50201 to 830.1510.50307

General Fund

1. Advance \$2,000 from 801.1510.50602 to 828.1510.41101

6.1.3. Approval of revision to the 2017 agency fee schedule for general service fees as reviewed by the Board Finance Committee.

Lee Rhoades made a motion to approve revision to the 2017 agency fee schedule for general service fees as reviewed by the Board Finance Committee. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.2. Personnel - None

6.3. Contracts

6.3.1. Approval of contract with TriZetto Provider Solutions for transmittal services of billing transactions, effective June 28, 2017.

Lee Rhoades made a motion to approve contract with TriZetto Provider Solutions for transmittal services of billing transactions, effective June 28, 2017. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of MOU with Danville Outdoors to support the Bike Lending program through the Creating Healthy Communities grant, effective July 1, 2017.

Laura Haberman made a motion to approve the MOU with Danville Outdoors to support the Bike Lending program through the Creating Healthy Communities grant, effective July 1, 2017. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of agreement with Priority Nutrition Care LLC, Internship Program for Dietetic Interns. Non-monetary.

Laura Haberman made a motion to approve the agreement with Priority Nutrition Care LLC, Internship Program for Dietetic Interns. Non-monetary. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

Laura Haberman thanked the staff for welcoming interns to shadow in all divisions.

6.3.4. Approval of contract with Mount Vernon City School District for installation of playground equipment at Columbia Elementary School, cost not to exceed \$6,000, paid with Creating Healthy Communities grant funds.

Jeff Harmer made a motion to approve the contract with Mount Vernon City School District for installation of playground equipment at Columbia Elementary School, cost not to exceed \$6,000, paid with Creating Healthy Communities grant funds. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3.5. Approval of agreement with One Call Now for telephone message delivery services for WIC clients, effective July 1, 2017 thru September 30, 2017.

Jeff Harmer made a motion to approve agreement with One Call Now for telephone message delivery services for WIC clients, effective July 1, 2017 thru September 30, 2017. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.6. Approve agreement with the Raison Group for AIMS Funding Opportunity

through HRSA, for a fee of \$2,000, paid with CHC grant fund.

Jeff Harmer made a motion to approve agreement with the Raison Group for AIMS Funding Opportunity through HRSA, for a fee of \$2,000, paid with CHC grant fund. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.7. Approve agreement with BDA, Byers, Dean & Associates LLC DBA Trillium Resources for credentialing and enrollment for the Knox County Community Health Center and the providers, at a cost of \$115 per hour not to exceed 10 hours per week unless approved by provider.

Jeff Harmer made a motion to approve agreement with BDA, Byers, Dean & Associates LLC DBA Trillium Resources for credentialing and enrollment for the Knox County Community Health Center and the providers, at a cost of \$115 per hour not to exceed 10 hours per week unless approved by provider. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.4. Board Approvals

6.4.1. Approval of out-of-state travel for Katie Wolford and Debbie Eiden to attend the National association of Community Health Center's annual conference in San Diego, California, August 26, 2017 thru August 30, 2017, to be paid for by the Community Health Center grant funds.

Amanda Rogers made a motion to approve out-of-state travel for Katie Wolford and Debbie Eiden to attend the National association of Community Health Center's annual conference in San Diego, California, August 26, 2017 thru August 30, 2017, to be paid for by the Community Health Center grant funds. Laura Barbuto seconded the motion; Jeff Harmer abstained; in the negative; none. The motion was approved.

6.4.2. Approval of application to apply for grant funding through Access Increases in Mental Health and Substance Abuse Services (AIMS) in the amount of \$150,000, to provide mental health and addiction services through the Community Health Center.

Jeff Harmer made a motion to approve application to apply for grant funding through Access Increases in Mental Health and Substance Abuse Services (AIMS) in the amount of \$150,000, to provide mental health and addiction services through the Community Health Center. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.5. Board Information (Non-action items)

Health Commissioner has signed the following:

Discussion:

Purchase of outdoor message center – Pam Palm informed the board she has been in contact with three sign companies and will be bringing bids to the board sometime in the near future. The board was in agreement that it was time to update our current sign to a digital version.

6.5.1. Renewed contract with Knox County EMA for services to include emergency response planning, grant writing and reporting, and

coordination of emergency response drills and/or exercises, (12 hours per week X 52 weeks) at a cost of up to a maximum amount of \$19,500, same cost as last year, effective July 1, 2017 to June 30, 2018.

6.5.2. Renewed contract with Gary William, PTA, \$40/visit, maximum \$30,000/year, effective August 1, 2017 to July 31, 2018.

7. Executive Session

Lee Rhoades made a motion to enter into executive session for purposes of legal, at 7:32 p.m. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Kelly Bailey, Laura Barbuto, Jeff Harmer, Amanda Rogers, and Laura Haberman; in the negative: none. The motion was approved.


Julie Miller and Lane Belangia were invited to attend the executive session.

At 7:46 p.m. Jeff Harmer made a motion to return to regular session. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Jeff Harmer Kelly Bailey, Laura Barbuto, Amanda Rogers and Laura Haberman; in the negative: none. The motion was approved.

8. 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 7:47 p.m.


Eric Siekkinen, RPh,
Board President


Julie Miller, RN, MSN
Health Commissioner