

March 22, 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:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
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
Laura Haberman, RN	Stacey Robinson, Fiscal Coordinator
	Lane Belangia, HH Director
	Zach Green, Emergency Preparedness Coordinator
<b>Absent</b>	Debbie Eiden, CHC Clinical Coordinator
Laura Barbuto, RN	
Jeff Harmer	<b>GUESTS</b>
	Adam Masters, Epidemiologist

**1. Convention**

**1.1. Call to Order**

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

**1.2. Acceptance of Agenda**

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

**1.3. Approval of the minutes for, February 22, 2017 Board of Health meeting.**

The minutes of the regular meeting held, February 22, 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.

**1.4. Approval of Bills**

**March 22, 2017**

	<b>FUND</b>	<b>AMOUNT</b>
	<b>March 2017</b>	
801	General Fund	\$25,155.89
803	Home Health Fund	31,927.11
804	Medical Clinic Fund	25,573.88
805	Swimming Pool Fund	38.08
806	Food Service Fund	4,622.84
807	Private Water Fund	3,340.06
808	WIC Grant Fund	497.01
809	Sewage Program Fund	1,754.76
810	RV Park/Camp Fund	3.08
811	Creating Healthy Communities Grant	486.50
812	Public Health Emergency Preparedness Grant	2,198.33
813	MCH/CFHS Grant	1,400.02
815	Dental Clinic Fund	3,970.07

819	Solid Waste Fund	356.92
830	Drug Free Communities Grant Fund	7,313.56
	<b>TOTAL</b>	<b>\$114,233.34</b>

**THEN & NOW**

803	Home Health Fund	\$18,440.00
813	MCH/CFHS Grant	116.47
830	Drug Free Communities Grant	274.89
	<b>TOTAL</b>	<b>\$26,577.99</b>

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

**1.5. Public Participation-** Eric Siekkinen introduced Debbie Eiden, RN, BSN. Debbie joined the health department February 27<sup>th</sup> as the Clinical Coordinator in the Community Health Center. When Debbie isn't busy managing the Community Health Center she volunteers with Franklin and Knox County MRC and is an adjunct Clinical Nursing Instructor at Columbus State Community College.

**2. Board Reports- None**

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

**4. Special Reports**

**4.1. Epidemiologist Report**

Adam Masters, Epidemiologist reviewed the KCHD 2016 Communicable Disease Annual Report and reported the following information:

- **SUMMARY OF 2016 EVENTS**

The Knox County Health Department (KCHD) is dedicated to conducting disease surveillance and continues to evaluate investigation protocols to better serve county residents. Notable events from 2016 that members of the KCHD Epidemiological Team (Epi Team) participated in include: Ebola Functional Exercise, Zika Virus Response, and Lyme Disease Surveillance.

- **EBOLA FUNCTIONAL EXERCISE**

Members of the Knox County Health Department participated in a Ebola Functional Exercise which simulated a traveler entering the jurisdiction from a country with active transmission of the Ebola virus. The individual required active monitoring and during the course of the exercise became symptomatic requiring activation of plans and transportation to a frontline hospital. Meanwhile, hospitals were working on an increase of admissions due to a fictitious disease infecting a large percentage of county residents. KCHD tested the following capabilities during the exercise: Medical Surge, Information Sharing, Non-Pharmaceutical Interventions, Community Preparedness, Public Health Surveillance and Epidemiological Investigation, Mass Care, and Responder Safety and Health.

- In 2016, KCHD investigated five reports of travel associated Zika Virus infections. Of the five, only one case had laboratory evidence of Zika Virus infection. The lab results only classified the case as being “probable” and not “confirmed”. This individual had traveled outside of the United States to Aruba and experienced symptoms consistent for Zika Virus (joint pain, rash, fever, and other flu-like symptoms.) All other cases had laboratory evidence ruling out Zika Virus and classifying them as “not a case”. KCHD continues surveillance for all mosquito borne illnesses and during the summer conducts mosquito control practices.
- In 2016, Knox County had the highest number of reported cases of Lyme Disease for a full calendar year. A total of seven cases were reported in 2016 with the expected average for a full year being three cases. Five out of the seven cases appear to have been acquired locally in Knox County. Cases in Ohio increased significantly back in 2013 and have continued a steady increase throughout 2016. The majority of Lyme Disease cases in the state are reported from the northeast region. 68 percent of Ohio counties (Knox included) have established populations of blacklegged deer ticks, the vector for Lyme Disease. KCHD will continue Lyme Disease surveillance to assess whether the cases in 2016 were an anomaly or if an emergence of increased activity is presenting in Knox County
- There are three classes of reportable diseases in Ohio which require different timeframes for notifications based on their importance and impact on the health of the public.
- Top 5 Class B Incidence Rates 1) Hepatitis C – chronic, 98.3 2) Cryptosporidiosis: 39.3 3) Hepatitis B – chronic: 29.5; 4) Salmonellosis: 22.9; 5) Campylobacteriosis: 14.7
- Sexually Transmitted Diseases GONORRHEA • 3rd lowest rate in the Central Region • 53.3% of cases were coinfections of Chlamydia CHLAMYDIA • 6.9% increase from 2015 • 21.3% of cases had prior Chlamydia infections
- 2016 Knox County Confirmed Outbreaks  
The Knox County Health Department investigated one outbreak in 2016. The outbreak was in a skilled nursing and rehabilitation center and the causative agent was *Acinetobacter baumannii* (Acinetobacter). A total of four people tested positive for Acinetobacter and all were ventilator patients. Isolation procedures were put in place and patients coming into the facility were screened for Acinetobacter. The outbreak started in February 2016 and resolved a month later. The Ohio Department of Health and Ohio Department of Agriculture initiated an investigation into a herdshare farm located in Knox County. A total of five people were sick with Campylobacter jejuni (Campylobacteriosis) from consuming raw milk from the herdshare farm. None of the cases were Knox County residents so KCHD staff were not involved in the primary investigation.

Amanda Rogers commented that she has seen several dogs in her practice that are being diagnosed with Lyme disease and removing ticks during routine dog screenings has been the norm all winter.

#### 4.2 Leadership Team

#### ENVIRONMENTAL HEALTH

No verbal report.

The Knox County Health Department received notice of compliance from The Ohio Department of Health Bureau of Environmental Health and Radiation Protection from the private water systems

survey that was performed on November 7-8, 2016. Like all surveys, there are areas for improvement, which will be addressed with the environmental health staff that participate in the private water systems program.

The property at 6022 Granville Road, Mt. Vernon, OH, Miller Twp. that was declared a public health nuisance at the February Knox County Board of Health meeting continues to be monitored each week. Continued progress in the clean-up of solid waste debris has been noted. Abatement has not yet been achieved at this time.

The Annual Knox County Health District Advisory Council meeting was held on March 14, 2017 at the Knox County Health Department. 23 members were present. During the meeting, Julie Miller presented the annual report and Nate Overholt presented environmental health activities throughout the county.

### **PLANNING, EDUCATION & PROMOTION**

**Pam shared copies of the 2016 Annual Report with board members. She also shared:**

- **The Community Health Center is being promoted on billboards and in the Mount Vernon news.**

Coffee with a Cop, a new activity with the Safe Communities grant, is going well with successful events at Centerburg Senior Center and The Station Break. With five of the eight traffic fatalities in 2016 involving drivers over the age of 68 yrs. of age, Coffee with a Cop Come is an opportunity for local law officers to talk with seniors about traffic concerns and mature driver safety. Additional sessions are planned in Mount Vernon, Danville and Fredericktown.

As part of our workplace wellness program, a lunch n'learn program on cardiac health was held for health department employees. To promote drinking water, we are promoting "Water Wednesdays" by providing a large decanter of fruit infused water for employees. We are also offering yoga after work on Thursdays and we are collaborating with the Board of DD to offer Zumba after work on Wednesdays.

### **HOME HEALTH**

**No verbal report.**

Revenue for the division in February totaled \$177,913.97 with expenses totaling \$81,152.60 for a **net Gain of \$96,761.37**. This brings our YTD profit to \$93,941.48. My focused area continues to largely be toward the new Health Center opening and its federal requirements. Billing and auditing of claims yet to be processed will occur at the end of this month (March) for the HH division. We are preparing for the annual cost report and will be finalizing all claims from 2016 by month end. This will lead to larger than normal revenue for the month of April 2017. Revenue projected at this time for the month of March is \$45,000. Statistical trends noticed for the month of February are as follows.

- Referrals for the month 41
- Admissions for the month 29
- Ratio of Referrals to Admits **70.5% (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 = 60 days

There has been a slow trend noted with regards to increased census these past 4 months, (largely due to housing people under the agency care for longer periods in order to better match national numbers). This month with census now at 100 active clients. This division continues to operate very well with the stability of staff offsetting the increased census trend.

### **COMMUNITY HEALTH SERVICES**

**No verbal report.**

No written report.

### **WIC**

**No verbal report.**

No written report.

### **ADMINISTRATIVE SERVICES & OPERATIONS**

#### **Fiscal Office**

#### **February 2017 Budget Summary**

- Revenue: Year-to-date revenue -- \$1,191,381.13 -- 22% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$674,698.43 -- 12% 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
  
- February 28, 2017 Cash Balance: \$1,646,408– up \$516,683 since January 1, 2017 (↑31%)
- February 28, 2016 Cash Balance: \$1,344,039
- February 28, 2015 Cash Balance: \$667,068

#### **General Fund**

- Revenue received year-to-date -- \$615,123 (43% of estimated revenue)
- Expenditures year-to-date -- \$299,932 (19% of estimated expenses)
- January 1, 2017 Cash Balance: \$526,806
- February 28, 2017 Cash Balance: \$841,997– up \$315,191 since January 1, 2017 (↑37%)
- February 28, 2016 Cash Balance: \$773,815
- February 28, 2015 Cash Balance: \$637,527

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

- Revenue received year-to-date -- \$87,964.03 (29% of estimated revenue)
- Expenditures year-to-date -- \$44,279.68 (15% of estimated expenses)
- January 1, 2017 Cash Balance: \$51,410

- February 28, 2017 Cash Balance: \$95,095– up \$43,685 since January 1, 2017 (↑46%)
- February 28, 2016 Cash Balance: \$99,080
- February 28, 2015 Cash Balance: \$94,122

**Special Revenue Funds**

- Revenue received year-to-date -- \$319,684 (17% of estimated revenue)
- Expenditures year-to-date -- \$228,010 (13% of estimated expenses)
- January 1, 2017 Cash Balance: \$471,182
- February 28, 2017 Cash Balance: \$562,856 – up \$91,674 since January 1, 2016 (↑ 16%)
- February 28, 2016 Cash Balance: \$349,030
- February 28, 2015 Cash Balance: \$290,001

**Grant Funds**

- Revenue received year-to-date -- \$168,610 (27% of estimated revenue)
- Expenditures year-to-date -- \$102,477 (20% of estimated expenses)
- January 1, 201 Cash Balance: \$80,326
- February 28, 2017 Cash Balance: \$146,460 – up \$66,134 since January 1, 2016 (↑45 %)
- February 28, 2016 Cash Balance: \$122,114
- February 28, 2015 Cash Balance: \$113,183

**Fiscal Office (continued)**

**Notes to 2017 Budget Summary**

❖ **General Fund**

- Our General Fund cash balance is up which was due to receiving Health Levy money \$491,955.98, Subsidies \$19,019.65 and MAC payment of \$23,945.54.

❖ **Environmental Health Restricted Funds**

- Environmental Health’s cash balance is up due in part to food license money in the amount of \$62,003.

❖ **Special Revenue Funds**

- In February, Home Health revenue received was \$177,913.97 and our expenses totaled \$81,152.60 for a gain of \$96,761.37 in February. As of the end of February Home Health’s cash balance is \$491,127.72.

❖ **Grant Funds**

- The Community Health Center Grant 814 Fund is now on all of the reports. The Ebola grant will continuing on until June 30, 2017.

**EMERGENCY PREPAREDNESS**

- **Public Health Emergency Preparedness (PHEP)**
  - Fatality Management Capability has been APPROVED
    - All 15 capabilities have been completed by KCHD
  - Exercise FY18 Med Dispense POD and/or COOP drill
  - MOU w/Escape Zone for ALT Facility Pending

- **Knox County EMA**
  - Mass Care Annex Completed
  - EOP for all County Schools and local Colleges in progress
- **Health Care Coalition**
  - Stop the Bleed Campaign – Purchase Tourniquets
    - 330 Tourniquets pending disbursement to all Schools and First Responder Personnel
- **KCHD Operations**
  - Maintenance
    - Dave Chandler primary point of contact for KCHD
    - Facility Dude software program
    - Starting in April 2017 - pending approval from board
  - IT
    - I will serve as the backup for ENTRE- ID badges & Security Codes
  - Habitec
    - Ongoing issues continue
      - Zones that were not deleted
      - System shutting down - overloaded

## ACCREDITATION

No written report.

### 4.2. Health Commissioner

#### HEALTH COMMISSIONER REPORT

Julie shared with the board:

- **The health department received the Partner of the Year award from the Board of Developmental Disabilities at their annual luncheon. Cyndie Miller and Kathy Spanfellner attended the luncheon with Julie. This award was given to all health department divisions but especially due to the relationships in PEP, EH, WIC and BCMH.**
- **The PHAB board recommended the health department be placed on an action plan. She will work with Mike and the A-team on the required documents PHAB is requesting.**
- ✓ We have been fortunate to receive the name of a local physician that is interested in the Board of Health vacancy (Dr. Reed's position). I will meet with the individual on Thursday, 3/16 to provide information to him regarding the agency and the Board of Health. I am hopeful that since this individual showed interest that we may have our newest Board member soon. At the annual DAC meeting I requested the membership's authorization to fill the medical doctor position on the Board of Health and they approved. This approval will allow us to fill the position quickly and without a special DAC meeting.
- ✓ Leadership Team development update:
  - Performance Management (PM) training facilitated by an experienced PM consultant is scheduled for March 30, 2017. Both the Leadership Team and Accreditation Team members will participate.
  - The Public Health Accreditation Board (PHAB) was scheduled to meet on 3/14/2017. We anticipate hearing about our accreditation status in approx. 2 weeks.

- ✓ The Finance Committee met with Stacey and me and will be prepared to bring the 2017 Permanent Appropriations and the 2018 Temporary Appropriations for approval this month. We have moved the Medical and Dental Clinic Budgets for 2018 to the General Fund (801) until such time that we can determine exactly what programs/services & revenue/expense there may be for a separate fund with a new name.
- ✓ Also, with the budgets was a proposal for the increase of directors/supervisors & general staff salaries. The Finance Committee had many good questions and in the end felt that the increases for both the Leadership Team and general staff should be a part of the overall budget approval process. The proposal for increases is being revised as requested by the Finance Committee and re-sent to them, will be reviewed by Personnel and presented to the full Board at the meeting.
- ✓ I continue to support Lane and now, Deb Eiden, in the development of the CHC.
- ✓ As of this writing I have been told that an agreement for the transfer of the health department is currently being developed by the entity interested in the home health program. I hope to have an update for you at the Board meeting.
- ✓ A contract for maintenance services with the County Commissioners will be presented at the Board meeting. We will have 1 full day of service and additional hours up to 24 per week as needed. One maintenance person will be assigned to our agency but will have the support of the county maintenance team.
- ✓ In regards to building maintenance and in association with a change to the agency organizational chart: I have moved Zach Green, current Emergency Preparedness Coordinator to the Administration & Operations Division, with an additional title of Operations Coordinator. He will be the lead on all facility maintenance, security, IT and risk management which will take approx. 4-8 hours per week (which has been a part of my work days for far too long). He will report to the Admin & Ops Director and become a member of the Leadership Team.
- ✓ We will be reviewing the revised organizational chart at the meeting which will have been presented to the Personnel Committee by Joyce for feedback. This is not something that the Board must approve because it is under my authority however; the entire Board's input is welcomed.
- ✓ You will need to make a decision on our tax levy (for the November 2017 ballot) by the end of April so that I can request our decision be placed on the ballot. I have not had the time to prepare the information you need to make a levy decision, as I had hoped, so will bring that to you for the April meeting.

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

## **6. New Business**

### **6.1. Finance**

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

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



KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT February 28, 2017							
FUND NAME	JAN. 1, 2017 BALANCE	February REVENUE	YEAR-TO-DATE REVENUE	February EXPEND.	YEAR-TO-DATE EXPEND.	February 28, 2017 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	526,806.12	598,102.60	615,122.59	153,458.60	299,932.03	841,996.68	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	8,862.96	0.00	0.00	658.61	1,046.73	7,816.23	
806 - Food Service Fund	4,595.69	62,003.00	68,512.00	12,855.16	23,121.55	49,986.14	
807 - Private Water Fund	7,338.22	3,957.62	8,524.03	4,497.34	8,897.39	6,962.86	
809 - Sewage Program Fund	25,704.93	4,636.00	10,928.00	5,337.23	10,720.56	25,912.37	
810 - RV Park/Camp Fund	4,910.68	0.00	0.00	129.51	493.45	4,417.23	
<b>Subtotal</b>	<b>51,410.48</b>	<b>70,598.62</b>	<b>87,964.03</b>	<b>23,477.85</b>	<b>44,279.68</b>	<b>95,094.83</b>	
<b>Special Revenue Funds</b>							
803 - Home Health Fund	397,186.33	177,913.97	235,394.60	81,152.60	141,453.21	491,127.72	
804 - Medical Clinic Fund	59,436.96	27,311.02	44,685.23	37,062.29	58,842.13	45,280.56	
815 - Dental Clinic Fund	1,887.76	2,392.40	28,419.02	12,027.25	20,438.52	9,868.26	
819 - Solid Waste Fund	12,671.15	0.00	11,185.36	3,669.84	7,276.23	16,580.28	
<b>Subtotal</b>	<b>471,182.20</b>	<b>207,617.39</b>	<b>319,684.21</b>	<b>133,911.98</b>	<b>228,010.09</b>	<b>582,856.32</b>	
<b>Grant Funds</b>							
808 - WIC Grant Fund	9,034.59	37,489.69	57,489.69	21,835.54	42,083.07	24,441.21	
811 - Creating Healthy Communities Grant Fund	14,598.99	17,002.24	17,002.24	9,643.98	18,476.61	13,124.62	
812 - Public Hth Emergency Preparedness Grant Fund	37,743.52	5,775.52	11,563.33	6,771.37	12,546.89	36,759.96	
813 - MCH/CFHS Grant Fund	12,283.82	12,723.03	13,989.30	2,536.82	10,248.09	16,025.03	
814 - Community Health Center Grant Fund	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00	
828 - Ebola Grant Fund	3,665.35	0.00	0.00	312.72	556.23	3,109.12	
830 - Drug Free Communities	3,000.00	14,924.68	18,565.74	13,321.29	18,565.74	3,000.00	
<b>Subtotal</b>	<b>80,328.27</b>	<b>137,915.16</b>	<b>168,610.30</b>	<b>54,421.72</b>	<b>102,476.83</b>	<b>146,459.94</b>	
<b>TOTAL ALL FUNDS</b>	<b>1,129,725.07</b>	<b>1,014,231.77</b>	<b>1,191,381.13</b>	<b>365,270.15</b>	<b>674,698.43</b>	<b>1,646,407.77</b>	

\*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 #2017-06

### RESOLUTION #2017-06

#### General Fund

1. Transfer \$2,310 from 801.1510.50101 to 801.1510.50104
2. Transfer \$50,000 from 801.1510.50601 to 814.1510.41100

#### Home Health Fund

1. Transfer \$585 from 803.1510.50101 to 803.1510.50104

#### Swimming Pool Fund

1. Transfer \$3 from 805.1510.50101 to 805.1510.50104

#### Private Water Fund

1. Transfer \$32 from 807.1510.50101 to 807.1510.50104

#### WIC Grant

1. Transfer \$67 from 808.1510.50101 to 808.1510.50104

#### RV Park/Camp Fund

1. Transfer \$22 from 810.1510.50101 to 810.1510.50104

**Creating Healthy Communities Grant**

1. Transfer \$36 from 811.1510.50101 to 811.1510.50104

**MCH/ CFHS Grant**

1. Transfer \$25 from 813.1510.50101 to 813.1510.50104

**Dental Clinic Fund**

1. Transfer \$543 from 815.1510.50101 to 815.1510.50104

**Solid Waste Fund**

1. Transfer \$80 from 819.1510.50101 to 818.1510.50104

**Drug Free Communities Grant**

1. Transfer \$110 from 830.1510.50101 to 830.1510.50104

Laura Haberman made a motion to approve Resolution #2017-06. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Amanda Rogers, Laura Haberman, Ron Moder and Lee Rhoades in the negative; none. The motion was approved.

**Executive Session**

Laura Haberman made a motion to enter into executive session for purposes of finances at 6:55 p.m. Ron Moder seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Kelly Bailey, Amanda Rogers, Ron Moder, and Laura Haberman; in the negative: none. The motion was approved.

At 7:22 p.m. Laura Haberman 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, Amanda Rogers, Kelly Bailey, Ron Moder and Laura Haberman; in the negative: none. The motion was approved.

**6.1.3. Approval of 2017 permanent appropriations.**

Laura Haberman made a motion to accept the 2017 permanent appropriations as presented. Ron Moder seconded the motion; in the negative: none. The motion was approved.

**6.1.4. Approval of 2018 temporary appropriations.**

Laura Haberman made a motion to amend 6.1.4. 2018 temporary appropriations to 2018 Budget. Ron Moder seconded the motion; in the negative: none. The motion was approved.

Lee Rhoades made a motion to approve the 2018 Budget. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

**6.2. Personnel**

**6.2.1. Accept the resignation of Mary Derr, R.N., Community Health Services Director, effective March 24, 2017.**

Laura Haberman made a motion to accept the resignation of Mary Derr, R.N., Community Health Services Director, effective March 24, 2017. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

### **6.3. Contracts**

#### **6.3.1. Approval of MOU referral agreement with Behavioral Health Care Partners.**

Lee Rhoades made a motion to approve the MOU referral agreement with Behavioral Health Care Partners. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

#### **6.3.2. Approval of MOU referral agreement with The Freedom Center.**

Laura Haberman made a motion to approve the MOU referral agreement with The Freedom Center. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

#### **6.3.3. Approval of MOU referral agreement with Knox Community Hospital.**

Laura Haberman made a motion to approve the MOU referral agreement with Knox Community Hospital. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

#### **6.3.4. Approval of contract with the Knox County Board of Commissioners for facility maintenance service, maximum of twenty-four hours/week, @ \$21/hour, maximum of \$27,000/year.**

Laura Haberman made a motion to approve the contract with the Knox County Board of Commissioners for facility maintenance service, maximum of twenty-four hours/week, @ \$21/hour, maximum of \$27,000/year. Ron Moder seconded the motion; in the negative: none. The motion was approved.

#### **6.3.5. Approval of MOU with The Escape Zone as an alternate facility for the Knox County Health Department in an emergency situation.**

Amanda Rogers made a motion to accept the MOU with The Escape Zone as an alternate facility for the Knox County Health Department in an emergency situation. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

#### **6.3.6. Approval of contract with Measurement Resources to build an evaluation data tracking tool, maximum \$7,500, paid with Drug Free Communities grant funds.**

Lee Rhoades made a motion to approve the contract with Measurement Resources to build an evaluation data tracking tool, maximum \$7,500, paid with Drug Free Communities grant funds. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

#### **6.3.7. Approval of contract with Christa Adams to provide ongoing support and technical assistance for KSAAT's overall communication plan at a maximum cost of \$3,150, paid with Drug Free Communities grant funds, effective March**

**23, 2017 – September 29, 2017.**

Laura Haberman made a motion to approve the contract with Christa Adams to provide ongoing support and technical assistance for KSAAT's overall communication plan at a maximum cost of \$3,150, paid with Drug Free Communities grant funds, effective March 23, 2017 – September 29, 2017. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

#### **6.4. Board Approvals**

##### **6.4.1. Approval of Concealed Carry policy, section 7.20 of the agency Personnel Policy Manual, effective March 22, 2017.**

Laura Haberman made a motion to table the approval until next month. Lee Rhoades seconded the motion. in the negative; none. The motion was approved.

##### **6.4.2. Approval of agency organizational chart as presented.**

Amanda Rogers made a motion to approve the agency organizational chart as presented which includes new positions: two administrative assistants, one health educator and one health professional. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

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

##### **Health Commissioner has signed the following:**

- 6.5.1.** Renewed contract with Emma Retherford, PTA @ \$40/visit, effective April 1, 2017 through March 31, 2018.
- 6.5.2.** Renewed contract with Jason Hughes/Chiron Rehabilitation, Inc., for PT services in Home Health, \$70/visit (same rate as last year), effective April 1, 2017 – March 31, 2018.

##### **Discussion:**

##### **Organizational Chart – Moved to board approval 6.4.2.**

Laura Haberman made a motion to move the discussion of the organizational chart to section 6.4.2.Board Approval. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

##### **Service Laws & Regulations – No discussion**

**Reminder: at the April 26, 2017 BOH meeting you will need to elect officers, decide on meeting dates/times, confirm Board meeting and travel compensation, and sign-up for Board committees.**

#### **7. Executive Session**

Ron Moder made a motion to enter into executive session for purposes of personnel and compensation at 7:45 p.m. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Kelly Bailey, Amanda Rogers, Ron Moder, and Laura Haberman; in the negative: none. The motion was approved.

At 8:18 p.m. Laura Haberman 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, Amanda Rogers, Ron Moder, Kelly Bailey and Laura Haberman; in the negative: none. The motion was approved.

## 8. Adjournment

Being no further business, Lee Rhoades 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 8:19 p.m.



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



**Eric Siekkinen, RPh,**  
**Board President**

