

October 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:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Eric Siekkinen, RPh.	Julie Miller, RN, MSN
Ronald Moder, Pro-Tem	Cyndie Miller, RD, WIC Director
Lee Rhoades	Pam Palm, Planning, Education & Promotion Director
Kelly Bailey	Debbie Eiden, CHC Clinical Coordinator
Laura Barbuto, RN	Joyce Frazee, HR Supervisor
Amanda Rogers, DVM	Stacey Robinson, Fiscal Supervisor
Barry George, MD	
Laura Haberman, RN	<u>GUESTS</u>
Jeff Harmer	
	<u>ABSENT</u>
	Lane Belangia, CHC CEO
	Nate Overholt, EH Director

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

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

1.3. Approval of the minutes for, September 27, 2017 Board of Health meeting.

The minutes of the regular meeting held, September 27 2017 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Barry George seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

FUND	AMOUNT
October 2017	
801 - General Fund	54,505.92
803 - Home Health Fund	19,322.94
805 - Swimming Pool Fund	3.02
806 - Food Service Fund	626.16
807 - Private Water Fund	1,843.54
808 - WIC Grant	7,099.61
809 - Sewage Program Fund	1,606.21
810 - RV Park/Camp Fund	13.08
811 - Creating Healthy Communities Grant	1,531.08
812 - Public Hlth Emergency Preparedness Grant	413.06
813 - MCH/CFHS Grant	667.21
814 - Community Health Center Grant	40,117.43
819 - Solid Waste	114.60
830 - Drug Free Communities	2,975.39
Total	\$130,839.25

THEN & NOW

801 - General Fund	1,093.91
803 - Home Health Fund	1,482.00
807 - Private Water Fund	1,012.00
808 - WIC Grant	726.93
809 - Sewage Program Fund	993.00
814 - Community Health Center Grant	7,805.25
819 - Solid Waste	106.71
830 - Drug Free Communities	313.00
Total	\$13,532.80

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-

2.1. Board President -None

3. Hearings/Readings/Regulations

3.1. Approval of Resolution #2017-15 to declare 7 Grandview Drive, Mount Vernon, OH, Clinton Twp. Parcel # 12-00305.000 a public nuisance.

Laura Haberman made a motion to approve Resolution #2017-15 to declare 7 Grandview Drive, Mount Vernon, OH, Clinton Twp. Parcel # 12-00305.000 a public nuisance. Ron Moder seconded the motion; on roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Ron Moder, Barry George, Laura Barbuto, Laura Haberman, Amanda Rogers, and Lee Rhoades in the negative; Jeff Harmer. The motion was approved.

4. Special Reports

4.1. Leadership Team

ENVIRONMENTAL HEALTH
Nate Overholt – no verbal report

The property at 7 Grandview Drive, Mount Vernon, OH, Clinton Twp. Parcel # 12-00305.000 is being brought in front of the Knox County Board of Health for declaration of a public health nuisance due to repeated inspections on the property without abatement. Solid waste debris are present throughout the property. Sanitarian-In-Training, Kyle Shackle met with the owner regarding the property and a dumpster was brought onto the property for disposal. However, at this time, the dumpster is not being utilized and the property is a public health nuisance. Multiple letters have been sent with no completion of abatement. Pictures will be provided during the meeting. If the nuisance is abated prior to the board of health meeting, it will be removed from the agenda.

An administrative meeting has been set up with The Kroger Company representatives regarding repeated violations at their retail food establishment in the produce area. Due to new shelving put in the facility last year, if not cleaned properly, a “slime” build-up is present that drops onto the produce. Last year, sanitarians and the environmental health director met with representatives from the

corporate office to discuss the concerns. A cleaning schedule was put in place to eliminate the continued violations. Upon the most recent inspections, the build-up was present throughout the produce area and it was stated from management that the individual responsible for cleaning the shelves had been off work for seven weeks. Pictures were taken of the build-up and sent to corporate. Due to the continued concern for lack of cleaning in the produce area, a meeting has been scheduled to discuss what actions the facility is going to take to ensure that the violations are not going to continue to be a problem at the facility.

Revisions have been made to the proposed House Bill 263. This is the bill that allows dogs onto outdoor patios at food service operations or retail food establishment. We will continue to monitor this bill for the final version that will most likely go into law in the very near future. If you wish to read the bill, a copy of the proposed bill can be found on the Ohio legislation website, or a copy can be provided by the environmental health director if so requested.

PLANNING, EDUCATION & PROMOTION

Pam Palm reported-

- *PEP staff attending the Health Policy Institute and Health Educator Institute*
- *Drug Take Back Day is October 28, 2017 – The health department is one of the four collection sites in the county. Other sites collecting: Fredericktown police department, Foster's Healthmart Pharmacy in Centerburg, and Danville police department.*
- *Continuing to gather, review and compare bids for the digital sign*

No written report.

HOME HEALTH

Julie Miller reported in Lane Belangia's absence -

- *Home Health continues to do well. News article addressing the transition of home health to KCH was submitted by Pam to the Mount Vernon News. It was published in Tuesday's newspaper and an article written by Cheryl Splain regarding the transition was posted on Knox Pages. Patients were informed via mail before it was published in the newspaper.*

No written report.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

Debbie Eiden reported -

- *Lane attending National Association of Community Health Center's Chief Financial Officer Institute (CFOI) for in person training in Las Vegas, NV, October 24, 2017 thru October 25, 2017*
- *Site team gave positive feedback from the visit, also gave quality improvement suggestions, still have a lot of work to do*
- *Continue to develop policies and procedures*
- *Revising form 5A (Scope of Services) to include behavioral health services, etc..*

PUBLIC HEALTH OUTREACH

No verbal report.

No written report.

WIC

Cyndie Miller reported –

- ***One Call Now text messaging reminder system working out well***
- ***Issues revealed during the state management audit have been resolved***

A final Management Report, completed after an evaluation in September, was submitted by our State NAS Consultant, Jane Wachaya. Five corrective actions and 2 recommendations were noted. Other General Comments included the following:

The Knox County WIC clinic, at the Knox County Health Department, has an exceptionally attractive environment with friendly staff that does extensive screening for all services needed by participants. With a new FQHC and dental clinic on site, ease of access and referrals is possible between the WIC program and other onsite programs. IT staff set up an iPad, to be used for control of WIC videos in the waiting room outside the office, helping staff to be more efficient.

During observations, multiple best-practice counseling techniques were observed, such as staff-wide use of open ended questions for breastfeeding promotion, permission to discuss weight gain, explanation of next steps in the appointment, and good education about relevant nutrients provided by the WIC package being assigned. Support staff did a great job inquiring about two other children accompanying a mom & new baby, which resulted in getting them onto the program.

Knox County's peer helper is full of enthusiasm, creative ideas, compassion, and a zeal for staying current in her discipline. A Facebook Live video on their web page, which showed her with an employee from the child safety seat program shopping the baby isle at a local vendor while providing breastfeeding and safety information, received 800 views. The peer also provides a very nice letter, with her photograph & background information, to help establish rapport with prenatal participants. Since the last management evaluation, two of three unmet requirements have been corrected, with initially ineligible chart maintenance being a corrective action that remains unresolved.

We have completed the orientation and webinar for One Call Now. Implementation is planned for the first week of October (The first text message reminders began, October 4th; and the first informational message was sent from an iPhone to all participants inviting them to the Famers' Market on October 6th. All but four Famers' Market coupon packets have now been issued.)

Additionally:

Our caseload decreased by 7 participants from stats. Decreasing caseload is occurring statewide, except for Tuscarawas County.

EMERGENCY PREPAREDNESS

- **Public Health Emergency Preparedness (PHEP)**
 - Functional Exercise scheduled for Nov 2017.
 - BP1 in progress
- **Knox County EMA**
 - LEPC Functional Exercise completed at Kokosing
 - Medical and Evacuation Annex in progress
- **Health Care Coalition**
 - Hazard Vulnerability Assessment to be completed Nov 2017
 - Stop The Bleed Campaign to begin in November

ADMINISTRATIVE SERVICES & OPERATIONS

Stacey Robinson shared:

- ***An additional \$6,400 has been received to help pay the internet bill. The funds are part of the Rural Health grant.***

September 2017 Budget Summary

- Revenue: Year-to-date revenue -- \$4,161,670.65 -- 81% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$3,409,317.17 -- 63% 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

- September 30, 2017 Cash Balance: \$1,882,079– up \$752,354 since January 1, 2017 (↑40%)
- September 30, 2016 Cash Balance: \$1,345,878
- September 30, 2015 Cash Balance: \$1,242,703

General Fund

- Revenue received year-to-date -- \$1,605,407 (98% of estimated revenue)
- Expenditures year-to-date -- \$1,066,513 (62% of estimated expenses)
- January 1, 2017 Cash Balance: \$526,806
- September 30, 2017 Cash Balance: \$1,065,700– up \$538,894 since January 1, 2017 (↑51%)
- September 30, 2016 Cash Balance: \$727,397
- September 30, 2015 Cash Balance: \$764,602

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$276,999 (91% of estimated revenue)
- Expenditures year-to-date -- \$240,910 (78% of estimated expenses)
- January 1, 2017 Cash Balance: \$51,410
- September 30, 2017 Cash Balance: \$87,499 – up \$36,089 since January 1, 2017 (↑41%)
- September 30, 2016 Cash Balance: \$76,455
- September 30, 2015 Cash Balance: \$65,816

Special Revenue Funds

- Revenue received year-to-date -- \$1,026,132 (83% of estimated revenue)
- Expenditures year-to-date -- \$967,621 (71% of estimated expenses)
- January 1, 2017 Cash Balance: \$471,182
- September 30, 2017 Cash Balance: \$529,692 – up \$58,510 since January 1, 2016 (↑ 11%)
- September 30, 2016 Cash Balance: \$408,672
- September 30, 2015 Cash Balance: \$279,338

Grant Funds

- Revenue received year-to-date -- \$1,253,134 (64% of estimated revenue)
- Expenditures year-to-date -- \$1,134,273 (57% of estimated expenses)
- January 1, 2017 Cash Balance: \$80,326
- September 30, 2017 Cash Balance: \$199,197 – up \$118,871 since January 1, 2016 (↑60 %)
- September 30, 2016 Cash Balance: \$133,354
- September 30, 2015 Cash Balance: \$132,948

Fiscal Office (continued)

Notes to 2017 Budget Summary

❖ General Fund

- We received \$19,827.71 from MAC for the 3rd quarter (1/1/17 – 3/31/17) time study. I mentioned at last board meeting that we received \$3449.04 credit on our telephone bill. We received an additional \$6,466.52 credit on our internet bill; which means we will not have to pay that bill for about 6 months.

❖ Environmental Health Restricted Funds

- Revenue in the Private Water and Sewage Funds stayed steady in the month of September. Private Water Fund is ahead in revenue collections at 93% and the Sewage Fund is at 83% in revenue collections.

❖ Special Revenue Funds

- In September, Home Health revenue was \$78,951.53 and expense was \$233,148.66. The expenses were high because of the \$150,000 Advance pay back.

❖ Grant Funds

- Community Health Center received \$5,922.39 in September from private pay clients. The WIC, MCH, and Drug Free Communities grants FY 2017 ended.

ACCREDITATION

No verbal report.

No written report.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie Miller reported:

- *Staff reporting to her until the PHO Director role is filled.*
- *The Sheriff has shared he plans to hire the “jail nurse” full time as his employee if his budget allows.*
- *Communicable disease staying busy*
- *Flu shot clinics continue*
- *Levy signage is available for all to take*

No written report.

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

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT September 30, 2017							
FUND NAME	JAN. 1, 2017 BALANCE	September REVENUE	YEAR-TO-DATE REVENUE	September EXPEND.	YEAR-TO-DATE EXPEND.	September 30, 2017 BALANCE	
District Health Fund							
801 - District Health Fund*	526,806.12	201,135.71	1,605,406.58	141,669.35	1,066,512.83	1,065,699.87	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	8,852.96	0.00	9,727.22	378.74	10,088.83	8,503.35	
806 - Food Service Fund	4,595.69	1,329.00	147,381.65	15,773.50	120,123.96	28,853.38	
807 - Private Water Fund	7,336.22	6,170.67	50,747.78	7,140.41	49,423.08	8,660.92	
809 - Sewage Program Fund	25,704.93	7,509.00	67,038.67	8,002.71	54,392.81	38,350.79	
810 - RV Park/Camp Fund	4,910.68	0.00	7,103.24	664.89	6,883.14	5,130.78	
Subtotal	51,410.48	15,008.67	276,998.54	32,860.25	240,809.80	87,499.22	
Special Revenue Funds							
803 - Home Health Fund	397,188.33	78,951.53	879,753.91	233,148.66	783,140.26	493,799.98	
804 - Medical Clinic Fund	59,436.96	0.00	69,905.24	10,000.00	128,264.25	1,077.95	
815 - Dental Clinic Fund	1,887.76	0.00	40,304.37	0.00	25,510.44	16,661.69	
819 - Solid Waste Fund	12,671.15	7,123.57	36,167.69	4,103.33	30,706.47	18,132.67	
Subtotal	471,182.20	86,075.10	1,026,131.51	247,251.99	967,621.42	529,692.29	
Grant Funds							
808 - WIC Grant Fund	9,034.58	20,035.52	210,750.06	29,632.93	200,690.20	19,094.45	
811 - Creating Healthy Communities Grant Fund	14,598.99	5,557.81	66,485.80	16,932.57	73,220.40	7,864.19	
812 - Public Hlth Emergency Preparedness Grant Fund	37,743.52	9,739.57	70,812.11	8,304.20	72,510.14	36,045.49	
813 - MCHCFHS Grant Fund	12,283.82	2,896.89	37,897.16	3,148.23	31,424.52	18,756.36	
814 - Community Health Center Grant Fund	0.00	88,827.80	741,020.75	111,324.15	627,600.49	113,420.26	
828 - Ebola Grant Fund	3,665.35	0.00	6,905.05	0.00	7,181.48	2,388.92	
830 - Drug Free Communities	3,000.00	14,202.61	120,263.29	13,586.73	121,645.79	1,617.50	
Subtotal	80,326.27	141,260.20	1,263,134.02	182,128.81	1,134,273.12	199,187.17	
TOTAL ALL FUNDS	1,129,726.07	443,479.68	4,161,670.65	603,910.40	3,409,317.17	1,882,078.56	

*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 #2017-14

Jeff Harmer made a motion to approve Resolution #2017-14. Laura Haberman seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Kelly Bailey, Ron Moder, Barry George, Laura Barbuto, Laura Haberman, Amanda Rogers, Jeff Harmer and Lee Rhoades in the negative; none. The motion was approved.

RESOLUTION #2017-14

General Fund

1. Transfer \$1,385.11 from 801.1510.50104 to 801.1510.50201 (Worker's Comp to Supplies)
2. Transfer \$5,000.00 from 801.1510.50401 to 801.1510.50201 (Other Expense to Supplies)

WIC Grant

1. Transfer \$12,000.00 from 808.1510.50106 to 808.1510.50201 (Insurance to Supplies)

Public Health Emergency Preparedness Grant

1. Transfer \$1,500.00 from 812.1510.50101 to 812.1510.50501 (Salaries to Equipment)

6.2. Personnel

6.2.1. Approval to open new full time Medical Doctor and Nurse Practitioner positions in the Community Health Center.

Ron Moder made a motion to approve opening a new full time Medical Doctor and Nurse Practitioner positions in the Community Health Center. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approval of agreement with One Call Now for telephone message delivery services for WIC clients, effective October 2017-September 2018, cost of \$726.93,

paid with WIC grant funds.

Laura Haberman made a motion to approve the agreement with One Call Now for telephone message delivery services for WIC clients, effective October 2017-September 2018, cost of \$726.93, paid with WIC grant funds. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of contract with the Freedom Center to provide counselling services for Community Health Center clients, at a cost of \$85.00/hourly, maximum \$34,000/year, effective November 1, 2017 – October 31, 2018.

Laura Haberman made a motion to approve the contract with the Freedom Center to provide counselling services for Community Health Center clients, at a cost of \$85.00/hourly, maximum \$34,000/year, effective November 1, 2017 – October 31, 2018. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of contract with Behavioral Health Partners (BHP) to provide psychiatric services for Community Health Center clients, \$140/hour, maximum \$30,000/year, effective October 1, 2017 – September 30, 2018.

Laura Haberman made a motion to approve the contract with Behavioral Health Partners (BHP) to provide psychiatric services for Community Health Center clients, \$140/hour, maximum \$30,000/year, effective October 1, 2017 – September 30, 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.3.4. Approval of MOU with Knox Area Transit (KAT) to provide transportation support for continuity of care for Community Health Center clients, renewed biannually; per legal counsel approval.

Laura Haberman made a motion to approve the MOU with Knox Area Transit (KAT) to provide transportation support for continuity of care for Community Health Center clients, renewed biannually; per legal counsel approval. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3.5. Approval of MOA with Knox County 911 to provide after-hours support for continuity of care to the Community Health Center clients, renewed biannually, per legal counsel.

Jeff Harmer made a motion to approve the MOA with Knox County 911 to provide after-hours support for continuity of care to the Community Health Center clients, renewed biannually, per legal counsel. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.6. Approval of contract with Knox County Head Start for the ongoing coordination of the Triple P (Positive Parenting Program) community readiness assessment, effective October 26, 2017 to September 28, 2018, for a flat fee of \$10,000, to be paid by the Drug Free Communities grant.

Jeff Harmer made a motion to approve the contract with Knox County Head Start for the ongoing coordination of the Triple P (Positive Parenting Program) community readiness assessment, effective October 26, 2017 to September 28, 2018, for a flat fee of \$10,000, to be paid by the Drug Free

Communities grant. Laura Haberman seconded the motion; In the negative: none. The motion was approved.

6.3.7. Approval of contract with ISA/PRIDE Surveys for survey services, effective October 26, 2017 to September 30, 2018, total cost \$3,498.25, to be paid by the Drug Free Communities grant. Per legal counsel approval.

Jeff Harmer made a motion to approve the contract with ISA/PRIDE Surveys for survey services, effective October 26, 2017 to September 30, 2018, total cost \$3,498.25, to be paid by the Drug Free Communities grant. Per legal counsel approval. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.8. Approval of the contract with New Directions for the purpose of: The Drug Free Communities (DFC) grant coordinator of the Knox County Health Department will work simultaneously with the DELTA FOCUS Project Coordinator (DFPC) of New Directions to plan, advise and work with TAC, Teen Advisory Council, Knox County's youth-led prevention group, effective, October 26, 2017 to September 28, 2018, maximum \$5,575, to be paid by the Drug Free Communities grant.

Lee Rhoades made a motion to approve the contract with New Directions for the purpose of: The Drug Free Communities (DFC) grant coordinator of the Knox County Health Department will work simultaneously with the DELTA FOCUS Project Coordinator (DFPC) of New Directions to plan, advise and work with TAC, Teen Advisory Council, Knox County's youth-led prevention group, effective, October 26, 2017 to September 28, 2018, maximum \$5,575, to be paid by the Drug Free Communities grant. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3.9. Approval of contract with Playworld Midstates, LLC to install playground equipment at Memorial Park, effective November 1, 2017 to December 31, 2018, at a cost of \$12,000, to be paid by the Creating Healthy Communities grant.

Amanda Rogers made a motion to approve the contract with Playworld Midstates, LLC to install playground equipment at Memorial Park, effective November 1, 2017 to December 31, 2018, at a cost of \$12,000, to be paid by the Creating Healthy Communities grant. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.4. Board Approvals

6.4.1. Accept the AIMS grant award funding in the amount of \$175,700.

Lee Rhoades made a motion to accept the AIMS grant award funding in the amount of \$175,700. Laura Barbuto seconded the motion; in the negative; none. The motion was approved.

6.4.2. Approval of agency Telecommuting/Alternative Work Site policy.

Amanda Rogers made a motion to approve the agency Telecommuting/Alternative Work Site policy Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

6.4.3. Approval of agency Dress Code Policy.

Amanda Rogers made a motion to approve the agency Dress Code Policy. Barry George seconded the motion.

After further discussion the board amended the Dress Code Policy to add the language "Agency approved" to section D. of the policy.

Laura Haberman made a motion to approve the agency Dress Code Policy as amended. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.4.4. Approval of out-of-state travel for Julie Miller to attend Midwest Forum on Hospitals, Health Systems and Population Health, in Illinois, November 29, 2017 – December 1, 2017, not to exceed \$1,200.

Amanda Rogers made a motion to approve out-of-state travel for Julie Miller to attend Midwest Forum on Hospitals, Health Systems and Population Health, in Illinois, November 29, 2017 – December 1, 2017, not to exceed \$1,200. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.5. Board Information (Non-action items)

Discussion:

November BOH meeting date

The regularly scheduled November board meeting will be moved to November 29, the 5th Wednesday of the month, due to the fourth Wednesday of the month is the day before Thanksgiving.

Health Commissioner has signed the following:

6.5.1. Renewed MOU with the Knox County Career Center for a mass immunization/medication site in a public health emergency, for the term of thirty-six (36) months.

6.5.2. Safe Communities grant through Ohio Department of Public Safety, \$35,000

6.5.3. Maternal Child Health grant through Ohio Department of Health, \$54,783

6.5.4. Renewed data use and services agreement with University of Pittsburgh FY2018.

6.5.5 MOA with Licking County Health Department for the Indoor Radon program, FY2018.

7. Adjournment

Being no further business, Jeff Harmer made a motion to adjourn the meeting. Amanda Rogers 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
Health Commissioner**