

September 27, 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	Lane Belangia, CHC CEO
Lee Rhoades	Pam Palm, Planning, Education & Promotion Director
Kelly Bailey	Heather Day, RN, DON, Public Health Outreach Director
Laura Barbuto, RN	Nate Overholt, RS, EH Director
Amanda Rogers, DVM	Joyce Frazee, HR Supervisor
Barry George, MD	Stacey Robinson, Fiscal Supervisor
Laura Haberman, RN	Zach Green, emergency Preparedness Coordinator
	Katie Hunter, Administrative Assistant
<u>ABSENT</u>	Carmen Barbuto, Health Educator
Jeff Harmer	
Cyndie Miller, RD, WIC Director	<u>GUESTS</u>
	Chuck Martin, Mount Vernon News Reporter
	Melissa Freeman, Student Intern

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

1.3. Approval of the minutes for, August 23, 2017 Board of Health meeting.

The minutes of the regular meeting held, August 23, 2017 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

FUND	AMOUNT
September 2017	
801 - General Fund	41,790.27
803 - Home Health Fund	18,258.25
805 - Swimming Pool Fund	12.50
806 - Food Service Fund	480.11
807 - Private Water Fund	2,609.25
808 - WIC Grant	154.30
809 - Sewage Program Fund	1,827.80
810 - RV Park/Camp Fund	55.50
811 - Creating Healthy Communities Grant	8,586.19
812 - Public Hlth Emergency Preparedness Grant	2,270.88
813 - MCH/CFHS Grant	251.12
814 - Community Health Center Grant	40,008.93
819 - Solid Waste	50.00
830 - Drug Free Communities	7,402.63
Total	\$123,757.73

THEN & NOW

801 - General Fund	7,654.38
803 - Home Health Fund	5,625.00
807 - Private Water Fund	555.92
809 - Sewage Program Fund	500.00
812 - Public Hlth Emergency Preparedness Grant	909.74
814 - Community Health Center Grant	2,737.95
Total	\$17,982.99

Lee Rhoades 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 Employee Sheri Rine, RN in the Public Health Outreach division and dietetic student intern Melissa Freeman attended the meeting to introduce themselves to the board. Sheri's last position was with the Knox County Career Center where she oversaw the LPN program for five years. Sheri has been busy learning the immunization program and giving flu shots. Melissa has been interning with Tami Ruhl and Cyndie Miller. Melissa's last day to intern is October 20. She shared that she has learned so much.

2. Board Reports-

2.1. Board President -None

3. Hearings/Readings/Regulations-None

4. Special Reports

4.1. Quality Improvement Project

Katie Hunter, Administrative Assistant updated the board on the Office Supply Ordering Process QI project. Katie shared as part of quality improvement, the team decided to look at the agency current process for ordering office supplies. Before the QI project, office supplies were ordered monthly by the Admin Assistant from each division. This created an abundance of purchase orders and every division to have a stock pile of their own supplies. The QI team that worked on this consisted of the Admin who would typically be in charge of ordering supplies for their division. The team looked at the current process and decided the process could be improved if supplies were combined and kept in a general location. At the end of 2016 they started combining all the supplies to test how the process would work. They implemented a new policy the beginning 2017 when staff needed supplies. Staff would take supplies from the general location by signing out what supplies were being used and for what fund. Keeping all the supplies in a general area has saved staff time in creating multiple purchase orders. As a result of combining supplies there has been a 35% decrease from 2016 to 2017 in the amount of money spent on office supplies. Staff will continue to review the process yearly and make additional changes as needed to help keep cost down.

- *A copy of the QI project story board was distributed to each board member.*

4.2. Emergency Preparedness

Zach Green, Emergency Preparedness Coordinator shared

- *Functional Exercise scheduled for Nov 2017.*
- *BP1 in progress/First quarter objectives completed*
- *Community Epi Team met for the first time on August 14th.*
 - *Per accreditation/Engagement of Surveillance Sites*
- *New EP CMS Rule – FQHC expectations (Training and EOP)*

- **Knox County EMA**
 - *EOC Descriptions and Checklist Completed*
 - *EOC Functional Exercise 9/27/2017*
- **Health Care Coalition**
 - *THIRA to be completed Nov 2017*
 - *Funds transferred KCHD*
- **Training**
 - *Two day THIRA training scheduled in October*
 - *Critical Infrastructure License by Texas A&M*

Zach has been participating in training webinars as part of the grant requirement. He informed the board the grant is deliverable base, which means we have to pay out the expenses up front then wait for reimbursement.

Julie commented: AOHC has been in discussion regarding the reimbursement based grants and the financial burden it can have on health departments with tight budgets.

Board members asked Zach if the trainings were worth the amount of time it takes to complete? And does it make him a better coordinator?

Zach responded, yes for the most part he has learned a lot from the webinars and it has helped him with his role as Emergency Preparedness Coordinator.

4.3. Community Health Assessment

Carmen Barbuto, Health Educator is lead coordinator for the Community Health Assessment FY2018. She is currently working with the Knox Health Planning Partners. Carmen introduced the new planning process for the 2018 Community Health Assessment, Mobilizing Action Through Planning and Partnerships (MAPP). MAPP is a community-driven strategic planning process for improving community health. MAPP is a shift in how we think about public health activities and planning within our community. It is not “reinventing the planning wheel” but a change in how we structure and analyze public health goals. There are 6 phases to MAPP that are designed to provide a more holistic view the public health in the county.

- ✓ *Phase 1: Organizing for Success & Partnership*
Goal - Organize & develop the planning process
- ✓ *Phase 2: Visioning*
Goal - Establish a vision statement that has focus, purpose, direction, and the overarching goal
- ✓ *Phase 3: The Four Assessment*
Goal- Establish the status of health, health perceptions, and health systems
 - *Community Health Status Assessment (CHA) - Identifies priority community health and quality of life issues. Answers: How healthy are our residents? What does the health status of our community say?*
 - *Community Themes & Strengths (Health Perceptions) - Understanding of the issues residents find important. Answers: What is important to our community? How is quality of life perceived? What assets do we have that improve community health?*
 - *Local Public Health Systems Assessment - Focus on all organizations and entities that contribute to public health. Answers: What are all the components and competencies of the local public health system? How are essential services provided?*

- *Forces of Change Assessment - Identifies forces that affect the context in which our community and its systems operate. Answers: What is occurring or might occur that affects the health of our community? SWOT created by these potential changes*

- ✓ *Phase 4: Identifying Strategic Issues*

Goal: Develop an ordered list of the most important issues facing the community

- ✓ *Phase 5: Formulate Goals & Strategies*

Goal: Formulate goal statements related to strategic issues and goals

****Phases 4 & 5 are done at the same time, this will be part of the CHIP process****

- ✓ *Phase 6: Action Cycle*

Goal: Link all three entities that formulate the action cycle together

4.4. Leadership Team

ENVIRONMENTAL HEALTH

Nate Overholt – no verbal report

On September 1, 2017, The Knox County Health Department received confirmation from the Ohio Department of Health for 3 positive mosquito pools for the West Nile Virus. All three pools were located in the Fredericktown Recreation District Ackerman Park. This park is predominantly covered in water. The village was notified, along with a press release in the Mount Vernon News, the Knox County Health Department Facebook page and website. Mosquito spraying was performed in the entire village, along with Kokosing Reservoir Campground.

There are concerns that the Delaware, Knox, Marion, Morrow (DKMM) Solid Waste District may reduce funding to the local health departments in the future. Last year, the Knox County Health Department received \$35,117.85. This funding is utilized to supplement our solid waste fund in the nuisance program for staff salary, mileage, trainings and has been used to assist in clean-up throughout Knox County. The environmental health directors of all four counties have given presentations to the DKMM Solid Waste District meetings, to emphasize the importance of the funding to the local health departments, and what these funds are being utilized for at each jurisdiction. If funding is significantly reduced to the local health departments, then we will have to be prepared to cover the costs from the general fund.

The food program sanitarians have been dealing with some issues/ repeat violations with Troyer's of Apple Valley. A re-inspection was performed this week and the owner has not yet been compliant to correct the repeat violations. The environmental health director will be going out with the sanitarians next week to check on compliance. Failure to comply will result in an administrative meeting between the Environmental Health Director, the Knox County Health Commissioner and the owner of the facility. If the owner still does not comply, then they will be brought in front of the Knox County Board of Health for a suspension of licensure hearing.

Sanitarian-In-Training, Kyle Shackle met with Howard Township representatives and the owner of 12651 Grant Road. This property has an abandoned building that was declared a public health nuisance in 2009 by the Knox County Board of Health, allowing Howard Township to tear down the building. However, the owner and Howard Township made an agreement to correct some issues. Howard Township felt the owner corrected all of the concerns and never tore down the building. It is still abandoned and is dilapidated. During the meeting on September 9, 2017, the owner notified both Kyle Shackle and Howard Township that he was going to tear down the dilapidated building. Failure to do so, will result in the property coming back in front of the Knox County Board of Health for a new declaration of a public health nuisance.

PLANNING, EDUCATION & PROMOTION

Pam Palm reported:

- **The flu clinic schedules has been advertised in the Mount Vernon News and Cider Press and a billboard promoting the agency services will be going up in October.**
- ***YAY Bikes – 2, three hour trips promoting safety and riding bikes took place September 18, this was part of the Creating Healthy Communities (CHC) grant. Julie Miller joined the morning team on the bike ride.***
- ***Ashley and Alayna presented the Hidden In Plain Site training to the Amish***

Ron Moder asked where we were in the process of purchasing an outdoor sign.

Pam shared she will be making application to the City of Mount Vernon Zoning Board for the digital sign. Still trying to get another quote. Need to determine if electric is available if power goes out and facility running on generator.

In August, our promotional efforts included participation in the Dan Emmett Music & Arts Festival with the Health Department trailer at the end of South Main St. Heavy rain and wind damaged the trailer canopy Friday night and it is out of commission for future fairs and festivals until we can get it fixed. In addition to the Health Department, the Safe Communities Coalition also participated in the festival with a booth on the Public Square. The event was used to kick off the Drive Sober or Get Pulled Over campaign.

We coordinated two program presentations at the Station Break: On Aug. 3, Judy Miller from Home Health spoke about the falls prevention program, FACES; and on Aug. 16, Lane Belangia spoke on the Community Health Center.

Other activities in August included participation in the Fredericktown National Night Out and the Rasten Challenge. As part of the Safe Communities grant and in collaboration with AAA, we sponsored a two-day Mature Drivers Course. There were 12 senior citizen participants.

On Aug. 28, Melissa Freeman of Bellville began interning in the PEP office. She is working towards a degree in dietetics and is primarily working with Tami Ruhl and the Creating Healthy Communities grant. On Friday's she observes in the WIC division.

HOME HEALTH

Lane Belangia reported:

- **the staff continue to offer excellent service. Joyce received a call from a client that was very pleased with the home health services.**

No written report.

COMMUNITY HEALTH CENTER - Medical and Dental Health Services

Lane Belangia reported:

- **The TA site visit is October 17, 18, and 19**
- **The Community Health Center board meeting has been moved to October 18 @ 5:00p.m. This meeting will consist of a short meeting and board training. BOH members were encouraged to attend.**

The center is ready to begin billing claims for past patient visits for the year 2017. We are waiting on the following managed Medicaid plans, (Caresource, Paramount, UHC Community and Buckeye) to recognize the center as a new FQHC provider (basically be "in-network"). All enrollment documents have been submitted as of July of 2017. Once we are notified all claims will be submitted and we will

begin to see actual revenue for the center. Outstanding revenue for the year is approximately \$290,000.00. Trillium Inc. is updating me daily on the status of these providers.

Jennifer Genua from Genua Consulting Inc. will be here for the co-applicant board meeting in September to further educate the board on concepts of governance and answer any questions we may have. With the Technical Assistance site visit (TA) planned for the following month Jennifer thought a general discussion along with a question and answer session would benefit the Co-applicant board and Center Administration, while leaving the formal training to the TA site visitors.

The TA site visit as mentioned above will consist of board trainings, we will have members of both Board of Health and Co-applicant board present for this training. The TA visit will consist of 3 surveyors representing HRSA, they will be here for 3 days with focus areas in financial, governance, and clinical training. The purpose of the visit is to look at our current policy and help develop these into acceptable policy for the on-site visit planned sometime in the first half of 2018. Reminder the TA site visit is October 17th to 19th with our board meeting and training session being the evening of the 18th starting at 5:00 PM. I am hopeful that the team can learn from this survey and we will be able to clearly complete our P&P's for the OSV next year.

Our/my biggest areas of concern regarding policy we do not have completed at this time are our Credentialing and Privileging policy along with our QI/QA policy. Other items the surveyors are asking for we do not have or do not apply to our center as it is housed in a public entity. These policies simply do not apply to our center or are covered by Health Department Policy.

We are still in discussion with a local pharmacy to meet our pharmaceutical requirement. I plan to bring this to the board in October or November for board review. We are also in negotiations with Behavioral Health Partners for providing a contracted psychiatrist one day a week on-site.

We have signed a personal service agreement with KCH to allow another CNP into our medical clinic for Friday coverage, we are hopeful the schedule will be complete by December of this year.

Julie and I will be speaking with a physician who is relocating to the area in September. This individual currently works in another state for an FQHC.

The funding cliff hanging over the heads of FQHCs nationally for the last 18 months was set to take place in September with what many were saying would be a 70% reduction in center funding was postponed. President Trump made a deal last week with congress to lump temporary funding for centers into additional funding for hurricane relief and other temporary funding appropriations for the next 90 days. Advocacy groups are in full swing and are working to put a permanent funding platform in place. I can provide links for you to voice your opinion to state officials to stop this threat and provide permanent funding.

The fall Ohio Association conference is October 19th and 20th (see attached agenda) if any board members would be interested in attending please let me know and we can register you. Julie Miller is attending and I will not due to the timing of the TA site visit.

Julie and I attended the Quarterly Ohio association on September the 15th in Columbus..(Verbal update to be provided during the meeting).

You will see request for approval of out of state travel for myself to attend a CFO institute in October. We have funds to cover this expense in the budget. This is a small pre-approved workshop of 50 CFOs who have held their positions for 2 years or less. The intent and requirement is monthly participation on-line and via webinars along with phone discussion and 2 in-person trainings (one in October and one prior to the national conference in March of 2018). The 6 month course outlines financial policy per HRSA standards, development of CFO personnel and resources for financial success of Centers. We do not have a CFO currently however when the center evolves and grows my

position will progress into CFO for the Health Department with a % of my time acting as CEO for the Center. This is standard practice for many FQHCs based within Health Departments.

Aims Grant Update...(verbal update if any new information), we should know by the end of September if we received this grant.

PUBLIC HEALTH OUTREACH

Heather Day reported:

September 28th is her last day. She appreciated her time with the agency.

Immunizations:

- Flu Vaccine is here – We are offering 29 flu clinics plus special times for staff (this includes the addition of ONE site from last year. Plans beginning to offer to schools (students/staff/families) next year and discussions have begun with food pantries in Centerburg and Fredericktown. Monday 9/18 was first flu clinic, 26 clients including 3 kids. Advertising and promotion just beginning.
- CPP vaccine contract approved by Office of the Knox County Prosecutor – new vaccine pricing effective 11/2017 – not available in print form yet.

Communicable Disease:

- 2 CD nurses working on STD clinics and education sessions in the community
- Both nurses attending STD conference (one day) in Cleveland on 9/28

Bureau for Children with Medical Handicaps (BCMh)

- Census remains around 200 families.

Newborn Home Visiting

- June-September: over 100 referrals, 54 visits with more scheduled. 65% HV completed from all referrals – 65% are single moms, 24% first time parents, 65% on Medicaid, 30% smokers (referrals made if permission given – 4 moms/2 dads) 41% of babies are seen between 11-14days, 29% 6-10 days, 18% over 8weeks old (includes preemies just getting out of Nationwide hospital) and 12% 2-4 weeks.
- Referrals continue from KCH, local Ob/Gyn, Riverside and Nationwide – visits are ‘caught up’ now with approx. 20 referrals of pregnant moms due within next 2-6 months.
- 10 cribs given YTD, 10 more ordered with United Way funding – 4 are ‘spoken’ for
- Free resources found at various Safe Sleep sites (CDC, ODH, ACIP, Safe Sleep Ohio) and additional books, pamphlets, door hangers and flyers ordered for families and community outreach.

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

- YTD: Jan-Jun 24 referrals, 58.8% allowed a nurse visit Jul-Sept 14 referrals, 64.3% allowed a nurse visit – data still being evaluated and documentation process changing to capture better information.
- Thank you card received from Fredericktown Senior/Activity Center for presentation on falls prevention by Heather Day and Judy Miller.

General Outreach

- Sheri continues working with the schools on Required Immunization Compliance; plans to offer school nursing meeting this spring; Dental supplies ordered (United Way grant) and oral hygiene outreach will start in school setting again.

WIC

No verbal report.

No written report.

EMERGENCY PREPAREDNESS

Verbal report given see 4.2.

No written report.

ADMINISTRATIVE SERVICES & OPERATIONS

Stacey Robinson shared:

- \$240.00 have been donated to the health department in Dr. Pools memory.
- Solex has credited our telephone bill \$3,449.04 FY2017

August 2017 Budget Summary

- Revenue: Year-to-date revenue -- \$3,718,190.97 -- 72% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$2,805,406.77 -- 52% 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

- August 31, 2017 Cash Balance: \$2,042,509– up \$912,784 since January 1, 2017 (↑45%)
- August 31, 2016 Cash Balance: \$1,463,501
- August 31, 2015 Cash Balance: \$1,237,444

General Fund

- Revenue received year-to-date -- \$1,404,271 (86% of estimated revenue)
- Expenditures year-to-date -- \$924,843 (53% of estimated expenses)
- January 1, 2017 Cash Balance: \$526,806
- August 31, 2017 Cash Balance: \$1,006,234– up \$479,428 since January 1, 2017 (↑48%)
- August 31, 2016 Cash Balance: \$808,855
- August 31, 2015 Cash Balance: \$742,249

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$261,990 (86% of estimated revenue)
- Expenditures year-to-date -- \$208,050 (67% of estimated expenses)
- January 1, 2017 Cash Balance: \$51,410
- August 31, 2017 Cash Balance: \$105,351 – up \$53,941 since January 1, 2017 (↑51%)
- August 31, 2016 Cash Balance: \$91,003
- August 31, 2015 Cash Balance: \$68,631

Special Revenue Funds

- Revenue received year-to-date -- \$940,056 (76% of estimated revenue)
- Expenditures year-to-date -- \$720,369 (53% of estimated expenses)
- January 1, 2017 Cash Balance: \$471,182
- August 31, 2017 Cash Balance: \$690,869 – up \$219,687 since January 1, 2016 (↑ 32%)
- August 31, 2016 Cash Balance: \$409,907

➤ August 31, 2015 Cash Balance: \$276,035

Grant Funds

- Revenue received year-to-date -- \$1,111,874 (57% of estimated revenue)
- Expenditures year-to-date -- \$952,144 (48% of estimated expenses)
- January 1, 2017 Cash Balance: \$80,326
- August 31, 2017 Cash Balance: \$240,056 – up \$159,730 since January 1, 2016 (↑67 %)
- August 31, 2016 Cash Balance: \$153,735
- August 31, 2015 Cash Balance: \$150,529

Notes to 2017 Budget Summary

The agency received a workers compensation rebate for the year 2015 in the amount of \$14,717.03

❖ General Fund

- We received \$5,000 from the Community Foundation for the new dental chair. We received Health Levy rollback monies \$58,560.91. BCMH brought in \$17,120 for the month of August.

❖ Environmental Health Restricted Funds

- The Sewage Fund revenue is up \$4,155.15 compared to August.

❖ Special Revenue Funds

- In August, Home Health revenue was \$70,203.35 and expense was \$62,626.98 for a gain of \$7,576.37 in August. This month the Home Health fund paid back the \$150,000 that was advanced in 2012-2015 at \$50,000 a year. The Medical Clinic fund paid back \$10,000 that was advanced in 2015.

❖ Grant Funds

- Community Health Center received the notice of award for the AIMS funding we applied for in the amount of \$175,700 and that was than we had requested. \$85,200 we will receive yearly and \$90,500 is one time money for startup.

ACCREDITATION

No verbal report.

No written report.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie Miller reported:

- *She shared with the board how proud she was of all the staff for all they do.*
- *Joyce is working with her on an Alternative Work-site and Bring Your Infant to Work policy*
- *Congratulation note cards were sent out to local Knox County students were awarded an excellent or superior rating for their state science projects. Students were invited to attend the board meeting.*
- *We have applied to become a site for Guard Care. This partnership will allow Ohio National Guard medical personnel to provide free health services in Ohio communities while providing training and professional development opportunities for members of the National Guard. Guard-Care occurs over a weekend during the summer months. Through this outreach we would have the opportunity to promote the Community Health Center. Guard Care came to Mount Vernon in 2002.*

- *Lucas Kreuzer, sophomore at Kenyon College will be interning at the health department this fall in the Administrative Services & Operations division. This internship is through Kenyon's Office of Community Partners. Jen Odenweller is the director of this program. Four students submitted their resume, we interviewed two, and Lucas was chosen because of his interest in rural health. Lucas will be with the agency 6-8 hours/week and starts September 28. He will be working with Julie and Joyce on the Accreditation Action Plan.*
 - *Julie has been elected President Elect of AOHC. She will be on the Public Affairs Committee FY2018 and then President FY2019. Julie shared it is an honor to be chosen by her peers.*
 - *Julie continues to advocate with Legislators on all health issues.*
- ✓ Leadership Team development update: The LT has not completed any new management/leadership development work in the last quarter. We did have an extended, off-site LT meeting in August where we participated in some team-building activities.
 - ✓ The Accreditation Action Plan continues to be a work in progress. The QI plan is a priority at this time due to the need to connect it to the QI requirements for the Community Health Center.
 - ✓ Related to the Accreditation Action Plan, I submitted an application to Kenyon College for 1-2 student interns for fall semester. The focus of one of the internship positions will be in action plan document development and completion. I will be working with the Leadership Team to determine potential duties for a 2nd intern.
 - ✓ We are preparing for the 2018 Community Health Assessment (CHA). The Knox Health Planning Partnership (KHPP) has decided to utilize the Hospital Council of NW Ohio as the facilitator/coordinator of the assessment and most likely for the Community Health Improvement Plan (CHIP). KCHD will enter into contract for the Hospital Council's services and we will receive "sponsorships" from KHPP partners. Knox Community Hospital and our agency, because we are required to perform this assessment by law, may need to provide the largest portion of the cost. Carmen B. will be attending the Board meeting in September to review the CHA process with you and will advise you of the sponsorship totals that we have received. It is our goal to obtain the maximum amount of sponsorships that we can and I am confident that the KHPP members will support this effort. I am also hopeful that we have a funder for the total amount of the CHIP process.
 - ✓ Since the 2018 CHA will be completed at its earliest by mid-year I am planning to hold off on our agency Strategic Planning process. As you should remember, our agency Strategic Plan must strongly consider the local and State Community Health Assessments, when our plan is developed. I will keep you updated as we move along. I am also planning to find a facilitator for that process.
 - ✓ At the September Board meeting you will also hear a report on one our completed agency QI projects. This project focused on ordering of office supplies for the agency. When the information is presented I encourage each of you to ask questions and/or make suggestions for future QI projects.
 - ✓ I continue to be as supportive as possible to Lane, Debbie and the team preparing for the Technical Assistance site visit in October. They are all doing a tremendous job and I am very proud of what has been accomplished thus far. Lane and I will be meeting with Dr. Laura Hansel at the end of September for consideration as a provider in our Center. Dr. Hansel's spouse is recently associated with Kenyon and she will be moving here in the near future. Dr. Hansel has spent the past few years as a medical provider in an FQHC on the east coast. We are excited to speak with her.

- ✓ I have been advocating with all of our legislators on the health care issue and the Financial Cliff that may directly affect Community Health Centers. I have written a number of letters and made a few phone calls voicing my (our) concern about what any impact to Medicaid Expansion or reduction of funding to centers can do to the health of our community. Please let me know if you have questions.
- ✓ Although I sent an email to each of you earlier this week, a reminder that Heather Day, Dir. Of Nursing/PH Outreach Director has resigned effective 9/28/2017 due to personal reasons. She will attend her last Board meeting in September.
- ✓ Joyce and I in partnership with the Leadership Team continue to work on the agency job classification definitions and the workforce development plan in relation to core competencies.
- ✓ As for HR related items: we are developing a “telecommuting/work from home policy” and a “infant at work” policy. The personnel committee will be asked to review them and they will come to the Board for approval, which could be prior to the Personnel Policy manual.
- ✓ As of this week we have received just over \$1,000 in donations to our levy campaign, which brings our total to just over \$1,800. The committee will meet again in October and work with Pam to distribute yard signs and other levy materials. The campaign committee and leadership team are willing to speak to any community group, entity or agency who would like hear more about our levy and the work of our agency. Please contact me if you know of a group or organization that would like to have a speaker.
- ✓ The feasibility study for the building continues. Just prior to the Board meeting Zach and I will meet with Green Valley Design for a cost estimate on building renovation only. The HVAC assessment as I expect you realize will be delayed a bit. I look forward to speaking with you about this study.
- ✓ Facility related: 1) We have received one estimate provided on repairing and on replacing our roof. Fortunately, the roof is not in terrible condition and the contractor indicates that they feel they can repair it and get us through “another 2 years”. We are waiting on the quote for repair only. This should be sufficient time to determine what, if anything, we will be with renovation. The total for replacement with asphalt shingles was approx. \$90,000. I have also asked for a quote for replacement with steel. 2) This is the year we will be investigating new cleaning service contracts – I will keep you updated. 3) Pam has quotes on a new digital sign and will be planning to present our request to the MV City Zoning Board in the next month or so. If you have questions on any of this please let me know.
- ✓ In order to perhaps make our Board meetings more efficient and to have all Board members learn at the same time, I have asked Bruce Hawkins, MV City Council Board President to provide training to us on Roberts Rules of Order. Mr. Hawkins is a long-time City Council official and well versed in Roberts Rules. He provides a similar presentation to Leadership Knox classes, which are well received. We have scheduled him for our training time at the October 2017 meeting. On the same line, I have asked Co. Prosecutor McConville to present on Sunshine Laws and Public Records at our February 2018 Board meeting.

5. Old Business-None

6. New Business

6.1. Finance

6.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT August 31, 2017							
FUND NAME	JAN. 1, 2017 BALANCE	August REVENUE	YEAR-TO-DATE REVENUE	August EXPEND.	YEAR-TO-DATE EXPEND.	August 31, 2017 BALANCE	
District Health Fund							
801 - District Health Fund*	526,806.12	117,268.64	1,404,270.87	105,133.69	924,843.46	1,008,233.51	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	8,862.96	43.28	9,727.22	902.08	9,708.09	8,882.09	
806 - Food Service Fund	4,595.69	2,638.19	141,052.65	10,545.76	104,350.46	41,297.86	
807 - Private Water Fund	7,336.22	5,585.52	44,577.09	5,897.03	42,282.65	9,630.66	
809 - Sewage Program Fund	25,704.93	9,455.15	59,529.67	4,858.90	45,490.10	39,744.50	
810 - RV Park/Camp Fund	4,910.68	24.62	7,103.24	1,023.74	6,218.25	5,795.67	
Subtotal	51,410.48	17,746.78	281,989.87	23,227.51	208,049.55	105,350.80	
Special Revenue Funds							
803 - Home Health Fund	397,186.33	70,203.35	800,802.38	62,626.98	549,991.60	647,997.11	
804 - Medical Clinic Fund	59,436.96	1,007.69	69,905.24	0.00	118,264.25	11,077.95	
815 - Dental Clinic Fund	1,887.76	706.12	40,304.37	0.00	25,510.44	16,681.69	
819 - Solid Waste Fund	12,671.15	242.38	29,044.42	3,410.55	26,603.14	15,112.43	
Subtotal	471,182.20	72,159.54	940,056.41	66,037.53	720,369.43	690,869.18	
Grant Funds							
808 - WIC Grant Fund	9,034.59	23,296.60	190,714.54	20,035.52	171,857.27	27,891.86	
811 - Creating Healthy Communities Grant Fund	14,598.99	5,903.72	60,927.79	5,610.30	56,287.83	19,238.95	
812 - Public Hlth Emergency Preparedness Grant Fund	37,743.52	18,690.54	61,072.54	7,377.44	64,205.94	34,610.12	
813 - MCH/CFHS Grant Fund	12,283.82	3,640.81	35,000.27	3,580.19	28,276.39	19,007.70	
814 - Community Health Center Grant Fund	0.00	109,737.66	652,192.95	103,646.63	516,276.34	135,916.61	
828 - Ebola Grant Fund	3,665.35	39.96	5,905.05	665.21	7,181.48	2,388.92	
830 - Drug Free Communities	3,000.00	8,801.30	106,060.68	8,746.68	108,059.06	1,001.62	
Subtotal	80,326.27	170,110.59	1,111,673.82	149,661.97	952,144.31	240,055.78	
TOTAL ALL FUNDS	1,129,725.07	377,285.53	3,718,190.97	344,060.70	2,805,406.77	2,042,509.27	

*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 #2017-13

Lee Rhoades made a motion to approve Resolution #2017-13. 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; none. The motion was approved.

RESOLUTION #2017-13

Private Water Fund

1. Transfer \$2,000.00 from 807.1510.50101 to 807.1510.50401 (Salaries to Other Expense)
2. Transfer \$868.00 from 807.1510.50501 to 807.1510.50401 (Equipment to Other Expense)
3. Transfer \$6.67 from 807.1510.50104 to 814.1510.50401 (Worker's Comp to Other Expense)

Sewage Fund

1. Transfer \$2,000.00 from 809.1510.50101 to 809.1510.50401 (Salaries to Other Expense)
2. Transfer \$200.00 from 809.1510.50501 to 809.1510.50401 (Equipment to Other Expense)
3. Transfer \$188.17 from 809.1510.50104 to 809.1510.50401 (Worker's Comp to Other Expense)
4. Transfer \$171.00 from 809.1510.50307 to 809.1510.50401 (Adv & Printing to Other Expense)
5. Transfer \$200.00 from 809.1510.50201 to 809.1510.50401 (Supplies to Other Expense)

General Fund

1. Advance Payback \$150,000.00 from 803.1510.50602 to 801.1510.41101
2. Advance Payback \$10,000.00 from 804.1510.50602 to 801.1510.41101

6.2. Personnel

6.2.1. Accept the resignation of Heather Day, RN, DON, PHO Director, effective September 28, 2017.

Laura Haberman made a motion to accept the resignation of Heather Day, RN, DON, PHO Director, effective September 28, 2017. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to open new Information Technology position in the Administrative Services & Operations division.

Amanda Rogers made a motion to approve opening a new Information Technology position in the Administrative Services & Operations division.. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.2.3. Approve Trina Davis position change from Public Health Aide in the Home Health division to Dental Assistant in the Community Health Center, start date to be determined.

Lee Rhoades made a motion to approve Trina Davis position change from Public Health Aide in the Home Health division to Dental Assistant in the Community Health Center, start date to be determined. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

6.2.4. Accept the resignation of Michaela Cline, Public Health Aide, effective October 13, 2017.

Laura Haberman made a motion to accept the resignation of Michaela Cline, Public Health Aide, effective October 13, 2017. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approval of contract with Measurement Resources to build an evaluation data tracking tool, maximum \$10,000, paid with Drug Free Communities grant funds.

Ron Moder made a motion to approve contract with Measurement Resources to build an evaluation data tracking tool, maximum \$10,000, paid with Drug Free Communities grant funds. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of agreement with the Hospital Council of Northwest Ohio serving as the lead agency to conduct and publish the CHA for Knox County, at a cost of \$37,000.

Amanda Rogers made a motion to approve the agreement with the Hospital Council of Northwest Ohio serving as the lead agency to conduct and publish the CHA for Knox County, at a cost of \$37,000. Barry George seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of participation agreement for group vaccine purchases with Children's Practicing Pediatricians (CPP).

Laura Haberman made a motion to approve the participation agreement for group vaccine purchases

with Children's Practicing Pediatricians (CPP). Barry George seconded the motion; in the negative: none. The motion was approved.

6.3.4. Approval of Master Leasing Agreement with Pitney Bowes, Inc. for a digital mailing system, term 60 months, at a cost of 12 X \$139.72/month followed by 48 X \$171.90/month.

Amanda Rogers made a motion to approve the Master Leasing Agreement with Pitney Bowes, Inc. for a digital mailing system, term 60 months, at a cost of 12 X \$139.72/month followed by 48 X \$171.90/month. Barry George seconded the motion; in the negative: none. The motion was approved.

6.3.5. Approval of contract with Christa Adams to provide ongoing support and technical assistance for KSAAT's overall communication plan at accost of \$32/hour, maximum cost of \$2,000, paid with Drug Free Communities grant funds, effective October 1, 2017 – September 28, 2018.

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 accost of \$32/hour, maximum cost of \$2,000, paid with Drug Free Communities grant funds, effective October 1, 2017 – September 28, 2018. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.3.6. Approval of Participating Provider Agreement with Envolve Dental, for Medicaid managed care provider, effective for three year term.

Lee Rhoades made a motion to approve the Participating Provider Agreement with Envolve Dental, for Medicaid managed care provider, effective for three year term. Laura Barbuto seconded the motion; In the negative: none. The motion was approved.

6.3.7. Approval of contract with Knox Community Hospital (KCH) for nursing services through a registered nurse, forty hours/week, \$36/hour, maximum \$75,000/year (includes hourly rate, phone and mileage reimbursement), effective October 1, 2017.

Laura Barbuto made a motion to approve the contract with Knox Community Hospital (KCH) for nursing services through a registered nurse, forty hours/week, \$36/hour, maximum \$75,000/year (includes hourly rate, phone and mileage reimbursement), effective October 1, 2017. Amanda Rogers 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 Lane Belangia and Stacey Robinson to attend the 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, to be paid for by the Community Health Center grant funds in the amount of \$2,500.

Ron Moder made a motion to approve out-of-state travel for Lane Belangia and Stacey Robinson to attend the 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, to be paid for by the Community Health Center grant funds in the amount of \$2,500. Laura Barbuto seconded the motion; in the negative; none. The motion was approved.

6.4.2. Approval of MOA referral agreement with Knox County Community Health Center and Knox County Health Department Women, Infant, and Children (WIC) Program. Effective October 1, 2017 through September 30, 2019.

Laura Haberman made a motion to approve the MOA referral agreement with Knox County Community Health Center and Knox County Health Department Women, Infant, and Children (WIC) Program. Effective October 1, 2017 through September 30, 2019. Kelly Bailey 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 Service Agreement between Ohio Pharmacy Services and the Knox County Health Department for medical supplies and pharmaceuticals, effective FY 2018-2019.

7. Executive Session

Lee Rhoades made a motion to enter into executive session for purposes of legal, at 7:40 p.m. Ron Moder seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Kelly Bailey, Laura Barbuto, Barry George, Ron Moder, 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 7:55 p.m. Ron Moder made a motion to return to regular session. Laura Haberman seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Lee Rhoades, Barry George, Ron Moder, Kelly Bailey, Laura Barbuto, Amanda Rogers and Laura Haberman; in the negative: none. The motion was approved.

8. Adjournment

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

The Board meeting adjourned at 7:56p.m.



**Eric Siekkinen, RPh,
Board President**



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

