

August 22, 2018

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, Health Commissioner
Laura Haberman, RN	Lane Belangia, CHC CEO
Ronald Moder, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Dr. Amanda Rogers, DVM	Joyce Frazee, HR Supervisor
Barry George, MD	Nate Overholt, EH Director
Lee Rhoades	Lorraine Bratton, DON, PHO Director
Kelly Bailey	Cyndie Miller, RD, WIC Director
Jeff Harmer	Katie Hunter, Administrative Assistant
	Deb Creager, Administrative Assistant
<u>ABSENT</u>	
Laura Barbuto, RN	<u>GUESTS</u>
Stacey Robinson, Fiscal Supervisor	Chuck Martin, Mount Vernon News

1. Convention

1.1. Call to Order

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

1.3. Approval of the minutes for, July 25, 2018 Board of Health meeting.

The minutes of the regular meeting held, July 25, 2018 were reviewed and accepted. Laura Haberman made a motion to approve the minutes. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

August 2018

801 - General Fund	31,664.81
803 - Home Health Fund	4,007.03
805 - Swimming Pool Fund	10.55
806 - Food Service Fund	707.42
807 - Private Water Fund	3,621.10
808 - WIC Grant	1,978.97
809 - Sewage Program Fund	4,015.88
810 - RV Park/Camp Fund	86.82
811 - Creating Healthy Communities Grant	151.18
812 - Public Hlth Emergency Prep. Grant	784.52
813 - MCH/CFHS Grant	3,512.13
814 - Community Health Center Grant	97,058.85
819 - Solid Waste	6.18
830 - Drug Free Communities	10,829.54

Total **\$158,434.98**

THEN & NOW

806 - Food Service Fund	196.00
814 - Community Health Center Grant	2,750.00
Total	\$2,946.00

1.5. Public Participation

Deb Creager introduced herself and shared how she became employed at the Health Department and the four different buildings she has worked in during her years of service at the Health Department.

Board President Eric Siekkinen presented Deb Creager with a certificate of appreciation for her 35 years of service to the agency. Deb will retire on August 31st. Julie and The Leadership team shared and agreed on how compassionate, creative and driven Deb has been during her time with the agency. Cyndie Miller shared how she wishes Deb the best on her future endeavors and that she will be missed as a valuable team member of the WIC Department.

2. Board Reports

Eric Siekkinen invited the Board of Health Members to attend the Ohio Association of Board of Health Conference on September 15th. He and Ron Moder will be attending.

3. Hearings/Readings/Regulations-None

4. Special Reports

4.2. Leadership Team

ENVIRONMENTAL HEALTH

The Knox County Health Department has received numerous complaints regarding Republic Services not picking up refuse on a routine basis. Environmental Health Director, Nate Overholt, left two messages with representatives from Republic Services without any response. Also, a visit was made to the solid waste transfer station in attempt to talk with a local representative in person. The front door was locked, with a sign for customer service concerns to call the main phone number. Due to lack of response and continued complaints, Environmental Health Director, Nate Overholt made contact with Ohio Environmental Protection Agency representative, Phil Farnlacher regarding the continued issues. Phil was able to make contact with corporate representatives from Republic Services and the explanation of multiple drivers left the company and they were short staffed and unable to keep up with their contracts. Also, they claimed that new drivers have been hired and learning the routes, so hopefully, within the next few weeks, pick up will be back to "normal". This agency will continue to monitor the progress from Republic Services.

Environmental Health Director, Nate Overholt, who is the Association for Ohio Health Commissioners representative for the Body Art Advisory Council, continues to attend meetings to discuss rule revisions. The intent is for the revisions to be completed within the next two months in order to provide for public comments. The potential revisions deal with definition changes and additional training and procedures for body art facilities.

Environmental Health Sanitarians spent multiple days out performing food service inspections on mobile and temporary units at the 2018 Knox County Fair. Other than a few mobile food service operators upset that the sanitarians made them follow the Ohio Uniform Food Safety Code while in operation, inspections were completed in order to protect the public's health.

On August 9, 2018, Environmental Health Director, Nate Overholt met with Ellen Short, Central Ohio Regional Representative for United States Senator, Sherrod Brown. Also in attendance was Marion Public Health Environmental Health Director, Tyler Pigman. Discussion focal points were potential or continued funding for healthy homes programs, particularly, lead and radon abatement, along with bedbug infestations in our communities and throughout Ohio. Also discussed were items such as economic impacts at the local levels, and the opioid epidemic that continues to be a large public health problem throughout the nation.

PLANNING EDUCATION & PROMOTION

During a site visit on July 25, a federal reviewer for the Drug Free Communities (DFC) grant was very complimentary of Program Coordinator Ashley Phillips and the work being done on behalf of the grant. He described KSAAT as a "model coalition" and under Ashley's direction, said the coalition is "doing great things." An official written report will be provided in the coming weeks. As a result of the site visit, a sustainability plan has been submitted for continuation of grant programming. In other DFC news, the Hidden in Plain Sight presentations are continuing and there is now a TAC (Teen Advisory Council) in every Knox County school system instead of just one group representing the entire county.

As part of the Creating Healthy Communities grant, we collaborated with Tom Bilcze to attend a Commuter Bike Leader training in Columbus. Tom is an avid cyclist, active with the Heart of Ohio Trail and the husband of our IT administrator Brett Berger. Tom will be working with us to create a bike culture in Knox County including the development of organized bike rides and a buddy program to encourage biking to work.

Enrollment in the tobacco cessation program continues to increase with more than 190 people participating in programming. The Community Cessation Initiative (CCI) consortium involving Licking and Perry counties leads the state in program enrollee. Enrollment in the Baby and Me Tobacco Free program is also seeing an increase due impart to increased referrals from the WIC program.

Food demos at the Mount Vernon Farmer's Market have been cited as a contributing factor for an increase in attendance at the market and participation in the incentive programs. More than \$1,700 from incentives have been redeemed though Produce Perks, SNAP, Senior Vouchers and MCH tokens. Alayna Anderson coordinates the food demos sponsored by the Health Department. A recent demo on making salsa received favorable comments on Facebook.

Traffic fatalities continue to rise. So far this year, there have been nine deaths from eight accidents. Six of the eight accidents have been the result of impaired driving. The Drive Sober or Get Pulled Over Campaign leading to the Labor Day Holiday, was kicked off with local law enforcement during the Health Center's Patient Appreciation Day on Aug. 10.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

Lane Belangia Reported:

- **HRSA Grant Conditions lifted**
- **NOA (Notice of Award) was received in the amount of \$4,000 to help with Quality Improvement Measures**

- **Elisa Beckett Intern with the Health Center was a great asset, she did a tremendous amount of work to help us with the Grant Conditions.**
- **Lane recently met with KCH in regards to Home Health Billing and the reimbursement we should still expect from carry over patients who were seen in November and December. Because their cases were still open in January the Health Department should receive revenue from those claims. Home Health overall is doing well and growing.**

NOA Update (Notice of Award) we have received final notification (verbally from our project officer) that our two remaining grant conditions have been lifted. This will be official when we receive our new NOA. The two remaining grant conditions related to Quality Assurance and the development of Quality Improvement measures to track and to improve patient outcomes. These two items were compiled of six months of work and countless documents being submitted for review. Debbie and I utilized our two consultants and our intern throughout this process in order to have conditions lifted. As a reminder...this is very crucial to our main HRSA grant as any outstanding grant conditions would not allow funds to be drawn down and new funding opportunities would not be allowed if the conditions were to remain on the NOA. We have concluded almost ten months of work just to be in compliance with HRSA because of our being a new start up. I do not think anyone realized the "thoroughness" of this grant. This is a big milestone for our Health Center, all staff and Health Department employees have contributed to the successful completion of our first on-site visit. Now we can focus on growth and development of services to better meet the need of Knox County.

Centerprise Billing and Consulting has continued work throughout July for the conversion of billing for the Health Center in their system. They have been able to process all Medical claims through July 26th successfully, these totaled approximately \$96,500. These will process and we recognize payment in the month of August. There was a delay between our EMR Company and the clearing house regarding Dental Claims, however this has been remedied and test claims have successfully processed as of 8-8-08. Payment for these should also be recognized in August. Revenue for the month of July totaled \$153,113.11, \$69,631.46 were grant funds drawn down and \$83,481.65 was project income, (revenue from services provided). Total expenses were \$186,362.26 a \$33,249.15 deficit. The Health Center Fund, (our bank account) balance covers the deficit amount. The fund is composed of Health Center project income. Total project income has outweighed grant funds by 20% for the year. Once billing and claims are consistently recognized I will be able to provide the Co-Applicant Board with information regarding efficiencies of the Health Center to allow for growth decisions to be made based on financial trends and production. Keep in mind the main purpose of this Co-Applicant Board is to direct the CEO based on community need and access to health care deficits in Knox County.

As part of a Technical Assistance (TA) award the Health Center is receiving Clinical training and consultation along with fiscal training and consultation. Both are free and have been awarded through our Project Officer as she recognized available funds for our center. The clinical TA was completed the end of July which resulted in the grant conditions being removed from our grant. The fiscal TA (although the conditions related to fiscal have been lifted) will begin the week of August 13th. Stacey Robinson and I will be working together with the consultant. These result much unwanted work on our behalf but it is worth it. As a new start up and with being tied to a Public Health Department we have been challenged with our start up as we have to manage two different fiscal entities and try and make fiscal operations match one another when speaking to financial status, growth, and compliance. This additional work will provide policy development we do not currently have along with fiscal management tools for the center to use moving forward to better prepare for growth and strategies to meet area need.

Update on the new funding opportunity for the substance abuse access grant. The grant has been accepted and is being reviewed. My projection is September through October being the timeframe of when we will be notified of this funding. Our current full time employee counselor is at capacity and

is unable to take new patients. This fund stipulates we will have a new full time counselor with in eight months of receiving the funding.

Most of the my time this month has been occupied with interviewing for new and open positions in the front office, nursing department and dental department. I have begun working on a business plan outlining anticipated or requested growth in order to determine staffing need and budgets to support this growth.

Jerimiah Cline will be in attendance and will be requesting appointment to this Co-Applicant Board as a consumer member. He will be here for this month's meeting for approval provided there is a quorum.

Patient appreciation day is August 10th (tomorrow). We invite all board members to come for lunch and tour our activity filled Health Center celebrating our Superhero's of HealthCare.

I will provide verbal updates regarding areas of development for the SUD grant, a Danville area clinic, Schools, and Vivitrol program implementation.

Thank you, have a wonderful week.

WIC

Cyndie Miller Shared:

- **August is National Breastfeeding Awareness month and the breastfeeding models are out in the community.**

Caseload decreased by 5 participants from June 2018 which includes 30 automatic categorical terminations (9, 5 year olds; 19 postpartum moms; 5 BF moms). Beginning in 2018, our stats include the number of prenatal participants that have a nutritional risk code for pregnant at a young age (less than or equal to 17 years of age, June 2018 – 2). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, July 2018 – **45 or 14.1% of our infants currently on the program**).

Deb Creager and Cyndie Miller attended a WIC outreach event at the Mount Vernon Farmers' Market on July 14th and also issued WIC Farmer's Market coupons to WIC participants. The WIC Farmers' Market Program provides income to farmers that, in turn, helps boost local economies. Redeemed coupons will ultimately benefit our local farmers totaling \$3,160. Two-thirds of the coupons have been issued to date.

Our local WIC Program participates as a partner in the Breastfeeding Network of Knox County. This group supports breastfeeding moms in our community by providing a tent as a private, quiet area for feeding their children. A changing table, supplies, rocking chair, and fan are also provided. The tent was provided at the Knox County Fair in July. Many positive comments and thank you's were received on FB postings and clipboard. Plans for Breastfeeding Awareness Month (BAM) are in the works!

PUBLIC HEALTH OUTREACH

Lorraine Bratton Shared:

- **Results from the CPR survey indicated that people are willing to pay something even if they can't afford to pay the full cost to participate in the classes.**
- **Public Health Outreach Division is staying busy and we continue to grow our programs.**

We received 3 referrals for Newborn visits in July, one of them was for an out of county family. Our contact at KCH said it was a slow month for them. 1 newborn visit was completed in July. In an effort

to improve St Ann's birthing center I contacted and a referral form and newborn letter were sent via fax to use in discharge packets for Knox County moms. 3 Pack n Plays were given out in July. There were 2 referrals for FACES program 1 visit was made, but the other individual was hospitalized and expected to go to a nursing facility before going home, will continue to follow-up with this. I am beginning to learn about the communicable disease process. Lisa Dudgeon RN.

Preparing for the rush of school vaccines and gearing up for flu vaccines. We anticipate flu vaccines by the end of August. Sheri Rine RN.

No significant changes notes in CMH. Admissions remain steady to slightly up. Article on a child receiving CMH assistance in the Mt Vernon News as well as pictures of her on our Facebook in the next few days. Kathy Spanfellner RN.

We look forward to meeting the local school nurses after school has started, to make arrangements for planned meetings. Our surveillance for Flu will be starting in October. We plan to make visits to all the Knox County Nursing facilities to meet the Director of Nursing or their designee in September as we need them to provide stats for our Monthly Flu surveillance program. Our Probation site has been on standstill, will be regrouping with them to see if we can develop a different approach. Communicable Disease is experiencing the usual seasonal Infectious Diseases ie: Salmonellosis, Campylobacteriosis, Legionellosis, Rocky Mountain Spotted Fever. However Lyme Disease has been on the increase, and a severe case has been noted. We are monitoring for possible cases of Pertussis in the area. Lorraine Bratton RN Public Outreach Coordinator.

EMERGENCY PREPAREDNESS

During the last month, the Public Health Emergency Preparedness (PHEP) has started the planning process for exercise design of a mass overdoes scenario that will test Fatality Management capabilities within the local jurisdiction. The Functional Exercise is scheduled for December 2018. Throughout contract hours with the local Emergency Management Agency (EMA) the Emergency Operation Basic Plan was reviewed by Ohio EMA, The Knox County Career Center went through three hours of Active Threat Training and thirty-eight local stakeholders completed eight (8) hours of Campus Emergencies Prevention, Response and Recovery training through Federal Emergency Management Agency (FEMA).

Rudi Muka Cleaning Company started August 6th and is adjusting well. The county maintenance crew installed all new janitorial dispensers from Friendly Wholesalers throughout the agency and repaired the flag pole that has been damaged for the past six weeks. The Ford Fusion is on track for delivery in the month of August. An account with Star-Brite has been created for up keep on vehicle maintenance.

The local Healthcare Coalition approved \$2,500 in expenditures for Stop The Bleed supplies, including Rescue Task Force (RTF) bags for Fire/EMS first responder personnel.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

Katie Hunter shared in Stacey Robinson's absence:

- **Update on Office Supply QI Project that was started in 2016. The project has shown a decrease in the cost of office supply purchases by 70% from 2015 spending \$20,000 to Year to Date 2018 spending approximately \$5,000.**

July 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$3,662,877.91-- 58% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$3,178,109.53 -- 51% of appropriations spent

- ❖ January 1, 2018 Cash Balance: \$1,638,027
- ❖ January 1, 2017 Cash Balance: \$1,129,725
- ❖ January 1, 2016 Cash Balance: \$920,529

- July 31, 2018 Cash Balance: \$2,122,795-- up \$484,768 since January 1, 2018 (↑23%)
- July 31, 2017 Cash Balance: \$2,009,259
- July 31, 2016 Cash Balance: \$1,385,888

General Fund

- Revenue received year-to-date -- \$1,401,265 (74% of estimated revenue)
- Expenditures year-to-date -- \$1,077,372 (50% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- July 31, 2018 Cash Balance: \$1,099,828 – up \$323,893 since January 1, 2018 (↑29%)
- July 31, 2017 Cash Balance: \$994,073
- July 31, 2016 Cash Balance: \$851,947

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$288,396 (75% of estimated revenue)
- Expenditures year-to-date -- \$252,475 (60% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- July 31, 2018 Cash Balance: \$ 101,437 – up \$35,922 since January 1, 2018 (↑35%)
- July 31, 2017 Cash Balance: \$110,832
- July 31, 2016 Cash Balance: \$98,627

Special Revenue Funds

- Revenue received year-to-date -- \$555,697 (63% of estimated revenue)
- Expenditures year-to-date -- \$299,512 (58% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- July 31, 2018 Cash Balance: \$820,408 – up \$256,185 since January 1, 2018 (↑31%)
- July 31, 2017 Cash Balance: \$684,747
- July 31, 2016 Cash Balance: \$329,549

Grant Funds

- Revenue received year-to-date -- \$1,417,520 (45% of estimated revenue)
- Expenditures year-to-date -- \$1,548,751 (51% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- July 31, 2018 Cash Balance: \$101,123 – down \$131,231 since January 1, 2018 (↓-1%)
- July 31, 2017 Cash Balance: \$219,607
- July 31, 2016 Cash Balance: \$105,766

Notes to 2018 Budget Summary

❖ **General Fund**

- Our General Fund received \$375,782.97 for the levy and \$19,010.84 in local subsidies. We received a \$500 PEP grant from American Risk Pooling Consult.

❖ **Environmental Health Restricted Funds**

- Private Water revenue was \$7,882.90 for July and expense was \$7,713.04. Sewage Program fund revenue was \$10,596 and expense was \$11,297.80.

❖ **Special Revenue Funds**

- In July, Home Health contract payment from KCH was \$33,800.97. We are still receiving revenue from claims from last year \$5,402.82.

❖ **Grant Funds**

- Community Health Center fund project income \$33,431.65. This is down due to the change in billing companies. \$69,631.46 in Community Health Center grant funds were drawn down.

HUMAN RESOURCES

Joyce Frazee Reported:

- **Open positions for the Health Center which include two Administrative Assistants, Dental Assistant and Certified Medical Assistant were filled.**
- **Marketing position was filled internally which opened the Safe Communities Grant Program Coordinator Position.**
- The administrative assistant positions in the Administrative Services & Operations and Community Health Center division have been filled by Mary Higgins, Stephanie Kollar, and Janet Jones. They will be on the agenda for approval. Philanna Parnell was hired to fill the dental assistant role and will also be on the agenda for approval.
- Lane and I continue to interview applicants to fill the Certified Medical Assistant role in the Health Center.
- Workforce Development Committee team members Ashley Phillips, Dar Butts and Lisa Dudgeon have been meeting with me to develop the new performance evaluation form and Performance Evaluation Process. The new form and process were introduced to the Leadership Team for feedback. The WDC will review and make the suggested changes before presenting to the Board of Health personnel committee members. The evaluation form and process will be presented to the Board for final approval at the November 2018 board meeting.
- AOHC is offering New Employee Training November 1, 2018. This training is for new staff that has been employed with the agency at least 3 months.

4.3. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie Miller reported:

- **Tobacco 21 Awareness - We look to develop an agency policy or Public Health policy. Tami Ruhl will bring more information to the Board next month, and conducting a survey for to gather response to the issue.**
- **Morrow County Health Department has asked for assistance from EH Sanitarians to review the sewage, and septic systems. Nathan Overholt with be assisting with this through a contractual agreement.**

- **Kevin Towle student intern from Kenyon College has been working closely with Carmen Barbuto. They presented a Poverty Assessment narrative report relative to this county to the Poverty Research Group. The report was very valuable to our County and research they put into it was fantastic.**
- **Continuing to look into building renovations or other properties in Mount Vernon for expansion. Julie and Zach recently met with Steve Oster to discuss the possibility of combined campus options. Steve will be following up with Green Valley design to do a feasibility study.**
- ✓ On behalf of the agency employees I am sharing their appreciation of your approval of the new agency Classification and Compensation Plan. This has certainly assisted us in employee recruitment as evidenced by the quality of the employees we are interviewing and hiring. I also look forward to this assisting us in the retention of our already excellent and valued employees.
- ✓ I have a phone call in to Mayor Mavis regarding the appointment of our new MV City Board member. I will update you at the meeting or prior to if I hear anything.
- ✓ At this time we are still awaiting word on our PH Accreditation status. The PHAB Board meets on August 12st.
- ✓ I have reviewed with the Leadership Team our need to organize our Accreditation documents and activities. Once we learn of our accreditation status then we will get busier with moving forward on this continuous journey.
- ✓ The Public Health Partnership of Knox County, the 501 C3 entity that allows the securing of grant funds for local governmental agencies (think our United Way funding), and the Knox Health Planning Partnership (CHA/CHIP coalition) are considering “merging” so that the both entities become more formalized with bylaws, goals, and funding resource ability. I will keep you updated on this progress.
- ✓ I am planning to bring a revised educational achievement and skill enhancement policy aka tuition reimbursement to you for approval. I have been working on this project with an employee committee over the past few weeks. Again, the rationale for this project is related to employee recruitment and retention.
- ✓ I was able to meet with Governor Candidate Mike DeWine’s campaign staff to introduce them to local public health and public health issues. I think they learned more than they expected and in turn so did I about the candidate’s platform. I am scheduled to meet with candidate Cordrey’s office at the end of the month.
- ✓ As a reminder I will assume the Presidency role at AOHC. This position does not change things for me on a day-to-day basis but may require a few more policy and budget meetings with State offices. Fortunately or unfortunately, I will be in this role during the State’s biennial budget review.
- ✓ I anticipate that you will be hearing a presentation on the public health issue of “Tobacco 21” in the next month or two. We will send information on this topic to your prior to the presentation however, if you would like to be informed prior please visit:
<https://tobacco21.org/state/ohio/>

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.

Workbook Views		Show	Zoom			
M36	f _x					
A	B	C	D	E	F	G
KNOX COUNTY GENERAL HEALTH DISTRICT						
RECEIPT & EXPENDITURE SUMMARY REPORT						
July 31, 2018						
		JAN. 1, 2018		JULY	YEAR-TO-DATE	
	FUND NAME	BALANCE		REVENUE	REVENUE	
District Health Fund						
	801 - District Health Fund*	775,934.75		581,037.73	1,401,265.46	
Environmental Health Restricted Funds						
	805 - Swimming Pool Fund	6,561.73		0.00	9,768.55	
	806 - Food Service Fund	9,002.11		2,493.00	143,303.91	
	807 - Private Water Fund	10,394.30		36,882.90	67,747.45	
	809 - Sewage Program Fund	35,981.20		10,596.00	61,128.40	
	810 - RV Park/Camp Fund	3,575.72		0.00	6,447.82	
	Subtotal	65,515.06		49,971.90	288,396.13	
Special Revenue Funds						
	803 - Home Health Fund	553,233.00		39,203.79	527,523.31	
	804 - Medical Clinic Fund	979.62		0.00	0.00	

6.1.2. Transfers/Cash Advances – Resolution #2018-08

Laura Haberman made a motion to approve Resolution #2018-08. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Ron Moder, Kelly Bailey, Barry George, Laura Haberman, Jeff Harmer, Lee Rhoades and Amanda Rogers in the negative; none. The motion was approved.

RESOLUTION #2018-08

RV/Park Camp Fund

- 1. Transfer \$100 from 810.1510.50101 to 810.1510.50401

Maternal & Child Health Grant

- 1. Transfer \$2,000 from 813.1510.50201 to 813.1510.50501

General Fund

- 1. Advance \$5,000 from 801.1510.50602 to 808.1510.41101

6.2. Personnel

6.2.1. Approve to hire Mary Higgins, Administrative Assistant in the Administrative Services & Operations division, effective August 13, 2018.

Laura Haberman made a motion to approve to hire Mary Higgins, Administrative Assistant in the Administrative Services & Operations division, effective August 13, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approve resignation of Mary Higgins, effective August 17, 2018.

Laura Haberman made a motion to approve resignation of Mary Higgins, effective August 17, 2018.

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

6.2.3. Approval to hire Stephanie Kollar, Administrative Assistant in the Community Health Center, effective August 20, 2018.

Barry George made a motion to approve to hire Stephanie Kollar, Administrative Assistant in the Community Health Center, effective August 20, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.2.4. Approval to hire Stephanie Fields, CMA in the Community Health Center, effective, August 27, 2018.

Laura Haberman made a motion to approve to hire Stephanie Fields, CMA in the Community Health Center, effective, August 27, 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.2.5. Approval to hire Janet Jones, Administrative Assistant in the Community Health Center, effective August 20, 2018.

Laura Haberman made a motion to approve to hire Janet Jones, Administrative Assistant in the Community Health Center, effective August 20, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

6.2.6. Approval to hire Philanna Parnell, Dental Assistant in the Community Health Center, effective August 27, 2018.

Lee Rhoades made a motion to approve to hire Philanna Parnell, Dental Assistant in the Community Health Center, effective August 27, 2018. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approve agreement with Kokosing River Productions for a 60-90 second public service announcement, at a cost of \$1,500, paid with Drug Free Communities grant funds

Laura Haberman made a motion to approve agreement with Kokosing River Productions for a 60-90 second public service announcement, at a cost of \$1,500, paid with Drug Free Communities grant funds. Kelly Bailey seconded the motion; in the negative: none. Jeff Harmer abstained. The motion was approved.

6.4 Board Approvals

6.4.1. Approval to offer Heartsaver First Aid/CPR/AED to the public, for a fee of \$50/person, effective October 1, 2018.

Amanda Rogers made a motion for approval to offer Heartsaver First Aid/CPR/AED to the public, for a fee of \$50/person, effective October 1, 2018. Laura Haberman seconded the motion; in the negative; none.

6.4.2. Approval of out-of-state travel for Debbie Eiden, Lane Belangia, Shelbi Bixler, Nanette Snyder, Stacey Robinson, and Katie Hunter to attend the eClinical

Works National Conference in Nashville, Tennessee, October 5, 2018 thru October 7, 2018, to be paid for by the Community Health Center grant funds.

Lee Rhoades made a motion to approve Approval of out-of-state travel for Debbie Eiden, Lane Belangia, Shelbi Bixler, Nanette Snyder, Stacey Robinson, and Katie Hunter to attend the eClinical Works National Conference in Nashville, Tennessee, October 5, 2018 thru October 7, 2018, to be paid for by the Community Health Center grant funds. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.4.3. Approval of Educational Achievement & Skill Enhancement Pay policy.

Jeff Harmer made a motion to table the approval of the Educational Achievement & Skill Enhancement Pay policy. Laura Haberman seconded the motion; in the negative: none. The motion was tabled.

6.5. Board Information (Non-action items) - None

7. Adjournment

Being no further business, Jeff Harmer 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 7:17 p.m.



**Eric Siekkinen, RPh,
Board President**



**Julie Miller, R.N., M.S.N.
Secretary**