

# Knox Public Health

www.knoxhealth.com • 11660 Upper Gilchrist Rd., Mount Vernon, OH 43050 • 740-392-2200

December 16, 2020

The Board of Health of the Knox County Health District held a regular meeting in the agency conference room with a digital platform option through Zoom. The following were in attendance:

<b><u>BOARD MEMBERS</u></b>	<b><u>STAFF</u></b>
Eric Siekkinen, RPh, President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Zach Green, Deputy Health Commissioner
Barry George, MD	Joyce Frazee, Human Resource Director
Amanda Rogers, DVM	Lane Belangia, Community Health Center CEO
Barb Brenneman	Nate Overholt, Environmental Health Director
Diane Goodrich	Pam Palm, Planning Education & Promotion Director
Joe Porter	Lisa Dudgeon, Director of Nursing
EJ Pido	Cyndie Miller, WIC Director
	Katie Hunter, Fiscal Coordinator
	Bailie Miller, HR Generalist
	Brett Berger, Information Technologist
	Dr. Ron Martinson, Medical Director
<b><u>ABSENT</u></b>	<b><u>GUESTS</u></b>
Eric Helt	Grant Pepper, Knox Pages

## 1. Convention

### 1.1. Call to Order

Eric Siekkinen, RPh called the meeting to order at 6:38 p.m.

### 1.2. Acceptance of Agenda

Joe Porter made a motion to accept the agenda. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

### 1.3. Approval of the minutes for December 18, 2020 Board of Health meeting.

The minutes of the regular meeting held, December 18, 2020 were reviewed and accepted. Amanda Rogers, DVM made a motion to approve the minutes. Jeff Harmer 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. Joe Porter seconded the motion; in the negative: none. The motion was approved.

801 - General Fund	35,510.73
806 - Food Service Fund	210.45
807 - Private Water Fund	1,848.75
808 - WIC Grant	2,530.24
809 - Sewage Program Fund	1,235.74
810 - RV Park/Camp Fund	7.42
811 - Creating Healthy Communities Grant	100.00
812 - Public Hlth Emergency Preparedness Grant	301.09
814 - Community Health Center Grant	119,030.60
819 - Solid Waste	128.69
830 - Drug Free Communities	1,372.64
<b>Total</b>	<b>\$162,276.35</b>

**THEN & NOW**

801 - General Fund	908.72
807 - Private Water Fund	870.48
808 - WIC Grant	724.50
809 - Sewage Program Fund	849.00
814 - Community Health Center Grant	21,897.69
<b>Total</b>	<b>\$25,250.39</b>

**1.5. Public Participation - None**

**2. Hearing/Reading/Regulations - None**

**3. Special Reports**

**3.1 Board Report**

*Board Member Diane Goodrich shared that she was able to volunteer with contact tracing briefly and that the Board of Health would be very proud of KPH for working together. Diane commended KPH for their hard work and cooperation. Julie Miller thanked Diane for her participation in assisting with contact tracing.*

**3.2. Leadership Report**

**ADMINISTRATIVE SERVICES & OPERATIONS- Zach Green, Director**

*Zach advised the board the call-line collaboration with Knox Community Hospital began last week and although there have been a few fixes, it has cut down on the time that KPH staff have to spend.*

**Accreditation**

Nothing new to report this month on Accreditation and Performance Management, as the focus has been on contact tracing and assisting with COVID response. However, Carmen does have a running list of everything we have done in regards to COVID that be used for PHAB submission, she also has been keeping a log of the changes we have been making to the contacting tracing process as this will serve as a great QI Project submission to PHAB. KPH is set to start our new CHA/CHIP, the kick off meeting is December 17th, if you are interested in being a part of this process, please let Carmen know prior to the 17th.

### **Facility/Maintenance**

The dental office sterilization center has been installed and inspected. Winter servicing of the furnace units was completed without issues. The A/C unit in the IT room is still having issues as we continue to work with a vendor to remedy the issue. The Facilities Committee has re-united in effort to identify plausible solutions for the future location of the agency. The Commissioners have confirmed the 2021 Bond Payment (final payment) can be paid early next year in effort to finalize the lease to purchase contact which will be helpful as the Facilities Committee reviews available options.

### **Public Health Emergency Preparedness (PHEP)**

During the month of November, the Emergency Preparedness Coordinator (EPC) continues to serve as the Logistics Manager for the county. The Preparedness Coordinator has been assisting with COVID related tasks as time allows. All PHEP deliverables for the remainder of the year have been submitted. Due to the increased number of COVID cases within Knox County, the Health Care Coalition remains meeting monthly to maintain situational awareness for the coalition members. The EPC is currently working on updating the healthcare coalition contact list. Additionally, working on action items to improve and increase overall engagement of the healthcare coalition. The Preparedness Coordinator is currently working with the WIC director and Health Center CEO on action items for the new WIC and Dental sites. Lastly, the a COVID Vaccine Planning Team has been formed and consists of partners throughout Knox County that will be supporting KPH effort in dispensing COVID vaccines.

### **Fiscal Coordinator Report – Katie Hunter**

The 2021 permanent appropriations were approved by the board last month. You will see them on the agenda again this month to approve the amended permanent appropriations. When we completed the appropriations, we had not been awarded the Maternal Child and Health Grant, now that we have acquired the grant the permanent appropriations were amended to include a budget for fund 813. The finance staff will be busy this month and next month finalizing expenses and revenue for the end of the year. Lastly, the salary and grant revenue line items for this year's permanent appropriations for the general fund is higher than projected due to the COVID expenses & supplemental funding from ODH.

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS November 30, 2020									
	November Revenue			November Expense			November Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
<b>District Health Fund</b>									
801 - District Health Fund*	307,947.22	28,824.06	40,205.42	272,796.75	244,446.19	176,823.30	2,064,516.18	638,501.04	770,417.84
<b>Environmental Health Restricted Funds</b>									
805 - Swimming Pool Fund	0.00	587.16	4.18	185.98	411.39	378.25	9,429.03	2,348.71	5,780.27
806 - Food Service Fund	21,196.00	17,423.09	2,387.61	5,274.84	11,807.08	12,196.08	48,998.50	11,767.90	9,524.30
807 - Private Water Fund	4,024.75	4,155.07	3,793.45	5,479.85	5,488.23	5,823.17	6,307.53	2,712.44	3,932.47
809 - Sewage Program Fund	19,688.00	5,244.50	6,591.75	8,205.85	6,794.39	9,404.18	28,831.12	9,390.96	15,231.65
810 - RV Park Camp Fund	0.00	546.04	2.32	256.53	1,287.89	768.56	5,366.45	91.91	632.05
<b>Subtotal</b>	<b>44,908.75</b>	<b>27,955.86</b>	<b>12,779.31</b>	<b>19,403.05</b>	<b>25,788.98</b>	<b>28,570.24</b>	<b>98,932.63</b>	<b>26,311.92</b>	<b>35,100.74</b>
<b>Special Revenue Funds</b>									
803 - Home Health Fund	0.00	32,343.50	52,547.11	0.00	25,136.75	37,706.18	0.00	837,682.38	770,884.01
819 - Solid Waste Fund	0.00	405.67	15.38	1,516.54	5,633.60	3,130.36	10,179.66	10,954.65	11,415.87
<b>Subtotal</b>	<b>0.00</b>	<b>32,749.17</b>	<b>52,562.49</b>	<b>1,516.54</b>	<b>30,770.35</b>	<b>40,836.54</b>	<b>10,179.66</b>	<b>848,637.03</b>	<b>782,299.88</b>
<b>Grant Funds</b>									
808 - WIC Grant Fund FY Oct 1 - Sept 31	37,503.54	17,305.85	39,445.92	21,154.94	20,832.87	23,021.51	36,539.89	36,560.48	16,483.84
811 - Creating Healthy Com Grant FY Jan 1 - Dec 31	7,498.85	3,832.51	20,399.10	7,198.41	7,350.70	6,092.83	29,480.35	30,568.35	27,996.40
812 - PHEP Grant Fund FY July 1 - June 30	0.00	531.30	1,669.73	3,926.51	4,313.17	5,307.36	31,004.07	5,857.93	4,921.33
813 - MCHMO2 Grant Fund FY Oct 1 - Sept 30	0.00	17,088.29	46,168.62	89.26	10,077.20	1,688.22	62,310.68	63,569.14	71,958.79
814 - Community Health Center Grant FY April 1 - Mar 31	271,820.72	142,276.98	186,372.72	296,203.74	231,335.51	190,979.65	237,555.16	90,693.42	68,939.27
830 - Drug Free Communities FY Oct 1 - Sept 30	8,326.79	11,529.11	11,476.57	8,326.79	11,067.30	11,400.83	5,000.00	4,848.97	75.74
<b>Subtotal</b>	<b>325,149.90</b>	<b>192,564.04</b>	<b>305,532.66</b>	<b>336,899.65</b>	<b>284,976.75</b>	<b>238,490.40</b>	<b>401,890.15</b>	<b>232,098.29</b>	<b>190,375.37</b>
<b>TOTAL ALL FUNDS</b>	<b>678,005.87</b>	<b>282,093.13</b>	<b>411,079.88</b>	<b>630,615.99</b>	<b>585,982.27</b>	<b>484,720.48</b>	<b>2,575,518.62</b>	<b>1,745,548.28</b>	<b>1,778,193.83</b>

\*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants

## **HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor**

*Joyce reminded the board of the current open positions: Public Health Nurse (Health Center), Administrative Assistant (Health Center), Dental Assistant, (Danville satellite location). Please direct applicants to the website to complete an application at [knoxhealth.com](http://knoxhealth.com).*

This month I have been busy preparing for the Community Health Center virtual onsite visit. The onsite visit started December 8 with an entrance conference with senior management and board members then in the afternoon my surveyor reviewed clinical staffing, and our policy and procedures for credentialing and privileging. The next morning samples of employee files were reviewed. This included samples of credentialing and privilege files for the licensed independent practitioners and other licensed or certified practitioners. So far so good. I am scheduled to meet with the surveyor one last time before exit conference takes place.

### Other HR stuff

Advertising for the dental assistant and administrative assistant for the positions in the Danville dental clinic have been posted. I have interviewed two applicants, one for each position, both are currently employed by Dr. Lerg. They will finish their employment with his practice December 17, 2020. My intention is to have staff employed by January 4, 2021.

The Workforce Plan is on the agenda for approval. There are very few revisions to the plan. The plan is reviewed and updated biennial or as deemed necessary by the HC. The current workforce demographics page has changed the most out of the entire document.

This month you will be asked to accept Carol Green's resignation. She and her family have sold their home and will be moving to be closer to their parents. We are currently accepting applications for to fill her position.

You will be asked to approve the annual performance assessment tool. The tool formatting was revised, but other than that it is pretty much the same as before. The assessment tool is attached to the board packet email notification.

### **Information Technology (IT) & Vital Statistics**

Vital Stats - Online ordering for birth and death certificates went live on September 29th. As of November 30th, we have had 36 death certificates and 61 birth certificates ordered and paid online. Customers enjoy having this option. All the programming was done by our web programming consultant, at minimal cost. Our customers appreciate that we do not charge a surcharge for online ordering. Death certificate numbers have risen. I have been in touch with ODH about getting another box of death certificate paper. Many HDs are experiencing the same, and ODH is likely going to do a special order early next year.

IT - A microphone and speaker system was installed in the conference room on December 4th. Our Zoom meetings should have much better audio now. All computers that were up for replacement this year have been replaced with new equipment. Equipment for new WIC space and Danville Dental clinic is in the process of being ordered.

### **ENVIRONMENTAL HEALTH – Nate Overholt, R.S., Director**

*Happy Holidays!*

Knox Public Health had its annual solid waste survey through the Ohio Environmental Protection Agency on December 8, 2020. Due to the pandemic and the fact that OEPA employees are still working from their homes, the survey was held virtually. During the survey, Phil Farnlacher from OEPA reviewed inspection reports for the transfer facility, closed landfill and multiple composting facilities. Solid waste complaint logs were reviewed as well. Overall, Mr. Farnlacher was pleased with his findings and an official report will be submitted to Knox Public Health in the near future.

Environmental Health staff are taking turns working at home or starting their day at home to eliminate the full amount of staff in the office on a daily basis. This has proved to be challenging at times, but the staff have been flexible and willing to do what is necessary to protect themselves and their coworkers during the high volume of positive Covid-19 cases that Knox County continues to report. With changes in the way KPH is completing contact tracing, environmental health staff are shifting back to going out in the field and completing more inspections in food service facilities.

Permits for Private Water Systems(PWS) and Household Sewage Treatment Systems (HSTS) continue to be fairly consistent through the end of November. Seven PWS permits and 13 HSTS permits were applied for in the month of November.

### **PLANNING EDUCATION & PROMOTION – Pam Palm, Director**

*PEP has been involved in contact tracing with Alayna Mowry, Elisa Frazee, and Tian Cockrell as the lead contact tracers. Alayna has revised the paperwork to help cut down on time spent on contact tracing. The division is working on promoting bicycling in Centerburg. Mike Whitaker gave a Tobacco Cessation presentation to United Way. Tina Cockrell is waiting to hear about approval on her grant. Julie will be live on Facebook December 17, 2020 at 5:00pm to talk about the Covid vaccine.*

No written report.

**PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing**

*Positive cases decreased slightly over the weekend, current total positive cases are 2,016. Jessica Parker is taking the lead on the Covid vaccine.*

*Eric Siekkinen, RPh asked for clarification on when we expect the vaccines to be at the agency. Lisa stated that they would receive vaccines in the next week or two, although they do not know how many they will be able to receive at one time.*

No written report.

**WIC, Cyndie Miller, R.D., L.D. WIC Director**

*Julie spoke for the WIC division. Catie Hayes has been with the agency for 3 weeks and is doing well. The WIC division is preparing for the move to the Coshocton Ave location.*

*Caseload was 744 participants for November (a decrease of 42). It is typical to see reduced caseload numbers during this month due to the number of holidays. Referrals included “2” to the Mommy & Me Smoking Cessation program and “4” to the CHC (1 Adults, 0 infants, and 3 children). 22 of the 259 infants (8.7 %) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than **39** weeks gestation). 0 of 67 prenatal participants are 17 years old or less.*

*“Curbside services” continued as our method of service for WIC participants during the month of November and will continue through the end of the December. Waivers have been extended through February 20, 2021 as needed.*

*We have welcomed Catie Hayes as our new Administrative Assistant and she is orienting well to the position.*

*Heidi is working from home more often due to the recent surge in covid-19 cases in our county. Our breastfeeding initiation rate for WIC moms has continued to increase to an all-time high of 72.7%.*

*Since the approval of the lease for the additional space at 809 Coshocton Ave, Suite C, we are actively making plans to move the WIC clinic after the first of the year. Kyle Clark is taking the lead to facilitate the move. Promotion of the move will begin in January.*

**COMMUNITY HEALTH CENTER – Lane Belangia, CEO**

*Lane stated that the virtual site visit went well and he wished that the board members could all hear the positive comments from HRSA. Lane thanked Joyce Frazee, Nan Snyder, Stacey Robinson, and Kristi Thomas for their work during the onsite visit.*

*Jeff Harmer asked when we expected to receive the report, Lane stated that it would be between Christmas and the New Year.*

No written report.

### 3.3. Health Commissioner

#### HEALTH COMMISSIONER REPORT – Julie Miller, R.N., M.S.N

Good Morning and Yikes...it is already December. I know that the older I get that time seems to move more quickly but this year has literally been lost for me. I even have a difficult time remembering what happened in 2019 because of the craziness of this year. I hope some of you feel the same.

Here's my update for now:

- We start this month with 2 new Board members. I look forward to working with both EJ and Eric H. as we move into next year.
- As our Covid #s have increased, we have made strategic adjustments to how we are caring for the public regarding Covid. Case investigators now send a detailed questionnaire to all positive cases either electronically or by hard mail which has reduced the amount of time an investigator spends on a case. The positive case is now responsible for notifying all of their close contacts to quarantine. We provide the case with letters and other information that is needed. Contact tracing has essentially been reduced to very little with these changes.
- We are working with KCH to start a Covid Call line which will hopefully take the burden off of our current line which we have administered since March 2020. There is a cost involved with this line and that may be brought forward to you at the Board meeting.
- We are diligently working on Covid vaccine administration planning. Guidance comes in waves but I am confident our team will meet this next challenge and be able to provide our community with this needed vaccine.
- Our "facilities committee" met yesterday to discuss the opportunity with Cooper Progress Campus, formerly Siemens, and to consider some recommendations for the Board. One of the priority activities that I will be facilitating is a tour of the Engineering Building (the building we have been interested in) and the Administration Building. This building is in front of the Engineering building on Sandusky Street and is approx. 60,000 sq. ft.
- I will be working with the Leadership Team on succession planning after the first of the year. When I begin working with them the first thing that I will ask them to do is to identify and begin to train one or more of their team to understand their work, know where they keep important information, and what it means to be a Director at KPH.
- I will also continue the work I started with the PEP and PHO divisions on combining these 2 programs after the first of the year. My goal with the work on this issue is to facilitate decision making regarding needed personnel and future program planning.
- I also want to remind you and to give kudos to Lane, Nan, Stacey, Alayna and others who have worked hard to prepare for the Health Center's Onsite Visit with HRSA which started today and goes through Weds. I feel confident that we will do well and look forward to hearing the exit interview report.

That's it as of Dec. 8. Please don't hesitate to reach out if you have any question or concerns prior to the Board meeting.

Please stay healthy, safe and wear your mask. Take Care.

## 4. New Business

### 4.1.Finance

#### 4.1.1. Income and Expense

Jeff Harmer made a motion to approve the income and expense report. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
NOVEMBER 30, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	NOVEMBER REVENUE	YEAR-TO-DATE REVENUE	NOVEMBER EXPEND.	YEAR-TO-DATE EXPEND.	NOVEMBER 30, 2020 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	1,429,804.70	307,947.22	2,638,250.48	272,796.75	2,003,539.00	2,064,516.18	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	2,147.43	0.00	16,326.00	185.98	9,044.40	9,429.03	
806 - Food Service Fund	17,400.58	21,196.00	195,864.75	5,274.84	164,266.83	48,998.50	
807 - Private Water Fund	1,248.29	4,024.75	68,596.34	5,479.85	63,537.10	6,307.53	
809 - Sewage Program Fund	6,580.70	19,688.00	113,315.00	8,205.85	91,064.58	28,831.12	
810 - RV Park/Camp Fund	18.98	0.00	12,351.50	256.53	7,004.03	5,366.45	
<b>Subtotal</b>	<b>27,395.98</b>	<b>44,908.75</b>	<b>406,453.59</b>	<b>19,403.05</b>	<b>334,916.94</b>	<b>98,932.63</b>	
<b>Special Revenue Funds</b>							
819 - Solid Waste Fund	300.04	0.00	42,222.84	1,516.54	32,343.22	10,179.66	
<b>Subtotal</b>	<b>300.04</b>	<b>0.00</b>	<b>42,222.84</b>	<b>1,516.54</b>	<b>32,343.22</b>	<b>10,179.66</b>	
<b>Grant Funds</b>							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	37,503.54	288,517.10	21,154.94	273,365.00	36,539.89	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	19,506.39	7,498.85	98,730.05	7,198.41	88,756.09	29,480.35	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	0.00	92,244.19	3,926.51	69,116.45	31,004.07	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	0.00	26,800.00	89.26	24,433.10	62,310.68	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	271,820.72	2,518,237.83	296,203.74	2,340,772.13	237,555.16	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	8,326.79	98,986.18	8,326.79	98,306.06	5,000.00	
<b>Subtotal</b>	<b>173,123.63</b>	<b>325,149.90</b>	<b>3,123,515.35</b>	<b>336,899.65</b>	<b>2,894,748.83</b>	<b>401,890.15</b>	
<b>TOTAL ALL FUNDS</b>	<b>1,630,624.35</b>	<b>678,005.87</b>	<b>6,210,442.26</b>	<b>630,615.99</b>	<b>5,265,547.99</b>	<b>2,575,518.62</b>	

\*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.

#### 4.1.2. Transfers/Cash Advances – Resolution 2020-15

Jeff Harmer made a motion to approve Resolution 2020-15. Barb Brenneman seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Barry George, MD, Diane Goodrich, Joe Porter, EJ Pido, and Amanda Rogers, DVM: in the negative; none. The motion was approved.



## **RESOLUTION 2020-15**

### **General Fund**

1. Transfer \$20,000 from 801.1510.50601 to 806.1510.41100
2. Transfer \$20,000 from 801.1510.50601 to 809.1510.41100

### **WIC Grant**

1. Transfer \$800 from 808.1510.50101 to 808.1510.50401

### **Sewage Fund**

1. Transfer \$1,500 from 809.1510.50501 to 809.1510.50401

### **Community Health Center**

1. Transfer \$20,000 from 814.1510.50101 to 814.1510.50401
2. Transfer \$6,000 from 814.1510.50102 to 814.1510.50328
3. Transfer \$2,000 from 814.1510.50101 to 814.1510.50307
4. Transfer \$21,000 from 814.1510.50101 to 814.1510.50501

### **Bond Payment**

1. Transfer \$63,240 from 801.1510.50614 to 301.1140.41100
2. Transfer \$58,500 from 814.1510.50614 to 301.1140.41100

### **4.1.3. Approval to amend permanent appropriations FY2021.**

Joe Porter made a motion to approve amended permanent appropriations FY2021. Jeff Harmer seconded the motion; in the negative; none. The motion was approved.

### **4.2. Personnel**

#### **4.2.1. Accept Carol Green, RN resignation, effective December 11, 2020.**

Diane Goodrich made a motion to accept Carol Green, RN resignation, effective December 11, 2020. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

### **4.3. Contracts**

#### **4.3.1. Approval of lease purchase agreement with Knox County Commissioners for Danville Dental Practice, effective January 1, 2021.**

Joe Porter made a motion to approve least purchase agreement with Knox County Commissioners for Danville Dental Practice, effective January 1, 2021. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

### **4.4. Board Approvals**

#### **4.4.1 Approval of Employee Performance Assessment tool, effective January 1, 2021.**

Barb Brenneman made a motion to approve the Employee Performance Assessment tool, effective January 1, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.4.2. Approval to purchase panoramic x-ray unit for the Danville dental clinic from Benco Dental, maximum, \$21,236.00.**

Jeff Harmer made a motion to approve the purchase of panoramic x-ray unit for the Danville dental clinic from Benco Dental, maximum, \$21,236.00. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

**4.4.3. Approval of Workforce Development Plan FY January 2021 through December 2022.**

Amanda Rogers, DVM made a motion to approve Workforce Development Plan FY January 2021 through December 2022. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.5. Board Information/Discussion (Non-action items)**

Health Commissioner and/or CHC CEO approved/signed the following:

- Renewed MOA with The Alcohol and Drug Freedom Center for collaborative agency services effective July 25, 2020 and remains ongoing, non-monetary
- Personal Services Contract with Dr. John Cheek, DDS and Oral Surgeon for dental services provided in the Community Health Center, \$100/ hr with an annual max of \$45,000, effective January 1, 2021 through December 31, 2021
- Contract with Infidium Healthcare Consulting for QI consultation services for the Community Health Center, \$200/ hr with an annual max of \$14,400, effective January 1, 2021 through December 31, 2021
- Personal Service Contract with Scott Swingle, doing business as Derr Designs, to provide website maintenance, updates and training for \$50/ hr, not to exceed \$3,000/ yr, effective January 2, 2021 through December 31, 2021
- Contract with DKMM for Solid Waste Enforcement and Monitoring Services, effective January 1, 2021 through December 31, 2021 with a maximum amount received of \$35,196.08+
- MOA with the Licking County Health Department for radon outreach activities for a reimbursement of \$500 effective for FY 2021.

**5. Executive Session**

At 7:39 p.m. Joe Porter made a motion to enter into executive session for property acquisition. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Barry George, MD, Diane Goodrich, Joe Porter, EJ Pido, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

Zach Green was invited to stay for the session.

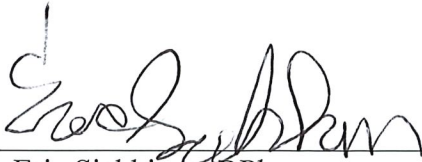
At 7:52p.m. Jeff Harmer made a motion to return to regular session, Amanda Rogers, DVM seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Barry George, MD, Diane Goodrich, Joe Porter, EJ Pido, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

Jeff Harmer made a motion to authorize Knox Public Health's legal counsel to draft a Letter of Intent for property acquisition. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**6. Adjournment**

Being no further business, Jeff Harmer made a motion to adjourn the meeting. EJ Pido seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:53 p.m



---

Eric Siekkinen, RPh  
Board President



---

Julie Miller, R.N., M.S.N.  
Health Commissioner