

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 for staff and guests only. The following were in attendance:

<b>Board Members:</b>	<b>Staff:</b>	<b>Absent:</b>
Jeff Harmer, President	Zach Green, Health Commissioner	Barb Brenneman
Jason Whaley, President Pro-Tem	Nathan Overholt, EH Director, Zoom	Eric Helt
Amanda Rogers, DVM	Joyce Frazee, HR Director	Ron Martinson, MD
Eric Siekkinen, RPh	Katie Hunter, Fiscal Director	
Barry George, MD	Tina Cockrell, PHEN Director	
Dan Brinkman	Cynthia Miller, WIC Director, Zoom	
Diane Goodrich	Lane Belangia, CHC CEO	
	Nan Snyder, Clinical Director	
	Stacy Gilley, BH Director	
	Deannar Sylvester, QI Director	
	Kristi Thomas, HR Generalist	
<b>Guest:</b>		
<b>Name:</b>	<b>Organization:</b>	
Hannah Soellner	BSU (student), Zoom	
Megan Rice	Community Member	
Fred Main	Knox Pages, Zoom	

**1. Convention**

**1.1. Call to Order**

Jeff Harmer called the meeting to order at 6:31p.m.

**1.2. Acceptance of Agenda**

Eric Siekkinen, RPh, made a motion to accept the agenda. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of minutes for January 17, 2024**

Eric Siekkinen, RPh, made a motion to approve the minutes for January 17, 2024. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**1.4. Approval of Bills**

Jason Whaley made a motion to approve the bills. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

APPROVAL OF BILLS	
JAN 2024	
FUND	AMOUNT
801 - General Fund	38,657.65
806 - Food Service Fund	723.03
807 - Private Water Fund	1,374.71
808 - WIC Grant	56.58
809 - Sewage Program Fund	292.39
811 - Creating Healthy Communities Grant	234.89
812 - Public Hth Emergency Preparedness Grant	40.90
814 - Community Health Center Grant	387,751.21
820 - OOH Grants	13,250.31
830 - Drug Free Communities	1,180.00
<b>Total</b>	<b>\$443,561.65</b>
<b>THEN &amp; NOW</b>	
801 - General Fund	3,591.87
806 - Food Service Fund	298.78
807 - Private Water Fund	1,195.85
809 - Sewage Program Fund	222.00
814 - Community Health Center Grant	387,751.21
<b>Total</b>	<b>\$393,059.71</b>

**1.5. Public Participation**

- Megan Rice, Community Member, introduced herself and informed the Board of her background in the Health field.
- Hannah Soellner, BSU Student, introduced herself and conveyed her interest in social work.
- Fred Main, Knox Pages

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

**3. Special Reports**

**3.1. Board Report**

Jeff Harmer briefed the Board of Health on the availability of two candidates to succeed Eric Helt as a board member. He provided details about both candidates and advocated for one in particular. Following discussion, it was agreed upon that this specific candidate would be prioritized by the Board of Health for consideration by the District Advisory Council.

**3.2. Health Commissioner**

Zach Green reported

- Legislative Update:
  - ORC 3776.05 Environmental Health Specialist
    - KPH has provided written recommendations to Ohio Environmental Health Association (OEHA) and House Representatives.
  - HB258 Flavored tobacco ban

- Governor DeWine's veto was overridden and goes into effect Apr 23, 2024. Sad day for Public Health in Ohio.
- **Facilities Update**
  - Mount Vernon Health Center at 202 West Vine Street is now open to patients!
  - Land bank grant for demo is now projected April 2024.
  - Requesting \$75k from Knox County Foundation for parking lot rehab, demo, and potentially backup power solutions.
  - Master plan discussions with Sol Harris Day will begin at the end of the month.
- Ohio Department of Transportation (ODOT) has awarded KPH to oversee the Mobility Management program.
- **Community Health Assessment (CHA)**
  - Individual interviews have been completed & surveys are generated.
  - Focus groups will be conducted as we enter the next phase of the project.
    - Hispanic population will be highlighted
- Long term planning efforts will begin in the coming months...more to follow
- In collaboration with community partners, KPH is drafting a mental health and substance abuse training for stakeholders.
  - The goal is to create acceptance and present a united front among all behavioral health professionals in the community.
- The Annual District Advisory Council (DAC) meeting is scheduled for May 6th at Noon.
  - Mr. Eric Helt's seat will be up for nominations.

#### **4. New Business**

##### **4.1. Finance**

##### **4.1.1. Income and Expenses**

Jason Whaley made a motion to approve the Income and Expenses. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

##### **4.1.2. Approval of Resolution 2024-03, Advances/Transfers**

Dan Brinkman made a motion to approve Resolution 2024-03, Advances/Transfers. Jason Whaley seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPH, Diane Goodrich, Dan Brinkman and Amanda Rogers, DVM; in the negative: none. The motion was approved.

##### **4.1.3. Approval of the 2024 Sliding Fee Scale for the Community Health Center based on the 2024 Federal Poverty Guidelines.**

Eric Siekkinen, RPh, made a motion to approve the 2024 Sliding Fee Scale for the Community Health Center based on the 2024 Federal Poverty Guidelines. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

*Barry George, MD, entered the room at 6:49p.m.*

**4.1.4. Approval of the 2024 Knox Public Health fee schedule, which includes the Community Health Center fees for service.**

Eric Siekkinen, RPh, made a motion to approve the 2024 Knox Public Health fee schedule, which includes Community Health Center fees for service. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**4.2. Personnel**

**4.2.1. Approval to hire Amanda Wesley, Patient Service Rep, effective February 5, 2024.**

Diane Goodrich made a motion to approve the hire of Amanda Wesley, Patient Service Rep, effective February 5, 2024. Barry George, MD, seconded the motion; in the negative: none. The motion was approved.

**4.2.2. Approval to hire Megan Butler, Patient Service Rep, effective March 4, 2024.**

Diane Goodrich made a motion to approve the hire of Megan Butler, Patient Service Rep, effective March 4, 2024. Barry George, MD, seconded the motion; in the negative: none. The motion was approved.

**4.2.3. Amend the effective date of resignation for Carmen Barbuto to now reflect February 29, 2024.**

Diane Goodrich made a motion to amend the effective date of resignation for Carmen Barbuto to reflect February 29, 2024. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**4.3. Contracts**

**4.3.1. Approval of the contract with the Raison Group for 2024/2025 grant writing services for the Community Health Center with a monetary value of \$1,500/month not to exceed \$18,000/year, effective February 1, 2024 through January 31, 2025.**

Jason Whaley made a motion to approve the contract with the Raison Group for 2024/2025 grant writing services for the Community Health Center with a monetary value of \$1,500/month not to exceed \$18,000/year, effective February 1, 2024 through January 31, 2025. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.3.2. Approval of the MOU with Licking County Health Department to utilize monetary support provided by the Regional Prevention and Linkages to Care Collaborative Program with a total reimbursement rate of \$14,454, effective upon signatures through September 1, 2024.**

Eric Siekkinen, RPh, made a motion to approve the MOU with Licking County Health Department to utilize monetary support provided by the Regional Prevention and Linkages to Care Collaborative Program with a total reimbursement rate of \$14,454, effective upon signatures through September 1, 2024. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

#### **4.4. Board Approvals**

- 4.4.1. Approval of the out-of-state travel for Shanea Mantel, February 20, 2024 through February 22, 2024, to Atlanta, Georgia, for the Financial Operations Management Training (part 2) with a monetary value of \$2,000.**

Jason Whaley made a motion to approve the out-of-state travel for Shanea Mantel, February 20, 2024 through February 22, 2024, to Atlanta, Georgia, for the Financial Operations Management Training (part 2) with a monetary value of \$2,000. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

- 4.4.2. Accept the Notice of Award for the Knox County Community Health Center Continuation of Operations effective April 1, 2024 through March 31, 2025 in the amount of \$421,750.00.**

Eric Siekkinen, RPh, made a motion to accept the Notice of Award for the Knox County Community Health Center Continuation of Operations effective April 1, 2024 through March 31, 2025 in the amount of \$421,750.00. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

- 4.4.3. Approval to open the following positions:**

- Health Professional (WIC Division)
- Public Health Education and Nursing (PHEN) Supervisor

Eric Siekkinen, RPh, made a motion to approve opening of the following positions: Health Professional and PHEN Supervisor. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

#### **5. Board Information (Non-Action Items)**

- Health Commissioner/CHC CEO approved/signed the following:
  - Renewal of the Lease Agreement with Knox Community Hospital for our WIC location, effective January 1, 2024 through December 31, 2024 for \$3500.
  - MOU with Adventist Caring Through Sharing (ACTS) for food pantry participation, effective February 1, 2024 and remains ongoing, for no monetary value.
  - Affiliation Agreement with Ashland University for nursing and health science students, effective January 18, 2024 and remains ongoing, with no monetary value.
  - Agreement with Fast Eddy's for ground maintenance, effective March 1, 2024 through February 28, 2025 with a monetary value of \$1,162.50/month not to exceed \$13,950.
  - MOU with Center of Hope located in Bladensburg, Ohio, for a Planning Grant Partnership from HRSA for developing a rural clinic located at the Center of Hope.
  - MOA with Knox Community Hospital for specialty services, effective February 14, 2024 through February 13, 2026 with no monetary value.
  - Lease Agreement with Gifted Hands Reflexology with a reimbursement rate of \$2,400/year, effective February 21, 2024 through February 28, 2025.
  - Collaborative Agreement with Danville Local Schools to provide support and promote the Student Success and Wellness project funded by the State of Ohio.

- **Leadership Team**

**FISCAL DIRECTOR – Katie Hunter, Fiscal Supervisor**

- **Resolution 2024-03**
  - \$3,500 was transferred from other expenses to rent to cover the lease payment for the Women, Infant & Children (WIC) Location.
  - \$14,000 was transferred from equipment into training to cover the cost of upcoming training for staff out of the workforce grant.
  - \$1,300 was transferred from Supplies to reimbursements to reimburse KSAAT for purchasing software being utilized for the drug free communities grant.
- You will be asked to approve the 2024 Knox Public Health Fee Schedule, which also includes the Community Health Center Fees. This policy had only a few minor changes this year which includes language about how to acquire the fee schedule from the Health Center. The only additional fee that was added was for a low risk mobile food establishment operation license.
- Shanea Mantel will be traveling out of state to attend the second part of the Financial Operations Management training which focuses on health center grant compliance, accounting and finance, and business communications. She attended part one virtually in fall of 2023.

**HUMAN RESOURCES DIRECTOR – Joyce Frazee, Director**

- **NEW HIRES:** You will be asked to approve two new hires this month. Amamda Wesley and Megan Butler both accepted a position in the Community Health Center division as Patient Service Representatives.
- You will also be asked to amend the resignation date for Carmen Barbuto. She was fortunate to have already received a job offer that she accepted and will be starting her new role March 4. Her new resignation date is February 29.
- **NEW POSITIONS:** We're expanding our PHEN team by creating a Supervisory role within the Public Health Nursing Division to support the division's program development initiatives.
- Additionally, we're opening a position within the Women, Infants, and Children (WIC) division, which will focus on delivering nutrition education, counseling, and support services to program participants.

**ENVIRONMENTAL HEALTH DIRECTOR – Nate Overholt, RS, Director**

- Knox Public Health was awarded \$75,000 for the 2024 Water Pollution Loan Control Fund through the Ohio Environmental Protection Agency. A resolution for the authorization of the funds will be provided at the March 2024 board of health meeting.
- The owner of the public health nuisance from the January 2024 board of health meeting located at 12033 South Bay Drive, Fredericktown, OH 43019 has provided Knox Public Health sewage program staff updated financial documents, along with a soil evaluation report from a certified soil scientist. At this point, we will be moving forward with a bidding process to repair/replace the failing HSTS system.

**PUBLIC HEALTH EDUCATION AND NURSING DIRECTOR – Tina Cockrell, Director**

- MOU with Licking County Health Department is for a regional effort to expand drug overdose education and prevention. Licking County will employ the full-time staff member to coordinate efforts our staff will provide support and report efforts.
- Upcoming events and outreach March 8th staff will be at the Mount Vernon Middle School promoting health center services, solar eclipse, get healthy and vaccinations. March 28th is the official open house and ribbon cutting for the MVHC. Promotion through the Chamber and other media outlets have started. We will begin handing out solar eclipse glasses at that event and follow up with any remaining being provided throughout the following week at the main office. The day of the eclipse PR will be set up in partnership with Fredericktown Library providing information about ticks and health center services.
- A grant application was submitted for Senior Levy to support our Senior Health Program waiting for NOA.
- Partnering with local agencies to distribute Narcan. Another Nalox box was installed in the county at the Knox Technical Center bringing the total to 7.

**WIC DIRECTOR – Cyndie Miller, RD, LD, CLC, Director**

- Knox County WIC initial caseload for January 2024 is 778, an increase of 13, from December 2023. Referral reports were not available at this time.
- Knox County WIC's breastfeeding initiation rate for January 2023 is 70.88%.
- Nutramigen, powdered, 12.6-ounce container (WIC formulary) is in limited supply in several counties, including Knox. State WIC continues to meet with Mead Johnson on a regular basis and to hold bi-weekly calls with local program directors. State WIC will look into this specific issue after being alerted during the most recent call.
- Staff are planning National Nutrition Month events for March 2024 in collaboration with Snap-Ed Program Assistants (Tanner Cooper-Risser and Catie Hayes). A weekly video series, "Beyond the Table," recipes, State WIC supplied giveaway items (Star-shaped cookie cutters, cutting boards) are included in the plan. The WIC program is celebrating its 50<sup>th</sup> Anniversary in 2024, "Feeding Families for Fifty Years." The final week of our series will include an in-person gathering for WIC participants for a tasting of the weekly recipe and drawing of related prizes.

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

- MOAs: the health center was asked to participate in two non-monetary MOAs this past month, due to time constraints of the first request we received legal approval to enter into an agreement to be part of a planning grant with the Center of Hope and their efforts to develop a rural health clinic in Bladensburg, Ohio. The Center of Hope applied to receive HRSA funding over the next year to help their efforts in bringing health care access to the Bladensburg area. The second agreement named the health center as a partner with Danville local schools to engage families and students for the upcoming school year in the use of the district's Student Success and Wellness funds.

- A new contract with The Raison Group is on the agenda, this is a month retainer contract which is different from our previous contract with the consulting group. We will now pay a monthly fee for services while gaining additional support through ongoing grant writing in addition to service area competition/non-compete renewals completion.
- Board Compliance and Governance.
- The CIS, (Change In Scope) was approved by HRSA for the new clinic Mount Vernon Health Center, we have 120 days to indicate we are operational, this will be complete with HRSA by the month's end.
- A CIS was submitted on 2/1/2024 for the New Directions location, we are awaiting approval at this time. In case you are not counting, or if you are? This makes 6 locations for the health center, almost one new location for every year of operation. When thinking of new opportunities and our efforts to solve as many of the health care access issues in Knox County I think it is worth remembering the place we started and how much we have accomplished in such a short amount of time. I am forever grateful to be a part of this growth and hope you all are as well.
- The HRSA NOA for the next fiscal year has been received. (The main grant for the health center) 4/1/2024 to 3/31/2025 the awarded amount is just over 1/3 of the total amount we should have received totaling \$421,750.00. The reason for this is due to the continuing resolutions which are ongoing with all federal budgets. Until there is a permanent budget passed at the federal level total award release is on hold. I am not concerned the budget will not get finalized but I do fear there could be budgeting problems for many centers around the country which could impact patient access to care.
- All 340B accounts have been re-certified in the HRSA database for the upcoming year, the health center currently has contract pharmacy agreements with Foster's, Conway's two locations, Wal-Mart, and Rite-Aid.
- CEO report:
- The UDS, (Uniform Data Set) report will have been submitted by the board meeting for FY 2023, (2/12/2024). Highlights of the data will be the focus of an upcoming monthly board spotlight. The entire reporting system was re-built this year by Deonar and Shanea with help from Nan, kudos to them for the many late hours worked to produce the most accurate report to date. There is a new expectation centers are to have their data accurate at all times throughout the year in preparation for automatic submissions next year.  
The reworking of reports completed this year will set our center up to be well prepared for the FY 2024 UDS. Thanks to all who helped "read" this report and the hard work for the last 2 months.
- The survey sent out to you as board members was a success, it was very positive for the most part and it would appear as if the board understands the key role it plays in governing this FQHC. There were a few areas we should focus on regarding training and a few very good suggestions about the center's development where I feel we should re-visit during our training sessions this year. I will review the comments during the board meeting to discuss further.

**CLINICAL DIRECTOR – Nan Snyder, RN**

**Opening of Mt Vernon Health Center:**

- The opening of the Mt Vernon Health Center and transition from Moore Family Practice was a success. On January 29, 2024, the Mt Vernon Health Center opened its doors to the public. When writing this report, 202 patients had completed 188 Medical visits and 40 Behavioral Health visits.

**Huddles of Importance:**

- Clinic Supervisor Aly Tucker has created and implemented the process for morning Huddles for the Medical staff and Patient Service Representatives (PSRs). In January, the Medical Clinic started seeing the first patient at 8:15 am to allow time for morning Huddles. Huddles help to advocate for patient care and safety, give opportunities to discuss gaps in care and situational awareness for the day, and build collaboration among the frontline team members. Aly will evaluate the Huddle process at the end of the first quarter and collaborate with staff for suggestions on improving the process.

**Night Move:**

- A PSR will work with the Behavioral Health Service providers from 4:30 to 6:30 pm Monday through Thursday at the Upper Gilchrist Rd facility. Before the clinic moved from Moore Family Practice to the Mt Vernon Health Center, two PSRs were needed on Wednesday.

**BEHAVIORAL HEALTH DIRECTOR - Stacy Gilley, LISW-S**

- **Georgette Burritt, LSW/LICDC**, reports, "I am excited that I have another client who enrolled in college. This client is 52 years old and is looking to work towards a career that is meaningful to her. I have another client that started nursing school and is doing really well in her first semester of nursing classes. I am so happy for them as they work towards a brighter future."
- **Chris Remy, LISW-S**, reports, "I feel like the last couple of months I have been getting appreciation for the BH Dept in general from clients or clients' parents. I'm hearing thankfulness for our services as well as the job we do overall in treating clients."
- **Deb Wauthier, MSW/LSW, LCDC III**, reports, "Well, I guess I could talk about how blessed and humbled I feel to be able to assist one of my clients as he copes with a terminal diagnosis. I love grief and trauma work best. Those are my two passions in this field."
- **Kristina Foreman, LISW-S, LICDC-CS**, reports, "I have a success story that comes to mind. I have a client who came as a referral specifically for EMDR. She had failed out of college due to severe anxiety and panic attacks. She has been able to manage her anxiety better over the last three months that I have been seeing her. She returned to school this semester and so far has passed her first two exams."

- Melissa Body, LSW, LCDC III, reports, "D's story: Reunification of 4-year-old daughter with mother after being removed from her custody in November of 22. Parent was homeless, mental health was not stable, using substances and poor decision making. Between December of 22 and September 23, the parents worked hard on finding and maintaining employment, acquired housing, attended mental health and SUD treatment. Decreased and or sustained from all unnecessary prescribed medications and was re-evaluated for medication management program. Built supports around her including a church family and co-worker support. The Parents gave birth to a baby in January, healthy and drug free. Obtained custody back of her daughter in February. During this time, I advocated for this parent, connected her with treatment and resources in order to provide opportunity for success. Communication between parties to ensure services, reports and concerns were shared with the team. Provided education to CPS of mothers own past trauma and PTSD due to her own childhood involvement with CPS (same agency, same building same surroundings) and how this was a struggle and caused distress during her time at the agency. Provided education to the parent regarding the importance of advocating and taking care of herself in order to be present for her children in the future.**
- Melissa Body, LSW, LCDC III, reports, Drug free baby born.**
- Melissa Body, LSW, LCDC III, reports, Participating in a 5 week train the trainer with a parent regarding advocacy and leadership.**
- Melissa Body, LSW, LCDC III, reports, Wraparound services provided to 4 families to place youths in residential treatment programs with multi needs. Assessed and identified needs, applied and utilized funding resources, TIC practices, development of teams**

**QUALITY DIRECTOR - Deonar Sylvester, MSN, RN**

- Update:**
  - The 2023 annual Uniform Data System Report for the Health Center, has been finalized and submitted this past week. Throughout the submission process, there were several areas of opportunity identified that would contribute toward necessary improvement in the functionality and efficiency of the Electronic Medical Record (EMR). As we begin to update billing codes, develop new workflows, and learn additional functionalities gained with the most recent update of the EMR, we look forward to enhancing the overall ability to better support clinic workflows and provider needs, that will ultimately improve the quality of care provided to our patients.

**4th Quarter Data- 2023:**

Category	2023	2022	2021	2020	2019	2018
Cardiovascular Disease (ICD-10)	18%	17%	16%	15%	14%	13%
Chronic Kidney Disease (CKD) (ICD-10)	12%	11%	10%	9%	8%	7%
Diabetes Mellitus (ICD-10)	15%	14%	13%	12%	11%	10%
Hypertension (ICD-10)	20%	19%	18%	17%	16%	15%
Obstructive Pulmonary Disease (COPD) (ICD-10)	8%	7%	6%	5%	4%	3%
Ischemic Heart Disease (ICD-10)	10%	9%	8%	7%	6%	5%
Stroke (ICD-10)	6%	5%	4%	3%	2%	1%
Alzheimer's Disease (ICD-10)	4%	3%	2%	1%	1%	0%
Depression (ICD-10)	11%	10%	9%	8%	7%	6%
Anxiety Disorders (ICD-10)	9%	8%	7%	6%	5%	4%
Substance Use Disorders (ICD-10)	7%	6%	5%	4%	3%	2%
Other Mental Health (ICD-10)	5%	4%	3%	2%	1%	1%
Other (ICD-10)	3%	2%	1%	1%	0%	0%

- Education:
  - In comparison to the Q3 data, Q4 showed an increase in 12 of the 17 quality measures listed, along with meeting the target goal for 6 of those measures. Fortunately, being able to fill open positions within the medical clinics over the 3rd and 4th quarters of Y2023, provided the additional support staff necessary to contribute toward improving the defined quality/ preventative measures.
- Peer Review Report:
  - The Provider's quarterly chart audits have been reviewed by Dr. Martinson, with a few follow up items noted.

### 6. Executive Session

At 7:11p.m. Eric Siekkinen, RPh, made a motion to enter into executive session for land acquisition. Barry Geroge, MD, seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Amanda Rogers, DVM, Diane Goodrich, Barry George, MD, and Dan Brinkman; in the negative: none. The motion was approved.

At 7:30p.m. Eric Siekkinen, RPh, made a motion to enter into executive session for land acquisition. Barry Geroge, MD, seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Siekkinen, RPh, Amanda Rogers, DVM, Diane Goodrich, Barry George, MD, and Dan Brinkman; in the negative: none. The motion was approved.

### 7. Adjournment

Having no further business, Eric Siekkinen, RPh, made a motion to adjourn the meeting. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:41p.m.



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Jeff Harmer  
Board President



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Zach Green  
Health Commissioner

