



February 26, 2020

The Board of Health of the Knox County Health District held a regular meeting, at the Health Department conference room in Mount Vernon. The following were in attendance:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Eric Siekkinen, RPh, President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Joyce Frazee, Human Resource Supervisor
Amanda Rogers, DVM	Nate Overholt, Environmental Health Director
Ronald Moder	Zach Green, Admin/Ops Director
Diane Goodrich	Lane Belangia, Community Health Center CEO
Joe Porter	Katie Hunter, Fiscal Coordinator
Barb Brenneman	Carmen Barbuto, Accreditation Coordinator
<b>ABSENT</b>	<b>GUESTS</b>
Barry George, MD	Larry DiGiovani, Mount Vernon News
Cyndie Miller, WIC Director	

**1. Convention**

**1.1. Call to Order**

Eric Siekkinen, RPh called the meeting to order at 6:30 p.m.

**1.2. Acceptance of Agenda**

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

**1.3. Approval of the minutes for January 22, 2020 Board of Health meeting.**

The minutes of the regular meeting held, January 22, 2020 were reviewed and accepted. Diane Goodrich 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**

Barb Brenneman made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

<b>FUND</b>	<b>AMOUNT</b>
<b>January 2020</b>	
801 - General Fund	34,960.84
805 - Swimming Pool Fund	152.95
806 - Food Service Fund	625.95
807 - Private Water Fund	1,457.45
808 - WIC Grant	434.94
809 - Sewage Program Fund	1,047.93
811 - Creating Healthy Communities Grant	1,616.51
812 - Public Hlth Emergency Preparedness Grant	230.90
814 - Community Health Center Grant	42,374.80
819 - Solid Waste	170.28
830 - Drug Free Communities	2,300.00
<b>Total</b>	<b>\$85,372.55</b>

**THEN & NOW**

801 - General Fund	23,289.92
805 - Swimming Pool Fund	144.47
806 - Food Service Fund	359.79
807 - Private Water Fund	1,097.11
808 - WIC Grant	122.46
809 - Sewage Program Fund	1,020.71
811 - Creating Healthy Communities Grant	219.89
812 - Public Hlth Emergency Preparedness Grant	180.67
814 - Community Health Center Grant	31,987.94
819 - Solid Waste	144.47
830 - Drug Free Communities	2,300.00
<b>Total</b>	<b>\$60,867.43</b>

**1.5 Public Participation-None**

**2. Hearings/Readings/Regulations**

**2.1. Approval of Resolution 2020-04, Quarantine and Isolation. This resolution replaces Resolution 2014-09.**

Amanda Rogers, DVM made a motion to approve Resolution 2020-04, Quarantine and Isolation. This resolution replaces Resolution 2014-09. Lee Rhoades seconded the motion: in the negative; none. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter, Lee Rhoades, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

**3. Special Reports**

**3.1. Board Report – none**

**3.2. Leadership Report**

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

Nate reminded board members the District Advisory Committee annual meeting is scheduled to take place March 24 as a joint meeting with the Twp. Association annual meeting.

*Ron Moder asked if there have been multiple phone calls coming in regards to the new EH fees?*

*Nate said there have been several phone calls since attendance at the public meeting was minimal with only one person from the community in attendance.*

Household Sewage Treatment System program staff, Kyle Shackle, R.S. and Landon Magers, S.I.T. will be discussing the HSTS operation and maintenance plan at the next Knox County Board of Realtors meeting held February 20, 2020 at 10:00 am.

Renewal applications for the 2020 food licensing period were mailed out to all Retail Food Establishments, Food Service Operations, Mobile and Vending locations. With the new fees established, we have had multiple calls and a letter submitted after the facilities received their applications with the new fees.

Environmental Health Director Nate Overholt and Director of Nursing Lisa Dudgeon have been working with a facility in the county that had an individual who spent some time at the facility, test positive for Legionnaires. The individual has been at multiple facilities both in Knox and other Central Ohio counties. Per the recommendation of and with the assistance of the Ohio Department of Health, an assessment was completed on the facility. Recommendations from the Ohio Department of Health were to have any individuals with respiratory issues be tested for Legionnaires, water usage restrictions, filters added to the system components and two rounds of water sampling to determine the presence or absence of Legionnaire bacteria in the water system. At this time, no other individual has tested positive for Legionnaires, filters were added to the system components, and multiple rounds of water sampling have been completed with no trace of Legionnaires at this time.

The 2019 end of the year DKMM Solid Waste District report was submitted to Jenna Hicks, the DKMM Solid Waste District Manager. The report includes information on inspections at licensed solid waste and composting facilities, the closed landfill, investigation information regarding solid waste nuisance complaints and the fiscal portion to run the solid waste program for the agency.

## PLANNING EDUCATION & PROMOTION – Pam Palm, Director

**Pam reported she met with Diane Goodrich and Barb Brenneman to review the new agency logo designs. The new logo should be ready to share in April.**

**She also shared there are four categories for the Public Health Partners award; Community Leader, Public Health Professional (this is an agency employee), Organization and Educator. If you would like to nominate someone please contact Pam.**

During the past few weeks, the PEP office has been inundated with hundreds of boxes of hygiene products. The items, purchased with Women United funding, will be used during countywide hygiene presentations to 4<sup>th</sup> grade students and puberty presentations for 5<sup>th</sup> grade students. Elisa Frazee is coordinating this project and has already made a few presentations to at several schools where the products have been received with appreciation by both students and teachers. Mass packaging of the

products into hygiene kits and puberty packets will be done with assistance from members of Women United by the end of February.

The Knox Out Tobacco (KOT) cessation program enrolled 11 new clients for January 2020. As part of new program strategy, Mike Whitaker is training four past KOT clients to be mentors to current program participants. This training will be completed at the end of February

As part of the Creating Healthy Communities (CHC) grant, Tami Ruhl has been meeting with elected officials, community leaders and residents to review current projects and new resources. Among the new resources, Toole Design Group (a landscape architecture firm) has assigned a Regional Outreach Coordinator to each county receiving CHC funding. This person will be helping to assist with "Active Living" strategies such as Complete Streets Policies, Active Transportation Master Plan and Land Use for Public Health Policies.

The top social media posts in January (by reach #) were: (1) Graphic of Ohio with radon levels indicated for each county (2) 46.3% of tested homes have unsafe levels of radon (3) Radon is the second leading cause of lung cancer. Sponsored radon posts on Facebook for the Licking County Health Department radon grant agreement - reached 58,354 individuals with 6,607 post clicks from \$500 of boosted posts. The total number of individuals reached during January was 76,439. Besides radon, other popular posts in January: Coronavirus statement; Cover your cough meme; Cold vs. flu. February social media postings will be focusing on: measles prevention; heart health; tobacco cessation

According to Google Analytics, there were 2,100 users visited the agency website, knoxhealth.com, in January. Top five pages visited were: Main Page (600); HR (228); Vital Stats (61); Index Search (59) and Staff Directory (59). 191 visitors utilized our Google Business listing to access the KCHD website

### **COMMUNITY HEALTH CENTER – Lane Belangia, CEO** **Co-Applicant Board Report February 2020**

**Grant:** No known funding opportunities at this time. Grant continues and will reset this April 1<sup>st</sup>.

**Fiscal:** Projections of revenue have been reviewed with fiscal along with available supplemental funding, the grant fund, and some known payments to be made during the final quarter of the grant. It is projected the grant will sustain without any further intervention from the health department, other than known transfers of the annual \$50,000.00 payment into the grant fund. The grant is in a better place compared to this time last year.

**Supplemental Funding:** IBHS grant funds continue to be utilized for appropriate allocations. This fund is projected to carry through to the end of the grant period. The end date for this fund is August 31<sup>st</sup>, 2020. After this date, the funding will become a part of the main grant. With the IBHS funding the next year, the total grant amount will then increase from \$735,200 to \$902,200 annually.

**Billing:** I have continued to closely evaluate the performance of our third-party billing company, along with having involved conversations to ensure billing and claims are processing per contract terms.

**Grant Management:** As mentioned above, we are closely monitoring the grant and budget to ensure the center can operate through the March 31<sup>st</sup> grant cycle year-end with no additional transferred funds from the public entity.

**Co-Applicant Board Compliance:** I will be asking for approval of the 2020 sliding fee scale which has been adjusted to reflect the federal poverty guidelines for 2020. I will also be asking for approval of the sliding fee scale policy and the 2020 fee schedule for the health center. The fee schedule is being set at 150% above Medicare and Medicaid recommended charges. This will allow private-pay patients to afford services they choose to pay for, while also allowing the center to be fully reimbursed by insurances at their maximum allowable amount for claims billed. The schedule for the health center is part of the Knox Public Health Fee Schedule which the Board of Health is approving this month as well. The minimum level of poverty for a household of one person increased from \$12,490 to \$12,760 annual income per year.

**Board Governance:** The Board will need to decide if the fee schedule and sliding fee scale creates any unknown barriers to care based on the affordability of services offered in our center. I will provide a breakdown of zip-codes of patients who visited the center last year, a breakdown of our sliding fee scale in terms of how many patients used the various areas of the slide, along with how many patients were qualified for the complete slide, meaning patients that pay only the nominal fee of \$10 for counseling, \$30 for medical and \$40 for dental care. Based on patient satisfaction and usage, it will be presented that the minimal charges and sliding fee structure do not present any barriers to care at this time.

**CEO Update:** I presented our application to the Knox County Foundation on Feb 5<sup>th</sup> for the dental Pan X-ray unit.

The Medicare application has been approved for Danville and is now processing. This is one step closer to being able to bill for services provided in Danville. We have also begun counseling services in Danville. Julie and I are looking into options to potentially develop dental services in Danville.

I have also started preliminary conversations with in-scope collaborations with KCH.

Lastly, I have begun the process of identifying a new provider to help offset our medical clinic times of closure as I, along with Julie, recognize the frequency of closers is a direct and negative impact on the patients we are funded to serve.

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

*Caseload was 850 participants for December (Maintained).* Referrals included 2 to the Mommy & Me Smoking Cessation program and 40 to the CHC (1 breastfeeding mom and 39 children).

58 of the 272 infants (23.1%) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). Two of 77 prenatal participants are 17 years old or less (2.66%).

Plans are underway for National Nutrition Month. A series of recipe demos including WIC authorized whole grain foods will be presented for WIC participants by Tanner Cooper-Risser, SNAP-Ed Program Assistant with the Knox County Extension Office. State WIC has encouraged partnerships with SNAP-Ed programs around the State. We are very fortunate to have an excellent relationship with our local program, and have utilized their resources a number of times in the past. Jackie Stabile has been involved in the planning of this event which will include a raffle for several kitchen items during the series and NNM for WIC participants. Strainers are also being supplied by State WIC for use with whole grain pasta.

Outreach is continuing with our Head Start programs to recruit income eligible families for WIC benefits.

The WIC staff and many KPH staff are excited about the upcoming Open House for the Knox County WIC Milk Drop. It is scheduled for Friday, March 20<sup>th</sup> from 1 to 5 pm. Women United approved the application submitted by Heidi Myers to provide funds for the purchase of a freezer and thermometer. These items have been ordered and are to arrive by the end of February. Pam Palm and Alayna Moser will be involved in the promotion of this exciting event for our community. We have already received inquiries from moms to become donors for the OhioHealth Milk Bank.

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

**Zach shared four more security cameras have been installed through-out the premises; one inside the building, and three outside.**

#### **Facility/Maintenance**

The contract with Fast Eddy's has been renewed for another year. The price remains the same and 90 day out clause has been implemented in the event the agency would move into a new facility in the future. The contract with the county commissioners to provide maintenance is up for review and it is recommended to move forward with the contract.

Kurt Goodenberger with SoL Harris/Day provided a proposal that would provide the agency with some guidance of estimated cost of renovation. Although the agency is not committed to the Siemens property, it will be the focal point and price per square foot will be generated. Once the preliminary items are addressed, a meeting with the facilities committee will take place and the board will be provided information once readily available.

#### **Fiscal**

The fiscal staff met with this Finance Committee this month to review the proposals for the permanent appropriations. We will be meeting again to finalize the permanent appropriations and the budget for 2021 in the beginning of March. After finishing up the budgets, the fiscal office will begin to work on the Annual Financial Report (AFR) that is due on April 1.

This month the board will vote on sending two fiscal officers to MIP/inSITE (accounting software) training in Texas. The cost of this training is estimated at \$5k for both employees. The capability for staff to generate reports is minimal and a technical assistance is requested often. This training would empower staff to enhance their overall ability to work within the new software program.

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

Last month PHEP submitted four deliverable that included Multi-Year Training and Exercise Plan, Data Collection Drills, Disease Outbreak Report and IMATS Drill. These deliverable have been approved and have been expended totaling \$13k. In addition there process of reorganizing the Emergency Response Plan (ERP) has begun with a target completion date of May 30<sup>th</sup>. Lastly, the After Action Report (AAR) will be submitted to ODH in the coming weeks.

#### **Accreditation**

The agency continues to move forward with Accreditation efforts. We are in the beginning stages of a new process on managing communication among staff and leadership regarding accreditation. Domain Leaders will start meeting one-on-one with the Accreditation Coordinator on a quarterly basis to discuss

their domain requirements, improvement efforts, and ensure documents are updated and accessible. The large Accreditation Team, including volunteer staff, will meet twice a year. Performance Management and Quality Improvement are key components to Accreditation and help us measure our progress as an agency. The BOH PM Committee met for the first time this month to discuss changes to our performance management system. Changes include an all-volunteer staff team to help educate health department staff on accreditation efforts, assist in reviewing performance metrics, and will serve as members of the Quality Improvement Council when areas are identified for improvement. The team decided on Strategic Impact Team (SIT) as the name. More to come on this as we continue to develop the SIT and our agency's performance management system

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

#### **January 2020 Budget Summary**

- Revenue: Year-to-date revenue -- \$335,023 -- 5% of estimated revenue collected
- Expenditures: Year to date expenditures – \$553,035 -- 9% of appropriations spent
  
- January 1, 2020 Cash Balance: \$1,630,624
- January 1, 2019 Cash Balance: \$1,698,630
- January 1, 2018 Cash Balance: \$1,638,026
  
- January 31, 2020 Cash Balance: \$1,412,612 – down \$218,012 since January 1, 2019 (↓15%)
- January 31, 2019 Cash Balance: \$1,583,342
- January 31, 2018 Cash Balance: \$1,767,089

#### **General Fund**

- Revenue received year-to-date -- \$58,759 (3% of estimated revenue)
- Expenditures year-to-date -- \$253,278 (10% of estimated expenses)
- January 1, 2020 Cash Balance: \$1,429,804
- January 31, 2020 Cash Balance: \$1,235,286 – down \$194,518 since January 1, 2020 (↓15%)
- January 31, 2019 Cash Balance: \$590,663
- January 31, 2018 Cash Balance: \$667,522

#### **Environmental Health Restricted Funds**

- Revenue received year-to-date -- \$43,081 (10% of estimated revenue)
- Expenditures year-to-date -- \$33,626 (8% of estimated expenses)
- January 1, 2020 Cash Balance: \$27,395
- January 31, 2020 Cash Balance: \$ 36,851 – up \$9,456 since January 1, 2020 (↑25%)
- January 31, 2019 Cash Balance: \$20,881
- January 31, 2018 Cash Balance: \$63,106

## **Special Revenue Funds**

- Revenue received year-to-date -- \$10,946 (26% of estimated revenue)
- Expenditures year-to-date -- \$10,234 (25% of estimated expenses)
- January 1, 2020 Cash Balance: \$300.04
- January 31, 2020 Cash Balance: \$1,012 – up \$712 since January 1, 2020 (↑70%)
- January 31, 2019 Cash Balance: \$812,406
- January 31, 2018 Cash Balance: \$761,629

## **Grant Funds**

- Revenue received year-to-date -- \$222,235 (6% of estimated revenue)
- Expenditures year-to-date -- \$255,896 (7% of estimated expenses)
- January 1, 2020 Cash Balance: \$173,123
- January 31, 2020 Cash Balance: \$139,462– down \$33,661 since January 1, 2019 (↓24%)
- January 31, 2019 Cash Balance: \$159,391
- January 31, 2018 Cash Balance: \$274,831

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

**As of today, we have received 147 applications for the two administrative assistant positions we have open. The job posting has been removed from the agency website and Ohio Means Jobs online platform. I have been conducting phone interviews and will begin in person interviews next week.**

This month you will be asked to accept the resignation of Tonja Nutter. She accepted a position with a local company and her last day is February 14<sup>th</sup>. With that being said, the agency is currently accepting applications for *TWO full-time Administrative Assistants* in the admin/ops division. One position is new and will help with the increased workload in fiscal that comes with the growth of the agency and the other admin position is to fill the front reception and VS responsibilities.

I am advertising the open positions in the Mount Vernon News, Ohio Means Jobs and agency social media platforms, and at the time of this report have received over sixty applications with various experience and qualifications. Interviews with the qualified applicants have started.

Plans are underway for the all-staff development day in May. This year the retreat will be May 8th from noon – 4:30 p.m. More details to come.

Bailie and I attended Family Medical Leave Act (FMLA) training. This course provided an overview of the FMLA requirements, violations and recent court cases to help us understand the importance of knowing what the FMLA law requires.

## **PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Supervisor**

**Lisa shared there are now 53 confirmed cases of COVID 19 in the United States. Currently, there are none in Knox County or the state of Ohio. We are staying current with all the changes to guidelines for citizens traveling back to the US from countries with known cases of COVID 19.**



## **CMH**

Case load currently 248. CMH program is trying to get all forms for parents onto their website to make process easier and faster.

## **Newborn Home Visits**

Referrals are picking up, now getting referrals from KCH and St. Ann's Hospitals on a regular basis. 8 referrals received between February 1 and February 11.

## **Cribs Visits**

Referrals and visits steady. Have received 5 more cribs from Perry County Health Department to help supplement our supply.

## **CPR**

Jessica Parker completed instructor training for BLS classes which are scheduled to begin March 2020 if all supplies arrive in time. CPR/First Aid classes for staff and public are steady as well.

## **Immunizations**

Immunization clinics have been scheduled at all Knox County school districts including Knox County Career Center and will take place the first couple of weeks in March to administer required school vaccines to middle school and high school students with parental consent. This is an effort to reduce the number of students requiring vaccination at the beginning of the school year and improve school compliance.

## **School Nurse**

Natasha Lester is settling in at East Knox and is enjoying her new role as school nurse. Natasha and Lisa are scheduled to attend a School Nurse Conference in Columbus on February 28<sup>th</sup> which will address leadership, self-harm/cutting, vector borne diseases, psychogenic seizures, and social media.

## **Communicable Disease**

Reported flu cases continue to be high at this time. Most reported cases are from pediatricians. The majority of hospitalized flu cases are older adults. As of February 11, 2020 we have no known deaths from flu in Knox County. Due to low supply of flu vaccine we have decided to purchase 50 doses from Licking County Health Department. In addition, LCHD will also be transferring 20 doses of VFC flu vaccines.

There are currently no persons under investigation (PUI's) in Knox County for coronavirus (2019-nCoV). As of February 11, 2020 there are no cases in Ohio. Lisa has kept in contact KCH as well as local colleges to assess any risks that may arise and provide education as needed. Julie and Lisa attended a discussion panel regarding coronavirus (2019-nCoV) on February 4, 2020 at Kenyon College, which was well received and appreciated. KCH and Kenyon College had representatives speak at this event as well.

### 3.3. Health Commissioner

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

- **Julie shared she has accepted a position with Leadership Ohio. She starts in April for an eight month commitment. Leadership Ohio cultivates experiences that elevate leaders' knowledge, perspective, and connections from a community to a state-wide level to problem solve.**
- **Julie will be serving on the New Directions Board.**
- **Governor Mike DeWine was in Mount Vernon today to announce that COTC has been awarded a \$161,266 grant from the Ohio Department of Education to purchase two Anatomage tables, a highly technically advanced virtual dissection system that has revolutionized anatomy education. The award is part of a Regionally Aligned Priorities in Delivering Skills (RAPIDS) initiative.**
- **Julie is in the process of revising and updating the BOH Policy Manual. Diane Good rich and Joe Porter are working with her**
  
- **As I read the Leadership Team reports for the Board meeting I have been once again reminded at how well our leadership/administrative team is developing. Each member is aware of their duties and makes quality a part of all that they do. I hope you enjoy and/or learn something as you read them.**
- **Our agency is a member of the Knox Co. Area Development Foundation (ADF) and as a member, I have represented us at the ADF meetings. Our local ADF has done some tremendous and beneficial work for the county which ultimately can assist us in our work to prevent, promote and protect. If you would like to review the assessments completed on each of the villages in Knox Co. by ADF please visit [www.knoxplans.org](http://www.knoxplans.org). I have also asked if other members of our leadership can attend these meetings to ensure consistency and have been told this is fine. If you are interested in attending these meetings as well, just let me know and I will make sure to let you know meeting dates.**
- **Our team has been very active in participating in conference calls and webinars related to the novel Coronavirus or COVID-19 and responding appropriately. Up-to-date information has been shared with community partners as it is produced. Rest assured that we are ready to respond should something occur in Ohio or Knox Co. We were pleased to be a part of a presentation on COVID-19 at Kenyon College as well as a meeting with our local judicial system on their response in an emergency/disaster situation.**
- **I have been asked to represent local public health at the statewide Trauma Summit (an annual conference related to trauma informed care and resilience) taking place in May 2020. I will be presenting with a community partner about how our community has been building a trauma informed environment.**
- **I am working with the PEP and PHO divisions on strategic planning for their divisions. It appears that we may in the near future combine these divisions to enhance and improve services, efficiencies and move us forward into the future. The first meeting went quite well with lots of input and feedback. I always learn so much when I actually get the time to meet with staff in a face-to-face meeting. Stay tuned.**
- **It appears we will have 2 summer interns - one returning. One of the students will work on an administrative project and the other student will work with Lane and I on a feasibility study for school based health centers.**
- **I continue to work on my annual goals of succession planning, space and education on the Foundational PH services.**

## 4. New Business

### 4.1. Finance

#### 4.1.1. Income and Expense

Ron Moder made a motion to approve the income and expense report. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT JANUARY 31, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	JANUARY REVENUE	YEAR-TO-DATE REVENUE	JANUARY EXPEND.	YEAR-TO-DATE EXPEND.	JANUARY 31, 2020 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	1,429,804.70	58,759.99	58,759.99	253,278.38	253,278.38	1,235,286.31	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	2,147.43	0.00	0.00	366.53	366.53	1,780.90	
806 - Food Service Fund	17,400.58	11,379.00	11,379.00	20,058.84	20,058.84	8,720.74	
807 - Private Water Fund	1,248.29	13,391.79	13,391.79	4,948.58	4,948.58	9,691.50	
809 - Sewage Program Fund	6,580.70	11,311.00	11,311.00	8,077.34	8,077.34	9,814.36	
810 - RV Park/Camp Fund	18.98	7,000.00	7,000.00	175.19	175.19	6,843.79	
<b>Subtotal</b>	<b>27,395.98</b>	<b>43,081.79</b>	<b>43,081.79</b>	<b>33,626.48</b>	<b>33,626.48</b>	<b>36,851.29</b>	
<b>Special Revenue Funds</b>							
819 - Solid Waste Fund	300.04	10,946.85	10,946.85	10,234.59	10,234.59	1,012.30	
<b>Subtotal</b>	<b>300.04</b>	<b>10,946.85</b>	<b>10,946.85</b>	<b>10,234.59</b>	<b>10,234.59</b>	<b>1,012.30</b>	
<b>Grant Funds</b>							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	23,771.60	23,771.60	28,209.55	28,209.55	16,949.84	
811 - Creating Healthy Com Grant FY Jan 1 - Dec. 31	19,506.39	8,550.00	8,550.00	10,065.41	10,065.41	17,990.98	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	1,130.40	1,130.40	5,947.62	5,947.62	3,059.11	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	50.00	50.00	3,254.03	3,254.03	56,739.75	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	180,588.12	180,588.12	197,320.35	197,320.35	43,357.23	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	8,145.13	8,145.13	11,099.26	11,099.26	1,365.75	
<b>Subtotal</b>	<b>173,123.63</b>	<b>222,235.25</b>	<b>222,235.25</b>	<b>256,896.22</b>	<b>256,896.22</b>	<b>139,462.66</b>	
<b>TOTAL ALL FUNDS</b>	<b>1,630,624.35</b>	<b>335,023.88</b>	<b>335,023.88</b>	<b>553,035.67</b>	<b>553,035.67</b>	<b>1,412,612.56</b>	

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

#### 4.1.2. Transfers/Cash Advances – Resolution 2020-03

Diane Goodrich made a motion to approve Resolution 2020-03. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter, Lee Rhoades, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

### RESOLUTION 2020-03

#### **General Fund**

1. Transfer \$10,000 from 801.1510.50601 to 806.1510.41100
2. Transfer \$10,000 from 801.1510.50601 to 807.1510.41100
3. Transfer \$7,000 from 801.1510.50601 to 810.1510.41100
4. Transfer \$50,000 from 801.1510.50601 to 814.1510.41100

#### 4.1.3. Approval of the 2020 Sliding Fee Scale and policy for the Community Health Center, based on Federal Poverty Guidelines released February 2020.

Jeff Harmer made a motion to approve the 2020 Sliding Fee Scale and policy for the Community Health Center, based on Federal Poverty Guidelines released February 2020. Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

**4.1.4. Approve the 2020 Knox Public Health fee schedule, which includes the Community Health Center fees for service.**

Jeff Harmer made a motion to approve the 2020 Knox Public Health fee schedule, which includes the Community Health Center fees for service. Amanda Rogers, DVM seconded the motion; in the negative; none. The motion was approved.

**4.2. Personnel**

**4.2.1. Accept the resignation of Tonja Nutter, Administrative Assistant; effective February 14, 2020.**

Diane Goodrich made a motion to accept the resignation of Tonja Nutter, Administrative Assistant; effective February 14, 2020. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.2.2. Approval to hire Jennifer Bohman, Public Health Nurse, effective February 24, 2020.**

Jeff Harmer made a motion to approve the hire of Jennifer Bohman, Public Health Nurse, effective February 24, 2020. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.3. Contracts**

**4.3.1. Approve MOA with Conway's Pharmacy for continuation and collaboration of the Medication Adherence Treatment Program effective January 17, 2020 and remains ongoing.**

Jeff Harmer made a motion to approve MOA with Conway's Pharmacy for continuation and collaboration of the Medication Adherence Treatment Program effective January 17, 2020 and remains ongoing. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

**4.3.2. Approval of contract with Knox County Career Center, for school nurse, effective February 24, 2020 through June 30, 2020.**

Jeff Harmer made a motion to approve contract with Knox County Career Center, for school nurse, effective February 24, 2020 through June 30, 2020. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**4.3.3. Approval of MOA with Kenyon College for participation in the Community Internship Program effective December 20, 2019 through December 20, 2022, non-monetary, pending counsel approval.**

Jeff Harmer made a motion to approve MOA with Kenyon College for participation in the Community Internship Program effective December 20, 2019 through December 20, 2022, non-monetary, pending counsel approval. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

#### 4.4. Board Approvals

##### 4.4.1. Approve out-of-state travel for Katie Hunter and Stacey Robinson to attend MIP training in Austin, Texas, March 25 – March 27, estimated cost, \$5,000.

Jeff Harmer made a motion to approve out-of-state travel for Katie Hunter and Stacey Robinson to attend MIP training in Austin, Texas, March 25 – March 27, estimated cost, \$5,000. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

##### 4.4.2. Approval of agency Emergency Response Plan (ERP).

Jeff Harmer made a motion to approve agency Emergency Response Plan (ERP). Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

##### 4.4.3. Accept the Knox County Foundation Large Grant Application to purchase a Dental Pan X-Ray unit for \$25,468.

Ron Moder made a motion to accept the Knox County Foundation Large Grant Application to purchase a Dental Pan X-Ray unit for \$25,468. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

##### 4.4.4. Approval to purchase Dental Pan X-Ray unit from Benco Dental not to exceed \$25,468.

Ron Moder made a motion to approve to purchase Dental Pan X-Ray unit from Benco Dental not to exceed \$25,468. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

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

##### Information:

*Ohio Department of Health Campground Program and Public Swimming Pool Program survey reports have been received and reviewed by Nate Overholt, Environmental Health Director and Julie Miller, Health Commissioner. Copies of the reports have been given to Eric Siekkinen, Board President.*

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

- Amendment with Yellowbird Foodshed to extend the Letter of Commitment for the Produce Prescription Program to April 15, 2020
- Amendment with Baker's IGA to extend the Letter of Commitment for the Produce Prescription Program to April 15, 2020
- Renewed MOA with Fredericktown Police Department for the use of an alternate facility for potential public health emergencies effective January 21, 2020 through January 23, 2023
- Renewed MOA with Knox Community Hospital for the use of an alternate facility for potential public health emergencies effective January 27, 2020 through January 27, 2023
- Renewed contract with Knox County Head Start to provide general supervision for the purpose of delegating and directing selected nursing tasks to a Licensed Practical Nurse, effective February 1, 2020 through July 31, 2020.
- Renewed MOA with Michael Durham, Licensed Independent Chemical Dependency Counselor Clinical Supervisor, to perform quarterly peer review assessments for the Licensed Chemical Dependency Counselor III on staff at the Knox County Community Health Center, effective February 1, 2020 and renews annually.
- Renewed contract with Knox Community Hospital to provide a Medical Director for the

Community Health Center with an annual maximum of \$36,000/year, effective February 29, 2020 through February 28, 2021.

- Renewed MOA between the Knox County Community Health Center and Knox Community Hospital to provide continuity of care to Health Center patients for specialty referral services, effective February 14, 2020 through February 14, 2022.
- Renewed contract with Fast Eddy's for grounds maintenance for an annual max of \$10,470 effective March 1, 2020 through February 28, 2021.
- Renewed contract with the Knox County Board of Commissioners to provide on-site facility maintenance at \$23/hour, (increase of \$2/hour – maximum same) with an annual maximum of \$40,000, effective April 1, 2020 through March 31, 2021.
- Proposal with SoL Harris/Day Architecture for potential renovation costs with a maximum of \$2,000 effective February 11, 2020.

## 5. Executive Session

At 7:07 p.m. Jeff Harmer made a motion to enter into executive session. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter, Lee Rhoades, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

At 7:44 p.m. Jeff Harmer made a motion to return to regular session, Ron Moder seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barb Brenneman, Diane Goodrich, Ron Moder, Joe Porter, Lee Rhoades, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

## 6. Adjournment

Being no further business, Amanda Rogers, DVM made a motion to adjourn the meeting. Lee Rhoades, seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:45 p.m.



Eric Siekkinen, RPh  
Board President



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