

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:

Board Members:	Staff:	Absent:
Jeff Harmer, President	Zach Green, Health Commissioner	Jason Whaley, President Pro-Tem
Amanda Rogers, DVM	Nathan Overholt, EH Director	Barry George, MD
Barb Brenneman	Joyce Frazee, HR Director	Ron Martinson, MD
Dan Brinkman	Katie Hunter, Fiscal Director, Zoom	Cynthia Miller, WIC Director
Diane Goodrich	Tina Cockrell, PHEN Director	
Eric Helt	Lane Belangia, CHC CEO	
Eric Siekkinen, RPh	Nan Snyder, Clinical Director	
	Stacy Gilley, BH Director	
	Deanar Sylvester, QI Director, Zoom	
	Kristi Thomas, HR Generalist	
Guest:		
Grant Ritchey, Knox Pages, Zoom		

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:30p.m.

1.2. Acceptance of Agenda

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

1.3. Approval of minutes for December 20, 2023

Eric Siekkinen, RPh, made a motion to approve the minutes for December 20, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

B		C
APPROVAL OF BILLS		
December 2023		
FUND		AMOUNT
801 - General Fund		67,903.02
806 - Food Service Fund		1,905.50
807 - Private Water Fund		2,123.78
808 - WIC Grant		1,570.13
809 - Sewage Program Fund		50.00
811 - Creating Healthy Communities Grant		98.02
812 - Public Hlth Emergency Preparedness Grant		285.74
813 - MCH/ORHS Grant		2,287.52
814 - Community Health Center Grant		614,329.18
820 - ODH Grants		45,937.63
830 - Drug Free Communities		6,785.13
Total		\$743,275.65
THEN & NOW		
801 - General Fund		31,162.47
807 - Private Water Fund		36.85
812 - Public Hlth Emergency Preparedness Grant		200.00
813 - MCH/ORHS Grant		2,287.52
814 - Community Health Center Grant		143,006.28
820 - ODH Grants		7,818.72
830-Drug Free Communities		4,535.00
Total		\$189,046.84

1.5. Public Participation

- Grant Ritchey, Knox Pages introduced himself.

2. Hearings/Readings/Regulations

2.1. Approval of Resolution 2024-01, to declare 12033 South Bay Drive, Fredericktown, OH, Berlin Township, Parcel #01-00580.000 a public health nuisance.

Eric Siekkinen, RPh, made a motion to approve Resolution 2024-01, to declare 12033 South Bay Drive, Fredericktown, OH, Berlin Township, Parcel #01-00580.000 a public health nuisance. Dan Brinkman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Eric Siekkinen, RPh, Barb Breneman, Diane Goodrich, Dan Brinkman, Eric Helt and Amanda Rogers, DVM; in the negative: none. The motion was approved.

3. Special Reports

Jeff Harmer reminded the board members that board reorganization will be commencing in March this year and to be thinking about that now.

Eric Helt reported that he was impressed with the information the Public Relations team had disbursed to the public along with the article that was written in Knox Pages about orphan wells.

4. New Business

4.1. Finance

4.1.1. Income and Expenses

Eric Siekkinen, RPh, made a motion to approve the Income and Expenses. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.1.2. Approval of Resolution 2024-02, transfer of funds

Dan Brinkman made a motion to approve Resolution 2024-02, transfer of funds. Eric Siekkinen, RPh, seconded the motion on roll call the following voted in the affirmative: Jeff Harmer, Eric Siekkinen, RPh, Barb Brenneman, Diane Goodrich, Dan Brinkman, Eric Helt and Amanda Rogers, DVM; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approval to hire Michael Phillips, Information Technologist, effective February 5, 2024.

Diane Goodrich made a motion to approve the hire of Michael Phillips, Information Technologist, effective February 5, 2024. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.2.2. Accept the resignation of Carmen Barbuto, Equity and Development Coordinator, effective March 29, 2024.

Eric Helt made a motion to accept the resignation of Carmen Barbuto, Equity and Development Coordinator, effective March 29, 2024. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of the sponsorship with Richland Source DBA Source Brand Solutions for Knox Pages Obituary Content Sponsorship for \$4,050.00, effective January 1, 2024 through December 31, 2024.

Eric Siekkinen, RPh, made a motion to approve the sponsorship with Richland Source DBA Source Brand Solutions for Knox Pages Obituary Content Sponsorship for \$4,050.00, effective January 1, 2024 through December 31, 2024. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of the Business Services Contract with Perks, Pusateri & Company, LLC for cost reporting services of all Health Center locations, effective January 18, 2024 through December 31, 2024, with a monetary value of \$90/hour, not to exceed \$25,000/year.

Amanda Rogers, DVM, made a motion to approve the Business Services Contract with Perks, Pusateri & Company, LLC for cost reporting services of all Health Center locations, effective January 18, 2024 through December 31, 2024, with a monetary value of \$90/hour, not to exceed \$25,000/year. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

- 4.3.3. Approval of the Contract with Shelbi Bixler for patient billing services with a monetary value of \$28/hour not to exceed \$28,000/year, effective February 1, 2024 through January 31, 2025.**

Amadna Rogers, DVM, made a motion to approve the Contract with Shelbi Bixler for patient billing services with a monetary value of \$28/hour not to exceed \$28,000/year, effective February 1, 2024 through January 31, 2025. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

- 4.3.4. Approval of the Business Services Contract with Access Nurse PM, LLC, for after hours on-call coverage, effective February 1, 2024 through January 31, 2025, with a monetary value of \$750/month, not to exceed \$15,000/year.**

Amanda Rogers, DVM, made a motion to approve the Business Services Contract with Access Nurse PM, LLC, for after hours on-call coverage, effective February 1, 2024 through January 31, 2025, with a monetary value of \$750/month, not to exceed \$15,000/year. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

- 4.4.1. Approval of the revisions to the agency HIPAA policy**

Eric Siekkinen, RPH, made a motion to approve the revisions of the agency HIPAA policy. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

- 4.4.2. Approval of the out-of-state travel for Lane Belangia, Nan Snyder, Deanar Sylvester, Shanea Mantel, Tara Mertler, Katie Hunter and Jordan Moore for the 2024 Health Center Summit, from May 8, 2024 through May 10, 2024 in Boston, MA, not to exceed \$12,000.**

Dan Brinkman made a motion to approve the out-of-state travel for Lane Belangia, Nan Snyder, Deanar Sylvester, Shanea Mantel, Tara Mertler, Katie Hunter and Jordan Moore for the 2024 Health Center Summit, from May 8, 2024 through May 10, 2024 in Boston, MA, not to exceed \$12,000. Barb Brenneman 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:**
 - Transportation Service Contract with Knox Area Transit for third party scheduled rides at \$57.58/ hour or \$3.84/ mile, effective January 5, 2024 through December 31, 2024.
 - Extended the term date of the KCH Nurse Practitioner with a term date of March 1, 2024.
 - Lease Agreement Amendment with 10 East Main LLC., for the Danville Health Center to pay a rate of \$48/month for water and \$40/month for sewer for two building units, not to exceed \$176/month.
- **Leadership Team**
- **HEALTH COMMISSIONER - Zach Green**
 - **Legislative Update:**
 - HB 257 Public Bodies Voting Virtually

- Passed House; Senate Floor
 - HB 86 Revision of Liquor Control Laws
 - THC language added
 - OPERS rate increase proposed
 - 14% to 18% employer proportion
- Community Health Assessment initial interviews & draft community survey is underway.
 - Agency Strategic Plan & Improvement Plan to follow
- All documents have been submitted for Re-Accreditation!
 - Document review takes 30-60 days once assigned a PHAB representative
- Based on wastewater monitoring & confirmed cases, influenza season is in full swing.
 - Peak influenza season is projected first of February.
- Downtown Remodel update:
 - On track to be operational at the new site the week of January 29th.
 - State inspectors are the primary variable
 - Ribbon cutting & open house in March (more info to follow)
 - Preliminary discussion regarding a "master plan" with Sol Harris/Day
- The District Advisory Council annual meeting is scheduled for March. Obtaining a quorum for this meeting has been a challenge in the past. Nate and I will work with the DAC secretary in hopes to have a better turnout.

FISCAL DIRECTOR – Katie Hunter, Fiscal Supervisor

- Resolution 2024-02 transfers were completed in order to finalize the end of the year and to allow us to submit purchase orders for the beginning of 2024.
- The finance committee will need to schedule a meeting in February to review the budget for 2025.

HUMAN RESOURCES DIRECTOR – Joyce Frazee, Director

- This month you will be asked to approve the hire of Michael Phillips. Michael was hired as an IT assistant to serve as the first point of contact for employees seeking technical assistance over the phone, email, or ticket system to all employees in all agency locations.
- Carmen Barbuto submitted her letter of resignation. She will be moving out of state. Through the transition of onboarding staff she is committed to ensuring a smooth transition and is willing to assist with the handover process in any way she can.
- I had the opportunity to speak to the high school senior dental assistant students at Career And Technology Education Centers of Licking County (C-TEC) to share with them employment opportunities in our dental department. They were very receptive to hearing what KPH has to offer them after graduation. The students also have the opportunity to intern with our agency but at this time there are not any students needing an internship.

ENVIRONMENTAL HEALTH DIRECTOR – Nate Overholt, RS, Director

- A household sewage treatment system public health nuisance is present at 120033 Southbay Drive, Fredericktown, OH, Berlin Township Parcel # 01-00580.000. The current system is discharging to the surface of the ground, thus creating a public health nuisance. Registered Environmental Health Specialist Kyle Shackle has been working with the property owner for the last 3 months in an effort to get the system repaired. Most likely, the owner would qualify for the WPCLF funds that was awarded through the Ohio Environmental Protection Agency, but the individual has yet to provide any financial documentation in order to verify what she may qualify for in funding for the replacement. Certified letters and emails are currently being unsigned for with no attempts being made by the owner to work with KPH to abate the nuisance. Due to the lack of response and unwillingness to abate the public health nuisance, the property is on the agenda to be declared a public health nuisance. FYI, Knox Public Health still has funds available that can be utilized if the owner decides to complete the application and provide the required documentation.
- The Ohio Environmental Protection Agency will be on site Tuesday, January 30, 2024 for the annual solid waste program survey. The survey will consist of documentation and file review, along with a field survey portion.

PUBLIC HEALTH EDUCATION AND NURSING DIRECTOR – Tina Cockrell, Director

- With KPH being the place to obtain death certificates, and this page being the most viewed page of KnoxPages the PR team worked with Source Brand solutions to obtain the sponsorship of the obituary page on the KnoxPages website. The space was previously held by KCH, they chose to sponsor a different page this year allowing us to secure.
- Tami Ruhl, Creating Healthy Communities will be working with ACTS Food Pantry over the next few months to implement healthy eating resources for residents utilizing the pantry. This is a pilot project that will help residents by easily identifying healthy foods (green dot) acceptable (yellow dot) and unhealthy foods (red dot) when making choices for their families. This will coincide with promotion of the healthy donations list providing tools for those wishing to donate with tools to provide healthier options to food pantries when donating. Plans have also started to reinstate the Teen Garden Project for this summer.
- Tobacco Cessation group meetings continue into 2024 partnering with KCH on Tuesday at 10am.
- Plans for the solar eclipse on April 8 in partnership with Knox County EMA and other community partners are well underway. KPH plans to distribute 2500 protective glasses for the event over the next couple months.
- Mark your calendar for March 28th, the PR team has coordinated with the Chamber of Commerce for the downtown Health Center Ribbon Cutting and Open House to take place on this day.
- Goals for this upcoming year include securing grant funding, video education for community, build relationships with local churches for outreach, provide Lead and STI education and support to PCPs in the area, connect with the schools to continue

TickBusters education for the elementary students, work with Danville contact to provide PH information to the Amish newsletters, more focused flu clinic locations, improve and streamline school immunization processes and coordinate communication efforts with Health Center outcomes.

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

- Knox County WIC initial caseload for December 2023 is 765, a decrease of 23 from November 2023. Referrals included "1" for the Mommy & Me Smoking Cessation program and included "10" to the CHC (4 Adults, 1 infant, and 5 children). This includes 8 referrals to Mount Vernon CHC and 2 referrals to the Danville CHC. This month included one holiday, one All-Staff Meeting afternoon and three WIC staff on vacation during the holidays. This resulted in a reduced number of WIC appointments.
- Knox County WIC's breastfeeding initiation rate for December 2023 is 74.43%.
- Specific batches of Nutramigen powdered formula were recalled in the first week of January, further complicating the availability at the local stores. State WIC continues to meet with Mead Johnson on a regular basis and to hold bi-weekly calls with local program directors.
- Staff will be collaborating with the Snap-Ed Program Assistants (Tanner Cooper-Risser and our own Catie Hayes) in the planning of National Nutrition Month events for 2024. The WIC program is celebrating its 50th Anniversary in 2024, "Feeding Families for Fifty Years."

COMMUNITY HEALTH CENTER DIRECTOR – Lane Belangia, CEO

- This new year is being received with heavy anticipation for many reasons. When will our new building open and what is in store for this new site? What possibilities will be recognized for additional growth and when will this occur? The third official On-site visit will happen in the fall, dental services will be enhanced in Mount Vernon and we will continue to grow our providers to meet patient needs. Not to mention what may come to the center via federal funding as there are many discussions of capital funding and other supplemental funding on the horizon this year.
- This new year will be as busy as most recent ones for sure! Fortunately, the team supporting the center is in place on the KPH side and the administrative team in the Center is more robust and prepared more than ever to help with the new business at hand. I would be remiss if I did not mention the support of both boards to help us along as well.
- Board Agenda Review:
- Motion to approve a new after-hours contract will be on the agenda, the current company does not address patient after hours need regarding dental and BH patient problems and the provider pool for these services including medical is too problematic to manage when it comes to on-call scheduling and the logistics related to this process. While the new contract will cost more at face value it saves us with management cost and comp time and overtime payout.

- Board Compliance and Governance.
- The board will approve the resignation of consumer member Patricia Burdette this month. She has been unable to attend meetings in person due to an illness in her family. If able to in the future I would recommend re-appointment as she served our center well.
- The Sliding Fee Scale will come to the board for approval in February 2024 to coincide with the 2024 Federal Poverty Guidelines update.
- We will be discussing the By-laws and term dates along with the By-laws in general.
- There will be a motion to approve the Change in Scope for the New Directions Clinic location as discussed at the last board meeting.
- The KPH/Health Center HIPAA Policy will be up for approval, this policy is completely new compared to our existing policy.
- CEO report:
- The UDS "Team" is working to complete the FY 2023 submission, the biggest change for all FQHCs is the change in how HRSA identifies a patient, simply put the patients who receive dental services will no longer count. This will lower our overall numbers but we plan to report both, the old patient count and the new patient count will be reported for comparison and trending purposes.
- I am working with the 340B company we have as our third-party administrator to see the benefit of developing a pharmacy inside the health center in the next 12 to 18 months, this report will be provided to both boards once received.

CLINICAL DIRECTOR – Nan Snyder, RN - None

BEHAVIORAL HEALTH DIRECTOR - Stacy Gilley, LISW-S

- On January 3rd, Stacy Gilley, LISW-S, presented during the staff development day at Danville Local Schools. The first session consisted of approximately 20 middle and high school educators and support staff. The second session consisted of approximately 60 elementary educators and support staff. Anxiously awaiting feedback from all the staff!!
- Melissa Body, LSW/LCDC III, presented information about the collaboration between KPH and KCJFS to the Program/SUD Committee of the Mental Health & Recovery Board at the Knox Campus COTC building on January 3rd regarding her role as the Family Preservation Advocate. Looking forward to how this turned out!

QUALITY DIRECTOR - Deanar Sylvester, RN

- Happy New Year!! As we move into the new year, 4th quarter reports from eClinicalworks (eCW) will be provided at the February Meetings, due to UDS reporting requirements and grant submissions. I have included 3rd and 4th quarter UDS results from AZARA DRVS below for your review. As I transition into a new position, I look forward to the optimization of our current EMR, a necessary enhancement to improve data capture and accuracy.

● **Patient Care Navigator:**

- Our Patient Care Navigator, received a total of 206 referrals for the year; 147 from Medical, 44 from Behavior Health, 13 Walk-ins, and 2 from Dental. 42 patients received Nutrition/Produce Rx's, while 164 were provided assistance with resources. This program was implemented to help identify those patients experiencing Social Determinants of Health, while providing support and guidance toward resources and services within the Health Center, and our Community. Participating stores and Vendors:
 - Lannings- \$7,189
 - Baker's IGA- \$3,333
 - Mt Vernon Farmers Market- \$383
 - Yellowbird Foodshed- \$210
 - Grand Total= \$11,115
- Lillian reports "patients enrolled in the Produce Rx program, have been very appreciative, and often comment that they have a hard time affording fresh fruits and vegetables".

● **Population Health Navigator:**

The addition of our Population Health Navigator, allows us to have a greater focus on closing gaps, implementing data hygiene, and increasing outreach and education to our patients. In addition, Tara has obtained outside test results to send to providers for their review and follow-up; this also aids with closing identified gaps in care.

MEASURE	3RD QUARTER					MEASURE	4TH QUARTER				
	RESULT	TARGET	NUMERATOR/DENOMINATOR	TO TARGET	OPEN GAPS		RESULT	TARGET	NUMERATOR/DENOMINATOR	TO TARGET	OPEN GAPS
BH Screening and Follow-Up (See Item #25) (CMS 48541)	91.70%	80.00%	1837 / 2004	0	167	BH Screening and Follow-Up (See Item #25) (CMS 48541)	90.00%	80.00%	1847 / 2185	0	218
Wound Treatment	0.00%	100.00%	NA			Wound Treatment	0.00%	100.00%	NA		
Head Cancer Screening Ages 50-74 (CMS 12541)	34.80%	50.00%	177 / 509	78	332	Head Cancer Screening Ages 50-74 (CMS 12541)	37.40%	50.00%	200 / 535	68	335
Oral Cancer Screening (CMS 2841)	14.40%	45.00%	106 / 734	225	628	Oral Cancer Screening (CMS 2841)	13.70%	45.00%	114 / 831	260	717
Self-Weight Assessment / Counseling / Nutrition / Physical Activity (CMS 13041)	57.90%	60.00%	230 / 397	68	97	Self-Weight Assessment / Counseling / Nutrition / Physical Activity (CMS 13041)	57.40%	60.00%	260 / 453	103	193
Childhood Immunization Status (CMS 11541)	0.00%	60.00%	0 / 16	16	16	Childhood Immunization Status (CMS 11541)	5.30%	60.00%	1 / 19	11	18
Colorectal Cancer Screening (CMS 3041)	10.90%	50.00%	112 / 1027	402	915	Colorectal Cancer Screening (CMS 3041)	10.10%	50.00%	116 / 1145	457	1029
Vaccination Reminders at Twelve Months (CMS 11941)	0.00%	80.00%	0 / 42	34	42	Vaccination Reminders at Twelve Months (CMS 11941)	2.00%	80.00%	1 / 50	39	49
Diabetes A1c > 8.0% untreated (CMS 2241)	28.20%	low 30.00%	87 / 309	0	NA	Diabetes A1c > 8.0% untreated (CMS 2241)	25.40%	30.00%	84 / 318	0	234
Intensive Controlling High Blood Pressure (CMS 14541)	61.40%	70.00%	485 / 571	0	106	Intensive Controlling High Blood Pressure (CMS 14541)	63.70%	70.00%	522 / 824	0	102
Screening for Depression and Follow-Up (CMS 2441)	92.30%	80.00%	1820 / 1972	0	152	Screening for Depression and Follow-Up (CMS 2441)	83.00%	80.00%	1857 / 1942	0	125
Self-Theory for the Prevention and Treatment of Cardiovascular Disease (CMS 2424)	71.00%	80.00%	260 / 362	30	102	Self-Theory for the Prevention and Treatment of Cardiovascular Disease (CMS 2424)	70.70%	80.00%	260 / 368	35	108
Diabetes Care Screening and Control (CMS 11941)	86.00%	85.00%	1355 / 1576	0	221	Diabetes Care Screening and Control (CMS 11941)	84.70%	85.00%	1413 / 1668	5	255
WV Asthma (CMS 1864)	72.70%	80.00%	40 / 55	4	15	WV Asthma (CMS 1864)	72.20%	80.00%	39 / 54	5	15
WV Screening (CMS 1864)	9.10%	50.00%	161 / 1776	727	1,615	WV Screening (CMS 1864)	10.00%	50.00%	190 / 1921	769	1,728

Eric Helt exited the room at 7:21p.m.

6. Executive Session

At 7:22p.m. Barb Brenneman made a motion to enter into executive session for land acquisition. Dan Brinkman seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Eric Siekkinen, RPh, Barb Brenneman, Diane Goodrich, Dan Brinkman and Amanda Rogers, DVM; in the negative: none. The motion was approved.

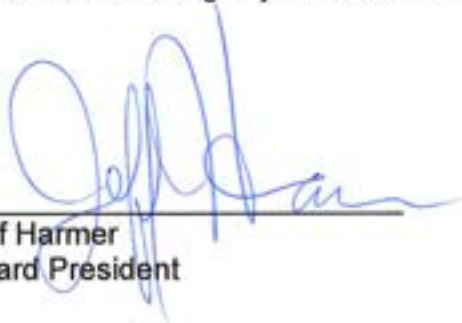
Eric Helt entered the room at 7:23p.m.

At 7:58p.m. Diane Goodrich made a motion to return to normal session. Eric Siekkinen, RPh, seconded the motion; on roll call the following voted in the affirmative: Jeff Harmer, Eric Siekkinen, RPh, Barb Brenneman, Diane Goodrich, Dan Brinkman, Eric Helt and Amanda Rogers, DVM; in the negative: none. The motion was approved.

7. Adjournment

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

The Board meeting adjourned at 8:00p.m.



Jeff Harmer
Board President



Zach Green
Health Commissioner