

June 26, 2019

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

BOARD MEMBERS	STAFF
Eric Siekkinen, RPh., President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Pam Palm, Planning, Education & Promotion Director
Lee Rhoades	Cyndie Miller, RD, WIC Director
Barb Brenneman	Lane Belangia, CHC CEO
Dr. Amanda Rogers, DVM	Joyce Frazee, HR Supervisor
Barry George, MD	Stacey Robinson, Fiscal Supervisor
Diane Goodrich	Katie Hunter, Fiscal Coordinator
	Landon Magers, SIT
ABSENT	Kyle Shackle, SIT
Zach Green, Operations Supervisor	
Nate Overholt, EH Director	GUESTS
Ronald Moder	Larry DiGiovanni, Mount Vernon News
	Joseph Porter

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for, May 22, 2019 Board of Health meeting.

The minutes of the regular meeting held, May 22, 2019 were reviewed and accepted. Amanda Rogers, DVM made a motion to approve the minutes. Jeff Harmer seconded the motion.

1.4. Approval of the minutes for, May 29, 2019 special Board of Health meeting.

The minutes of the special meeting held, May 29, 2019 were reviewed and accepted. Jeff Harmer made a motion to approve the minutes. Barry George, MD seconded the motion.

1.5. Approval of Bills

Amanda Rogers, DVM 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.

June 26, 2019

	FUND	AMOUNT
JUNE 2019		
801 - General Fund		37,304.43
803 - Home Health Fund		626.46
805 - Swimming Pool Fund		347.84
806 - Food Service Fund		584.04
807 - Private Water Fund		2,227.88
808 - WIC Grant		552.39

809 - Sewage Program Fund	2,334.32
810 - RV Park/Camp Fund	268.60
811 - Creating Healthy Communities Grant	1,807.69
812 - Public Hlth Emergency Preparedness Grant	2,153.10
813 - MCH/CFHS Grant	480.00
814 - Community Health Center Grant	137,466.73
830 - Drug Free Communities	3,145.11
Total	\$189,298.59

THEN & NOW

801 - General Fund	7,132.90
805 - Swimming Pool Fund	295.00
808 - WIC Grant	200.00
810 - RV Park/Camp Fund	110.00
811 - Creating Healthy Communities Grant	225.92
813 - MCH/CFHS Grant	480.00
814 - Community Health Center Grant	2,870.00
Total	\$11,313.82

1.6 Public Participation

Community resident Joe Porter from the Centerburg area attended the board meeting. He has shown interest in filling the open board member seat.

2. Hearings/Readings/Regulations

2.1. Approval of private water system variance submitted by Andrew Durbin for the property address at 16691 Wooster Road, Mount Vernon, Pike Township parcel # 58-00292.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J).

Jeff Harmer made a motion to approve the private water system variance submitted by Andrew Durbin for the property address at 16691 Wooster Road, Mount Vernon, Pike Township parcel # 58-00292.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J). Amanda Rogers, DVM seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Rph, Jeff Harmer, Lee Rhoades, Barry George, MD, Diane Goodrich, Barb Brenneman, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

2.2. Approval of private water system variance submitted by Ricky L. Matheny for the property address at 113 Main Street, Brinkhaven, Parcel # 62-00144.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J).

Jeff Harmer made a motion to approved the private water system variance submitted by Ricky L. Matheny for the property address at 113 Main Street, Brinkhaven, Parcel # 62-00144.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J). Barry George, MD seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Rph, Jeff Harmer, Lee Rhoades, Barry George,

MD, Diane Goodrich, Barb Brenneman, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

2.3. Approval of private water system variance submitted by Christopher Jasko for the property address at 8059 Lock Road, Centerburg, Milford Township parcel # 42-00364.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J).

Jeff Harmer made a motion to approve the private water system variance submitted by Christopher Jasko for the property address at 8059 Lock Road, Centerburg, Milford Township parcel # 42-00364.000 to allow installation of a new private water system outside of the minimum isolation distances required per Ohio Administrative Code 3701-28-07 (J). Barry George, MD seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Rph, Jeff Harmer, Lee Rhoades, Barry George, MD, Diane Goodrich, Barb Brenneman, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

3. Special Reports

3.1. Board President

Eric Siekkinen shared the OABH website has been updated and is available to board members. He suggested the board review the orientation manual. Voting rights are only given to board members but anyone can gain information through the site.

3.2. Leadership Team

ENVIRONMENTAL HEALTH

An application for a private water system variance has been submitted by Andrew Durbin for the property address at 16691 Wooster Road, Mount Vernon, Pike Township parcel # 58-00292.000 This parcel is 0.1742 acres and has an existing residence and a new well will need to be drilled. Due to the septic system in the back of the yard, the new well will not be able to meet the isolation distances per the Ohio Administrative Code 3701-28-07 to the property line (10 ft) and the residence (10 ft.).

An application for a private water system variance has been submitted by Ricky L. Matheny for the property address at 113 Main Street, Brinkhaven, Parcel # 62-00144.000 This parcel is 0.0826 acres and has an existing residence and a new well will need to be drilled. Due to the location of the septic system, along with a steep slope located on the property, the new well will not be able to meet the isolation distances per the Ohio Administrative Code 3701-28-07 to the property line (10 ft), residence (10 ft) and natural gas line (20 ft.).

Representatives from the Ohio Department of Agriculture were on site June 10, 11, 12 and are scheduled to return on June 18, 19 and 20 to complete the retail food establishment program survey. This survey is completed every three years and consists of an administrative review, along with a field review with the sanitarians that are in the food program. Once completed an exit interview will be scheduled for review of the preliminary findings of the ODA representatives.

Environmental Health volunteer intern, Mayre Newcomb has been providing mosquito surveillance for the Knox County Health Department. Trapping started the week of June 3rd, 2019. To date, 16 “pools” consisting of 685 mosquitoes have been submitted to the Ohio Department of Health for testing. Surveillance will continue throughout the summer. Larvicide has been utilized at numerous areas in the county and spraying will start in the near future, weather pending. Education on elimination of breeding sites will continue to be shared through social media and other outlets.

PLANNING EDUCATION & PROMOTION

Pam shared:

- **Promotional videos will start airing on social media**
- **This fall the agency is sponsoring MVNU and Mt Vernon local schools athletic programs**

Tami Ruhl and Mike Whitaker spoke recently at the Fredericktown and Gambier village council meetings regarding Tobacco 21, a national campaign aimed at raising the minimum legal age for tobacco and nicotine sales in the U.S. to 21. Tobacco 21, which has been endorsed by Gov. DeWine, is a strategy to reduce smoking and other tobacco use among youth.

College Intern Jake Booth has started in the PEP division. He has been researching suicide statistics and working primarily with Tami Ruhl and the Creating Healthy Communities grant. Our initial statistics for 2018 indicated only 2 suicides in Knox County, but upon further review, Jake found that there were actually 9 local suicides. In the CHC grant, he is working with the community garden project and promotion of the bike transport on KAT buses.

Elisa Beckett has scheduled a Mature Driving Course for June 25 and 27 at the Station Break. The 2-day course is taught by an instructor with AAA and is state certified to enable a discount on car insurance for participants.

We have been informed by the Ohio Department of Health that we will no longer receive funding for the Baby & Me, Tobacco Free program, effective June 30. To continue the program, we are seeking funding from United Way of Knox County. The Baby & Me program provides pregnant moms who smoke with counseling to quit smoking and offers a voucher incentive to purchase diapers each month that the mom is smoke free for the first year after the baby is born. We average 25 participants a year.

Social Media report:

Facebook, overall page insights

Total page likes = 2,142; Gained 34 new page likes (2% increase)

In comparison: KCH = 2,502 page likes; Knox County Park District = 1,309 page likes
of posts = 44; Number of paid posts = 1;

Amount spent on paid post boosting = \$400

(\$200) Newborn Home Visiting - United Way of Knox County

Reach (# of people who saw our posts) = 55,610

Post Engagement (# of times likes/comments/shares/etc.) = 4,417

Posts with most engagement (# reach, # post clicks, # reactions/comments/shares)

(#1) Click It Or Ticket Kickoff Event - Safe Communities (14951, 714, 291)

(#2) Safe Sleep - Newborn Home Visiting - Boosted (8493, 185, 731)

(#3) Lyme disease signs and symptoms - Environmental Health (4891, 315, 85)

Twitter

Tweets = 30; # Followers = 838; # Engagements = 13

Instagram

Posts = 30; # Followers = 185 (11% increase); # Engagements = 58

Notes: Main messaging was focused on our Safe Communities "Click It Or Ticket" enforcement messaging and tick awareness.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

Starting out on a high note, we have been released from our HRSA action plan initiated last April as it related to the national effort to better control diabetes as a chronic disease in FQHCs all over the country. This was formulated and started during our on-site visit last April. If you'll recall from our last two quarterly QI updates Dr. Reed has provided, we have been below our benchmark for this measure and we continue this positive trend for this quarter as well, indicating the strategies implemented and the work our staff has done to be more aware of to properly diagnose and document have worked. As a result, our project officer indicated during our final project call last week our center may be asked to participate in future calls and help with action plan strategies for other Health Centers. The final part of this action plan that did not fall under the official timeline for the plan relates to the Creating Healthy Communities grant and issuing food coupons to diabetic patients who struggle controlling their A1C. You might ask why the CEO is reporting on this item? First, I have been the liaison with the Health Center and Project Officer since the plan has been active. Second, and more importantly, I truly appreciate the staff involvement and engagement with this measure and want to give them credit for the outcome. When we began this action plan we were 10% compliant and now we are 83% compliant in controlling A1C levels.

Our financials have shown a profit related to project income this month as the Center received \$41,915.00 more than budgeted project income, (revenue/profit). The yearlong goal to reduce average days in AR (accounts receivable or money we are waiting to receive from insurance companies) continues on. At month-end, our AR was 53 days and, as of 6/13/2019, our average days in AR is 43. The goal for Centerprise, our billing company, is to keep this number between 35 and 45. Our goal is to keep the number at or below this level to allow accurate analysis and management of the Center. This is the first major financial accomplishment since the Centers inception. I look forward to the trend continuing. A report summarizing AR will be given at the board meeting.

Additional progress to note this month was the review of statistical data for the Center between the QI/QA coordinator and the Health Department. Numbers were calculated correctly and reviewed against statistical requirements for the Center grant. For example, are we on track this year to see the number of patients we indicated to HRSA we would? The answer is yes. This is a big step forward as we now correctly correlate patient numbers and can compare financial data allowing for operational decisions to be generated from performance and not grant funding.

Dr. Saale is one month in as our new Dentist and he is seeing more patients each day with great compassion and desire to help those seeking care in our dental clinic. The new hygienist hired will generate more patient numbers for the dentist and also allow Laura Nance to focus needed time on supervision and policy development for the dental clinic. The dental clinic is now operating at capacity and cannot expand services as it relates to available space this facility has. We are discussing options for growth routinely at this point.

We have changed the fiscal management person for the Center as the Health Department implemented changes to their fiscal/operations department. I am pleased to welcome a "new" member to our administrative department for the Center, Stacey Robinson. Stacey and I have worked with this grant from the beginning. She brings years of service with her which is largely based in the clinical setting as it related to insurance billing/coding and reimbursement along financial management of grants. Stacey will also now be supervising all administrative assistants in the center. We have not been able to support these individuals as they have needed with the nursing or clinical oversight position utilized to this point. Providing a financial supervisory component to support these individuals will positively impact the entire center. Katie Hunter who has been the fiscal point person for this board is moving to the Health Department side of fiscal operations. Both Stacey and Katie will be coming to the next

several months of Co-Applicant board meetings to ensure our current trend of providing timely financial reporting to this board continues as the group has asked. We all will still be working together to manage this grant; however, Stacey will be the reporting contact for this board and working with myself for grant reporting. A big thanks, and congratulations on her new role with the Health Department, to Katie Hunter for all the work and support on building reports and providing financial management support to this Center.

Lastly, I received notice from Diana Kidd that she is no longer able to serve on our board effective June 1, 2019. She has been a great support to this board as an active consumer and advocate for the eastern part of Knox County. We wish her well and are thankful for her service to this Center. I will have a card for all to sign at the meeting. Janice Church, who attended last month's meeting and is a consumer in our Center, is interested in becoming a board member. If her application is complete, we may be able to vote on her becoming a board member this month. We are in compliance at this time with the grant requirement which states we must have at least 51% consumer board members at all times serving on this board. With Diana resigning we have 6 consumer members out of 11 total members. If Mrs. Church is selected as a new member we would continue to have a one consumer member buffer for the board and be a low risk for non-compliance with this board authority measure.

WIC

Cyndie shared:

- **Lillian Collins, Dietetic Technician in the WIC division completed a week long class and is now a Certified Lactation Specialist.**
- **Heidi Myers, Breastfeeding Peer completed the Triple P parenting training and received her Triple P parenting certification.**

Caseload decreased by 2, from 929 to 927 in the month of May. Referrals included 4 to the Baby and Me Smoking Cessation program and 54 to the CHC (52 referrals were for children and 2 for adults).

62 of the 313 infants (nearly 20%) currently receiving WIC benefits are certified with a risk code designated as "born early" (currently includes infants born less than or equal to 37 weeks gestation). Only three of 206 prenatal participants are 17 years old or less (1.5%).

The FY20 WIC Grant was completed and submitted before the 5/28/19 deadline. Other activities included preparation for the State Management Evaluation to be conducted June 10th, 12th, and 13th and for the summer season of Farmers' Market. WIC staff will be visiting the market on the 2nd Saturdays of the months of June and July. During the peak harvest season in August, WIC staff will visit the market every Saturday to issue WIC Farmer's Market Coupons. This includes four, \$5.00 coupons (\$20) to be used during the season for locally grown fresh fruits, vegetables, and herbs.

Staff has also been planning for the Summer Safety Extravaganza outreach to be held at the Gambier Community Center on June 28th. This will include the following topics: Food Safety with Tastings by Tanner Cooper-Risser (Snap-Ed Program Assistant), Local Parks and Recreation opportunities with Lori Totman (Director, Knox County Park District), and Bike Safety with Officer Zach Miller (Knox County Sheriff's Office).

EMERGENCY PREPAREDNESS & OPERATIONS

A Health Alert Network (HAN) was sent out to all physicians via fax notifying them of the potential threat of measles in the near future. This alert was strictly an advisory; however, with the surrounding states being impacted by a measles outbreak it was necessary to ramp up awareness and mitigate potential harm to our community.

Interviews for the Public Health Emergency Preparedness (PHEP) Coordinator position will take place the week of June 17th. There are currently three individuals that will begin the two step interview process. The new five year grant cycle begins July 1st, 2019. Therefore, it is critical to get the individual hired to begin understanding the core elements of the grant closer to the start of the new grant objectives. I will be working with the new PHEP coordinator closely to ensure they have a solid foundation of ODH expectations. In addition, the new coordinator will be absorbing the EMA contract hours once they have an understanding of the PHEP requirements.

In regards to the fleet vehicles, the 2014 F150 lease will be concluded in November 2019. After speaking with the finance committee, the desired course of action will be to buy the vehicle after completion of the lease agreement. Although the Environmental Health division needs more cab space than the current truck, it is vital to ensure an asset is secured and we will revisit potential options next calendar year.

The maintenance contract is being fulfilled without issue and all upkeep of the building is being addressed in a timely manner, including a full-load test on the Generac generator.

As I begin the journey as the Interim Administrative and Operations Director, it is clear I have my work cut out for me. At this time, my primary focus has been spent understanding the finance processes and identifying elements that can be implemented to increase agency efficiency. I am thankful for Stacey and Katie for including me in a lot of different financial components that will increase my knowledge through exposure. The new credit card terminals are being pursued to minimize fees and increase efficiency with eClinical Works. In addition, a credit card policy is being generated to mitigate fraudulent activities and implement appropriate checks & balances to protect the agency as a whole. Lastly, we have received confirmation that they current online budgets can be accessed in real time by Leadership members for a minimal cost due to view only availability. This will allow Directors to hold employees and themselves accountable for expenses that may not be appropriate moving forward.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

May 2019 Budget Summary

- Revenue: Year-to-date revenue -- \$2,441,660.41 -- 38% of estimated revenue collected
- Expenditures: Year to date expenditures -- 2,227,749.21 -- 34% of appropriations spent

- ❖ January 1, 2019 Cash Balance: \$1,698,630
- ❖ January 1, 2018 Cash Balance: \$1,638,027
- ❖ January 1, 2017 Cash Balance: \$1,129,725

- May 31, 2019 Cash Balance: \$1,862,541-- up \$163,911 since January 1, 2019 (↑8%)
- May 31, 2018 Cash Balance: \$2,006,954
- May 31, 2017 Cash Balance: \$1,677,627

General Fund

- Revenue received year-to-date -- \$867,480 (50% of estimated revenue)
- Expenditures year-to-date -- \$790,102 (40% of estimated expenses)
- January 1, 2019 Cash Balance: \$682,716
- May 31, 2019 Cash Balance: \$760,093-- up \$77,378 since January 1, 2019 (↑10%)

- May 31, 2018 Cash Balance: \$870,973
- May 31, 2017 Cash Balance: \$734,130

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$232,738 (60% of estimated revenue)
- Expenditures year-to-date -- \$164,620 (41% of estimated expenses)
- January 1, 2019 Cash Balance: \$20,640
- May 31, 2019 Cash Balance: \$ 88,757 – up \$68,117 since January 1, 2019 (↑77%)
- May 31, 2018 Cash Balance: \$133,581
- May 31, 2017 Cash Balance: \$123,379.68

Special Revenue Funds

- Revenue received year-to-date -- \$220,414 (44% of estimated revenue)
- Expenditures year-to-date -- \$189,203 (38% of estimated expenses)
- January 1, 2019 Cash Balance: \$806,217
- May 31, 2019 Cash Balance: \$837,428 – up \$31,211 since January 1, 2019 (↑4%)
- May 31, 2018 Cash Balance: \$801,208
- May 31, 2017 Cash Balance: \$647,630

Grant Funds

- Revenue received year-to-date -- \$1,121,027 (31% of estimated revenue)
- Expenditures year-to-date -- \$1,133,823 (33% of estimated expenses)
- January 1, 2019 Cash Balance: \$189,057
- May 31, 2019 Cash Balance: \$176,261 – down \$12,795 since January 1, 2019 (↓7%)
- May 31, 2018 Cash Balance: \$201,191
- May 31, 2017 Cash Balance: \$172,487

Notes to 2019 Budget Summary

❖ **General Fund**

- Revenue for the birth & death certificates was \$7,575.00. We received \$6,050.00 for CMH (BCMh) billing, Safe Communities Grant \$2,040.97, MAC Program \$16,712.30.

❖ **Environmental Health Restricted Funds**

- RV/Park and Camp fund revenue from licenses was \$1,092.00.

❖ **Special Revenue Funds**

- Home Health received \$44,633.07 for the KCH contract.

❖ **Grant Funds**

- Community Health Center fund project income was \$133,998.41 and \$81,590.40 in grant monies. PHEP grant received \$2,999.88 in grant monies, Drug Free Communities grant \$7,245.53, Creating Healthy Communities grant \$7,225.12 and WIC Grant \$24,784.51.

HUMAN RESOURCES

- Zach and I have been interviewing applicants for the Preparedness Coordinator position. To date we have received 7 applicants. As Zach mentioned in his report the new grant cycle begins July 1 and we hope to have a person identified to fill the role soon.

- Laura and I are in the process of interviewing for the open Dental Assistant 3 position. Not as many resumes have come in for this position because of the Expanded Function Dental Assistant certification that is required. The dental industry utilizes The EFDA to complete the restorative process once the dentist has prepped the tooth, add sealant to the tooth, etc. This allows the dentist to see multiple patients in a shorter timeframe.
- The approval to hire Anna-marie Magers, RDH is on the agenda. She is working a 28 hour/week. The decision to fill the dental hygienist position was to allow patients to get scheduled in a timely manner. Laura's schedule for hygiene was booked out 6-8 weeks.

3.3. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie shared:

- **The state budget is public health friendly**
- **Agency credit card through First Knox has been approved**
- **Paul McNeil of MVNU is promoting the health center to the students. He would like to see the health center be the primary source for the students during the school year. The health center would provide services such as sports physicals for athletes, immunizations, dental, medical and mental health services as needed.**
- **Julie will provide in the future strategic planning quarterly reports and policy development**

Seems like we never slow down. Here are the highlights from my work since our last meeting:

- Made changes to the Administration and Operations Division as follows: 1) Zach Green named A & O Director; 2) Carmen Barbuto, named Accreditation Coordinator; 3) Ashley Phillips assuming more of an admin. role with the Health Center; 4) Katie Hunter named Fiscal Coordinator for PH Services; and 5) Stacey Robinson remaining Fiscal Supervisor for the Community Health Center. We reviewed these changes at the last Board meeting but please ask if you have any questions. I have met with the individuals to establish goals and duties. It will be a work in progress so I will keep you posted.
- Zach Green has moved into my office in order to learn with and from me.
- I continue to assist Lane with Operations of the Health Center. I am assisting in the leadership development of Nan Snyder and Laura Nance, handling miscellaneous situations as they arise or Lane asks, and trying to keep Lane supported in his role.
- I also continue to work with the Public Health Outreach division and Lisa Dudgeon in her new role as DON. I have established some goals and duties for Lisa and will serve as her mentor.
- I attended the exit interview for the WIC state survey and not surprisingly our WIC program received high accolades for the work that they do. Be sure to share your congrats with Cyndie when you see her. They work hard to serve an often difficult population.
- I assisted with the merging of the Public Health Partnership of Knox Co. (non-profit) and the Knox Health Planning Partnership. Essentially, the PHP remains as the non-profit entry doing business as KHPP. By-laws were written, officers to be elected and actions to continue. We will be able to seek additional funding for CHA & CHIP work when needed. Carmen was a big help with this as well.
- I attended a COTC workshop gathering information on how the college can improve its presence, reputation and programs in Knox County. It was an interesting program and I will be anxious to hear/see the results.
- I also attended a meeting of the Knox Co. Workforce Alliance related to position needs in health care. Lots of good discussion facilitated by an individual who did some preliminary

research. Nothing surprising came out of this meeting for me other than health care access remains a problem in Knox County.

- I attended the quarterly Township Trustee Association meeting with Zach Green. I introduced Zach in his new role and also shared some brief agency news.
- A few leadership team members, Board members and I toured the Siemens facility again. I have been asked by Bruce White to schedule a meeting of the entities interested in the property for a general discussion. We need to get the "ball rolling" on this issue.
- Carmen coordinated a very successful "Legislative Luncheon" that was well attended. It is always refreshing to hear all of the accomplishments of our community and how collaborative we are.

4. New Business

4.1. Finance

4.1.1. Income and Expense

Amanda Rogers made a motion to approve the income and expense report. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT MAY 31, 2019							
FUND NAME	JAN. 1, 2019 BALANCE	MAY REVENUE	YEAR-TO-DATE REVENUE	MAY EXPEND.	YEAR-TO-DATE EXPEND.	MAY 31, 2019 BALANCE	
District Health Fund							
801 - District Health Fund*	882,715.71	51,226.61	867,480.44	94,752.01	790,102.32	760,093.83	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	5,210.27	3,064.62	8,277.62	2,981.25	5,305.23	9,182.66	
806 - Food Service Fund	2,809.73	4,413.10	143,219.10	13,124.47	84,469.26	61,559.57	
807 - Private Water Fund	1,344.55	5,405.83	30,796.49	5,465.27	29,048.38	3,092.66	
809 - Sewage Program Fund	11,211.24	7,694.55	42,760.55	9,294.96	42,325.67	11,645.92	
810 - RV Park/Camp Fund	64.22	1,110.14	6,684.14	2,317.36	3,471.74	3,276.62	
Subtotal	20,640.01	21,688.04	232,737.90	33,183.31	164,620.48	88,757.43	
Special Revenue Funds							
803 - Home Health Fund	797,774.23	46,987.31	200,676.45	22,843.84	171,567.02	826,943.66	
819 - Solid Waste Fund	8,443.03	133.54	19,738.09	2,200.27	17,698.39	10,484.73	
Subtotal	806,217.26	47,120.85	220,414.54	25,044.11	189,265.41	837,428.39	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	773.50	24,784.51	126,859.55	21,345.97	117,396.97	12,236.08	
811 - Creating Healthy Com Grant FY JAN 1 - DEC 31	26,748.03	7,225.12	45,629.77	7,820.74	43,767.09	28,610.71	
812 - PHEP Grant Fund FY July 1 - June 30	3,125.83	2,999.88	42,026.18	2,982.01	23,763.99	21,388.02	
813 - MCH/MO2 Grant Fund FY Oct. 1 - Sept. 30	70,991.69	869.50	4,807.64	1,963.53	15,385.53	60,433.80	
814 - Community Health Center Grant FY April 1 - Mar 31	82,385.59	191,893.45	861,630.97	188,904.51	894,526.88	49,469.68	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	5,052.50	7,245.53	38,073.42	7,668.57	39,002.54	4,123.38	
Subtotal	189,057.14	235,117.99	1,121,027.53	230,663.33	1,133,823.00	176,261.67	
TOTAL ALL FUNDS	1,698,630.12	355,153.49	2,441,860.41	383,642.78	2,277,749.21	1,862,541.32	

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities Grant, Radon Grant CCI Grant, United Way Grant and Mosquito Control Program.

4.1.2. Transfers/Cash Advances – Resolution #2019-06

Barry George, MD made a motion to approve Resolution #2019-06. Amanda Rogers, DVM seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Rph, Jeff Harmer, Lee Rhoades, Barry George, MD, Diane Goodrich, Barb Brenneman, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

RESOLUTION #2019-06

Drug Free Communities Grant

1. Transfer \$5,000.00 from 830.1510.50302 to 830.1510.50401

4.2. Personnel

4.2.1. Approval to hire Anna-marie Magers, registered dental hygienist in the Community Health Center dental clinic, effective June 17, 2019

Amanda Rogers, DVM made a motion to approve the hiring of Anna-marie Magers, registered dental hygienist in the Community Health Center dental clinic, effective June 17, 2019. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approve MOA with Aaron Lerg, DDS, as peer reviewer and provide quality assurance of patients receiving dental services at the Knox County Community Health Center, effective June 27, 2019 and ongoing, non-monetary.

Jeff Harmer made a motion to MOA with Aaron Lerg, DDS, as peer reviewer and provide quality assurance of patients receiving dental services at the Knox County Community Health Center, effective June 27, 2019 and ongoing, non-monetary. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approve agreement with Licking County Health Department for Epidemiologist services: \$11,000/year. Paid for by PHEP grant funds. Effective upon signature through June 30, 2020.

Jeff Harmer made a motion approve agreement with Licking County Health Department for Epidemiologist services: \$11,000/year. Paid for by PHEP grant funds. Effective upon signature through June 30, 2020. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.3.3. Approve MOA with Lifepoint Church to provide funds to develop nutritional support to underserved youth in Knox County, effective June 10, 2019 – September 30, 2019. Maximum cost \$3,150, paid with Maternal & Child Health grant funds.

Jeff Harmer made a motion to approve MOA with Lifepoint Church to provide funds to develop nutritional support to underserved youth in Knox County, effective June 10, 2019 – September 30, 2019. Maximum cost \$3,150, paid with Maternal & Child Health grant funds. Barry George, MD seconded the motion. In the negative; none. The motion was approved.

4.3.4. Approve MOA with Feed the Vern to provide funds to develop nutritional support to underserved youth in Knox County, effective July 1, 2019 – September 30, 2019. Maximum cost \$5,000, paid with Maternal & Child Health grant funds.

Jeff Harmer made a motion to approve MOA with Feed the Vern to provide funds to develop nutritional support to underserved youth in Knox County, effective July 1, 2019 – September 30, 2019. Maximum cost \$5,000, paid with Maternal & Child Health grant funds. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.3.5. Approve MOA with United Way to provide funds to develop nutritional support to underserved youth in Knox County, effective July 1, 2019 – September 30, 2019. Maximum cost \$5,000, paid with Maternal & Child Health grant funds.

Jeff Harmer made a motion to approve MOA with United Way to provide funds to develop nutritional support to underserved youth in Knox County, effective July 1, 2019 – September 30, 2019. Maximum cost \$5,000, paid with Maternal & Child Health grant funds. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3.6. Approval of MOA with Mount Vernon Farmers' Market to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020; maximum \$4,000, paid with Creating Health Communities grant funds.

Jeff Harmer made a motion to approve the MOA with Mount Vernon Farmers' Market to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020; maximum \$4,000, paid with Creating Health Communities grant funds. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

4.3.7. Approval of MOA with Yellowbird Food Shed to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020; maximum \$4,000, paid with Creating Health Communities grant funds.

Amanda Rogers, DVM made a motion to approval the MOA with Yellowbird Food Shed to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020; maximum \$4,000, paid with Creating Health Communities grant funds. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

4.3.8. Approval of MOA with Baker's IGA to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020. maximum \$4,000, paid with Creating Health Communities grant funds.

Jeff Harmer made a motion to approval the MOA with Baker's IGA to implement the Produce Prescription Program effective July 1, 2019 - February 28, 2020. maximum \$4,000, paid with Creating Health Communities grant funds. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1. Approval of out-of-state travel for Carmen Barbuto to attend the APHA conference in Philadelphia, PA. November 2 – 7, 2019, estimated cost, \$2,000.

Jeff Harmer made a motion to approve out-of-state travel for Carmen Barbuto to attend the APHA conference in Philadelphia, PA, November 2 – 7, 2019, estimated cost, \$2,000. Amanda Rogers, DVM seconded the motion; in the negative; none. The motion was approved.

4.5. Board Information (Non-action items)

Discussion –

- *Agency name change*
Pam Palm shared state legislators passed a bill in March to allow local health department the option to change their name. Pam would like to form a workgroup to discuss changing the name of our agency. She explained that including the words “Public Health” in our name and taking the word “department” out would help the community better understand who we are.
Lee Rhoades, Diane Goodrich, Barb Brenneman and Dr. Barry George agreed to be a part of the workgroup. Pam will ask members of the DAC and community for feedback.

- **Formation of facilities workgroup**
Julie asked board members to form a facilities workgroup. Jeff Harmer, Eric Siekkinen and possibly Ron Moder agreed to participate in the workgroup.

Health Commissioner and CHC CEO approved/signed the following:

- 4.5.1. MOU between KCHD and Alcohol and Drug Freedom Center of Knox County to collaborate agency services, effective 05/22/2019 and ongoing, non-monetary.
- 4.5.2. Agreement with KCH for medical 24/7 consultation services particularly during public health emergencies and as backup in the absence of the KCHD medical director; at a total cost not to exceed \$1,500/year, effective July 1, 2019 to June 30, 2020.
- 4.5.3. Renewed contract with Knox County EMA for services to include emergency response planning, grant writing and reporting, and coordination of emergency response drills and/or exercises, (12 hours per week X 52 weeks) at a cost of up to a maximum amount of \$19,500, same cost as last year, effective July 1, 2019 to June 30, 2020.
- 4.5.4. Agreement with ODH grant program for STD prevention – (Chlamydia/Gonorrhea Screening & Medication Project) effective July 1, 2019 - 6/20/2023. Non-monetary.

5. Executive Session

At 7:25 p.m. Jeff Harmer made a motion to enter into executive session for the purpose of compensation of all employees. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Amanda Rogers, DVM, Barry George, MD, Eric Siekkinen, Lee Rhoades, Barb Brenneman, Diane Goodrich, and Jeff Harmer: in the negative: none. The motion was approved.

At 7:55 p.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: Amanda Rogers, DVM, Barry George, MD, Eric Siekkinen, Lee Rhoades, Barb Brenneman, Diane Goodrich, and Jeff Harmer: in the negative; none. The motion was approved.

Amanda Rogers, DVM made a motion to approve agency salary adjustments as presented and recommended by the Knox County Community Health Center Board effective June 29, 2019. Barry George, MD seconded the motion; in the negative: none. The motion passed.

6. Adjournment

Being no further business, Jeff Harmer 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 7:58 p.m.



Eric Siekkinen, RPh,
Board President



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

