

Knox Public Health

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March 24, 2021

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

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

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

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 February 24, 2021 Board of Health meeting.

The minutes of the regular meeting held, February 24, 2021 were reviewed and accepted. Eric Helt made a motion to approve the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

FUND	AMOUNT
801 - General Fund	19,356.57
806 - Food Service Fund	92.41
807 - Private Water Fund	1,531.35
809 - Sewage Program Fund	183.00
811 - Creating Healthy Communities Grant	239.11
812 - Public Hlth Emergency Preparedness Grant	302.58
814 - Community Health Center Grant	78,987.59
830 - Drug Free Communities	149.99
Total	\$100,842.60

THEN & NOW

801 - General Fund	5,503.93
807 - Private Water Fund	1,460.00
809 - Sewage Program Fund	183.00
812 - Public Hlth Emergency Preparedness Grant	261.74
814 - Community Health Center Grant	16,382.62
Total	\$23,791.29

1.5.Public Participation

Grant Peppers, Knox Pages, stated that he got his Covid vaccination and felt lucky to have been able to have the opportunity to be vaccinated.

2. Hearing/Reading/Regulations

2.1.Approval of household sewage treatment system variance for Paul Miller on behalf of All-Star structures at 22664 New Guilford Road, Martinsburg, OH 43037, Clay Township Parcel # 10-00425.000 to allow installation of a new HSTS system where the distribution pipe from the building to the septic tank is required to go under the driveway and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).

Jeff Harmer made a motion to approve household sewage treatment system variance for Paul Miller on behalf of All-Star structures at 22664 New Guilford Road, Martinsburg, OH 43037, Clay Township Parcel # 10-00425.000 to allow installation of a new HSTS system where the distribution pipe from the building to the septic tank is required to go under the driveway and cannot meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06(G)(3)(a). EJ Pido seconded the motion: in the negative; none. The motion was approved.

2.2. Approval of household sewage treatment system variance for Paul Wengerd at 18613 Sycamore Road, Mount Vernon, OH 43050, Pleasant Township Parcel # 59-02088.000 to allow installation of a new effluent treatment area that cannot meet the 50 ft. isolation distances to a surface water impoundment outlined in Ohio Administrative Code 3701-29-06(G)(3)(b) along with installation of additional shorter required trenching lengths outlined in Ohio Administrative Code 3701-29-15(N)(2), to ensure adequate square footage can be met for the treatment of effluent.

Jeff Harmer made a motion to approve household sewage treatment system variance for Paul Wengerd at 18613 Sycamore Road, Mount Vernon, OH 43050, Pleasant Township Parcel # 59-02088.000 to allow installation of a new effluent treatment area that cannot meet the 50 ft. isolation distances to a surface

water impoundment outlined in Ohio Administrative Code 3701-29-06(G)(3)(b) along with installation of additional shorter required trenching lengths outlined in Ohio Administrative Code 3701-29-15(N)(2), to ensure adequate square footage can be met for the treatment of effluent. Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

3. Special Reports

3.1 Board Report

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green

Zach Green advised the agency has BinaxNOW test kits available through telemedicine, this is a 15-minute rapid test. These are not recommended for asymptomatic individuals, although if someone is in quarantine the test kit would be a good option for getting out of quarantine early. Currently, there have been one thousand test kits distributed and we have about one thousand kits still available to be distributed. We can get access to more kits if needed.

Carmen Barbuto, Accreditation Coordinator, advised she is working on the Community Health Assessment and asked for volunteers to be interviewed regarding their opinions on health in the county. Eric Helt, Jeff Harmer, Diane Goodrich, and EJ Pido offered to be interviewed. Interviews are being conducted by Kenyon students.

Accreditation

This month, we were able to review PM data for the first time and build action items from the data. The BOH PM Committee, agency Strategic Impact Team, and Leadership Team reviewed the first official PM report and made recommendations for QI projects in response to the data. Those projects include: consumer feedback/satisfaction, Then & Now purchases, and health equity training. All projects are scheduled to begin in April 2021. The Community Health Assessment survey was sent out to the community in early March. Online responses have started coming back and a mail version will be sent to those who have not completed the online version later. We are continuing the process of gathering qualitative data from our community. We have completed a successful supplemental data collection from area teachers at our COVID clinics, we will be doing a community poll via Facebook, setting up interviews with key partners, and community focus groups through Facebook messenger to keep in line with COVID-19 safety guidelines.

Facility/Maintenance

Main Site- Silco tested the smoke detectors and sprinklers in the main site. Contract renewal with the county for maintenance services renewed. New handicap parking signs have been ordered. We are waiting on the rest of the signs to be received before installation occurs. The new handicap signs have the fine associated with illegally parking in the handicap spots. This was brought to our attention during our inspection of the facility.

Danville Satellite Sites- Health Center had new BP cuffs holders installed and within the next month there will be handicap signage identified. New security systems established at the medical and dental

site. The dental site has had an oxygen/gas separator installed. Currently, dental is waiting on a vent to be connected before the oxygen/gas separator is in service.

WIC Site- The WIC site had a leak in the roof from the melting snow, which resulted in ceiling tiles becoming saturated and breaking. The building owner has taken care of the leak in the roof and county maintenance has replaced the ceiling tiles. Another leak has been brought to our attention from the WIC staff. This leak is coming from a joint in a water line. The hospital has advised they would be looking into this issue and advising if this would be their responsibility or the building owners. Nonetheless once the issue has been corrected, it is expected that county maintenance will be replacing the damaged ceiling tiles.

Fiscal

The Hinkle report was completed by Charles E. Harris and submitted to the Auditor of the State. The Budget FY 2022 was presented to the Finance Committee and will be on the agenda for approval this month. Fiscal has been working on completing the Annual Financial Report (AFR) which is due to be submitted to the Ohio Department of Health (ODH) by April 1st. Lastly, the purchase order to finalize the Lease Purchase Contract has been generated and the final bond payment will be executed by April 1st.

Public Health Emergency Preparedness (PHEP)

The EPC continues to serve as the county Logistics Manager and remains active in the Emergency Operations Center meetings. The main focus for the EPC remains planning for COVID vaccine clinics. The secondary focus for preparedness will be PHEP deliverables for April, which includes the real-world After-Action Report (AAR) for the COVID-19 response to this point. Surveys have been sent out to many partners and the information will be used to complete the AAR. An MVNU student has started their internship and will be shadowing the EPC for the rest of March and into April.

PUBLIC HEALTH FISCAL SUPERVISOR REPORT – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS February 28, 2021									
	February Revenue			February Expense			February Cash Balance		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
District Health Fund									
801 - District Health Fund*	91,269.48	720,054.29	686,513.77	158,435.95	169,443.88	137,801.59	1,825,961.32	1,785,896.72	1,079,682.77
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	0.00	0.00	0.00	526.73	204.01	300.08	7,823.71	1,576.89	4,306.88
806 - Food Service Fund	62,024.00	104,054.80	79,453.00	9,416.91	16,173.31	15,259.93	88,916.24	96,602.23	66,038.84
807 - Private Water Fund	2,932.05	2,106.60	4,934.79	5,244.77	4,524.01	5,735.15	3,712.76	7,274.09	1,398.51
809 - Sewage Program Fund	9,307.00	5,141.00	6,990.00	7,449.96	6,405.07	8,477.25	32,253.23	8,550.29	10,501.53
810 - RV Park/Camp Fund	0.00	0.00	0.00	151.71	182.84	104.52	5,243.15	6,660.95	136.93
Subtotal	74,263.05	111,302.40	91,377.79	22,790.08	27,489.24	29,876.93	137,949.09	120,664.45	82,382.69
Special Revenue Funds									
803 - Home Health Fund	0.00	0.00	45,261.12	0.00	0.00	36,969.51	0.00	0.00	805,317.43
819 - Solid Waste Fund	0.00	6,000.00	0.00	2,045.88	4,333.02	3,317.47	7,554.12	2,679.28	12,062.78
Subtotal	0.00	6,000.00	45,261.12	2,045.88	4,333.02	40,286.98	7,554.12	2,679.28	817,380.21
Grant Funds									
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	22,383.06	28,209.55	20,763.80	23,451.13	20,769.59	21,320.91	41,675.62	24,389.80	13,495.60
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	9,737.41	22,312.49	8,027.10	7,951.20	7,447.11	5,994.17	31,596.71	32,856.36	31,276.88
812 - PHEP Grant Fund FY July 1 - June 30	549.81	13,101.43	3,595.01	4,278.87	4,175.79	4,020.84	29,689.96	11,984.75	10,332.81
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	24,000.00	50.00	1,007.61	2,196.78	2,253.01	6,025.01	82,370.16	54,536.74	64,024.44
814 - Community Health Center Grant FY April 1 - Mar 31	342,656.71	165,819.17	128,690.87	221,217.56	190,338.61	163,164.67	458,565.62	18,837.79	46,577.45
830 - Drug Free Communities FY Oct. 1 - Sept. 30	8,127.19	14,680.74	8,045.66	5,722.59	11,238.68	8,409.27	5,398.21	4,807.81	4,572.39
Subtotal	407,454.18	244,173.38	170,130.05	264,818.13	236,222.79	208,934.87	649,296.28	147,413.25	170,279.57
TOTAL ALL FUNDS	572,986.71	1,081,530.07	993,282.73	448,090.04	437,488.93	416,900.37	2,620,760.81	2,056,653.70	2,149,725.24

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

HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor

Joyce Frazee thanked Eric Helt in assisting with research into alternative options for Health Insurance Benefit Plans in case we decide we want to separate ourselves from the County Commissioner’s Health Benefits Plan. Three bids will be gathered and this will be looked into during the month of April.

Information Technology (IT) & Vital Statistics

This month Eric Helt and EJ Pido are testing using iPads to view their board packet. We will be rolling this out to all board members in April. We will be using Google Drive to allow the documents to be viewed anywhere you have an internet connection.

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

Nate Overholt thanked Jeff Harmer for his assistance in reviewing the current beach rules.

Eric Siekkinen, RPh: Is this something that is reviewed annually?

Nate Overholt: No, this is a local project and not regulated by the state.

A Household Sewage Treatment System variance application was provided by Paul Miller on behalf of All-Star Structures at 22664 New Guilford Road, Martinsburg, OH 43037, Clay Township Parcel # 10-00425.000 to install a new septic system. The distribution pipe from the building to the septic tank will be required to go under the existing driveway and cannot meet the isolation distance requirements outlined in the Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A Household Sewage Treatment System variance application was provided by Paul Wengerd at 18613 Sycamore Road, Mount Vernon, OH 43050, Pleasant Township Parcel # 59-02088.000 to install new

leaching trenches for treatment and dispersal of effluent. The property has an aeration system that flows to a sand filter and discharges off-lot to an adjacent property. The existing residence was demolished and a new home will be constructed. An alteration permit is required when a new home is tied into an existing septic system. Ohio Administrative Code 3701-29 does not allow off-lot discharge for any new or altered systems and therefore new leaching trenches for the treatment and dispersal of the effluent are required. Due to the size of the lot and location of the private water system, the most suitable area to install the leaching lines cannot meet the the lateral length of contour in the design per the Ohio Administrative Code 3701-29-15(N)(2) and additional shorter leaching lines will be required for installation to ensure adequate square footage can be met for the treatment of effluent. Also, the new system components cannot meet the isolation distances of 50 ft. to an existing pond and a variance is required. The new owner is planning to fill in the small pond at a later date.

On March 8, 2021 The Ohio Department of Health provided the report of the Private Water System Program Survey conducted on October 25, 2019. In the report, ODH staff found that the private water system program meets the minimum acceptable standards as specified in the survey methodology and will continue to be placed on the approved health district list for the private water systems program.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm stated that she has submitted the Annual Report for this year and last year. Hard copies should have been provided for the members that are physically at the meeting. April is Alcohol Awareness month. Alayna Mowry and Mike Whitaker have been working on billboards for Tobacco Cessation. In person counseling is hopeful to begin again soon. Bryant Brothers who is working on a new agency logo is close to having a final logo for approval in the next week.

No written report.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

Lisa Dudgeon stated that Public Health Outreach has been busy with Covid vaccinations. We have given thousands of vaccinations since we began in December of 2020. 16&older vaccinations were able to be started early although they did not need to officially start until March 29th. Planning has started to have evening clinics due to the current age of those being vaccinated now. Evening clinics will begin Wednesday, March 31st.

No written report.

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

Cyndie Miller made a correction to her report that the case load was an increase rather than a decrease from last month. The WIC staff and herself have settled into their new space and they are ready to open to clients in the next couple months.

Caseload was 716 participants for December (an increase of 20). The WIC office was closed for Presidents' Day. Referrals included "1" to the Mommy & Me Smoking Cessation program and "2" to the CHC (1 Adults, 0 infants, and 1 children).

3 of the 248 infants (1.2%) currently receiving WIC benefits are certified with a risk code designated as "born early" (includes infants born less than 39 weeks gestation). 0 of 71 prenatal participants are 17 years old or less.

“Curbside services” continued as our method of service for WIC participants during the month of February. Waivers have been extended through mid-May of 2021 as needed. Our breastfeeding initiation rate for WIC moms decreased to 65.9%. (This stat is current through December 2020). We moved to our new WIC Mount Vernon site at 809 Coshocton Avenue, Suite C, on January 29th and continued to settle in with a new work flow and means of communication (google chat) between our offices. We continued promotion of the move utilizing One Call Now messages, Facebook posts on the Knox WIC Ohio and KPH pages, and new posted signage at the Coshocton Avenue location, including new roadside signage with the WIC logo. Additionally, letters and WIC information packets were delivered to area health care providers.

Plans were finalized for National Nutrition Month, celebrated in the month of March. We are collaborating with OSU Extension’s Knox County Snap Ed Program to provide a nutrition series titled, “Step UP to the MyPlate” focusing on MyPlate materials. Tanner Cooper-Risser, the Snap-Ed Program Assistant for our county, is developing the videos that are to be posted during NNM in March. We are focusing on the new WICShopper App features which include numerous recipes utilizing WIC authorized foods. Fruits and Veggies are being highlighted with the recipes that have been chosen. A weekly video is to be posted on Mondays on our Knox WIC Ohio Facebook page. Those participants that view and engage (“like”) the video will be included in a drawing for assorted prizes based on the particular recipe of the week. The Snap-Ed Program has also provided veggie scrubbers for those participating in the NNM series. Additionally, State WIC provided 300 MyPlates to be distributed to WIC participants (one per family) during NNM. It has been good to get back to focusing on WIC programming beyond our Covid-19 pandemic “new normal.” The staff is looking forward to Spring and the end of WIC waivers.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Lane Belangia stated that he reminded the Co-applicant Board and wanted to also remind the Board of Health that April 7th will mark 4 years of the Health Center operating. Despite Covid, the Health Center has been growing and looks for 2021 to be a busy year.

Co-Applicant Board Report for March 2021:

The Health Center continues to grow services and see patients in every way possible during Covid-19. The 2020 UDS report indicated it saw slightly fewer patients overall however the number of visits performed by health center providers exceeded the 2019 visit count by 1600 visits. Thanks to telehealth and the providers and staff willing to meet the patient need however they could during the pandemic for 2020. Our plan along with KPH is to begin opening the building and waiting rooms to allow more patients in the building on April 1st.

Grant: The main 330 HRSA grant will expire and all funds will be drawn down by March 31st as budgeted, the new grant year starts on April 1st. The health center is starting the new grant year with significant funds in the bank to help offset operational expenses for the upcoming grant year. The main grant will bring a little over \$845,000 each year to offset the provision of services to those without insurance and below 200% of the federal poverty level. This only accounts for one third of the operational expenses the center incurs annually. It is important we focus on receiving reimbursement for all services and also being very prudent with our funding. I do predict this year will be a very successful year for the health center as services are growing quite rapidly in the Danville Dental Clinic, the MVNU site will bring services to the campus in the fall of this year and we will hopefully bring a school-based site into scoop this year.

Fiscal: The next Financial Committee Meeting is held before the April Co-applicant Board meeting.

Covid-19: The health center continues to assist KPH with two day per week vaccination clinics when able to provide support staff. We are also in discussions to plan for continued Covid-19 testing to occur on a regular basis within the center.

Co-Applicant Board Compliance: Last month the board approved the new sliding fee scale and this month the board will be asked to approve and accept the 2021 Fee Schedule for the center. The entire KPH agency fee schedule was approved at last months KPH board meeting and within this fee schedule is where the center houses its fee schedule. The Fee schedule is very large and encompasses every fee for all services provided, providing the entire fee schedule for review would be too much to ask of the board during one meeting. We will provide the billing sheets for each discipline for your review, these are the most frequently used fees. The prices show what the insurance sources be charged or what someone who chooses to pay privately would pay for care. The entire Fee schedule was reviewed this past year and as a result the new fee schedule reflects a 150% mark up above Medicare and Medicaid fees. This markup is required in order for the center to show it will cover the cost of operations. HRSA reviews and recent audits indicated the fee schedule used from 2018 to 2019 would not cover the cost of operations, further instruction was provided which resulted in the increase in fees. This does not mean the health center passes on increased cost to those who we are funded to care for, this increase only ensures the payer sources are reimbursing the center at their allowable rates.

Board Governance: A marketing update including the “Deep Dive” and analysis of our current trends and usage of the various patient advertising and outreach platforms will be coming soon. Alayna will speak to this more during her oral report and we hope to have Barb Bergie on site for April’s meeting to share with you her marketing strategies speaking to how and where to engage health center patients. This is under board governance as the co-applicant board directs, (through the CEO) business development along with access/outreach for the target patient audiences.

CEO Update:

Growth and the related increased oversight on the management team in the health center are increasing and now part of the new normal, (with or without Covid-19). Julie has begun her time in the center to help gauge where the operations needs support in order to continue to build a successful management team to support the center and its growth.

The new medical practitioner is doing exceedingly well and has embraced the patient population we serve in more ways than I can give her credit. We are actively talking with KCH about placing a third NP which will help with new clinic site coverage and finally bring 5 day a week medical services to both locations.

Knox County Dental now has the dental support staff in place for the dentist to operate two chairs and the schedule is filling. I reached out to the surrounding health center CEOs promoting our Oral Surgeon now working in Danville and his now consistent schedule which has resulted in an average of 4 referrals per day for his services. We will look to have him operate 2 chairs when the staffing of the Danville location can accommodate.

The Counselors are currently full and only able to accept patients on a limited basis, we have an open position for a counselor and will begin looking for additional staff. March is also national social worker month and we will be promoting the great team of social workers performing the much needed services they provide in our area.

Thank you, please plan on attending the meeting in person if you feel comfortable and are willing to wear a mask.

Lane K. Belangia CEO

3.3. Health Commissioner

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

Julie Miller advised the board members that Jeff Harmer and EJ Pido were reappointed to another five-year term by the District Advisory Council.

Leadership Team was able to be offsite for their meeting to be able to focus and work on development.

The ad-hoc Facilities Committee meet next week. Zach Green is working on obtaining an appraisal next month for our current building at 11660 Upper Gilchrist Road, Mount Vernon. There are multiple interested parties in our building.

It is already the middle of March and I continue to struggle to grasp how quickly the last year has gone. March 15, 2020 was a Sunday and I had a Covid related Conference call at 3pm that day. That was also the week when we launched our "Covid Call Line" - nurse triage line - to give the public more information. We are still giving out lots of information but fortunately it is focused on vaccination.

- March 1 began my time to assess and analyze the Health Center. This task was chosen by me so that I could assist Lane in ensuring the development of a team to move the health center and the entire agency forward. I do not anticipate spending more than 3 months in the Center.
- I have scheduled Tues-Fri in the Health Center and left Mondays for catching up and completing some of the activities on my to-do list. I have also given Zach Green a list of responsibilities and action items in hopes that he can learn and grow while I focus on the Center. I look forward to mentoring Zach during this time.
- I have backed off of Covid as much as possible. I sit in on our weekly meeting now as a representative of the Health Center and also as the health commissioner when I feel it is needed. The team is doing a great job handling our Covid response and Zach is the primary lead for that response.
- We have been fortunate to receive \$1,000 from United Way to purchase food for our Covid Vaccine Clinics. Since our clinics typically run over the lunch hour we have been providing food for all of our volunteers and our staff. We will also receive \$1,750 from the Knox County Foundation. \$1,000 of that donation will also be for food for the Covid Vaccine Clinics. The remainder will assist us in purchasing new foldable, portable tables and chairs to use for vaccine clinics.
- An update on actions from the Health Inequity Statement: 1) the Knox Health Planning Partnership membership each received a copy of the statement and were advised that the group's work on the next Community Health Improvement Plan should include health inequity and efforts to reduce health inequity. The group was pleased to have the statement and has by consensus agreed to use the statement as a basis for it's work. 2) Joyce is working with our Workforce Development committee to schedule training for employees on Health inequity. This is expected to occur sometime this summer, 3) Julie and Carmen are reviewing the Health in All Policies manual in order to be better able to lead the agency team and KHPP.

- The Right of First Refusal will have been sent to the County Land Bank by the time we meet. The \$10,000 check will also be sent. I have heard from The Freedom Center who has strong interest in securing approx. 12,000 square feet if not purchasing the Engineering Building. They have reached out to see if we would "share" the space with them or if we plan to purchase the building. I advised the Freedom Center of the ROFR that we will have and that our Facilities Committee is working to line things up to be better able to make a decision. Zach G. is currently looking for appraisal companies for our current building.
- The Leadership Team will have a staff development day Tuesday, 3/23 off-site. We will be sharing leadership team information that we each individually gather from a TED talk. We are using TED talks because we are considering purchase of a membership to TED talks that would allow to use these type of "talks" for continued development.
- Joyce is planning to schedule a training on "tax levies" for the Board in June 2020. We have enough new Board members and even Leadership members that have not been involved with our tax levy so the training will be beneficial. Thanks to Barb B. for asking for the information.
- In April, I will present my Public Health 101 course, better known as "Our Public Health House" to all employees. Again, since we are growing the number of employees - those who understand foundational public health is few. I developed this presentation when I first started at KPH and have refined it along the way. I love teaching about public health and especially our employees.
- Will complete our Annual Subsidy report to ODH. This is the report that looks at quality measures, our Annual Financial Report (AFR), and our reported data to ensure we are meeting our mandates and that we receive our State Subsidy which equals approx. \$17,000.
- Katie has completed the AFR - she did a great job on this very cumbersome report. I look forward to being able to utilize this report more in the future regarding what our true cost of public health services really are.

That's it for now. I am hoping to complete the summary position characteristics for the Deputy Health Commissioner today - this part of succession planning. I will share that document with you when I send it to Joyce as well.

Please remember, never hesitate to contact me if you have any questions about my report or have comments and concerns.

4. New Business

4.1.Finance

4.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
FEBRUARY 28, 2021							
FUND NAME	JAN. 1, 2021 BALANCE	FEBRUARY REVENUE	YEAR-TO-DATE REVENUE	FEBRUARY EXPEND.	YEAR-TO-DATE EXPEND.	FEBRUARY 28, 2021 BALANCE	
District Health Fund							
801 - District Health Fund*	1,964,545.39	91,269.48	203,372.68	158,435.95	341,956.75	1,825,961.32	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	9,393.61	0.00	0.00	526.73	1,569.90	7,823.71	
806 - Food Service Fund	47,466.18	62,024.00	62,812.00	9,416.91	21,361.94	88,916.24	
807 - Private Water Fund	6,908.01	2,932.05	7,614.80	5,244.77	10,810.05	3,712.76	
809 - Sewage Program Fund	30,206.76	9,307.00	17,766.00	7,449.96	15,719.53	32,253.23	
810 - RV Park/Camp Fund	5,334.24	0.00	293.50	151.71	384.59	5,243.15	
Subtotal	99,308.80	74,263.05	88,486.30	22,790.08	49,846.01	137,949.09	
Special Revenue Funds							
819 - Solid Waste Fund	1,781.70	0.00	11,208.82	2,045.88	5,436.40	7,554.12	
Subtotal	1,781.70	0.00	11,208.82	2,045.88	5,436.40	7,554.12	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	36,493.79	22,383.06	51,016.02	23,451.13	45,834.19	41,675.62	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	24,508.68	9,737.41	24,432.28	7,951.20	17,344.25	31,596.71	
812 - PHEP Grant Fund FY July 1 - June 30	35,870.00	549.81	2,015.97	4,278.87	8,196.01	29,689.96	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	62,310.68	24,000.00	24,000.00	2,196.78	3,940.52	82,370.16	
814 - Community Health Center Grant FY April 1 - Mar 31	301,734.94	342,656.71	619,981.58	221,217.56	463,150.90	458,565.62	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	1,242.53	8,127.19	13,834.95	5,722.59	9,679.27	5,398.21	
Subtotal	462,160.62	407,454.18	735,280.80	264,818.13	548,145.14	649,296.28	
TOTAL ALL FUNDS	2,527,796.61	572,986.71	1,038,348.60	448,090.04	945,384.30	2,620,760.81	

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

4.1.2. Transfers/Cash Advances – None

4.1.3. Approval of FY2022 budget.

Jeff Harmer made a motion to approve FY2022 budget. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approval to hire Michelle Bruff, LPN; effective March 15, 2021.

Jeff Harmer made a motion to approve hiring of Michelle Bruff, LPN; effective March 15, 2021. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval of Daniel Saale, DDS contract with an increase of 5% from last contract rates, effective May 13, 2021 – May 12, 2023.

Amanda Rogers, DVM made a motion to approve Daniel Saale, DDS contract with an increase of 5% from last contract rates, effective May 13, 2021 – May 12, 2023. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts – None

4.4. Board Approvals

4.4.1 Accept Knox Out Tobacco funding from United Way of Knox County Ohio for \$20,000.

Jeff Harmer made a motion to accept Knox Out Tobacco funding from United Way of Knox County Ohio for \$20,000. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.2. Accept Oral Hygiene Preschool Education from United Way of Knox County Ohio for \$9,000.

Jeff Harmer made a motion to accept Oral Hygiene Preschool Education from United Way of Knox County Ohio for \$9,000. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.5. Board Re-organization

4.5.1. Election of Officers

Eric Helt made a motion to nominate Amanda Rogers, DVM as Board President. Amanda Rogers, DVM declined.

Amanda Rogers, DVM nominated Jeff Harmer as Board President, Eric Siekkinen, RPh seconded the motion.

Barb Brenneman made a motion to nominate Eric Siekkinen, RPh as President Pro-Tem, Eric Helt seconded the motion.

Eric Helt made a motion to appoint Jeff Harmer as President and Eric Siekkinen, RPh as President Pro-Tem, Barb Brenneman seconded the motion; Jeff Harmer and Eric Siekkinen, RPh abstained, in the negative: none. The motion was approved.

4.5.2. Approval of Board of Health meeting schedule – Day and Time. (April – October; November & December FY2021 – March FY2022.

Jeff Harmer made a motion to approve Board of Health meeting schedule – day and time. January through October will be held the fourth Wednesday each month start time @ 6:30 p.m. November & December board meetings will be held the third Wednesday each month start time @ 6:30 p.m. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.5.3. Approval of Board of Health member’s compensation per meeting and travel reimbursement.

Jeff Harmer made a motion Board of Health members are compensated \$40.00 per meeting with no travel reimbursement. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.5.4. Approval of Board Committees, Workforce Development, Finance, &Performance Management.

Jeff Harmer made a motion to approve Board Committees, Workforce Development, Finance, &Performance Management. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

Workforce Development – Barry George, MD, Amanda Rogers, DVM, Diane Goodrich

Finance – Jeff Harmer, Eric Helt, E.J. Pido

Performance Management – Barb Brenneman, Joe Porter, Eric Siekkinen

4.4. Board Information/Discussion (Non-action items)

Board members received the following information at the meeting:

- Compliance with Ohio's Open Meetings Act (OMA)
- 2019-2020 Annual Report

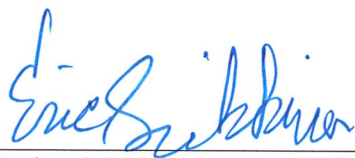
Health Commissioner and/or CHC CEO approved/signed the following:

- MOU with Licking County for disbursement of the Ohio Department of Health TUPC grant, effective October 1, 2019 through June 30, 2021, for a maximum of \$80,000.
- MOU with the OSU Extension for the SNAP-Ed grant funding executed for the full year of 2022.
- Service Contract with Dimension Healthcare Consulting, LLC for cost reporting services not to exceed \$10,875 at \$145/ hr, effective May 1, 2021 through April 20, 2022.
- Contract with the Knox County Board of Commissioners for maintenance services, not to exceed \$40,000/ year at \$23/ hr, executed April 1, 2021 through March 31, 2022.
- Professional services contract with Raison Group for assistance in grant writing at a minimum of \$15,000 and \$95/hours after, effective May 1, 2021 through April 20, 2022.

5. Adjournment

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

The Board meeting adjourned at 7:28 p.m



Eric Siekkinen, RPh
Board President



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

