

May 26, 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>
Jeff Harmer, President	Zach Green, Deputy Health Commissioner
Eric Siekkinen, RPh, Pro-Tem	Joyce Frazee, Human Resource Director
Diane Goodrich	Lane Belangia, Community Health Center CEO
Eric Helt	Lisa Dudgeon, DON, Public Health Outreach Director
EJ Pido	Nate Overholt, Environmental Health Director
Amanda Rogers, DVM	Pam Palm, Planning Education & Promotion Director
	Katie Hunter, Fiscal Coordinator
<u>ABSENT</u>	Bailie Miller, HR Generalist
Barb Brenneman	<u>GUESTS</u>
Barry George, MD	Jason Whaley
Julie Miller, Health Commissioner	Lee Rhoades
Cyndie Miller, WIC Director	Marge Rhoades
	Christie Burson

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for April 28, 2021 Board of Health meeting.

The minutes of the regular meeting held, April 28, 2021 were reviewed and accepted. EJ Pido made a motion to approve the minutes. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

Eric Siekkinen, RPh made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Eric Helt, seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	63,294.12
806 - Food Service Fund	4,392.08
807 - Private Water Fund	1,744.55
808 - WIC Grant	309.69
809 - Sewage Program Fund	1,487.85
812 - Public Hlth Emergency Preparedness Grant	130.85
814 - Community Health Center Grant	81,810.47
830 - Drug Free Communities	822.80
Total	\$153,992.41

THEN & NOW

801 - General Fund	19,357.61
814 - Community Health Center Grant	8,276.76
Total	\$27,634.37

1.5. Public Participation - None

2. Hearing/Reading/Regulations

2.1. Approval of household sewage treatment system variance for Leroy E. Hess at 24235 Bear Run Road, Danville, OH 43014, Brown Township, Parcel # 03-00099.001 to allow installation of new replacement HSTS system where the distribution pipe from the septic tank to the treatment area 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).

Eric Siekkinen, RPh made a motion to approve household sewage treatment system variance for Leroy E. Hess at 24235 Bear Run Road, Danville, OH 43014, Brown Township, Parcel # 03-00099.001 to allow installation of new replacement HSTS system where the distribution pipe from the septic tank to the treatment area 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 to rescind current Knox County Bathing Beach Regulations first established in 1977 and adopt new Knox Public Health Bathing Beach Regulations effective May 26, 2021.

Diane Goodrich made a motion to approve to rescind current Knox County Bathing Beach Regulations first established in 1977 and adopt new Knox Public Health Bathing Beach Regulations effective May 26, 2021. Eric Helt seconded the motion: in the negative; none. The motion was approved.

Amanda Rogers, DVM entered the meeting at 6:34 p.m.

3. Special Reports

3.1 Board Report

Jeff Harmer and the Board of Health recognized Lee Rhoades for his years of service to the Board of Health and the community of Knox county. Lee served as a board member for 20 years, retiring in the fall of 2020. From 2001-2011 Lee served as Board President, and 2012-2015 as President Pro Tem. In recognition of his service he was given a framed collage of photos from his 20 years on the board and a polo shirt with the new Knox Public Health logo embroidered. Accompanying Lee at the meeting was his wife Marge and his daughter, Christie Burson.

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green

Zach Green advised that an application was submitted on May 3, 2020 for the Land Bank, which has 30 days to respond.

Knox Pages published an article discussing homeless camps at Arch Park in Mount Vernon. Zach stated that there is an ongoing collaborative to look into crime due to this camp such as theft.

May 27, 2020 is the last day a Covid vaccine clinic is scheduled for the conference room. Starting in June 2021 vaccines will be given by appointment in the Community Health Center. Zach also stated that over 16,000 covid vaccinations have been given since December 2020 when the agency began administering the vaccine. The staff was thanked for all their hard work.

Accreditation

All agency QI projects are up and running, we have five projects currently. Accreditation Coordinator is currently conducting one on one meetings with Domain Leaders to review their domains, follow up on areas of concerns within the domain, and to identify topics that will need further discussion with the entire A-Team. Meetings are going well and staff are prepared to discuss/ask questions to help learn their roles within Accreditation. The 2021 Community Health Assessment (CHA) is complete, an email was sent to the Board of Health with the assessment attached. The next step will be to kick off the Community Health Improvement Planning (CHIP) process in late June.

Facility/Maintenance

The termination of our current facilities contract will be ending starting June 1st. We are currently interviewing for the part-time contract position. County maintenance continues to carry out maintenance requests throughout the month of May. Over the last month, the main site has had a citizen's aid box placed in the main lobby. New ceiling fans have been installed in the main lobby. Lastly, the light bulbs in the hallways have been replaced with LED bulbs. The WIC site continues to operate without issue and the team is gearing up for when curbside is no longer necessary. Lastly, both Danville sites are in good standing order. A few minor items still need to be addressed (i.e. backflow test, toiletry dispensers, etc.) but overall operationally sound.

Public Health Emergency Preparedness (PHEP)

The deliverables for PHEP submitted this month have been the After-Action Report/ Improvement Plan (AAR/IP), which focused on COVID-19 response efforts, barriers identified and plans to address the gaps recognized. In addition, the communications workbook, outbreak reporting, volunteer deployment, information sharing, and final communications drill have also been submitted. Working with the local

Emergency Management Agency (EMA), the EPC will return to (12) hours per week at the EMA office and focus on the Continuity of Government Plan. The final healthcare coalition meeting of the state fiscal year has been completed. During the healthcare coalition meeting the group approved the purchase of three (3) triage tarp kits. The tarp kits will be given to three county fire departments (Mount Vernon Fire Department, Central Ohio Joint Fire District and East Knox Joint Fire District). Additionally, the group approved the purchase of 60 SWAT-T Tourniquets and 8 CAT Tourniquets. The tourniquets will be given to the Rescue Task Force (RTF), which will assist in completion outfitting each law enforcement vehicle with a trauma bag.

Fiscal Supervisor Report – Katie Hunter

The finance committee met and reviewed the recommendations made by the leadership team for staff classification changes and compensation. The fiscal staff is working on updating the fiscal manual that will go to the board for approval in July. We have not been contacted by the State Auditor yet, but the State Audit normally begins in June or July, so look for more information about that to be coming soon.

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS April 30, 2021									
	April Revenue			April Expense			April Cash Balance		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
District Health Fund									
801 - District Health Fund*	177,404.74	64,846.19	19,955.06	190,436.27	149,173.89	150,157.80	2,260,527.15	1,635,638.62	803,619.23
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	4,915.00	0.00	6,213.00	744.77	306.61	878.66	11,117.32	1,085.95	9,099.29
806 - Food Service Fund	11,354.00	2,796.75	6,504.50	18,133.73	16,358.87	11,918.15	124,632.71	101,926.47	70,270.94
807 - Private Water Fund	4,311.55	6,731.60	9,452.10	4,135.68	5,345.55	5,965.96	7,604.97	8,000.78	3,152.30
809 - Sewage Program Fund	9,908.00	11,987.00	15,494.00	8,895.47	8,625.33	7,756.67	35,832.63	10,871.18	13,246.33
810 - RV Park/Camp Fund	5,027.50	0.00	5,074.00	379.34	470.10	722.61	9,749.99	5,981.23	4,483.84
Subtotal	35,516.05	21,515.35	42,737.60	32,288.99	31,106.46	27,242.05	188,937.62	127,865.61	100,252.70
Special Revenue Funds									
803 - Home Health Fund	0.00	0.00	36,238.08	0.00	0.00	23,623.39	0.00	0.00	802,800.19
819 - Solid Waste Fund	0.00	0.00	0.00	2,872.37	741.97	2,438.82	10,738.47	9,756.23	12,551.46
Subtotal	0.00	0.00	36,238.08	2,872.37	741.97	26,062.21	10,738.47	9,756.23	815,351.65
Grant Funds									
808 - WIC Grant Fund FY Oct 1 - Sept 31	22,400.71	20,951.66	28,145.32	23,121.27	21,462.04	20,217.01	42,055.48	23,697.35	8,797.54
811 - Creating HealthyCom Grant FY Jan. 1 - Dec. 31	7,553.07	6,619.42	8,101.41	7,553.07	8,963.77	5,967.45	31,650.48	30,260.88	29,206.33
812 - PHEP Grant Fund FY July 1 - June 30	1,466.16	0.00	16,640.83	3,712.21	4,417.17	3,256.90	28,238.27	7,568.55	21,350.15
813 - NCHMQ2 Grant Fund FY Oct 1 - Sept 30	0.00	8,550.00	1,254.38	1,992.01	2,772.68	2,652.31	78,497.73	58,209.17	61,427.83
814 - Community Health Center Grant FY April 1 - Mar 31	268,389.51	218,524.77	235,743.45	230,920.59	165,109.16	184,620.55	501,812.66	82,333.86	46,480.74
830 - Drug Free Communities FY Oct 1 - Sept 30	6,413.41	6,033.00	6,331.47	6,413.41	5,372.50	5,520.00	5,538.66	4,807.81	4,544.42
Subtotal	306,222.86	260,678.85	296,216.86	273,712.56	208,097.32	222,234.22	687,793.28	206,877.62	171,807.01
TOTAL ALL FUNDS	519,143.65	347,040.39	395,147.60	499,310.19	389,119.64	425,696.28	3,147,996.52	1,970,138.08	1,891,030.59

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

HUMAN RESOURCES – Joyce Frazee, Human Resource Director

Joyce Frazee informed the board that human resources is very busy setting up interviews and hiring for open positions. The board was also advised that Jason Whaley, who was present for the meeting is interested in becoming a board member and has attended to have an idea of how the Board of Health operates.

Recruitment and Onboarding continue to be the focus. This month you will be asked to approve the hire of Ashton Bowen, LSW. Ashton’s role will work closely with the counselors to help clients in difficult situations with advice, figure out what kind of help they need, help them find the services they need, create plans for treatment or recovery, etc.

Nate Overholt, Suzanne Dapprich, Kelly Biggs and Katie Hunter are helping me with the search for an Environmental Health Specialist. The team has interviewed three strong applicants and will make a final decision in the next few days.

Reviewing of resumes and interviews are currently taking place to fill the Community Health Center Clinical Supervisor position, Licensed Independent Social Worker, Certified Medical Assistant, Administrative Assistants in the Community Health Center and maintenance/facility technician. Employees assisting with interviews are Stacy Gilley, Dawn Priest, Julie Miller and Nan Snyder. We will be advertising for a dental hygienist in the Danville dental clinic in a couple of weeks.

The temporary staff through Shannon Staffing have worked out well. Hannah Anstine and Austin Miller primary focus was working helping at the COVID vaccine clinics. We will continue to offer them hours as long as there is a need and as long as they are willing to work for us.

You will also be asked to accept the resignation of Kelcy Pilotti, Certified Medical Assistant in the Danville medical clinic. Kelcy plans to go back to school to further her education.

All-staff development day was held May 14th at the Heartland Retreat Center. In the past couple of years (2019- today) we have hired 28 new staff, many of which have not worked in public health. To help the new staff and some that have been onboard less than five years, staff in each of the six divisions were asked to share what their job responsibilities were. Members of each division were featured in media videos, power point presentations, etc. Because we have staff working in 4 locations, this was a great way to share a little bit of what we do for public health.

The retreat center is a great location to hold staff development day. The retreat center is nestled in the midst of over 350 scenic acres, and is a well-equipped facility to host our group. Their team of trained staff offered customized low/medium impact team building activities.

It is time to revisit our Onboarding process. The current process has been in place for the last two years. After, a brief survey with new staff we decided it was time to re-evaluate new employee orientation by returning to our past quality improvement (QI) project. Staff in the administrative services and operations division makes up the QI team so that the majority of the employees involved in our current process can give their input for improving our current process.

A staff satisfaction survey was developed to gather information on work related situations. The survey's objective was to get a better understanding of employee engagement within the agency. The survey presented staff with a forum to express their thoughts anonymously. The results have been shared with the leadership team and will be a platform for the team to use for making improvements.

Information Technology (IT) & Vital Statistics

IT:

The 1st quarter replacement computers have been deployed. 2nd quarter replacements have been ordered and received and will begin deployment. (Computers are replaced on a 4-year cycle). Investigating Contract Management software.

Vital Stats:

Our electric embosser gave up the ghost and was totally dead. State VS was able to provide a working unit, Brett drove to Columbus and swapped our non-working unit for the working one. Electric is much better than manual! Birth certificates are averaging 230 per month, death certificates 207 per month.

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

A Household Sewage Treatment System (HSTS) variance application has been provided by Leroy E. Hess for 24235 Bear Run Road, Danville, OH 43014, Brown Township parcel number 03-00099.001 to install a replacement septic system. The existing septic system effluent is discharging to the surface and

creating a public health nuisance. In order to install a new leaching treatment area, the distribution line connecting the septic tank and the leaching area will be required to go under the driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

On January 8, 2021 Ohio House Bill 442 was signed by Governor DeWine with an effective date of April 12, 2021. H.B. 442 changes the professional title of “sanitarian-in-training” and “registered sanitarian” to “environmental health specialist in training” (EHST) and “registered environmental health specialist” (REHS). This bill also extends the period of validity of EHST and REHS certificates of registration from one year to two years, requires 24 hours of continuing education every two years (previously 18 ceu’s per year) and changed the licensure fees from \$ 90.00 renewal fee to \$ 75.00.

Thanks to registered environmental health specialists Terri Hillier, Suzanne Dapprich and Kelly Biggs, along with board of health member, Jeff Harmer, updated local public bathing beach regulations will be brought in front of the Knox County Board of Health for approval. The current regulations were approved in 1977 and have been utilized in the public beach program. While many of the specifics of the regulations remain the same, new technologies and features have made it necessary to completely redo the regulations. You will find a copy of the proposed regulations in your board of health folder for review prior to the board of health meeting. The regulations were reviewed and approved by Sarah Feldkamp from the Knox County Prosecutor’s Office on April 26, 2021 in order to present to the Knox County Board of Health for approval and adoption.

Registered environmental health specialist, Terri Hillier will be retiring in the fall of 2021 after 31 years of service. Terri was hired on September 26, 1990 and has been an instrumental and dedicated employee for Knox Public Health. Additional information will be provided on Terri at a later date. Due to Terri’s upcoming retirement, this will create a REHS/EHST open position in the environmental health division. Interviews for an environmental health specialist in training or a registered environmental health specialist have begun to take place for the environmental health division with the goal to have someone hired and in place before July 1, 2021. This will allow for adequate training and transition time for Terri’s position replacement.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm encouraged the board members to utilize the link in her report to assist in advising what the city is lacking as far as safety and accessibility of biking and walking for residents.

The Planning, Education and Promotion division has begun participating in First Friday FY2021.

Katie Hunter assisted Pam putting together a budget for the division to represent their promotion efforts and collaborations.

- As part of the Creating Healthy Communities (CHC) grant, an online interactive map of existing and proposed projects that improve the safety and accessibility of biking and walking for residents has been launched. You can access the map at https://tooledesign.github.io/Knox_Webmap/
- Plans are being made to use CHC funds for bike infrastructure improvements in Mount Vernon such as bike parking, bike repair stations or wayfinding signage.
- Fredericktown Outdoor Learning Lab/Community Garden, another CHC project started two years ago, is continuing this year thanks to parent volunteers who are assisting with garden maintenance.

- Alayna Mowry has created a newsletter for the Health Center which is emailed quarterly to HC patients and staff and community members. The first issue was sent May 16. Here's the link <https://sh1.sendinblue.com/2ntglorg5t7e.html?t=1621346898>
- We promoted the Health Center at Danville Ladies Night Out, May, our first community event since the COVID-19 Pandemic started. With a display in front of the medical/ counseling office, the HC staff gave away balloons, reusable bags and T-shirts.
- Social media for KPH features a Facebook post almost every day. Public engagement has resulted mainly from posts about masking. FB Live is on hold as we focus on vaccinations and other programming. We hope resume FB Live on a regular basis starting this late summer/early fall.
- The knoxhealth.com website continues to be a source of information. According to Google analytics, there were 7,726 users (12,622 sessions/21,572-page views). Over 72% were new visitors. The COVID pages continue to be the most viewed pages.
- The National Drug Take Back Day on April 24 resulted in the collection of 104.84 lbs. of unused, unwanted and expired medications. This year also brought in quite a few syringes that were destroyed courtesy of Knox Community Hospital.
- While we were unable to be in the schools this past year due to COVID-19 protocols, we provided lesson plans and supply packets for 4th grade hygiene and 5th grade puberty classes. We provide 535 hygiene packets and 860 puberty packets.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

Lisa Dudgeon advised that her staff is excited to resume their pre-Covid activities. Jessica Parker has been able to do home visits for her Children with Medical Handicaps program as well as Cribs for Kids program.

Diane Goodrich shared her delight for the number of agency staff that have been vaccinated currently.

COVID VACCINE

I am happy to report nearly 70% of KPH/CHC staff have been vaccinated for COVID 19 as of right now.

We are moving COVID vaccines back into the Health Center beginning June 1 which will be by appointment.

We will continue to do off site clinics as we receive requests from businesses/organizations to do so. May 18th we will hold a special clinic to vaccinate 12-15-year old's.

Communicable Disease

Starr

Previously the number of COVID cases per week were ranging between 60-90. We are currently seeing 25-45 cases per week.

Natasha Lester will be training as one of the backup communicable disease nurses and will be able to cover when Starr and Lisa are not available. This will include diseases other than COVID.

Children with Medical Handicaps (CMH)/Newborn visits/Crib visits/CPR

Jessica

CPR - submitted purchase order for new books & DVDs in order to resume CPR classes for employees (new updated information for CPR came out for 2020) The information/supplies should be valid for 5 years - they review & update information every 5 years & require new supplies to be used. Jenn is checking with Kathy Gray at our KCH training center to become an AHA instructor.

CMH - Had 9 "visits" in April. No changes - caseload remains at the same around 250. Waiting to hear if CMH will help cover cases that have complications from COVID.

Lead - no new cases, 1 borderline elevated lead level.

NB - 3 visits in April (2 so far in May).

CFK - Continue the ODH grant with Licking for cribs. Must distribute 10 cribs per month to catch up - notified WIC of the need for more referrals to help keep this program going & have had an increase in referrals! Had 4 in April & 2 so far in May with others scheduled. I have also notified KCH birthing center and Starting Point to have them refer as needed.

School Nursing

Nothing new to report at this time.

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

Caseload was 740 participants for April 2021 (an increase of 2). Referrals included "4" to the Mommy & Me Smoking Cessation program and "3" to the CHC (1 Adults, 0 infants, and 2 children).

1 of the 247 infants (0.4%) currently receiving WIC benefits are certified with a risk code designated as "born early" (includes infants born less than 39 weeks gestation). 0 of 73 prenatal participants are 17 years old or less.

"Curbside services" continued as our method of service for WIC participants during the month of April. The decision was made with staff input to gradually open up the clinic to prenatals (alone). The next step will be to open the clinic to moms and their new babies. Weight, heights, and hemoglobin testing as required would be done on site. Word from State WIC is that waivers may be extended into September of 2021. Official notification has yet to be received, however. We will continue with our plan to gradually open our clinic, the last group being the children. Our breastfeeding initiation rate for WIC moms decreased to 60.9%. (This stat is current through February, 2021). There are currently 26 exclusively breastfeeding moms and 18 partially breastfeeding moms for a total of 44 breastfeeding moms receiving WIC nutrition benefits and breastfeeding support.

Programming for the summer is in the works. We plan to incentivize attendance of appointments with monthly drawings of healthy nutrition and activity items. The WIC Farmers' Market program will also be getting underway in the month of June with plans for the WIC staff to attend the weekly Mount Vernon Farmers' Market with coupon booklets (4, \$5.00 coupons) for eligible WIC participants.

A possible QI project for WIC outreach to our community and improved efficiency of clinic flow in at our new site is under consideration.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Lane Belangia notified the board in the month of June they will be asked to accept a large amount of fully capital funding that will be focused on the Danville locations to increase access to care. It was also stated that there is a number of budgeting documents that are required as well as the current lease agreements to be amended. More information will come on this funding.

Co-Applicant Board Report for May 2021:

It would be nice to begin this email with a note about warm weather, but as I write this it is 35 degrees and raining? I know the slow spring start will result in a long and warm summer! With this too we all

hope to see the transition from our current Covid constraints and precautions into what is a normal life; if anyone knows what that means after such a long and impactful year? I personally look forward to a new year of healing for us all as we recover from this Pandemic. Normal for the Health Center through Covid has been simple, outside of some of the mandated service shut downs. Staff simply come in and completed good work, some with more layers of PPE! Covid continues to slow the number of people we can serve at one time but the center is still getting the job done and doing “good work”. Kudos to all the center staff for being care providers first and foremost.

Kudos to the health department staff as well, the burden of Covid really has fallen on their shoulders as the health center could only provide temporary and short-term relief to the staffing of clinics and other Covid response activity. They have done a great job representing public health and promoting safe lifestyles and the vaccine for sure.

Grant: We were able to determine the SAC, (Service Area Competition Application) is not due until November 2022, not this November as originally scheduled. This November we will submit a routine BPR, (Budget Period Review).

Fiscal: Cash on hand or the fund balance continues to be the largest we have seen, continued efforts to grow this amount will be at the forefront of operations thought out this year, we currently have approximately 2 months cash on hand, the health department would like us to have 6 months cash on hand for future sustainability.

I will be completing two large budget submissions in the next 45 days. The first relates to the H8F recovery fund budget submission. This was the fund accepted at last month’s board meeting, the fund is for a two-year period. We will be budgeting to expand providers and staffing related to these positions, purchasing equipment and supporting IT systems and processes, Covid response including vaccine provisions, and the purchase of dental and medical suite items to accommodate the expansion related to new providers bringing more service into the FQHC. This is due May 31st. The second budget will be related to the capital funding released totaling \$531,000 dollars. This will bring much needed renovation to the Danville Medical and Dental Clinics. This project period is for the next 3 years and will be released in September of 2021. This funding is purely capital in nature and will cover the cost of renovating and or adding space to clinical sites.

Co-Applicant Board Compliance: I have been approached by a consumer member whom may need to step down due to work requirements. I am in discussions with a new potential new consumer board member about the roles and expectations of becoming our newest board member. This is needed in order to maintain compliance with HRSA guidance of at least 9 members and 51% consumers on every health center board. We have 11 members on the board and 6 being consumers, if we have one consumer step down we would be composed of less than 51% patient or consumer board members.

Board Governance: This month the Co-applicant Board will be completing my evaluation, this is one of the biggest responsibilities any FQHC board has regarding compliance and governance. *“The annual evaluation of the CEO...boards are responsible for approving the selection, evaluation and, if necessary, the dismissal or termination of the Project Director/CEO from the Health Center Program project”*, according to the guidance within the Compliance Manual from HRSA. This process has continued to evolve as the health center has over the last 4 years, with this year’s version being the best so far in consideration of the validity/importance of performing this evaluation and helping to ensure the person holding the position is matched to develop as the center grows.

The co-applicant board will be invited to a dual meeting with the Board of Health this coming June, which will replace our regular board meeting for the month. This will occur in the evening the night of June 23rd. This will be the first opportunity for the boards to learn more each other and to also discuss growth and operational developments for each entity allowing the build of a stronger relationship. I am looking forward to this opportunity, from my perspective both boards have complemented each other very well in the past. This is a good time to meet, the anticipated growth and multiple moving parts

especially with receipt of unprecedented Covid funding the time to hear both boards ideas about how the public entity and FQHC continue to collaborate toward a productive future.

The Co-applicant board will also be hearing more information about the Centerburg School Based Clinic and the new information regarding Mount Vernon City Schools on developing similar services.

CEO Update:

I was able to attend the OACHC virtual conference last month, it contained many informative sessions along with useful information regarding the new funding FQHCs have received.

The month of June will see the health center welcome it's third nurse practitioner and two additional counseling staff to our team. As we continue to grow I will be working with Julie Miller to build the management team this center needs to support our current operations while allowing strategic growth to occur. Supporting the providers with opportunity to do the work they want and desire to do is key, (give care). We must facilitate a well-managed approach to helping our providers to be the best they can be.

3.3. Health Commissioner

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

- As of today, I have not had a formal response from the Knox Co. Land Bank. There have been a few emails back and forth related to the Freedom Center and an ask about the potential for us to close at the end of August or first of September. These few emails make me think that the application we made is favorable and that our lease-purchase of the property will be successful. If we receive information prior to the Board meeting then I will plan to attend the meeting and report to you since I will not be out of town.
- The Finance Committee did meet and discuss salary increases which will be presented to the full Board in June. At the committee's last meeting we did meet virtually with Jeff Scott, Exec. Director of the Knox Co. Foundation regarding their ability to hold capital campaign funds for us, if needed. In short, they can do that and my thought is that we would use them when the time is appropriate.
- I am working on the business plan for the health center that E.J. has asked for. I am planning to have it completed for the June Board meeting.
- I have continued to support Lane in assessing the status of the health center and working with staff. The only strategy I have recommended is to make Nan Snyder our QI/PM Manager and to name an individual the Clinical Supervisor. Nan has done an amazing job with our EMR, QI and data points and is able to connect them to patient care however having the supervision of personnel is one more big item on her plate that can be removed. We are currently speaking with some individuals who may fit the clinical supervisor role - we will keep you updated.
- Jason Whaley, potential Board member is slated to attend the May Board of Health meeting. After that meeting Jason will confirm whether he remains interested or not. Nate is working to pull the DAC together to appoint Jason or another individual as soon as possible.
- I have indicated our interest in pursuing an agreement with Relias Co. This company provides a large electronic database of educational/training modules, tracks needed or required CEs for employees, sends reminders to employees, and basically would streamline our CE tracking for our HR division. The system can also track HR related items such as driver's license, conference attendance, etc. This system will save us in employee time and be much more efficient and effective. It will also assist with the credentialing activities in the health center. Stay tuned for more information.
- I will be attending Leadership Ohio on 5/20 & 5/21. I am planning to be part of a project on improving food access in food desert areas in Ohio. I will report as the project progresses.

4. New Business

4.1.Finance

4.1.1. Income and Expense

EJ Pido made a motion to approve the income and expense report. Eric Helt seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
APRIL 30, 2021							
FUND NAME	JAN. 1, 2021 BALANCE	APRIL REVENUE	YEAR-TO-DATE REVENUE	APRIL EXPEND.	YEAR-TO-DATE EXPEND.	APRIL 30,2021 BALANCE	
District Health Fund							
801 - District Health Fund*	1,964,545.39	177,404.74	1,142,065.71	190,436.27	846,083.95	2,260,527.15	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	9,393.61	4,915.00	4,915.00	744.77	3,191.29	11,117.32	
806 - Food Service Fund	47,466.18	11,354.00	130,035.00	18,133.73	52,868.47	124,632.71	
807 - Private Water Fund	6,908.01	4,311.55	19,337.75	4,135.68	18,640.79	7,604.97	
809 - Sewage Program Fund	30,206.76	9,908.00	38,269.00	8,895.47	32,643.13	35,832.63	
810 - RV Park/Camp Fund	5,334.24	5,027.50	5,321.00	379.34	905.25	9,749.99	
Subtotal	99,308.80	35,516.05	197,877.75	32,288.99	108,248.93	188,937.62	
Special Revenue Funds							
819 - Solid Waste Fund	1,781.70	0.00	20,007.84	2,872.37	11,051.07	10,738.47	
Subtotal	1,781.70	0.00	20,007.84	2,872.37	11,051.07	10,738.47	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	36,493.79	22,400.71	96,917.86	23,121.27	91,356.17	42,055.48	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	24,508.68	7,553.07	39,697.44	7,553.07	32,555.64	31,650.48	
812 - PHEP Grant Fund FY July 1 - June 30	35,870.00	1,466.16	10,812.93	3,712.21	18,444.66	28,238.27	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	62,310.68	0.00	24,000.00	1,992.01	7,812.95	78,497.73	
814 - Community Health Center Grant FY April 1 - Mar 31	301,734.94	268,389.51	1,255,960.25	230,920.59	1,055,882.53	501,812.66	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	1,242.53	6,413.41	29,777.85	6,413.41	25,481.72	5,538.66	
Subtotal	462,160.62	306,222.86	1,457,166.33	273,712.56	1,231,533.67	687,793.28	
TOTAL ALL FUNDS	2,527,796.51	519,143.65	2,817,117.63	499,310.19	2,196,917.62	3,147,996.52	

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

4.1.2. Transfers/Cash Advances – Resolution 2020-03

Amanda Rogers, DVM made a motion to approve Resolution 2020-03. EJ Pido seconded the motion. On roll call the following voted in the affirmative: Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Eric Siekkinen, RPh, Jeff Harmer: in the negative; none. The motion was approved.

RESOLUTION 2021-03

Drug Free Communities

1. Transfer \$1,000 from 830.1510.50307 to 830.1510.50401
2. Transfer \$1,000 from 830.1510.50102 to 830.1510.50307
3. Transfer \$350 from 830.1510.50101 to 830.1510.50401

4.2. Personnel

4.2.1. Approval to open Dental Assistant, EFDA position.

Diane Goodrich made a motion to approve to open Dental Assistant, EFDA position. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to accept resignation of Kelcy Pilotti, CMA effective May 14, 2021.

Eric Siekkinen, RPh made a motion to accept resignation of Kelcy Pilotti, CMA effective May 14, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approval to hire Ashton Bowens, LSW effective June 14, 2021.

Diane Goodrich made a motion to approve to hire Ashton Bowens, LSW effective June 14, 2021. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

4.2.4. Approval to hire Lauren Sanders, LSW effective July 12, 2021.

Eric Siekkinen, RPh made a motion to approve to hire Lauren Sanders, LSW effective July 12, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of Professional services contract with Dr. Rodney Beckett, DDS, for dental services at \$70/hour and a yearly maximum at \$15,000, effective June 1, 2021 – May 31, 2022.

Eric Siekkinen, RPh made a motion to approve Professional services contract with Dr. Rodney Beckett, DDS, for dental services at \$70/hour and a yearly maximum at \$15,000, effective June 1, 2021 – May 31, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of Professional services contract with Bergie Media Fusion for marketing services including Monthly KPI Reporting and creating a postcard/magnet for KCCHC in the amount of \$495/month yearly maximum \$6,000, effective May 20, 2021 through November 20, 2021.

EJ Pido made a motion to approve Professional services contract with Bergie Media Fusion for marketing services including Monthly KPI Reporting and creating a postcard/magnet for KCCHC in the amount of \$495/month yearly maximum \$6,000, effective May 20, 2021 through November 20, 2021. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

4.3.3. Approve of Memorandum of Understanding with Grand Canyon University for student field experience, for no monetary compensation, and effective May 13, 2021 until completion of student's field experience.

Eric Siekkinen, RPh made a motion to approve Memorandum of Understanding with Grand Canyon University for student field experience, for no monetary compensation, and effective May 13, 2021 until completion of student's field experience. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.3.4. Approval of Professional Service Contract with Community Anti-Drug Coalitions of America (CADCA) for a "state of evaluation" for our Knox Substance Abuse Action Team, effective October 1, 2021 through September 30, 2024, for a maximum project cost of \$30,000.

Diane Goodrich made a motion to approve Professional Service Contract with Community Anti-Drug Coalitions of America (CADCA) for a "state of evaluation" for our Knox Substance Abuse Action Team, effective October 1, 2021 through September 30, 2024, for a maximum project cost of \$30,000. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.3.5. Approval of the Memorandum of Understanding with the Knox County Sheriff's Office and The Freedom Center for services provided by KORR, no monetary value, effective March 18, 2021 through August 31, 2023.

Eric Siekkinen, RPh made a motion to approve Memorandum of Understanding with the Knox County Sheriff's Office and The Freedom Center for services provided by KORR, no monetary value, effective March 18, 2021 through August 31, 2023. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.3.6. Approval of Professional Service Contract with Relias, electronic database software for the annual amount of \$8,436.68, effective August 1, 2021 through July 31, 2026, renewing annually following initial term.

Eric Siekkinen, RPh made a motion to approve Professional Service Contract with Relias, electronic database software for the annual amount of \$8,436.68, effective August 1, 2021 through July 31, 2026, renewing annually following initial term. EJ Pido seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1 Approval of agency Personnel Policy Manual.

EJ Pido made a motion to approve agency Personnel Policy Manual. Eric Siekkinen seconded the motion; in the negative: none. The motion was approved.

4.4.2. Approval of agency Bloodborne Pathogens Policy

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

4.4.3. Accept funding from CareSource in the amount of \$5,000 for COVID response/relief.

EJ Pido made a motion to Accept funding from CareSource in the amount of \$5,000 for COVID response/relief. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

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

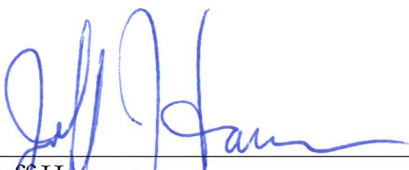
Health Commissioner and/or CHC CEO approved/signed the following:

- Customer Service agreement with Rumpke of Ohio, Inc. for waste material hauling services, effective May 10, 2021 through May 10, 2024, for a charge of \$179.01 2 times a week and an additional weekly charge of \$11.19 per month.
- Manufactured Home Park Inspection Agreement with the Ohio Department of Commerce for annual inspection responsibilities for manufactured homes, effective July 1, 2021 through October 31, 2021, with a maximum compensation amount of \$40,000.
- Memorandum of Understanding with The Center for Individual & Family Services, Inc. DBA Catalyst Life Services for interpreter services, effective July 1, 2021 through July 1, 2022, for a maximum compensation of \$105 per hour.
- Personal Service Contract with Nick Gotschall, LPCC for peer reviews, effective June 1, 2021 through May 31, 2022, for \$100 an hour with a maximum of \$2,000 a year.
- Agreement for iContracts, Inc., for the PolicyStat application website, effective June 1, 2021 through May 30, 2024, for approximately \$6404 per year with a 5% increase per contract year.
- Mutual written consent with Centerprise Healthcare Services Billing, for the contract to auto renew on June 24, 2021 through June 24, 2024, with a collection fee of 7% of collection recoveries and special consulting requests starting at \$75/hour.

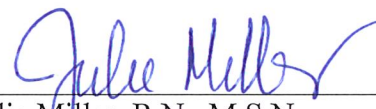
5. Adjournment

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

The Board meeting adjourned at 7:32 p.m



Jeff Harmer
Board President



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