

Knox Public Health

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October 28, 2020

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
Joe Porter	Zach Green, Deputy Health Commissioner
Amanda Rogers, DVM	Lane Belangia, Community Health Center CEO
Barb Brenneman	Pam Palm, Planning Education & Promotion Director
Diane Goodrich	Cyndie Miller, WIC Director
Lee Rhoades	Lisa Dudgeon, Director of Nursing
Barry George, MD	Katie Hunter, Fiscal Coordinator
	Bailie Miller, HR Generalist
	Alayna Mowry, Marketing/Communications Coordinator
<u>ABSENT</u>	<u>GUESTS</u>
Nate Overholt, Environmental Health Director	Sarah Downey, Mount Vernon News
	Ernest "EJ" Pido
	Grant Pepper, Knox Pages

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. Joe Porter seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for September 23, 2020 Board of Health meeting.

The minutes of the regular meeting held, September 23, 2020 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

Joe Porter 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	26,920.56
805 - Swimming Pool Fund	504.00
806 - Food Service Fund	87.49
807 - Private Water Fund	2,887.59
808 - WIC Grant	3,020.21
809 - Sewage Program Fund	925.00
810 - RV Park/Camp Fund	26.25
811 - Creating Healthy Communities Grant	184.08
812 - Public Hlth Emergency Preparedness Grant	2,906.12
814 - Community Health Center Grant	102,732.68
819 - Solid Waste	116.25
830 - Drug Free Communities	129.00
Total	\$140,439.23

THEN & NOW

801 - General Fund	1,043.94
814 - Community Health Center Grant	940.00
Total	\$1,983.94

1.5. Public Participation

Julie Miller shared that November will be Lee Rhoades last board meeting. Julie introduced new board member EJ Pido. He is a resident of Mount Vernon, he and his wife have two sons. He is a pharmacy technician, at Knox Community Hospital.

Sarah Downey attended the virtual meeting representing the Mount Vernon Newspaper.

2. Hearing/Reading/Regulations

3. Special Reports

3.1 Board Report

Eric Siekkinen, RPh, shared with the Board members a thank you card from the staff. Eric praised the staff for their generosity.

3.2. Leadership Report

ADMINISTRATIVE SERVICES & OPERATIONS- Zach Green, Director

Zach Green added to his report that the next finance meeting would be held on November 10, 2020.

Accreditation

This month we completed an official test run of the new PM, QI, and Accreditation training for the staff. The next step is scheduling trainings by division. This training serves two purposes, 1) it gives staff, especially new staff a comprehensive introduction to all three topics and 2) it helps us meet PHAB standards in Domains 5 & 9. Carmen completed a 4-part training on our Clear Impact software and we

will also begin the process of introducing this software to the leadership team and staff. Both the PHAB Annual Report and ODH Report on our CHIP were completed and submitted this month. The KHPP selected OSU's Center for Public Health Practice as our research partner and facilitator for our next CHA/CHIP cycle, the project is set to start in December. Lastly, the 3rd Quarter Statistic Report is included in your packet.

Facility/Maintenance

Modern Office Methods installed the new printers, copiers, fax, & scanner equipment on September 30th. A disinfectant sprayer will now be utilized by our janitorial crew in the evening hours. The new sterilization center for dental will be arriving in the coming weeks. All of the plumbing & electrical work is nearly completed. Winter preventive check on the furnaces will be scheduled this month and the A/C unit in the IT room had to be repaired.

Fiscal

The fiscal staff has been busy with preparing 2021 permanent appropriations to present to the Finance Committee. The State Audit recently submitted their final report and we will be scheduling an exit interview in the near future & once a date is determined an invite will be sent out to BOH members. A renewal is underway for the Rural Healthcare Program (Solix) which provides relief funding on phone/internet cost annually. As Joyce's report speaks to seeking out additional medical insurance vendors, the finance committee will discuss further in the month of November when finalizing the 2021 permanent appropriations.

Public Health Emergency Preparedness (PHEP)

The Emergency Preparedness Coordinator (EPC) continues to serve as the county logistics manager for the Emergency Management Agency (EMA). All deliverables that were waiting for approval last month have been approved and expensed. Both drive-thru clinics located at Mount Vernon Fire Department and Knox County fairgrounds have been conducted. The Knox County fairgrounds drive-thru was received very well and identified areas that can be improved to limit staff exposures to the elements if weather were to become an issue. Additionally, the newer nursing staff were able to get experienced in the drive thru vaccination process.

The EPC has been working on COVID-19 Zone 2 calls weekly. The main focus has been the distribution of a COVID-19 vaccine to long term care facilities. The EPC is serving as the coordinator for the Knox County Healthcare Coalition. Within this role the EPC is currently working on the annual Hazard Vulnerability Assessment (HVA) that should be completed and ready to be distributed by the end of next week. Lastly, the EPC has been working with Zach to take over more facility maintenance responsibilities.

Fiscal Coordinator Report – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS September 30, 2020									
	September Revenue			September Expense			September Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
District Health Fund									
801 - District Health Fund*	120,406.50	63,500.03	14,747.91	145,124.70	119,734.21	101,808.70	2,103,743.77	974,456.73	1,012,963.08
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	504.00	0.00	0.00	941.35	194.31	477.11	2,406.98	2,209.87	6,651.30
806 - Food Service Fund	723.00	2,255.00	1,890.00	7,941.98	14,362.97	12,177.29	42,037.82	8,729.26	29,639.33
807 - Private Water Fund	6,357.70	6,296.38	6,930.76	6,514.61	6,153.90	5,383.30	7,411.10	3,832.83	4,921.44
809 - Sewage Program Fund	8,589.00	8,416.00	4,417.00	7,995.00	9,140.49	9,882.77	17,003.79	10,385.36	22,988.29
810 - RV Park Camp Fund	0.00	0.00	0.00	348.20	79.36	537.73	5,946.25	904.05	3,019.19
Subtotal	16,173.70	16,967.38	13,237.76	23,741.14	29,931.03	28,458.20	74,805.94	26,061.37	67,219.55
Special Revenue Funds									
803 - Home Health Fund	0.00	26,482.41	36,598.76	0.00	25,714.64	36,435.22	0.00	812,110.41	792,902.19
819 - Solid Waste Fund	0.00	100.00	7,023.57	7,548.71	1,360.62	3,493.22	5,912.63	11,829.70	17,668.47
Subtotal	0.00	26,582.41	43,622.33	7,548.71	27,275.26	39,928.44	5,912.63	823,940.11	810,570.66
Grant Funds									
808 - WIC Grant Fund FY Oct 1 - Sept 31	0.00	41,704.74	33,245.24	23,464.82	28,412.57	22,296.04	19,732.26	15,169.48	14,368.55
811 - Create Healthy Com Grant FY Jan 1 - Dec 31	10,642.94	3,215.87	0.00	6,892.70	6,652.04	5,837.86	29,786.06	32,170.00	25,635.79
812 - PHEP Grant Fund FY July 1 - June 30	10,336.43	2,964.96	3,213.00	6,181.06	7,351.58	7,180.67	25,381.82	12,542.77	2,925.15
813 - MCHMQ2 Grant Fund FY Oct 1 - Sept 30	850.00	0.00	3,750.16	2,170.40	9,712.44	8,057.95	54,757.57	39,946.26	33,238.03
814 - Community Health Center Grant FY April 1 - Mar 31	269,381.00	210,291.84	140,495.41	226,263.31	171,875.07	141,617.96	210,005.26	36,342.40	54,099.13
830 - Drug Free Communities FY Oct 1 - Sept 30	0.00	15,188.88	7,196.23	6,717.80	15,336.22	7,679.53	11,867.39	3,976.04	0.00
Subtotal	291,210.37	273,366.29	187,900.04	271,690.09	239,339.92	192,670.01	351,530.36	140,146.95	130,266.65
TOTAL ALL FUNDS	427,790.57	380,416.11	259,508.04	448,104.64	416,280.42	362,865.35	2,535,992.70	1,964,605.16	2,021,019.94

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

HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor

Joyce Frazee shared, we are currently waiting for 3 bids on health insurance quotes and are expecting to have the bids back by 11/10. Joyce also advised a new payroll code form was placed in the board member folders to replace an outdated form per fiscal's recommendation.

As Julie mentioned in her bullet points she sent out to the board members last week, we have received word from the County Commissioners that they will be transitioning to the County Employee Benefits Consortium of Ohio (CEBCO) medical plan effective January 1, 2021. The new county plan will offer two medical plan options (regular plan and high deductible plan) with three premium tiers (employee, employee + 1, family).

With that being said, we are investigating our options as an agency to offer health insurance through other resources. To ensure we are getting the best possible medical coverage for the best price we are using FormFire in conjunction with Griffin Insurance to analyze our data. FormFire is an innovative, easy-to-use platform that provides all the tools required for small group health insurance. All staff are required to complete the assessment and Griffin insurance will provide us with three plan options from various insurance providers. I hope to have a complete report to present at the October board meeting.

Interviewing for open positions continues. We currently have three administrative assistant positions and one certified medical assistant position open. I appreciate the flexibility of the leadership team in rearranging their schedules to fit in the interviews, sometime over our lunch break or at the end of the day past closing time.

Workforce Development Committee has been reviewing the Employee Performance Assessment tool. Formatting and questions have been revised. The updated Employee Performance Assessment tool will go to the board in December for approval.

Information Technology (IT) & Vital Statistics

Vital Statistics:

Online ordering and credit card payment for birth and death certificates went live on September 29th. We have had 46 certificates ordered and paid online. Most have been mailed, a few have been pickups. We do not charge a surcharge for this service.

IT:

We have 9 more computers that age out this year. The Purchase Order has been submitted for these. Computers are replaced on a 4-year cycle. With the addition of the Contact Tracing laptops, we have ordered 10 more Office 2019 licenses as we had used all of the ones previously purchased. New copiers and printers from Modern Office were installed on October 1. Install was painless and new machines seem to be functioning well. Staff is still learning the nuances of the new machines.

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

Due to the continued Covid-19 pandemic, Knox Public Health was informed by the Ohio Department of Health that the required annual six continued education units for HSTS haulers, installers, service providers has been deferred into 2021. This allows for the registration of these individuals for the 2021 registration period. Per the Ohio Department of Health, 12 total hours of CEU's will be required prior to the 2022 registration period.

Household sewage treatment system and private water system permits continue to remain steady for the year. In the month of September, there were 13 HSTS permits (11 new, 2 alteration) along with 14 PWS permits (13 new, 1 alteration).

The environmental health staff will be working with the PEP staff to promote continued education and awareness regarding the black-legged tick and Lyme Disease. It is important that people still protect themselves and their family, along with continued treatment for their pets. Through the month of September, Knox County is at 19 confirmed cases of Lyme Disease. As we know, the black-legged tick, the known vector of Lyme Disease, continues to remain active throughout the fall and winter months.

Environmental Health sanitarians and the administrative assistant, continue to remain diligent in their daily activities and programs of interest. While the Covid-19 pandemic is consuming a lot of time and energy for my staff (mostly complaints and plan reviews), they are still out in the field completing food, pool, campground, sewage, private water system and school safety and sanitation inspections and dealing with a higher volume of phone calls and emails. While Covid has made us re-evaluate our approach to consultations and inspections, the staff continue to provide quality work for the citizens of Knox County. I just wanted to reiterate to the Knox County Board of Health what great staff we have and their dedication to this county and agency.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm wanted to give recognition to her team who are helping with contract tracing.

As part of her work with the Drug Free Communities grant, Tina Cockrell helped with the writing the recent HRSA \$3 million grant awarded to Mental Health & Recovery. As part of the grant, KSAAT will receive \$4,000 help bring in a well-known speaker for the annual Communities Coming Together conference. Additional projects include increasing availability of naloxone kits which Tina will now coordinate. The naloxone project will include training 1,000 citizens over three years on how to use the overdose prevention drug, plus increasing the number of trainers in the county to 10. Drug Take Back expansion is also a project of this grant with plans to install two additional boxes in Knox County (one in Danville and one in Centerburg)

Despite not conducting weekly sessions due to COVID-19, we saw five new tobacco cessation clients in September. So far, we have only enrolled 47 clients this year, which is less than half of what we projected, but considering the restrictions on the in-house classes, the program continues to enroll clients during one-on-one sessions.

The Knox Public Health website and social media sites continue to be a frequently accessed source of information for COVID-19. Since it's creation in early spring, we have had over 200,000 hits to the COVID-19 page on knoxhealth.com. In September, we had 8,060 website users who participated in 19,911 sessions and 32,022 page views. The top five pages visited in September were: COVID-19 (17,059); Main Page (7,447); HR (633); KCCHC (596); Influenza (481). Increased use of the HR page is related to job postings which direct job seekers to the webpage; and increased use traffic to the Influenza page is related to the availability of a fillable registration form. The top five social media posts were all related to updates on case counts. Other topics promoted on social media included: drive-thru flu clinic, Complete Streets survey, Preparedness Month, and Septic Smart Month.

Alayna Mowry and Elisa Frazee continue to work daily with Public Health Outreach on contract tracing for COVID-19 cases. In addition to daily postings on cases and promotion of COVID-19 prevention by the entire PEP staff, Alayna has refined the COVID-19 data base to ensure it is pulling data correctly and has enabled formatting to easily track accumulative totals.

Tami Ruhl participated in recording two bike safety videos with Knox Community Hospital. The videos will be posted on the Get Healthy Knox County website and KCH Koko's Kids Club during October in celebration of Walk or Bike to School or Work month.

It is harvest time at the Outdoor Learning Lab at Fredericktown Schools. The students enjoyed preparing and tasting swiss chard straight from the garden this month.

Tami and members of the KHPP Worksite Wellness Team distributed an Employee Wellness - Interest Survey with staff at Danville Schools. Four teachers expressed interest in forming a Wellness Team at the school. We will be working with this group to create wellness activities over the course of the year.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

Lisa Dudgeon stated that her division has been extremely busy. Almost 100 cases have come back positive since her leadership report was sent last week. PEP and Julie Miller have been helping with contract tracing. EH and Julie have been helping with the call line. Diane Goodrich asked if there have been around 40 tests per week and asked for confirmation that we are under capacity for testing. Amanda Rogers, DVM asked what the current turnaround time for testing is: under 72 hours was the reply.

COVID Update:

Currently at #364 cases in Knox County, 31 active cases, 4 hospitalized cases

Contact Tracing: Total close contacts monitored by KPH 687; Number currently being monitored 53

Call Line: Call volume has increased from around 100 calls per week to around 150 calls per week.

Testing: We are averaging around 40 tests per week, which is approximately half of our capacity

Immunizations/Flu

We continue to provide immunizations three days per week in the clinic with extended visit times to allow for cleaning in between clients.

The new immunization coordinator is in the process of learning about her role.

East Knox is planning on having a school vaccine clinic the first week of November.

To date we have given over 1100 flu vaccines. This includes internal and external clinics, MVNU campus, and homebound flu visits.

We still have a few flu clinics coming up including an Wednesday evening and Saturday in November.

School Nurses

Jenn and Natasha are working at the schools most of the time now, but have been assisting with COVID investigations and call backs from the call line as they are able.

Jenn went to East Knox to learn the hearing and vision screening process this month with Natasha

CMH/Newborn/Cribs for Kids Visits

Jess has been working with Licking County Health Department to obtain grant funding for the Cribs for Kids program which they were awarded. This will help cover the nurse visit cost as well as the pack n play and safe sleep materials.

Jess has been assisting with the COVID call line and preparations for testing so her CMH, Newborn, and Crib visit numbers are down

We have decided against requesting grant funding for the Newborn Home Visit program this year since we do not currently have a nurse that can devote the necessary time to the program to really make it successful. We will continue to do what we can and will re-evaluate the situation in 2021.

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

Cyndie Miller shared that WIC is continuing to provide services curbside, which has been extended through February 20, 2021 if needed. The drive thru baby shower was successful. Jeff Harmer asked for an update on the Breastmilk Bank. Cyndie stated that it was delayed due to COVID. The first milk drop off was this past month which was in turn delivered to the Ohio Health Milk Bank. Pam Palm added that over 150oz had been dropped off by one of the moms. Pam also stated that there would be a follow up in the Mount Vernon Newspaper in the future.

Caseload was 772 participants for September (an increase of 8). Referrals included “3” to the Mommy & Me Smoking Cessation program and “5” to the CHC (3 Adults, 0 infants, and 2 children).

36 of the 256 infants (14.1 %) currently receiving WIC benefits are certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). 0 of 77 prenatal participants is 17 years old or less.

“Curbside services” continued as our method of service for our WIC participants during the month of September and will continue through the end of the October. Waivers have been extended through February 22, 2021 as needed. Our breastfeeding peer helper continued working from home through September 22nd on Tuesdays and Thursdays, providing breastfeeding support by telephone and private

Facebook messages. Social distancing and masks continued for WIC staff when working outside of their immediate office area.

April Brady, the Administrative Assistant, for our local WIC program submitted her resignation effective September 25th. We are actively interviewing to fill this full-time position.

WIC staff continued issuance of WIC Farmers' Market coupons from the clinic throughout the month of September. A WIC staff member also visited Apple Hill Orchard in Fredericktown, Ohio on Saturday 19th to issue coupons and encourage WIC participants to "pick their own" apples (or not). Apprehension over Covid-19 and use of SNAP benefits at the farmers' markets have affected the number of coupons issued locally and, also, State wide.

Plans for the first Drive-thru Baby Shower were finalized. It will take place on Thursday, October 1st in the Knox Public Health parking lot. There will be 10 stations for expectant WIC participants to visit and receive information and giveaways. These will include:

Check-in for Door prize registration/questionnaire (Jackie Stabile – WIC HP)

Car Seat Program/MyPlates (Elisa Frazee – PEP Staff member)

Cribs for Kids/Nurse Visitation Program/Immunizations/Gel packs (Jessica Parker, PHO Nurse)

Help Me Grow – (Shana Miller, HMG Project Manager)

Community Activities – Insulated snack bags (Tami Ruhl – PEP Staff member)

CHC – Mental Health & Dental/Dental Packets (Dawn Priest – Counselor & Alayna Mowry – PEP Staff member)

Mommie & Me Smoking Cessation Program/Bottled water – (Mike Whitaker – PEP Staff member)

Imagination Library/Books – (Kelly Brenneman, Executive Director, United Way)

WIC Breastfeeding Support/Special Treat & Message – (Heidi Myers, WIC Breastfeeding Peer Helper)

Gift Bags/Including many handmade baby items from Sew Special LLC & Newborns in Need - (Lillian Collins – WIC HP)

Special thanks to Sydney Lyons for her volunteer service to create Special Message Signs for WIC moms who will be in attendance. And to Alayna Mowry for her special design and promotion of the upcoming event.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Grant: There are several grant reports due this month and in November. Both of the remaining Covid-19 relief funds we received are up for a quarterly report due 10-12-2020. I will be reporting expenditures used for the H8D fund along with confirming our minor alterations and renovation project proposed as part of this grant has been completed. We continue to expend this fund per budget with the fund forecasted to be available up until the end of our grant year in March. This is barring any increase in Covid response or other non-budgeted spending need.

The H8E fund report is also due on October 12th, this fund has not been utilized at this time, the intent of this funding was for increased vaccination response and the costs associated with this process, we continue to hold this fund with anticipation of a vaccine being released sometime in 2020 or early 2021. The final upcoming report due is our annual BPR, (Budget Performance Report). Stacey Robinson and I

will be spending several days completing the budget for this large report due in November. Next year our second, 3-year grant report will be due, this competitive grant will require a grant consultant to assist in the process, the needs assessment will be revised along with our staffing models in order to effectively reflect need of access and also the center's ability to meet the need over the next three years, (2022 to 2025).

Fiscal: Revenue has decreased this month to \$126,307, however our billed charges have increased and more importantly the fund balance for the grant is \$210,000 the highest amount to date. This equates to a little under one-month cash on hand. AR consistently has held at around 60 to 64 days which is much lower than the previous months as some long-term claim's problems have been resolved with certain payer sources.

Billing: The 340b program for written prescriptions has been a big focus of mine for the past 2 months, there were some legislative changes and challenges from big pharmaceuticals targeting hospitals. FQHCs fell into this targeted group where these large companies attempt to abolish the program through increased policy and procedure. This could mean we stop our prescription program in the near future and continue only with in house purchase and billing of medications and reduced cost purchasing of immunizations. The new volatile and heavily regulated 340b processes with certain drug companies could make the program cost prohibitive for our center. The primary care association is working hard to lobby in our favor and hope to have some resolution soon.

Covid-19: The dental department is being outfitted with a new Sterilization Center in the next month allowing the dentist to begin to use two dental chairs. This will return the practice to efficiencies close to pre-covid times. The fund from Direct Relief of \$30,000 will be used to cover the \$15,000 cost of the unit. This was a grant I wrote for and received to help cover any cost associated with the response to the pandemic.

Co-Applicant Board Compliance: See Below.

Board Governance: The dates of the On-Site Visit is December 8th to 10th, please note I had thought this was a Monday to Wednesday, this is a Tuesday to Thursday. We are currently practicing presentations with documents related to patient visit information, sliding fee scale and referral management and tracking with our two consultants. Additionally, the last part of October and first part of November I will be finalizing the documents that will be used to represent our 17 compliance chapters for the OSV.

The board will be asked to finalize our changes to form 5A, these were discussed last board meeting but will appear again on the agenda for final approval. Form 5A, Column II was added to additional dental services as our contracted dentist uses a pan x-ray unit to diagnosis and treat dental patients. Dr Cheek is a contracted provider whom the center pays for, previously the additional dental services were only reflective in column I. Column II under transportation was removed as we do not have an official contract with K.A.T for their assistance with transportation. The remaining columns I and III are still relevant and accurate.

Overall these were minor updates to this complicated form. One additional self-reported update will occur next month to correct our hours of operations as these have changed since the last OSV.

CEO Update:

Lori Perkins-Jones will be in attendance this board meeting for the first time. Please remember to welcome Lori to our group.

Julie Miller and I have begun to work together with her development of a clinical support role in the center for the next 6 months. I hope this oversight will accomplish many needed changes to the operations of the center as continuous growth has occurred and will occur for the foreseeable future. Not only will this focus bring operational support to the center it will identify further management need bringing relief to my position. This grant is described by HRSA as rigorous, as growth abounds the ability to manage the grant within the expectations for fiduciary and policy standards is quickly outweighing our capacity. Strong assessment of the operations now and moving forward along with future investments at the management level will need to occur as we will continue to sustain the response in meeting to access need in our service area. The center has managed very well to this point and I predict we will continue to react to the demand of this grant as needed for the future. As a reminder the center is only a little over 3.5 years old and we had with our approach to management the best we understood as appropriate at the time. At the start of the grant it we could not predict how the center would evolve and how quickly, lessons learned in this short time have been very important to this agency. I conservatively predict growth in the next 3 years at an even larger rate, additional providers, development of new and needed services offered, increase capacity in hours of operations, and an ever-growing footprint throughout the county making all attempts to meet the patient where they live will occur at some level. The Co-applicant Board along with the Board of Health are the decision makers driving development, the staff of this agency will do everything to continue transparent reporting focusing on patient need in order to partner together making this FQHC a recognized point of access for all underserved individuals in and around Knox County.

3.3. Health Commissioner

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

- *Knox Public Health has been nominated for the Business of the Year award by the Knox County Chamber of Commerce. The Board members are invited to attend a recording of nominations on December 16, 2020 at 3:00pm. A virtual awards ceremony will be held on January 7, 2021 at 7:00pm. Locations for these meetings are undecided at this time.*
- *The District Advisory Council will have their annual meeting on November 10, 2020 at 6:30pm. During this meeting a new Board member will be appointed.*
- *The Board was asked to review the Q3 statistics report, reach out to Carmen Barbuto with questions. An internal team has been created to review the 12 Domains, Board members are invited to assist with reviewing the Domains.*
- *Suggestions were made to have training for the Board members on COVID-19.*
- *Current positive cases continue to rise.*
- *There has been a rise in cases in families due to family gatherings.*
- *Children are being found to have Multisystem Inflammatory Syndrome*
- *Cardiac testing is being completed on athletes recovering from COVID-19 before they can resume sporting events.*
- *CDC is researching long term heart damage due to COVID-19.*

I am standing at my computer in my newest office which is the large room at the back of the building. I now share my office with Lane, Lisa, & Nan. Why? you might be asking, am I sharing office space? Because I am in the process of assisting Lane in an assessment of the Community Health Center, because I need to support Nan in her role as a supervisor and because Lisa also needs my support and

direction as a new Director of Nursing. My plan is to stay with them until the end of March 2021 and then re-evaluate what needs my attention.

Now on to current topics:

- Covid-19 is still here. The team at KPH continues to do an outstanding job with response. Outside of case management our planning efforts are focused on mass vaccination and potential resurgence.
- In recognition of the impact of Covid on each employee or our agency whether an increased workload or being told to stay home, and with Eric's approval, we (Board of Health) offered each employee the option of a monetary stipend or days of PTO. Each stipend amount or PTO was different based on my evaluation of the impact of Covid on individual employees. The stipends will be paid out on the paycheck 10/23/2020. The total of the monetary stipends is \$21,150.00. I have advised the employees and all of them are extremely thankful for what we have done to demonstrate our faith and support in them.
- Flu vaccine season has started and clinics are in process. Although we are not doing as many as we usually do out in the community we have not received many complaints because of that.
- Please remember to review the Health Inequity Statement prior to the board meeting. If you have recommendations or suggestions for edits/changes to the document please let Eric know. He is attempting to coordinate those prior to the meeting. The statement will be on the board agenda for discussion.
- I will also bring our latest update to the Strategic Plan. There are no major changes to it as you can imagine.
- We have 2 applicants for the 1 Board member seat that is vacant. This is a county representative. Thom Collier, the District Advisory Chairperson, is working with the County Prosecutor to be able to appoint the member without the DAC meeting in person. We also have a potential MV City appointee, for the position that Lee will vacate. The City Council will appoint that individual later this month. It will be nice to have new members and a full board once again.
- We have received word from the County Commissioners that they are changing health insurance providers as of 1/1/21. The announcement came at the time when we were ready to investigate our options as an agency for health insurance, so Joyce is in the process of comparative shopping. The new insurance would be an increased cost to the agency per employee. Joyce will be reviewing the details about this in her written report and at the Board meeting.
- I have begun very early work on what needs to be done to prepare for another levy campaign. It is not time yet, but much like accreditation - will be here before we know it. The primary issue right now is attempting to raise funds for the levy campaign. I have an idea but would welcome any other ideas that are easy to coordinate.
- Carmen submitted our annual accreditation report to PHAB. Reading the report really outlines how much we have done to improve in the areas of quality, performance management, data collection and governance. We have more work to do but with Carmen's guidance and her team's input we will succeed in what I believe will be an easy reaccreditation.

That's all for now. I am actually busier than this report makes me appear however, I don't think you want to hear about all the dirty details.

Please contact me with concerns or questions.

Take care, stay healthy and safe.

4. New Business

4.4.Finance

4.1.1. Income and Expense

Lee Rhoades made a motion to approve the income and expense report. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT SEPTEMBER 30, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	SEPTEMBER REVENUE	YEAR-TO-DATE REVENUE	SEPTEMBER EXPEND.	YEAR-TO-DATE EXPEND.	SEPTEMBER 30, 2020 BALANCE	
District Health Fund							
801 - District Health Fund*	1,429,804.70	120,406.50	2,220,495.06	145,124.70	1,546,555.99	2,103,743.77	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	2,147.43	504.00	8,826.00	941.35	8,566.45	2,406.98	
806 - Food Service Fund	17,400.58	723.00	173,847.75	7,941.98	149,210.51	42,037.82	
807 - Private Water Fund	1,248.29	6,357.70	57,899.59	6,514.61	51,736.78	7,411.10	
809 - Sewage Program Fund	6,580.70	8,589.00	85,373.00	7,995.00	74,949.91	17,003.79	
810 - RV Park/Camp Fund	18.98	0.00	12,351.50	348.20	6,424.23	5,946.25	
Subtotal	27,395.98	16,173.70	338,297.84	23,741.14	290,887.88	74,805.94	
Special Revenue Funds							
819 - Solid Waste Fund	300.04	0.00	34,858.27	7,548.71	29,245.68	5,912.63	
Subtotal	300.04	0.00	34,858.27	7,548.71	29,245.68	5,912.63	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	0.00	229,866.25	23,464.82	231,521.78	19,732.26	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	19,506.39	10,642.94	84,338.50	6,892.70	74,058.83	29,786.06	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	10,336.43	79,048.75	6,181.06	61,543.26	25,381.82	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	850.00	18,250.00	2,170.40	23,436.21	54,757.57	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	269,381.00	1,975,033.67	226,263.31	1,825,117.87	210,005.26	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	0.00	87,738.33	6,717.80	80,190.82	11,867.39	
Subtotal	173,123.63	291,210.37	2,474,275.50	271,690.09	2,295,868.77	351,530.36	
TOTAL ALL FUNDS	1,630,624.35	427,790.57	5,067,926.67	448,104.64	4,162,558.32	2,535,992.70	

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

4.1.2. Transfers/Cash Advances – Resolution 2020-13

Barry George, MD made a motion to approve Resolution 2020-13. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Lee Rhoades, Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, and Joe Porter: in the negative; none. The motion was approved.

RESOLUTION 2020-13

WIC Grant

1. Transfer \$1,225 from 808.1510.50328 to 808.1510.50401
2. Transfer \$2,000 from 808.1510.50101 to 808.1510.50201
3. Transfer \$176 from 808.1510.50501 to 808.1510.50201
4. Transfer \$100 from 808.1510.50302 to 808.1510.50201
5. Transfer \$375 from 808.1510.50102 to 808.1510.50201

General Fund

1. Advance Pay Back \$6,000 from 819.1510.50602 to 801.1510.41101

4.1.3. Approval to pay to the Public Health Partnership of Knox County, LLC in the amount of \$15,000 for completion of 2021 Community Health Assessment and 2021-2024 Community Health Improvement Plan.

Jeff Harmer made a motion to approve to pay to the Public Health Partnership of Knox County, LLC in the amount of \$15,000 for completion of 2021 Community Health Assessment and 2021-2024 Community Health Improvement Plan. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approval of employment contract with Trista Wyman-Mullins, DDS, effective January 11, 2021.

Amanda Rogers, DVM made a motion to approve employment contract with Trista Wyman-Mullins, DDS, effective January 11, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Kristi Thomas, Administrative Assistant, effective November 2, 2020.

Jeff Harmer made a motion to approve the hiring of Kristi Thomas, Administrative Assistant, effective November 2, 2020. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of MOU with Licking County Health Department to accept monetary support in the amount of \$6,974.72, as part of the Cribs for Kids grant effective, October 14, 2020 through September 30, 2021.

Jeff Harmer made a motion to approve, Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1. Approval of contract with Bergie Media Fusion LLC for marketing research and discovery and marketing plan development for the Knox County Community Health Center annual maximum of \$5000.00 effective November 1, 2020 ending October 31, 2021.

Amanda Rogers, DVM made a motion to approve contract with Bergie Media Fusion LLC for marketing research and discovery and marketing plan development for the Knox County Community Health Center annual maximum of \$5000.00 effective November 1, 2020 ending October 31, 2021. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.4.2. Approval of agreement with Knox Public Health and the Mental Health and Recovery Board for Licking and Knox Counties for services under the HRSA RCORP

implementation grant as outlined below. Effective October 1, 2020 through August 2023.

Amanda Rogers made a motion to approve agreement with Knox Public Health and the Mental Health and Recovery Board for Licking and Knox Counties for services under the HRSA RCORP implementation grant as outlined below. Effective October 1, 2020 through August 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

Cat	Budget Line Items	Year1 Sep 2020 to Aug 2021	Year2 Sep 2021 to Aug 2022	Year3 Sep 2022 to Aug 2023	Grand Total
KCC HC	To provide dental exam, x-rays and dental education.	\$3,250	\$3,500	\$3,250	\$10,000
	Complete DATA 2000 Waiver training & apply for the waiver.	\$1,000	\$1,000		\$2,000
Prevention	KSAAT Communities Coming Together Conference	\$4,000	\$4,000	\$4,000	\$12,000
	Naloxone Nasal Spray 4mg 2-pack @ \$129, Portable bags @ \$1.20, CPR Kit (face shield and gloves) @ \$.20	\$43,032	\$44,336	\$43,032	\$130,400
	NADDI prescription drug collection boxes and collection/disposal services	\$5,200			\$5,200
	Grand Total	\$56,482	\$52,836	\$50,282	\$159,600

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

Discussion:

Strategic Plan – 3rd Quarter

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

- Renewed MOA with The Alcohol and Drug Freedom Center for collaborative agency services effective July 25, 2020 and remains ongoing, non-monetary.
- Renewal MOU with Mount Vernon City Schools for the health district use of facilities, for no monetary rate and will be effective 09/30/2020 through 09/30/2023.
- MOU with RX Abuse Leadership Initiative for distribution of Deterra Drug Bags at no cost to us or the public, executed on 10/2/2020 through 10/24/2020 (Drug take back day).
- Renewal of MOU for use of alternate facilities with the Knox County Career Center for no monetary exchange and effective 10/14/2020 to 10/14/2023.

5. Executive Session

At 7:39 p.m. Jeff Harmer made a motion to enter into executive session for property acquisition. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Lee Rhoades, Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, and Joe Porter: in the negative; none. The motion was approved.

At 8:36 p.m. Jeff Harmer made a motion to return to regular session, Joe Porter seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Lee Rhoades, Barb Brenneman, Amanda Rogers, DVM, Barry George, MD, Diane Goodrich, and Joe Porter: in the negative; none. The motion was approved.

6. Adjournment

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

The Board meeting adjourned at 8:37 p.m



Eric Siekkinen, RPh
Board President



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