

July 21 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 for staff and guests only. The following were in attendance:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Jeff Harmer, Pro-Tem	Julie Miller, Health Commissioner
Barb Brenneman	Joyce Frazee, Human Resource Director
Barry George, MD	Zach Green, Deputy Health Commissioner
Diane Goodrich	Lane Belangia, Community Health Center CEO
Eric Helt	Pam Palm, Planning Education & Promotion Director
EJ Pido	Nate Overholt, Environmental Health Director
Amanda Rogers, DVM	Cyndie Miller, WIC Director
Jason Whaley	Lisa Dudgeon, Director of Nursing
	Bailie Miller, HR Generalist
	Natasha Lester, Public Health Nurse
	Jenn Bohman, Public Health Nurse
	Heidi Myers, Breastfeeding Peer
<u>ABSENT</u>	
Eric Siekkinen, RPh, President	<u>GUESTS</u>
Katie Hunter, Fiscal Coordinator	

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:31 p.m.

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for June 23, 2021 Board of Health meeting.

The minutes of the regular meeting held, June 23, 2021 were reviewed and accepted. Eric Helt made a motion to approve the minutes. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

EJ Pido made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	41,339.20
805 - Swimming Pool Fund	608.89
806 - Food Service Fund	407.77
807 - Private Water Fund	2,457.55
808 - WIC Grant	764.68
809 - Sewage Program Fund	1,533.11
810 - RV Park/Camp Fund	120.60
812 - Public Hlth Emergency Preparedness Grant	2,915.85
814 - Community Health Center Grant	137,094.47
830 - Drug Free Communities	149.90
Total	\$187,392.02

THEN & NOW

801 - General Fund	2,421.69
814 - Community Health Center Grant	12,500.98
Total	\$14,922.67

1.5.Public Participation –

Director of Nursing, Lisa Dudgeon introduced Natasha Lester and Jenn Bohman as Public Health Nurses at the agency. Natasha Lester was the East Knox School Nurse for 2020 and due to Covid she worked in the agency the majority of the time and has decided to stay at the health department rather than return as a school nurse. Natasha shared that she has plans of starting a program for seniors. Jenn Bohman is the Knox County Career Center School Nurse and will be returning to the school in August 2021.

At 6:34pm Amanda Rogers, DVM entered the meeting.

2. Hearing/Reading/Regulations

- 2.1.** Approval of household sewage treatment system variance for Daniel Frey at 10660 Dunham Road, Centerburg, OH 43011, Liberty Township, Parcel # 40-00599.004 to allow installation of new household sewage treatment system where the distribution pipe from the home to the septic tank and treatment area is required to go under the driveway and cannot meet the 10 ft. isolation distance outline in Ohio Administrative Code 3701-29-06(G)(3)(a).

Diane Goodrich made a motion to approve household sewage treatment system variance for Daniel Frey at 10660 Dunham Road, Centerburg, OH 43011, Liberty Township, Parcel # 40-00599.004 to allow installation of new household sewage treatment system where the distribution pipe from the home to the septic tank and treatment area is required to go under the driveway and cannot meet the 10 ft. isolation distance outline in Ohio Administrative Code 3701-29-06(G)(3)(a). Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

- 2.2.** Approval of household sewage treatment system variance for John Pauley at 16280 McDonald Road, Mount Vernon, OH 43050, Monroe Township, Parcel # 49-00380.000 to allow installation of new household sewage treatment system where the distribution pipe from the home to the septic tank and 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 made a motion to approve household sewage treatment system variance for John Pauley at 16280 McDonald Road, Mount Vernon, OH 43050, Monroe Township, Parcel # 49-00380.000 to allow installation of new household sewage treatment system where the distribution pipe from the home to the septic tank and 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). Jason Whaley seconded the motion: in the negative; none. The motion was approved.

3. Special Reports

3.1 Board Report

Jeff Harmer welcomed new board member Jason Whaley to the Board of Health.

A thank you card was passed around from the Public Health Outreach Nurses that was directed to the Board Members.

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green, Director

Zach Green advised due to House Bill 404 being passes, the option for board members to attend meetings virtually has ended.

More online ordering options are being looked into with IT and the Environmental Health Division along with options for electronic documents.

Accreditation

- Year 3 PHAB Annual Report completed this month and waiting for feedback from PHAB
- Calls for public opinion on the 2021 CHA went out this month via our Facebook. "What Do You Think Wednesday" features questions that allow for residents to give their input on CHA results, this is a PHAB requirement that we needed more development on.
- CHIP development meetings on the books for July 28th and August 25th, we will have a completed CHIP by September 2021
- Second Quarter stats report is complete and in the BOH drive

Facility/Maintenance

- Fast Eddies has completed trimming and weeding of the landscape
- Cosby's completed HVAC servicing.
- Annual generator testing has been completed.
- RCI Mechanical has been contacted regarding backflow testing. Waiting on return call for service date.
- The Garage has been cleaned out and organized.

Public Health Emergency Preparedness (PHEP)

- The Contract with EMA has ended
- ERP formatting is still underway.
- All PHEP deliverables have been expensed.
- New PHEP Deliverables have been released.

Fiscal Supervisor Report – Katie Hunter

No written report.

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS June 30, 2021									
	June Revenue			June Expense			June Cash Balance		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
District Health Fund									
801 - District Health Fund*	124,481.98	127,227.73	57,308.85	163,969.90	146,395.93	112,964.37	2,203,989.95	1,789,177.29	704,438.31
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	0.00	6,810.00	0.00	2,306.72	2,094.02	2,324.14	10,180.91	5,967.99	6,858.52
806 - Food Service Fund	7,777.00	5,520.00	1,633.00	12,391.11	11,357.24	12,951.40	111,869.37	67,708.33	50,241.17
807 - Private Water Fund	7,461.00	7,362.65	7,226.76	5,900.34	7,706.49	4,893.67	13,903.92	8,786.26	5,465.75
809 - Sewage Program Fund	13,236.00	10,955.00	10,160.00	10,207.98	9,124.61	9,138.15	41,787.25	11,935.28	12,667.77
810 - RV Park/Camp Fund	0.00	3,769.50	0.00	1,517.29	1,547.71	1,183.34	7,218.29	8,526.12	2,093.28
Subtotal	28,474.00	34,417.15	19,019.76	32,323.44	31,830.07	30,490.70	184,959.74	102,923.98	77,326.49
Special Revenue Funds									
803 - Home Health Fund	0.00	0.00	26,525.41	0.00	0.00	25,709.63	0.00	0.00	827,759.44
819 - Solid Waste Fund	8,799.02	8,955.71	0.00	1,867.85	1,182.10	1,622.28	15,021.29	16,674.93	8,862.45
Subtotal	8,799.02	8,955.71	26,525.41	1,867.85	1,182.10	27,331.91	15,021.29	16,674.93	836,621.89
Grant Funds									
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	23,839.47	21,690.20	21,345.97	23,668.14	22,415.44	22,501.48	41,508.61	42,743.95	11,080.57
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	7,930.03	6,614.80	7,630.59	7,553.07	6,989.10	6,996.52	31,643.62	29,886.57	29,244.78
812 - PHEP Grant Fund FY July 1 - June 30	27,645.54	9,413.12	5,039.97	5,659.84	17,310.43	5,685.28	52,013.69	19,596.44	20,742.71
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	0.00	50.00	851.15	2,230.20	2,239.08	2,863.84	74,154.34	53,021.55	58,421.11
814 - Community Health Center Grant FY April 1 - Mar 31	253,080.84	252,436.79	183,587.97	287,724.23	194,575.05	202,331.93	469,326.78	109,881.74	30,725.72
830 - Drug Free Communities FY Oct. 1 - Sept. 30	8,483.23	39,957.84	8,885.08	7,702.69	9,992.13	8,885.08	5,575.42	34,965.71	4,123.38
Subtotal	320,979.11	330,162.75	227,340.73	334,538.17	253,521.23	249,264.13	674,222.46	290,095.96	154,338.27
TOTAL ALL FUNDS	482,734.11	500,763.34	330,194.75	532,699.36	432,929.33	420,051.11	3,078,193.44	2,198,872.16	1,772,724.96
*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants.									

HUMAN RESOURCES – Joyce Frazee, Human Resource Director

Joyce Frazee shared that interviews for the facility maintenance position will continue the week of July 26th. The position had offered to an applicant however, the applicant declined the offer. Administrative Assistant interviews for dental will also be starting the week of July 26th.

- Onboarding new staff has been the main focus for human resources this month. You will be asked to approve the hire of four new employees at the July meeting. Before the July board meeting takes place there will be 73 staff employed by Knox Public Health. As of this report 16 new employees have been onboarded since January 4, 2021.
- A great big thank you goes out to Bailie Miller my assistant for keeping me organized, scheduling the interviews, background checks, drug screenings and physicals, etc. I also want to thank the leadership team for their time assisting with the interviews. According to a report from Glassdoor Economic Research dated August 28, 2018, the hiring process takes an average of 23 to 53.8 days (depending on the industry) to fill a position. The last two and half years our agency staffing has grown by 82.5%. Guess you could say we have been very busy!
- The facility maintenance position is still open. Zach, Mark Miller and I interviewed a potential candidate and an offer was made, however the individual declined. The search continues for this position.
- We are still in search of an administrative assistant primarily for dental scheduling. Stacey Robinson has been assisting with the interviews to fill this position.
- You will be asked to accept the resignation of Cierra Hawkins, Administrative Assistant/Patient Care Navigator. Cierra enrolled in the nursing program through COTC. This is an area of study that she considered in the past and after working closely with staff in the health center decided it

was time to take the opportunity to achieve this goal. We appreciate Cierra's time with the agency and wish her the best.

- It is once again time to review the agency position descriptions. This is done every two years or as needed.
- The August all-staff meeting will be held at the Danville Community Center. By having the meeting at this location staff will have an opportunity to hear about the services offered in the medical and dental locations in Danville and then tour the buildings. August is also Breastfeeding Awareness Month (BAM). Cyndie Miller and her team will share with the staff activities the WIC division have planned for breastfeeding moms. Two agency policies (Expression of Breast Milk and Infant at Work) will be reviewed with the staff during the August all-staff meeting as well.
- The Workforce Development Committee and leadership team have reviewed and discussed the results of the all-staff satisfaction survey. Communication was a re-occurring theme through-out the survey feedback. To better identify problem areas and develop a strong internal communication strategy the staff will be given the opportunity to complete a follow-up survey specific to the communication concerns as a result of the first survey. By offering the follow-up survey the leadership team will have the information needed to make informed decisions moving forward.

Information Technology (IT) & Vital Statistics

IT:

- We have installed new devices to run the lobby TV presentations. Alayna creates the videos and updates them on an as needed basis. The old tablets we were using previously had become unreliable. New small form desktop PCs were purchased to run the TVs. Second quarter replacement computers have been ordered and received. These are in the process of being rolled out.

Vital Stats:

- Certificates issued in 2021 are running ahead of 2020. As of the end of May 2020, we had issued 896 birth certificates and 802 death certificates. As of the end of May 2021, we had issued 1129 birth certificates and 986 death certificates. Through our waiver program, we have issued 23 certificates free of charge in 2021. We ordered and will receive security paper in August.

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

Nate Overholt is suggesting more education on Lyme disease in humans and animals on social media and other platforms as there has been 7 confirmed or suspected cases in the last month for Knox County.

Amanda Rogers, DVM added that she has had a number of sick animals at her veterinary practice who were on medication to prevent Lyme disease.

A Household Sewage Treatment System variance application was provided by Daniel Frey for 10660 Dunham Road, Centerburg, OH 43011, Liberty Township Parcel # 40-00599.004 to install a new septic system. This residence will not have electricity, therefore a pump cannot be installed to pump around the residence and existing barn. In order to install a gravity fed household sewage treatment system, the inlet line from the home to the septic tank will be required to go under an existing driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A Household Sewage Treatment System variance application was provided by John Pauley for 16280 McDonald Road, Mount Vernon, OH 43050, Monroe Township Parcel # 49-00380.000 to install a new septic system. This new build had the plumbing installed with a cleanout and the inlet line from the residence to the septic tank at the front of the residence instead of the rear of the residence. In order for the effluent to get to the septic tank and designated leaching area, the line will now be required to go under the existing driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm advised that the Knox County fair starts this week and for the first time in 25-30yrs the Health Department will not be participating in fair. Due to the lack of participation the staff wanted to distribute youth ID bands for children who may become lost at the fair. These wrist bands can be located at the Sheriff's office building at the fairgrounds.

The Wellness Team has developed a Walking Challenge that is county wide and trophies will be given once completed.

At 6:41pm Barry George, MD entered the meeting.

- So far this year, there have been no traffic fatalities in Knox County, a trend we hope continues. By comparison: Knox County had had 2 traffic fatalities at the end of July 2020; there were 6 traffic fatalities at the end of July 2019; and there were 7 traffic fatalities at the end of July 2018.
- As part of the Maternal Child Health grant, Elisa Frazee is working with a committee to gather information from women, ages 14-44, regarding their social, physical, and mental health needs before they get pregnant or in-between pregnancies. Information gathered from the assessment will be used to improve health services for this age group.
If you know of anyone in this age group age, please direct them to:
<https://www.surveymonkey.com/r/KPHWomensPreconceptionHealth> .
As of July 6, 109 women have participated in the survey which closes on July 21, 2021.
- Working with our summer intern, Kadden Lester, Alayna Mowry put together 300 craft packets for distribution to local public libraries as part of the summer reading. The craft "puppet packs" included supplies to make a dentist puppet (either Dr. Saale or Dr. Mullins) and a list of books to read for more information about dental and overall health.
- Upcoming promotional events for the Health Center include: Health Center Week – A community appreciation event at Hiawatha Waterpark Aug. 13; and a ribbon-cutting event for Knox County Dental in Danville on Sept. 23.
- To get feedback on the latest Community Health Assessment, Alayna Mowry and Carmen Barbuto have developed a social media campaign entitled of "What Do You Think Wednesdays" which asks for public input on specific results revealed in the assessment.
- Knox Out Tobacco enrolled four new clients in May, for a total of 31 so far in 2021.
- Mike Whitaker made a presentation to 30 bus drivers for Danville Local Schools regarding the identification and dangers of tobacco and vaping devices.
- Tina Cockrell continues to offer Narcan education. In June, 34 Narcan kits were distributed to local residents.
- KSAAT hosted a community conversation panel on Recovery Housing July 8. QPR Suicide Training was offered in June. QPR stands for Question, Persuade, and Refer. An event is planned for Overdose Awareness Day, Aug. 31, along with a month-long education series.

- The Teen Advisory Council is planning its annual Color Run for Sept. 4. The group kicked off a "be kind" campaign which involved painting positive messages on rocks and placing them throughout Knox County.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

No additions to written report.

Flu Vaccine Clinics

Currently in the process of scheduling flu vaccine clinics for this fall. We plan to resume flu clinics at all of our routine locations this year. Most of these locations have already confirmed dates/times. Flu vaccine planning meeting coming up later this month to finalize plans for other flu vaccine clinic locations/dates/times.

MVNU has asked to partner with KPH on October 13 for 9 nursing students to experience and assist with a flu vaccine clinic with public health for clinical hours. Location and time TBD.

Communicable Disease

COVID cases remain low at this time. We are currently seeing 3-6 cases per week. Other reportable communicable diseases low as well with a slight increase in chlamydia. Adam sent out the June Communicable Disease report.

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

Jessica

CFK - Completed 14 safe sleep visits with crib deliveries (with the help of Jenn).

NB - Completed 7 NB visits (with Jenn's help).

No new childhood lead cases.

CMH - Completed 19 visits. Caseload has dropped to about 230 - CMH no longer has automatic renewals and families are not up-to-date with their visits and renewal paperwork due to COVID.

CPR - Kyle Clark is now the lead CPR instructor and coordinator for KPH. Jenn is now an instructor. Planning for employee classes to resume on 7/23.

School Nursing

Nothing new to report at this time.

New Senior Health and Wellness Program

Natasha is currently working on setting up a program for seniors that will replace the previous FACES program.

Natasha

Hopefully, the senior programming will start the beginning of August. Currently, Nan is working on building a template in ECW to enter visits and track data. PEP is working on new forms that will be used during visits. I am hoping to order a few KPH items to give out (magnets, med boxes, maybe more). There are extra items upstairs from the old FACES program (Grabbers, Grab bars, books, balls for balance/coordination exercises, gripper socks). I feel like I will know more about what I will need once I get into homes.

My hope is I will receive referrals from EMS, Urgent Cares, Walk in Clinics, Family members, and possibly PCPS for patients who are 60+ and seem to be a high fall risk or have uncontrolled chronic health conditions that create a safety risk. I will call the patient and schedule a visit if they are open to it. During the visit I would like to do a basic health assessment, falls risk assessment/home safety

evaluation, medication/chronic disease education, complete and post an emergency medical form on the refrigerator (for EMS in case of an emergency), and most importantly link each person with the resources they need. If they need a PCP or counseling services I can refer them to the Health Center. If they have a PCP I would like to create a nursing note to send to their provider discussing the visit and needs of the Patient (PT, home health). If they need assistance with food I can link them to meals on wheels or local food pantries. Home repairs or medication assistance, area on aging. The idea is I will do one in home visit (two if absolutely necessary), then follow up calls' months 1, 3, 6, &12.

I have realized there are so many resources in our community that people aren't aware of, especially senior citizens. I would like to help the elderly safely stay safe in their homes as long as they can.

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

Cyndie Miller explained that August is Breastfeeding Awareness month. The breastfeeding cardboard cutouts will be displayed in different locations of the agency. One of the cutouts were present at the meeting. WIC will have a breastfeeding privacy tent at the fairgrounds which will also have a changing table present.

Waivers have been extended for the WIC program through mid-November which allows the staff to continue curbside service for most appointments. Prenatal and postpartum moms are being seen in the office if they choose.

Cyndie stated that she feels her staff are finally settled in their new location.

Heidi Myers, Breastfeeding Peer was invited to review the Milk Drop Program.

The Board of Health was thanked for approving the Milk Drop Program by Heidi Myers. She introduced herself and explained her position is primarily support mom with breastfeeding. Currently the breastfeeding group is meeting virtually through zoom due to Covid. As of July 21, 2021, there has been 5,083 ounces of milk donated which equals 635 cups, or over 39.7 gallons from only four moms. This donated milk has been able to help support premature babies. There is also more breastmilk in the freezer ready to be shipped.

Heidi presented and passed around examples of what she has been giving to the breastfeeding moms in WIC along with thank you bags for the moms who were able to donate breastmilk to the program.

Eric Helt thanked Heidi for all that she is doing for the breastfeeding moms.

Jeff Harmer thanked Heidi for the enthusiasm that she has for her position and the support that she is able to give.

Knox County WIC caseload was 731 participants for June 2021 (a decrease of 11). Referrals included "4" to the Mommy & Me Smoking Cessation program and "0" to the CHC (0 Adults, 0 infants, and 0 children).

- One of the 246 infants (0.40%) currently receiving WIC benefits is certified with a risk code designated as "born early" (includes infants born less than 39 weeks gestation). 0 of 74 prenatal participants are 17 years old or less.
- "Curb-side services" continued as our method of service for WIC participants during the month of June/July. The WIC office is now open to prenatal (alone) and post-partum/breastfeeding moms and their infants on a case by case basis, depending on the comfort level of the

participants. Waivers have been extended until August 20, 2021. We will continue with our plan to gradually open our clinic, the last group being children, ages 1 to 5.

- Our breastfeeding initiation rate for WIC moms remained at 56.3%. (This stat is current through March, 2021). There are currently 32 exclusively breastfeeding moms and 19 partially breastfeeding moms for a total of 51 breastfeeding moms receiving WIC nutrition benefits and breastfeeding support.
- Programming for the summer is underway. Monthly drawings of healthy nutrition and activity items are promoting attendance of appointments.
- Two parts of a new series has been developed in collaboration with our Snap-Ed Program Assistant, Tanner Cooper-Risser. Both Heidi Myers and Jackie Stabile have been involved in this endeavor. It is titled, “Tanner’s Tips for Tinies,” which addresses first feeding guidance for 6 to 12-month-old infants. Also,
- Catie and Heidi have been instrumental in promotion of the community garden located at the 1st Church of the Nazarene which is next to our new space. WIC participants have also been invited to participate in the garden. Donations of seeds and plants have been received. Instructions for planting and caring for a garden are being provided by volunteer Master Gardeners through the Knox County OSU Extension Office.
- WIC staff made their first visit of the season to the Mount Vernon Farmers’ Market on the Square on July 10th. Thirty-three (\$20 each) WIC Farmers’ Market Coupon booklets were issued to eligible WIC participants to purchase locally grown fruits and vegetables from our community farmers.
- WIC staff are making plans for BAM (Breastfeeding Awareness Month) for the month of August including the following: Promotion of the “virtual” Big Latch for Knox County breastfeeding/pumping moms; distribution of “breastfeeding survival kits” to area breastfeeding moms,” gifts of appreciation to local providers/staff that support breastfeeding moms and their infants, and the revival of our breastfeeding cardboard models to be placed in “normal” locations of our county during the month of August.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Co-Applicant Board Report for July 2021:

Grant: The H8F Covid Recovery and Rescue Fund quarterly update has been completed and submitted to HRSA. To date this fund has been drawn down 5% or a total of \$55,231.68. Monies have been allocated for sustainability expenditures related to the cost of staff, fringes and other expenses allocated for expense related to treatment and vaccination related to Covid-19. We will submit the reporting on this award for the next two years or whenever the fund is depleted and closed, which ever comes first. ***The first of many Quarterly Submission was completed for H8F Covid Recovery and Rescue Fund

Fiscal: The H8F award is now approved and the fund is accessible. This fund will be used to sustain operations and grow our fund balance as able. The goal of 6 months cash on hand is attainable with proper and calculated expenditures of this award. Currently the health center fund, (bank account) has approximately 2 months cash on hand. Revenue has grown this month to an all-time high, the amount collected from fees would cover the monthly amount needed to offset the main grant drawdown. A new lease will be brought to the Co-app board for approval this month or in August. We need to finalize the terms of this new lease to include the leasing of the larger 3200 sq. ft space located in the Danville Medical Building. The capital grant/project will not be approved until this document is received and approved.

***H8F approved and funding being utilized for sustaining operations allowing 814 fund balance to grow toward goal of 6 months cash on hand.

*** New Lease for approval for 3200 sq. ft space to house medical clinic in Danville coming to agenda in July or August.

Co-Applicant Board Compliance: We are continuing our search for a consumer board member.

***Co-app remains compliant with 51% or greater patient or consumer members sitting on Co-applicant Board.

Board Governance: The following item remains for approval as the Co-applicant board did not have a quorum last month.

The board will be asked to approve the updated Quality Assurance Work Plan this month. The annual updated plan speaks to all of the clinic quality measures, internal improvement projects and addresses how we maintain compliance in privileging providers, mitigate risks, patient satisfaction, and staff competency all to ensure we are properly managing staffing and programs the center provides. This in my opinion is one of the most important programs/documents the center manages and the board oversees.

*** Annual updated Health Center QI plan approved this month.

CEO Update: Current projects I am working on include developing the two Danville locations renovation plans. We have met with an architect group for the medical clinic project and are awaiting plans and preliminary comment. I have also met with a re-modeler in order to attain the first estimate for the dental clinic project. The estimate is needing completed sooner as the dental clinic will be closed for a period of time in Nov-Jan of 2021/2022. The capital budget has not been approved to date, once this occurs final planning and decisions will be made for each project. I will be updating the facility committee on both projects on a regular basis.

Julie Miller, Zach Green and myself are meeting to discuss operations for both KPH and KCCHC. The challenge remains in finding ways to provide proper space for patient treatment to occur and also how to provide space for staff to work. The recent hires will take all remaining space and force us to work in different ways in order to continue to meet patient access needs. The numbers of patients seen to date are projected to greatly exceed any previous years counts. I predict the health center will exceed capacity inside of this current main location by the end of 2021. Future efforts to help address access barriers will be met with further satellite service developments in schools and other institutions. The providers and their teams will need to remain mobile and flexible as we pursue other allowable service provisions in while a new location is identified.

With the help of Julie Miller or as I refer to her while she works in the health center, (COO) the team of supervisors and other direct reports has been complied allowing my role as CEO to grow and function as it should. I will be the first to admit this is a huge weight of my shoulders, I do enjoy the clinical day to day but also realize it is not in the best interest to continue in this capacity.

*** Strategies to sustain operations within space at main location continue.

***Supervisor team recognized allowing CEO to function as such beginning in September of 2021

Thank you, please plan on attending the meeting in person, we are now required to meet face to face as a public entity following the Sunshine Law Regulations.

*** Indicate points of interest for Board of Health report.

3.3. Health Commissioner

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

Julie Miller started by giving information for the Community Health Center since Lane Belangia was not currently present for the meeting.

The new Clinical supervisor, Deonar Patterson, started on Monday, July 12th.

Lane now has a number of support staff so that he can focus more on his own duties as Director of the Community Health Center.

Today, Lane and members of the dental team were offsite looking at new dental equipment that they are looking to purchase in the future.

Julie thanked Nate for his hard work getting the District Advisory Council together in order to appoint Jason Whaley as a board member starting the month of July.

The Strategic Plan review will occur at the August 18, 2021 board meeting.

Jeff Harmer asked that if it would be possible, he would like to attend a meeting or learn more about the Knox Alliance for Racial Equality consortium.

- I have committee members from the Knox Health Planning Partnership who have volunteered to assist me in addressing the action items in our Health Inequity statement. I have also reached out to the local Knox Alliance for Racial Equality (KARE) consortium and have a meeting with the co-leaders to discuss how we can work together on some of our steps.
- I will miss Leadership Ohio this month due to vacation. In June the class learned much about Ohio history through Marietta. We had presenters, many of which were historians and could really bring Ohio to life through what happened near the Ohio River. We heard from a tribesman of the Miami Indians, who is a professor working with Marietta College. That was the most interesting presentation for me. We also heard from a legislator who made some waves with some of his comments regarding immigration and the recent events involving violence. This led to some practice in civil discourse and good conversations among the class.
- You may have seen my email to all employees about beginning masking again next week for customers and employees. If you have questions please let Zach or I know. Be advised though that you should wear your masks to the next Board meeting.
- Lots of work being done on our space issues. Lane, Zach and I have laid out a plan for moving internally again and in preparation for new employees coming on. We have avoided impacting the conference room but I feel confident we will need that space within the next 6 months for office space.
- We will plan on an executive session for our property acquisition updates or if I have any important updates will email you prior.
- I have not confirmed/completed my planned division reorganization but we are close. The divisions that I am proposing to combine are Planning, Education and Promotion and Public Health Outreach. The staff in these divisions support the combination. I am also working with the appropriate leadership team members to reorganize our fiscal areas. I will most likely have an update for you at the July Board meeting.
- Kudos to Suzanne Dapprich for her work to find a levy fundraiser we can do this fall. We will be selling mums and it appears we can profit about \$1,000-1,500. More info to come.

4. New Business

4.1.Finance

4.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT JUNE 30, 2021							
FUND NAME	JAN. 1, 2021 BALANCE	JUNE REVENUE	YEAR-TO-DATE REVENUE	JUNE EXPEND.	YEAR-TO-DATE EXPEND.	JUNE 30, 2021 BALANCE	
District Health Fund							
801 - District Health Fund*	1,964,545.39	124,481.98	1,420,666.03	163,969.90	1,181,221.47	2,203,989.95	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	9,393.61	0.00	9,457.00	2,306.72	8,669.70	10,180.91	
806 - Food Service Fund	47,466.18	7,777.00	144,042.00	12,391.11	79,638.81	111,869.37	
807 - Private Water Fund	6,908.01	7,461.00	36,340.00	5,900.34	29,344.09	13,903.92	
809 - Sewage Program Fund	30,206.76	13,236.00	64,573.00	10,207.98	52,992.51	41,787.25	
810 - RV Park/Camp Fund	5,334.24	0.00	6,524.50	1,517.29	4,640.45	7,218.29	
Subtotal	99,308.80	28,474.00	260,936.50	32,323.44	175,285.56	184,959.74	
Special Revenue Funds							
819 - Solid Waste Fund	1,781.70	8,799.02	28,806.86	1,867.85	15,567.27	15,021.29	
Subtotal	1,781.70	8,799.02	28,806.86	1,867.85	15,567.27	15,021.29	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	36,493.79	23,839.47	143,878.60	23,668.14	138,863.78	41,508.61	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	24,508.68	7,930.03	55,180.54	7,553.07	48,045.60	31,643.62	
812 - PHEP Grant Fund FY July 1 - June 30	35,870.00	27,645.54	45,222.12	5,659.84	29,078.43	52,013.69	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	62,310.68	0.00	24,000.00	2,230.20	12,156.34	74,154.34	
814 - Community Health Center Grant FY April 1 - Mar 31	301,734.94	253,080.84	1,764,130.56	287,724.23	1,596,538.72	469,326.78	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	1,242.53	8,483.23	46,667.76	7,702.69	42,334.87	5,575.42	
Subtotal	462,160.62	320,979.11	2,079,079.58	334,538.17	1,867,017.74	674,222.46	
TOTAL ALL FUNDS	2,527,796.51	482,734.11	3,789,488.97	532,699.36	3,239,092.04	3,076,193.44	

*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 2020-04

Eric Helt made a motion to approve Resolution 2020-04. EJ Pido seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Barry George, MD, Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Jason Whaley and Jeff Harmer: in the negative; none. The motion was approved.

RESOLUTION 2021-04

Community Health Center Grant

1. Transfer \$10,000 from 814.1510.50102 to 814.1510.50401
2. Transfer \$10,000 from 814.1510.50501 to 814.1510.50401
3. Transfer \$100,000 from 814.1510.50101 to 814.1510.50501

4.2. Personnel

4.2.1. Approval to hire Rachel Frye, Administrative Assistant, effective July 6, 2021.

Eric Helt made a motion to approve to hire Rachel Frye, Administrative Assistant, effective July 6, 2021. Diane seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Alexis Peters, Certified Medical Assistant, effective July 19, 2021.

Jason Whaley made a motion to approve to hire Alexis Peters, Certified Medical Assistant, effective July 19, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approval to hire Susan (Christi) Baldwin, Administrative Assistant, effective July 19, 2021.

Eric Helt made a motion to approve to hire Susan (Christi) Baldwin, Administrative Assistant, effective July 19, 2021. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

4.2.4. Approval to hire Danielle Dawson, RN, Public Health Nurse, effective August 3, 2021.

Barb Brenneman made a motion to approve to hire Danielle Dawson, RN, Public Health Nurse, effective August 3, 2021. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.5. Approve resignation of Cierra Hawkins, Administrative Assistant, effective July 23, 2021.

EJ Pido made a motion to approve the resignation of Cierra Hawkins, Administrative Assistant, effective July 23, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of professional cleaning services contract with Muka Maintenance for janitorial services, effective August 1, 2021 through July 31, 2022, for a maximum compensation amount of \$43,850 for agency occupied facilities.

Eric Helt made a motion to approve professional cleaning services contract with Muka Maintenance for janitorial services, effective August 1, 2021 through July 31, 2022, for a maximum compensation amount of \$43,850 for agency occupied facilities. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1 Approval of the updated Fiscal Management Manual.

Eric Helt made a motion to approve the updated Fiscal Management Manual. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

4.4.2. Approval to grant authority to the Health Commissioner to renegotiate the current lease with “10 East Main LLC” to include a 3200 sq. ft. suite located at 12 East Main Street, Danville, Ohio 43014.

Barb Brenneman made a motion to grant authority to the Health Commissioner to renegotiate the current lease with “10 East Main LLC” to include a 3200 sq. ft. suite located

at 12 East Main Street, Danville, Ohio 43014. EJ Pido seconded the motion; in the negative: none. The motion was approved.

At 7:06pm Lane Belangia entered the meeting.

4.4.3. Approval of the out-of-state travel for Lane Belangia, Nan Snyder, Stacey Robinson, Stacy Gilley, Deanar Patterson and Jessica West to attend the E-Clinical Works National Convention in Nashville, Tennessee, October 8, 2021 through October 10, 2021 at a cost of \$10,000, to be paid with Community Health Center grant funds.

EJ Pido made a motion to approve the out-of-state travel for Lane Belangia, Nan Snyder, Stacey Robinson, Stacy Gilley, Deanar Patterson and Jessica West to attend the E-Clinical Works National Convention in Nashville, Tennessee, October 8, 2021 through October 10, 2021 at a cost of \$10,000, to be paid with Community Health Center grant funds. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.4.4. Approval of expenditures for dental equipment and furniture for Knox County Dental with a monetary value of \$87,577.47, paid for by the approved H8F American Rescue Plan budget.

Eric Helt made a motion to approve expenditures for dental equipment and furniture for Knox County Dental with a monetary value of \$87,577.47, paid for by the approved H8F American Rescue Plan budget. Jason seconded the motion; in the negative: none. The motion was approved.

4.4.5. Approval of the H8F (American Rescue Plan) budget and workplan submitted by the Community Health Center Director/CEO on May 19, 2021, in the amount of \$1,034,875.00 with a budget period of April 1, 2021 through March 31, 2023.

EJ Pido made a motion to approve the H8F (American Rescue Plan) budget and workplan submitted by the Community Health Center Director/CEO on May 19, 2021, in the amount of \$1,034,875.00 with a budget period of April 1, 2021 through March 31, 2023. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.4.6. Approval to have the Community Health Center Director/CEO submit the Capital Funding application in the amount of \$531,911; submission due June 24, 2021.

Eric Helt made a motion to approve the Community Health Center Director/CEO submit the Capital Funding application in the amount of \$531,911; submission due June 24, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.7. Discussion and recommendation regarding Juneteenth holiday.

Amanda Rogers, DVM made a motion to postpone the recommendation regarding Juneteenth holiday until the August 18, 2021 Board of Health Meeting in order for the

Board of Health Workforce Development Committee to review and give recommendation. Diane Goodrich 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:

- Personal Services Contract with Melissa Valentine, LPCC, to provide counseling services in the Community Health Center, \$45/hour, maximum \$9,000/year; effective August 10, 2021 through August 9, 2022.
- Business Services Contract with Knox County Head Start for delegating nursing tasks to their LPN, non-monetary, effective August 1, 2021 through July 31, 2022.
- First Amendment to lease agreement with Knox Community Hospital for the extension of leasing premises commonly known as 809 Coshocton Avenue, Suite C, Mount Vernon, OH, for a basic annual rent of \$1.00, through December 31, 2022.
- Regional Healthcare Emergency Preparedness Coalition County- Level Healthcare Coalition Coordination Agreement with the Central Ohio Trauma System for the use of COTS grant monies not to exceed \$7000, effective July 1, 2021 through June 30, 2022.

5. Executive Session

At 7:22 p.m. Amanda Rogers, DVM made a motion to enter into executive session for property acquisition. Zach Green was asked to attend the session. Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Barry George, MD, Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Jason Whaley and Jeff Harmer: in the negative; none. The motion was approved.

At 7:49 p.m. Jason Whaley made a motion to return to regular session, Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Barry George, MD, Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Jason Whaley and Jeff Harmer: in the negative; none. The motion was approved.

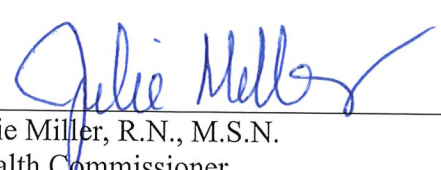
6. Adjournment

Being no further business, Eric Helt 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 7:50 p.m



Jeff Harmer
Board President



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