

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:

BOARD MEMBERS	STAFF
Jeff Harmer, President	Zach Green, Health Commissioner
Jason Whaley, President Pro-Tem	Joyce Frazee, Human Resource Director
Eric Helt	Pam Palm, Communications Director/PIO, Zoom
Barry George, MD	Lane Belangia, Community Health Center CEO
Amanda Rogers, DVM	Nate Overholt, Environmental Health Director
Diane Goodrich	Kristi Thomas, Administrative Assistant
Daniel Brinkman	Tina Cockrell, PHEN Director, Zoom
Barb Brenneman	Kyle Shackle, Registered Sanitarian
Eric Siekkinen, RPh	Deanar Sylvester, Clinical Director
ABSENT	GUEST
Katie Hunter, Fiscal Director	Sherry Tognotti
Cyndie Miller, WIC Director	Shawn Schwartz
Ron Martinson, MD	Jenn Geiger
	Randy Staten
	Chip McConville

1. Convention

1.1. Call to Order

Jeff Harmer called the meeting to order at 6:32p.m.

1.2. Acceptance of the Agenda

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

1.3. Approval of the minutes for August 17, 2022 Board of Health meeting.

Barb Brenneman made a motion to approve the August 17, 2022 Board of Health meeting minutes. Barry George, MD, seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of the Bills

Jason Whaley made a motion to approve the bills. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

APPROVAL OF BILLS

FUND	AMOUNT
801 - General Fund	32,725.36
805 - Swimming Pool Fund	11.25
806 - Food Service Fund	197.12
807 - Private Water Fund	3,158.41
808 - WIC Grant	725.67
809 - Sewage Program Fund	1,838.52
810 - RV Park/Camp Fund	33.80
811 - Creating Healthy Communities Grant	1,258.15
812 - Public Hlth Emergency Preparedness Grant	70.79
813 - MCH/CFHS Grant	1,064.89
814 - Community Health Center Grant	190,127.17
819 - Solid Waste	198.73
830 - Drug Free Communities	638.00
Total	\$232,047.86

THEN & NOW

801 - General Fund	4,180.23
807 - Private Water Fund	665.05
809 - Sewage Program Fund	1,628.00
814 - Community Health Center Grant	15,076.08
830-Drug Free Communities	150.00
Total	\$21,699.36

1.5. Public Participation

- Sherry Tognotti
- Randy Staten
- Chip McConville, Prosecuting Attorney

President Jeff Harmer, gave Randy Staten and Sherry Tognotti an opportunity to provide testimony about their case regarding the 18240 Nunda Rd., Howard, OH 43028 property. Chip McConville, Prosecuting Attorney swore in both parties before they stated their case. After both parties provided testimony, Kyle Shackle, Registered Sanitarian was sworn in by Chip McConville, Prosecuting Attorney, and provided testimony to the Board of Health regarding property 18240 Nunda Rd., Howard, OH 43028.

Amanda Rogers, DVM, entered the room at 6:36p.m.

2. Hearing/Readings/Regulations

2.1. Approval of Resolution 2022-09 to declare the property at 18240 Nunda Road, Howard, OH 43028, Brown Township, Parcel # 05-00057.001 a public health nuisance.

Jason Whaley made a motion to approve Resolution 2022-09 to declare the property at 18240 Nunda Road, Howard, OH 43028, Brown Township, Parcel # 05-00057.001 a public health nuisance with a 60-day remedy. Eric Siekkinen RPh, seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brennehan, Dan Brinkman, Eric Siekkinen, RPh, Barry George, MD, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

2.2. Approval of Household Sewage Treatment System Variance application for Aaron Morris at 12095 Grant Road, Howard, OH 43028, Howard Township, Parcel # 21-00611.001 where the distribution pipe from the building to the septic tank and treatment area is required to go under an existing driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).

Eric Siekkinen RPh, made a motion to approve the of Household Sewage Treatment System Variance application for Aaron Morris at 12095 Grant Road, Howard, OH 43028, Howard Township, Parcel # 21-00611.001 where the distribution pipe from the building to the septic tank and treatment area is required to go under an existing driveway and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a). Dan Brinkman seconded the motion, Amanda Rogers, DVM, recused herself from all conversation and abstained from voting; in the negative: none. The motion was approved.

3. Special Reports

3.1. Board Report

Jeff Harmer, Board President expressed to the Board that the Facilities Committee has been meeting frequently and will be going over information during executive session.

Diane Goodrich commended Zach Green, Health Commissioner for his extensive knowledge on health department current events and solutions during the Brown Township meeting and felt he represented the Board of Health very well.

3.2. Health Commissioner Report

In addition to the written report:

- Zach Green, Health Commissioner, thanked Pam Palm for her late hours and dedication to the Levy and the Levy Committee.
- Zach was informed that certified letters were not being sent out fast enough in the Environmental Health division during the Brown Township meeting.
- Zach spoke with the Environmental Health Director, Nathan Overholt, and was impressed with the fast action that was taken to remedy the situation. Nathan's team worked hard to rectify the issue and have a new process in place.

3.3. Leadership Reports

HEALTH COMMISSIONER – ZACH GREEN

- As part of a QI project on Lyme Disease a letter and information on proper testing, diagnosis and reporting of Lyme to area providers. An additional letter and a tool for tick removal was distributed to area vets.
- This QI project was established in response to increasing Lyme cases
- KHPP reviewed OSU's College of Nursing students' presentations on Trauma Informed Care and Mental Health in the community.
- CHIP Strategy
- Social determinants of health podcast & health equity training toolkit on the horizon.
- Township meetings ongoing. Corrective Action: Certified Letters for all solid waste & nuisances.
- Classification & Compensation plan will be revised in the very near future due to R.C. language regarding classified employees.
- Facilities Committee: Highly engaged and invested. I look forward to updating the entire BOH this month.
- Ongoing issues with the agency phone system. Replacement is likely looking into the next calendar year.
- Fiscal Committee: It's that time of year to begin discussing budgets and permanent appropriations. Katie Hunter will be sending dates for a meeting soon.

HUMAN RESOURCES – Joyce Frazee, Director

- Schenley Wheeler, Administrative Assistant and Tia Ball, LPN both began their services to our agency August 29 and September 6 respectively. You will be asked to approve hiring them both to work in the Community Health Center division. You will also be asked to accept the resignation of Shelly Smith, LPN effective September 16. Shelly shared with Deanar and I that she chose to resign her position to move closer to her Mom in northern Ohio and to be closer to her family.

FISCAL – Katie Hunter, Director

- On the fiscal reports this month you will see two new funds. Based on guidance from the County Auditor's Office and Ohio Department of Health, we created separate funds for ODH Grants.
- Revenue and Expense for the Covid Grants were originally in the General Fund, any activity that took place in fiscal year 2022 was moved to the new funds in the month of August.
- Fund 820 - ODH Grants include the Enhanced Operations, Covid-19 Vaccinations, Public Health Workforce Grants. Any new ODH grants we are awarded will be added to this fund going forward.
- Fund 827 - Tobacco Prevention includes the Tobacco Use Prevention and Cessation Grant
- The resolutions on the agenda for approval are for the transfers and advances to the new funds as well as establishing estimated resources for the new funds.

COMMUNICATION & MARKETING – Pam Palm, Public Information Officer

Pam Palm reported:

- The Health Center did a nice job of passing out promotional products and pamphlets of information during the return to school for Danville and East Knox.
- The Agency participated in the Tomato Show Parade with a theme of Look Back in Time, Protecting Knox County for 100 years. Employees volunteered to walk the parade and pass out footballs to the

kids. The Agency also participated in the Farming Festival and distributed information about the Health Department and Health Center

- The Levy is coming up this November and the Agency is on the ballot. The flyer and brochure presented to the Board of Health are being professionally printed and distributed to local business in support of the Levy. The flyer and brochure will not be kept onsite.
- A news release regarding the Levy went out and explained a lot about what the funds are used for. This was specifically noted that the Health center does not receive funding through the Levy and that its funding is separate through the Federal Government and that the Levy will not be used to pay for land.

ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director

- A public health nuisance hearing will be on the agenda for the sewage effluent nuisance for the residence at 18240 Nunda Road, Howard, OH 43028 Brown Township, parcel #05-00057.001. The treatment area is located across the road at the address of 18221 Nunda Road, Howard, OH 43028. There is a legal easement allowing the treatment area to remain located on the property as long as a nuisance is not present. At this time, there is an open hole present allowing septic effluent to discharge to the surface. The septic tank for 18240 Nunda Road was to be utilized as a holding tank and to be pumped out by a registered septage hauler as needed to ensure the septic effluent would not leave the property and temporarily abate the nuisance until the system could be repaired or replaced. It was found to be at near capacity on Aug 30, 2022 and the resident was notified it needed to be pumped out by Registered Environmental Health Specialist Mr. Kyle Shackle . On Sep 9, 2022 a follow-up inspection was completed by Mr. Shackle and the tank was found to be at full capacity and allowing effluent to leave the property. In speaking with a representative from On-Site Sanitation, LLC it was noted that no one had called since Aug 9, 2022 for a septic tank pump out.
- A Sewage Treatment System Variance application was provided by Aaron Morris for 12095 Grant Road, Howard, OH 43028, Howard Township parcel # 21-00611.001 to allow the outlet tank for the building to go under the driveway and cannot meet the isolation distance requirements outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).
- PHEP Report from Amy Seward, PHEP Coordinator
 - Attended PHEP Deliverable trainings hosted by ODH
 - Completed deliverables:
 - 8.1 AAR/IP Plan (approved by ODH on 8/17)
 - 3.1 Whole Community Planning
 - 4.1 ERP Maintenance
 - 14.1 Communications Worksheet (approved by ODH on 8/22)
 - Attended and completed L-146 Homeland Security Exercise and Evaluation Program Training Program (HSEEP)
 - Reviewed for any changes, Knox Co. EMA’s Annex H- Public Health
 - Attended and participated in KCEMA PIO Emergency Preparedness Month planning meeting
 - Reviewed for any changes, KCEMA’s Annex 1- Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE)
 - Attended and participated in LEPC Exercise Planning meeting
 - Conducted 3 new employee orientations for Emergency protocols

PUBLIC HEALTH EDUCATION AND NURSING – Tina Cockrell, Director

Tina Cockrell reported:

- **Communicable Disease –**
HIV case move from GA to Knox County requested services specifically from the Ryan White Foundation federal program for services and treatment of HIV
Working with KCH to guide testing protocols for Monkey Pox
Continue to provide Lyme Disease Prevention information to the community
Still continue to see COVID outbreaks in LTC facilities; however, nearly all residents are vaccinated and have none to mild symptoms. We have had 2 daycares who have reported cases among staff.
Completed online EpiCenter training for infectious disease and working on CTR training for HIV/STI/Prep/PEP
- **Children /Medical Handicaps-** 12 visits completed. Attended Unstoppables Family Day over 200 people attended. Unstoppables is a youth sports program for children with special needs to participate with their typical peers. Created and distributed the August CMH newsletter a fairly new project to engage families throughout the year.
- **Cribs for Kids-** 5 visits completed; however, no cribs distributed were from the ODH grant we have exceeded the goal for the year. Working through Maternal and Child Health grant we were able to purchase 20 additional cribs to continue to meet the needs of Knox County families.
- **Newborn Home Visits** - 2 newborn home visits, 1 Amish family
- **Childhood Lead** – we did see 2 cases in August one family has received the lead cleaning kit
- **Safe Communities** - Participated in Amish Safety Day worked with State Patrol to provide information on buggy safety.
- **Maternal & Child Health** – 8 car seats were distributed and completed 1 car seat check
- **Tobacco Prevention & Cessation** - 11 new clients, currently only 2 are participating in in-person group therapy sessions all other sessions are personal one-on-one. Met goals of the ODH grant community survey required 200 we are currently at 274 respondents.
- **Drug Free Communities** – hosted OD awareness day 10 community partners provided resources tables-353 Narcan kits being transferred to these partners to be distributed in the community.
- **Creating Healthy Communities** – Gathering data for the Community Food Assessment this will tell us more about where people are getting their food and what gaps there are to meet the needs of Knox County families. Working with MVNU professor and students to plan for a sidewalk assessment, this data will help us be prepared for grant opportunities in the future. Provided bike safety education to 46 kindergarteners in Fredericktown along with bike helmets. Met with Council members to discuss Active Transportation. Finalized 1st year of GHKC Bingo with the libraries this year only 8 participants but looking forward to next year. Hosted bike valet at the First Friday we had 5 people use the spot down from 11 in July. Planning for the community wide walking challenge that will begin in October.

WIC – Cyndie Miller, RD, LD, CLC, Director

- Knox County WIC initial caseload for July is 731 (an increase of 31). Referrals included “4” to the Mommy & Me Smoking Cessation program and “23” to the CHC (19 Adults, 1 infant, and 3 children).
- “Curb-side services” continue as our method of service for WIC participants during the month of August. More appointments continue to be conducted in person due to cell-phone issues, weight check requests, and breastfeeding consults. Waivers are extended until mid-April, 2023. Prenatal’s and new moms with their babies will be seen in-person beginning in mid-September. More breastfeeding moms

have requested breastfeeding consults and weight checks for their babies. In-person support group is under consideration

- Our breastfeeding initiation rate for WIC moms has increased from 70.8% to 73% (This stat is current through June 2022).
- Additional Alternative Formulas now able to be purchased with WIC card
- All WIC Farmers' Market coupons have been issued with \$1360 redeemed through August.
- Breastfeeding Awareness Month (BAM) is in the books. The Knox County WIC Nurse-In took place at the Farmers' Market on August 20th. 10 local breastfeeding moms attended along with 4 supportive dads and a number of infants and children. Popular breastmilk jewelry kits were available for moms who were interested. *A huge thank you to Heidi and Megan for the planning of the Nurse-In event!*
- The BF Baby Station was provided at the Fredericktown Tomato Show in the first week of September, additionally.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

- Revenue Cycle review for the Health Center recommended at this time
- Strategic Plan Final review and approval for September 2022.
- A Legal Notice will be released on September 12th notifying the public that KPH is accepting bids for the Danville Medical Center Project. Bids can be submitted up until October 19th where the Board of Health will read these bids in public session
- Quality awards received from HRSA this month: Health Center Quality Leader, 12% of health centers receive, Access Enhancer, 52% of health centers receive, Health Disparities Reducer, 49% of health centers receive, and Advancing Health Information Technology for Quality, 70% of health centers receive.

4. New Business

4.1. Finance

4.1.1. Income and Expenses

Eric Siekkinen RPh, made a motion to approve the Income and Expenses report. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.1.2. Approval of Resolution 2022-10 Amend Certificate of Estimated Resources

Eric Siekkinen RPh, made a motion to approve Resolution 2022-10 Amend Certificate of Estimated Resources. Dan Brinkman seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, Barry George, MD, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

4.1.3. Approval of Resolution 2022-11 Transfer/Advances

Diane Goodrich made a motion to approve Resolution 2022-11 Transfer/Advances. Eric Siekkinen RPh, seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, Barry George, MD, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approve the hire of Schenly Wheeler, Administrative Assistant, effective August 29, 2022.

Barb Brenneman made a motion to approve the hire of Schenly Wheeler, Administrative Assistant, effective August 29, 2022. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approve the hire of Tia Ball, LPN, effective September 6, 2022.

Eric Siekkinen RPh, made a motion to approve the hire of Tia Ball, LPN, effective September 6, 2022. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approve the hire of Adam Proper, RN (Clinical Supervisor), effective September 26, 2022.

Eric Siekkinen RPh, made a motion to approve the hire of Adam Proper, RN (Clinical Supervisor), effective September 26, 2022. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.2.4. Approve the resignation of Shelly Smith, LPN, effective September 16, 2022.

Eric Helt made a motion to approve the resignation of Shelly Smith, LPN, effective September 16, 2022. Diane Goodrich seconded the motion, in the negative: none. The motion was approved.

4.2.5. Approve the resignation of Chelsea Link, LPN, effective September 30, 2022.

Eric Siekkinen RPh, made a motion to approve the resignation of Chelsea Link, LPN, effective September 30, 2022. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

5. Contracts

5.1. Approval of the MOA between the Knox County General Health District Board and the Knox County Community Health Center Board for Board oversight effective October 1, 2022 and remains ongoing, pending legal review.

Eric Siekkinen RPh, made a motion to approve the MOA between the Knox County General Health District Board and the Knox County Community Health Center Board for Board oversight effective October 1, 2022 and remains ongoing, pending legal review. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

5.2. Approval of the contract with The Inline Group LLC., for candidate sourcing services with a monetary value not to exceed \$30,000, effective upon service initiation for a 12-month period – pending legal approval.

Diane Goodrich made a motion to approve the contract with The Inline Group LLC., for candidate sourcing services with a monetary value not to exceed \$30,000, effective upon service initiation for a 12-month period – pending legal approval. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

6. Board Approvals

6.1. Approve to open the following positions:

- 2 Licensed Practical Nurses (LPN)
- 1 Certified Medical Assistant (CMA)

Eric Siekkinen RPh, made a motion to approve the opening of the following positions: 2 Licensed Practical Nurses (LPN) and 1 Certified Medical Assistant (CMA). Jason Whaley seconded the motion; in the negative: none. The motion was approved.

7. Board Information (Non-Action Items)

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

- MOA renewal between WIC and KCCHC for no monetary value, and is effective October 1, 2022-September 30, 2027.
- Agreement renewal with Burgie Media Fusion LLC., for marketing services with a monetary value not to exceed \$12,600, effective November 1, 2022 through April 30, 2023, renewing automatically every six months – pending legal approval.
- Addendum to the agreement with Job and Family Services for SOR2 and AUD Grant funding reimbursement, extending its term through September 30, 2023.

8. Executive Session

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


Zach Green and Lane Belangia were invited to stay for executive session.

At 8:20p.m. Eric Helt made a motion to return to regular session. Eric Siekkinen, RPh, seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, Barry George, MD, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

9. Adjournment

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

The Board meeting adjourned at 8:22p.m.



Jeff Harmer
Board President



Zach Green
Health Commissioner