

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
Amanda Rogers, DVM	Lane Belangia, Community Health Center CEO
Diane Goodrich	Nate Overholt, Environmental Health Director, Zoom
Dan Brinkman	Kristi Thomas, Administrative Assistant
Barb Brenneman	Tina Cockrell, PHEN Director, Zoom
Eric Siekkinen, RPh	Deanar Sylvester, Clinical Director, Zoom
	Cyndie Miller, WIC Director, Zoom
	Katie Hunter, Fiscal Director
ABSENT	GUEST
Ron Martinson, MD	Dan Houser
Barry George, MD	Jeff Salva

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

1.3. Approval of the minutes for September 21, 2022 Board of Health meeting.

Barb Brenneman made a motion to approve the September 21, 2022 Board of Health meeting minutes. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of the Bills

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

APPROVAL OF BILLS	
September 2022	
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
809 - WIC Grant	725.67
809 - Sewage Program Fund	1,838.52
810 - RV Park/Camp Fund	33.00
811 - Creating Healthy Communities Grant	1,258.15
812 - Public High 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	655.05
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

- Jeff Salva read the sealed bid openings for the Health Center Capital Project
- Sheila Adams introduced herself to the Board of Health

2. Hearing/Readings/Regulations

2.1. Approval of Household Sewage Treatment System Variance application for Abe Yoder at 19882 Whitney Road, Fredericktown, OH 43019, Middlebury Township Parcel # 41-00563.000 where the distribution pipe from the existing residence to the replacement 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 Household Sewage Treatment System Variance application for Abe Yoder at 19882 Whitney Road, Fredericktown, OH 43019, Middlebury Township Parcel # 41-00563.000 where the distribution pipe from the existing residence to the replacement 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). Jason Whaley seconded the motion; in the negative: none. The motion was approved.

3. Special Reports

3.1. Board Report – None

3.2. Health Commissioner Report

Zach Green shared:

- Health Center Strategic Plan
- Social Determinants of Health
- House Bill 463

- **Zach thanked Joyce Frazee for doing a wonderful job of getting the management team scheduled for the Enneagram Personality Training – November and December**
- **Zach thanked Katie Hunter for the wonderful job she did getting the fiscal year-to-date report**

3.3. Leadership Reports

HEALTH COMMISSIONER - Zach Green

- Attended Health Commissioner University offered by the Association of Ohio Health Commissioners (AOHC).
- Full time Epidemiologist being filled utilizing public health workforce dollars through 2028.
- The Facilities Committee will brief the entire board this month.
- Classification and Compensation plan is under revision utilizing AOHC Salary Survey
- Additional grades necessary
- HB 463 (Abolishing of DAC) is likely to be discussed by State Reps in the coming weeks; lame duck.
- PHAB has requested that the agency share more about the KPH Podcast as it relates to "alternative forms of communication".
- Kudos to Alayna and Carmen as this platform will pave the way for accredited LHDs
- Social Determinants of Health (SDOH) & Health Equity training completed (8 modules) by the majority of staff. Post Assessment in October to determine knowledge gained as the results will be included in the APHA presentation by Carmen in November.
- The Levy Committee, driven by Pam Palm, is making their final push of information before the Nov ballot.
- Thanks to all for the countless hours & dedication.

HUMAN RESOURCES – Joyce Frazee, Director

Joyce shared:

- **Angela Honaker has accepted the Drug Free Communities Grant Coordinator position. She is currently in her Master's program and clinicals so she will be starting December 20, 2022.**
- Seven Mount Vernon Nazarene University Health Science Students spent the day with KPH staff to meet their clinical hours requirement. The students had the opportunity to shadow Environmental Health (EH), Women Infant and Children (WIC), and Public Health Program Coordinators to gain hands-on experience, and to attain a deeper understanding of public health's function in our community. The students thoroughly enjoyed the opportunity. They were both inspired and motivated by the extent in which public health impacts the daily lives of individuals living in Knox County. Few of them are already interested in either shadowing for a day or in doing an internship in either environmental health or WIC. Some of these same students will be taking a capstone course in Spring 2023, where they will be required to do an internship for about 40 hrs. in three months' time.
- Kristi Thomas and I traveled to Wood County Health Department in Bowling Green, OH to gain insight into the roles and responsibilities of their staff and to see how Wood County operates their FQHC and pharmacy program from an HR perspective. Through this experience we learned that our current policies, processes and procedures are well established.
- Our HR team has been invited to participate in mock interviews with the nursing students at Knox Technical Center.

- You will be asked to approve the hire of David Hatley II to fill the Epidemiologist role. David was assigned to Knox County as the project liaison/coordinator with the Center for Disease Control and was housed with KPH for the past 11 months. David's main focus has been on public health communications, education, outreach, epidemiology, infection control, and tropical disease research. David is excited to get started to build the foundation of the EPI program at KPH.
- Angela Shroyer, LPN has accepted a position in the Community Health Center division and is on the agenda for approval. Angela has over 17 years of experience as an LPN. Her main location will be at the Moore Family Practice and Walk-In Clinic as needed.
- You will be asked to accept the resignation of Whitney Maynard, CMA. Whitney accepted a position at KCH as a phlebotomist working third shift. She chose to leave for a higher hourly rate and shift differential.

FISCAL – Katie Hunter, Director

- The finance committee will meet prior to the Board of Health meeting to review the permanent appropriations for fiscal year 2023.
- We recently received two additional Notice of Awards from the Ohio Department of Health that are on the agenda for approval. The grants include Covid19 Detection and Mitigation for Confinement Facilities and Covid19 Detection and Mitigation for Congregate Living Facilities.

COMMUNICATION & MARKETING – Pam Palm, Public Information Officer

Pam shared:

- **Health Advisory was sent out regarding dog bites and the time frame in which to report and get medical attention**
- **An add through the Town Money Saver will go out soon highlighting our Veterans within the Health Center and Knox Public Health. This will feature Lindsey Gilkey, APRN-CNP, Jordan Moore, APRN-CNP, Kristi Thomas and Schenly Wheeler who all served in a branch of the U.S. Military.**
- The monthly podcast Health on Wheels with Carmen Barbuto and Alayna Mowry has now released four episodes; the latest with Health Commissioner Zach Green featuring a reflection on COVID-19. Thanks to Carmen's efforts, the podcast series has caught the attention of the Public Health Accreditation Board (PHAB) which has reached out regarding a short feature on using alternative communication means to connect with the public.
- Additional promotion this month for the Health Center in Alayna's absence included advertising on the Kroger Pharmacy bags and a Halloween-themed ad in the Mount Vernon News and The Shopper. Alayna is expected to be back to work on Nov. 2.
- Promotion of flu and booster clinics continues through the end of October. We are also continuing advertising in the Town Money Saver and garnered extra promotion on radio with the Cleveland Guardians run in the postseason.

ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director

- A household sewage treatment system variance application has been provided by Abe Yoder at 19880 Whitney Road, Fredericktown, OH 43019, Middlebury Township Parcel # 41-00563.000 in order to allow the outlet pipe from the existing residence to go under the driveway to a replacement septic tank

and treatment area and cannot meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a).

- At this time, the property at 18240 Nunda Road, Howard, OH 43028 that was declared a public health nuisance at the September board of health meeting has had the tank pumped out once by On- Site Sanitation, LLC. The tank has not been capped and no other information has been provided by the property owners. Sewage program staff will be going out on a weekly basis to check the effluent levels in the septic tank. If the septic tank is not pumped out prior to effluent leaving the tank and entering the property across the road, the property will be handed over to the Knox County Prosecutor for legal action. The final date for repair or replacement of the treatment area is November 21, 2022.
- **PHEP Report from Amy Seward, PHEP Coordinator**
 - Following deliverables were completed by KPH and approved by Ohio Department of Health
 - 9.1 – Regional IPPW
 - 6.1 – Statewide EPI meeting (Adam Master attends for KPH)
 - 3.1 – Whole Community Planning
 - 4.1 – Emergency Response Plan (ERP) Maintenance
 - Participated in Knox County’s Local Emergency Planning Committee (LEPC) HAZMATIQ
 - Full Scale Exercise. KPH participated in the Emergency Operation Center (EOC).
 - Attended the following trainings and meetings:
 - The Role of Public Health Officials in Supporting School Safety
 - Safe Communities Coalition Meeting
 - AWR-228 Community Resilience
 - AWR-347 Climate Adaptation Planning for Emergency Management
 - MGT341-450 Disaster Preparedness for Healthcare Organizations within the Community Infrastructure
 - Conducted 2 Orientations for KPH regarding Emergency Preparedness

PUBLIC HEALTH EDUCATION AND NURSING – Tina Cockrell, Director

- Tickbuster education provided to East Knox, Danville, Fredericktown and Mount Vernon.
- Recommended childhood and adult immunization clinics were conducted at Kenyon College, Danville Sanctuary and Centerburg Senior Center. Additionally, 4 clinics were held in the KPH conference room offering COVID19 bivalent booster.
- PHEN Nurse completed Vision Screening training, KPH received free screening equipment once a virtual skills assessment is completed we can create community partnerships to offer this service. There was no cost for this equipment or training provided by the Center for Blindness and ODH.
- CMH completed 11 visits, 5 cribs were distributed in the community, completed 1 newborn home visit and 2 new cases of lead were reported.
- Creating Healthy Communities partnered with MVNU to conduct walk audits in Fredericktown and Mount Vernon providing clinical experience for Health Science students during their class on population health.
- Staff attended the Centerburg Farming Festival, the Fredericktown Tomato Show and presented at Knox County Safety Council.

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

Cyndie shared:

- **Alternative formula approval has been extended through December 2022**

- **Formula has been trending with a high stock volume at the beginning of the month, but at the end of the month is in scarce quantities**
- Knox County WIC initial caseload for September is 762 (an increase of 31). Referrals included “6” to the Mommy & Me Smoking Cessation program and “13” to the CHC (4 Adults, 0 infants, and 9 children).
- “Curb-side services” continue as our method of service for WIC participants during the month of September. 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. Prenatals and new moms with their babies are routinely seen in-person since mid-September. More breastfeeding moms have requested breastfeeding consults and weight checks for their babies. An in-person breastfeeding class was conducted on September 28th by Heidi Myers (Breastfeeding Peer) and assisted by Megan Barclay (newest WIC Health Professional).
- Our breastfeeding initiation rate for WIC moms has increased from 73% to 73.4% (This stat is current through July 2022).
- Additional Alternative Formulas are now able to be purchased with the WIC card through November 2022, with requests for extension in the process.
- All WIC Farmers’ Market coupons have been issued, with \$2030 redeemed through September 24th at the Mount Vernon Farmers’ Market and Apple Hill Orchard in Fredericktown.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

- Re-enrolment in CPC and CPC plus program for year 22/23 by October 31st 2022.
- Finalize changing the Authorized Official for KPH in the Medicare System by Oct 31st, 2022.
- SAC application submitted completed, will monitor for HRSA acceptance.
- Working with all HC Supervisors to build efficiencies into our patient in-take and scheduling process.
- Review of the 2022-2025 Health Center Strategic Plan with the Co-applicant Board, October 2022.
- Vote on new consumer co-applicant member John Laughlin this month.
- Accept the resignation of Ann Tope. consumer member due to a conflict of interest.
- Begin review of all Managed Medicare Contracts to begin receiving WRAP payments from Medicare
- Work with Health Commissioner to find new location to better serve patient population.
- Capital project to begin in Knox County Dental, accepting final bids for Medical Danville Project and will be read at next BOH meeting
- Plans to visit Ohio Hills FQHC to review their internal processes for revenue cycle and eClinicalWorks.
- Ongoing focus on workforce retention and new hires to keep up with growth of new health center.

COMMUNITY HEALTH CENTER – Deanar Sylvester, Clinical Director

- Two new LPN’s have been hired in Health Center
- One new Clinical Supervisor, Adam Proper
- Staff are doing a great job getting new employees trained within the Health Center
- The Health Center is looking into Peer Messaging and Healo App to help better communicate with patients and expedite the workflow of intake paperwork

4. New Business

4.1. Finance

4.1.1. Income and Expenses

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

4.1.2. Approval of Resolution 2022-12 to transfer funds within:

- **813 – Maternal and Children Health Grant**
- **814 – Community Health Center Grant**
- **820.1535 – ODH Grants and Public Health Workforce**

Barb Brenneman made a motion to approve Resolution 2022-12 to transfer funds within 813 – Maternal and Children Health Grant, 814 – Community Health Center Grant and 820.1535 – ODH Grants and Public Health Workforce. Jason Whaley seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approve the hire of Angela Shroyer, LPN, effective October 3, 2022.

Dan Brinkman made a motion to approve the hire of Angela Shroyer, LPN, effective October 3, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approve the hire of David Hatley II, Epidemiologist, effective October 31, 2022.

Diane Goodrich made a motion to approve the hire of David Hatley II, Epidemiologist, effective October 31, 2022. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approve the hire of Angela Honaker, DFC Grant Coordinator, effective December 20, 2022.

Diane Goodrich made a motion to approve the hire of Angela Honaker, DFC Grant Coordinator, effective December 20, 2022. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

4.2.4. Accept the resignation of Whitney Maynard, CMA, effective October 7, 2022.

Eric Siekkinen, RPh, made a motion to accept the resignation of Whitney Maynard, CMA, effective October 7, 2022. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of the MOU with Mount Vernon Pediatrics for Vaccine Storage, effective October 19, 2022 through October 18, 2025, for no monetary exchange – pending legal review.

Diane Goodrich made a motion to approve the MOU with Mount Vernon Pediatrics for Vaccine Storage, effective October 19, 2022 through October 18, 2025, for no monetary exchange – pending legal review. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of public health services contract with the City of Mount Vernon; payment is as follows: FY2023, \$61,900; FY2024, \$64,100; FY2025, \$66,660.

Eric Siekkinen, RPh, made a motion to approve the public health services contract with the City of Mount Vernon; payment is as follows: FY2023, \$61,900; FY2024, \$64,100; FY2025, \$66,660. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.3.3. Approval of the MOA with the Laurels for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange.

Eric Siekkinen, RPh, made a motion to approve the MOA with the Laurels for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

4.3.4. Approval of the MOA with the Winter Sanctuary for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange.

Dan Brinkman made a motion to approve the MOA with the Winter Sanctuary for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3.5. Approval of the MOA with Riverside Recovery for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange.

Dan Brinkman made a motion to approve the MOA with Riverside Recovery for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.3.6. Approval of the MOA with the Jail for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange.

Dan Brinkman made a motion to approve the Approval of the MOA with the Jail for grant participation, effective November 1, 2022 and remains ongoing until the completion of the grant with no monetary exchange. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

5. Board Approvals

5.1. Accept the Notice of Award 04210012CF0123 with a monetary value of \$330,000 for confinement facilities with a budget period of November 1, 2022 through October 31, 2023.

Amanda Rogers, DVM, made a motion to accept the Notice of Award 04210012CF0123 with a monetary value of \$330,000 for confinement facilities with a budget period of November 1, 2022 through October 31, 2023. Diane Goodrich seconded the motion, in the negative: none. The motion was approved.

5.2. Accept the Notice of Award 04210012LV0123 with a monetary value of \$330,000 for congregate living with a budget period of November 1, 2022 through October 31, 2023.

Eric Helt made a motion to accept the Notice of Award 04210012LV0123 with a monetary value of \$330,000 for congregate living with a budget period of November 1, 2022 through October 31, 2023. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

5.3. Approve the out-of-state travel to Ypsilanti, Michigan, for Lauren Sanders, November 2, 2022 through November 5, 2022 for Treating Trauma & PTSD: A New Frontier of Scientific Evidence and practical Interventions conference.

Diane Goodrich made a motion to approve the out-of-state travel to Ypsilanti, Michigan, for Lauren Sanders, November 2, 2022 through November 5, 2022 for Treating Trauma & PTSD: A New Frontier of Scientific Evidence and practical Interventions conference. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

6. Board Information (Non-Action Items)

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

- MOU renewal with the Licking County Health Department for deliverable based reimbursement for Cribs for Kids activities, not to exceed \$12,900.00, effective October 1, 2022 through September 30, 2023.

7. Executive Session

At 7:22p.m. Barb Brenneman made a motion to enter into executive session. Jason Whaley seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

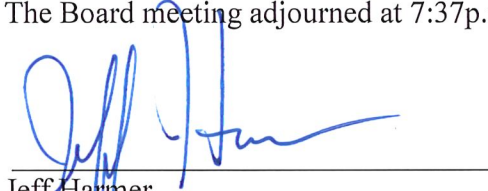
At 7:35p.m. Eric Siekkinen, RPh, made a motion to return to regular session. Dan Brinkman seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

Eric Siekkinen, RPh, made a motion to accept the bid from Adena Corporation for the Knox County Community Health Center Capital Project in the amount of \$488,860.00 – pending legal and architectural approval. Amanda Rogers, DVM, seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Barb Brenneman, Dan Brinkman, Eric Siekkinen, RPh, and Amanda Rogers, DVM; in the negative: none. The motion was approved.

8. Adjournment

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

The Board meeting adjourned at 7:37p.m.



Jeff Hamner
Board President



Zach Green
Health Commissioner