

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:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
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
Barry George, MD	Tina Cockrell, PHEN Director, Zoom
	Deanar Sylvester, Clinical Director, Zoom
	David Hatley, Epidemiologist
<b>ABSENT</b>	Katie Hunter, Fiscal Director
Ron Martinson, MD	
Barb Breneman	<b>GUEST</b>
Eric Siekkinen, RPh	
Cyndie Miller, WIC Director	

**1. Convention**

**1.1. Call to Order**

Jeff Harmer called the meeting to order at 6:36 p.m.

**1.2. Acceptance of the Agenda**

Dan Brinkman made a motion to accept the agenda with 4.1.2. Approval of the FY2023 permanent appropriations stricken from the agenda. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of the minutes for October 19, 2022 Board of Health meeting.**

Eric Helt made a motion to approve the minutes for October 19, 2022. Diane Goodrich 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**  
**October 2022**

<b>FUND</b>	<b>AMOUNT</b>
801 - General Fund	19,658.70
806 - Food Service Fund	377.05
807 - Private Water Fund	3,618.85
808 - WIC Grant	813.45
809 - Sewage Program Fund	1,441.00
811 - Creating Healthy Communities Grant	1,145.00
812 - Public Hlth Emergency Preparedness Grant	693.80
813 - MCH/CFHS Grant	2,116.75
814 - Community Health Center Grant	233,155.48
819 - Solid Waste	260.78
820 - ODH Grants	4,618.54
830 - Drug Free Communities	3,623.38
<b>Total</b>	<b>\$271,522.78</b>

**THEN & NOW**

801 - General Fund	3,237.08
806 - Food Service Fund	280.80
807 - Private Water Fund	776.10
809 - Sewage Program Fund	1,148.00
814 - Community Health Center Grant	10,591.22
820 - ODH Grants	3,939.91
830-Drug Free Communities	1,500.00
<b>Total</b>	<b>\$21,473.11</b>

**1.5. Public Participation - None**

**2. Hearing/Readings/Regulations**

- 2.1. Approval of Household Sewage Treatment System variance application for Russell Gaubatz at 5701 Stackhouse Road, Fredericktown, OH 43019, Middlebury Township, Parcel #41-00021.002 where the distribution pipe from the septic tank to the effluent 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 made a motion to approve the Household Sewage Treatment System variance application for Russell Gaubatz at 5701 Stackhouse Road, Fredericktown, OH 43019, Middlebury Township, Parcel #41-00021.002 where the distribution pipe from the septic tank to the effluent 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). Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**2.2. Approval of Household Sewage Treatment System variance application for Norman Workman at 16731 Sapps Run Road, Danville, OH, 43014, Brown Township, Parcel # 03-00263.000 where the distribution pipe from the septic tank to the effluent 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 made a motion to approve the Household Sewage Treatment System variance application for Norman Workman at 16731 Sapps Run Road, Danville, OH, 43014, Brown Township, Parcel # 03-00263.000 where the distribution pipe from the septic tank to the effluent 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). Amanda Rogers, DVM, 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:**

- Introduced David Hatley, Epidemiologist to the Board of Health
- Zach thanked the leadership team for attending Township meetings and the support they gave during the levy campaign
- Zach gave a special thank you to Pam Palm, giving her praise for the wonderful job she did leading the levy campaign, her last before retirement
- Informed the Board the Public Health Emergency Declaration is projected to expire April 2023 which will directly impact those who are enrolled in Medicaid

**3.3. Leadership Reports**

**HEALTH COMMISSIONER - Zach Green**

- Legislative meeting with Senator Brenner is scheduled for Friday (11/18) to discuss the status of HB463 and determine the focus during lame duck.
- Leadership development underway utilizing Enneagram Test: 3-part mini series
- Reaching Medicaid recipients in the community - collaborative approach with JFS.
  - Federal Emergency Declaration projected to be lifted January 2023.
- Fatality Review Committee: Majority of overdose deaths are occurring in Males 45-60 years of age.
  - Refocus messaging is imperative.
- KPH staff have attended all but three township/village meetings since May 2022.
- Carmen Barbuto presented at the American Public Health Association in Boston, MA on November 9th focusing on Social Determinants of Health and the importance of educating KPH staff.
- Facilities Team update will be provided with the entire board this month.
- Health on Wheels Podcast is grabbing the attention of Health Commissioners across the state & may be a platform utilized by AOHC.

**FISCAL – Katie Hunter, Director**

- The Finance Committee will review permanent appropriations for fiscal year 2023. This item is on the agenda for approval.

**HUMAN RESOURCES – Joyce Frazee, Director**

**Joyce Frazee Shared:**

- Starting a deep dive into the salary scale and compensation plan
- Re-evaluating all job classifications and job titles
- Resignations are becoming more frequent due to hourly rates and that the agencies are no longer competitive with the current job market
- Staff have been busy trying to fill open positions within the agency
- Workforce development plan will be coming out soon

**COMMUNICATION & MARKETING – Pam Palm, Public Information Officer**

- In recognition of our employees who are veterans or currently serving in the military, we featured four staff members in the monthly Town Money Saver flier and also on lamp post banners in downtown Mount Vernon.
- Recent highlights on our intranet site, KPH Connect, include staff members in Halloween costumes, staff with collected food donations for the Byron Saunders Foundation, HR staff conducting mock interviews at KTC and photos and statistics from the mass vaccination clinic this fall. We will soon be unveiling several staff spotlights each week to increase familiarity among our growing staff at five different locations.
- Following FMLA, Alayna Mowry is back in the office twice a week and working from home the rest of the time.

**ENVIRONMENTAL HEALTH – Nate Overholt, RS, Director**

- Per an email to Health Commissioner Zach Green and Environmental Health Director Nate Overholt, the residents of 18240 Nunda Road have moved out of the residence and it is currently unoccupied. No further action or information has been received by Knox Public Health Staff. The deadline for repair/replacement of the treatment area is November 21, 2022. If the repair/replacement is not completed by the deadline, the matter will be turned over to the Knox County Prosecutor's Office. Registered Environmental Health Specialist Kyle Shackle continues to monitor weekly the septic tank effluent is not at capacity and going across the road to the adjacent property.
- Russell Baubatz of 5701 Stackhouse Road, Fredericktown, OH 43019, Middlebury Township Parcel # 41-00021.002 has applied for a household sewage treatment system variance in order to allow the distribution pipe from the septic tank to go under an existing driveway to a new effluent treatment area. This will not meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and will require a variance.
- Norman Workman of 16731 Sapps Run Road, Danville, OH, 43014, Brown Township Parcel #03-00263.000 has applied for a household sewage treatment system variance in order to allow the distribution pipe for the septic tank to go under an existing driveway to a replacement effluent treatment area. This will not meet the isolation distances outlined in Ohio Administrative Code 3701-29-06(G)(3)(a) and will require a variance.

**PUBLIC HEALTH EDUCATION AND NURSING – Tina Cockrell, Director**

**Tina Cockrell shared:**

- The division completed their 2022 flu outreach clinic schedule 607 flu vaccines administered and 1,114 Covid vaccines administered. This includes three large clinics (the drive thru, energy field house and a

- COVID clinic coordinated with Kenyon College). Thanks to all who helped support the team to provide these opportunities to the community.
- Tobacco: There are 103 cessation clients enrolled for the year, we have not had over 100 enrollments in 2 years.
  - Creating Healthy Communities:
    - Fall Menu Makeover" Lunch & Learn presentation at the YMCA. Food tastings provided - slow cooker Pumpkin Pie Oatmeal, Apple-Cinnamon Popcorn
    - Conducted Great Lakes Apple Crunch activities at Dan Emmett, YMCA Preschool & The Learning Center. Facilitated by Knox County Local Food Council. Apples donated by Glen Hill Orchard. Activities at the YMCA included: Storytime with Johnny Appleseed book, apple tasting, and judging. Background: Join the 2022 Great Apple Crunch to celebrate Ohio farmers, healthy kids, and strong communities this October. Participating in the Crunch is simple: buy, serve, and Crunch into locally grown apples! Since 2014, we have highlighted National Farm to School Month and our local farmers with MILLIONS of Crunches across the region.
    - Knox County's Crunch at Dan Emmett was included in the Ohio Farm to School newsletter.
    - Senior Health and Wellness, Natasha has joined the Station Break Board and will be presenting to the United Way in December to request funding to continue the program. She wishes to express her sincere thanks for the opportunity to meet the needs of the elderly people referred to her through this program.
  - Cribs for Kids started a new grant year for the ODH cribs this the 3rd and final year in this grant. Will be seeking new opportunities to continue this program.
  - Newborn Home Visits referrals are down met with KCH regarding the birthing center providing information.
  - Drug Free Communities grant partnered with KCCC, Fredericktown Local Schools and Learning Center to provide support for Red Ribbon Week reaching over 2,000 students. Also supported Fredericktown Methodist Church for Trunk or Treat over 700 people reached in that event. Seeking to contract some of the work of the grant due to Angela Honaker rescinding her acceptance of the coordinator position. HIPS at Centerburg and with the Freedom Center.
  - COVID cases/outbreaks continue at LTC facilities currently 5 are ongoing. Seeking information from KCH Infection Preventionist regarding RSV. 44 people are being monitored for exposure to monkeypox that lasts for 21 days. Also monitoring exposures to measles and the TB case successfully finished their monitoring effective 11/16/2022.

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

- Knox County WIC initial caseload for September is 775 (**an increase of 13**). Referrals included “3” to the Mommy & Me Smoking Cessation program and “6” to the CHC (4 Adults, 0 infants, and 2 children).
- “Curb-side services” continue as our method of service for WIC participants during the month of October. Waivers are extended until mid-April, 2023; however, more appointments are conducted in person.
- Our breastfeeding initiation rate for WIC moms has increased from 73.4% to 74.6% (This stat is current through August 2022).
- Additional Alternative Formulas are now able to be purchased with the WIC card through December 31, 2022.

- All WIC Farmers' Market coupons have been issued, with \$2295 redeemed through October 31, 2022 at the Mount Vernon Farmers' Market. Final redemption numbers will be available later this month.
- Outreach packets with WIC updated program information have been assembled and will be distributed to area medical providers and community partners in November.

### **COMMUNITY HEALTH CENTER – Lane Belangia, CEO**

I hope this report finds all of you well, I have been out of the office due to a knee surgery this past week. Please see the list below encompassing what I would have included in a more formal written report. Due to time constraints I am saving you all sometime this month and will expand on the list below during my verbal report.

- Re-enrollment in CPC and CPC plus program for year 22/23 by October 31<sup>st</sup> 2022. This deadline has been extended to Nov 17<sup>th</sup>.
- Ongoing workforce and pay challenges due to the economy and job market.
- Working with all HC Supervisors to build efficiencies into our patient in-take and scheduling process.
- Capital project begun at Knox County Dental and Adena Construction LLC awarded project for Danville Medical project.
- 2019 and 2020 diligently filed APM cost reports received 11-3-2022. 2021 APM to be filed within the next month. These will now be submitted within 120 days of January 1<sup>st</sup> each year to the Department of Medicaid.
- Care Messenger and Helow Pay being finalized this coming month.
- Nicole Lybarger will become your point of contact for this board, she will have a direct line to me and my staff. Please introduce yourself to Nicole during our meeting this coming week.
- Knox Public Health Levy passed! While the Levy does not directly impact the finances of the FQHC the in-kind services we rely on would be impacted if the Levy did not pass. We are thankful to have KPH as a partner in public health especially as the center grows.
- Continued focus on the Revenue Cycle is our top priority at this time.
- The permanent budget was not approved by the BOH last month, this month Fiscal for KPH is submitting a new budget for approval, they will report on the details of this revised budget during our meeting. The budget for the health center is April to March and for KPH January to December, however the approved budget must be brought to the center from the BOH in order for our budget to become a reality.

For those who cannot attend this meeting I wish you a Happy Thanksgiving.

#### **4. New Business**

##### **4.1. Finance**

##### **4.1.1. Income and Expenses**

Amanda Rogers, DVM, made a motion to approve the Income and Expenses report. Barry George, MD, seconded the motion; in the negative: none. The motion was approved.

##### **~~4.1.2. Approval of the FY2023 permanent appropriations (removed per board recommendation)~~**

**4.1.3. Approval of Resolution 2022-13 transfer of funds.**

Amanda Rogers, DVM, made a motion to approve Resolution 2022-13, transfer of funds. Barry George, MD, seconded the motion; On roll call the following voted in the affirmation: Jeff Harmer, Jason Whaley, Amanda Rogers, DVM, Barry George, MD, Dan Brinkman, Diane Goodrich and Eric Helt; in the negative: none. The motion was approved

**4.2. Personnel**

**4.2.1. Approve the hire of Nicole Lybarger, Administrative Assistant, effective November 7, 2022.**

Eric Helt made a motion to approve the hire of Nicole Lybarger, Administrative Assistant, effective November 7, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.2.2. Approve the hire of Tiffany Stevens, LPN, effective November 21, 2022.**

Eric Helt made a motion to approve the hire of Tiffany Stevens, LPN, effective November 21, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.2.3. Approve the hire of Eleanor Frost, LPN, effective November 28, 2022.**

Eric Helt made a motion to approve the hire of Eleanor Frost, LPN, effective November 28, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**4.2.4. Accept the resignation of Kelly Biggs, Registered Sanitarian, effective November 4, 2022.**

Diane Goodrich made a motion to accept the resignation of Kelly Biggs, Registered Sanitarian, effective November 4, 2022. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.2.5. Accept the resignation of Susan Musgrave, LPN, effective November 11, 2022.**

Diane Goodrich made a motion to accept the resignation of Susan Musgrave, LPN, effective November 11, 2022. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.2.6. Accept the resignation of Tia Ball, LPN, effective November 16, 2022.**

Diane Goodrich made a motion to accept the resignation of Tia Ball, LPN, effective November 16, 2022. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.2.7. Accept the resignation of Rachel Frye, Administrative Assistant, effective December 2, 2022.**

Diane Goodrich made a motion to accept the resignation of Rachel Frye, Administrative Assistant, effective December 2, 2022. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.2.8. Accept the resignation of Shelly Hurlow, Dental Assistant, effective December 31, 2022.**

Diane Goodrich made a motion to accept the resignation of Shelly Hurlow, Dental Assistant, effective December 31, 2022. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**4.2.9. Approval to rescind the hire of Angela Honaker, DFC Grant Coordinator, effective November 9, 2022.**

Jason Whaley made a motion to approve the rescind of new hire Angela Honaker, DFC Grant Coordinator, effective November 9, 2022. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

**4.3. Contracts**

**4.3.1. Approval of the Personal Appearance Contract with Relevant Speakers Network for presentations provided by Brad Hurtig, effective August 9, 2023 for \$3,000.00.**

Barry George, MD, made a motion to approve the Personal Appearance Contract with Relevant Speakers Network for presentations provided by Brad Hurtig, effective August 9, 20223 for \$3,000.00. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

**5. Board Approvals**

**5.1. Approve the out-of-state travel to Orlando, Florida, October 6, 202 through October 9, 2022 for Nanette Snyder and Deanar Sylvester with an estimated value of \$2,000.**

Jason Whaley made a motion to approve the out-of-state travel to Orlando, Florida, October 6, 202 through October 9, 2022 for Nanette Snyder and Deanar Sylvester with an estimated value of \$2,000. Dan Brinkman seconded the motion; in the negative: none. The motion was approved.

**6. Board Information (Non-Action Items) - None**

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

**7. Executive Session**

At 7:11p.m. Barry George, MD made a motion to enter into executive session for land acquisition. Amanda Rogers, DVM, seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Dan Brinkman, Barry George, MD and Amanda Rogers, DVM; in the negative: none. The motion was approved.

Zach Green was asked to stay for executive session.

At 7:30p.m. Eric Helt made a motion to return to normal session. Barry George, MD, seconded the motion. On roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Diane Goodrich, Eric Helt, Dan Brinkman, Barry George, MD and Amanda Rogers, DVM; in the negative: none. The motion was approved.

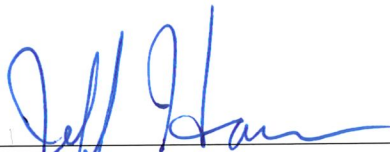




**8. Adjournment**


Being no further business Amanda Rogers, DVM, made a motion to adjourn the meeting. Barry George, MD, seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:32p.m.



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Jeff Harmer  
Board President



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Zach Green  
Health Commissioner