

Knox Public Health

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February 24, 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. The following were in attendance:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Eric Siekkinen, RPh, President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Zach Green, Deputy Health Commissioner
Barry George, MD	Joyce Frazee, Human Resource Director
Amanda Rogers, DVM	Lane Belangia, Community Health Center CEO
Barb Brenneman	Nate Overholt, Environmental Health Director
Diane Goodrich	Pam Palm, Planning Education & Promotion Director
Joe Porter	Katie Hunter, Fiscal Coordinator
Eric Helt	Bailie Miller, HR Generalist
EJ Pido	Kyle Clark, PHEP Coordinator
<u>ABSENT</u>	<u>GUESTS</u>
Cyndie Miller, WIC Director	
Lisa Dudgeon, DON	

1. Convention

1.1. Call to Order

Eric Siekkinen, RPh called the meeting to order at 6:31 p.m.

1.2. Acceptance of Agenda

Jeff Harmer made a motion to accept the agenda. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of the minutes for January 27, 2021 Board of Health meeting.

The minutes of the regular meeting held, January 27, 2021 were reviewed and accepted. Joe Porter made a motion to approve the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

Jeff Harmer made a motion the accounts payable be approved and payment authorized with the itemized list becoming by reference a part of the minutes. Eric Helt seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	52,982.45
805 - Swimming Pool Fund	159.95
806 - Food Service Fund	508.14
807 - Private Water Fund	2,156.40
808 - WIC Grant	305.99
809 - Sewage Program Fund	978.70
810 - RV Park/Camp Fund	130.00
811 - Creating Healthy Communities Grant	1,999.00
812 - Public Hlth Emergency Preparedness Grant	180.99
813 - MCH/CFHS Grant	0.00
814 - Community Health Center Grant	117,688.79
819 - Solid Waste	230.12
830 - Drug Free Communities	200.00
Total	\$177,520.53

THEN & NOW

801 - General Fund	17,931.83
805 - Swimming Pool Fund	159.95
806 - Food Service Fund	280.14
807 - Private Water Fund	1,841.00
809 - Sewage Program Fund	907.15
810 - RV Park/Camp Fund	110.00
814 - Community Health Center Grant	19,573.25
819 - Solid Waste	159.95
Total	\$40,963.27

1.5. Public Participation – None

2. Hearing/Reading/Regulations

2.1. Approval of household sewage treatment system variance for Jennifer Merklin at 175 Cherry Alley, Centerburg, OH 43011, Hilliar Township, Parcel # 17-00737.000 to allow installation of a new HSTS system where the distribution pipe from a lift station 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).

Jeff Harmer made a motion to approve household sewage treatment system variance for Jennifer Merklin at 175 Cherry Alley, Centerburg, OH 43011, Hilliar Township, Parcel # 17-00737.000 to allow installation of a new HSTS system where the distribution pipe from a lift station 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). Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

2.2. Approval of household sewage treatment system variance for Christine Rettig at 28320 Rabbit Ridge Road, Howard, OH 43028, Butler Township, Parcel # 08-00155.002 to allow installation of a new HSTS system where the distribution pipe from the septic tank 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).

Jeff Harmer made a motion to approve household sewage treatment system variance for Christine Rettig at 28320 Rabbit Ridge Road, Howard, OH 43028, Butler Township, Parcel # 08-00155.002 to allow installation of a new HSTS system where the distribution pipe from the septic tank 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). Joe Porter seconded the motion: in the negative; none. The motion was approved.

Amanda Rogers, DVM entered the meeting at 6:33pm

2.3. Approval of household sewage treatment system variance for Delane and Shannon Hye of 10459 Old Delaware Road, Mount Vernon, OH 43050, Liberty Township, Parcel # 40-00639.003 to allow installation of a new HSTS system where the distribution pipe from the home to the septic tank 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).

Jeff Harmer made a motion to approve household sewage treatment system variance for Delane and Shannon Hye of 10459 Old Delaware Road, Mount Vernon, OH 43050, Liberty Township, Parcel # 40-00639.003 to allow installation of a new HSTS system where the distribution pipe from the home to the septic tank 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). Barb Brennehan seconded the motion: in the negative; none. The motion was approved.

2.4. Approval of household sewage treatment system variance for Philip Forgrave at 2860 Barnes Road, Centerburg, OH 43011, Hilliar Township, Parcel # 17-00101.001 to allow installation of a new household sewage treatment system with the allowance of additional soil absorption treatment lines at shorter required lengths outlined in Ohio Administrative Code 3701-29-15(N)(2), to ensure adequate square footage can be met for the treatment of effluent.

Jeff Harmer made a motion to approve household sewage treatment system variance for Philip Forgrave at 2860 Barnes Road, Centerburg, OH 43011, Hilliar Township, Parcel # 17-00101.001 to allow installation of a new household sewage treatment system with the allowance of additional soil absorption treatment lines at shorter required lengths outlined in Ohio Administrative Code 3701-29-15(N)(2), to ensure adequate square footage can be met for the treatment of effluent. EJ Pido seconded the motion: in the negative; none. The motion was approved.

3. Special Reports

3.1 Board Report

Eric Helt asked the board if they were in support of permanent funding for Knox Public Health.

After further discussion Julie Miller suggested reaching out to other health departments to find out what they have done to obtain permanent funding. She also encouraged board members to write a letter to the necessary representatives as long as the board agrees with the contents. Eric Helt suggested that the board have something to present on Friday, March 5, 2021 when Julie meets with State Representative Rick Carfagna.

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green

Zach Green advised that K-12 educators are being vaccinated this week, and that he wanted to thank the staff for all their hard work.

Accreditation

Performance management data is live on our data management software, Clear Impact. Data has been reviewed, with 2019 and 2020 comparisons that will allow us to identify areas for improvement and we can begin the process of incorporating QI into the PM system, as it is meant to function. A formal report on PM data for the year will follow, however, there are several areas we did not meet our desired metric due to the challenges of COVID. The Knox Health Planning Partnership voted on a final version of the 2021 Community Health Assessment survey, the survey collection will run through April and survey analysis will be completed by early - mid June. We are also working with Kenyon College to help collective qualitative data from residents that will also be used in the CHA.

Facility/Maintenance

Facilities-The contract for Fast Eddies is being updated for the 2021 year. A cost benefit analysis is currently being conducted to compare the services of current toiletry vendors and Cintas services. more to follow.

Danville Dental- Exterior locks have been installed. Gravel has been delivered and spread on the parking lot area. An AED has been procured and mounted at Danville Dental. Additionally, toiletry dispensers have been procured and will be mounted to match the main facilities dispensers.

WIC Site- An agreement for cleaning services has been reached with Muka Maintenance for twice per week. As WIC clients start visiting the WIC site more often cleaning services may be increased to five days per week. An AED has been procured and mounted at the WIC Site. Toiletry dispensers have been ordered and will be mounted at the WIC site to match the main site.

Public Health Emergency Preparedness (PHEP)

The EPC continues to plan and coordinate vaccine clinics. Currently, vaccine clinics normally scheduled on Wednesday and Friday morning at the Mount Vernon Energy Field House. An MOU has been established with Kenyon College for the use of the Lowry Center (former Kenyon Athletic Center) for administration of COVID vaccines. PHEP deliverable 1 (Recovery Workbook) has been submitted. PHEP budget update has been approved for FY2021. Additionally, PHEP deliverable 5.2 was expensed this month. The Emergency Response Plan has been reviewed and updated. Changes have been made to reflect the most recent changes in the Incident Command System (ICS) and newly hired staff members for board approval.

Fiscal Coordinator Report – Katie Hunter

Fiscal staff is continuing to work with Charles E. Harris to complete the Hinkle Report. A Draft Budget FY2022 was completed and will be presented to the Finance Committee on February 25th. The Budget is expected to be approved by the Board of Health during the March meeting. The Public Health Fee Schedule has been updated and is on the agenda for approval, there were no changes in fees for Environmental Health this year.

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS January 31, 2021									
	January Revenue			January Expense			January Cash Balance		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
District Health Fund									
801 - District Health Fund*	112,103.20	58,759.99	54,836.08	183,520.80	253,278.38	146,888.63	1,893,127.79	1,235,286.31	590,663.16
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	0.00	0.00	0.00	1,043.17	366.53	603.31	8,350.44	1,780.90	4,606.96
806 - Food Service Fund	788.00	11,379.00	11,382.00	11,945.03	20,058.84	12,345.96	36,309.15	8,720.74	1,845.77
807 - Private Water Fund	4,682.75	13,391.79	6,764.97	5,565.28	4,948.58	5,910.65	6,025.48	9,691.50	2,198.87
809 - Sewage Program Fund	8,459.00	11,311.00	8,583.00	8,269.57	8,077.34	7,805.46	30,396.19	9,814.36	11,988.78
810 - RV Park/Camp Fund	293.50	7,000.00	500.00	232.88	175.19	322.77	5,394.86	6,843.79	241.45
Subtotal	14,223.25	43,081.79	27,229.97	27,055.93	33,626.48	26,988.15	86,476.12	36,851.29	20,881.83
Special Revenue Funds									
803 - Home Health Fund	0.00	0.00	36,828.51	0.00	0.00	37,576.92	0.00	0.00	797,025.82
819 - Solid Waste Fund	11,208.82	10,946.85	10,693.39	3,390.52	10,234.59	3,756.17	9,600.00	1,012.30	15,380.25
Subtotal	11,208.82	10,946.85	47,521.90	3,390.52	10,234.59	41,333.09	9,600.00	1,012.30	812,406.07
Grant Funds									
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	28,632.96	23,771.60	34,043.01	22,383.06	28,209.55	20,468.13	42,743.69	16,949.84	14,348.38
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	14,694.87	8,550.00	16,515.00	9,393.05	10,065.41	14,007.32	29,810.50	17,990.98	29,255.71
812 - PHEP Grant Fund FY July 1 - June 30	1,466.16	1,130.40	12,564.04	3,917.14	5,947.62	4,931.23	33,419.02	3,059.11	10,758.64
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	0.00	50.00	500.00	1,743.74	3,254.03	2,449.85	60,566.94	56,739.75	69,041.84
814 - Community Health Center Grant FY April 1 - Mar 31	277,324.87	180,588.12	121,305.24	241,933.34	197,320.35	172,619.58	337,126.47	43,357.23	31,051.25
830 - Drug Free Communities FY Oct. 1 - Sept. 30	5,707.76	8,145.13	5,702.43	3,956.68	11,099.26	5,818.93	2,993.61	1,365.75	4,936.00
Subtotal	327,826.62	222,235.25	190,629.72	283,327.01	255,896.22	220,295.04	506,660.23	139,462.66	159,391.82
TOTAL ALL FUNDS	465,361.89	335,023.88	320,217.67	497,294.26	553,035.67	435,504.91	2,495,864.14	1,412,612.56	1,583,342.88

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

HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor

Joyce Frazee thanked Eric Helt and EJ Pido for attending the meeting this past week to discuss using tablets for the BOH meetings. This will help to make the meetings more efficient, effective, and to become paperless. The documents will be loaded into a folder in Google Drive that each board member will have access to. The plan is to have a trial run at the March BOH meeting where EJ Pido and Eric Helt will use the tablets and help us work through any issues that we find. The rest of the board members will receive their tablets at the April meeting. Training on how to use the tablets and access the documents will take place before the meeting at 6:00 p.m. An email will go out to the board members the week before the meeting advising that the documents are ready for viewing and can be accessed at any time. Tablets will be Wi-Fi only, no data, and the Google Drive will be accessible through the BOH members’ KPH email accounts.

Questions were asked about the sources in which we receive our funding. A training to explain sources of funding was suggested. This will be during a future board training.

I am working with Shannon Staffing to bring on temporary staff to help with Covid related tasks. The temp-staff will help with scheduling folks that have met the eligibility requirements for receiving the Covid-19 vaccine. We are using google docs to schedule appointments and add names of people to a waitlist. The temp-staff will also be trained to use the Impact SIIS database, a software platform through the Ohio Department of Health.

Our first temporary staff started February 8th. We learned from our first temp that working in public health isn’t a good fit for everyone. The staffing agency has found another applicant interested in helping us out and they will start February 16. I do hope this person will find that working in public health is interesting and will give us more than one day.

This past December Carol Green, RN resigned her position with our agency. Unfortunately, we have not received applications from qualified applicants. After reviewing the needs for this position, we have

decided to accept applications from licensed LPN's. As of this report, Nan and I are in the process of interviewing LPN's to fill the vacancy.

I have been interviewing applicants for a second dental assistant position in the Danville office. This position was offered to Maryanne Wheatley. You will be asked to approve her hire this month. She is a certified dental assistant and has two years' experience.

Katie, Bailie, Hannah, Brett and I continue to help in any way we can with the Covid call line and vaccine clinics.

I am contacted almost daily by community members that want to volunteer their time to help with Covid related tasks. Lisa Rutter and Pat Tuttle have been helping during the vaccine clinics along with many other CERT volunteers that have been in contact with Kyle Clark.

The health department offers internship opportunities to students completing graduate and undergraduate degrees. Knox Public Health's Internship Program offers a variety of opportunities that explore the multifaceted field of public health. At this time there are four students interested in an internship opportunity with our agency this summer. The leadership team will review the requests and decided if we can accommodate the requests.

Information Technology (IT)

Danville Dental was brought online and has been working well. Of course, there have been minor issues but they have been resolved. We also replaced their small, limited capacity printer with a Mutli-Function Print/Scan/Fax under our Modern Office contract. This contract also provides supplies and maintenance.

At Danville Medical we also added a Multi-Function Print/Scan/Fax under the Modern Office contract.

WIC move was completed as scheduled. Again a few minor issues but everything is going smoothly.

The next project is rolling out tablets to BOH members.

Vital Statistics

Death certificate issuances continue to run high. January was almost 325, where the typical average is 200-225. We have purchased additional security paper from the state since we have seen this uptick.

Birth certificate issuance remains steady around 200-225 per month.

The state is having issues with the hosting environment for the IPHIS/EDRS application which we use for birth and death certificates. Specifically, printing has become an issue. We have so far found work arounds and not been too heavily impacted. It is more an annoyance at this point. We hope the state resolves the issues soon.

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

A Household Sewage Treatment System (HSTS) variance application was provided by Jennifer Merklin at 175 Cherry Alley, Centerburg, OH Hilliar Township, Parcel # 17-00737.000 in order to install a new septic system. The distribution pipe from a lift station will be required to go under the driveway and cannot meet the isolation distance requirements outlined in the Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A HSTS variance application was provided by Christine Rettig at 28320 Rabbit Ridge Road, Howard, OH Butler Township, Parcel # 08-00155.002 in order to install a new septic system. The distribution pipe from the septic tank will be required to go under the driveway and cannot meet the isolation

distance requirements outlined in the Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A HSTS variance application was provided by Delane and Shannon Hye at 10459 Old Delaware Road, Mount Vernon, OH Liberty Township, Parcel # 40-00639.003 in order to install a new septic system. The distribution pipe from the home will be required to go under the driveway to the septic tank and cannot meet the isolation distance requirements outlined in the Ohio Administrative Code 3701-29-06(G)(3)(a) and a variance is required.

A HSTS variance application was provided by Philip Forgrave at 2860 Barnes Road, Centerburg, OH Hilliar Township, Parcel # 17-00101.001 in order to install a new septic system. Per the certified professional soil scientist evaluation, the primary and secondary treatment areas must be sited in the front parcel area. Due to the shape of the parcel, the lateral length of contour cannot be met in the design per the Ohio Administrative Code 3701-29-15(N)(2) and additional shorter leaching lines will be required for installation to ensure adequate square footage can be met for the treatment of effluent and a variance is required.

On February 2, 2021 the approval letter was received from the Ohio Environmental Protection Agency annual solid waste survey. The survey was completed on December 8, 2020 with Sanitarians Kyle Shackle, Landon Magers, Environmental Health Director Nate Overholt along with OEPA representative Phil Farnlacher.

Food Service Operation (FSO) and Retail Food Establishment (RFE) annual license applications were sent out on February 1, 2020. Unlike other years, Knox Public Health was notified that due to Ohio House Bill 404, FSO and RFE's are not required to renew and a late fee will not be administered until July 1, 2021 due to the ongoing Covid-19 pandemic. A memo was sent out notifying the facilities of H.B. 404 with the renewal applications. The facilities may choose to renew at this time or up until July 1, 2021 without a late fee.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm thanked Barb Brenneman for assisting at the 2/21/2021 Covid vaccine clinic. She stated that Lee Rhoades has also been a big help at the vaccine clinics.

Tami Ruhl, Creating Healthy Communities Program Coordinator is assisting the City of Mount Vernon to pass a Resolution on Active Transportation that encourages the inclusion of pedestrian and bike transportation in addition to public transportation and other motorists.

Deterra activation drug bags have been donated and are available to the public. The bags are used to properly dispose of unwanted prescriptions.

Amanda Rogers, DVM: Can we use social media to promote these prescription disposal bags?

Pam Palm stated that we have used social media to promote and we can do this again.

Julie Miller offered to make bags available for Amanda Rogers, DVM to place within her office for clients.

No written report.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

No Written Report.

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

Caseload was 715 participants for December (a decrease of 20). The WIC office was closed for New Year's Day and on the day of our move (1/29/21) We also had a reduced schedule of appointments during our days of packing (2) and first day of opening at the new site (2/1/21) This has affected our caseload for January. Referrals included "0" to the Mommy & Me Smoking Cessation program and "2" to the CHC (0 Adults, 0 infants, and 2 children).

10 of the 246 infants (4%) currently receiving WIC benefits are certified with a risk code designated as "born early" (includes infants born less than 39 weeks gestation). 0 of 71 prenatal participants are 17 years old or less.

"Curbside services" continued as our method of service for WIC participants during the month of January. Waivers have been extended through mid-May of 2021 as needed. Heidi is working from home more often due to the recent surge in covid-19 cases in our county. Our breastfeeding initiation rate for WIC moms slightly increased to 71.5%. (This stat is current through November 2020.

We moved to our new WIC Mount Vernon site at 809 Coshocton Avenue, Suite C, on January 29th as planned. We promoted the move utilizing One Call Now messages, Facebook posts on the Knox WIC Ohio and KPH pages, and posted signage at the Coshocton Avenue location. E-mails to area partners, letters to area health care providers, and road-side signage will be completed in February. For the record, I wish to thank the following people: Julie and Zach for their work to secure this new space for our WIC Mount Vernon site; Kyle Clark for his help in preparing the new space and arranging for the actual move; Pam Palm for her assistance in promoting the move and obtaining new signage; and for the entire WIC staff in getting it done. We are settling into our new space and making the necessary adjustments to provide WIC benefits to WIC participants in Knox County. We are hopeful that our present site location will attract new participants in the immediate area.

Additionally, plans are in the works for National Nutrition Month in March.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Co-Applicant Board Report for February 2021:

This month is Heart Healthy month, as we begin to work on ideas of how the health center can help our patients better control hypertension it is very exciting to think of the resources we will be able to provide. The new supplemental award supporting these efforts will help our center address hypertension and heart health for the next 3 years, not just focusing on HTN during the month of February. It is nice to think of something other than Covid for a change.

This month we have completed our Uniform Data Report, (UDS) and the board will be asked to approve this submission (as it is required) to HRSA on or around February 11th or 12th. This is our 4th annual UDS report and the easiest to complete to date. With a dedicated QI nurse managing the quality measures and now understanding all the intricacies to what the UDS data really means allows the center to be more accurate than ever with the data reported. The fiscal component has also become easier with time, myself and Stacey Robinson work to complete and explain our fiscal performance and state while she completes the bulk of the data entry entailing everything from individual employee cost and fringe to breaking down every insurance company and reporting the annual reimbursement from each. I am left to finalize the report and explain why the center performed (or did not perform) in each area. With the other two staff members completing most of the data entry this year's report has been the best and most efficient to date to complete. We will be reporting the UDS final statistics in the months to come and will be able to trend performance over the last 4 years which will be very helpful in shaping the focus and growth of the center for the coming years.

Grant: The health center has received multiple non-monetary notices of awards this month, all speaking to HRSA approval for changes in scope and the bringing of the dental clinic in Danville into scope, along with updated information on our CARES act funds received in 2020.

The center has depleted all of the supplemental funds related to Covid-19 response and sustainability and is now supplementing expense from the fund balance. This was planned to occur in February based on our forecasting for these funds. In April of 2021 the main health center grant will re-set. We do anticipate a cost report payment for 2017 and 2018 from Medicaid in the next few months but do not know what this amount will be. With additional health center CARES ACT funding is also expected to help sustain operations. This will be needed for the grant year 2021/2022 as the patient encounter numbers are still decreased related to the increased time associated with observing best practice regarding Covid-19 protocols.

Fiscal: N/A

Covid-19: The Center remains open, is accepting new patients and experiencing growth despite the current limiting of patients and increased patient appointments. Center staff have been participating in the vaccination clinic ran by KPH and will continue to support the agency during the pandemic.

Co-Applicant Board Compliance: N/A

Board Governance: The board will be asked to approve the new sliding fee scale which is updated to reflect the 2021 change to the federal poverty guidelines, (FPG). For a household of one person the 2021 FPG is \$12,760.00, increased slightly from 2019's income level of \$12,490.00. Next month the board will be asked to approve an increase to the fee schedule in general, we will be proposing an increase to the fee schedule. This will not pass increased costs to sliding fee patients, the adjustment is needed for several reasons. HRSA expects our fee schedule to cover the costs of operations, which ours does not, according to the 2020 UDS data our fee schedule will only cover 75% of the cost of the center. This act will ensure the amount the center is billing insurances will be recovered at the maximum allowable reimbursement levels. This increase is the result of a several month-long analyses of the fee schedule, the fiscal staff, myself and our cost report consultant reviewed prevailing fees in the area, average reimbursement across all insurances, cost of providing services, and historical rate adjustments from Medicare and Medicaid to determine the increase.

CEO Update:

The Danville Dental Clinic is quickly filling up their schedule and we look to expand procedures to a more robust service line in the spring of this year. There are multiple open positions and positions being filled for the dental staff in order to allow the providers to see as many patients they should be for cost recovery purposes and to meet the access needs within their respective disciplines. The mental health department has now put a hold on new assessments. The two new mental health counselors hired in July are full and cannot accept any new patients. Patients are now being put on a wait list and they will continue to accept new patients as others are discharged. There are open positions for additional counselors and the public agency will begin looking for these in the near future. The clinic at MVNU has been mostly performing Covid related care, we will look to re-engage this clinic and bring into scope in the next 6 months as long as positive trends are recognized related to virtual medical care for MMVN students.

Brandi Pennington CNP has begun to practice and is the replacement NP for Jackie Neighbarger. She is fitting in well and is very accepting of the center mission and showing she is a true patient advocate by her willingness to address all patients with equal assessment and approach to the care they need.

Additional developments of service have placed our Substance Use Disorder Counselor in The Main Place and in Probation one day a week in hopes of addressing need by going to where the patients are. This service has been continued underperforming and we are looking to anyway to increase this providers caseload. Finally, BHP has begun to see patients in our Danville Medical Clinic offering Tele-Psych services this brings a new service to that area and also is a referral source for our medical clinic there.

Most all space available in the current facility is full, further growth will only occur as new space is identified. The health department is actively pursuing options for our center to be housed in a new location more conducive growth in addressing patient need. Look for a brief health center facility update form the committee.

Thank you, please plan on attending the meeting in person if you feel comfortable and are willing to wear a mask.

3.3. Health Commissioner

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

Julie Miller stated that starting in April and through November she will be attending Leadership Ohio. She has applied and been accepted but had to defer her membership. This leadership group is statewide which other health commissioners are a part of, in addition to state representatives. The meetings are held one Friday and Saturday a month.

An email was sent from Julie to the board members which contained information on the state budget.

Julie stated that starting March 1 through June 30th she would be spending time in the Health Center again to assist the center with moving forward with growth. While Julie is focusing on the Health Center, Zach Green will be taking on more public health/administrative responsibilities.

Julie thanked the staff for their work rolling out vaccines and stated that we have not wasted any doses. She also stated that we have partnered with Knox Community Hospital to combine our wait lists and are using the same list.

- Covid vaccination remains a priority for our agency. We continue to hold mass clinics and adjust our schedule as weather and vaccine allocations necessitate. It has been nice to hear compliments and lots of positives about vaccines after all the months of negative comments. Kudos once again to our team who carries on and fights the good fight.
- I sent our new Health Inequity statement to many local stakeholders, elected officials and those who had voiced interest. I also forwarded the statement to our State Rep. Carfagna and Sen. Brenner so that they are aware of the good work our Board of Health is doing.
- I have been told that the local Land Bank has approved the First Right of Refusal document with some amendments. I have not seen the requested amendments yet but assume that this will be completed activity by our Board meeting next Wednesday.
- I will be asking the Finance Committee to approve the final payment to the County Commissioners for our 2021 bond payment (includes interest payment). We have been told by the County Administrator that this is fine to do, if that is what the Board would like to happen.
- After you make a decision about final payment then we will secure an organization to do a formal appraisal on our current building. I will advise you that the Board of DD and Knox Community Hospital have voiced some interest in our current building. That is very hopeful news.

- I am planning to "open" our building with lessened restrictions beginning April 1. This means we will allow visitors into the building and may allow more patients to use our waiting areas. We will see how Covid continues to progress over the next month or so.
- Beginning March 1st I will be focusing much of my time on the Community Health Center. My goal is to assist Lane in developing a management team and doing some strategic planning with him on growth, programs and personnel. You may remember that I intended to do this last March but was interrupted by Covid. The good news is that Zach Green now has a few more months of experience in his Dep. HC role. Zach and I have been meeting to discuss what his role evolves into if I am committed to time in the Center. He will essentially take the reins for our public health services, and work on Succession Planning and Accreditation (with Carmen) to begin with. I think this will be a great opportunity for Zach to learn more and become more comprehensive in his understanding of our agency.
- I continue to look at potential reorganization of the Public Health Outreach and Planning, Education and Promotion divisions. I will now wait until I am focused on the health center to see if there is any need to integrate all aspects of outreach services with the Center.
- Fee schedules for both the Health Center and Public Health will be presented at the Board meeting. The Finance committee will be aware of what revisions are being recommended. As a reminder, we do this annually review and revise fee schedules.
- We are in the process of considering student interns for the summer months. We are fortunate to have the reputation we currently have as a successful local public health department which has a number of potential future public health professionals seek experience at our agency. Most of them are local residents too which can be an added benefit.
- I sent you each an email related to stipends for the Leadership Team. Please review the information and document I sent and be prepared to discuss in an executive session at the Board meeting.

4. New Business

4.1.Finance

4.1.1. Income and Expense

Barb Brenneman made a motion to approve the income and expense report. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
JANUARY 31, 2021							
	JAN. 1, 2021	JANUARY	YEAR-TO-DATE	JANUARY	YEAR-TO-DATE	JANUARY 31, 2021	
FUND NAME	BALANCE	REVENUE	REVENUE	EXPEND.	EXPEND.	BALANCE	
District Health Fund							
801 - District Health Fund*	1,964,545.39	112,103.20	112,103.20	183,520.80	183,520.80	1,893,127.79	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	9,393.61	0.00	0.00	1,043.17	1,043.17	8,350.44	
806 - Food Service Fund	47,466.18	788.00	788.00	11,945.03	11,945.03	36,309.15	
807 - Private Water Fund	6,908.01	4,682.75	4,682.75	5,565.28	5,565.28	6,025.48	
809 - Sewage Program Fund	30,206.76	8,459.00	8,459.00	8,269.57	8,269.57	30,396.19	
810 - RV Park/Camp Fund	5,334.24	293.50	293.50	232.88	232.88	5,394.86	
Subtotal	99,308.80	14,223.25	14,223.25	27,055.93	27,055.93	86,476.12	
Special Revenue Funds							
819 - Solid Waste Fund	1,781.70	11,208.82	11,208.82	3,390.52	3,390.52	9,600.00	
Subtotal	1,781.70	11,208.82	11,208.82	3,390.52	3,390.52	9,600.00	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	36,493.79	28,632.96	28,632.96	22,383.06	22,383.06	42,743.69	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	24,508.68	14,694.87	14,694.87	9,393.05	9,393.05	29,810.50	
812 - PHEP Grant Fund FY July 1 - June 30	35,870.00	1,466.16	1,466.16	3,917.14	3,917.14	33,419.02	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	62,310.68	0.00	0.00	1,743.74	1,743.74	60,566.94	
814 - Community Health Center Grant FY April 1 - Mar 31	301,734.94	277,324.87	277,324.87	241,933.34	241,933.34	337,126.47	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	1,242.53	5,707.76	5,707.76	3,956.68	3,956.68	2,993.61	
Subtotal	462,160.62	327,826.62	327,826.62	283,327.01	283,327.01	506,660.23	
TOTAL ALL FUNDS	2,527,796.51	465,361.89	465,361.89	497,294.26	497,294.26	2,495,864.14	

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

4.1.2. Transfers/Cash Advances – None

4.1.3. Approve the 2021 Knox Public Health fee schedule, which includes the Community Health Center fees for service.

Amanda Rogers, DVM made a motion to approve the 2021 Knox Public Health fee schedule, which includes the Community Health Center fees for service. EJ Pido seconded the motion; in the negative: none. The motion was approved.

Jeff Harmer: Do we charge differently for medical record requests than we do for public record requests?

Julie Miller: Yes. Public records are charged at actual cost of the documents.

4.1.4. Approval of the 2021 Sliding Fee Scale for the Community Health Center based on the 2021 Federal Poverty Guidelines.

Jeff Harmer made a motion to approve 2021 Sliding Fee Scale for the Community Health Center based on the 2021 Federal Poverty Guidelines. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.2. Personnel

4.2.1. Approval to hire Nicole Bouchard, Certified Medical Assistant, effective February 16, 2021.

Jeff Harmer made a motion to approve hire Nicole Bouchard, Certified Medical Assistant, effective February 16, 2021. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Maryanne Wheatley, Certified Dental Assistant, effective March 1, 2021.

Eric Helt made a motion to approve to hire Maryanne Wheatley, Certified Dental Assistant, effective March 1, 2021. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of Service Agreement for Temporary or Contractual Staffing with Shannon Staffing, Inc., for the use of Field Employees costing \$12-18/ hr, for minimum 4 hour shifts, effective February 1, 2021 through February 1, 2022.

Barry George, MD made a motion to approve Service Agreement for Temporary or Contractual Staffing with Shannon Staffing, Inc., for the use of Field Employees costing \$12-18/ hr, for minimum 4 hour shifts, effective February 1, 2021 through February 1, 2022. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approval of MOU with Kenyon College for the use of the Kenyon Athletic Center, otherwise known as the Lowry Center, as an alternate vaccination site, for no monetary value, effective February 11, 2021 through August 11, 2022.

Jeff Harmer made a motion to approve MOU with Kenyon College for the use of the Kenyon Athletic Center, otherwise known as the Lowry Center, as an alternate vaccination site, for no monetary value, effective February 11, 2021 through August 11, 2022. Joe Porter seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1 Approval of agency Emergency Response Plan (ERP).

Jeff Harmer made a motion to approve agency Emergency Response Plan (ERP). Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

Kyle Clark, Public Health Emergency Preparedness Coordinator, gave an update on current changes to the plan and more changes to come at next annual approval in February 2022 such as formatting changes.

4.4.2. Acceptance of the Hypertension Grant Award 3 H80CS30716-04-03 in the amount of \$95,340 to increase the use of self-measured blood pressure technology and awareness.

Jeff Harmer made a motion to Acceptance of the Hypertension Grant Award 3 H80CS30716-04-03 in the amount of \$95,340 to increase the use of self-measured blood pressure technology and awareness. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.3. Authorization for the Health Commissioner to submit a 30 day written notice to the Knox County Commissioners for purchase of the KPH property.

Jeff Harmer made a motion Authorization for the Health Commissioner to submit a 30 day written notice to the Knox County Commissioners for purchase of the KPH property. Joe Porter 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:

- Renewal of the professional services contract with Knox Community Hospital to provide a Medical Director for the Community health Center with a monetary value of \$85/hour not to exceed \$36,000/year starting February 28, 2021 and expiring February 28, 2022.
- Renewed Service Agreement with Fast Eddy's for ground maintenance, not to exceed \$10,470.00, effective March 1, 2021 through February 28, 2022.

5. Executive Session

At 7:29 p.m. Jeff Harmer made a motion to enter into executive session for property acquisition and compensation. Joe Porter seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barry George, MD, Amanda Roger, DVM, Barb Brenneman, Diane Goodrich, Joe Porter, EJ Pido, Eric Helt: in the negative; none. The motion was approved.

Julie Miller, Zach Green, Joyce Frazee, and Katie Hunter were invited to stay for the session.

At 8:55 p.m. Jeff Harmer made a motion to return to regular session, Eric Helt seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Barry George, MD, Amanda Roger, DVM, Barb Brenneman, Diane Goodrich, Joe Porter, EJ Pido, Eric Helt: in the negative; none. The motion was approved.

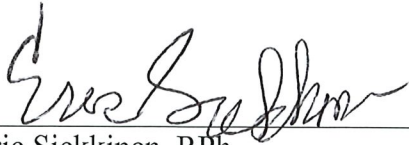
Diane Goodrich made a motion to authorize a one-time stipend to Leadership Team members for additional hours and activities related to Covid response in 2020 with amendment, Eric Helt seconded the motion: in the negative; Ernest (EJ) Pido. The motion was approved.

Jeff Harmer made a motion to revise the Right of First Refusal for Cooper Progress Campus by removing the Administration building interest, \$10,000 Engineering Building receipt and adding a 45-day clause for closing, Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

6. Adjournment

Being no further business, Jeff Harmer 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 9:00 p.m



Eric Siekkinen, RPh
Board President



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

