

# Knox Public Health

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January 27, 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:

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

## 1. Convention

### 1.1. Call to Order

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

### 1.2. Acceptance of Agenda

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

### 1.3. Approval of the minutes for December 16, 2020 Board of Health meeting.

The minutes of the regular meeting held, December 16, 2020 were reviewed and accepted. Jeff Harmer made a motion to approve the minutes. Joe Porter 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. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	80,233.76
806 - Food Service Fund	44.96
807 - Private Water Fund	1,602.27
809 - Sewage Program Fund	838.78
811 - Creating Healthy Communities Grant	2,920.47
812 - Public Hlth Emergency Preparedness Grant	3,091.15
814 - Community Health Center Grant	84,185.56
819 - Solid Waste	100.00
830 - Drug Free Communities	449.50

**Total** **\$173,466.45**

**THEN & NOW**

801 - General Fund	2,961.00
814 - Community Health Center Grant	2,316.92
819 - Solid Waste	100.00

**Total** **\$5,377.92**

**1.5.Public Participation**

- Laurie Thompson stated that she is a community member interested in the meeting proceedings
- Debra Fowler stated that she is another interested community member and thought she would listen in
- Eric Siekkinen, RPH asked: does the public need to present an issue ahead of time and is there an allotted amount of time
- Julie Miller advised: the public has 3 minutes to speak, but we do ask that if it is a bigger issue that needs to be discussed that they prepare and send it ahead of time. This is included in our BOH policy manual.

**2. Hearing/Reading/Regulations - None**

**3. Special Reports**

**3.1.Board Report**

- **Eric Siekkinen, RPh, BOH President, congratulated Julie Miller on Business of the Year award and Life Time Achievement award. He stated that he was proud of Knox Public Health and the work they have been doing.**
- **Jeff Harmer, BOH Pro-Tem stated that the BOH owes Julie kudos for her work she has done for the community and that he admires her for all her hard work.**

**3.2.Annual Statistical Report – FY2020**

Carmen Barbuto, Accreditation Coordinator, presented the FY2020 statistical report.

*See attachment.*

### *Discussion:*

- *Eric Helt: “Are single mothers and teen mothers separated?”*
- *Eric Helt: asked about clarification on covid deaths – total of 51 is for 2020 only*
- *Jeff Harmer asked about graphic on cause of death page missing for 2019, Carmen advised this is a technology error and that the digital form does show the graphic.*
- *Jeff Harmer, Pro-tem, pointed out that there was about a 1000 patient increase in behavioral health*
- *Eric Siekkinen asked about the epidemiologist presenting his report. Julie Miller advised that the epidemiologist report will be ready at the March meeting but that Adam Masters, EPI may not be able to be present due to scheduling conflicts. Either way, there will be a report given to the Board.*

### **3.3. Leadership Report**

#### **DEPUTY HEALTH COMMISSIONER – Zach Green**

##### **Accreditation**

We are two years away from our Reaccreditation deadline, the Accreditation Team met on the 13th to review our strategic goals for each Domain to address feedback from the Public Health Accreditation Board (PHAB) based on initial Accreditation review and feedback from our Annual Reports. The team also discussed the impact of COVID-19 on each of the 12 Domains. The first draft of the Community Health Assessment survey is complete, it is currently being reviewed by KHPP, a final draft will be completed by the end of January or early February. Data from 2020 is currently being imported into our Performance Management system (Clear Impact), next month we will have more to assess in terms of areas of improvement based on PM data. The 2020 Annual Stats Report is included in your packets.

##### **Facility/Maintenance**

County Maintenance was able to change the light bulbs in the parking lot lights and they also advised that the lights would need to be sealed off at the top. Currently, there are no caps on the top of the lights, which is allowing water to infiltrate the light pole and short out the light bulbs – more to follow once a solution is identified. The IT room wall mounted A/C unit has been repaired. Cosby's Heating and Cooling replaced the controller unit with a hardwired unit, to reduce additional issues with the controller. The WIC Site, at 809 Coshocton Ave., deep clean has been finished. The scheduled move date is for January 29th. County maintenance is mounting items such as a baby changing station to be compliant with state regulations. All utilities have been transferred to the health department. The assistance from KCH to outfit furniture has a lot.

Danville Dental site deep clean has been finished. As soon as PO's are approved the exterior locks will be replaced. Additionally, there will be gravel placed on top of the current parking lot, due to gravel being washed away.

##### **Fiscal**

We officially closed and balanced the fiscal year 2020 on January 7th. On the agenda for approval this month you will see the permanent appropriations up for approval again. This year we had made it a goal to start the 2021 fiscal year with permanent appropriations instead of temporary appropriations. We had learned some additional information at the beginning of this year that based on the Auditor's Office process we cannot change our budgeted revenue amounts that we submit in April. Therefore, I had to correct the revenue in each fund to reflect the Auditor's Office.

January is a busy month for Fiscal, I will begin to get all the reports over to Charles E. Harris to complete our Hinkle Report and start working on the Annual Financial Report (AFR). I will be reaching out to the Finance Committee to schedule a meeting to begin to look at Budgets FY 2022.

## Public Health Emergency Preparedness (PHEP)

The Emergency Preparedness Coordinator (EPC), continues to serve as County Logistics Manager, for all Personal Protective Equipment (PPE) needs. Currently, the EPC is assisting with vaccine administration as needed. I am happy to report that an additional partnership was made with Cooper Energy Park. The partnership will be for the use of the grounds for mass vaccinations. Additionally, an amended agreement with Mount Vernon Schools has been made. This agreement allows for KPH to utilize Energy Field House as a Point of Dispensing (POD). The EPC continues to be involved in the planning process for COVID vaccines. The PHEP 22 application has been submitted to ODH for their approval. Within the last month, only one PHEP grant deliverable has been submitted. That deliverable is still pending approval. The healthcare coalition action plan was submitted and accepted. Additionally, the action plan for Knox County was shared throughout the central region. Lastly, the healthcare coalition contacts have been updated, this is able to be reflected in the December healthcare coalition meeting attendance.

## Fiscal Coordinator Report – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS December 31, 2020									
	December Revenue			December Expense			December Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
<b>District Health Fund</b>									
801 - District Health Fund*	197,289.65	953,429.47	41,269.21	297,260.44	162,125.81	128,971.34	1,964,545.39	1,429,804.70	682,715.71
<b>Environmental Health Restricted Funds</b>									
805 - Swimming Pool Fund	0.00	0.00	0.00	35.42	201.28	570.00	9,393.61	2,147.43	5,210.27
806 - Food Service Fund	829.00	20,688.00	8,039.00	2,361.32	15,055.32	14,753.57	47,466.18	17,400.58	2,809.73
807 - Private Water Fund	5,088.60	3,480.86	4,831.69	4,488.12	4,945.01	7,419.61	6,908.01	1,248.29	1,344.55
809 - Sewage Program Fund	4,776.00	8,584.00	4,541.00	3,400.36	11,394.26	8,561.41	30,206.76	6,580.70	11,211.24
810 - RV Park/Camp Fund	0.00	120.00	0.00	32.21	192.93	567.83	5,334.24	18.98	64.22
<b>Subtotal</b>	<b>10,693.60</b>	<b>32,872.86</b>	<b>17,411.69</b>	<b>10,317.43</b>	<b>31,788.80</b>	<b>31,872.42</b>	<b>99,308.80</b>	<b>27,395.98</b>	<b>20,640.01</b>
<b>Special Revenue Funds</b>									
803 - Home Health Fund	0.00	0.00	73,619.78	0.00	837,682.38	46,729.56	0.00	0.00	797,774.23
819 - Solid Waste Fund	200.00	650.00	850.00	8,597.96	11,304.61	3,822.84	1,781.70	300.04	8,443.03
<b>Subtotal</b>	<b>200.00</b>	<b>650.00</b>	<b>74,469.78</b>	<b>8,597.96</b>	<b>848,986.99</b>	<b>50,552.40</b>	<b>1,781.70</b>	<b>300.04</b>	<b>806,217.26</b>
<b>Grant Funds</b>									
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	28,586.86	10,215.46	7,521.63	28,632.96	25,388.15	23,231.97	36,493.79	21,387.79	773.50
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	7,198.41	2,500.00	5,380.96	12,170.08	13,561.96	6,629.33	24,508.68	19,506.39	26,748.03
812 - PHEP Grant Fund FY July 1 - June 30	13,158.78	11,000.00	5,000.00	8,292.85	8,981.60	6,795.50	35,870.00	7,876.33	3,125.83
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	0.00	50.00	1,029.38	0.00	3,675.36	1,996.48	62,310.68	59,943.78	70,991.69
814 - Community Health Center Grant FY April 1 - Mar 31	359,869.49	199,624.30	186,523.77	265,689.71	230,228.26	173,097.45	301,734.94	60,089.46	82,365.59
830 - Drug Free Communities FY Oct. 1 - Sept. 30	8,075.36	14,873.92	13,804.68	11,832.83	15,403.01	8,827.92	1,242.53	4,319.88	5,052.50
<b>Subtotal</b>	<b>416,888.90</b>	<b>238,263.68</b>	<b>219,260.42</b>	<b>326,618.43</b>	<b>297,238.34</b>	<b>220,578.65</b>	<b>462,160.62</b>	<b>173,123.63</b>	<b>189,057.14</b>
<b>TOTAL ALL FUNDS</b>	<b>625,072.15</b>	<b>1,225,216.01</b>	<b>352,411.10</b>	<b>642,794.26</b>	<b>1,340,139.94</b>	<b>431,974.81</b>	<b>2,527,796.51</b>	<b>1,630,624.35</b>	<b>1,698,630.12</b>

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

## HUMAN RESOURCES – Joyce Frazee, Human Resource Director

### Happy New Year!

Two of the advertised positions have been filled and you will be asked to approve their hire this month. Christine Kanuckel has been hired to fill the administrative assistant position in the Danville dental clinic and Emily Moore will be the dental assistant supporting our new dentist Dr. Trista Mullins. Both come to KPH with experience in their perspective fields. Christine worked the last five years with Dr. Lerg and helped get the Danville dental clinic started and Emily comes to us with experience as a dental assistant with the Muskingum Valley Health Center. The search continues for another administrative assistant for the Mount Vernon health center location.

Due to agency growth and needs this month you will be asked to open several positions.

The Workforce team will be developing a series of questions specific to how they feel about or how they experience their work environment and culture. The staff satisfaction survey will be sent to the employees via Survey Monkey. Information gathered through this survey will be used to determine all-staff trainings and overall staff satisfaction.

Katie, Bailie, Hannah and I have been helping with the call-line and vaccine clinics as time allows.

### **Vital Statistics**

Unfortunately, death certificate sales are markedly increased. We secured an additional 2000 sheets of death certificate paper from the state. Many departments across the state are in a similar situation, state may have to make a special order of paper. We have implemented a few more efficiency enhancements for the new year. We switched to only printing a second receipt if the customer requests a receipt. This is saving on paper, toner, and file storage space. We continue to look for ways to make processes more efficient.

### **Information Technology (IT)**

It has been a busy month for IT. Danville Dental was brought online in early January. This included adding our standard firewall, network switch, and wireless networks. Spectrum internet was installed on January 19. This is a vast speed increase from the CenturyLink they were using. As part of this we also inherited 7 desktop PCs. Software on these were brought up to our standards and they were joined into our network for manageability and security.

I am in the process of bringing the new WIC space into our network. Spectrum internet has been installed at that location. We will be adding our standard firewall, switch and wireless network. This should be complete by January 22. WIC is easier than Danville Dental, since we will be moving their existing computers and they won't need to be re-configured.

Both Danville Dental and the new WIC space are seamless additions to the network. They are still running off the phone system based here in Mount Vernon. Regardless of the location, all network resources are available.

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

The environmental health division staff continue to assist in covid response where needed. As we move towards pod clinics, the EH staff will help out wherever needed, whether that is case investigation, assisting in scheduling or on-site at the clinics.

As the end of the 2020 year environmental health statistics will show, there was a significant decrease in temporary food service applications. As you can assume, this was due to the lack of fairs, festivals, parades and other special events being cancelled such as craft shows and holiday events.

Household sewage treatment system and private water system permits remain steady to end out the year. In December, Knox Public Health processed nine HSTS permits, along with nine private water system permits.

The number of animal bites for 2020 was three less than in 2019. Knox Public Health staff investigated 168 animal bite cases with 53 specimens submitted to the Ohio Department of Health for rabies testing. Of those 53, three bats came back positive for the rabies virus.

## **PLANNING EDUCATION & PROMOTION – Pam Palm, Director**

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 735 participants for December (a decrease of 9). It is typical to see reduced caseload numbers during this month due to the number of holidays.* Referrals included “2” to the Mommy & Me Smoking Cessation program and “10” to the CHC (5 Adults, 0 infants, and 5 children).

22 of the 255 infants (8.5 %) 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 December. 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 decreased to 71.2%. (This stat is current through October 2020. During this time, Heidi spent less hours in breastfeeding support as she filled in for the open Administrative Assistant position.)*

*Since the approval of the lease for the additional space at 809 Coshocton Ave, Suite C, we are continuing to make plans to move the WIC division after the first of the year. This move has been scheduled to take place January 29, 2021. The WIC clinic at KPH will be closed on that day and open for business on Monday, February 1<sup>st</sup> at the new location. Plans for promoting the move will begin after the Martin Luther King Holiday utilizing One Call Now messages, Facebook posts on the Knox WIC and KPH pages, emails to area partners, letters to area health care providers, and new signage at the Coshocton Avenue location.*

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

Welcome to a new and hopefully less stressful year!! Although I think we are busier than ever I recognize a light at the end of the Covid Tunnel with the role out of vaccinations and am hopeful our numbers of Covid cases ease in the first few months of this promising new year. I hope this report finds the board in a better place as well. Here is the update for your review in our recent month’s operations and developments of the health center.

On January the 6<sup>th</sup> I opened the emergency correspondence email from HRSA related to our On-site visit and the correction period. We have until January the 19<sup>th</sup> to submit all needed documents showing our improved process or new compliance to the preliminary findings from the site visit. At the time of my report all activity has been submitted and reviewed with the exception of immunization records (as we are still verifying historical information from staff) and will hopefully avoid any formal findings from HRSA.

I have been and continue to be challenged with the work in submitting any information to HRSA as it relates to hyper-sensitive review from our Project Officer. The work and time associated with simple submissions has become ever increasing to the point I feel as if I am a grant writer and not a CEO. I have consulted other FQHC CEOs and others who have similar experience and know now this is going to be common and as we grow will continue to increase in regards to work load. Up until the time there is a change in our Grant Project Officer.

Nan Snyder, myself and Stacey Robinson have moved on from the On-Site Visit Work and now are focusing on the UDS report due February the 12<sup>th</sup>.

**Definition:**The Uniform Data System (**UDS**) is an annual **reporting** system that provides standardized information about the performance and operation of health centers delivering health care services to underserved communities and vulnerable populations

The report mostly encompasses Nan's time as it relates to all the quality measures and performance of clinical services for the center, I provide staffing data and Stacey and I provide annual revenue and expense data to add to this report. The report is the most important event for the center outside of providing clinical services for the year and will set the stage for reimbursement for the upcoming year. We look to submit the report early by 7 days this year.

Danville Dental, officially known as Knox County Dental will begin to see patients on January 18<sup>th</sup> as the new dentist Trista Mullins started on the 11<sup>th</sup>. Staffing is in place to support her and HR is working to complete the staffing needed to support the oral surgeon when he begins to practice there in February. The County Commissioners worked up until the last minute to finalize the loan for the practice the week of new year's resulting in a change required with the terms in the final loan. The loan could not be finalized with the proposed terms of a ten-year 1.75% interest loan with a 5-year ARM. The loan was needed to have a fixed rate for the entire term. The approved BOH loan ended up being a 10-year 2.75% interest loan that is callable after five years without penalty. Almost the same as the first loan option. A down payment of \$30,180 was made the day of the closing and drawn from our health center fund balance. I look for great things to come out of this clinic.

**Grant:** The two remaining Covid CARES relief grants had approximately \$100,000 in them combined as of the first of January. We were informed by HRSA we should be expending more of this funding and not budget it to last for the length of the project period ending in March. We have drawn down both remaining funds mostly to cover the allowable sustainable costs related to operating the center and have allowed our center's income to grow our fund balance.

**Fiscal:** Revenue received for this month was the highest since Covid at approximately \$153,000.

**Covid-19:** The center continues to operate on a limited patient basis, which means tele-health for medical and behavioral health continue as and when needed to help reduce the number of patients coming in person to the center. Dental is fully functional however is operating under longer than regular time slots for appointments to accommodate for cleaning time between patients. Covid Vaccination efforts partnered with Knox Public Health have begun, to date the health department has received 300 doses of vaccine with the FQHC also applying for the ability to vaccinate in hopes of receiving larger numbers of doses. At this time all funding the center has received relates only to testing, staff protection/PPE and sustainability of service not Vaccination efforts. Additional funding may be received as more and more vaccine is disseminated.

**Co-Applicant Board Compliance:** Jay Nixon and Mike Wythe will be on the agenda to renew their appointments to the board for a 5-year term.

**Board Governance:** Reminder, the CEO evaluation will be complete this spring to better coincide with the KPH wage analysis. This evaluation is ever evolving as is the health center, my role changes throughout the year as new developments occur and as personnel is changed or grown into more supportive roles. At this time, I act as grant writer and manage all correspondence with HRSA for all funding, progress reports and speak to HRSA regarding the functionality of the center. I am also the point person for Behavioral Health and the Dental Clinic and am the lead for all business developments. We strive to develop the management team in the center and hope to evolve my role and the team more

in 2021 to better support staff and operations. All of this is a good problem to have we have never experienced growth as we are at this time.

Policies coming to the board for review (None!)

Next month will bring a new federal poverty level into our fee schedule and with this change the Sliding fee Scale will be adjusted, (not the policy). Stacey and I completed a 3-month long review and analysis of our FEE schedule for services in the center. We will be proposing a new and higher fee schedule in February with the approval of the sliding fee scale. As the HRSA guidelines require, we looked at prevailing wage or cost of operations, prevailing reimbursement across all payer sources, RVUs (Relative Value Units) for service provided and overall reimbursement trends across 3 years. In this review we found our fees do not cover costs, this would indicate an increase is needed. The proposed increase will be at 150% of the current Medicare and Medicaid fee schedule. Do not confuse increasing fees as an increased burden on the health center patient. Insurances only reimburse at allowable levels; our inflated fees simply ensure we are capturing all fees due to the center which shows HRSA we are being good stewards of the federal funding. Fees could be higher for a private patient who does not qualify for the sliding fee scale or who does not want to divulge household income levels but not to the uninsured or Medicaid patient. The latter group is the intended patient of health centers. We will expand on this in our verbal reports for this month and February.

### **CEO Update:**

On December 23<sup>rd</sup> Jackie Neighbarger CNP informed me and Julie she has accepted a new position at the Kenyon Medical Center and will be resigning with the hospital, her last day will be January 21<sup>st</sup>, the date of the board meeting. Jackie will be invited to say hello and goodbye to the board during the meeting. Jackie has been at the health center for 5 years, even before we were officially funded. She has grown her patient panel and grown her family medicine approach and understanding both of which benefited the patient's she cared for in this center. I know her patients will miss her along with the staff who works so closely with her in providing the quality care they give. I would like to thank Jackie for her help and support as we learned together and built this center! She will be missed and always remembered as the one who started it all in the medical clinic. The new position will bring more opportunity to Jackie professionally and benefit her family as well.

We have recognized a new nurse practitioner to replace Jackie and are also pursuing another NP to address the increased patient demand of the center. It appears as if the new NP will begin as a contract from the hospital as soon as February 1<sup>st</sup>, please stay tuned.

Lastly, high solutes to Julie Miller and Lori Jones-Perkins for their recognition and awards from the Knox County Chamber of Commerce this past Friday. Julie accepted a business of the year award on behalf of Knox Public Health and was surprised with a Lifetime Achievement award that same night. This award is from a culmination of years of dedication, advocacy and being out-spoken in order to keep everyone thinking about the public and those in need is certainly more than well deserved. Lori Jones-Perkins accepted the Quality of Life award she on behalf of New Directions and there working to support survivors of domestic abuse and violence. KUDOS to you both and thank you for the board support along with the caring for Knox County and those who reside here.

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

Lane K. Belangia CEO



### 3.3. Health Commissioner

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

- Julie advised that she would be speaking for the Leadership Team as she gave them the night off since they have been very busy working the Covid vaccine clinics. Each director submitted a report other than Pam Palm and Lisa Dudgeon. They had no written report as they have been very busy with the vaccine clinics.
- Julie Miller: “I can’t say enough about the team, they deserved the business of the year award.”
- Julie also stated that Lane Belangia, CEO asked her to share that he knows that his report was long, but that he wanted to remind the board members that this is the report that he gives to the Knox County Community Co-Applicant Board and in his report when he refers to “board” he is speaking of the co-applicant board. Today 1/27/2021 was Jackie Neighbarger, CNP’s last day working in the health center. She has accepted a position at Kenyon College.
- The HRSA virtual-onsite visit had no “finds.”
- Trista Mullins, DMD has started in Danville along with other new staff. Their hiring will be approved during this meeting. The Danville community will be better served with another dentist in the area.
- The collaborative meeting between boards was unable to occur. Julie and Lane are going to work on setting up another meeting. A reminder was given as to the Co-Applicant board is held monthly on the 3<sup>rd</sup> Thursday and the BOH members are always invited to attend. Lane has reminded his board members that they are also welcome to join the BOH meetings. Eric Siekkinen and Jeff Harmer asked to be included in the email invitation for the Co-Applicant board meetings.

I hope you had a nice long weekend and the start to a good week. I am writing to provide my monthly update to you although I believe you can probably surmise that I/we have continued to deal with Covid but in an entirely different way...vaccination.

- Please be sure to recognize and thank any of the employees you may meet or speak with for their work in having us recognized as "Business of the Year" from the Chamber of Commerce. Locally, this award carries some prestige and I truly believe it belongs to the people who do the work and who serve our community. I hope you are as proud as I am.
- Covid does seem to require much of my time although sometimes just in supportive presence. I am trying to let our "next generation" work to figure out how to organize a mass vaccine clinic but trying to provide some guidance. A bit of succession planning, I hope.
- Currently we have administered all of the Covid vaccine we have received. This week we will move to the 80 years and up group and have approx. 300 scheduled for tomorrow in a clinic to be held at Energy Field House (MVHC campus) between 9-1p. If you have time to volunteer just to help with traffic flow, guide individuals throughout the facility or assist in any way just let me know. We will gladly put you to work.
- We are also expecting more vaccine than originally anticipated and if so, we will hold clinics Thursday and Friday as well. Volunteers welcome.
- At the Board meeting you will be asked to consider a new "Health Inequity" statement. I have included the latest version developed by Diane G, Amanda R. and Jeff H. Please be sure to review it and be ready to discuss.
- You will be also asked to approve a number of "open" positions for the agency. Typically, we do this prior to the end of the year, however without a "typical" end to the year some things were overlooked. One position is that of a "facilities or maintenance" position. We have been advised that our contract with the Co. Commissioners may end in the near future and I would

recommend that we consider hiring our own staff, at least part-time to begin with and build hours as our needs increase. I believe with our growth this position will be necessary sooner rather than later.

- The Right of First Refusal and good faith payment to the Land Bank is in the works. I did not have any Board members send concerns or questions so we finalized the document and are now waiting on the check to send with the document to the Land Bank.
- Most of our "Facilities Committee" took a tour of the Cooper Energy buildings - the Engineering building and the Administration building last week. There is a lot of space and many pros vs cons to consider with each building. The committee is supposed to meet this week to discuss but with Covid vaccination clinics that may not be possible. You should hear a report from the committee or about another meeting of the committee at the Board meeting.
- The annual report on the agency's 2019-2024 Strategic Plan will be presented to you as well at the Board meeting. The leadership team and I have revised the areas we feel need to be adjusted to accommodate success.
- I continue to work on succession planning. You will receive a document regarding the Deputy Health Commissioner role. This document will ask you to consider the qualifications, characteristics and skill set of the Deputy Health Commissioner position. Some of you will remember doing this for the Health Commissioner position. This will establish a standard for the position and should be used in hiring and in succession planning.
- I have also been considering my best option to assist Lane to accomplish Center goals.

Overall, I have been staying busy as has the team. Look forward to seeing you all. Don't forget to review the attachment. Look for other things in your email, in the Board packet or they will be presented at the meeting.

Please stay healthy and safe.

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

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

###### **4.1.1. Income and Expense**

Eric Helt made a motion to approve the income and expense report. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
DECEMBER 31, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	DECEMBER REVENUE	YEAR-TO-DATE REVENUE	DECEMBER EXPEND.	YEAR-TO-DATE EXPEND.	DECEMBER 31, 2020 BALANCE	
<b>District Health Fund</b>							
801 - District Health Fund*	1,429,804.70	197,289.65	2,835,540.13	297,260.44	2,300,799.44	1,964,545.39	
<b>Environmental Health Restricted Funds</b>							
805 - Swimming Pool Fund	2,147.43	0.00	16,326.00	35.42	9,079.82	9,393.61	
806 - Food Service Fund	17,400.58	829.00	196,693.75	2,361.32	166,628.15	47,466.18	
807 - Private Water Fund	1,248.29	5,088.60	73,684.94	4,488.12	68,025.22	6,908.01	
809 - Sewage Program Fund	6,580.70	4,776.00	118,091.00	3,400.36	94,464.94	30,206.76	
810 - RV Park/Camp Fund	18.98	0.00	12,351.50	32.21	7,036.24	5,334.24	
<b>Subtotal</b>	<b>27,395.98</b>	<b>10,693.60</b>	<b>417,147.19</b>	<b>10,317.43</b>	<b>345,234.37</b>	<b>99,308.80</b>	
<b>Special Revenue Funds</b>							
819 - Solid Waste Fund	300.04	200.00	42,422.84	8,597.96	40,941.18	1,781.70	
<b>Subtotal</b>	<b>300.04</b>	<b>200.00</b>	<b>42,422.84</b>	<b>8,597.96</b>	<b>40,941.18</b>	<b>1,781.70</b>	
<b>Grant Funds</b>							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	21,387.79	28,586.86	317,103.96	28,632.96	301,997.96	36,493.79	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	19,506.39	7,198.41	105,928.46	12,170.08	100,926.17	24,508.68	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	13,158.78	105,402.97	8,292.85	77,409.30	35,870.00	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	59,943.78	0.00	26,800.00	0.00	24,433.10	62,310.68	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	359,869.49	2,878,107.32	295,689.71	2,636,461.84	301,734.94	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	4,319.88	8,075.36	107,061.54	11,832.83	110,138.89	1,242.53	
<b>Subtotal</b>	<b>173,123.63</b>	<b>416,888.90</b>	<b>3,540,404.25</b>	<b>356,618.43</b>	<b>3,251,367.26</b>	<b>462,160.62</b>	
<b>TOTAL ALL FUNDS</b>	<b>1,630,624.35</b>	<b>625,072.15</b>	<b>6,835,514.41</b>	<b>672,794.26</b>	<b>5,938,342.25</b>	<b>2,527,796.51</b>	

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

#### 4.1.2. Transfers/Cash Advances – Resolution 2020-01

Jeff Harmer made a motion to approve Resolution 2020-01. Joe Porter seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Joe Porter, Amanda Rogers, DVM, Barb Brenneman, Diane Goodrich, Barry George, MD, EJ Pido, Eric Helt: in the negative; none. The motion was approved.

## **RESOLUTION 2021-01**

### **General Fund**

1. Transfer \$25,000 from 801.1510.50602 to 801.1510.50501
2. Transfer \$40,000 from 801.1510.50106 to 801.1510.50101
3. Transfer \$22,000 from 801.1510.50201 to 801.1510.50101
4. Transfer \$14.56 from 801.1510.50302 to 801.1510.50105

### **Swimming Pool Fund**

1. Transfer \$160 from 805.1510.50101 to 805.1510.50302

### **Food Service Fund**

1. Transfer \$280 from 806.1510.50101 to 806.1510.50302

### **Private Water Fund**

1. Transfer \$170 from 807.1510.50101 to 807.1510.50302

### **Sewage Fund**

1. Transfer \$280 from 809.1510.50501 to 809.1510.50302

### **Creating Healthy Communities Grant**

1. Transfer \$1,180 from 811.1510.50501 to 811.1510.50401
2. Transfer \$250 from 811.1510.50302 to 811.1510.50401

### **Public Health Emergency Preparedness Grant**

1. Transfer \$500 from 812.1510.50401 to 812.1510.50101
2. Transfer \$600 from 812.1510.50328 to 812.1510.50101

### **Solid Waste Fund**

1. Transfer \$155 from 819.1510.50367 to 819.1510.50302
2. Transfer \$245 from 819.1510.50367 to 819.1510.50101
3. Transfer \$80 from 819.1510.50501 to 819.1510.50101
4. Transfer \$100 from 819.1510.50401 to 819.1510.50101
5. Transfer \$169 from 819.1510.50102 to 819.1510.50101
6. Transfer \$358 from 819.1510.50103 to 819.1510.50101
7. Transfer \$146.31 from 819.1510.50302 to 819.1510.50101

### **4.1.3. Approval of FY2021 permanent appropriations.**

Barb Brenneman made a motion to approve FY2021 permanent appropriations. Amanda Rogers, DVM, seconded the motion; in the negative; none. The motion was approved.

## **4.2. Personnel**

### **4.2.1. Approval to hire Christine Kanuckel, Administrative Assistant, effective January 4, 2021.**

Diane Goodrich made a motion to approve to hire Christine Kanuckel, Administrative Assistant, effective January 4, 2021. EJ Pido seconded the motion; in the negative: none. The motion was approved.

### **4.2.2. Approval to hire Emily Moore, Dental Assistant, effective January 4, 2021.**

Eric Helt made a motion to approve to hire Emily Moore, Dental Assistant, effective January 4, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

### **4.3. Contracts**

#### **4.3.1. Approve Memorandum of Understanding between the Knox County Community Health Center and Danville Family Dental for dental referral services, with no monetary value, executed on February 1, 2021 through December 31, 2021.**

Jeff Harmer made a motion to approve Memorandum of Understanding between the Knox County Community Health Center and Danville Family Dental for dental referral services, with no monetary value, executed on February 1, 2021 through December 31, 2021, Joe Porter seconded the motion; in the negative: none. The motion was approved.

#### **4.3.2. Approve Memorandum of Understanding between the Knox County Community Health Center and Behavioral Health Partners of Central Ohio, Inc. for mental health counseling services with no monetary value, effective, February 1, 2021 through December 31, 2021.**

Jeff Harmer made a motion to approve Memorandum of Understanding between the Knox County Community Health Center and Behavioral Health Partners of Central Ohio, Inc. for mental health counseling services with no monetary value, effective, February 1, 2021 through December 31, 2021. EJ Pido seconded the motion; in the negative: none. The motion was approved.

#### **4.3.3. Approve Memorandum of Understanding with The Main Place, Inc. for SUD (substance use disorder) services with no monetary value, executed on February 1, 2021 through December 31, 2021.**

Eric Helt made a motion to approve the Memorandum of Understanding with the Knox County Community Health Center and The Main Place, Inc. for SUD (substance use disorder) services with no monetary value, executed on February 1, 2021 through December 31, 2021. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

#### **4.3.4. Approve Memorandum of Understanding with The Mount Vernon Municipal Court Probation Department for SUD (substance use disorder) services with no monetary value, executed on January 1, 2021 through December 31, 2021.**

Jeff Harmer made a motion to approve the Memorandum of Understanding with The Mount Vernon Municipal Court Probation Department for SUD (substance use disorder) services with no monetary value, executed on January 1, 2021 through December 31, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

#### **4.3.5. Approval of revised lease purchase agreement for Danville Dental property.**

Jeff Harmer made a motion to approve revised lease purchase agreement for Danville Dental property. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

**4.3.6. Approval of Memorandum of Understanding with the The Knox County Land Reutilization Corporation (The Land Bank) for the use of Cooper Progress Park as a mass immunization site at \$500 a day, effective January 14, 2021 through July 14, 2021.**

Jeff Harmer made a motion to approve Memorandum of Understanding with The Knox County Land Reutilization Corporation (The Land Bank) for the use of Cooper Progress Park as a mass immunization site at \$500 a day, effective January 14, 2021 through July 14, 2021. Joe Porter seconded the motion; in the negative: none. The motion was approved.

**4.3.7. Approval of updated annual strategic plan.**

Joe Porter made a motion to approve updated annual strategic plan. Brenneman seconded the motion; in the negative: none. The motion was approved.

*Julie Miller stated that due to Covid in 2020, the agency was unable to complete very many of the goals. Revisions have been made to the plan with aggressive due dates for 2021 by the Leadership Team. We intend to get many activities completed this year. This Strategic Plan is for 2019-2024, therefore there is still plenty of time to complete the plan. Pam Palm is focusing on the new logo for the agency as well as marketing. Information that Pam gathered from employees and leadership members is being reviewed so that we can better inform and educate the community. Sustainable funding and new revenue sources are being looked at. Tablets were purchased for the Board of Health Members to utilize rather than having hard copy board meeting documents. These would be provided for agency only use. A training will happen this year.*

**4.4. Board Approvals**

**4.4.1 Approve to open the following positions:**

- **Maintenance/Facility Coordinator**
- **2 Dental Assistant's**
- **2 Dental Hygienist**
- **Epidemiologist**
- **2 Licensed Independent Social Worker**
- **Licensed Chemical Dependent Counselor**
- **2 Administrative Assistant**
- **2 Licensed Practical Nurse**
- **2 Certified Medical Assistant**

Joe Porter made a motion to approve to open the following positions:

- Maintenance/Facility Coordinator
- 2 Dental Assistant's
- 2 Dental Hygienist
- Epidemiologist
- 2 Licensed Independent Social Worker
- Licensed Chemical Dependent Counselor
- 2 Administrative Assistant
- 2 Licensed Practical Nurse
- 2 Certified Medical Assistant

Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

#### **4.4.2. Approval of Health Inequity Statement.**

Jeff Harmer made a motion for approve of Health Inequity Statement. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

##### ***Discussion:***

- *Eric Helt asked: is the 15% of Knox County living in poverty the same as being low-income?*
- *Julie Miller: No*
- *Julie Miller advised that a committee was formed who looked at what to do with original statement and the current statement is a result of the committee.*
- *Amanda Rogers, DVM stated that she is proud of the work that was completed on the Health Inequity Statement and wanted to give recognition to Diane Goodrich for her work on the statement.*
- *Julie Miller asked about action #5 and what the expectation is*
- *Diane Goodrich stated that her thought was that we would have a place at the table when the topic arises, someone needs to be a representative on forums and other boards.*
- *Amanda Rogers, DVM said that promotion on social media would help in making the community aware of issues along with discussing and getting info out to the public to help create solutions*
- *Jeff Harmer thanked Amanda Rogers, DVM and Diane Goodrich for their hard work on the Health Inequity Statement.*
- *Julie Miller stated that she is proud of board for talking about this issue. On her to due list of topics for review is firearm violence and harm reduction. We need to consider what statements we want to release or if we want to. These would be separate from the Health inequity statement. The Health Inequity Statement is going to be placed on letterhead before release.*

#### **4.4.3. Approval of letter to be sent to U.S. Senators & representatives regarding Covid-19.**

Amanda Rogers, DVM made a motion for approve of letter to be sent to U.S. Senators & representatives regarding Covid-19. Eric Helt seconded the motion.

Amanda Rogers, DVM and Eric Helt withdrew their motion. President Eric Siekkinen, RPH, recommended creating an ad hoc committee

#### **4.4.4. Approval to give health commissioner authorization to obtain up to four (4) temporary staff through a local temp agency for Covid-19 related response.**

Jeff Harmer made a motion for approval to give health commissioner authorization to obtain up to four (4) temporary staff through a local temp agency for Covid-19 related response. EJ Pido 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:**

- Memorandum of Understanding with the Mount Vernon City School District for the use of Mount Vernon High School and The Energy Field House as a mass immunization site for no monetary exchange, effective January 14, 2021 through January 14, 2024.

#### 5. Adjournment

Being no further business, Jeff Harmer made a motion to adjourn the meeting. Joe Porter seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 8:00 p.m



Eric Siekkinen, RPh  
Board President



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