

June 23, 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>
Jeff Harmer, President	Julie Miller, Health Commissioner
Eric Siekkinen, RPh, President Pro Tem	Joyce Frazee, Human Resource Director
Barb Brenneman	Zach Green, Deputy Health Commissioner
Dr. Barry George, MD	Lane Belangia, Community Health Center CEO
Diane Goodrich	Pam Palm, Planning Education & Promotion Director
Eric Helt	Nate Overholt, Environmental Health Director
EJ Pido	Lisa Dudgeon, DON, Public Health Outreach Director
Dr. Amanda Rogers, DVM	Cyndie Miller, Women, Infant, and Children Director
	Katie Hunter, Fiscal Supervisor
	Bailie Miller, HR Generalist
<u>ABSENT</u>	<u>GUESTS</u>
	Jason Whaley

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for May 26, 2021 Board of Health meeting.

The minutes of the regular meeting held, May 26, 2021 were reviewed and accepted. Barb Brenneman made a motion to approve the minutes. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

FUND	AMOUNT
801 - General Fund	39,948.84
805 - Swimming Pool Fund	1,225.00
806 - Food Service Fund	630.00
807 - Private Water Fund	1,881.78
808 - WIC Grant	113.96
809 - Sewage Program Fund	1,293.08
810 - RV Park/Camp Fund	1,210.00
811 - Creating Healthy Communities Grant	50.96
812 - Public Hlth Emergency Preparedness Grant	1,540.85
814 - Community Health Center Grant	92,248.17
830 - Drug Free Communities	2,400.00
Total	\$142,542.64

THEN & NOW

801 - General Fund	100.00
807 - Private Water Fund	608.45
812 - Public Hlth Emergency Preparedness Grant	1,500.00
814 - Community Health Center Grant	2,879.39
Total	\$5,087.84

1.5. Public Participation

2. Hearing/Reading/Regulations - None

3. Special Reports

3.1 Board Report

3.2. Leadership Report

DEPUTY HEALTH COMMISSIONER- Zach Green, Director

Zach Green stated that the Emergency Management Agency contract would not be renewing, the current contract will end starting in July 2021.

Accreditation

The Accreditation Team met on 6/15 to discuss their domains and any potential issues that could arise based on PHAB’s Reaccreditation Standards. All Domain Leaders have done a great job of reviewing their Domains and Requirements for Reaccreditation, we are on track to meet all dates set by the Accreditation Coordinator moving forward with Reaccreditation. We will begin a mid-year review of PM data in July with the help of the Strategic Impact Team (formerly known as QI Council). The Knox Health Planning Partnership met for our CHIP Kick Off meeting last week and have identified the following preliminary priority areas: Mental Health, Substance Abuse, and Access to Care. KHPP will be breaking into work groups to develop community based strategic goals in these three areas.

Facility/Maintenance

The contract with County Maintenance has concluded and interviews are ongoing for a part-time, contract position. The contract with the county commissioners was a great success over the years and the

crew was timely in addressing our needs. Unfortunately, due to the size of our agency and multiple locations the needs have outgrown their time available to keep up with daily issues. Currently, the Emergency Preparedness Coordinator (EPC) is handling facility related issues. The annual preventive items such as backflow test, generator, and air conditioning are on track to be completed this month. As Julie stated in her report, additional information regarding property acquisition will be discussed at the board meeting.

Public Health Emergency Preparedness (PHEP)

The 2020-2021 PHEP grant has been completed in full and pleased to report all submitted deliverables have been approved. Over the next month, the EPC will be working on updating plans including the flow in which annexes/appendices are identified within the Emergency Response Plan (ERP). The contract with Knox County Emergency Management Agency (EMA) will be ending June 30th. Currently, the EPC is still fulfilling the contract with 12 hours per week. The local EMA office is filling a full-time position which is much needed to ensure succession planning for that county entity. Moving forward, the PHEP Coordinator will begin overseeing the risk management/facilities items for all buildings operated by KPH. Additionally, healthcare coalition funds have been received for the past state fiscal year. The tourniquets, ordered last month have been received and given to the Knox County Rescue Task Force Team to assist in outfitting their personnel in the event of a mass causality situation. In conclusion, COVID vaccinations have been brought back into the health center and no clinics are currently scheduled. First and second doses of vaccine has been accomplished without issue during regular business hours.

Fiscal Supervisor Report – Katie Hunter

The Ohio Department of Health (ODH) awarded an additional \$40,000 of grant funding for Covid Response. This month on the agenda you will see the classification and compensation for approval. The Fiscal Manual is in draft form and will be sent out to the finance committee for review by the first week of July. A representative from the State Auditor’s office has been in contact and has started some preliminary testing for the audit. The board of health members will be notified by the State Auditor’s office as well when we receive the official engagement letter that the audit has started.

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS May 31, 2021									
	May Revenue			May Expense			May Cash Balance		
	2021	2020	2019	2021	2020	2019	2021	2020	2019
District Health Fund									
S01 - District Health Fund*	154,118.34	353,423.39	51,226.61	171,167.62	170,716.52	94,752.01	2,243,477.87	1,808,345.49	760,093.83
Environmental Health Restricted Funds									
S05 - Swimming Pool Fund	4,542.00	504.00	3,064.62	3,171.69	337.94	2,981.25	12,487.63	1,252.01	9,182.66
S06 - Food Service Fund	6,230.00	5,034.50	4,413.10	14,379.23	33,415.40	13,124.47	116,483.48	73,545.57	61,559.57
S07 - Private Water Fund	9,541.25	5,450.80	5,405.63	4,802.93	4,321.48	5,465.27	12,343.29	9,130.10	3,092.66
S09 - Sewage Program Fund	13,068.00	7,117.00	7,694.55	10,141.40	7,883.29	9,294.96	38,759.23	10,104.89	11,643.92
S10 - RV Park/Camp Fund	1,203.50	1,400.00	1,110.14	2,217.91	1,076.90	2,317.36	8,735.38	6,304.33	3,276.62
Subtotal	34,584.75	19,506.30	21,688.04	34,713.16	47,035.01	33,183.31	188,809.21	100,336.90	88,757.43
Special Revenue Funds									
S03 - Home Health Fund	0.00	0.00	46,987.31	0.00	0.00	22,843.84	0.00	0.00	826,943.66
S19 - Solid Waste Fund	0.00	0.00	133.54	2,648.35	854.91	2,200.27	8,090.12	8,901.32	10,484.73
Subtotal	0.00	0.00	47,120.85	2,648.35	854.91	25,044.11	8,090.12	8,901.32	837,428.39
Grant Funds									
S08 - WIC Grant Fund FY Oct 1 - Sept 31	23,121.27	61,462.04	24,784.51	23,839.47	41,690.20	21,345.97	41,337.28	43,469.19	12,236.08
S11 - Creating Healthy Com Grant FY Jan 1 - Dec 31	7,553.07	6,614.79	7,225.12	7,936.89	6,614.80	7,820.74	31,266.66	30,260.87	28,610.71
S12 - PHEP Grant Fund FY July 1 - June 30	6,763.65	24,516.52	2,999.88	4,973.93	4,591.32	2,962.01	30,027.99	27,493.75	21,388.02
S13 - MCHM/Q2 Grant Fund FY Oct 1 - Sept 30	0.00	50.00	969.50	2,113.19	3,048.54	1,963.53	76,384.54	55,210.63	60,433.80
S14 - Community Health Center Grant FY April 1 - Mar 31	255,089.47	197,536.87	191,893.43	252,931.96	227,850.73	188,904.51	503,970.17	52,020.00	49,469.68
S30 - Drug Free Communities FY Oct 1 - Sept 30	8,406.68	12,788.54	7,245.53	9,150.46	12,596.35	7,666.57	4,794.88	5,000.00	4,123.38
Subtotal	300,934.14	302,968.76	235,117.99	300,945.90	296,391.94	230,663.33	687,781.52	213,454.44	176,261.67
TOTAL ALL FUNDS	489,637.23	675,898.45	355,153.49	509,475.03	514,998.38	383,642.76	3,128,158.72	2,131,038.15	1,862,541.32

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

HUMAN RESOURCES – Joyce Frazee, Human Resource Director

Joyce Frazee asked the board members how they were doing with their agency issues tablets and if any changes needed to be made with cases. The board was asked if they are not using their tablets to please turn them back into the agency. Amanda Rogers, DVM stated that she was not interested in using the agency issued tablet, she did not plan to pick it up from the agency.

The agency has hired a number of new staff, which is a reflection of the growth of the agency and more individuals will be hired in the coming weeks.

Recruitment and Onboarding continue to be the focus. This month you will be asked to approve the hire of Chelsea Rettig to fill the Environmental Health Specialist in Training position. Chelsea is not a registered EH specialist at the time but has submitted her transcript, and application to the Ohio Department of Health portal for review and approval. Once approved she will gain the two years of field experience needed before she tests to become a Registered Environmental Health Specialist (REHS)

Reviewing of resumes and interviews are currently taking place to fill the Community Health Center Clinical Supervisor position, Certified Medical Assistant, Administrative Assistants in the Community Health Center, Dental Hygienist and maintenance/facility technician.

The onboarding QI project is in process. The team has met to determine first steps and what is most important for a new employee to know the first day, first week, within one month, etc.

This month you will be asked to approved the Use of District Vehicle policy. New language to address transporting clients in agency vehicles was added. You will also be asked to approve the Employee Safety Standard Operating Guidelines (SOG). Language to support the vehicle policy has been added to the SOG outlining procedures to follow when transporting clients. Both documents were submitted and approved by legal counsel and can be found in the Board folder for your reference.

The salary scale and job description guide will be presented to the board for approval this month. This is typically done even years, but due to the growth of the agency this document was modified accordingly. The fiscal committee reviewed the salary scale and given their approval of the revisions. Both documents can be located in the board folder for your review. Revisions to the documents are in red font.

Information Technology (IT) & Vital Statistics

IT:

We have installed new devices to run the lobby TV presentations. Alayna creates the videos and updates them on an as needed basis. The old tablets we were using previously had become unreliable. New small form desktop PCs were purchased to run the TVs. Second quarter replacement computers have been ordered and received. These are in the process of being rolled out.

Vital Statistics:

Certificates issued in 2021 are running ahead of 2020. As of the end of May 2020, we had issued 896 birth certificates and 802 death certificates. As of the end of May 2021, we had issued 1129 birth certificates and 986 death certificates. Through our waiver program, we have issued 23 certificates free of charge in 2021. We ordered and will receive security paper in August. I have had 2 calls from other Health Departments seeking security paper. However, I am not comfortable letting any of ours go, so I have told them no.

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

The Private Water System (PWS) and Household Sewage Treatment System (HSTS) programs continue to remain very busy this year. In the month of May, there were 21 PWS permit applications (19 new, 2 alterations) and 22 HSTS permit applications (20 new, 2 alterations) purchased.

The environmental health staff will begin mosquito surveillance and spraying for mosquitoes in Knox County at the end of June. Mosquito larvicide dunks are still available for standing water areas known to be breeding sites for the adult mosquitoes.

Due to Ohio House Bill 404, retail food establishments and food service operations were given an extension to pay for the 2021 annual food license until July 1, 2021. As of June 15, 2021 there are 24 facilities of the 285 licensed facilities that have yet to provide their application and payment. If not received or postmarked by July 1, 2021, a 25% late fee will be assessed.

The updated bathing beach regulations are being provided to our licensed bathing beach operators during the 2021 licensing season. As discussed in last month's board of health meeting, education on the revisions will be a vital component of the inspection process this year while working with the operators to ensure compliance of the bathing beach regulations will be achieved prior to the 2022 bathing beach licensing period.

Knox Public Health sewage program staff will be looking into funding opportunities through the Ohio Environmental Protection Agency through the Water Pollution Control Loan Fund (WPCLF). We will be participating in webinars to learn about the entire application process and requirements for homeowners. These funds can be utilized to assist in repair/replacement of household sewage treatment systems for homeowners who qualify. The application will be submitted in August, 2021. I will keep the board of health updated on the application process and if Knox Public Health is awarded any monies to assist Knox County homeowners with failing HSTS systems.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam Palm stated that she has been working with the Bryant Brothers on templates such as agendas, business cards, letter head, etc. with the goal of having these available for the July 21, 2021 BOH meeting. The board members were reminded to take the Active Transportation survey that was listed in the May 2021 PEP board report.

- The lifting of COVID-19 restrictions and an increase in births has caused a run on the distribution on car seats. Elisa Frazee, who coordinates the car seat program, reports that since January, we have distributed 33 seats, with 22 seats distributed since June 1. The increase in births is based the average monthly rate: in 2020, Knox County averaged 38 births per month and so far in 2021, the county is averaging 45 births per month.
- Even though we are seeing less people commenting on our social media posts, it is still apparent that Facebook, especially, is a place for the community to engage with KPH. Users continue to private message for a variety of questions. We still receive anti-vaccine comments but the number is greatly diminished from what it was earlier this year.
- The top Facebook post in May which reached more than 15,000 individuals. was about our Fiesta Mexicana COVID-19 vaccination clinic. The second and third top posts for the month were weekly vaccination schedules with clinics that we were holding throughout the community and here at KPH.
- Summertime is usually a slow time for participation in the tobacco cessation program so we have decided to delay the start of onsite sessions until September. However, in May we enrolled 10 new

clients for a total of 27 for the year. Many of the new clients came from referrals from the Health Center.

- Knoxhealth.com continues to get heavy traffic for COVID-19 related information. There were 5,205 users in May with 14,228-page views. The Human Resources page was the fourth highest page visited in May – most likely to check out the job openings. Mike Whitaker, who oversees the KPH website, has been working with the EH staff to make several forms fillable by the user, making it easier to complete and submit forms like a nuisance or register for ServSafe.
- The agency was represented at First Friday in downtown Mount Vernon on June 4. This was the first big event in the city since the pandemic shut everything down last spring. It was very well attended and there were many people who stopped by our booth to compliment KPH on its handling of the pandemic, especially the distribution of vaccine and the clinics at the field house. Tina Cockrell promoted the Knox Substance Abuse Action Team (KSAAT) and provided Narcan kits to six individuals.

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Director of Nursing

Lisa Dudgeon updated the board members that the staff Covid vaccination rate is up to 80%.

COVID VACCINE

I am happy to report nearly 70% of KPH/CHC staff have been vaccinated for COVID 19 as of right now.

We are moving COVID vaccines back into the Health Center beginning June 1 which will be by appointment.

We will continue to do off site clinics as we receive requests from businesses/organizations to do so. May 18th we will hold a special clinic to vaccinate 12-15-year old's.

Communicable Disease

Starr

Previously the number of COVID cases per week were ranging between 60-90. We are currently seeing 25-45 cases per week.

Natasha Lester will be training as one of the backup communicable disease nurses and will be able to cover when Starr and Lisa are not available. This will include diseases other than COVID.

Children with Medical Handicaps (CMH)/Newborn visits/Crib visits/CPR

Jessica

CPR - submitted purchase order for new books & DVDs in order to resume CPR classes for employees (new updated information for CPR came out for 2020) The information/supplies should be valid for 5 years - they review & update information every 5 years & require new supplies to be used. Jenn is checking with Kathy Gray at our KCH training center to become an AHA instructor.

CMH - Had 9 "visits" in April. No changes - caseload remains at the same around 250. Waiting to hear if CMH will help cover cases that have complications from COVID.

Lead - no new cases, 1 borderline elevated lead level.

NB - 3 visits in April (2 so far in May).

CFK - Continue the ODH grant with Licking for cribs. Must distribute 10 cribs per month to catch up - notified WIC of the need for more referrals to help keep this program going & have had an increase in referrals! Had 4 in April & 2 so far in May with others scheduled. I have also notified KCH birthing center and Starting Point to have them refer as needed.

School Nursing

Nothing new to report at this time.

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

Cyndie Miller advised the board that the case load total is starting to stabilize. WIC division are able to begin seeing prenatal and new moms in the clinic again.

Caseload was 742 participants for May 2021 (an increase of 2). Referrals included “1” to the Mommy & Me Smoking Cessation program and “6” to the CHC (0 Adults, 0 infants, and 6 children).

1 of the 251 infants (0.39%) currently receiving WIC benefits is certified with a risk code designated as “born early” (includes infants born less than 39 weeks gestation). 0 of 73 prenatal participants are 17 years old or less.

“Curb-side services” continued as our method of service for WIC participants during the month of May. The WIC office is now open to prenatal (alone) and post-partum/breastfeeding moms and their infants on a case by case basis, depending on the comfort level of the participants. Waivers have been extended until August 20, 2021. We will continue with our plan to gradually open our clinic, the last group being the children. Our breastfeeding initiation rate for WIC moms decreased to 56.3%. (This stat is current through February, 2021). There are currently 28 exclusively breastfeeding moms and 17 partially breastfeeding moms for a total of 45 breastfeeding moms receiving WIC nutrition benefits and breastfeeding support.

Programming for the summer is underway. Monthly drawings of healthy nutrition and activity items are promoting attendance of appointments. A new series is under development in collaboration with our Snap-Ed Program Assistant, Tanner Cooper-Risser. Both Heidi Myers and Jackie Stabile are involved in this endeavor. It is titled, “Tanner’s Tips for Tinies,” which addresses first feeding guidance for 6 to 12-month-old infants. Also, Catie and Heidi have been instrumental in promotion of the community garden located at the 1st Church of the Nazarene which is next to our new space. WIC participants have also been invited to participate in the garden. Donations of seeds and plants have been received. Instructions for planting and caring for a garden are being provided by volunteer Master Gardeners through the Knox County OSU Extension Office.

The WIC Farmers’ Market program will also be getting underway in the month of July with plans for the WIC staff to attend the weekly Mount Vernon Farmers’ Market with coupon booklets (4, \$5.00 coupons) for eligible WIC participants.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Lane Belangia stated that he had applied for a capital grant to supply funding for sustainable operations for the next two years. Spending for the grant will begin in September 2021.

The waitlist for the counseling services is growing. New employees brought on will begin seeing patients in the coming weeks.

Co-Applicant Board Report for May 2021:

It would be nice to begin this email with a note about warm weather, but as I write this it is 35 degrees and raining? I know the slow spring start will result in a long and warm summer! With this too we all hope to see the transition from our current Covid constraints and precautions into what is a normal life; if anyone knows what that means after such a long and impactful year? I personally look forward to a new year of healing for us all as we recover from this Pandemic. Normal for the Health Center through Covid has been simple, outside of some of the mandated service shut downs. Staff simply come in and completed good work, some with more layers of PPE! Covid continues to slow the number of people we can serve at one time but the center is still getting the job done and doing “good work”. Kudos to all the center staff for being care providers first and foremost.

Kudos to the health department staff as well, the burden of Covid really has fallen on their shoulders as the health center could only provide temporary and short-term relief to the staffing of clinics and other Covid response activity. They have done a great job representing public health and promoting safe lifestyles and the vaccine for sure.

Grant: We were able to determine the SAC, (Service Area Competition Application) is not due until November 2022, not this November as originally scheduled. This November we will submit a routine BPR, (Budget Period Review).

Fiscal: Cash on hand or the fund balance continues to be the largest we have seen, continued efforts to grow this amount will be at the forefront of operations thought out this year, we currently have approximately 2 months cash on hand, the health department would like us to have 6 months cash on hand for future sustainability.

I will be completing two large budget submissions in the next 45 days. The first relates to the H8F recovery fund budget submission. This was the fund accepted at last month's board meeting, the fund is for a two-year period. We will be budgeting to expand providers and staffing related to these positions, purchasing equipment and supporting IT systems and processes, Covid response including vaccine provisions, and the purchase of dental and medical suite items to accommodate the expansion related to new providers bringing more service into the FQHC. This is due May 31st. The second budget will be related to the capital funding released totaling \$531,000 dollars. This will bring much needed renovation to the Danville Medical and Dental Clinics. This project period is for the next 3 years and will be released in September of 2021. This funding is purely capital in nature and will cover the cost of renovating and or adding space to clinical sites.

Co-Applicant Board Compliance: I have been approached by a consumer member whom may need to step down due to work requirements. I am in discussions with a new potential new consumer board member about the roles and expectations of becoming our newest board member. This is needed in order to maintain compliance with HRSA guidance of at least 9 members and 51% consumers on every health center board. We have 11 members on the board and 6 being consumers, if we have one consumer step down we would be composed of less than 51% patient or consumer board members.

Board Governance: This month the Co-applicant Board will be completing my evaluation, this is one of the biggest responsibilities any FQHC board has regarding compliance and governance. *"The annual evaluation of the CEO...boards are responsible for approving the selection, evaluation and, if necessary, the dismissal or termination of the Project Director/CEO from the Health Center Program project"*, according to the guidance within the Compliance Manual from HRSA. This process has continued to evolve as the health center has over the last 4 years, with this year's version being the best so far in consideration of the validity/importance of performing this evaluation and helping to ensure the person holding the position is matched to develop as the center grows.

The co-applicant board will be invited to a dual meeting with the Board of Health this coming June, which will replace our regular board meeting for the month. This will occur in the evening the night of June 23rd. This will be the first opportunity for the boards to learn more each other and to also discuss growth and operational developments for each entity allowing the build of a stronger relationship. I am looking forward to this opportunity, from my perspective both boards have complemented each other very well in the past. This is a good time to meet, the anticipated growth and multiple moving parts especially with receipt of unprecedented Covid funding the time to hear both boards ideas about how the public entity and FQHC continue to collaborate toward a productive future.

The Co-applicant board will also be hearing more information about the Centerburg School Based Clinic and the new information regarding Mount Vernon City Schools on developing similar services.

CEO Update:

I was able to attend the OACHC virtual conference last month, it contained many informative sessions along with useful information regarding the new funding FQHCs have received.

The month of June will see the health center welcome it's third nurse practitioner and two additional counseling staff to our team. As we continue to grow I will be working with Julie Miller to build the management team this center needs to support our current operations while allowing strategic growth to occur. Supporting the providers with opportunity to do the work they want and desire to do is key, (give care). We must facilitate a well-managed approach to helping our providers to be the best they can be.

3.3. Health Commissioner

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

Julie Miller advised that she was invited by Main Street Mount Vernon to attend the 4th of July celebration at the July 1st Friday event to represent Knox Public Health and accept an award. The theme for the July 1st Friday is Hometown Hero's.

The local Democratic party is displaying a poster that Julie and Lisa Dudgeon's photo was taken for.

During the month of June, the Management Team met offsite to learn leadership tips and ideas on regrouping.

Julie thanked Joyce Frazee and Bailie Miller for their hard work during the long hiring process of the many staff the agency is bringing on.

A meeting occurred today with Julie, the PEP division and the PHO division to speak about the combining of the two divisions and what this will look like in the coming weeks. Pam Palm will be stepping down as Planning, Education and Promotion Director. Pam and Alayna Mowry will be joining the Administration and Operations Division. Human Resources will be accepting letters of interest for the open director position for the new combined division.

Further internal moves within the agency will be occurring.

The New Directions Board is interested in taking a position on "reduction of violence in the community." This is a board that Julie is a member of. More information will be presented to the Board of Health Members in the coming months.

- As you know since I have sent information previously I am following HB 248 pretty closely and have shared my/our concerns with legislators. This bill would extensively and negatively impact all immunizations - not just Covid. Rick Carfagna is working with AOHC to amend the bill, add something to the budget bill or come up with a new bill. Senator Brenner has introduced a separate bill that focuses only on Covid.
- I will be attending my 3rd Leadership Ohio class on the 25th/26th of June. This month's focus is on Marietta/History of Ohio. I sure wish we could visit Marietta but Covid protocols have us meeting virtually until August. My project team has submitted our proposal with a focus on food inaccessibility. We will be working around the City of Trotwood, Ohio in Montgomery for this project. The mayor of Trotwood is one of my teammates. It will be interesting to learn more on this subject and its impact on Ohio and the local population.

- The Knox Health Planning Partnership is currently working on our county Community Health Improvement Plan (CHIP) and will assist us in promoting community engagement on this topic. We will ensure that inequities are considered as we strategize about working on the priorities of the CHA. My next step with our statement is to pull together a committee to discuss inequities and how we can best address community policies to improve health.
- The negotiations for the potential new space at the Cooper Progress Park continue. The facilities committee has been very helpful in asking questions and making suggestions for the Board to consider. Jeff Harmer and I will be presenting information to you at the June Board meeting. It is our hope to put together a power point presentation that will provide you with all of the information you will need to discuss and make a decision.
- Stay tuned for some new information regarding some reorganization in the agency. I am strongly considering combining 2 divisions, moving some point people to a different division and attempting to build the health center a management team. I hope to bring something to you in July on this reorganization.
- A reminder that Katie Hunter and I will provide your board training this month. We will be presenting information on our agency budgeting process/finance and on tax levy.
- I just want to share my appreciation for Joyce and Bailie. They have worked incredibly hard over the past few months (actually a year or so) with the recruitment and hiring of new staff. Although we are currently working on improving our "new employee onboarding" process, they have done an excellent job in finding first class individuals, providing orientation and making our new employees feel comfortable.

4. New Business

4.4.Finance

4.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT							
RECEIPT & EXPENDITURE SUMMARY REPORT							
MAY 31, 2021							
	JAN. 1, 2021	MAY	YEAR-TO-DATE	MAY	YEAR-TO-DATE	MAY 31, 2021	
FUND NAME	BALANCE	REVENUE	REVENUE	EXPEND.	EXPEND.	BALANCE	
District Health Fund							
801 - District Health Fund*	1,964,545.39	154,118.34	1,296,184.05	171,167.62	1,017,251.57	2,243,477.87	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	9,393.61	4,542.00	9,457.00	3,171.69	6,362.98	12,487.63	
806 - Food Service Fund	47,466.18	6,230.00	136,265.00	14,379.23	67,247.70	116,483.48	
807 - Private Water Fund	6,908.01	9,541.25	28,879.00	4,802.93	23,443.72	12,343.29	
809 - Sewage Program Fund	30,206.76	13,068.00	51,337.00	10,141.40	42,784.53	38,759.23	
810 - RV Park/Camp Fund	5,334.24	1,203.50	6,524.50	2,217.91	3,123.16	8,735.58	
Subtotal	99,308.80	34,584.75	232,462.50	34,713.16	142,962.09	188,809.21	
Special Revenue Funds							
819 - Solid Waste Fund	1,781.70	0.00	20,007.84	2,648.35	13,699.42	8,090.12	
Subtotal	1,781.70	0.00	20,007.84	2,648.35	13,699.42	8,090.12	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	36,493.79	23,121.27	120,039.13	23,839.47	115,195.64	41,337.28	
811 - Creating Healthy Com Grant FY Jan. 1 - Dec. 31	24,508.68	7,553.07	47,250.51	7,936.89	40,492.53	31,266.66	
812 - PHEP Grant Fund FY July 1 - June 30	35,870.00	6,763.65	17,576.58	4,973.93	23,418.59	30,027.99	
813 - MCH/MQ2 Grant Fund FY Oct. 1 - Sept. 30	62,310.68	0.00	24,000.00	2,113.19	9,926.14	76,384.54	
814 - Community Health Center Grant FY April 1 - Mar 31	301,734.94	255,089.47	1,511,049.72	252,931.96	1,308,814.49	503,970.17	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	1,242.53	8,406.68	38,184.53	9,150.46	34,632.18	4,794.88	
Subtotal	462,160.62	300,934.14	1,758,100.47	300,945.90	1,532,479.57	687,781.52	
TOTAL ALL FUNDS	2,527,796.51	489,637.23	3,306,754.86	509,475.03	2,706,392.65	3,128,158.72	

*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

4.2. Personnel

4.2.1. Approval to hire Angela Watkins, Dental Hygienist, effective July 12, 2021.

Diane Goodrich made a motion to approve hiring Angela Watkins, Dental Hygienist, effective July 12, 2021. Eric Siekkinen, RPh seconded the motion; in the negative: none. The motion was approved.

4.2.2. Approval to hire Deanar Patterson, RN, MSN, Clinical Supervisor.

Diane Goodrich made a motion to approve hiring Deanar Patterson, RN, MSN, Clinical Supervisor. Eric Helt seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approval to hire Chelsea Rettig, Environmental Health Specialist in Training.

Eric Siekkinen made a motion to approve hiring Chelsea Rettig, Environmental Health Specialist in Training. Barb Brennehan seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of Professional Services Contract with Kenyon College for sexually transmitted infection (STI) testing/ screening services, effective August 1, 2021 through July 31, 2022, for a yearly maximum of \$6,600.

Diane Goodrich made a motion to approve Professional Services Contract with Kenyon College for sexually transmitted infection (STI) testing/ screening services, effective August 1, 2021 through July 31, 2022, for a yearly maximum of \$6,600. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

- 4.4.1.** Approval to accept additional funding from ODH for Enhanced Operations in the amount of \$25,000.

Eric Siekkinen, RPh made a motion to accept additional funding from ODH for Enhanced Operations in the amount of \$25,000. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

- 4.4.2.** Approval to accept additional funding from ODH for Coronavirus Response in the amount of \$15,000.

Barb Brenneman made a motion to accept additional funding from ODH for Coronavirus Response in the amount of \$15,000. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

- 4.4.3.** Approval to give health commissioner authority to fill the maintenance/facility contract position @ \$25.00/hour.

Eric Siekkinen, RPh made a motion to approve to give health commissioner authority to fill the maintenance/facility contract position @ \$25.00/hour. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

- 4.4.4.** Approve revisions to Classification & Compensation Plan and Salary Scale FY2020-2022 with wage increase of 3%.

Eric Helt made a motion to approve revisions to Classification & Compensation Plan and Salary Scale FY2020-2022 with wage increase of 3%. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

Jeff Harmer advised the board that the Finance Committee has reviewed changes that were made such as pay ranges being adjusted. There were no major changes and this was mainly a clean-up effort to the current document. Salary increases were included in the changes along with a 3% raise for eligible staff.

- 4.4.5.** Approval of agency Use of District Vehicles policy.

Eric Siekkinen, RPh made a motion to approve agency Use of District Vehicles policy. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

- 4.4.6.** Approval of agency Employee Safety Standard Operating Guidelines (SOG).

Diane Goodrich made a motion to approve agency Employee Safety Standard Operating Guidelines (SOG). Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.7. Approval of Board of Health meeting schedule – Day and Time.

EJ Pido made a motion to approve Board of Health meeting schedule – Day and Time. July through December will be held the third Wednesday each month start time @ 6:30 p.m. Barb Brenneman 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:

- Agreement with the Licking County Board of Health for an Epidemiologist to respond to public health threats, for a contracted maximum of \$11,556.00, effective July 1, 2021 through June 30, 2023.
- Professional Service Agreement with Knox County Career Center for Knox County General Health District Board of Health to provide a school nurse, for \$44.30/ hour with a maximum reimbursement of \$67424.00, effective July 1, 2021 through June 30, 2022.
- Professional services contract with Amy Schuman, RDH for dental hygienist services effective July 1, 2021 through June 30, 2022 with a monetary value of \$35/hour, maximum of \$30,000/year.
- Professional Services Contract with East Knox Local School District Board of Education for the "BOARD" to provide a school nurse at \$57.78/hour for a maximum reimbursement of \$100,000/ year, effective July 1, 2021 through June 30, 2022.

5. Executive Session

At 7:15 p.m. Eric Siekkinen, RPh made a motion to enter into executive session for property acquisition. Barry George, MD seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Barry George, MD, Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Eric Siekkinen, RPh, Jeff Harmer: in the negative; none. The motion was approved.

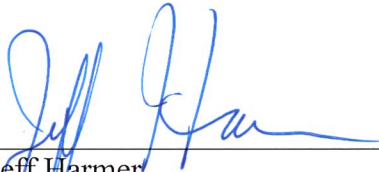
At 8:10 p.m. Eric Siekkinen, RPh made a motion to return to regular session, Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Barb Brenneman, Barry George, MD, Diane Goodrich, Eric Helt, EJ Pido, Amanda Rogers, DVM, Eric Siekkinen, RPh, Jeff Harmer: in the negative; none. The motion was approved.

Eric Siekkinen, RPh made a motion to approve to accept Right of First Refusal on 11660 Upper Gilchrist Road, Mount Vernon, Ohio 43050 from Knox Community Hospital, pending legal review, Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

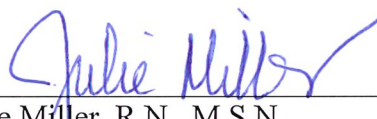
6. Adjournment

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

The Board meeting adjourned at 8:12 p.m



Jeff Harmer
Board President



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