

The Board of Health of the Knox County Health District held a regular meeting in the agency conference room with a digital platform option through Zoom for staff and guests only. The following were in attendance:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Jeff Harmer, President	Julie Miller, Health Commissioner
Jason Whaley, President Pro-Tem	Zach Green, Deputy Health Commissioner
Barb Brenneman	Joyce Frazee, Human Resource Director
Diane Goodrich	Nate Overholt, Environmental Health Director, Zoom
Eric Helt	Tina Cockrell, PHEN Director
Eric Siekkinen, RPh	Cyndie Miller, WIC Director
Barry George, MD	Kristi Thomas, Administrative Assistant
	Pam Palm, Communications Director/PIO
	Shanea Mantel, Fiscal Administrative Assistant
<b>ABSENT</b>	<b>GUEST</b>
Amanda Rogers, DVM	
Lane Belangia, Community Health Center CEO	
Katie Hunter, Fiscal Director	
Ron Martinson, MD, Zoom	

**1. Convention**

**1.1. Call to Order**

Jeff Harmer called the meeting to order at 6:31p.m.

**1.2. Acceptance of the amended Agenda**

Berry George, MD, 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 18, 2022 Board of Health meeting.**

Barb Brenneman made a motion to approve the May 18, 2022 Board of Health meeting minutes. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**1.4. Approval of the Bills**

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

APPROVAL OF BILLS	
FUND	AMOUNT
801 - General Fund	51,410.29
805 - Swimming Pool Fund	1,346.80
806 - Food Service Fund	527.63
807 - Private Water Fund	2,018.80
808 - WIC Grant	119.92
809 - Sewage Program Fund	1,690.15
810 - RV Park/Camp Fund	1,210.00
811 - Creating Healthy Communities Grant	60.95
812 - Public Hlth Emergency Preparedness Grant	87.96
813 - MCH/CFHS Grant	
814 - Community Health Center Grant	211,285.55
819 - Solid Waste	
830 - Drug Free Communities	3,149.62
<b>Total</b>	<b>\$272,907.67</b>
<b>THEN &amp; NOW</b>	
801 - General Fund	21,810.76
814 - Community Health Center Grant	49,505.11
<b>Total</b>	<b>\$71,315.87</b>

**1.5. Public Participation – None**

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

**3. Special Reports**

**3.1. Board Report**

**Barb Brenneman**, shared that Amy Seward, Emergency Preparedness coordinator received the Ohio Commendation Medal and BG Rhodes coin of Excellence from Brigadier General Stephen Rhodes, for her work contributions in support of the Ohio Army National Guard. Barb also shared that she recognized the Board of Health the Flag Day celebration held at The Living Center.

**Jeff Harmer, President**, shared his past experiences working with Julie Miller, Health Commissioner. He shared his appreciation for the work she has done within the community and her ability to leave the agency better than when she first came in 2010.

The Board of Health presented Health Commissioner, Julie Miller with retirement gifts and a certificate for her years of service with Knox Public Health.



### **3.2. Health Commissioner Report - None**

### **3.3. Leadership Team**

#### **Deputy Health Commissioner - Zach Green**

- Kenyon College students have started their "Summer Scholars" program work with KPH, they will be completing an additional assessment focused on targeted populations (low income families, residents of color, rural residents) to address Social Determinants of Health and additional data beyond the CHA from residents.
  - The assessment will be shared with BOH once completed.
- Working with OSU College of Nursing and their summer nursing program to develop strategies to close identified gaps as outlined within the CHIP.
- CHIP updated: seeking expansion of KAT fixed route, hiring a Community Resource Navigator through United Way, community-based mental health training, and efforts to enhance broadband to the unreached areas of Knox County.
  - A full Mid-Year report will be included in your packet next month
- Accreditation Coordinator completed Public Health Improvement Training through the National Network of Public Health Institutes.
- New agency Podcast has been launched in an effort to reach/engage additional audiences.
  - Commissioner Miller was the featured guest. More info to follow
- Reintroducing KPH by attending township meetings across the county & providing a list of current services and preventive information regarding vector borne diseases.
- Initial occurrence with the majority of all behavioral health agencies in the community took place with hopes of a much larger collaboration effort moving into the future.
- The Facilities Committee continues to seek potential opportunities and collaborate with realtor, Dave Gore.
- The Finance Committee will be reviewing the agency Classification and Compensation plan which includes the salary scale for both hourly and salaried positions.

#### **Fiscal Report – Katie Hunter, Director**

- Julian and Grube extended the deadline to June 30, 2022 to have the Audit for FY 2021 completed.
- The Fiscal Manual is in draft form and will be presented to the Finance Committee for Review.

#### **HUMAN RESOURCES – Joyce Frazee, Director**

- After two years of virtual conferences this year conferences are now being held in-person. Kristi Thomas, Bailie Miller and I attended the FY2022 KSAAT Communities Coming Together conference, I attended the 2022 Ohio SHRM Employment Law & Legislative Conference, and the Ohio Public Health Combined Conference, Uniting our Voices - Advancing Public Health. Each conference offered an array of topics that relate to the workforce today.
- The Workforce Development Committee is in the process of developing the annual all-staff satisfaction survey that will combine employee satisfaction with staff burnout within the workplace.
- This month you will be asked to approve the hire of Megan Barclay, Registered Dietetic Technician. Megan joined the WIC team June 6, 2022 working 24 hours/week.

- We are currently interviewing to fill the open Environmental Health Specialist position in the Environmental Health division, and three positions (CMA, Administrative Assistant, and Clinical Supervisor) in the Community Health Center division.
- You will be asked to open a new Marketing/Communications Coordinator position to help with promoting the services we offer and promote the mission of our agency.

**Vital Statistics - Submitted by Brett Berger**

Births were 46 (2022 average is 41)

Deaths were 38 (2022 average is 53 due to high January deaths)

Cancer and Cardiovascular continue to be top causes of death in the county

Issued 180 Certified Birth Abstracts (2022 average is 199)

Issued 170 Certified Death Certificates (2022 average is 211)

Our next Fatality Review meeting is July 19. In addition to Childhood fatalities, we are also reviewing Suicide and Overdose deaths.

**Information Technology - Submitted by Brett Berger** I welcome Chris Kesterson as our new "IT guy". He has hit the ground running and is becoming very productive very quickly. We have received the final equipment for the Moore locations, Chris will be working on installing that equipment soon. Modern Office has swapped the loaner copier at Moore Family Main for our permanent one. (Supply chain issues prevented them from getting a new one until now). They also have the permanent one for the Walkin clinic, Chris is coordinating delivery with Modern Office. He has also begun ordering machines to replace desktops and laptops that are aging out (4 years). He is also reviewing our server environment and will be recommending upgrades for that. The laptop sale to employees was successful, we were able to sell 8 of the 9 laptops that we had for sale. Total proceeds were \$775.

**COMMUNICATION & MARKETING – Pam Palm, PIO, Director**

- May was a busy planning month. Top priorities going into the summer festivals/events are having consistent messaging through flyers and ensuring that enough promotional items are purchased to last throughout the summer. It has been noted by staff working events that the crowds seem larger this year and we tend to go through more supplies at each event.
- KPH participated in First Friday on June 3 and the Health Center participated in Ladies Night Out on June 10, in downtown Mount Vernon. HC staff worked the Ladies Night Out event to promote the center's downtown locations.
- A committee has been formed to plan National Health Center Week (NHCW) - August 7-13<sup>th</sup>. Each year as part of NHCW, we put on a community appreciation event that is free of charge for attendees and promotes the services/locations of the Health Center. In years past, we have had events at the main site (touch a truck, facility tours, cookout) and the Danville Memorial Park (lunch, flu shots, face painting, bounce house, bike rodeo). It was planned to have the event at Hiawatha Water Park last year, but COVID numbers spiked and the event had to be canceled. This year, the committee has decided to try the water park again and is in the beginning stages of coordinating details. Hiawatha has already agreed to partner for the event (approved by Mayor Starr).
- The podcast "Health on Wheels" is officially taking off! Carmen and Alayna have met with the staff at New Directions to record the intro. Recording Sessions have been scheduled throughout the remainder of the summer. The goal is to get episodes to post through November recorded before Alayna is off for maternity leave starting mid-August.



- Looking forward, many events this summer will be geared around back-to-school readiness. MVNU has had its first new student orientation and the next one will be at the end of June. This has been a good opportunity for us to speak directly with students and their parents to share information about the on-campus medical center staffed by KCCHC. General back-to-school immunization and physical information is also being promoted at all community events.
- Upcoming events include Public Health Day at the Knox County Fair on Friday, July 29 (in lieu of staffing a booth every day in the Merchants Building) and the Mount Vernon Music & Arts Festival, Aug. 11-14.
- Page views on the agency website were down around 10,000 in May although there continued to be around 4,000 new users. The main COVID-19 page continues to be a popular landing site.

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

- The private water and household sewage treatment system programs continue to be very busy for program staff. After a slower first quarter, permit application numbers in both programs were back in double digits for the last two months.
- Senate Bill 338 was introduced with proponent testimony held on Tuesday, May 31, 2022. This bill calls for the food safety program surveys conducted by both the Ohio Department of Health and the Ohio Department of Agriculture to become a test-based approach versus the current field survey. This bill has received strong support from both the Ohio Environmental Health Association, the Association of Ohio Health Commissioners and the Ohio Restaurant Association. The current field survey approach puts the local health department environmental health specialist against the state agency representative to see if the locals can find at least 80% of the same critical and non-critical violations and if not, then the environmental health specialist would fail the survey. We will continue to monitor this bill and provide any additional updates as needed.
- The environmental health division and human resources are still searching for an environmental health specialist to fill the open position available. We have had one interview with an individual that is set to graduate in August with a public health degree. Knox Public Health is like many local health districts throughout Ohio, there is a shortage of individuals that are both interested and qualify to be a registered environmental health specialist or environmental health specialist in training. We will continue to search and publish the open position through multiple outlets in the hopes of finding a candidate.

### **PHEP Grant Coordinator Report from Amy Seward**

- Completed and approved by ODH deliverables:
  - 12.1 (AAR/IP Improvement Implementation Activity Report)
  - 4.2 (Community Partner Meeting Workbook)
  - 13.4 (Communications Worksheet)
- ODH approved deliverable 1.1 (Environmental Health Annex to ERP)
- Coordinated an active shooter/threat training with Knox County EMA and other local law enforcement agencies for the May 2022 all staff training.

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

- **Communicable Disease** - 1 TB case, 1st one since 2019. Lyme Disease QI project identified Tick Busters education for Knox County. This has been distributed to 3 schools. COVID19 outbreaks in 3 LTC facilities.
- **Children /Medical Handicaps**- 9 visits completed



- **Cribs for Kids**- 6 visits completed, updated the agreement for 3rd year of ODH grant with Licking County set to begin October 1
- **Newborn Home Visits** - No newborn home visits completed; however, referrals from KCH have started
- **Senior Health & Wellness** - 12 clients, received an additional \$1000 grant from United Way to purchase spray fire extinguishers and carbon monoxide detectors for seniors living alone. Natasha will be attending Community Health Worker training through CHAP. This program will allow us to begin working through the Pathways system increasing support for seniors in Knox County. The program does provide reimbursement for activities completed through the system. However, the Pathways program is not just limited to seniors. We can explore the benefits of the program as it relates to pregnant moms and entire families in the future.
- **Lead** - No new cases in May
- **Safe Communities** - completed Click it or Ticket campaign partnership with McDonalds checked 215 seat belts with 15 people unbelted. Completed and submitted grant application.
- **Maternal & Child Health** - Completed and submitted grant application.
- **Tobacco Prevention & Cessation** - 12 new clients 8 coming from ECW referrals and 4 coming from walk-ins. KPH received approval for FY23 Tobacco Grant in the amount of \$70,350 this provides \$40,750 for cessation services, a little over \$10,000 for staff, \$17,250 for policy work and \$2,300 for marketing.
- **Drug Free Communities** - TAC students are working with a group from Columbus to create a song/music video about pressures on youth. Four Narcan kits were distributed. Partnered with New Directions to provide Keep Knox Safe Training (9 attendees from Flappers). This is a requirement of the DORA policy approved by Mount Vernon City Council. One DORA event occurred in May \$1 per cup will be returned to KSAAT for prevention/education efforts across the county. Baylee will be traveling with 4 students and 3 staff members of New Directions to Community Anti-Drug Coalitions of America Mid-Year Conference.
- **Creating Healthy Communities** - Completed presentation with Fredericktown Village to discuss adoption of a Complete Street policy. Plans to attend in-person events to begin collecting data from community members about where they would like to see improvements. 2 volunteers participated in the Fredericktown Community Garden planning project. Working with other villages on Community Food Assessments.
- **Other** - In May staff completed 4th grade hygiene and 5th grade puberty lessons at schools across the county - we reached around 1,120 students for the 2021-22 school year thanks to United Way these students received hygiene supply kits to take home. In partnership with Knox County Head Start car seat technicians completed 6 seat checks at the Northgate location. Distributed 14 car seats.

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

- Knox County WIC initial caseload for April is 708 (an increase of 7). Maintenance and increase of caseload continue to be a concern state-wide and also for a number of states nationwide. Referrals included “1” to the Mommy & Me Smoking Cessation program and “7” to the CHC (3 Adults, 0 infants, and 4 children).
- “Curb-side services” continue as our method of service for WIC participants during the month of May/June. More appointments have been conducted in person due to cell-phone issues, weight check requests, and breastfeeding consults. Waivers are extended until mid-October, 2022. Parental and new moms with their babies are given the option to have in-person appointments. More breastfeeding moms have requested breastfeeding consults and weight checks for their babies.

- Our breastfeeding initiation rate for WIC moms has increased from 63.4% to 65.0% (This stat is current through March 2022).
- We have hired a new Health Professional, Megan Barclay, for our part-time HP position in the WIC division. Her start date is 6/6/2022.
- Plans are in the works for issuing WIC Farmers' Market Coupons later in June.
- Staff continues to monitor levels of available infant/child formulas in our local grocery stores because of continued supply-chain issues. State WIC is in conversation with USDA regarding the formula shortages and requests for waivers to allow additional sizes/brands of formulas that could be available for purchase by WIC participants. More information to be released very soon. Weekly calls with local WIC programs are scheduled through the end of July.
- The Mount Vernon News published an article (June 3, 2022) about the local formula shortage situation based on an interview with Heidi Meyers, Pam Palm, and Cyndie Miller:  
<https://bit.ly/3Mt7Kps>

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

- Process to change HC name in EHB/HRSA accounts and CMS accounts has begun for HC change in July 2022
- AR reduction in total days, increase in total amount of AR
- Change in Scope required for Danville Medical Site capital project

#### **4. Old Business**

##### **4.1. Approval of the mileage reimbursement rate of 0.58.5 cents for employees using their own vehicle while on official County business, effective date June 1, 2022.**

Eric Siekkinen, RPh, made a motion to amend 4.1. to say Approval of the IRS Standard Mileage Rate for employees using their own vehicle while on official County business, effective July 1, 2022. Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

Eric Helt made a motion to approve the IRS Standard Mileage Rate for employees using their own vehicle while on official County business, effective July 1, 2022. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

#### **5. New Business**

##### **5.1. Finance**

###### **5.1.1. Income and Expenses**

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

##### **5.2. Personnel**

###### **5.2.1. Approve the hire of Megan Barclay, Registered Dietetic Technician, effective June 6, 2022.**

Barry George, MD, made a motion to approve the hire of Megan Barclay, Registered Dietetic Technician, effective June 6, 2022. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.



**5.2.2. Accept the termination of Baylee Ruggles, effective June 14, 2022.**

Eric Siekkinen, RPh, made a motion to accept the termination of Baylee Ruggles, effective June 14, 2022. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**5.3. Contracts**

**5.3.1. Approve the agreement between KPH and the Community Health Access Project (CHAP) Pathways Community HUB for community-based care coordination reimbursement of completed pathways for varying monetary amounts, effective June 15, 2022 through June 15, 2023.**

Barry George, MD, made a motion to approve the agreement between KPH and the Community Health Access Project (CHAP) Pathways Community HUB for community-based care coordination reimbursement of completed pathways for varying monetary amounts, effective June 15, 2022 through June 15, 2023. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

**6. Board Approvals**

**6.1. Accept Tobacco Use funding from the Ohio Department of Health (ODH) for \$70,350.**

Jason Whaley made a motion to accept Tobacco Use funding from the Ohio Department of Health (ODH) for \$70,350. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

**6.2. Approval to open a Marketing/Communications Coordinator position within Knox Public Health.**

Barb Brenneman made a motion to open a Marketing/Communications Coordinator position within Knox Public Health. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**6.3. Approval of the Board of Health Policy and Procedure Manual.**

Eric Siekkinen, RPh, made a motion to approve the Board of Health Policy and Procedure Manual. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

**6.4. Approve Classification & Compensation Plan and Salary Scale FY2022 -2024.**

Eric Helt made a motion to approve the Classification & Compensation Plan and Salary Scale FY2022-2024 effective June 25, 2022. Jason Whaley seconded the motion; in the negative: none. The motion was approved.

**7. Board Information (Non-Action Items)**

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

- Contract with Amy Schuman for dental hygienist services with a monetary value of \$35/hour and a yearly max of \$30,000 effective July 1, 2022 through June 30, 2023.
- MOU with Catalyst Life Services for sign language interpretation effective July 1, 2022 through June 30, 2023 with a monetary value of \$70/hour for services rendered.



- Agreement with OhioHealth Mothers' Milk Bank, an operating unit of OhioHealth Corporation, for maintaining a human donor milk drop off site for no monetary exchange, effective June 15, 2022 and remains ongoing.
- Contract between Licking County Health Department and KPH for an Epidemiologist effective June 15, 2022 through June 30, 2023, with a monetary value of \$11,902.68.

## 8. Executive Session

At 7:37p.m. Eric Siekkinen, RPh, made a motion to enter into executive session for employee compensation, land acquisition and contract details. Diane Goodrich, seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Helt, Barb Brenneman, Eric Siekkinen, RPh, Barry George, MD, and Diane Goodrich; in the negative: none. The motion was approved.

Julie Miller and Zach Green were invited to stay for executive session.

At 8:07p.m. Barry George, MD, made a motion to return to regular session. Barb Brenneman seconded the motion. On the roll call the following voted in the affirmative: Jeff Harmer, Jason Whaley, Eric Helt, Barb Brenneman, Eric Siekkinen, RPh, Barry George, MD, and Diane Goodrich; in the negative: none. The motion was approved.

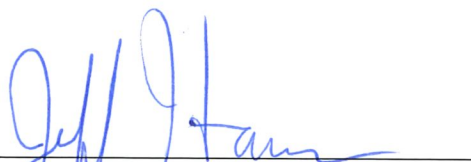
Diane Goodrich made a motion to approve the Health Commissioner contract. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

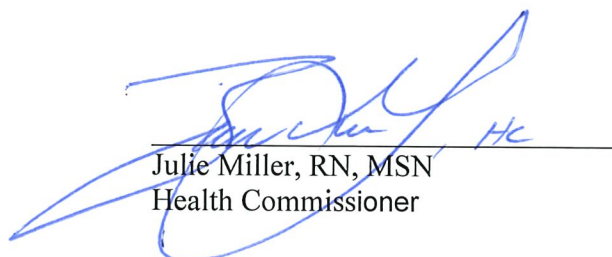
Diane Goodrich made a motion to approve the Health Center Director's compensation as recommended by the Co-Applicant Board. Eric Siekkinen, RPh, seconded the motion; in the negative: none. The motion was approved.

## 9. Adjournment

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

The Board meeting adjourned at 8:10p.m.

  
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Jeff Harmer  
Board President

  
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Julie Miller, RN, MSN  
Health Commissioner

