

March 28, 2018

The Board of Health of the Knox County Health District held its regular meeting, at the Health Department conference room in Mount Vernon. The following were in attendance:

| BOARD MEMBERS | STAFF |
|---------------------------------|--|
| Eric Siekkinen, RPh. | Julie Miller, RN, MSN |
| Laura Haberman, RN | Lane Belangia, CHC CEO |
| Lee Rhoades | Pam Palm, Planning, Education & Promotion Director |
| Barry George, MD | Stacey Robinson, Fiscal Supervisor |
| Jeff Harmer | Nate Overholt, EH Director |
| Ronald Moder, Pro-Tem | Lorraine Bratton, DON, Interim PHO Director |
| | Joyce Frazee, HR Supervisor |
| ABSENT | Cyndie Miller, RD, WIC Director |
| Amanda Rogers, DVM | |
| Laura Barbuto, RN | Dr. Ron Martinson, KCHD Medical Director |
| Kelly Bailey | |
| | |
| GUESTS | |
| Chuck Martin, Mount Vernon News | |
| Adam Masters, Epi | |

1. Convention

1.1. Call to Order

Board President Eric Siekkinen called the meeting to order at 6:30 p.m.

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for February 28, 2018 Board of Health meeting.

The minutes of the regular meeting held, February 28, 2018 were reviewed and accepted. Jeff Harmer made a motion to approve the minutes. Lee Rhoades 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. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

March 2018

| | |
|---|------------------|
| 801 - General Fund | 48,124.75 |
| 803 - Home Health Fund | 5,839.99 |
| 806 - Food Service Fund | 5,904.27 |
| 807 - Private Water Fund | 1,793.73 |
| 808 - WIC Grant | 683.49 |
| 809 - Sewage Program Fund | 799.30 |
| 811 - Creating Healthy Communities Grant | 66.71 |
| 812 - Public Hlth Emergency | 2,255.87 |

| | |
|-------------------------------------|---------------------|
| Preparedness Grant | |
| 813 - MCH/CFHS Grant | 3,444.39 |
| 814 - Community Health Center Grant | 110,537.83 |
| 819 - Solid Waste | 57.50 |
| 830 - Drug Free Communities | 5,804.77 |
| Total | \$185,312.60 |

THEN & NOW

| | |
|-------------------------------------|--------------------|
| 801 - General Fund | 590.00 |
| 809 - Sewage Program Fund | 211.00 |
| 814 - Community Health Center Grant | 35,560.81 |
| 830 - Drug Free Communities | 256.59 |
| Total | \$36,618.40 |

Barry George, MD entered the meeting.

1.5. Public Participation

Julie Miller introduced Dr. Ron Martinson to the Board. Dr. Martinson is our new Medical Director for the Knox County Health Department Public Health programs. He is employed by Knox Community Hospital and serves as the physician advisor to the Case Management department and serves as a liaison among hospital administration, the Case Management department and the medical staff regarding issues, resources, and quality improvement. He also works closely with the president of the medical staff on education, communication, and feedback to the medical staff.

2. Board Reports

2.1. Board President – The Board members agreed to meet the annual completion of two hours of continuing education through the Michigan Public Health Training Center website. The trainings will take place @ 6:00 p.m. before the BOH meeting @ 6:30 p.m. every other month, beginning April 2018.

At the recommendation of Chip McConville, PA, all Board members will be given a health department email address. All agency correspondence will now be through this email address.

3. Hearings/Readings/Regulations-None

4. Special Reports

4.1. Epidemiologist Report

Adam Masters reviewed the 2017 Communicable Disease Annual Report

SUMMARY OF 2017 EVENTS

The Knox County Health Department (KCHD) is dedicated to conducting disease surveillance and continues to evaluate investigation protocols to better serve county residents. In 2017, KCHD responded to 425 reportable diseases through the Ohio Disease Reporting System (ODRS).

Flu Surveillance Program

Towards the end of 2017, members of the KCHD Epidemiological Team started working on establishing a flu surveillance system with county providers. Data is intended to be collected on a weekly basis providing influenza numbers from providers to KCHD through a one page fax reporting form. The data will then be archived, used to give current situational awareness, and provide historical comparisons for future influenza seasons. Reporting started on January 1, 2018 and flu reports are being shared weekly. Currently, 16 providers are in the influenza reporting system.

Community Epi Response Team

In an effort to increase information sharing amongst county partners, KCHD developed and defined a community epi response team in 2017. A core epi team has already been established consisting of public health and hospital representatives. The community team identifies the following partners: public health, hospital, educators, physicians, nurses, first responders, nursing homes, veterinarians, and special needs groups. The first team meeting was held on August 14, 2017 and the group worked on defining roles and what information to share.

Radiological Surveillance Training

Two KCHD staff members attended a training on population monitoring at community reception centers for radiation on October 20, 2017. Due to Knox's location, it is unlikely that a radiological event will occur in county but Knox may need to accept people from northern counties having been exposed to radiation. During this training, staff were taught how to deal with large numbers of people exposed to radiation and how to continue to monitor their health status within shelter populations.

Full Scale Exercise

On November 9, 2017, KCHD conducted a full scale exercise opening a point of distribution (POD) at its primary location (Mount Vernon High School). The scenario was based on a student becoming infected with bacterial meningitis. Overall, the exercise was a success providing staff and volunteers with experience on how an actual POD operation will be executed.

Review of Top Reportable Diseases in Knox County

HEPATITIS C – CHRONIC: Increases in Hepatitis C cases continue in Knox County but have declined overall in Ohio. The major contributing factor for Hepatitis C infections are the use of injection drugs.

HEPATITIS B - CHRONIC: Hepatitis B – chronic decreased by 16.3 percent compared to the previous year. Hepatitis B can be spread when blood, semen, or other body fluid infected with the Hepatitis B virus enters the body of a person who is not infected.

CRYPTOSPORIDIOSIS: In 2017, Cryptosporidiosis decreased by 41.5 percent compared to 2016 but still ranked first in the central region (15 Counties). There were two separate incidents where more than one household member was ill with Crypto but did not get classified as an outbreak. Over 70 percent of the reported cases in 2017 had some sort of exposure to cattle/calves. Cattle, especially calves, are known to be one of the top sources of exposure for Crypto.

CAMPYLOBACTERIOSIS: Knox County had a 56.5 percent increase in Campylobacteriosis cases in 2017 compared to the previous year. Investigations suggest these were isolated and random cases since no outbreaks were identified. The top exposure from interviews amongst cases were raw beef/ground beef.

PERTUSSIS: Pertussis ranked 5th in 2017 for Knox County's top reportable diseases. Several reports were investigated with most being sporadic throughout different parts of Knox County. Five cases were reported within the same geographical area over two months but a connection with all five cases was unable to be made. Three of the cases were household

contacts and the other two did not have a confirmed exposure connection. Therefore, an outbreak was not established amongst these cases. Cases, outside of one household contact, ranged in age from 7 to 12 years of age.

CHLAMYDIA: Knox County had an increase in Chlamydia cases (6.9 percent increase from 2016) and ranked 9th out of 15 central region counties. 23.6 percent of cases reported in 2017 had prior Chlamydia infections.

GONORRHEA: Knox County ranked 8th in 2017 for Gonorrhea rate in the central region. In 2017, the Gonorrhea rate increased by 174 percent!

Discussion:

Board members asked what the health department could do to help with informing the public of proper precautions to take to help in the prevention of spreading disease. The leadership team agreed that educating the public is the number one goal in prevention. Educational pieces can be pushed out through various venues throughout the year.

4.2. Emergency Preparedness Report

Zach Green reviewed:

- **Public Health Emergency Preparedness (PHEP)**
 - Regional Exercise and Local Exercise AAR-IP Completed/Submitted
 - EPI Community Team with all local stakeholders occurred March 12th

- **Knox County EMA**
 - Mass Fatality Annex in progress (Regional Effort)
 - Evacuation Annex Completed

- **Health Care Coalition**
 - Stop The Bleed Trainings being conducted every Wednesday in February
 - Swat-t and Cat Tourniquets Purchased

4.3. Leadership Team

ENVIRONMENTAL HEALTH

On March 13, 2018, the annual Knox County District Advisory Council meeting was held at 7:00 pm at the Knox County Health Department. During the meeting, officers were elected, along with the re-appointment of Laura Haberman, RN, to the Knox County Board of Health for a full term ending March, 2023. Health Commissioner, Julie Miller presented the 2017 Knox County Health Department annual report. Environmental Health Director, Nate Overholt presented 2017 environmental health activities per jurisdiction and Knox County Community Health Center CEO, Lane Belangia provided information on all the different programs offered at the health center. Discussion was had on collaboration of the annual DAC meeting and a quarterly township association meeting for 2019.

On Wednesday, March 21, 2018 an administrative compliance meeting was held at the Knox County Health Department with the owner of Hunan Garden. This meeting was due to multiple repeat critical violations in the past inspections/re-inspections. Attending the meeting was the owner, Mr. Xiaojie Chen, Health Commissioner, Julie Miller, Environmental Health Director, Nate Overholt and Registered Sanitarian, Kelly Biggs. The Knox County Health Department will be providing training to the owner and staff at the facility on March 29, 2018 prior to the facility opening. Also, additional educational information will be provided in both Chinese and Spanish. The owner is signed up for a level 2 food safety course that will be provided in Chinese in June 2018 at Columbus Public Health. The owner is aware that failure to comply with the Ohio Uniform Food Safety Code may result in a suspension/ revocation of license. Additional updates will be provided to the Knox County Board of Health as needed.

Both the Association of Ohio Health Commissioners (AOHC) and the Ohio Environmental Health Association (OEHA) are continuing to monitor House Bill 65 (food program survey process). A new food program inspection form, along with food program survey scoring concepts were provided by the Ohio Department of Health and the Ohio Department of Agriculture for review. There will be additional meetings between all parties involved and trainings by ODH and ODA for local health departments.

PLANNING EDUCATION & PROMOTION

Pam informed the Board:

- **National Public Health Week is April 2-5 – “This Is Public Health” stickers are placed through-out the county on water fountains, food establishments, etc.. to make residents aware of all the areas public health touches.**

Nearly 400 surveys have been completed for the Community Health Assessment – 359 was the targeted number to provide a good representation of local residents. The surveys are currently being analyzed at the University of Toledo and the first draft of the assessment is expected by April 11.

Participation in the tobacco cessation program continues to do well with 20 more enrollees in February, bringing the total for the first two months of the year to 54. Total participation for last year (12 months) was 119. In addition to the weekly classes at the Health Department and the hospital, Mike Whitaker is also conducting a worksite session at Shafer Driveline in Fredericktown.

We unveiled a new website for the Health Department at the end of February. Security issues with the software in the older site necessitated development of the new site. The new website presents a totally new look offering more visuals on the opening page. Added information includes photos of the Board of Health (BOH) members and the agendas and minutes for BOH meetings.

The Mature Driving Course scheduled at the end of February was cancelled due to low registration. The session has been rescheduled for June.

Our youth-oriented programming during February included: a hygiene presentation at an elementary school; a puppet show on handwashing at Faith Lutheran Preschool; two classes on the dangers of tobacco at Fredericktown High School; and participation in Career Day at Mount Vernon High School. The Knox Substance Abuse Action Team (KSAAT) under the direction of Ashley Phillips, coordinated two schooling showings of Audrie & Daisy, a film about bullying.

COMMUNITY HEALTH CENTER

Medical and Dental Health Services

Lane reported: The conference he attended in Charleston, S.C. was very informative.

This month's co-applicant board meeting will see a lot of activity, mainly due to the required policy and procedure developments related to the action plan from our technical assistant site visit and to prepare for our upcoming on-site visit scheduled in April (3rd to 5th).

You will receive a new co-applicant board member application form with this month's packet, please fill out and provide any information required. You will sign all the required documents at the board meeting, many of the original members signed conflict statements last year but, with the policy and by-laws and compliance changes we need to get all members compliant. Thank you for the cooperation!

Revenue for the month of February 2018, project income totaled \$110,677.85 with expenses totaling \$93,116.78. Grant funds (pulling monies from the federal grant), totaled \$5,643.61 with revenue totaling \$105,034.24.

Melissa Valentine LPC has started and is currently performing employee orientation and learning as much as she can about public health and FQHC. She will be taking the test to become certified in April making her an Independent provider (LPCC). Once enrolled and credentialed she will begin seeing patients.

On March the 6th our new dental chair was installed replacing our malfunctioning dental hygienist chair. This month ongoing renovation is proceeding for remodeling of a new medical treatment room and a 4th dental operator. These projects will maximize all available space within the current clinics.

Most of our staff attended the annual primary care association conference in Columbus this past March 5th to 7th. Many of the staff commented about new ideas and how they appreciated the opportunity to be exposed to other center approaches to operations and clinical workflow.

Co-Applicant Board Approvals as of this date:

- Final revision to the form 5A indicating how the center will pay for pharmaceutical supplies where the center will actually pay for these supplies. Currently we have all services in Column III indicating only a referral agreement is in place where the health center does not pay for these services, the contract is also coming to the board for approval as the name has changed from the health department to the health center.
- Approval for our strategic plan
- Approval of job descriptions for key personnel in the center
- Approval of finalized by-laws
- Board approval for Billing and Collections policy
- Board approval for QI/QA plan
- Approval of contract with Centerprise Inc. for Wrap-Around Medicaid Payments pending PA approval of contract.
- Approval Conflict of interest Policy
- Approval or MOU for Dental provider peer review with Dr. Tom Gilbert
- Board approval for Afterhours policy
- Board approval for Patient Satisfaction Policy

There will be other miscellaneous board approvals to be added to this agenda.

Our on-site visit is rapidly approaching (April 3rd to 5th), I am submitting pre-visit documents the week of March 19th. I am predicting a very thorough review of policy by the OSV team, most first OSVs result in action plans. While this will result in further action plan grant conditions it is industry norm for the first visit. As a new start up we lack basic administrative staff and support and are growing clinically and procedurally, as a remedy we are utilizing support to fill any gaps through our two NACHC consultants. After the OSV we will know exactly where to focus our effort to complete and finalize policy allowing more focus on clinical growth and service growth.

WIC

In celebration of National Nutrition Month, Knox County WIC hosted Mondays in March, nutrition education and food demo, presented by Tanner Cooper-Risser (Snap-Ed Program Assistant with OSU Extension Office). One Call Now text reminders were utilized, along with live Facebook posts. Also, Deb Creager attended Storytime at the local library. She read a "Five A Day" story and provided nutritious snacks for the preschoolers.

Beginning in 2018, our stats include the number of prenatal participants that have a nutritional risk code for pregnant at a young age (less than or equal to 17 years of age, February 2018 – 3). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, February 2018 – 40 or 12.5% of our infants currently on the program).

PUBLIC HEALTH OUTREACH

Lorraine reported:

- **Looking into offering travel vaccine**
 - **Revisiting the Naloxone training in the community**
 - **Back to school immunizations will start soon**
-
- We Made our second visit to the County and City Probation sites on 2/27/2018 (City- 4 individuals were seen- 3 had medical concerns and 1 for Dental and they were referred to the FQHC. And one individual received information and would call for an appointment. For the County- 3 individual seen, 1 referred to the FQHC (medical), 1 received information for the dental department and 1 for the medical department.
 - Reaching out to the school nurses to provide back to school vaccines and to restart our Nurse meetings for educational purposes and concerns has been very receptive.
 - Kenyon site for STD testing was 2/26/2018- 42 tests done for Chlamydia and Gonorrhea, results negative, 4 HIV per (Oraquick) tests were done, results negative. We have one more site visit for the school year in April.
 - Our new site for Outreach will be on 3/1/2018 at the Apostolic Church off of New Delaware Road Mount Vernon, Ohio. We were informed that anywhere from 200 to 300 people attend the food pantry that day.
 - Hospital Flu cases has declined significantly, January was 29 cases and February was 5. Last year (2017) it was 9 hospital Flu cases in January and in February it was 17 cases.
 - Immunizations: We recently had a lunch and learn for the medical staff on 2/1/2018. GSK rep was here to present the new “Shingrix Vaccine” this is a 2 shot vaccine and will be more effective in the long run and provides more control over the painful experience that people endure. We are waiting to hear back from GSK as to when the Insurance will begin covering this vaccine before we order and offer to the patients. We have had several request per phone for this vaccine.
 - BCMH (Bureau for Children with Medical Handicaps) : Caseload is steady at 194. Biggest downward trend over the last several years was HMG (Help Me Grow) no longer requiring a Public Health Nurse assessment for Part C children after the program was moved from ODH to Education. HMG caseload is currently 5, down from average of 25 previously, I did consult with Krista Crall and HMG is getting less referrals since Cleveland has been managing the referrals.
 - NewBorn Home visiting: had 8 newborn referrals, 6 newborn visits, 21 referral letters were sent out, 5 cribs were delivered and 0 falls visits made.
 - On a high note recent activity noted from the Amish Community- 2 newborn home visits made and 2 patients seen for Flu vaccine and HPV9. This is not common.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

February 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$1,358,928.65 -- 24% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$743,285.15 -- 13% of appropriations spent

- ❖ January 1, 2018 Cash Balance: \$1,638,027
- ❖ January 1, 2017 Cash Balance: \$1,129,725
- ❖ January 1, 2016 Cash Balance: \$920,529

- February 28, 2018 Cash Balance: \$2,253,670– up \$615,643 since January 1, 2018 (↑27%)
- February 28, 2017 Cash Balance: \$1,646,408
- February 28, 2016 Cash Balance: \$1,344,039

General Fund

- Revenue received year-to-date -- \$578,691 (37% of estimated revenue)
- Expenditures year-to-date -- \$285,772 (16% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- February 28, 2018 Cash Balance: \$1,068,854 – up \$292,919 since January 1, 2018 (↑27%)
- February 28, 2017 Cash Balance: \$841,997
- February 28, 2016 Cash Balance: \$773,815

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$94,617 (30% of estimated revenue)
- Expenditures year-to-date -- \$53,616 (16% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- February 28, 2018 Cash Balance: \$ 100,516 – up \$41,001 since January 1, 2018 (↑40%)
- February 28, 2017 Cash Balance: \$95,095
- February 28, 2016 Cash Balance: \$99,080

Special Revenue Funds

- Revenue received year-to-date -- \$292,126 (26% of estimated revenue)
- Expenditures year-to-date -- \$99,077 (9% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- February 28, 2018 Cash Balance: \$757,272– up \$193,049 since January 1, 2018 (↑25%)
- February 28, 2017 Cash Balance: \$562,856
- February 28, 2016 Cash Balance: \$349,030

Grant Funds

- Revenue received year-to-date -- \$393,495 (16% of estimated revenue)
- Expenditures year-to-date -- \$304,820 (12% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- February 28, 2018 Cash Balance: \$321,029– up \$88,675 since January 1, 2018 (↑28 %)
- February 28, 2017 Cash Balance: \$146,460
- February 28, 2016 Cash Balance: \$122,114

Notes to 2018 Budget Summary

❖ **General Fund**

- Our General Fund revenue is up this month due receiving the first half of Health Levy Monies \$494,635.23 and subsidies \$19,010.83.

❖ **Environmental Health Restricted Funds**

- Food Service fund revenue from licenses was \$61,763.

❖ **Special Revenue Funds**

- In February, Home Health revenue was \$33,103.13 for outstanding insurance payments.

❖ **Grant Funds**

- Community Health Center received \$104,959.24 in February in project income and expenses were 93,116.78.

HUMAN RESOURCES

This month you will be asked to approve the hire of Tonja Nutter, administrative assistant in the Administrative & Operations division. Tonja started March 12 and she will serve as the agency receptionist and the deputy registrar for Vital Statistics. Tonja will be filling the administrative role that was Jane Addair's. After 17 ½ years with the agency Jane has decided to retire as of April 27. A retirement reception will be held in the health department conference room April 27 from 3:30pm – 5:00pm. Please feel free to stop by to share in the celebration.

Second interviews for the IT position will be completed soon. Zach Green, Lane Belangia, and I will be the interviewers from the health department and we have asked Curtis Adams, Director of Information Systems at KCH to assist.

The Workforce Development Committee is currently working on two projects, 1) revising the employee evaluation tool and 2) core competencies. Core Competencies are a consensus set of foundational skills for the broad practice of public health, as defined by the Public Health Foundational Capabilities. The Workforce Development Committee Sub-Committee (Nate Overholt, Kelly Biggs, and Joyce Frazee) choose the Core Competencies for Public Health Professionals adopted by the Council on Linkages tier 1, tier 2, and tier 3 assessment tool. The majority of the staff will be completing the tier 1 Public Health Professionals competency assessment. Competency assessments will start in April with the registered sanitarians. By assessing the staffs level of knowledge or skill for each competency statement described, we will be able to prioritize and focus trainings where there are gaps.

4.4. Health Commissioner

- ✓ Work on the Accreditation Action Plan continues. I must wait on the completion of the CHA & CHIP prior to submitting.
- ✓ Zach Green and I have continued to assess all options for facility space. We recently talked to the Board of DD and Knox Co. Job & Family services. So far, nothing has resulted in what I would consider a reasonable alternative to our current facility plan.
- ✓ Lots of legislation currently being considered that may affect local public health or services we provide – in BOLD is my vote at AOHC
 - HB 65 Food program surveys – use of new food inspection forms & new survey process - **Neutral**

- HB 111 Advanced Practice Nurses – authority to commit to mental health services - **Support**
 - HB 193 No discrimination against employees who do not receive the flu vaccine - **Opposed**
 - HB 263 Dogs on the patio passed the house with best practices
 - HB 302 Rights of pregnant minors – allows minor to okay prenatal care - **Support**
 - HB 444 Making seasonal food license fee ½ regular fee - **Opposed**
 - SB106 Prohibits smoking in vehicle with minor child **Support**
 - SB 228 Increase solid waste transfer & Disposal fees – **Support with changes**
 - HB484 Allow health districts to have their own credit cards and authorizes name changes for health districts - **Support**
- ✓ Over the next few months we will bringing you potential issues for Board discussion and decision making. It may be that the Board will choose to support an item of legislation, write a policy on an issue/program or draft a white paper with the Board’s opinion on a public health topic. If there is a topic of concern or interest that you feel should or could come before the Board please let me know.
 - ✓ The Leadership Team has been reviewing the Board’s actions at the monthly meetings in 2017. Several themes have been identified and the team is working on strategies to improve, enhance or add to the Board meetings. A process for review of Board meetings is being developed and will be explained in the next month or two.
 - ✓ The Board’s finance committee will be meeting to review the permanent 2018 budget and the temporary appropriations for 2019. Stacey has worked diligently to get the budgets in order. I encourage you to ask the opinions of the Finance Committee members (Ron, Laura, Dr. George) at the Board meeting where you will be voting to approve those two budgets.
 - ✓ You will see on your agenda that I am asking for approval to name Lorraine Bratton, RN, the Dir. of Public Health Outreach & Dir. Of Nursing for the agency. Lorraine has been serving in an interim role for these positions and submitted a letter of intent to make the position full-time. I asked Lorraine to submit this letter because she is not baccalaureate prepared, which is the educational level we seek for leadership team roles. After receiving her letter and discussing the position at length with her, I feel confident that Lorraine will do a good job for our agency and in growing the PHO division.
 - ✓ Lorraine will be bringing to the Board in April 2018 a proposal to begin a travel vaccine program to the agency.
 - ✓ I continue to look for grants and other sources of revenue for our agency. I have asked that all division directors look at the opportunities as well. We need to use the fee we have for educational programs when we are asked to speak to community groups that with which we do not have a formal agreement.

5. Old Business-None

6. New Business

6.1. Finance

6.1.1. Income and Expense

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

| KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT February 28, 2018 | | | | | | | |
|--|-------------------------|---------------------|-------------------------|---------------------|-------------------------|------------------------------|--|
| FUND NAME | JAN. 1, 2018 BALANCE | February REVENUE | YEAR-TO-DATE REVENUE | February EXPEND. | YEAR-TO-DATE EXPEND. | February 28, 2018 BALANCE | |
| District Health Fund | | | | | | | |
| 801 - District Health Fund* | 775,934.75 | 530,370.36 | 578,691.16 | 129,036.82 | 285,772.08 | 1,068,853.83 | |
| Environmental Health Restricted Funds | | | | | | | |
| 803 - Swimming Pool Fund | 6,561.73 | 19.55 | 19.55 | 139.05 | 838.15 | 5,745.13 | |
| 806 - Food Service Fund | 9,002.11 | 62,019.16 | 73,852.16 | 12,610.33 | 24,982.20 | 57,872.07 | |
| 807 - Private Water Fund | 10,394.30 | 2,301.34 | 6,115.27 | 5,894.51 | 12,108.69 | 4,400.88 | |
| 809 - Sewage Program Fund | 35,981.20 | 4,860.40 | 14,619.40 | 6,965.70 | 15,044.92 | 35,555.68 | |
| 810 - RV Park/Camp Fund | 3,575.72 | 10.82 | 10.82 | 191.38 | 643.98 | 2,942.56 | |
| Subtotal | 65,515.06 | 89,211.27 | 94,617.20 | 25,800.97 | 53,615.94 | 108,516.32 | |
| Special Revenue Funds | | | | | | | |
| 803 - Home Health Fund | 553,233.00 | 33,103.13 | 281,511.27 | 34,752.43 | 92,001.83 | 742,742.44 | |
| 804 - Medical Clinic Fund | 979.62 | 0.00 | 0.00 | 0.00 | 979.62 | 0.00 | |
| 819 - Solid Waste Fund | 10,010.70 | 79.16 | 10,814.52 | 2,787.69 | 6,095.94 | 14,529.28 | |
| Subtotal | 564,223.32 | 33,182.29 | 292,325.79 | 37,540.12 | 99,077.39 | 757,271.72 | |
| Grant Funds | | | | | | | |
| 808 - WIC Grant Fund FY Oct. 1 - Sept. 31 | 27,440.38 | 21,608.45 | 41,131.48 | 19,631.30 | 42,006.90 | 26,564.96 | |
| 811 - Creating Healthy Com Grant FY JAN. 1 - DEC. 31 | 16,582.47 | 10,862.20 | 18,876.49 | 6,715.87 | 19,306.64 | 16,152.32 | |
| 812 - PHEP Grant Fund FY July 1 - June 30 | 23,820.99 | 22,010.70 | 22,796.15 | 4,603.82 | 10,852.44 | 35,764.70 | |
| 813 - MCH/MCO Grant Fund FY Oct. 1 - Sept. 30 | 17,467.42 | 7,114.19 | 10,905.03 | 1,795.49 | 3,170.56 | 25,201.89 | |
| 814 - Community Health Center Grant FY April 1 - Mar 31 | 141,042.53 | 110,677.85 | 284,975.84 | 93,116.78 | 214,118.77 | 211,901.40 | |
| 830 - Drug Free Communities FY Oct. 1 - Sept. 30 | 6,000.00 | 7,188.93 | 14,609.71 | 7,202.41 | 15,366.43 | 5,443.28 | |
| Subtotal | 232,353.79 | 179,262.32 | 393,494.50 | 133,065.67 | 304,819.74 | 321,028.55 | |
| TOTAL ALL FUNDS | 1,638,026.92 | 812,026.24 | 1,358,928.65 | 325,445.56 | 743,285.13 | 2,253,670.42 | |

*Includes Health Levy, Political Subsidies, Vital Statistics, BCMH, Safe Communities Grant, Radon Grant, CCI Grant, United Way Grant and Mosquito Control Program.

6.1.2. Transfers/Cash Advances – Resolution #2018-03

Jeff Harmer made a motion to approve Resolution #2018-03. Laura Haberman seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Ron Moder, Laura Haberman, Lee Rhoades, Jeff Harmer, Barry George; in the negative; none. The motion was approved.

RESOLUTION #2018-03 Community Health Center Grant

1. Transfer \$25,000.00 from 814.1510.50101 to 814.1510.50302

6.1.3. Approval of 2018 Permanent Appropriations.

Lee Rhoades made a motion to approve the 2018 Permanent Appropriations. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.1.4. Approval of 2019 Budget.

Laura Haberman made a motion to approve the 2019 Budget. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.2. Personnel

6.2.1. Approval to hire Tonja Nutter, Administrative Assistant, effective March 12, 2018.

Jeff Harmer made a motion to hire Tonja Nutter, Administrative Assistant, effective March 12, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to name Lorraine Bratton, Public Health Outreach director/agency Director of Nursing, effective April 9, 2018.

Jeff Harmer made a motion to name Lorraine Bratton, Public Health Outreach director/agency Director of Nursing, effective April 9, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.2.3. Approval to hire Nanette Snyder, Public Health Nurse in the Community Health Center, effective May 7, 2018.

Jeff Harmer made a motion to hire Nanette Snyder, Public Health Nurse in the Community Health Center, effective May 7, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

6.2.4. Approval to hire Brett Berger, Information Technologist, effective April 9, 2018.

Jeff Harmer made a motion to hire Brett Berger, Information Technologist, effective April 9, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.2.5. Accept the resignation of Jane Addair, effective April 27, 2018.

Jeff Harmer made a motion to accept the resignation of Jane Addair, effective April 27, 2018. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.2.6. Approval to develop a paid student intern position for the agency.

Barry George made a motion to develop a paid student intern position for the agency. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.2.7. Approval to hire student intern, Elisa Beckett, effective May 7, 2018.

Jeff Harmer made a motion to hire student intern, Elisa Beckett, effective May 7, 2018. Barry George seconded the motion; in the negative: none. The motion was approved.

6.2.8. Approval to name Katie Hunter Vital Statistics Registrar.

Jeff Harmer made a motion to name Katie Hunter Vital Statistics Registrar. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.2.9. Approval to name Tonja Nutter Vital Statistics Deputy Registrar.

Jeff Harmer made a motion to name Tonja Nutter Vital Statistics Deputy Registrar. Barry George seconded the motion; in the negative: none. The motion was approved.

6.3.7. Approval of the 340B professional services agreement, program management and claims processing with RPh Innovations, effective March 22, 2018 – ongoing.

Jeff Harmer made a motion to approve the 340B professional services agreement, program management and claims processing with RPh Innovations, effective March 22, 2018 – ongoing. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

Discussion: Eric Siekkinen asked what the cost would be to fill prescriptions? Lane shared it is the percentage of cost of the medicine. For expensive medicines there will be an additional percentage deducted to the fill charge. Dr. Ron Martinson supported the 340B program and the Center clients will benefit from our participation. Eric also agreed with Dr. Martinson.

6.3.8. Approval of MOA with the Hospital Council of Northwest Ohio for the facilitation, planning and completion of the Community Health Improvement Plan, at a cost of \$12,000, cost covered by funding from ODH. Per prosecutors approval of MOA.

Jeff Harmer made a motion to approve the MOA with the Hospital Council of Northwest Ohio for the facilitation, planning and completion of the Community Health Improvement Plan, at a cost of \$12,000, cost covered by funding from ODH. Per prosecutors approval of MOA. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.4. Board Approvals

6.4.1. Approval of out-of-state travel for Debbie Eiden to attend the NCQA Patient Centered Medical Home training in Chicago, IL, April 9-11, 2018, at a cost of \$1,500, to be paid with CHC grant funds.

Jeff Harmer made a motion to approve out-of-state travel for Debbie Eiden to attend the NCQA Patient Centered Medical Home training in Chicago, IL, April 9-11, 2018, at a cost of \$1,500, to be paid with CHC grant funds. Laura Haberman seconded the motion; in the negative; none. The motion was approved.

6.4.2. Approval of Knox County Health Department Organizational Chart.

Barry George made a motion to approve the Knox County Health Department Organizational Chart, Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.5. Board Information (Non-action items)

Health Commissioner has signed the following:

6.5.1. Provider group agreement between Ohio Health Choice and Knox County Community Health Center.

6.5.2. Amended Anna-marie Magers, Dental Hygienist, contract to provide oral health education to preschoolers and kindergarten students in Knox County, \$31/hour, paid for through United Way funding, effective March 14, 2018 to December 31, 2018.

6.5.3. Addendum for Genua Consulting, LLC services for the purpose of providing policy development support.

6.3. Contracts

6.3.1. Approval of contract with Kokosing Creative, to create KSAAT's internal marketing plan, effective March 28, 2018 to September 30, 2018, at a cost of \$2,447, paid with Drug Free Community (DFC) grant funds.

Jeff Harmer made a motion to approve the contract with Kokosing Creative, to create KSAAT's internal marketing plan, effective March 28, 2018 to September 30, 2018, at a cost of \$2,447, paid with Drug Free Community (DFC) grant funds. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approval of Public Health Experience Agreement between Baldwin Wallace and Knox County Health Department, for student enrolled in undergraduate and graduate public health programs, effective April 1, 2018 to April 16, 2020.

Jeff Harmer made a motion to approve the Public Health Experience Agreement between Baldwin Wallace and Knox County Health Department, for student enrolled in undergraduate and graduate public health programs, effective April 1, 2018 to April 16, 2020. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approval of MOA with Thomas Glibert, DDS for dental peer review services, effective March 15, 2018.

Jeff Harmer made a motion to approve the MOA with Thomas Glibert, DDS for dental peer review services, effective March 15, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.4. Approval of contract with LabCorp, Inc. for laboratory services in the Community Health Center.

Lee Rhoades made a motion to approve the contract with LabCorp, Inc. for laboratory services in the Community Health Center. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.3.5. Approval of contract with Centerprise, Inc. for billing consultation, pending prosecuting attorney approval.

Jeff Harmer made a motion to approve the contract with Centerprise, Inc. for billing consultation, pending prosecuting attorney approval. Barry George seconded the motion; in the negative: none. The motion was approved.

6.3.6. Approval of the contract pharmacy agreement with Conway's Eastside Pharmacy, for pharmacy services to eligible Community Health Center patients, according to section 340B of the Public Health Service Act, effective March 23, 2018 – ongoing.

Laura Haberman made a motion to approve the contract pharmacy agreement with Conway's Eastside Pharmacy, for pharmacy services to eligible Community Health Center patients, according to section 340B of the Public Health Service Act, effective March 23, 2018 - ongoing. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

- 6.5.4. Addendum for Infidium Health Care Solutions for the purpose of providing policy development support.
- 6.5.5. Renewed contract with KCH for Medical Director for the Community Health Center, \$85/hour, approximately eight hours/week, effective March 1, 2018 – February 28, 2019.

Discussion:

Julie informed the Board Of Health at the March 2018 DAC meeting, Laura Haberman was re-appointed as a BOH member for a five year term.

Board members received the following handouts:

Home Health Statistical Report
EPI Report
Organizational Chart
Gmail Account login information
KCHD 2017 Annual Report

Reminder:

At the April board meeting you will need to elect officers, decide on meeting dates/times, confirm board meeting and travel compensation and sign-up for board committees.

7. Adjournment

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

The Board meeting adjourned at 7:37 p.m.



**Eric Siekkinen, RPh,
Board President**



**Julie Miller, RN, MSN
Health Commissioner**

