

October 24, 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, Health Commissioner
Ronald Moder, Pro-Tem	Lane Belangia, CHC CEO
Dr. Amanda Rogers, DVM	Lorraine Bratton, DON, PHO Director
Barb Brenneman	Joyce Frazee, HR Supervisor
Lee Rhoades	Stacey Robinson, Fiscal Supervisor
Kelly Bailey	Cyndie Miller, RD, WIC Director
Jeff Harmer	Nan Snyder, Interim Clinical Supervisor
	Philanna Parnell, Dental Assistant
	Steph Fields, CMA
ABSENT	Tami Ruhl, Program Coordinator
Laura Haberman, RN	Ashley Phillips, Program Coordinator
Barry George, MD	Mike Whitaker, Program Coordinator
Pam Palm, Planning, Education & Promotion Director	Carmen Barbuto, QI Coordinator
Nate Overholt, EH Director	Kyle Shackle, SIT
Zach Green, Operations Supervisor	
	GUESTS
	Rachel Contri, Kenyon College Student Intern
	Larry Di Giovanni, Mount Vernon News

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for, September 26, 2018 of Health meeting.

The minutes of the regular meeting held, September 26, 2018 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

1.4. Approval of Bills

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

FUND	AMOUNT
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October 2018

801 - General Fund	41,497.67
803 - Home Health Fund	5,361.54
806 - Food Service Fund	522.36
807 - Private Water Fund	1,969.49
808 - WIC Grant	1,844.90

809 - Sewage Program Fund	1,408.95
810 - RV Park/Camp Fund	32.44
811 - Creating Healthy Communities Grant	6,190.76
812 - Public Hlth Emergency Preparedness Grant	323.99
813 - MCH/CFHS Grant	4,745.37
814 - Community Health Center Grant	54,576.40
830 - Drug Free Communities	11,806.05
Total	\$130,279.92

THEN & NOW

801 - General Fund	2,525.49
803 - Home Health Fund	378.42
807 - Private Water Fund	465.21
814 - Community Health Center Grant	771.29
Total	\$4,140.41

1.5. Public Participation

Nan Snyder introduced Philanna Parnell and Steph Fields, Certified Medical Assistant in the Community Health Center. Steph worked at the Walk-In clinic before starting with the agency. Steph helps Jenny McClain, DNP with the Vivitrol program. Philanna Parnell was hired to fill the Dental Assistant position in the Community Health Center. Philanna had four years' experience working for Fredericktown dental before joining our agency.

Tami Ruhl introduced Rachel Contri, student intern from Kenyon College – She is working with Tami and helping with the research for the Tobacco 21 policy.

2. Board Reports – none

3. Hearings/Readings/Regulations

3.1. Approve application for a sewage treatment system variance was submitted for the property of 13361 Wooster Road, Mount Vernon, OH 43050, Monroe Twp. Parcel # 49-01126.000.

Jeff Harmer made a motion to approve application for a sewage treatment system variance was submitted for the property of 13361 Wooster Road, Mount Vernon, OH 43050, Monroe Twp. Parcel # 49-01126.000. Ron Moder seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Ron Moder, Barb Brenneman, Lee Rhoades, Kelly Bailey, and Jeff Harmer: in the negative; none. The motion was approved.

4. Special Reports

4.1. Third Quarter Statistics Report –

At 6:42 pm Amanda Rogers entered the meeting.

Carmen Barbuto provided an overview of the Quarter Three statistics report, highlighting the important pieces of information. The previous meeting where Carmen presented statistics, the question regarding "Smoking Attributed" death was asked by Dr. George. Carmen informed the board that until we had a more accurate description, that category was removed from reporting resulting in Top 4, not Top 5 causes of death. Julie also noted that "Alzheimer's" is not a medical cause of death and that category should be looked at as well. Julie stated that this shows that we have more education to do. Carmen noted that EH numbers for inspections and temporary permits were high for Q3 due to summer time and the large number of festivals/fairs that happen in the county. Carmen discussed the WIC program the inconsistency in participation in Nutrition Education, she stated she hopes to see those numbers increase by Q4 or next Q1 with the additional SNAP Ed partnership through OSU Extension. She also noted that WIC has been excellent at referring clients to services including the CHC, most of them children. In Communicable Disease Carmen noted that Chlamydia, Gonorrhea, and Hep C has surpassed their historic averages. Julie suggested Lorraine and Carmen look into drug history with the Hep C cases. Also noted the Pertussis case in September and let the board know they will see the additional confirmed Pertussis in Q4 as well as to expect to see Influenza on the Q4 report. Lastly gave an update on the traffic fatalities in Knox County, stating we are double our number from last year. Facts behind the fatal crashes included: only 2/12 were wearing seat belts, 54% were intoxicated, and the majority were mature drivers ages 55+

Julie asked: do we track drug users in the sexually transmitted disease?

Lorraine: No

Ron asked: Age of infant?

Cyndie: Up to age 5

4.2. Tobacco 21 Presentation

Tami Ruhl, Mike Whitaker, & Ashley Phillips, Program Coordinators in the Planning, Education & Promotion division, presented information to the Board on the Tobacco 21 policy. Community Health Assessment supports the Tobacco 21 policy. This policy would raise the minimum age of purchasing tobacco products to 21 and older from 18. Six (6) states and 350 communities have already raised the age to 21. When the alcohol purchase age was raised the consumption of alcohol use and dependence in youth decreased.

Over 27% of the nation's population is covered by Tobacco 21 (T21) policy. T21 has decreased youth tobacco use in locations that have adopted the policy. This policy includes not selling restricted products to persons under the age of 21.

We are currently in the process of gathering input from our community by offering surveys. 94% of the agency staff supports T21. This summer during the Knox County Fair the public was asked survey questions regarding T21 policy.

A Resolution will be brought to the Board for approval at the November meeting.

Jeff asked: Purpose of resolution?

Tami – Having the support of the Board would help encourage the Cities and Villages adopt this policy.

Julie – Peer counties have looked at adopting this policy in their community too.

Jeff – How would this affect the EH division regarding enforcement?

Julie – State responsible for enforcing the ban of smoking in public restaurants: but may look to public health (our agency) to enforce T21.

Barb – Is there data on this subject?

Ashley – will look into getting State and local data.

4.3. Leadership Team

ENVIRONMENTAL HEALTH

An application for a sewage treatment system variance was submitted for the property of 13361 Wooster Road, Mount Vernon, OH 43050, Monroe Twp. Parcel # 49-01126.000. Currently, the property houses two businesses on site; an insurance agency and a beauty salon. At this time, the sewage treatment system is failing due to effluent from both businesses, mainly the beauty salon, being discharged to the surface of the ground. Excess effluent (mainly grey water from the salon) has flooded the system and is coming to the surface in the side yard of the parcel. The beauty salon is currently working with the Ohio Environmental Protection Agency (OEPA), Surface Water Division for approval to install a holding tank that will collect all the grey water effluent for dispersal at an approved sanitary sewerage system. Per the OEPA, grey water that contains tints, coloring, peroxide, toners, lighteners, relaxers, polish removers, and other chemicals are now required to utilize a holding tank and cannot be distributed into a sewage treatment system. In order to remediate the nuisance, along with the holding tank for the beauty salon, additional leaching will need to be installed for treatment of two restroom facilities for the property. The parcel is 0.646 acres with very limited undisturbed space. The new sewage treatment leaching lines are not able to meet the isolation distances from the adjacent property line. Therefore, a variance from the board of health is required.

As discussed in previous meetings, a new food inspection form was put into effect on September 1, 2018 per the Ohio Department of Agriculture and the Ohio Department of Health to utilize in all food service operation and retail food establishment inspections. Due to the new form, an additional 45 minutes to an hour has been added to our inspection times. The additional time is due to learning the new form and researching how to fill out the form properly with a 41 page document provided by ODA/ODH on how to complete the form. Also, additional time is being utilized by staff to explain the new form to every facility that we inspect. I have discussed this issue with other environmental health directors across the central region, and they are also seeing additional time for food inspections due to the same concerns. The goal is by the new licensing period of March 1, 2018, the inspection time will get back to “normal” as we become accustomed to the new form and the facilities become familiar with the new form as well.

PLANNING EDUCATION & PROMOTION

A cycling forum sponsored by the Health Department and the county park district on Sept. 26 was a big success with approximately 45 in attendance. As a follow up to the Commuter Bike Leader training that Tom Bilcze attended in August, on “How We Roll” ride was conducted with four local cyclists and 15 additional riders have indicated interest in participating in second coordinated ride. We are hoping the weather will cooperate long enough to host at least one ride before the end of the year.

Following their presentation on a nationally broadcast webinar for SAMSHA in September, KSAAT has received many requests for its 50-page community resource book. The group has distributed 7,000 copies of the book, and is currently in the process of updating the book and having it reprinted.

In other KSAAT news, program coordinator Ashley Phillips collaborated with the Freedom Center to host an interactive presentation with Centerburg high school health classes on substance use/abuse and its effects. KSAAT also hosted a medical marijuana 101 presentation for its members as well as an alcohol server knowledge presentation as part of the current ServSafe class offered by the Environmental Health staff.

During September, the Health Department and Health Center participated in the annual Senior Resource Day; Alayna Anderson presented our last taste testing of the season at the Mount Vernon Farmers' Market, a vegetable stir-fry. After successfully presenting a series of Healthy Living classes for staff and individuals at the Knox County Board of Developmental Disabilities, Alayna Anderson was asked to present a session at the state Synergy Conference held at the Kalahari Convention Center. Elisa Beckett assisted in the presentation. Elisa will be taking over presentation of the class series the Board of DD.

As part of our corporate sponsorship with Mount Vernon High School athletics, the Health Department and Health Center were sponsors of the Sept. 28 game. During the game, small foam footballs with the Health Center logo and hand sanitizer with the Health Department logo were distributed. In other, promotional efforts, the flu shot clinic schedule was advertised in The Shopper and Mount Vernon News, a billboard promoting the Health Center staff was posted on South Main St., near the viaduct; the falls prevention program (FACES) and the cessation program were advertised in the senior lifestyle tab in the Mount Vernon News.

COMMUNITY HEALTH CENTER

SAC grant application submitted – continued FQHC grant-three years

Medical and Dental Health Services

Centerprise billing and consulting continue to enhance our billing practices allowing for claims to be processed timely and correctly the first time they are submitted. They are also working on finalizing our credentialing and enrollments for all of the center providers. The first projected full month of billing is proposed to be completed by next month, (October). This will allow reporting to be reviewed with Centerprise in November. Shelby Bixler has moved into a billing liaison role for the center focusing on real time claim correction between our providers and the billing company.

The center has begun providing Vivitrol treatment the first week of October. To date we have had 5 patients with referrals and requests increasing for this service.

We received the Substance Use Disorder, (SUD) funding days before our last meeting totaling \$285,000.00 as I was able to report at our last board meeting. We have also accepted the transfer of the RV donated by JFS for outreach, screenings and some minor treatments which will be related to some of this SUD funding. The grant is divided into one time funding \$175,000.00 to be used within one year of receipt of the notice of award and \$110,000.00 of ongoing funding to be used for expenses related to employees treating/counseling patients of the center to quality services regarding substance abuse disorders.

Myself, Debbie Eiden, Stacey Robinson and Joyce Frazee attended the fall conference for the Ohio Association of Community Health Centers this past month in Columbus, Ohio. Debbie and I along with our fiscal team also attended a national conference presented by our electronic medical record vendor (eClinical Works) in Nashville. Both trainings/conferences provided information on new rules and enhancements along with valuable networking opportunities for all in attendance. There was a large number of FQHCs attending the EMR conference due to this software being utilized by many centers nationwide which also allowed for further learning and networking as it relates to FQHC operations regarding this software platform.

The Danville building has changed ownership. I will be presenting a financial analysis of this site and also the conditions and terms of a lease to be signed allowing the Health Center to begin to provide services the first part of next year. I have met with several community members in Danville informing them of the possibility of bringing a medical clinic back to their area. This proposal has been received with great support and excitement from the community. With the service of a fully functioning pharmacy next door the additional site would bring valuable service back to this area of Knox County. I have also asked KCH to allow the Health Center to

use the medical equipment that remains in the clinic for a period of one year to help offset startup costs, with the ability to purchase or lease at a later time. These items are chairs, treatment tables and miscellaneous furniture. KCH is currently in the process of determining what the remaining equipment value.

Ann Tope will be in attendance this board meeting and we will be asking for approval of the Co-Applicant Board for her to become our newest consumer/patient member. Total board members will then be 11 with 6 in the 51% majority for being patients of the Health Center.

Lowell Raison and I along with Stacey Robinson, Katie Hunter and Debbie Eiden have submitted information and completed our service area competition grant, (SAC) as of October 17 th . This application is required to allow the federal grant to continue for the Health Center for the next three years.

We are looking to increase mental health providers, dental hygiene staff, and bring on new nurses and or medical assistants to keep up with the growth of the main site and the proposed site in the final quarter of 2018. If we bring on these new staff members and begin providing services in Danville the foot print of our current facility will no longer support any new growth.

Julie Miller and I along with Zach Green have been reviewing alternative sites and buildings in Mount Vernon to help determine what options we have for our long term growth need. We were able to confirm that there will not be additional funding related to capital funding this year, in fact we were told there probably will now be additional funding related to opioid use disorders released by the end of the year which would equate to the center to expanding further into treatment and counseling without space to house treatment staff and support personnel. More updates to come!

WIC

Caseload decreased by 11 participants from August 2018 which includes 29 automatic categorical terminations (3, 5 year olds; 20 postpartum moms; 6 BF moms). Decreased participation in WIC is affected by the longest decline in birthrate in the United States, to a record low in May of 60.2 births per 1000 women of child-bearing age.

Beginning in 2018, our stats include the number of prenatal participants who have a nutritional risk code for pregnant at a young age (less than or equal to 17 years of age, June 2018 – 4). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, July 2018 – 44 or 13.5% of our infants currently on the program).

Jackie Stabile continued our distribution of WIC Farmers' Market Coupons at the Mount Vernon Farmers' Market on September 22 nd . Future plans include distributing coupons at the local Apple Hill orchards where there are other activities available for the kids.

“Fun Fall Foods” series was presented on Monday mornings in September by Tanner Risser-Cooper, SNAP-ED Program Assistant, assisted by Heidi Myers, Support Staff/Peer Helper. This series was well received, prompting us to continue with new series next quarter.

PUBLIC HEALTH OUTREACH

Lorraine:

- **Continuing to follow up with the pertussis outbreak – total of 5 cases –**
- **No flu cases as of today**

I attended the Tri State Tuberculosis Intensive Workshop, 3 day Seminar in September along

with Lisa Dudgeon, Communicable Disease Nurse and Nan Snyder, Interim Clinical Supervisor for the FQHC. It was very informative and we will be reviewing our TB exposure plan for any updates needed.

Our off-site Flu clinics started out busy. We have had a good response from the public on getting the vaccine. The FQHC has been busy with patients requesting the Flu vaccine. As with this time of year we are busy with back to school vaccines.

We have been collecting data through a questionnaire in regards to public interest in CPR and if financial assistance is needed. We will then apply for a grant with Women United, an affinity group of the United Way to assist with monies for the public for CPR at the end of November 2018.

EMERGENCY PREPAREDNESS

During the last month, the Public Health Emergency Preparedness (PHEP) has submitted Version 2.0 Emergency Response Plan and conducted a Department Operational Center (DOC) drill activation with all of Leadership Team. Contract hours with the local Emergency Management Agency (EMA) has been consumed conducting Functional and Full Scale Exercises on September 18th (Rescue Task Force) and September 29 th (Hazardous Material Spill).

On September 20th I attended the Union Township monthly meeting and received great feedback. Including a lot of questions regarding the Health Center and DOT Physicals. Mosquito dunks were provided along with stats for sewer installations since January 2018.

The agency Public Drive has begun a restructuring with Leadership. Establishing the Public Drive in a well-organized manner is the first step of identifying all current agency policies to ensure revisions of those policies occur in a timely manner. The Ford Fusion has been placed into service and government issued plates have been obtained. Maintenance will start on the dental exam room finalizing the remodel and installing laptop stands for each dental chair within the agency.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

September 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$4,453,900.73-- 71% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$4,070,907.71 -- 65% 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

- September 30, 2018 Cash Balance: \$2,021,020– up \$382,993 since January 1, 2018 (↑19%)
- September 30, 2017 Cash Balance: \$1,882,079
- September 30, 2016 Cash Balance: \$1,345,878

General Fund

- Revenue received year-to-date -- \$1,557,750 (82% of estimated revenue)
- Expenditures year-to-date -- \$1,320,722 (61% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- September 30, 2018 Cash Balance: \$1,012,963– up \$237,028 since January 1, 2018 (↑23%)
- September 30, 2017 Cash Balance: \$1,065,700
- September 30, 2016 Cash Balance: \$727,397

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$323,194 (84% of estimated revenue)
- Expenditures year-to-date -- \$321,490 (77% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- September 30, 2018 Cash Balance: \$ 67,220 – up \$1,705 since January 1, 2018 (↑3%)
- September 30, 2017 Cash Balance: \$87,499
- September 30, 2016 Cash Balance: \$76,455

Special Revenue Funds

- Revenue received year-to-date -- \$640,427 (73% of estimated revenue)
- Expenditures year-to-date -- \$394,080 (77% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- September 30, 2018 Cash Balance: \$810,571– up \$246,348 since January 1, 2018 (↑30%)
- September 30, 2017 Cash Balance: \$529,692
- September 30, 2016 Cash Balance: \$408,672

Grant Funds

- Revenue received year-to-date -- \$1,932,529 (62% of estimated revenue)
- Expenditures year-to-date -- \$2,034,616 (68% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- September 30, 2018 Cash Balance: \$130,267 – down \$102,087 since January 1, 2018 (↓78%)
- September 30, 2017 Cash Balance: \$199,187
- September 30, 2016 Cash Balance: \$133,354

Notes to 2018 Budget Summary

❖ General Fund

- Birth & Death fees brought in \$8,603. We were informed by the County Auditor's Office that the Ohio Bureau of Worker's Compensation will be invoicing us for 2019 in December of 2018. This is something no one was aware of and was not budgeted for, so there will be several transfers coming in the near future.

❖ Environmental Health Restricted Funds

- Private Water revenue was \$6,930.76 for September and expense was \$5,383.30 for an increase of \$1,547.46. Sewage Program fund revenue was down this month at \$4,417.00 and expense was \$9,882.77 for a loss of \$5,465.77.

❖ Special Revenue Funds

- In September, Home Health contract payment from KCH was \$36,598.76. Solid Waste Fund received \$7,023.57 from DKMM Solid Waste District for the 4th Quarter.

❖ Grant Funds

- Community Health Center fund project income \$55,628.97. \$84,528.80 in Community Health Center grant funds were drawn down. The MCH grant FY18 ended as well as Drug Free Communities grant and WIC.

HUMAN RESOURCES

Joyce shared:

- **Measurement Resources will be sending out a survey Friday, October 26 to the Board of Health email addresses. Please be looking for this email from them. Information collected will be used in the strategic planning process. Measurement Resources will be meeting with the Board on November 28 @ 6:00 p.m. This may be a phone call based meeting. This discussion will take place before the BOH meeting @ 7:00 p.m. Pam will notify the public of the change in start time for the November meeting.**
- **We hired Bailie Miller to fill the Admin/Ops open position. Bailie will serve as the front receptionist and main Vital Statistics clerk. Her start date is November 5.**
- ✓ We continue to assess the staff on the Public Health Foundational Core Competencies.
- ✓ The Workforce Development Committee is planning the Winter Staff Development Day December 7. Training will focus on Trauma Informed Care and Strengths Finder. This summer the Leadership Team took part in Strengths Finder training to learn ways to build a strengths-based culture that will help the agency develop better inner-relational outcomes. Before the retreat each team member took the strengths-finder assessment and received their top five strengths. The staff will take the assessment before the December retreat. We anticipate that Jenn Ballenger, certified strength's coach, will be our facilitator for the all-staff development day to facilitate the training using Don Clifton's strength-based approach to management. Through discussion, group participation and hands-on exercises, all staff will have an opportunity to understand the strength-based approach to leadership and practical ways to apply these techniques. The unique combinations of talents, knowledge, skills, and practice that each team member has will help them do what they do best every day.
- ✓ The Patient Care Navigator position has been filled. We will be asking the Board to approve the hire of TinaMarie Trifilio Hart to fill this role 20 hours/week. TinaMarie has her masters in Social Work and her years of experience working as a Youth Specialist while employed by Boulder County Public Health and Project Coordinator at Colorado Youth Matter made her a good fit for the Patient Care Navigator position in the Community Health Center.
- ✓ My interview team (Nate, Stacey, Katie) and I are conducting second round of interviews and I'm hopeful that I will be bringing the name of a person who will be filling the Administrative Assistant – Vital Statistics/Receptionist role to you for the October meeting.
- ✓ I attended the Ohio Association of Community Health Centers (OACHC) 2018 Fall Operations Conference in Columbus. I attended workshops pertaining to workforce development: 1) Addressing Implicit Bias in the Workplace 2) Workforce Metrics for Improving Performance 3) Attracting & Retaining Employees in the 21st Century 4) You Want Employee Engagement & Reduction in Expenses? Let's Put Wellness to Work Quantitatively.
- ✓ I am on the Leadership Knox Steering Committee and will be facilitating Social Service Day October 18. This year the class will have the opportunity to attend United Ways Poverty Simulation and visit the Winter Sanctuary & Interchurch Social Services in the morning. The

class will then travel to the BODD where lunch will be served and then to the Health Department to hear more about the services our Community Health Center offers and Julie will be our Pearls of Wisdom speaker.

4.2. Health Commissioner

HEALTH COMMISSIONER REPORT

Julie shared:

- **Senate bill 312 proposed – health equity and all policies rule. Health and equity process is a framework to develop internally or promote externally policies to bring to the table to ask – is it healthy and is it equitable?**
 - **Board members received a power point presentation on the accreditation process in their packets. Let Julie know if you have any questions.**
 - **Working with KAT and Lane on resolving some of the transportation issues for the Community Health Center clients**
 - **COTC – implemented a certificate in community health program by developing Associate Degree in Public Health – Julie will be meeting with Dean of COTC in December to review the requirements needed for this degree**
 - **Kenyon plans to start a Public Health degree program – Julie to sit at the table to start the process**
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- ✓ FYI – I will be having my left knee replaced on 10/30 and be out of the office for 4-6 weeks. Nate will be in charge.
 - ✓ As you may remember I am now the current President of AOHC. My term will fall during our State budget preparations and I will be advocating for changes to funding mechanisms for local public health. I am proud to be representing public health departments in Ohio.
 - ✓ Also, as an AOHC Executive Board member I have reached out the Ohio Assoc. of Community Health Centers to propose the development of a workgroup focused on the needs of “public entity” centers.
 - ✓ **WE ARE ACCREDITED!!!** We had a nice turnout for our Accreditation Celebration on 10/12. There was nice mix of community partners, Board of Health members and county residents. We should all be proud of our new status. I will be working on the organization of our Accreditation documents and with the Leadership Team to determine next steps and accountability for our accreditation related processes.
 - ✓ Our Strategic Planning process has begun. Our facilitator, Measurement Resources, is currently developing a survey for our community partners, customers and internal stakeholders. **As part of this process a representative from Measurement Resources will be meeting with all of you at the November 28, 2018 Board meeting. The representative will meet with you, via phone, at 6:00pm. Please mark your calendars now as it is important to have each Board member’s feedback and input into this process.**
 - ✓ The Leadership Team has been working towards their division goals for September and October related to accreditation and our strategic plan. These types of goal development or evaluative measures assist us in our accreditation work.
 - ✓ Thank you for the approval of our new tuition assistance policy. The request form for employees is under development and the entire policy/process will be started soon.
 - ✓ I have asked the Prosecutor to review the “service animal” policy for clarification as you requested. I hope that the policy will be on this month’s agenda for approval.

- ✓ Much of my time this month has been assessing and analyzing the potential for our agency's transition to new space or reuse of our current space. The more we continue to grow the more it becomes apparent that the current space will not be sufficient even with the feasibility study plans we had prepared. Zach G. and I are meeting with individuals to discuss our need for space and will continue the pursuit of the space at Siemens because of its location and potential for growth space. I will, of course, keep you updated.
- ✓ You will be hearing a presentation on the public health issue of "Tobacco 21" at this month's Board meeting. Please look for information on this topic to your prior to the presentation and read the proposal from Tami Ruhl, our Creating Healthy Communities Coordinator. However, if you would like to be informed prior please visit: <https://tobacco21.org/state/ohio/>.

5. Old Business

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 September 30, 2018							
FUND NAME	JAN. 1, 2018 BALANCE	SEPTEMBER REVENUE	YEAR-TO-DATE REVENUE	SEPTEMBER EXPEND.	YEAR-TO-DATE EXPEND.	SEPTEMBER 30, 2018 BALANCE	
District Health Fund							
801 - District Health Fund*	775,934.75	14,747.91	1,557,750.25	101,808.70	1,320,721.92	1,012,963.08	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	5,561.73	0.00	9,865.36	477.11	9,775.79	6,651.30	
806 - Food Service Fund	9,002.11	1,890.00	148,008.12	12,177.29	127,370.90	29,639.33	
807 - Private Water Fund	10,394.30	6,930.76	80,163.65	5,393.30	85,636.51	4,921.44	
809 - Sewage Program Fund	35,981.20	4,417.00	78,656.40	9,882.77	91,649.31	22,988.29	
810 - RV Park/Camp Fund	3,575.72	0.00	6,500.88	537.73	7,057.41	3,019.19	
Subtotal	85,515.06	13,237.76	323,194.41	28,458.20	321,489.92	67,219.55	
Special Revenue Funds							
803 - Home Health Fund	553,233.00	36,598.76	604,754.77	36,435.22	365,085.58	792,902.19	
804 - Medical Clinic Fund	979.62	0.00	0.00	0.00	979.62	0.00	
819 - Solid Waste Fund	10,010.70	7,023.57	35,672.23	3,493.22	28,014.46	17,668.47	
Subtotal	564,223.32	43,622.33	640,427.00	39,928.44	394,079.66	810,570.66	
Grant Funds							
808 - WIC Grant Fund FY Oct. 1 - Sept. 31	27,440.38	33,245.24	239,843.30	22,296.04	252,915.13	14,368.55	
811 - Creating Healthy Com Grant FY JAN. 1 - DEC. 31	16,582.47	0.00	101,250.38	5,837.86	92,197.06	25,635.79	
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	3,213.00	89,089.34	7,180.67	89,985.18	2,925.15	
813 - MCH/MO2 Grant Fund FY Oct. 1 - Sept. 30	17,467.42	3,750.16	49,270.70	8,057.95	33,500.09	33,238.03	
814 - Community Health Center Grant FY April 1 - Mar 3	141,042.53	140,495.41	1,381,853.18	141,617.96	1,458,796.58	54,099.13	
830 - Drug Free Communities FY Oct. 1 - Sept. 30	6,000.00	7,196.23	91,222.17	7,679.53	97,222.17	0.00	
Subtotal	232,353.79	187,900.04	1,932,529.07	192,670.01	2,034,616.21	130,266.65	
TOTAL ALL FUNDS	1,638,026.92	259,508.04	4,453,900.73	362,865.35	4,070,907.71	2,021,019.94	
*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 #2018-10

Jeff Harmer made a motion to approve Resolution #2018-10. Lee Rhoades seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, Ron Moder, Amanda Rogers, Barb Brenneman, Lee Rhoades, Kelly Bailey, Jeff Harmer in the negative; none. The motion was approved.

RESOLUTION #2018-10

General Fund

1. Transfer \$3,648.96 from 801.1510.50104 to 801.1510.50501
2. Transfer \$10,000.00 from 801.1510.50302 to 801.1510.50307
3. Transfer \$10,000.00 from 801.1510.50302 to 801.1510.50328

Home Health

1. Transfer \$3,582.43 from 803.1510.50104 to 803.1510.50106
2. Transfer \$18,000.00 from 803.1510.50302 to 803.1510.50106

MCH Grant

1. Transfer \$50.00 from 813.1510.50328 to 813.1510.50401

Community Health Center Grant

1. Transfer \$5,000.00 from 814.1510.50302 to 814.1510.50328
2. Transfer \$10,000.00 from 814.1510.50302 to 814.1510.50307

Drug Free Communities

1. Transfer \$5,000.00 from 830.1510.50302 to 814.1510.50201

PHEP Grant

1. Advance \$700.00 from 801.1510.50602 to 812.1510.41101

6.2. Personnel

6.2.1. Approval to hire TinaMarie Trifilio Hart, MSW, for the Patient Care Navigator position in the Community Health Center, 20 hours/week, effective October 23, 2018.

Amanda Rogers made a motion to approve to hire TinaMarie Trifilio Hart, MSW, for the Patient Care Navigator position in the Community Health Center, 20 hours/week, effective October 23, 2018. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to hire Bailie Miller, Administrative Assistant, effective November 5, 2018.

Jeff Harmer made a motion to approve to hire Bailie Miller, Administrative Assistant, effective November 5, 2018. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.2.3. Accept the resignation of Sheri Rine, RN, effective November 2, 2018.

Lee Rhoades made a motion to approve the resignation of Sheri Rine, RN, effective November 2, 2018. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approval of contract with Conway's Pharmacy for the 340B program.

Jeff Harmer made a motion to approve the contract with Conway's Pharmacy for the 340B program. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

6.4 Board Approvals

6.4.1. Approval of Knox County Health Department Healthy Meetings & Gatherings policy.

Amanda Rogers made a motion to approve the Knox County Health Department Healthy Meetings & Gatherings policy. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

Jeff Harmer made a motion to Amend the Knox County Health Department Healthy Meetings & Gatherings policy to include that at least 25 percent of foods provided should meet these standards. Ron Moder seconded the motion; in the negative: none. The motion was approved.

6.4.2. Approval of Knox County Health Department Service Animal policy.

Jeff Harmer made a motion to approve the Knox County Health Department Service Animal policy.. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.4.3. Approval to open the following positions: COMMUNITY HEALTH CENTER POSITIONS

1 Chief Operating Officer (Community Health Center)

1 Dentist

1 Dental Hygienist

1 Dental Supervisor

1 Dental Assistant

1 Medical Doctor

1 Nurse Practitioner

1 Physician Assistant

2 Licensed Independent Counselors

2 Licensed Social Worker

1 QI Data Coordinator

1 Licensed Practical Nurse

2 Certified Medical Assistant

KCHD POSITIONS

4 Administrative Assistant

2 Registered Nurse

1 Marketing Public Relations

1 Registered Sanitarian

Lee Rhoades made a motion to approve all of the open positions presented above for the Knox County Health Department and Knox County Community Health Center. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.4.4. Approve revisions to PPM section 5.4 Travel & Expense Reimbursement; item B-2, Meals.

Jeff Harmer made a motion to approve the revisions to PPM section 5.4 Travel & Expense Reimbursement; item B-2, Meals. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

6.5. Board Information (Non-action items)

DISCUSSION:

Julie informed the board we have outgrown our current space. The feasibility study would not allow us the room needed in the near future. Zach Green and I have been looking into space elsewhere. Jeff Harris, Area Foundation suggested looking at the Siemens space. We toured the engineering building that has 31000 sq. ft. of space. We conducted a SWAT analysis listing the pros and cons of the location, parking and building. The only option is a lease. The relator will be getting a break-down of cost for the Siemens property.

Questions:

Amanda – terms of lease, tax responsibility?

Julie – 10 years or whatever we wanted and they maintain the building and do the renovations that we want.

Eric said that he toured the building and thought it was a good option for the agency.

Health Commissioner approved/signed the following:

Health Commissioner & KCCHC CEO has approved/signed the following:

1. Renewal of MOU with Knox Area Transit for Transportation Services, to be renewed biennially.
2. Renewal of Contract with The Freedom Center for Licensed Professional Clinical Counselor, to be renewed biennially.

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 7:57 p.m.



**Eric Siekkinen, RPh,
Board President**



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