

**November 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:

<b>BOARD MEMBERS</b>	<b>STAFF</b>
Ronald Moder, Pro-Tem	Lane Belangia, CHC CEO
Dr. Amanda Rogers, DVM	Lorraine Bratton, DON, PHO Director
Laura Haberman, RN	Joyce Frazee, HR Supervisor
Barb Brenneman	Stacey Robinson, Fiscal Supervisor
Lee Rhoades	Cyndie Miller, RD, WIC Director
Kelly Bailey	Pam Palm, PEP Director
Jeff Harmer	Nate Overholt, EH Director
Dr. Barry George, MD	Janet Jones, Administrative Assistant
	Stephanie Kollar- Administrative Assistant
<b>ABSENT</b>	
Eric Siekkinen, RPh, Board President	<b>GUESTS</b>
Julie Miller, MSN, RN, Health Commissioner	Chuck Martin, Mt. Vernon News
Zach Green, Operations Supervisor	

**1. Convention**

**1.1. Call to Order**

Ronald Moder called the meeting to order at 7:00 p.m.

**1.2. Acceptance of Agenda**

Barry George made a motion to accept the agenda. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of the minutes for, October 24, 2018 of Health meeting.**

The minutes of the regular meeting held, October 24, 2018 were reviewed and accepted. Amanda Rogers made a motion to approve the minutes. Barry George seconded the motion; in the negative: none. The motion was approved.

**1.4. Approval of Bills**

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

FUND	AMOUNT
<b>November 2018</b>	
801 - General Fund	102,547.80
803 - Home Health Fund	5,119.77
805 - Swimming Pool Fund	10.50
806 - Food Service Fund	487.64
807 - Private Water Fund	2,295.03
808 - WIC Grant	2,645.73
809 - Sewage Program Fund	1,847.36
810 - RV Park/Camp Fund	59.31
811 - Creating Healthy Communities Grant	441.77
812 - Public Hlth Emergency Preparedness Grant	779.68
813 - MCH/CFHS Grant	18.52
814 - Community Health Center Grant	109,130.74
819 - Solid Waste	41.45
830 - Drug Free Communities	18,708.81
<b>Total</b>	<b>\$244,134.11</b>

**THEN & NOW**

801 - General Fund	404.00
807 - Private Water Fund	1,104.00
814 - Community Health Center Grant	1,996.92
830 - Drug Free Communities	153.00
<b>Total</b>	<b>\$3,657.92</b>

**1.5. Public Participation**

Lane Belangia introduced Stephanie Kollar and Janet Jones, administrative assistants in the Community Health Center. Stephanie and Janet both started August 20, 2018.

**2. Board Reports – none**

**3. Hearings/Readings/Regulations**

**3.1. Approve application for a sewage treatment system variance for 7629 Dunham Road, Liberty Township Parcel # 39-00113.002 to be completed by July 31, 2019.**

Jeff Harmer made a motion to approve application for a sewage treatment system variance for 7629 Dunham Road, Liberty Chapel Township Parcel # 39-00113.002 to be completed by July 31, 2019. Laura Haberman seconded the motion. On roll call the following voted in the affirmative: Ron Moder, Amanda Rogers, Laura Haberman, Barb Brenneman, Lee Rhoades, Kelly Bailey, and Jeff Harmer, Barry George: in the negative; none. The motion was approved.

**Special Reports**

**4.1. Leadership Team –**

## **ENVIRONMENTAL HEALTH**

**Nate Overholt shared: ODH has approved the health department as a site to hold the mandatory sewage installers continuing education training. This class will be held December 14 and is open to all installers in need of completing this requirement for 2018.**

The owner at 7629 Dunham Road, Liberty Township parcel # 39-00113.002 is requesting a sewage variance in order to install his septic tank and utilize it as a temporary holding tank until the leach field can be installed. Due to continued inclement weather, the leach field has not been able to be installed. If the variance is granted, regular pumping of the septic tank will be required until the leach field can be installed when the soil conditions permit.

On October 18, 2018, an administrative meeting was held between Health Commissioner, Julie Miller, Environmental Health Director, Nate Overholt, Registered Sanitarians Suzanne Dapprich and Kelly Biggs, along with the owner of Hunan Garden. The administrative meeting was held due to repeated critical violations at the facility. During the meeting it was decided that weekly inspections would be performed at the facility for a minimum of one month. If continued critical violations are noted, the facility would be referred to the Knox County Board of Health. While the inspections have improved, continued critical violations have been noted such as wiping buckets without sanitizer present, cross contamination from cutting raw chicken then immediately cutting up raw beef on same table without proper wash, rinse, sanitation, and no sanitizer residual present in the dishwashing machine. Therefore, the owner of Hunan Garden will be requested to attend the Knox County Board of Health meeting on November 24, 2018. A chain of events document will be provided to show dates of inspections along with violations noted during the inspections.

On November 21, 2018, representatives from the Ohio Environmental Protection Agency, Division of Materials and Waste Management, were on-site to conduct the annual solid waste survey. A post survey conference was held and the OEPA representatives stated that the Knox County Health Department was in compliance and that a letter would be mailed out at a later date with the official declaration of compliance.

## **PLANNING EDUCATION & PROMOTION**

In October, the PEP staff helped coordinate Amish Health & Safety events in Danville (10/13) and Waterford (10/17). Our contribution included information on traffic safety, vaccines, CPR classes and the Community Health Center.

The Knox Substance Abuse Action Team (KSAAT) held its annual meeting in October followed by a public showing of Tyler's Light, the story of a Ohio teen who died of an opioid overdose. As a follow up to a series of presentations by Kenyon students regarding the effect of drugs on the brain, KSAAT has created educational kits for teachers at each local school district to provide the presentations. Ashley Phillips who has served as the KSSAT program coordinator for the past 2½ years has accepted another position at the Health Department. We are currently interviewing for her replacement.

We were notified in October of year two funding for the Community Cessation Initiative (CCI) which encourages other healthcare providers to offer tobacco cessation for their patients or clients. The grant provides training for counseling sessions and countywide promotion of cessation services.

On Oct. 15, we made a presentation on e-cigarettes during the Danville school staff in-service. As a follow up to the PEP staff's presentation on Tobacco 21 last month to the Board of Health, the staff has made two Tobacco 21 presentations to a committee of Mount Vernon City Council. Despite the inclement weather, progress is being made on the inclusion playground at Memorial Park. We are hopeful that the installation of all of the equipment will be completed by the end of the year.

Our promotion efforts in October included participation in the Above the Fold, full-page ad in the Mount Vernon News which runs for eight weeks; staff spotlights and videos on the Health Department and Health Center facebook pages; and a :30 promo for tobacco cessation services at the local movie theater that runs before the featured showing.

## **COMMUNITY HEALTH CENTER**

### **Medical and Dental Health Services**

Interviews have been finalized and we have identified one primary candidate for the addiction counselor position for the health center to start by the end of this year. This position relates to our new funding for substance use disorder.

The Danville satellite site is still under review. Currently we are in negotiations with the lease terms and pricing per sq ft with the new owners of the building and hope to bring the sign-able lease to this board during next month's board meeting then to the Board of Health for final approval in December as well. The development of this site will start with medical services part time (2 days per week) and progress to full time (4 day per week) as staffing can accommodate. We are preparing for new staff at this time and actively reviewing provider candidates from KCH. The site will take one to two years to develop with the main fund from the health center's primary location helping to off-set operational costs. One large consideration in starting this new site is being an access point. Largely contributing to new unduplicated patients, this speaks to our grant projections and will ensure we are accommodating new patient to the scope of our overall grant expectations. We would not be able to attract these patients without the Danville location. One final thought to consider when recommending this new site development is the obvious referral source to the main site for Dental and Mental Health providers. I am meeting with the areas current medical provider, mental health provider and dental provider to inform them of our intentions and also to offer collaborations as that could relate to future site development and services.

I have completed the budget with the help of Katie Hunter regarding the Danville space and also have a business plan which is included in your package today for your review over the next month leading up to the board meeting.

The SAC, ( service area competition) Grant was submitted on October 18 one day late due to technical difficulties within the EHB (electronic handbooks). I was able to follow up the next day which was the day of our last board meeting and resubmit, we are awaiting results from submission. We will be awarded a three-year grant we could if we do have conditions tied to the grant or we would receive a one a year award and then have another on-site visit within the first year of the next grant cycle.

The Board of Health opened up numerous positions for the community health center during their last board meeting to help the center prepare for future staffing needs. Whether we identify each and every position approved last month depends on the growth of the center. By having open positions we were able to interview a perspective candidate if we recognize potential new hires for the center without

having to wait 30 to days for this process to be complete. Under Board of Health rules we currently cannot actively interview any one for a position without there being an open position.

Laura Nance (Dental Hygienist) has accepted her new position and been moved into a dental coordinator position for the center along with Laura taking on new responsibilities we have also identified the need for a new dental hygienist as our current dental hygienist is consistently scheduled 2 to 3 weeks out not allowing Laura to do any management tasks. The addition of the hygienist will equate to increase revenue for the dental division as well as more patients being seen. Dental division's challenge (along with the health center in general) is to push and build the understanding of returning for preventative care with each patient interaction.

Nan Synder has also been moved to a clinic supervisor position she is now over the RN and CMA's along with the front office staff, and she is a point person for the providers at the clinic level as well. Her role is to support the staff and the day-to-day function of the center's medical clinic. Along with this she will also help management roll out new policies and new developments as a uniform effort to keep communications consistent and organized allowing for proper follow through.

Debbie Eiden will be named our Data Coordinator, her role is to manage the EMR, UDS reporting and QI/QA processes for the center. She will be able to implement policy with the assistance of the clinical supervisor to ensure staff understands and is following new procedures. The clinical supervisor will be able to follow up in real time to assist with staff support and understanding. This is a new resource neither Debbie or I have had prior.

I have been in communication with our project officer from HRSA MaryAli, we will be completing two phone calls, the first to review the overall status of the center which I have provided a copy for you in this month's packet. This document speaks to the information reviewed during our conversation. Please review and if you have any questions let me know, secondly we also had our second diabetes action plan update call. We were able to update MaryAli on the efforts made to better treat these diabetic patients whose A1 C level is nine or greater and noted as uncontrolled. This is a focus quality measure and a population health 2020 effort to improve diabetic outcomes.

Lastly Tina Marie Trifillio our patient care navigator has started. She is part time in the center and is currently learning our community resources to better help navigate our patients through resources within this area and also get these patients linked to insurance products. Her role also provides a resource for the staff in the center as she will help with following up on referrals and recommendations from the center and the providers to help with compliance.

### WIC

**Cyndie Miller shared: The Healthy Cooking classes were cancelled due to lack of participation.**

**Caseload increased by 27 participants from September 2018** which includes 34 automatic categorical terminations (7, 5 year olds; 17 postpartum moms; 10 BF moms).

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, October 2018 – 4). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, October 2018 – 45 or 13.5% of our infants currently on the program).

“Holiday Eating for the Health of It” series is being presented on Monday mornings beginning 10/22/18 by Tanner Risser-Cooper, SNAP-ED Program Assistant, assisted by Heidi Myers, Support Staff/Peer Helper. This series will continue through 12/17/18.

### **PUBLIC HEALTH OUTREACH**

We have been providing Travel Vaccines since June 2018. The community has expressed surprise and are grateful they do not have to travel so far. The only concern for this service is we might not be able to obtain the Yellow Fever Vaccine due to the inability to order it. No issues or problems have been noted otherwise.

Our First CPR Class will be scheduled for the public in November, we already are filled with 2 public individuals and 4 Health Dept. employees.

Communicable Disease- We have been closely monitoring our Pertussis outbreak. Origin noted from 2 children from Licking County that attend school at Wiggins Street. Education and other services have been offered ie: vaccines (dtap/tdap). Hepatitis A outbreak is also monitor for our area. We will be checking into Hepatitis A vaccine for the public through ODH.

### **EMERGENCY PREPAREDNESS**

During the last month, the Public Health Emergency Preparedness (PHEP) submitted a new Mass Fatality Standard Operating Procedure (SOP), conducted a Strategic National Stockpile (SNS) drill and participated in the national Shakeout drill. Contract hours with the local Emergency Management Agency (EMA) two new satellite phones were launched, Training and Exercise Schedule (3 years) was completed and Information & Warning annex was revised.

October 23<sup>rd</sup> & 24<sup>th</sup> I completed Leadership Essentials for Health District Success (LEHDS) training. In addition, the Motor Home for the agency was obtained and the vehicle title was transferred. The Public Drive is still under construction, however the projected timeline of completion is December. Upon completion, all agency policies will be uploaded into the PolicyStat.

The large internal agency move has been completed and everyone is settling in to their new office locations. I would like to thank Brett Berger, IT Administrator, for all his assistance during the move for it would not of been successful without his expertise. Lastly, maintenance has finished the new dental exam room and installed new laptop holders for each dental chair location.

### **ADMINISTRATIVE SERVICES & OPERATIONS**

#### **Fiscal Office**

#### **October 2018 Budget Summary**

- Revenue: Year-to-date revenue -- \$4,697,840.93-- 74% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$4,484,033.42 -- 72% 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
  
- October 31, 2018 Cash Balance: \$1,851,834– up \$213,807 since January 1, 2018 (↑12%)

- October 31, 2017 Cash Balance: \$1,708,312
- October 31, 2016 Cash Balance: \$1,235,103

### **General Fund**

- Revenue received year-to-date -- \$1,583,583 (84% of estimated revenue)
- Expenditures year-to-date -- \$1,452,585 (67% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- October 31, 2018 Cash Balance: \$906,933 – up \$130,998 since January 1, 2018 (↑14%)
- October 31, 2017 Cash Balance: \$978,627
- October 31, 2016 Cash Balance: \$649,658

### **Environmental Health Restricted Funds**

- Revenue received year-to-date -- \$333,856 (87% of estimated revenue)
- Expenditures year-to-date -- \$348,451 (83% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- October 31, 2018 Cash Balance: \$ 50,920 – down \$14,595 since January 1, 2018 (↓29%)
- October 31, 2017 Cash Balance: \$83,912
- October 31, 2016 Cash Balance: \$67,170

### **Special Revenue Funds**

- Revenue received year-to-date -- \$640,527 (73% of estimated revenue)
- Expenditures year-to-date -- \$434,176 (84% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- October 31, 2018 Cash Balance: \$770,574 – up \$206,351 since January 1, 2018 (↑37%)
- October 31, 2017 Cash Balance: \$529,114
- October 31, 2016 Cash Balance: \$405,807

### **Grant Funds**

- Revenue received year-to-date -- \$2,139,875 (69% of estimated revenue)
- Expenditures year-to-date -- \$2,248,820 (75% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- October 31, 2018 Cash Balance: \$123,408 – down \$108,946 since January 1, 2018 (↓47%)
- October 31, 2017 Cash Balance: \$116,658
- October 31, 2016 Cash Balance: \$112,469

### **Notes to 2018 Budget Summary**

#### ❖ **General Fund**

- Birth & Death fees brought in \$8,234. We received \$6,125.87 for our Safe Communities grant and \$4,969.25 for our United Way grants. The AEP bill for September was \$1,675.12 which has come down \$300 since the new cleaning crew started.

#### ❖ **Environmental Health Restricted Funds**

- Private Water revenue was \$5,601.41 for October and expense was \$4,560.66 for an increase of \$1,040.75. Sewage Program fund revenue was down this month at \$4,149.00 and expense was \$9,065.21 for a loss of \$4,916.21.

#### ❖ **Special Revenue Funds**

- In October, Home Health did not receive the payment until November due to KCH misplacing the invoice.
- ❖ **Grant Funds**
  - Community Health Center fund project income \$72,379.31. \$82,946.61 in Community Health Center grant funds were drawn down.

**HUMAN RESOURCES**

- Recruitment and Onboarding have been the focus this month. Ashley Phillips (current Drug Free Community Program Coordinator) applied for the Admin Assistant HR position. She interviewed with Stacey and me. We offered her the position which leaves her position open. Currently we are interviewing applicants to fill the Drug Free Community Program Coordinator position, Public Health Nurses, and Certified Medical Assistant, and Dental Hygienist.
- This month you will be asked to approve the hiring of Paul Hart Ruthenbeck. Paul is a Licensed Chemical Dependent Counselor (LCDC III) and he will be joining the agency December 10.
- The Performance Assessment form will be on the agenda for approval. The personnel committee (Eric & Lee) met with me in September to review the new form. The form will be included in the board packet email.
- Health Insurance benefits FY2019 are on the agenda for approval. The following rates were approved by the County Commissioners:

	2019	2018
Single Coverage	\$730.00/Month	\$715.00/Month
Family Coverage	\$1,714.00/Month	\$1,679.99/Month

There was a slight increase from 2018. Dental and vision rates stayed the same.

Dental - \$75.00/month

Vision - \$30.00/month

**4.2. Health Commissioner**

**HEALTH COMMISSIONER REPORT**

**No report.**

**5. Old Business**

**6. New Business**

**6.1. Finance**

**6.1.1. Income and Expense**

Lee Rhoades made a motion to approve the income and expense report. Laura Haberman seconded the motion; in the negative: none. The motion was approved.



KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT October 31, 2018						
FUND NAME	JAN. 1, 2018 BALANCE	OCTOBER REVENUE	YEAR-TO-DATE REVENUE	OCTOBER EXPEND.	YEAR-TO-DATE EXPEND.	OCTOBER 31, 2018 BALANCE
<b>District Health Fund</b>						
801 - District Health Fund*	775,834.75	25,833.12	1,583,583.37	131,863.48	1,452,585.40	906,932.72
<b>Environmental Health Restricted Funds</b>						
805 - Swimming Pool Fund	6,561.73	0.00	9,865.36	496.98	10,272.75	6,154.34
806 - Food Service Fund	9,002.11	911.00	148,918.12	11,217.58	136,588.48	18,332.77
807 - Private Water Fund	10,194.30	5,601.41	85,715.08	4,560.68	90,197.17	5,987.19
809 - Sewerage Program Fund	25,981.20	4,149.00	82,805.40	9,065.21	100,714.52	18,072.08
810 - RV Park/Camp Fund	3,575.72	0.00	6,500.88	1,820.90	8,678.31	1,398.23
<b>Subtotal</b>	<b>85,315.06</b>	<b>10,661.41</b>	<b>332,885.82</b>	<b>26,661.29</b>	<b>348,451.21</b>	<b>80,819.67</b>
<b>Special Revenue Funds</b>						
803 - Home Health Fund	553,233.00	0.00	604,754.77	36,859.11	401,944.89	756,043.08
804 - Medical Clinic Fund	979.62	0.00	0.00	0.00	979.62	0.00
819 - Solid Waste Fund	10,010.79	100.00	35,772.23	3,227.62	31,252.08	14,130.85
<b>Subtotal</b>	<b>564,223.32</b>	<b>100.00</b>	<b>640,527.00</b>	<b>40,086.73</b>	<b>434,176.59</b>	<b>770,173.93</b>
<b>Grant Funds</b>						
808 - WIC Grant Fund FY Oct 1 - Sept 31	27,440.38	8,100.00	247,843.30	22,409.12	275,324.25	59,431
811 - Creating Healthy Com Grant FY JAN 1 - DEC 31	16,582.47	3.78	101,254.16	11,849.44	104,148.50	13,890.13
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	13,108.00	82,197.34	7,474.19	97,459.37	8,558.96
813 - MCHMCO Grant Fund FY Oct 1 - Sept 30	17,467.42	1,214.07	50,484.77	6,973.71	40,473.80	27,478.39
814 - Community Health Center Grant FY April 1 - Mar 31	141,042.53	155,885.26	1,537,718.44	136,343.19	1,605,138.77	73,621.20
830 - Drug Free Communities FY Oct 1 - Sept 30	6,000.00	29,054.56	120,278.73	29,054.56	126,278.73	0.00
<b>Subtotal</b>	<b>232,353.79</b>	<b>207,348.67</b>	<b>2,139,874.74</b>	<b>214,204.21</b>	<b>2,248,826.42</b>	<b>123,408.11</b>
<b>TOTAL ALL FUNDS</b>	<b>1,838,026.92</b>	<b>243,840.20</b>	<b>4,897,840.93</b>	<b>413,125.71</b>	<b>4,484,833.43</b>	<b>1,851,834.43</b>

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

### 6.1.2. Transfers/Cash Advances – Resolution #2018-11

Laura Haberman made a motion to approve Resolution #2018-11. Barry George seconded the motion. On roll call the following voted in the affirmative: Ronald Moder, Amanda Rogers, Laura Haberman, Barb Brenneman, Lee Rhoades, Kelly Bailey, Jeff Harmer, Barry George in the negative; none. The motion was approved.

#### RESOLUTION #2018-11

##### General Fund

1. Transfer \$5,000.00 from 801.1510.50302 to 801.1510.50501
2. Transfer \$8,685.00 from 801.1510.50302 to 801.1510.50104

##### Home Health

1. Transfer \$1,155.15 from 803.1510.50401 to 803.1510.50101
2. Transfer \$8,850.99 from 803.1510.50106 to 803.1510.50101
3. Transfer \$4,000.00 from 803.1510.50307 to 803.1510.50101
4. Transfer \$27,736.26 from 803.1510.50102 to 803.1510.50101
5. Transfer \$3,000.00 from 803.1510.50102 to 803.1510.50103
6. Transfer \$300.00 from 803.1510.50102 to 503.1510.50105

##### Swimming Pool

1. Transfer \$60.00 from 805.1510.50307 to 805.1510.50104

##### Food Service Fund

1. Transfer \$200.00 from 806.1510.50103 to 806.1510.50106
2. Transfer \$1,500.00 from 806.1510.50101 to 806.1510.50104

##### Private Water

1. Transfer \$2,000.00 from 807.1510.50101 to 807.1510.50401

2. Transfer \$230.00 from 807.1510.50302 to 807.1510.50104

**WIC Grant Fund**

1. Transfer \$50.00 from 808.1510.50102 to 808.1510.50201
2. Transfer \$820.00 from 808.1510.50103 to 808.1510.50104

**Sewage Fund**

1. Transfer \$340.00 from 809.1510.50102 to 809.1510.50104

**RV/Park & Camp Fund**

1. Transfer \$2.00 from 810.1510.50103 to 810.1510.50104

**Creating Healthy Communities**

1. Transfer \$340.00 from 811.1510.50103 to 811.1510.50104

**PHEP Grant**

1. Transfer \$475.00 from 812.1510.50103 to 812.1510.50104

**MCH Grant**

1. Transfer \$115.00 from 813.1510.50328 to 813.1510.50104

**Community Health Center Grant**

1. Transfer \$6,430.00 from 814.1510.50302 to 814.1510.50104
2. Transfer \$30,000.00 from 814.1510.50302 to 814.1510.50201

**Solid Waste Fund**

1. Transfer \$135.00 from 819.1510.50101 to 819.1510.50104

**Drug Free Communities Grant**

1. Transfer \$500.00 from 830.1510.50101 to 830.1510.50104

**General Fund**

1. Advance \$8,100.00 from 801.1510.50602 to 808.1510.41101

Advance Pay Back \$700.00 from 812.1510.50602 to 801.1510.41101

## **6.2. Personnel**

### **6.2.1. Approval to hire Paul Hart Ruthenbeck, LCDC III, effective December 10, 2018.**

Jeff Harmer made a motion to approve to hire Paul Hart Ruthenbeck, LCDC III, effective December 10, 2018. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

## **6.3. Contracts**

### **6.3.1. Approval of contract with Genua Consulting for consulting services to assist KCCHC with operations, mentorship and on-site assistance. \$200/hour, effective Octobert 26, 2018 to October 25, 2019. Amend motion to not exceed \$6,000.00.**

Jeff Harmer made a motion to approve the contract with Genua Consulting to assist KCCHC with operations, mentorship and on-site assistance. \$200/hour, effective October 26, 2018 to October 25, 2019. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

Jeff Harmer made a motion to amend the contract with Genua Consulting to include a maximum \$6,000.00/year. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

## **6.4 Board Approvals**

### **6.4.1. Approval of Employee Performance Assessment tool, effective January 1, 2019.**

Jeff Harmer made a motion to approve the Employee Performance Assessment tool, effective January 1, 2019. Barry George seconded the motion; in the negative: none. The motion was approved.

### **6.4.2. Approval of Resolution 2018-12, Raising the minimum legal sales age of tobacco and nicotine delivery products to 21 years of age.**

Lee Rhoades made a motion to approve the Resolution 2018-12, Raising the minimum legal sales age of tobacco and nicotine delivery products to 21 years of age. Kelly Bailey seconded the motion; in the negative: none. On roll call the following voted in the affirmative: Ronald Moder, Amanda Rogers, Laura Haberman, Barb Brenneman, Lee Rhoades, Kelly Bailey, Jeff Harmer, Barry George in the negative; none. The motion was approved.

### **6.4.3. Approval to purchase office equipment with SUD grant funds, \$18,820.00.**

Lee Rhoades made a motion to approve the purchase of office equipment with SUD grant funds, \$18,820.00. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

### **6.4.4. Approval of the Health Benefit Plan participation agreement with the Knox County Commissioners and premiums FY2019.**

Jeff Harmer made a motion to approve the Health Benefit Plan participation agreement with the Knox County Commissioners and premiums FY2019 paying the same percentage towards the premium as last year. Amanda Rogers seconded the motion; in the negative: none. The motion was approved.

## **6.5. Board Information (Non-action items)**


### **Health Commissioner and CHC CEO 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. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

The Board meeting adjourned at 7:41 p.m.

  
\_\_\_\_\_  
**Ron Moder**  
**President Pro Tem**

  
\_\_\_\_\_  
**Nate Overholt**  
**Environmental Health Director**

