

July 25, 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
Laura Haberman, RN	Julie Miller, Health Commissioner
Lee Rhoades	Lane Belangia, CHC CEO
Jeff Harmer	Pam Palm, Planning, Education & Promotion Director
Kelly Bailey	Joyce Frazee, HR Supervisor
Laura Barbuto, RN	Stacey Robinson, Fiscal Supervisor
Barry George, MD	Nate Overholt, EH Director
	Lorraine Bratton, DON, PHO Director
ABSENT	Cyndie Miller, RD, WIC Director
Eric Siekkinen, RPh.	Jessica Parker, Public Health Nurse
Ronald Moder, Pro-Tem	Landon Magers, Sanitarian in Training
Dr. Amanda Rogers, DVM	Melissa Valentine, LPCC
	GUESTS
	Chuck Martin, Mount Vernon News

1. Convention

1.1. Call to Order

Julie Miller called the meeting to order at 6:30 p.m.

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for, June 27, 2018 Board of Health meeting.

The minutes of the regular meeting held, June 27, 2018 were reviewed and accepted. Lee Rhoades made a motion to approve the minutes. Laura Haberman 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.

July 2018

801 - General Fund	45,670.39
803 - Home Health Fund	3,570.84
805 - Swimming Pool Fund	502.66
806 - Food Service Fund	1,112.21
807 - Private Water Fund	2,771.23
808 - WIC Grant	1,403.23
809 - Sewage Program Fund	1,713.58
810 - RV Park/Camp Fund	516.58
811 - Creating Healthy Communities Grant	250.19
812 - Public Hlth Emergency Prep.	653.24

Grant	
813 - MCH/CFHS Grant	1,517.98
	102,109.8
814 - Community Health Center Grant	4
819 - Solid Waste	83.29
830 - Drug Free Communities	3,551.24
	\$165,426.
Total	50

THEN & NOW

801 - General Fund	5,729.00
806 - Food Service Fund	314.00
810 - RV Park/Camp Fund	180.00
814 - Community Health Center Grant	251.00
Total	\$6,474.00

1.5. Public Participation

Environmental Health Sanitarian-In-Training, Landon Magers, Public Health Outreach Nurse, Jessica Parker and Melissa Valentine, LPCC in the Community Health Center each introduced themselves and shared with the Board the positions they were hired to fill.

2. Board Reports-None

3. Hearings/Readings/Regulations-None

4. Special Reports

4.2. Leadership Team

ENVIRONMENTAL HEALTH

Nate Overholt shared:

- **Staff are busy completing the food inspections at the Knox County Fair**
- **Requests for water & sewage permits have increased this summer**

Since the June 2018 Knox County Board of Health meeting, the Ohio Department of Agriculture and the Ohio Department of Health provided new dates for meetings to discuss the new food program survey methodology to the local health departments. The last correspondence from these agencies was that the “new” food inspection form was no longer going to be utilized and that the food program surveys would start back up on August 1, 2018. However, on July 17, 2018 a meeting was held at the Ohio Department of Agriculture to once again discuss the new inspection form, along with the new survey methodology. No specific date was given as to when the survey process would start up with the local health departments. The new form has 66 items that are either in compliance, out of compliance, not applicable or not observed. Along with the items, you must recite the specific section of the Ohio Administrative Code 3717-1 with corrective actions that are performed by the operator of the facility. It is my understanding that the Licking County Health Department will be participating in a trial run “survey” with these agencies next week. I will be in contact with Licking County Health Department Environmental Health Director, Chad Brown as soon as the survey is completed in order to better prepare this agency for any upcoming surveys from either agency.

Mosquito spraying continues throughout the County. We will continue to spray and monitor for mosquito borne diseases that may be located within Knox County. At this time, no known human cases have been reported in Knox County.

Since the positive rabid bat specimen in June, the Knox County Health Department has received additional specimens for submission and testing due to concerns of rabies from animal's not "acting" normal. At this time, no other positive samples have been submitted from the Knox County Health Department.

PLANNING EDUCATION & PROMOTION

Pam Palm shared:

- **Staff will be manning the agency booth at the Knox County Fair**
- **Board member Jeff Harmer spent time at the booth talking to fair goers**
- **Community Health Center board member Linda Hilliar spent time at the fair booth talking to fair goers. Linda knew a lot of folks and enjoyed spending time promoting the Community Health Center and all that is offered to all residents of the community**
- **The prize wheel and bike attracted folks to the booth**
- **Surveys were completed by local residents**
- **Drug Free Communities onsite visit was conducted by project director Sean Cook. Sean gave positive feedback and complemented everything KSAAT under the direction of Ashley Phillips had done with the funds. He plans to use KSAAT as a model for the program.**

In June, \$90 was redeemed in \$1 tokens at the Mount Vernon Farmers' Market as part of the Maternal Child Health (MCH) program. Women of child-bearing age who attend the food tastings presented by Health Department staff receive the tokens to promote healthy eating and the purchase of locally grown foods.

Through the first 6½ months of 2018, there have been 8 traffic fatalities in Knox County compared to a total of 6 fatalities for all of last year. More than half of the local traffic deaths this year have involved impaired driving and the drivers have been 50 yrs. of age and older.

KSAAT participated in the 4-H Fun Day at the Knox County Fairgrounds. Planning is underway for the annual Color Run on Sept. 1 which is coordinated by the Teen Advisory Council.

More than 170 people have enrolled in the tobacco cessation program. The Knox County Community Cessation Initiative (CCI) has more people enrolled than any other CCI program, statewide. Per the grant requirement, Mike Whitaker is providing referral training to four service providers including Job & Family Services, Dr. Hetrick's medical office, Dr. Pala's medical office and Family Life Counseling of Richland County which provides services in Danville.

As part of the Community Health Improvement Plan (CHIP), Tami Ruhl is working with four worksites to implement a wellness program. The worksites include Knox County Job & Family Services, Burrows Paper, Knox County Board of Developmental Disabilities and the Knox County Career Center.

Both the MCH program and the Creating Healthy Communities (CHC) grant continue to work with Knox Area Transit (KAT) to collect input from local residents regarding the need for fixed route transportation between the villages and Mount Vernon. The CHC grant is also awaiting the installation of bike racks to selected KAT buses to encourage bike riding to pick-up sites and increase mobility through the use of public transportation.

Our current publicity efforts include a billboard on SR 13 North promoting the Moms Quite 4 Two cessation program; front page ads in The Shopper promoting the Community Health Center and back-to-school clinics; a full-page ad in the Mount Vernon News promoting the Community Health Center;

a Public Health Column in the Mount Vernon News on pool safety; sponsorship of the summer exercise program at Ariel Foundation Park; and new graphics promoting various services on the digital sign. Our Google Business Page attracted 4,633 people in June; 550 of whom called the agency, 130 asked for directions and 321 visited the agency website. The agency Facebook pages (5) generated 54 posts in June, reaching 9,444 people, of which 8,799 interacted with the posts. The knoxhealth website had 1,304 users in June, 1,144 of which were new users. Besides the home page, the top landing pages are birth and death records, the community health center, and sewage, water and food safety.

COMMUNITY HEALTH CENTER **Medical and Dental Health Services**

Lane Belangia shared:

- **Stacey helped him complete the Federal Financial Report (FFR). A carryover amount of \$130,000 was requested to be used later**
- **Substance abuse grant submitted for \$250,000 to help grow the mental health services in the CHC**
- **We have received technical assistance for QI and QA**
- **The final two grant conditions have been submitted.**

NOA Update (Notice of Award)

The center has received another updated NOA; dated 6-4-2018 indicating the remainder of our funds for fiscal year 2019, totaling \$524,775.00. This is indicating that we are to receive the total amount due to the center to complete the funding for the grant period through 3-31-2019. I have discussed the grant conditions with our project officer, (Mary Ali) we are to complete our actions by 7-29-18, and we should be fine with completing/submitting the information for HRSA review by the end of this month. We will discuss during the meeting one area speaking to the condition where the co-applicant board will review the sliding fee scale to ensure the co-applicant board/center does or has not created a barrier to care, because of the pricing categories on the scale. I will have a copy of the scale for you in your packet for discussion along with a report for review.

There will be an agenda item for co-applicant board approval regarding our agreement for billing and claims processing with Centerprise Inc. This has been discussed at previous meetings, our agreement with Group One ended 6-12-2018. Centerprise pricing structure is for 7% fees for all revenue received. This is more than the 6.5% charged by our terminated billing company, (Group One). Centerprise only bills for FQHCs, their goal is to improve our revenue stream and timely billing and processing of claims. They are also taking over our credentialing work for all providers whom we currently contract and pay Trillium to perform; this amounted to approximately \$20,000 annually. Centerprise has re-formatted our EMR, trained our staff and begun processing claims correctly with first submissions. They will also help provide performance measures that relate to FQHC billing and requirements. The agreement is for 3 years. Erie County FQHC also uses and has used Centerprise for a number of years and they recommend them as a billing company.

Revenue for the month of May totaled \$212,081.94, grant funds totaled \$94,300.30, project income totaled \$117,751.63, and expenditures totaled \$168,575.65. We have received 28.92% of projected revenue YTD. This is largely due to our previous billing company's inability to process claims timely.

Aims Grant funds (Access in mental/behavioral health and Addiction services). In addition to medical supplies IT has identified two items to purchase from this fund regarding cyber security. On the agenda you will see an approval request for a 5 year agreement with Virtru Corporation totaling \$26,500.00. This will allow the entire health department to have secured email in order to protect our information that is sent out of the agency. Another infrastructure approval speaking to IT development that may come to the co-applicant board for approval next month is to replace our IT security switches

for our building that link to other computers. We have 3 switches needing replacement with an estimated cost of \$15,000. Our mental health providers are also going to receive training for our electronic medical record and ordering supplies needed to enhance our services provided by our mental health providers. The expenditures for this one time funding of the AIMS grant need to be finalized by September 2018.

Our Medicaid cost reports is due to be filed July 2nd, Dimension Healthcare is also completing this report for the center as they did for the Medicare cost report. The amount Dimension charged for the Medicare cost report totaled approximately \$1,400.00 lower than the maximum amount quoted of \$8,400.00. This year's report had less information as compared to a full year of data; this center is also a small startup facility with few providers resulting in less reporting measures needed.

I have spoken to a potential co-applicant board member who will represent our patient/consumer component of the co-applicant board. I am also speaking to one more additional potential patient member.

Lastly, I have signed and am asking for co-applicant board approval to go into affiliation with OSU College of Dentistry allowing senior dental students to perform clinical rotations here this fall.

WIC

Cyndie Miller shared:

- **The breastfeeding tent will be set-up at the fair again this year**
- **Big Latch is August 3**
- **Half of the 158 Farmer's Market booklets have been issued already this season**

Caseload increased by 6 participants from May 2018. 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, June 2018 – 1). Stats also include the number of infants born early (now designated as less than or equal to 37 weeks gestation, June 2018 – 44 or 13.8% of our infants currently on the program).

Cyndie Miller attended Mount Vernon Farmers' Market on June 9th to issue WIC Farmer's Market coupons to WIC participants. Four, five dollar coupons are available to each WIC family for the current market season. The WIC Farmers' Market program promotes the development of farmers' markets to communities lacking access to fresh produce and provides income to farmers that, in turn, helps boost local economies.

158 booklets worth \$20 each are designated for Knox County WIC participants. This will ultimately benefit our local farmers totaling \$3,160.

PUBLIC HEALTH OUTREACH

Lorraine Bratton shared:

- **Communicable disease is busy this time of year**
- **Looking into offering health assessments at the Book Warehouse in Fredericktown**

Kathy Spanfellner, RN, BCMH coordinator – Janice from ODH informed me that there are 67 new cases statewide per day. My case load has been steady.

Lisa Dudgeon, RN – I gave a presentation on the FACES program to Centerburg Place. Three senior citizens signed up for a FACES visit from this presentation. A total of seven FACES visit were provided in June. Additional follow up visit was made to install grab bars in a shower. Kenyon students are starting to contact past participants of the newborn home visit program for their summer project and will be going on newborn visits with me throughout the summer. I have had three newborn

home and cribs visits in June. The local hospital informed me that many of the newborns recently have been from out of the county. Referrals are down in the last couple of weeks, but they are expecting a busy July.

Sheri Rine, RN, vaccine coordinator - Arrangements have been made to go to Riverside Recovery in Mount Vernon on July 6, 2018 to administer Hepatitis A vaccine (for high risk individuals). The first back-to-school "walk-in" immunization clinic, on June 19th from 3-6 PM, was not well attended, perhaps due to the previous school year just ending. The next clinic is scheduled for July 17 from 3-6 PM. We continue to receive calls for the travel vaccines. Most of the requests are for Hepatitis A and Typhoid vaccines. A local veterinarian office called inquiring about the rabies vaccine for their staff.

Lorraine Bratton, RN, DON – As per American Heart Association guidelines, it is deemed necessary to acquire new CPR equipment prior to its expiration at the end of the year. Purchasing this equipment is currently being looked into. I am developing a protocol to provide CPR to the public at a reduced cost. We have applied for monies with Women United, and are currently waiting to hear the outcome. We continue to visit the food pantry at the Apostolic church on New Delaware Road, once a month, and see greater than 150 people per visit. The city and county probation sites have not been well received by the defendants at this time. There has been discussion by the probation officers and our staff on ways to improve our connection and establish trust.

EMERGENCY PREPAREDNESS

Zach Green shared:

- **The Ford Escape has been delivered. The Ford Fusion should be delivered sometime in August**

During the last month, the Public Health Emergency Preparedness (PHEP) has started the new 2018-2019 grant cycle and will have a Kick-Off meeting July 23rd. Throughout contract hours with the local Emergency Management Agency (EMA) the Hazardous Material annex and all facilities in Knox County that store hazardous materials have been identified/updated.

SJ Cleaning was given their official 30 day notice via certified mail and their final day will be August 4th. Rudi Muka Cleaning contract will be presented to the board and if approved their start date would be on or before August 6th. The county maintenance crew had a busy month completing Fiscal, HR and front Administration area. In addition, they are finishing up the drywall in the conference room and installing all new janitorial dispensers from Friendly Wholesalers throughout the agency. Lastly, one of the agency fleet vehicles arrived July 13th and logos for that vehicle are on order.

The Functional Exercise was a success back in June. A total of ten healthcare agencies and the Emergency Operation Center (EOC) participated in the three hour exercise. There were 119 exercise injects that were completed during the field of play.

ADMINISTRATIVE SERVICES & OPERATIONS

Fiscal Office

June 2018 Budget Summary

- Revenue: Year-to-date revenue -- \$2,724,854.01-- 43% of estimated revenue collected
- Expenditures: Year to date expenditures -- \$2,454,770.23 -- 39% 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
- June 30, 2018 Cash Balance: \$1,908,111– up \$270,084 since January 1, 2018 (↑14%)
- June 30, 2017 Cash Balance: \$1,724,483
- June 30, 2016 Cash Balance: \$1,114,449

General Fund

- Revenue received year-to-date -- \$820,228 (43% of estimated revenue)
- Expenditures year-to-date -- \$814,424 (38% of estimated expenses)
- January 1, 2018 Cash Balance: \$775,935
- June 30, 2018 Cash Balance: \$781,739 – up \$5,804 since January 1, 2018 (↑1%)
- June 30, 2017 Cash Balance: \$728,435
- June 30, 2016 Cash Balance: \$535,413

Environmental Health Restricted Funds

- Revenue received year-to-date -- \$238,424 (62% of estimated revenue)
- Expenditures year-to-date -- \$172,080 (41% of estimated expenses)
- January 1, 2018 Cash Balance: \$65,515
- June 30, 2018 Cash Balance: \$ 131,859 – up \$66,344 since January 1, 2018 (↑50%)
- June 30, 2017 Cash Balance: \$120,292
- June 30, 2016 Cash Balance: \$109,492

Special Revenue Funds

- Revenue received year-to-date -- \$507,714 (58% of estimated revenue)
- Expenditures year-to-date -- \$260,674 (51% of estimated expenses)
- January 1, 2018 Cash Balance: \$564,223
- June 30, 2018 Cash Balance: \$811,263– up \$247,040 since January 1, 2018 (↑30%)
- June 30, 2017 Cash Balance: \$707,450
- June 30, 2016 Cash Balance: \$332,351

Grant Funds

- Revenue received year-to-date -- \$1,158,489 (37% of estimated revenue)
- Expenditures year-to-date -- \$1,207,593 (40% of estimated expenses)
- January 1, 2018 Cash Balance: \$232,354
- June 30, 2018 Cash Balance: \$183,250 – down \$49,104 since January 1, 2018 (↓27%)
- June 30, 2017 Cash Balance: \$168,305
- June 30, 2016 Cash Balance: \$137,193

Notes to 2018 Budget Summary

- ❖ **General Fund**
 - Our General Fund received \$17,400 for the OHPPI grant. We received \$4,000 for the Health Care Coalition for the year.
- ❖ **Environmental Health Restricted Funds**
 - Private Water revenue was \$7,694.41 for June and expense was \$4,559.69 for an increase of \$3,134.72. Sewage Program fund revenue was \$11,871 and expense was \$7,494.86 for an increase of \$4,376.14.

❖ **Special Revenue Funds**

- In June, Home Health contract payment from KCH was \$34,083.21. We are still receiving revenue from claims from last year \$9,700.43.

❖ **Grant Funds**

- Community Health Center fund project income \$64,587.23. This is down due to the change in billing companies. \$110,425.83 in Community Health Center grant funds were drawn down. We did not receive money for the PHEP grant in June, because the State delayed paying until July. The final reports were submitted for PHEP and Moms Quit for Two 2018 grants.

HUMAN RESOURCES

Joyce Frazee shared:

- **The Dental Assistant and WIC Admin Assistant positions were filled internally**
- **Interviews for the open positions continue. We are currently interviewing for three admin assistant positions, one dental assistant and one certified medical assistant position**
- Health Educators completed their Core Competency Assessments on June 18, 2018. The following are areas identified that can be improved upon by further training and experience in Public Health. Health Educator comments are also included in this document. The group average for Health Educator was well above 2.5 on several areas due to their broad involvement in all areas of KCHD and Public Health. The assessment Excel sheet highlights areas below a 3.0 but for uniformity in the assessment among all KCHD employees, this summary will focus on the areas 2.5 and below. Public health science skills and financial planning and management skills were the two areas with averages under or close to 3.0, indicating room for more training and growth. Now that the gaps have been identified I will work with Carmen to find training pieces to cover the specific areas recognized.
- The administrative assistant position in the WIC division was filled internally by April Brady leaving an open position in the Health Center for a CMA. I will be interviewing applicants to fill the admin positions in the Health Center and Admin/Ops division, and begin advertising for a CMA. I also have several applicants for the Dental Assistant position and will begin interviews this week.
- You will be asked to approve the termination of Brandy Moore. Brandy was released from her position as Administrative Assistant in the Admin/Ops division because her work skills did not fit with the overall goals of the agency.
- Elisa Beckett, Student Intern has developed a Facebook posting that will help inform the public when the agency has job openings. The posting directs the public to the health department website to find more information on the current job openings. My hope is the Facebook posting will attract applicants for all of our open positions plus bring more people to the agency website.
- I am enrolled in the Business Management Associate/HR certificate program through COTC. I have asked Julie for permission to take Philosophy class at COTC on Monday & Wednesday from 9:35 a.m. – 11:00 a.m. (August 21 – December 14, 2018) This class is a requirement for

the degree I am working towards. I plan to use my 45 minute lunch, flex my schedule or use any other time that is needed for the time I will be away from the office for this class. Katie Hunter is also enrolled in this class and has asked for permission too.

4.3. Health Commissioner

Julie Miller shared:

- Accreditation Action plan was submitted June 25, site visitors will review then submit to the PHAB Board when they meet August 21. We were notified one of the site visitors was not available and that a new member of the team has been assigned. A no-conflict statement has been signed and submitted
- Survey results have revealed that because of the Drug Free Communities grant we are beginning to see improvements in the number of youth in our community using alcohol, tobacco or drugs.
- We are developing a Birth Certificate Fee Waiver Policy because of the need to help customers get the much needed birth certificates needed to get a driver's license or proof of children living in the household for government assisted living
- We are looking into ways to educate the Doctors completing death certificates and cause of death. Too many continue to use Tobacco Use as the cause when it shouldn't be.
- The NACCHO conference offered a lot of great information. The leadership team will review and the documents from the conference can be found on the p:drive. Topics of discussion were equality, diversity and networking

HEALTH COMMISSIONER REPORT

- The Accreditation Action Plan was submitted to PHAB on June 25, 2018. Our PHAB Technical Advisor has asked the review team to look at our plan and return to her by July 25th for submission to the PHAB Board on August 21st. If this time frame does not change we should know the status of our accreditation by the end of August or early September. I want to share my appreciation of the assistance provided by Joyce, Zach, & Carmen. They were instrumental in getting the action plan finalized.
- The Leadership Team completed the individual Strengths Finder 2.0 assessment and held our retreat on June 12th. The retreat was facilitated by a Strengths Finder trainer and we enjoyed getting to know more about each other, our strengths and areas where we can continue to grow. As a team I think our individual strengths complement each other which make us stronger.
- The CHA and CHIP processes have been completed. You should receive a copy of the Executive Summary in your folder at the Board meeting. Please review this summary as part of our strategic planning later this year will involve consideration of the CHA priorities as we plan for our agency's future programs/services.
- Joyce has been coordinating the Strategic Planning process with Measurement Resources. We are awaiting a process plan and cost prior to moving forward. We hope to bring approval for this expenditure to the Board meeting.
- As you may remember I was out for 2 weeks for vacation as well at the NACCHO conference. I enjoyed both immensely but gathered much in the way of innovative programming, new issues related to public health and knowledge from other health officers from around the country. I will be sharing the information I gathered with Leadership and staff as appropriate. I am also extremely proud of our Leadership Team and employees for handling any and all issues that arose while I was away.
- I will be bringing the agency compensation and classification plan to you for approval. I hope to get it to the finance committee prior to the meeting for their input.

- After we have addressed the compensation plan, then I plan to begin looking for funding to assist with building renovations, begin a succession planning process and also be researching topics that I feel the Board needs to address such as medical marijuana in the workplace, public needle exchange programs, etc.

5. Old Business-None

6. New Business

6.1. Finance

6.1.1. Income and Expense

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

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT JUNE 30, 2018							
FUND NAME	JAN. 1, 2018 BALANCE	JUNE REVENUE	YEAR-TO-DATE REVENUE	JUNE EXPEND.	YEAR-TO-DATE EXPEND.	JUNE 30, 2018 BALANCE	
District Health Fund							
801 - District Health Fund*	775,934.75	37,877.54	820,227.73	126,312.56	814,423.63	781,739.65	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	6,561.73	0.00	9,768.55	1,757.57	6,674.36	9,659.02	
805 - Food Service Fund	9,002.11	4,010.00	140,810.91	10,485.90	83,447.50	65,935.43	
807 - Private Water Fund	10,394.30	7,694.41	30,864.55	4,559.69	34,358.70	6,800.15	
809 - Sewage Program Fund	35,981.20	11,871.00	50,532.40	7,494.86	43,333.30	33,180.30	
810 - RV Park/Camp Fund	3,575.72	0.00	6,447.82	990.82	3,856.20	6,167.34	
Subtotal	68,515.06	23,978.41	238,424.23	28,297.73	172,080.15	131,859.14	
Special Revenue Funds							
803 - Home Health Fund	553,233.00	43,783.64	468,319.42	31,048.20	241,820.88	790,631.64	
804 - Medical Clinic Fund	970.62	0.00	0.00	0.00	970.62	0.00	
810 - Solid Waste Fund	10,010.70	0.00	19,393.98	2,680.31	17,773.16	11,631.52	
Subtotal	564,223.32	43,783.64	507,713.90	33,728.51	260,673.66	811,263.16	
Grant Funds							
808 - WIC Grant Fund FY Oct 1 - Sept 31	27,440.98	19,216.41	129,535.23	18,680.85	127,616.58	29,459.03	
811 - Creating Healthy Com Grant FY JAN 1 - DEC 31	16,502.47	5,624.84	44,444.11	6,420.71	37,761.72	13,464.86	
812 - PHEP Grant Fund FY July 1 - June 30	23,820.99	0.00	45,181.48	10,909.74	39,172.91	29,820.56	
813 - KCHMO2 Grant Fund FY Oct 1 - Sept 30	17,467.42	6,497.97	37,501.09	1,946.63	14,829.42	35,139.09	
814 - Community Health Center Grant FY April 1 - Mar 31	141,042.63	175,217.98	851,094.28	184,517.69	921,550.76	79,586.05	
830 - Drug Free Communities FY Oct 1 - Sept 30	6,060.00	5,251.37	35,432.96	5,320.37	56,661.20	4,771.16	
Subtotal	232,363.78	211,640.87	1,168,488.88	228,781.99	1,207,692.89	183,249.78	
TOTAL ALL FUNDS	1,838,028.92	316,377.28	2,724,854.01	418,120.79	2,454,776.23	1,908,110.78	

*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 #2018-07

Laura Haberman made a motion to approve Resolution #2018-07. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Kelly Bailey, Barry George, Laura Barbuto, Laura Haberman, Jeff Harmer, and Lee Rhoades in the negative; none. The motion was approved.

RESOLUTION #2018-07

General Fund

1. Transfer \$29,000 from 801.1510.50601 to 807.1510.41100
2. Transfer \$29,500 from 801.1510.50601 to 808.1510.41100
3. Transfer \$24,000 from 801.1510.50601 to 811.1510.41100
4. Transfer \$50,000 from 801.1510.50601 to 814.1510.41100

Private Water Fund

1. Transfer \$100 from 807.1510.50501 to 807.1510.50201

RV/Park Camp Fund

1. Transfer \$25 from 810.1510.50101 to 810.1510.50401

Creating Healthy Communities

Grant

1. Transfer \$100 from 811.1510.50501 to 811.1510.50302

Community Health Center Grant

1. Transfer \$10,000 from 814.1510.50101 to 814.1510.50307

Advance Pay Backs (previous years)

1. Advance Pay Back \$2,100 from 806.1510.50602 to 801.1510.41101
2. Advance Pay Back \$29,000 from 807.1510.50602 to 801.1510.41101
3. Advance Pay Back \$49,500 from 808.1510.50602 to 801.1510.41101
4. Advance Pay Back \$15,000 from 809.1510.50602 to 801.1510.41101
5. Advance Pay Back \$24,000 from 811.1510.50602 to 801.1510.41101
6. Advance Pay Back \$30,000 from 812.1510.50602 to 801.1510.41101
7. Advance Pay Back \$6,000 from 830.1510.50602 to 801.1510.41101

6.2. Personnel

6.2.1. Approve the termination of Brandy Moore, effective June 29, 2018.

Barry George made a motion to approve the termination of Brandy Moore, effective June 29, 2018. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

6.2.2. Approval to hire Public Health Nurse in the Public Health Outreach division, Bridget Collins, RN, effective September 10, 2018.

Barry George made a motion to approve to hire to Public Health Nurse in the Public Health Outreach division, Bridget Collins, RN, effective September 10, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.3. Contracts

6.3.1. Approve contract with Rudi Muka Floor Cleaning to provide professional floor cleaning/janitorial service five (5) days a week, at a cost of \$3,000/month, effective August 1, 2018 – July 31, 2019.

Lee Rhoades made a motion to approve contract with Rudi Muka Floor Cleaning to provide professional floor cleaning/janitorial service five (5) days a week, at a cost of \$3,000/month, effective August 1, 2018 – July 31, 2019. Jeff Harmer seconded the motion; in the negative: none. The motion was approved.

6.3.2. Approve contract with Fairway Capital Recovery, LLC to perform account claim collections, effective August 1, 2018.

Jeff Harmer made a motion to approve contract with Fairway Capital Recovery, LLC to perform account claim collections, effective August 1, 2018. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

6.3.3. Approve contract with Measurement Resources Company for development of the agency Strategic Plan, at a cost of \$15,250.00, effective September 1, 2018 – March 30, 2018.

Jeff Harmer made a motion to approve contract with Measurement Resources Company for development of the agency Strategic Plan, at a cost of \$15,250.00, effective September 1, 2018 – March 30, 2018. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.4 Board Approvals

6.4.1. Approval to purchase Switches to enhance cyber security in the Health Center, at a cost of \$13,000, to be paid for by the AIMS Grant.

Jeff Harmer made a motion to approve the purchase of Switches to enhance cyber security in the Health Center, at a cost of \$13,000, to be paid for by the AIMS Grant. Laura Haberman seconded the motion; in the negative; none. The motion was approved.

6.4.2. Approve revisions to the agency PPM section 7.5 “Use of District Vehicles”.

Laura Haberman made a motion to approve revisions to the agency PPM section 7.5 “Use of District Vehicles”. Barry George seconded the motion; in the negative: none. The motion was approved.

6.4.3. Approval of KCHD Tuberculosis Exposure Control Plan.

Laura Haberman made a motion to approve the KCHD Tuberculosis Exposure Control Plan. Laura Barbuto seconded the motion; in the negative: none. The motion was approved.

6.4.4. Approval of agency Classification & Compensation Plan.

Haberman made a motion to table the approval of the agency Classification & Compensation Plan. Jeff Harmer seconded the motion; On roll call the following voted in the affirmative: Kelly Bailey, Barry George, Laura Barbuto, Laura Haberman, Jeff Harmer, in the negative; none. The motion was tabled.

6.4.5. Approval to purchase SD inSITE & MIP fiscal and HR software from Schneider Downs, one time set-up fee \$32,329, and annual hosted licensing \$11,674/year.

Jeff Harmer made a motion to approve the purchase of SD inSITE & MIP fiscal and HR software from Schneider Downs, one time set-up fee \$32,329, and annual hosted licensing \$11,674/year. Laura Haberman seconded the motion; in the negative: none. The motion was approved.

Lee Rhoades stepped out of the meeting.

6.5. Board Information (Non-action items)

Health Commissioner has signed the following:

ment with KCH for medical 24/7 consultation services particularly during public health emergencies and as backup in the absence of the KCHD medical director; at a total cost not to exceed \$1,500/year, effective July 1, 2017 to June 30, 2018.

7. Executive Session

At 7:13 p.m. Laura Haberman made a motion to enter into executive session for the purpose of compensation. Jeff Harmer seconded the motion. On roll call the following voted in the affirmative: Kelly Bailey, Barry George, Laura Barbuto, Laura Haberman, and Jeff Harmer: in the negative; none. The motion was approved.

Julie Miller, Joyce Frazee, and Stacey Robinson were invited to attend the executive session.

Lee Rhoades returned to the meeting.

At 7:46 p.m. Jeff Harmer made a motion to return to regular session. Laura Haberman seconded the motion. On roll call the following voted in the affirmative: Kelly Bailey, Barry George, Laura

Barbuto, Laura Haberman, Lee Rhoades and Jeff Harmer: in the negative; none. The motion was approved.

Laura Haberman made a motion to approve the Compensation and Classification Plan as presented to the Board beginning pay period July 28, 2018. Lee Rhoades seconded the motion. Jeff Harmer and Laura Barbuto abstained: in the negative; none. The motion was approved.

Laura Haberman made a motion to approve the Administration Salary Scale as presented to the Board beginning pay period July 28, 2018. Lee Rhoades seconded the motion. Jeff Harmer and Laura Barbuto abstained: in the negative; none. The motion was approved.

8. Adjournment

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

The Board meeting adjourned at 7:47 p.m.



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



K. Lee Rhoades
Board Member

