



May 27, 2020

The Board of Health of the Knox County Health District held a regular meeting, remotely via digital platform Zoom. The following were in attendance:

<u>BOARD MEMBERS</u>	<u>STAFF</u>
Eric Siekkinen, RPh, President	Julie Miller, Health Commissioner
Jeff Harmer, Pro-Tem	Joyce Frazee, Human Resource Supervisor
Amanda Rogers, DVM	Zach Green, Admin/Ops Director
Ron Moder	Lane Belangia, Community Health Center CEO
Barry George, MD	Cyndie Miller, WIC Director
Joe Porter	Pam Palm, Planning Education & Promotion Director
Lee Rhoades	Nate Overholt, Environmental Health Director
Diane Goodrich	Katie Hunter, Fiscal Coordinator
Barb Brenneman	
	<u>GUESTS</u>
	Larry DiGiovani, Mount Vernon News

1. Convention

1.1. Call to Order

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

1.2. Acceptance of Agenda

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

1.3. Approval of the minutes for April 22, 2020 Board of Health meeting.

The minutes of the regular meeting held, April 22, 2020 were reviewed and accepted. Joe Porter made a motion to approve the minutes. Barb Brenneman 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. Amanda Rogers, DVM seconded the motion; in the negative: none. The motion was approved.

FUND	AMOUNT
801 - General Fund	38,944.88
806 - Food Service Fund	1,969.22
807 - Private Water Fund	1,310.34
808 - WIC Grant	69.90
809 - Sewage Program Fund	800.98
811 - Creating Healthy Communities Grant	2,348.98
812 - Public Hlth Emergency Preparedness Grant	230.62
814 - Community Health Center Grant	59,877.71
830 - Drug Free Communities	355.00
Total	\$105,907.63
 THEN & NOW	
801 - General Fund	23,035.50
814 - Community Health Center Grant	6,636.56
Total	\$29,672.06

1.5. Public Participation - None

2. Hearing/Reading/Regulations

2.1. Approval of household sewage treatment system variance to Thom Collier, authorized agent for Ryan White at 1751 Vernonview Drive, Mount Vernon OH 43050, Monroe Township, Parcel # 49-00110.000 to allow installation of new treatment system for an existing home where the new line exiting the home to go under the driveway, along with installing the treatment area within 10 ft. of the property line in order to achieve the adequate length and contour for the system outlined in Ohio Administrative Code 3701-29-06.

Jeff Harmer made a motion to approve household sewage treatment system variance to Thom Collier, authorized agent for Ryan White at 1751 Vernonview Drive, Mount Vernon OH 43050, Monroe Township, Parcel # 49-00110.000 to allow installation of new treatment system for an existing home where the new line exiting the home to go under the driveway, along with installing the treatment area within 10 ft. of the property line in order to achieve the adequate length and contour for the system outlined in Ohio Administrative Code 3701-29-06. Barb Brenneman seconded the motion: in the negative; none. The motion was approved.

2.2. Approval of household sewage treatment system variance to Uriah W. Hostetler at 18844 Carson Road, Butler, OH 44822, Pike Township, Parcel # 58-00048.001 to allow the installation of a new sewage line exiting a future new home to go under the driveway to connect to an existing, functioning HSTS system that will not meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06.

Jeff Harmer made a motion to approve household sewage treatment system variance to Uriah W. Hostetler at 18844 Carson Road, Butler, OH 44822, Pike Township, Parcel # 58-00048.001 to allow the installation of a new sewage line exiting a future new home to go under the driveway to connect to an existing, functioning HSTS system that will not meet the 10 ft. isolation distance outlined in Ohio Administrative Code 3701-29-06. Barry George, MD seconded the motion: in the negative; none. The motion was approved.

3. Special Reports

3.1 Board Report - None

3.2. Leadership Report

ADMINISTRATIVE SERVICES & OPERATIONS- Zach Green, Director

Zach reported Plexiglas barriers were installed at the front reception desk. Barriers will also be installed at the WIC and EH intake area, as well as the nurses station in the Community Health Center.

Accreditation

This month the Strategic Impact Team has finalized several documents to aid in staff education of Accreditation, Performance Management, and Quality Improvement efforts. They finalized an in person training for all staff members that will be attended by each staff member once per year. The follow up to this is developing training for staff that will need in-depth training on this topic. The team finalized a quarterly newsletter that will include - highlighted PM metric, highlight on a QI project, and a message from Carmen regarding Accreditation. The team also assembled a small graphic to utilize in the staff newsletter that corresponds to the SIT Bulletin Board. These documents are all designed to work cohesively to help increase staff awareness and knowledge and foster a culture of quality improvement within the agency. A survey is being sent out to staff to assess their current understanding before all our new measures are in place and we will continually monitor our collective improved knowledge on this subject. The training and newsletter will be shared with the Leadership Team and BOH Performance Management Committee prior to being introduced to the staff. All 1st quarter data was uploaded into Clear Impact and there are several metrics that will likely not meet in 2020 due to COVID-19 restrictions. The Domain Leaders working on Accreditation are all meeting one-on-one with Carmen to discuss strategic goals for their domains that were developed from our site visit review, Action Plan feedback, and our Annual Report sent to PHAB. It is likely that Clear Impact will be utilized to assist in tracking these goals.

Facility/Maintenance

The dental project is nearly completed which includes an upgrade in the ventilation system to combat additional aerosols. Due to the wake of COVID19, the portable suction equipment is not adequate and a new vacuum system along with an amalgam separator was imperative. Dental hygiene will be up and running as usual before June 1st.

Fiscal

The Finance Committee is scheduled to meet in June to discuss the Salary Scale/Salary Increases. The General Fund has received money from the CARES Act to assist with Covid-19. The fiscal staff has been working remotely and continuing to make sure all tasks are completed by their deadlines. We are beginning to transition back into the office on a regular basis. The AFR is due on July 1, 2020.

Public Health Emergency Preparedness (PHEP)

During the past month COVID-19 still remains the focus of Knox Public Health. The Emergency Preparedness Coordinator (EPC) has started working onsite Tuesday and Thursday and remains working out of the EMA Monday, Wednesday and Friday. This allows for PPE to be allocated to organizations in need. The deliverables from the previous month have been expensed. Currently there are two deliverables that have been submitted and are awaiting approval from ODH.

Vital Statistics & Information Technology (IT)

IT - This month the board is being presented with the project to upgrade our Microsoft Office software from version 2010 to 2019. Office 2010 was released in April of 2010. We must do this upgrade, as Microsoft is discontinuing support, patches, and security patches for this version. Continuing to use 2010 after October could open us up to a breach. We will roll out the upgrade throughout the agency over the summer. Target completion is mid-September.

Vital Stats - For home births, we have started sending a birth certificate application along with the newborn hearing screening information. So far, everyone has returned the form to order the child's birth certificate. As a bonus, this is all done by mail, so no exposure.

Fiscal Coordinator Report – Katie Hunter

KNOX COUNTY GENERAL HEALTH DISTRICT BUDGET HIGHLIGHTS April 30, 2020									
	April Revenue			April Expense			April Cash Balance		
	2020	2019	2018	2020	2019	2018	2020	2019	2018
District Health Fund									
801 - District Health Fund*	64,846.19	19,955.06	35,976.93	149,173.89	150,157.80	141,123.85	1,625,638.62	803,619.23	926,777.71
Environmental Health Restricted Funds									
805 - Swimming Pool Fund	0.00	6,213.00	7,584.00	306.61	878.66	1,303.18	1,085.95	9,099.29	11,814.07
806 - Food Service Fund	2,796.75	6,504.50	4,598.75	16,358.87	11,918.15	12,845.96	101,926.47	70,270.94	78,808.11
807 - Private Water Fund	6,731.60	9,452.10	5,735.93	5,345.55	5,965.96	4,645.40	8,000.78	3,152.30	2,380.44
809 - Sewage Program Fund	11,987.00	15,494.00	8,923.00	8,625.33	7,756.67	6,086.76	10,871.18	13,246.33	17,490.01
810 - RV Park/Camp Fund	0.00	5,074.00	4,913.00	470.10	722.61	587.95	5,981.23	4,483.84	7,118.21
Subtotal	21,515.35	42,737.60	31,754.68	31,106.46	27,242.05	25,469.25	127,865.61	100,252.70	137,610.84
Special Revenue Funds									
803 - Home Health Fund	0.00	36,238.08	35,010.97	0.00	23,623.39	32,935.35	0.00	802,800.19	729,324.32
819 - Solid Waste Fund	0.00	0.00	8,779.46	741.97	2,438.82	2,662.72	9,756.23	12,551.46	16,656.30
Subtotal	0.00	36,238.08	43,790.43	741.97	26,062.21	35,598.07	9,756.23	815,351.65	745,980.62
Grant Funds									
808 - WIC Grant Fund FY Oct 1 - Sept 31	20,951.66	28,145.32	29,447.85	21,462.04	20,217.01	19,456.23	23,697.35	8,797.54	27,782.02
811 - Create Healthy Com Grant FY Jan 1 - Dec 31	6,619.42	8,101.41	13,912.50	8,963.77	5,967.45	5,832.24	30,260.88	29,206.33	21,538.71
812 - PHIEP Grant Fund FY July 1 - June 30	0.00	16,640.83	20,264.61	4,417.17	3,256.90	4,663.23	7,568.55	21,350.15	42,259.28
813 - NICHUQ2 Grant Fund FY Oct 1 - Sept 30	8,550.00	1,254.38	6,051.23	2,772.68	2,652.31	1,871.69	58,209.17	61,427.83	27,915.46
814 - Community Health Center Grant FY April 1 - Mar 31	218,524.77	235,743.45	112,388.69	165,109.16	184,620.55	155,832.64	82,333.86	46,480.74	36,829.47
830 - Drug Free Communities FY Oct 1 - Sept 30	6,033.00	6,331.47	8,415.11	5,372.50	5,520.00	6,218.41	4,807.81	4,544.42	4,846.16
Subtotal	260,678.85	296,216.86	190,479.99	288,097.32	222,234.22	193,874.44	206,877.62	171,807.01	161,171.10
TOTAL ALL FUNDS	347,040.39	395,147.60	302,002.03	389,119.64	425,696.28	396,065.61	1,970,138.08	1,891,030.59	1,971,540.27

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC Grant, United Way Grants

HUMAN RESOURCES – Joyce Frazee, Human Resource Supervisor

Bailie Miller continues to work remotely three days a week and reports to the office the other two days. I am working onsite now.

I am reviewing the Personal Policy Manual and making updates as needed. Out of the 104 policies that make up the Personnel Policy Manual only one (Funeral Leave) has been rewritten and revised to include bereavement leave. This policy was sent to the Board Workforce Committee for review. The rest of the policies were updated to reflect the agency name change, to Knox Public Health.

I have been in contact via phone or email with each person that has submitted a volunteer application form. Each person is aware that we are maintaining and have not had a need for volunteers. Should the

need arise, volunteers will be contacted and scheduled for training. Lisa Dudgeon is coordinating the training piece.

ENVIRONMENTAL HEALTH – Nate Overholt, R.S., Director

Nate thanked his staff for all they've done considering the amount of complaints the agency has received. Every complaint is logged and addressed within a timely manner, generally within 24-48 hours.

A household sewage treatment system (HSTS) variance application was provided by Thom Collier, authorized agent for property owner Ryan White for 1751 Vernonview Drive, Mount Vernon OH 43050, Monroe Township, Parcel # 49-00110.000 in order to install a new HSTS system for an existing residence. Current system is currently backed up and is located on an adjacent property and will need to be abandoned and replaced. The requirement for a variance is due to the new line exiting the home to go under the driveway, along with not being able to meet the isolation requirements to the property line in order to achieve the adequate length and contour for the system outlined in Ohio Administrative Code 3701-29-06.

A household sewage treatment system (HSTS) variance application was provided by Uriah W. Hostetler for 18844 Carson Road, Butler, OH 44822, Pike Township, Parcel # 58-00048.001. A new home is going to be built and tied into the existing HSTS system. The requirement for a variance is due to the new line exiting the home to go under the driveway and therefore not meet the isolation requirements to a driveway outlined in Ohio Administrative Code 3701-29-06.

As the Stay Safe Ohio Order has implemented reopening of food service operations, campgrounds and public swimming pools, the environmental health staff has been extremely busy working with facilities in reading and understanding the sector specific guidelines provided by the Ohio Department of Health. We will continue working with our facilities to the best of our ability to ensure compliance is achieved and maintained.

The private water system and household sewage treatment system programs continue to be busy. Both programs had 16 permits applied for and issued in the month of April. Program staff continues to stagger days of being in the office to work. When not in the office, they are working from home or are limited to visiting the office to pick up files and equipment in order to provide inspections.

Knox Public Health will resume the normal schedule of 2 days a week pick up for water sampling starting June 1, 2020. Until then, Friday morning is the only day that MASI laboratories are picking up samples.

PLANNING EDUCATION & PROMOTION – Pam Palm, Director

Pam echoed Nate's comment regarding the great job the staff is doing to address all of the phone calls or complaints via email from the public. Anna-marie Magers is doing a great job overseeing the info@knoxhealth email account. More than 200 complaints have been logged and addressed.

Pam listens to the State PIO meeting held every morning via telephone.

Like the rest of the agency, the PEP staff has returned to working in the office 1-2 days a week. Due to social distancing requirements, it is impossible to have everyone in the office at the same time. At this point, there is usually three staff in the office daily.

Mike Whitaker reports there were three new tobacco cessation clients in April bringing the total number of clients for 2020 to 29. In comparison, at this time last year the program had 59 participants.

According to Google Analytics, the knoxhealth website had 10,369 users in April, involving 24,268 sessions and 38,940 page views. The top five pages visited were 1.) COVID-19 (22,012); 2.) MainPage (10,054); 3.) Index (574); 4.) KCCHC (556); 5.) Staff Directory (354)

Elisa Frazee has submitted the grant application for Maternal Child Health totaling \$66,000 for FY2021. The grant will fund new programming to increase the value of preconception health to women ages 18-44 in Knox County by increasing equitable access, delivery or quality of women's well visits and preventative services. An advisory team will be created consisting of community partners including primary care or women's health clinics, community-based programs such as social welfare or social service organizations, and local neighborhood leaders. Programming will include a preconception health assessment that will be implemented to address the social determinants that are currently impacting preconception and inter-conception health services in Knox County.

Facebook continues to be the most engaging social media platform for the agency, with more than 5,000 followers. The Facebook Live videos with Health Commissioner Julie Miller have been reduced to once a week (Wednesdays) but are still averaging 5,200 views per video. The top Facebook posts in April were: 1.) Joint public health statement from Health Commissioners; 2.) Should not be hosting garage/yard sales or going to them; 3.) What re-opening Knox County will look like. In March and April, our Facebook posts were really heavy with content about COVID, May is moving into more general public health messaging with COVID information and updates

PUBLIC HEALTH OUTREACH – Lisa Dudgeon, Supervisor

Immunization schedule will opened Friday, May 22 for infant to 2 year olds

WIC, Cyndie Miller, R.D., L.D. WIC Director

Caseload was 856 participants for April (a decrease of 13) impacted by COVID19 pandemic. Referrals included "0" to the Mommy & Me Smoking Cessation program and "11" to the CHC (0 Adults, 1 infant and 10 children). The referrals to the CHC included "2" to the Danville Clinic.

61 of the 263 infants (23.2 %) currently receiving WIC benefits are certified with a risk code designated as "born early" (includes infants born less than 39 weeks gestation). 1 of 88 prenatal participants is 17 years old or less (1.1%).

During the month of April, "curbside service" was continued as our method of service for our WIC participants. Our breastfeeding peer helper continued working from home, providing breastfeeding support by telephone and private Facebook messaging, upon request.

The following waivers are approved through May 31 which allowed "curbside service" to continue in the month of April:

Waiver of Physical Presence, Waiver of Bloodwork/Anthropometric requirements; Waiver for food flexibilities for milk, eggs, and bread (due to shortages reported in the stores for certain WIC authorized

foods); Waiver to postpone proof of residency, proof of income, identity, etc.; Waiver of the in-person nutrition assessment requirement; Waiver of participant signature requirement of consent of rights and responsibilities and allow for WIC staff to sign on participant's behalf to attest these rights and responsibilities were provided verbally; Waiver on minimum stocking requirement for contracts with Vendors beginning July 1, 2020; Waiver of separation of duties requirements (allowing one WIC staff to determine eligibility for all certification criteria and issue WNC *benefits* for the same participant).

We are awaiting future changes in the "Stay Safe in Ohio" directives in order to plan programming for the Farmer's Market Nutrition Program and initiation of the Knox County Milk Drop.

The new WIC Cert System and WIC computers are on track to be implemented in the month of May.

The FY21 WIC Continuing Solicitation has been released and is due on May 26, 2020.

COMMUNITY HEALTH CENTER – Lane Belangia, CEO

Lane reported the dental clinic made the necessary updates following the guidelines. Hygiene services have resumed as well as immunizations.

Co-Applicant Board Report May 2020

Grant: A third NOA was received for the Covid-19 pandemic on May the 4th for a total of \$144,844.00. This award states requirements for spending this money for specific response and enhancing testing capacity within the health centers area of scope. The first two awards were also for testing and expansion of testing capacity and additionally assisting with operational capacity throughout the pandemic. This is another separate grant accepted from HRSA so we now have 4 grant awards requiring quarterly reporting, (IBHS, and CARES 1, 2, and 3). The fifth of our grants is our main H80 health center grant requiring annual reporting as usual. Most reporting requirements for the newly awarded CARES NOAs will pertain to patient demographic information related to testing and positive case numbers. These will also be appearing on the next UDS report for the year 2020. Additionally to the CARES NOAs, the FQHC/Health Department received another round of CARES relief funding from HHS. This was also awarded the week of May the 4th due to rural address of our FQHC locations. We are not a designated rural clinic but our addresses qualified our sites (Mt. Vernon and Danville) as rural designated. Other qualifying entities receiving funds are Critical Access Hospitals (CAHs), Rural Health Clinics (RHCs), and Community Health Centers located in rural areas. The equation for this award was unknown and was not understood until after the funds were released. Our sites each received one payment per location of \$100,000 and the remaining amount in the award was 2% of our last Medicare Cost Reports' Net Revenue. This was formulated from the centers 2018 cost report. The 3rd NOA will need approval and will appear on the agenda this month, the HHS funds have been attested for and verified for receipt within the HHS system this is a non-action item and only requires acknowledgement from the Co-app board. This line item is housed within the Health Departments General Fund and will be used to offset any costs associated with Covid-19 planning, response and expansion of service to combat the spread of the infection in Knox County.

Fiscal The Main Health Center Grant has been drawn down proportionally, (within budget) for the first month of the Grant Year 2020/2021 (April). The first stimulus award budget of \$53,839.00 has been approved by HRSA and expended. The money was drawn down to cover staff time and expense along with minor supply costs and to purchase PPE. The larger award has not been drawn down at this time. We are awaiting budget approval from HRSA. The finance committee will review and approve the budget during their meeting prior to the Co-App. meeting and then recommend approval if no adjustments are needed within the budget.

There has been a significant reduction in Fee/Revenue last month and this month. Contributing factors include, but are not limited to: Insurance Companies slowing processing rates of claims and holding of claims for conversion into Telehealth formats to allow proper billing. Also, the claims processing being received for the month of April relate back to the months of January and February where the center had limited days of operation due to provider time off and vacations.

Supplemental Funding: All supplemental funding will be linked to Covid-19 response for the remainder of this year.

Billing: The total AR amount lowered this month by almost \$198,000. The revenue for this reduction has not been received MTD. I have been in discussions with our billing company for explanation. While it appears we are working through outstanding AR with most claims now in the 1 to 120 day category, this is the goal for ongoing best practice management of the outstanding claims and billing. The Danville location is currently open and seeing patients. We are beginning to receive payments for claims for this site. We will need to separate the fiscal data for this location once all insurances are credentialed.

We are being paid for and reimbursed at a higher rate for telehealth visits compared to in-person visits. I cannot predict if this trend will continue as the telehealth platform regulation is unknown for times after the pandemic ends. I can say “the Jennie is out of the bottle” with telehealth and regardless of reimbursement changes I cannot imagine it will go away. Trends have attempted for over 10 years to incorporate more telehealth in all of healthcare but it never gained ground, it is funny how things work out of necessity.

Grant Management: One of three award budgets have been approved by HRSA, (the first award received for \$53,839.00), all grants will require quarterly updates which will be reviewed with the Co-App Board upon submission

Co-Applicant Board Compliance: The Quality Improvement Policy, Procedure and Work Plan will be reported on by Nan Snyder, QI Coordinator. This is an approval item for the meeting.

Board Governance: The Co-applicant Board Meeting will be performed “virtually” this month. Hopefully the new platform we are using for this month’s meeting will provide a better meeting format. At this time we do not know when “in person” meetings will be able to be held.

CEO Update: Both sites are finishing their first two weeks of “normal” operations under the Covid-19 Pandemic. The first week was met as expected with some elevated anxiety from staff and patients but the center fared well. This week has been more settled as we continue to navigate uncharted and ever-changing waters. Medical services and Behavioral Health services are seeing patients as needed in person and also continuing Tele-health services. Dental has resumed services as well with a large reduction in the capacity as more time is required to clean, change PPE between patients, and the current two suite is not adequate to see two patients without risk of spreading any present infection of COVID-19. The two hygiene rooms are not able to be used at this time due to inadequate ventilation and suction systems. They are being re-plumbed to accommodate the new COVID-19 guidance. Once the rooms have been re-fitted with appropriate plumbing, the hygienists will be able to resume care which is estimated the week of May 18th. Dental is starting slow as the risk of their procedures and spread of infection is high. We hope to become more efficient with strategic changes to the dental practice but also realize there is only so much we can do and maintain staff and patient safety. Immunizations will begin the last two weeks of May and progressively increase as we can accommodate with best practices to ensure patient safety

The Center is part of a consortium of local entities whom are writing for a HRSA grant to bring funding for 3 years into Knox County for Opioid Response and Reduction. The Health Center is participating in a dental program with the Knox County Jail to help provide care to inmates who are actively in treatment for addiction. This is part of a patient-centered approach to treat the entire person experiencing addiction in the community. We currently receive inmates into the center but only for emergent care. Tina Cockrell, with Knox Public Health, is also working with the consortium through KSAAT to bring additional Drug Drop Boxes into some of the villages in the county. The grant is due June 23rd.

While we move forward with services in the center it will be imperative that we continue to be conservative with our COVID-19 response awards in order to help offset our fixed expenses and support COVID-19 response for the long term during the next year. We are currently in discussions with Knox Public Health to determine how the center will respond with testing capability within the center and community.

I cannot convey in a concise written report how well staff have done with this unprecedented experience; many, including the providers, have stepped up to ensure patient care is delivered. I, along with Julie Miller, will be anxious to begin talks about after action items and how we did well with our response and what we could do better when and if we experience this type of situation again.

3.3. Health Commissioner

HEALTH COMMISSIONER REPORT – Julie Miller, R.N., M.S.N

- **Julie thanked the staff for all their hard work during COVID;**
- **She also reported she has been working with Kenyon and the Mount Vernon Nazarene University on what the new school year will look like, as well as local businesses, churches and the Fair board on best way to open;**
- **We have had 23 confirmed cases of COVID;**
- **She reminded the Board members to complete the success profiles for succession planning that are due June 5;**
- **Julie will not be participating in Leadership Ohio this year due to COVID. Her commitment has been postponed until 2021.**

In an effort to take a couple of days out of the office, I thought I would send my bullets to you now. Please know that I am still available and have given directions to the Leadership Team about how and when to reach me. Doesn't it figure that I chose tomorrow and Friday to be at home and 3 urgent meetings were scheduled? Appears to be something related to a pandemic??!!

Here's where we are "mid-month",

- Response to Covid remains on the top of my daily list of duties however, I have been working with the Leadership Team to take the focus off of Covid some and focus on agency strategies and services that have taken a back seat to this situation.
- We are working on potential community testing for Covid. Lisa and I will be meeting with the hospital tomorrow to discuss this further and to also discuss the use of rapid tests for antibodies. Please note that neither KCH nor our agency have rapid testing capabilities at this time.
- We are working most frequently with businesses as they reopen or providing some guidance to those who are not. I have made my voice heard at the State level about letting local public health know why they are making the decisions they are about who to reopen and who they will not. I have also advocated for providing potential dates for reopening which would serve to provide businesses ample planning time as well as providing hope.

- Advocating for reopening on my part does not mean that I am not concerned about the reopening. It is my perception that the Knox Co. Community in general does not realize the seriousness of this disease in relation to the confirmed cases that we have. Our community has done a fairly good job staying at home and our triage line I am sure assisted in that low number but people don't seem to understand that the more we are together and not following guidance, the increase of disease will happen. We are already hearing of resurgence in other countries and states that have reopened before Ohio or Knox Co.
- We are working on training additional personnel and volunteers on contact tracing so that we can be prepared for any resurgence and the work that comes with that.
- We are still planning for mass vaccine clinics.
- We are working with long term care facilities on random sampling of residents and employees - to be proactive and to avoid large outbreaks. I believe there are 2-3 facilities interested in doing this.
- The County Emergency Operations Center is open M-W-F each week and Kyle Clark, Alayna Mowry and I attend. This is a great place to work with community partners in preparedness, response and planning for recovery.

So, what's going on besides Covid:

- We have been successful in a partial reopening of our services. Employees are rotating days in the office and are following the guidance by wearing face masks, social distancing and following hygiene standards.
- The Center is open and seeing more patients. Each patient and visitor is screened at the front entrance and escorted to their location with a mask on. Some patients/visitors are told to wait in their car until they are called in. It seems to be working well and I have not heard of many complaints.
- Fiscally, the budget is sound. The funding being received for Covid Response is being used to cover the costs allowed and if able, personnel, since that is always the largest expense. You will hear more about funding at the Board meeting.
- I sent you an email earlier today related to Succession Planning. There is a response needed to that email. I also sent you an email with Strategic Plan updates. Let me know if you have questions.
- Honestly, we are doing well given the circumstances and the team has all pitched in to help. You should be very proud of this team.

4. New Business

4.1.Finance

4.1.1. Income and Expense

Lee Rhoades made a motion to approve the income and expense report. Barry George, MD seconded the motion; in the negative: none. The motion was approved.

KNOX COUNTY GENERAL HEALTH DISTRICT RECEIPT & EXPENDITURE SUMMARY REPORT APRIL 30, 2020							
FUND NAME	JAN. 1, 2020 BALANCE	APRIL REVENUE	YEAR-TO-DATE REVENUE	APRIL EXPEND.	YEAR-TO-DATE EXPEND.	APRIL 30, 2020 BALANCE	
District Health Fund							
801 - District Health Fund*	1,429,804.70	64,845.19	927,118.47	149,173.80	726,264.50	1,625,638.62	
Environmental Health Restricted Funds							
805 - Swimming Pool Fund	2,147.43	0.00	0.00	306.61	1,061.48	1,085.95	
806 - Food Service Fund	17,400.58	2,766.75	158,708.25	16,358.87	74,182.36	101,926.47	
807 - Private Water Fund	1,248.29	8,731.80	25,833.39	5,345.55	19,080.90	8,000.78	
809 - Sewage Program Fund	6,580.70	11,987.05	34,413.00	8,625.33	30,122.52	10,871.18	
810 - Rv Park/Camp Fund	18.98	0.00	7,000.00	470.10	1,037.75	5,981.23	
Subtotal	27,395.98	21,515.35	225,954.64	31,106.46	125,485.01	127,865.61	
Special Revenue Funds							
819 - Solid Waste Fund	300.04	0.00	25,902.56	741.97	16,446.37	9,756.23	
Subtotal	300.04	0.00	25,902.56	741.97	16,446.37	9,756.23	
Grant Funds							
808 - WIC Grant Fund FY Oct 1 - Sept 31	21,387.79	20,951.66	93,702.40	21,462.04	91,392.84	23,697.35	
811 - Creating Healthy Com Grant FY Jan 1 - Dec 31	19,506.39	6,619.42	44,082.08	8,963.77	33,327.59	30,260.88	
812 - PHEP Grant Fund FY July 1 - June 30	7,876.33	0.00	22,088.98	4,417.17	22,396.78	7,566.55	
813 - MCH/MQ2 Grant Fund FY Oct 1 - Sept 30	59,943.78	9,550.00	8,700.00	2,772.68	10,434.61	58,209.17	
814 - Community Health Center Grant FY April 1 - Mar 31	60,089.46	218,524.77	718,522.46	155,109.18	696,278.06	82,333.66	
830 - Drug Free Communities FY Oct 1 - Sept 30	4,319.88	6,033.00	34,226.98	5,372.50	33,739.05	4,807.11	
Subtotal	173,123.63	260,678.85	921,322.90	208,097.32	887,568.91	206,877.62	
TOTAL ALL FUNDS	1,630,624.35	347,040.39	2,095,298.52	389,119.64	1,765,784.79	1,970,138.08	

*Includes Health Levy, Political Subsidies, Vital Statistics, CMH, Safe Communities, TUPC, Grant, United Way Grants

4.1.2. Transfers/Cash Advances – Resolution 2020-06

Jeff Harmer made a motion to approve Resolution 2020-06. Diane Goodrich seconded the motion. On roll call the following voted in the affirmative: Eric Siekkinen, RPh, Jeff Harmer, Lee Rhoades, Barb Brenneman, Diane Goodrich, Barry George, MD, Ron Moder, Joe Porter, and Amanda Rogers, DVM: in the negative; none. The motion was approved.

RESOLUTION 2020-06

WIC Grant Fund

1. Transfer \$122.46 from 808.1510.50201 to 808.1510.50501

4.2. Personnel

4.2.1. Accept the resignation of Stephanie Fields, CMA; effective May 15, 2020.

Barb Brenneman made a motion to accept the resignation of Stephanie Fields, CMA; effective May 15, 2020. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.2.2 Accept the resignation of Melissa Valentine, LPCC; effective August 7, 2020.

Diane Goodrich made a motion to accept the resignation of Melissa Valentine, LPCC; effective August 7, 2020. Barry George seconded the motion; in the negative: none. The motion was approved.

4.2.3. Approval to hire Chris Remy, LISW; effective July 13, 2020.

Jeff Harmer made a motion to approve the hiring of Chris Remy, LISW; effective July 13, 2020. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

4.2.4. Approval to hire Dawn Priest, LSW; effective July 27, 2020.

Jeff Harmer made a motion to approve the hiring of Dawn Priest, LSW; effective July 27, 2020. Amanda Rogers, DVM, seconded the motion; in the negative: none. The motion was approved.

4.3. Contracts

4.3.1. Approval of MOU between KCHD and Knox Community Hospital to work collaboratively to establish sustainable practices encouraging employees to eat healthier effective May 1, 2020 through April 30, 2021.

Jeff Harmer made a motion to approve MOU between KCHD and Knox Community Hospital to work collaboratively to establish sustainable practices encouraging employees to eat healthier effective May 1, 2020 through April 30, 2021. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.3.2. Approve Memorandum of Agreement with Jessica Singrey, Licensed Professional Clinical Counselor, to perform peer review services for Paul Hart Ruthenbeck, Licensed Chemical Dependency Counselor III, at KCCHC effective May 21, 2020 and remains ongoing. (Non-monetary)

Jeff Harmer made a motion to approve Memorandum of Agreement with Jessica Singrey, Licensed Professional Clinical Counselor, to perform peer review services for Paul Hart Ruthenbeck, Licensed Chemical Dependency Counselor III, at KCCHC effective May 21, 2020 and remains ongoing. (Non-monetary) Diane Goodrich seconded the motion; in the negative: none. The motion was approved.

4.4. Board Approvals

4.4.1 Approval of agency Personal Policy Manual.

Diane Goodrich made a motion to approve agency Personal Policy Manual. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.2. Approval to purchase Microsoft Office 2019 Upgrade for \$24,391.10.

Jeff Harmer made a motion to approve the purchase Microsoft Office 2019 Upgrade for \$24,391.10. Joe Porter seconded the motion; in the negative: none. The motion was approved.

4.4.3. Accept COVID Response funding from ODH for \$24,795.

Amanda Rogers, DVM, made a motion to accept COVID Response funding from ODH for \$24,795. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.4.4. Accept Contact Tracing funding from ODH for \$64,917.

Barry George, MD made a motion to accept Contact Tracing funding from PDH for \$64,917. Barb Brenneman seconded the motion.

4.4.5. Accept Expanding Testing Capabilities & Health Center Operations funding from HRSA for \$141,844.

Jeff Harmer made a motion to accept Expanding Testing Capabilities & Health Center Operations funding from HRSA for \$141,844. Lee Rhoades seconded the motion; in the negative: none. The motion was approved.

4.4.6. Accept CARES Act Stimulus Relief funding from HRSA/HHS for \$224,732.17.

Lee Rhoades made a motion to accept CARES Act Stimulus Relief funding from HRSA/HHS for \$224,732.17. Barb Brenneman seconded the motion; in the negative: none. The motion was approved.

4.5. Board Information/Discussion (Non-action items)

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

- Renewed MOA with The Freedom Center for Substance Abuse Treatment referrals, as needed, effective May 14, 2020 through May 14, 2022. – non-monetary
- Renewed MOA with Knox Area Transit for Transportation Services, as needed, effective May 15, 2020 through May 15, 2022 – non-monetary
- Renewed contract with Knox County Office of Homeland Security and Emergency Management (EMA) for services to include emergency response planning, grant writing and reporting, and coordination of emergency response drills and/or exercises, (PHEP coordination (12 hours per week x 52 weeks) for a maximum amount of \$19,500 effective July 1, 2020 through June 30, 2021.
- Agreement 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, 2020 to June 30, 2021.
- Renewed MOU with the Knox Substance Abuse Action Team coalition for Knox Public Health to serve as the Drug Free Communities grant applicant and the coalition to oversee programs within the grant, effective September 30, 2020 and remains ongoing.
- Renewed Pharmacy Services Contract with Eastside Conway's Pharmacy for the Knox County Community Health Center to pay for eligible prescriptions for patients, as needed, effective May 5, 2020 and remains ongoing.
- Renewed contract with East Knox School District to provide a public health nurse for the 2020-2021 school year, effective, July 1, 2020 through June 30, 2021, hourly rate \$45.00, maximum \$66,240.00.
- Renewed contract with Knox County Career Center to provide a public health nurse for the 2020-2021 school year, effective, July 1, 2020 through June 30, 2021, hourly rate \$43.00, maximum \$67,424.00.
- Renewed contract with Nick Gotschall, LPCC, to provide peer review services for clinical counselors & social workers at the Knox County Community Health Center for an annual maximum of \$2,000 effective June 1, 2020 through May 31, 2021.

5. Adjournment

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

The Board meeting adjourned at 7:07 p.m



Eric Siekkinen, RPh
Board President



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