

**Knox County Community Health Center (KCCHC)
Co-Applicant Board
April 15, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held April 15, 2021 at the Knox Public Health building and through the online platform Zoom. The following were in attendance:

Board Members:	Knox County Public Health / Health Center:
Nixon, Jay, President, Person	Belangia, Lane, CEO, Person
Lenthe, Jim, Person	Robinson, Stacey, Fiscal Supervisor, Person
Kurtz, Matthew, Person	Snyder, Nanette, Clinical Coordinator, Person
Jones-Perkins, Lori, Zoom	Thomas, Kristi, Administrative Assistant, Person
White, Bruce, Zoom	Mowry, Alayna, Communications Coordinator, Person
Wythe, Mike, Pro-Tem Zoom	Miller, Julie, Health Commissioner, Person
Burdette, Patricia, Person	Doup, Amy, Student, Zoom
Hawkins, Todd, Zoom	Martinson, Ron, CMO, Zoom
Absent:	Guests:
Boyd, Jodi	Burgie, Barb, Burgie MediaFusion, Person
Hillier, Linda	
Tazewell, Peg, Secretary	
Tope, Ann	

1. Convention

1.1. Call to Order

The Meeting was called to order by President, Jay Nixon, at 11:40a.m.

1.2. Roll Call

Attendance was taken by Kristi Thomas, administrative assistant at 11:41a.m.

1.3. Acceptance of the Agenda

Jay Nixon requested a motion be made to approve the agenda Jim Lenthe made a motion to accept the agenda. Mike Wythe seconded the motion: in the negative; none. The agenda was approved.

1.4. Approval of March 18, 2021 KCCHC Board Minutes

Todd Hawkins made a motion to amend the March 18, 2021 minutes as he was not in attendance in person, but in attendance through Zoom. Todd Hawkins made a motion to approve and amend the March 18, 2021 KCCHC Board Minutes. Lori Jones-Perkins seconded the motion; in the negative; none. The motion was approved.

1.5. Public Participation

1.5.1. Barb Burgie presented her findings to the Co-Applicant Board during the communications report.

2. Special Reports

2.1. Communications

Alayna Mowry reported the following: Barb Burgie from Burgie MediaFusion will be sharing with the Co-Applicant Board her preliminary findings. We have officially finished our first contract with Burgie MediaFusion and plan to continue service with the company.

Barb Burgie reported the following: When Burgie MediaFusion joined the Co-Applicant Board 2 months ago the process of collecting data for needs/wants/and growth for the Knox County Community Health Center (KCCHC) had begun. The focus will now be put on these three areas: dental care with school-aged children, mental health, and patients with continual health care needs. Even though mental health is currently booked at max capacity we think as an outreach area it's important and will lead to a point of engagement or soft entrance to learn, build, and grow trust within the community. When speaking of patients with continual health care needs we are talking about blood pressure screenings and patients with kidney issues especially those over age 60. The patients need to understand what is provided at KCCHC and how they can enter into enrollment for their particular need. We worked to create the first 3 months of social media and created a calendar of implementation, best practices/guidelines, looks/designs, and looked at how other Health Centers that are doing it right to connect with their patients. The next phase will be looking into where money will be allocated within the marketing process.

Alayna Mowry reported the following: Going back to what Barb Burgie was presenting, the first promotion will be immunizations for back-to-school clinics. Within the next presentation we will be discussing the new logo for Knox Public Health and the Knox County Community Health Center (KCCHC). The process of designing the new logo has been completed. There was an internal team and outside team that helped create and design the new logo. Public Health will be the biggest word to associate us with the public. We have the check marks to represent "yes" phrases such as: "yes, we can help you find health care, yes, we can help you with your health needs". The two lines behind the check mark (giving a total of three) represent the three fundamentals of public health to: prevent, promote and protect. The dot by the check mark turns the check mark into a person with arms in the air. There is a straight line, letters "KPH". This was integrated into the Health Center logo and in the future, we are looking into modernizing this logo. For more information on the new logo please refer to attachment 3.

For more detailed information, see Attachment 1 – [Promotional Report 1](#)

For more detailed information, see Attachment 2 – [Social Media](#)

For more detailed information, see Attachment 3 - [Logo](#)

2.2. QI/Clinical

2.2.1. 1st QT 2021 Peer Review Report

2.2.2. 1st QT 2021 Quality Measure Report

2.2.3. 1st QT 2021 Patient Satisfaction Survey Report

Nan Snyder reported: First quarter has been completed for the quality improvement (QI) department. According to the UDS report (Uniform Data System) the Health Center is becoming better at BMI screening/follow-up of 18 years old and older, screening for depression/ follow-up plans and tobacco use screening/cessation. The other areas that are not shown on the UDS report that the Health Center has been focusing on are no-show rates and chart locking. Some changes will be implemented to ensure that the Health Center is capturing all the data for the UDS measures. With the growth the Health Center has been experiencing along with COVID, data collection has been limited. With the gradual decrease of COVID, investigative work can happen more frequently to capture all the information we want from our patients.

Dr. Martinson reported the following: Peer reviews have been done with the providers and they look good. Going back to what Nan was saying about QI measures, a lot of times they start in the red zone because they are time based. Part of the issue in collecting the data is that e-clinical works (electronic medical record) doesn't always capture the data that we need it to. Nan Snyder has been working diligently on validations and with providers to control high blood pressure and diabetes within the Health Center. The process is on the

right track and will continue while actively working with Knox Community Hospital (KPH) to help obtain the data.

Nan Snyder: Since Kristi Thomas is head of the Patient Satisfaction QI subcommittee I will let her present the first quarter Patient Satisfaction Survey Report.

Kristi Thomas reported the following: Working with the Patient Satisfaction Survey subcommittee has brought a lot of issues/non-issues into sight. Starting with a general update on the Patient Satisfaction Survey, there are now four new Samsung tablets two of them are at the Danville Community Health Center and two of them are at Knox County Dental. These were purchased to eliminate the travel between Mount Vernon and Danville in order for their locations to issue the patient satisfaction survey. It has officially been one year since using SurveyMonkey for developing and implementing the surveys and there is now a schedule put in place for each division (medical, dental, behavioral health) to issue their patient satisfaction survey. From September 2019 – September 2020, 130 surveys total were issued. Just in the first quarter of 2021 we have been able to issues 101 surveys. The general suggestion/improvement for the Health Center was that we need shorter waiting times once the patient has checked in for their appointment. Other than that, the people who took the survey and made comments had nothing but good things to say about the Health Center.

Nan Snyder: This again, is a real-time project and we will be assessing in a real-time manner.

For more detailed information, see Attachment 4 – [QI Coordinator Report](#)

For more detailed information, see Attachment 5 - [Patient Satisfaction Update](#).

2.3. Dental Supervisor Report:

2.3.1. 3rd Grade Dental Screens

Lane Belangia reported the following: The dental team and a few other dentists within the community have been completing the Head Start and 3rd grade dental screens. This has been going extremely well and have kept our dental staff very busy. Things are looking positive for the dental clinic in Danville as they continue to grow and see more patients. Dr. Cheek is still busy in Danville as he has had quite a few referrals from dentists and other surrounding Health Centers.

2.4. Finance

Stacey Robinson reported: The finance report for revenue was pleasing to see as we have brought in \$42,000 from the behavioral health department. This is the highest we have seen since we opened the Health Center. There are 3 Licensed Social Workers working full-time and one Substance Use Disorder Counselor who are always fully booked and have a current waiting list for patients.

UHC (United HealthCare) got their final reports and are close to a settlement for the out-of-network issues from the past two years. The Health Center is looking at receiving money from that settlement, amount is unknown at this time.

For more detailed information, see Attachment 6 – [Expense and Revenue Report](#)

For more detailed information, see Attachment 7 – [Finance Report](#)

For more detailed information, see Attachment 8 – [Budget Highlights](#)

For more detailed information, see Attachment 9 – [Monthly Scorecard](#)

2.5. CEO Report

Lane Belangia reported: There are a lot of things happening outside the daily operations within the Health Center. The OACHC (Ohio Association of Community Health Centers) has given money for the Tobacco Cessation Program that is run by Alayna Mowry, Elisa Frazee, and Mike Whittaker from Knox Public Health. This program helps individuals within the community cease the use of tobacco products.

The Recovery and Rescue award came out and we received the official NoA for a new grant. This is a 2-year project for COVID vaccination capacities. This is to support, plan, and distribute COVID vaccine. The grant is for one million dollars and will be voted on shortly for its acceptance by the Board.

Within the first week of May, we will get a capital grant for capital projects. This fund will best serve the patients, growth, and sustainability within the Health Center by purchasing equipment and remodeling of the Health Center in Danville. There is an expansion fund being finalized for expansion money to purchase or build property. This round of funding could potentially be used for new capacities.

The OACHC conference is April 26-28. Governor Mike DeWine will be a speaker as well as the Director of the Bureau of Primary Care Health, Erina Hughes. Two new products will be announced to Anthem Blue Cross Blue Shield and a 6th new insurance company is coming. The awarded companies will go into effect January 1, 2021. Because we are an FQHC we are in every insurance network. With Medicaid and Medicare controlling the six major care companies they are doing centralized credentialing (meaning the Health Centers won't have to do as much work to credential providers). We will only have to enroll with the Ohio Medicaid.

The Health center is looking at school-based funding for Centerburg schools. This will allow us to put our providers into the school for student care. The grant we are applying for is extremely competitive. The application will be submitted April 20, 2021 and we will receive the NoA sometime in July. This project will become active in August whether we get the grant or not because Centerburg schools would still like us within their school system. After opening the satellite site at the school, we will be able to bring the practice into scope with HRSA. More information on Centerburg schools will be coming soon.

Matthew Kurtz: From what I understood, there will also be centralized billing.

Lane Belangia: If they do centralize the billing we will be in a much better billing situation. Not only do we bill 6 different companies, we also have 4-5 other dental insurances and 1-2 other mental health components we bill to.

For more detailed information, see Attachment 10 – [CEO Report.docx](#)

3. New Business

3.1. Finance

3.1.1. Income and Expense

Jim Lenthe made a motion to accept the KCCHC March 18, 2021 Finance Report. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

- 3.2.1. Recommend the approval of the professional services contract with CB Practice Solutions for consulting of electronic medical record consultation services for \$135 per hour plus reimbursement for traveling and living expenses, effective May 22, 2021 through May 21, 2022.

Matthew Kurtz made a motion to recommend to the Board of Health the approval of the professional services contract with CB Practice Solutions for consulting of electronic medical records services for \$135 per hour plus reimbursements for traveling and living expenses effective May 22, 2021 through May 21, 2022. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

The following discussion was recorded:

Nan Snyder: This contract is for working with Christina Bruckelmyer who provides help within our electronic medical record. Her help has been wonderful and we look forward to continuing our work with her.

3.3. Board Approvals

3.3.1. Approve the adoption of the 2021 Fee Schedule for the Knox County Community Health Center (KCCHC).

Lori Perkins-Jones made a motion to accept the 2021 Fee Schedule for KCCHC. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.2. Approve the adoption of the Health Inequity Statement from the Board of Health into the Co-Applicant board.

Bruce White made a motion to approve the adoption of the Health Inequity Statement from the Board of Health into the Co-Applicant Board. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: This is the statement that was presented last month regarding the inequity of access to health care. The Board of Health approved this approach with the mindset that there is an inequity within the community. Because of who we try to see and reach it's a great support to be in line with the Public Health agency.

Matthew Kurtz: I would like to see how that aligns with the mission and visions. It's great to acknowledge it but the steps are hard.

Julie Miller: We are currently working on action steps within the statement. This is about how Health Inequity is an issue within the community. People from the Health Center will be involved in helping with the action steps. Carmen Barbuto, the coordinator will try to start a committee to help with those action steps.

3.3.3. Accept the 2022 Knox Public Health (KPH) permanent budget. This also includes the 2022 KCCHC budget.

Matthew Kurtz made a motion to accept the 2022 KPH/KCCHC permanent budget. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.4. Accept the American Rescue Plan Act Funding for Health Centers 1H8FCS41398-01-00, in the amount of \$1,034,875.00, April 1, 2021 through March 31, 2023

Jim Lenthe made a motion to accept the American Rescue Plan Act Funding for Health Centers. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

3.3.5. Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Paul Hart Ruthenbeck as a Licensed Chemical Dependency Counselor III, (LCDC III) starting May 1, 2021 through April 30, 2023.

Jim Lenthe made a motion to approve the Re-Credentialing and Granting Privileges to Paul Hart Ruthenbeck, LCDC III. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

- 3.3.6.** Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Dr. John Cheek, DMO as an Oral Surgeon starting May 1, 2021 through April 30, 2023.

Bruce White made a motion to approve the Re-Credentialing and Granting Privileges to Dr. John Cheek, Oral Surgeon. Matthew Kurtz seconded the motion; in the negative; none. The motion was approved.

- 3.3.7.** Approval of the MOA with the Center Street Community Health Center (CSCHC) for collaboration efforts focusing on reduction or duplication of services, cross referral for appropriate services, join health outreach and health education efforts, and maximizing access to care with no monetary value.

Jay Nixon made a motion to approve the MOA with CSCHC for collaboration efforts. Jim Lenthe seconded motion: in the negative; none. The motion was approved.

4. Board Information Non-Action Items

4.1. CEO has signed:

- 4.1.1.** MOA with Jessica Singrey, LPCC for peer review of mental and behavioral health charts, with no monetary value from May 1, 2021 through April 30, 2022.

- 4.1.2.** MOA with Knox County 911 for After-Hours support with no monetary value from May 1, 2021 through April 30, 2022.

4.2. Facilities Committee Update

Julie Miller reported the following: We now own the current property and will have the deed by May 1, 2021. The Board of Health (BOH) has submitted the first right of refusal at Cooper Park and received notice that another local entity has put in a submission to purchase part of it. We should receive a formal notice from the Land Bank that the application was submitted and under consideration. We will be responding within 5 days to either submit a higher purchase price or do nothing.

5. Health Commissioner – Board of Health (BOH) Update

Julie Miller reported the following: The Health Department has 144 cases of COVID and one local death this week. COVID is still among us and we are encouraging each individual to get the vaccine, social distance, and continue wearing masks. We have administered about 11,000 doses of COVID vaccine and continue to hold COVID clinics. We are starting to go into schools and vaccinate kids 16 years and older. Around 28-30% of the population has been vaccinated within the community. Within the Health Center we have a few job openings. One of them is for an administrative assistant, LISW or LPCC, registered sanitation, and a nurse for a school position.

The following discussion was recorded:

Lane Belangia: Bruce, how is the hospital doing with COVID efforts?

Bruce White: We are about the same at he hospital.

Julie Miller: We all need to promote the vaccine if we can. We will be vaccinating this evening at Ariel Corporation for not only Ariel, but surrounding businesses within the industrial park district.

Patricia Burdette: If you are vaccinated outside of Knox County are those counted for Knox County?

Julie Miller: They wouldn't count, but at a state level they can pull those numbers if we request them to get a better headcount of who in Knox County has physically been vaccinated.

6. Adjournment

Having no further business, Jay Nixon made a motion to adjourn the meeting. Matthew Kurtz seconded the motion; in the negative; none.

The meeting adjourned at 12:48 p.m.

Jay Nixon
President

Mike Wythe
Pro-Tem