



**Co-Applicant Board  
August 19, 2021  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held August 19, 2021 at the Knox Public Health building and on a Zoom online platform. The following were in attendance:

<b>Board Members:</b>	<b>Knox County Public Health / Health Center:</b>
Lenthe, Jim	Belangia, Lane, CEO
Jones-Perkins, Lori	Thomas, Kristi, Administrative Assistant
Burdette, Patricia	Mowry, Alayna, Communications Coordinator
Kurtz, Matthew	
Hawkins, Todd	<b>Guests:</b>
Hillier, Linda	Jeff Harmer, BOH President
Tazewell, Peg, Secretary	
<b>Absent:</b>	<b>Absent:</b>
Nixon, Jay, President	Snyder, Nanette, QI/QA
Wythe, Mike, Pro-Tem	Miller, Julie, Health Commissioner
White, Bruce	Robinson, Stacey, Fiscal Supervisor
Tope, Ann	Martinson, Ron, CMO
	Patterson, Deanar, Clinical Supervisor
	West, Jessica, Dental Supervisor
	Gilley, Stacy, Behavioral Health Supervisor

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by Secretary, Peg Tazewell, at 11:35a.m.

**1.2. Roll Call**

Attendance was taken by Kristi Thomas, administrative assistant at 11:36a.m.

**1.3. Acceptance of the Agenda**

Peg Tazewell requested a motion be made to approve the agenda. Lori Jones-Perkins made a motion to accept the agenda. Jim Lenthe seconded the motion: in the negative; none. The agenda was approved.

**1.4. Approval of July 15, 2021 KCCHC Board Minutes**

Jim Lenthe made a motion to approve the July 15, 2021 KCCHC Board Minutes. Linda Hillier seconded the motion; in the negative; none. The motion was approved.

**1.5. Public Participation**

**1.5.1.** Jeff Harmer, BOH President

**1.5.2.** Janet Jones, Administrative Assistant at the Knox County Community Health Center

*Lane Belangia: Today we have Janet Jones in the meeting with us. She has been an employee at the Health Center for a few years now.*

*Janet Jones: I am Janet Jones, I have been an administrative assistant for three years now.*

## **2. Special Reports**

### **2.1. Communications**

**Alayna Mowry reported:** There is not a whole lot of add to the written report. The ribbon cutting for Knox County Dental has been canceled. This decision was made taking into consideration the increase of COVID-19 cases within Knox County and the renovations being done to the Knox County Dental building. If the ribbon cutting can happen after all renovations then those can be showcased in addition to the ribbon cutting.

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

*For more detailed information, see Attachment 2 – [Marketing Report](#)*

### **2.2. QI/Clinical**

**Lane Belangia reported:** Nan Snyder is currently in the Leadership Knox program and won't be at the next ten meetings because they meet every third Thursday of the month just like the Co-Applicant Board does. Nan and myself will sit down and discuss how we will report the quality reports.

*For more detailed information, see Attachment 3 – [Clinical Report](#)*

### **2.3. Dental Supervisor Report**

**Lane Belangia reported:** Jessica West is the new dental supervisor. Next month her schedule will be cleared to come to the meetings going forward. The only thing to report on at this point is that the kindergarten dental screens have been scheduled and are set for the beginning of this school year.

### **2.4. Behavioral Health Supervisor Report**

**Stacy Gilley reported:** There is a new administrative assistant, Rachel Frye, who is focused solely on behavioral health scheduling and administrative tasks. Rachel has been keeping up with the waiting list taking it from 63 patients in July to 18 patients in August. Rachel is also doing a great job of filling up the schedules for Ashton and Lauren. There were five mental health counselors who recently went through a course at Ohio State University (OSU) for LGBTQ training. There are now four to five days per week that a behavioral health counselor is in the Danville location.

*Peg Tazewell: Can Ashton and Lauren work with children from ages three to five?*

*Stacy Gilley: Yes, both have experience with that.*

*For more detailed information, see Attachment 4 – [BH Report](#)*

### **2.5. Finance**

**Lane Belangia reported:** Danville revenue from the dental clinic has gone up again, and is continuing to steadily rise. There is a new hygienist out in Danville so we will soon see more revenue from that service in the future.

**The following conversation was recorded:**

*Todd Hawkins: Do we have a strategic plan that goes beyond what we have now?*

*Lane Belangia: Julie and I have been talking about the strategic plan and with the recent growth we have strayed from it and it's now not where it needs to be. Our goal next month will be revisiting with the board.*

*Zach Green:* As you look at the expectation with all the COVID money that has come in there is some rearranging that will needs to be made. The extra money from COVID has offset the budget a lot.

*Lane Belangia:* This year we are going to meet with the auditor to help budget for future years. The current budget is almost useless at this point after getting all of our COVID money.

*For more detailed information, see Attachment 5 – [Expense and Revenue Report](#)*

*For more detailed information, see Attachment 6 – [Finance Report](#)*

*For more detailed information, see Attachment 7 – [Budget Highlights](#)*

*For more detailed information, see Attachment 8 – [Monthly Scorecard](#)*

## 2.6. CEO Report

**Lane Belangia reported:** This month the health center celebrated National Health Center Week. Alayna will share more about what we had planned. In addition, our new clinical supervisor is here with us, Deanar Patterson. She will be taking over the clinical portion of reporting to the board and that will begin soon.

*Deanar Patterson:* Thank you, it's nice to meet everyone. I am happy to be here and excited to grow the Health Center.

**Alayna Mowry Reported:** There was a large amount of planning for National Health Center Week. We had the pool party at Hiawatha planned and ready to go but, at the last minute we had to cancel due to the increase of COVID-19 cases within the community. After returning a majority of the items the staff were given sports shirts, took pictures with the selfie stick and at the All-Staff meeting were given watermelon flavored gum, watermelon, and the Health Center provided the breakfast. The Thursday of Health Center Week the staff gave out the same sports shirts to patients that were designated to be handed out during the pool party.

*For more detailed information, see Attachment 9 – [CEO Report.docx](#)*

## 3. New Business

### 3.1. Finance

#### 3.1.1. Income and Expenses

Todd Hawkins made a motion to accept the KCCHC July 15, 2021 Finance Report. Jim Lenthe 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 Luma Health for license subscription and customer support services starting September 1, 2021 through September 1, 2024 with a monetary value of \$45,360 per year and a one-time startup fee of \$9,072.**

Lori Jones-Perkins made a motion to recommend the approval of the professional services contract with Luma Health for license subscriptions and customer support starting September 1, 2021 through September 1, 2024 with a monetary value of \$45,360 per year. Linda Hillier seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia:* This contract is going to start with the dental division and we will see how well it works then we will add in other providers gradually. This software allows staff to text patients regarding appointments and for them to reply back to staff.

**3.2.2. Approval of the professional services contract with Spectrum for traditional TV campaign services starting August 30, 2021 through February 27, 2022, with a monetary value of \$4,499.75.**

Matthew Kurtz made a motion to approve the professional services contract with Spectrum for traditional TV campaign services starting August 30, 2021 through February 27, 2022 with a monetary value of \$4,499.75. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

*Alayna Mowry: A majority of this contract is being paid by the hypertension and COVID money we have received followed up by Health Center funds.*

**3.3. Board Approvals**

**3.3.1. Accept the approval of the Health Center Program Award H80CS30716-05-02, Integrated Behavioral Health Services ongoing funding FY 2021, budget period 04/01/2021 through 03/31/2022 in the amount of \$97,417.00 to support KCCHC in providing access to high quality integrated behavioral health services, including prevention or treatment of mental health conditions and/or substance use disorders (SUD) including opioid use disorder.**

Jim Lenthe made a motion to accept the approval of the Health Center Program Award H80CS30716-05-02 in the amount of \$97,417.00. Linda Hillier seconded the motion: in the negative; none. The motion was approved.

**3.3.2. Approval of required credentialing documents and granting permanent privileges to practice in the Knox County Community Health Center for Lindsey Gilkey, ARNP-CNP as a certified nurse practitioner, effective September 1, 2021 through August 31, 2023.**

Lori Jones-Perkins made a motion to approve the credentialing and privileging of Lindsey Gilkey, APRN-CNP effective September 1, 2021 through August 31, 2023. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This needs to be recognized as Kristi Thomas has taken over the credentialing and privileging process and to have a provider fully credentialed and privileged before starting work is an outstanding achievement. Great job to her and her hard work.*

**3.3.3. Approval of required credentialing documents and granting permanent privileges to practice in the Knox County Community Health Center for Rodney Beckett, DDS, as a dentist, effective September 1, 2021 through August 31, 2023.**

Matthew Kurtz made a motion to approve the credentialing and privileging of Rodney Beckett, DDS effective September 1, 2021 through August 31, 2023. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.3.4. Approval of required credentialing documents and granting permanent privileges to practice in the Knox County Community Health Center for Ashton Bowens, LSW as a licensed social worker, effective September 1, 2021 through August 31, 2023.**

Jim Lenthe made a motion to approve the credentialing and privileging of Ashton Bowens, LSW, effective September 1, 2021 through August 31, 2023. Linda Hillier seconded the motion: in the negative; none. The motion was approved.

**3.3.5. Approval of required credentialing documents and granting permanent privileges to practice in the Knox County Community Health Center for Lauren Sanders, LSW as a licensed social worker, effective September 1, 2021 through August 31, 2023.**

Lori Jones-Perkins made a motion to approve the credentialing and privileging of Lauren Sanders, LSW, effective September 1, 2021 through August 31, 2023. Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

**3.3.1. Accept the following KCCHC policy as needed to meet the Standards of HRSA Health Center Compliance Manual**

- Refusal/Unwillingness/Waiver to Pay (not updated)
- No-Show (updated)

Patricia Burdette made a motion to approve the KCCHC policies as needed to meet the standard of HRSA Health Center Compliance Manual: Refusal/Unwillingness/Waiver to Pay and No-Show policies. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**4. Board Information Non-Action Items**

**4.1. BOH has approved the following hires that are budgeted and opened/vacant within the Knox County Community Health Center**

- 4.1.1. Alexis Peters, CMA, as a certified medical assistant effective July 19, 2021
- 4.1.2. Christi (Susan) Baldwin, administrative assistant, effective July 19, 2021
- 4.1.3. Rachel Frye, administrative assistant, effective July 6, 2021
- 4.1.4. Angela Watkins, RDH, as a registered dental hygienist, effective July 12, 2021

**4.2. BOH has approved the following resignations:**

- 4.2.1. Cierra Hawkins, Patient Care Navigator, effective July 19, 2021

**5. Facilities Committee Update**

**Jim Lenthe reported:** There is currently no update at this moment in time.

**6. Knox Public Health Update**

**Lane Belangia reported:** The Board of Health met last night and they are in direct negotiations with the land bank. Since Julie Miller couldn't be here today, Zach Green, Deputy Health Commissioner is in her place.

**7. Executive Session**

At 12:08p.m. Peg Tazewell, Secretary called an executive session to discuss property acquisition. Zach Green was asked to attend the session. Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Lori Jones-Perkins, Patricia Burdette, Mathew Kurtz, Treasurer, Todd Hawkins, Linda Hillier, Jim Lenthe, and Peg Tazewell, Secretary. In the negative; none. The motion was approved.

At 12:29p.m. Peg Tazewell, Secretary made a motion to return to regular session, Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Lori Jones-Perkins, Patricia Burdette, Mathew Kurtz, Treasurer, Todd Hawkins, Linda Hillier, Jim Lenthe, and Peg Tazewell, Secretary. In the negative; none. The motion was approved.

**8. Adjournment**

Having no further business, Peg Tazewell made a motion to adjourn the meeting. Jim Lenthe seconded the motion; in the negative; none.

The meeting adjourned at 12:30p.m.

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Peg Tazewell  
Secretary

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Todd Hawkins  
Treasurer