



**Co-Applicant Board
July 15, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held July 15, 2021 at the Knox Public Health building. The following were in attendance:

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

1. Convention

1.1. Call to Order

The Meeting was called to order by President, Jay Nixon, at 11:32a.m.

1.2. Roll Call

Attendance was taken by Kristi Thomas, administrative assistant at 11:33a.m.

1.3. Acceptance of the Agenda

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

1.4. Approval of June 17, 2021 KCCHC Board Minutes

Jim Lenthe made a motion to approve the June 17, 2021 KCCHC Board Minutes. Bruce White seconded the motion; in the negative; none. The motion was approved.

1.5. Public Participation

1.5.1. Kaden Lester

1.5.2. Jeff Harmer, BOH President

Lane Belangia: Jeff Harmer, the Board of Health President is here with us today. He is here to observe our many items listed on the agenda for the month of July.

2. Special Reports

2.1. Communications

2.1.1. Promotional Report

2.1.2. Marketing Report

Alayna Mowry reported: There are two big events coming up for the health center. The first event is at the Hiawatha Water Park in Mount Vernon on August 13, 2021. The promotion is half price admission to the water park with activities and promotions from the health center. This is being advertised on our social media platforms such as Facebook. The second event is a ribbon cutting ceremony for Knox County Dental on September 23, 2021. There will be a lunch during the ribbon cutting since the cutting will be held during the employee lunch hour.

Lane Belangia: *We would like to thank Kaden Lester for helping the PEP (planning, education, promotion) division. While Kaden has been interning with us he has put in a lot of hard work in scheduling/coordinating these events with Alayna.*

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

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

2.2. QI/Clinical

Nan Snyder reported: Within the QI (quality improvement) report the UDS (uniform data system) measures are the greatest to pay attention to. The health center has reached above the targeted goals within the Childhood Weight Screening/BMI (body mass index)/Nutritional/Physical Activity, BMI screening and Follow-Up 18 years or older, Screening for Depression and Follow-Up Plan, Tobacco Use: Screening and Cessation and Ischemic Vascular Disease (IVD) Aspirin Use.

Each year the QI Coordinator is responsible for updating the Quality Management Program and Key Performance Indicators and the Board will be voting on that today. The Quality Management Program did not have any changes from 2020. This detailed explanation of the responsibilities for Quality Programs and the individuals or groups of individuals is important as they are the responsible parties who oversee the program. The 2021 Key Performance Indicators are the clinical, access/service utilization and safety/risk management performance indicators that the health center strives to meet and include the HRSA UDS measures.

Dr. Martinson: *Part of this process is identifying what the issues are and if the data has been captured. After that, we can start making process changes to train the staff and provide better care.*

Nan Snyder: *AZARA DRVS dollars go into this with pre-patient planning. Where the patient has gaps in their care we can make sure to close those.*

Bruce White: *What about pregnancy and prenatal care within the health center?*

Nan Snyder: *All pregnancy related services are referred out to Knox Community Hospital.*

Lane Belangia: *Within the health center we will diagnose pregnancy but anything after that is referred out to Knox Community Hospital like Nan mentioned.*

Nan Snyder: *Diagnosing a patient as pregnant is not considered prenatal care.*

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

For more detailed information, see Attachment 4 – [Key Performance Indicators](#)

For more detailed information, see Attachment 5 – [Quality Management Plan](#)

2.3. Dental Supervisor Report

Lane Belangia reported: The finance committee met and reported that the last employee has been hired in Knox County Dental with the exception of a second receptionist. As the rest of the year moves on we will start to see an increase in numbers because of the new hygienist hired. This individual will be able to see more patients in the hygiene chair all week versus two days a week when we have one member of our Mount Vernon staff filling in at the Danville site. In terms of the dental supervisor, there is an internal candidate the health center is looking at to fill that position. More information will come at a later date.

2.4. Behavioral Health Supervisor Report

Lane Belangia reported: Stacy Gilley is the lead supervisor of the behavioral health department. Altogether there are now five mental health counselors and one substance use disorder counselor. Part of the five mental health counselors are two new hires. These two will start to take over Stacy Gilley's scheduled patients evenly in order to allow Stacy to do her supervisor duties. After this month Stacy Gilley will attend the Co-Applicant Board meetings regularly with monthly reporting.

There are currently 60 people on our wait list for behavioral health. Right now, the building we are currently located at is in max capacity and there is no more room for counselors to go. As this department continues to grow we are thinking of satellite sights to accommodate the rapid growth of the behavioral health department.

2.5. Finance

Stacey Robinson reported: Revenue for the medical clinic in Mount Vernon totaled \$50,073.59 for the month of June in addition: Danville medical clinic \$11,306.54, immunizations \$38,737.69, dental clinic in Mount Vernon \$33,119.96, dental clinic in Danville \$17,248.55, behavioral health in Mount Vernon \$37,098.53 and behavioral health in Danville \$5,107.11.

The health center received \$1,492.86 in 340B prescription funds. June AR (aging report) is at \$239,927.12 in 0-30 days. The average days in AR is 60 days for June and in May it was 66 days.

During the finance committee meeting it was discussed that the YTD (year to date) budget for the county auditors will have an amendment to increase it due to COVID funds we have been receiving.

The following conversation was recorded:

Bruce White: Contract services is up 44%, what is that for exactly?

Stacey Robinson: Contract services is for the Nurse Practitioners, oral surgeon, behavioral health counselor Melissa Valentine, and the EMR (electronic medical record).

Lane Belangia: Contract has probably been the one, line item we under budget for and our providers also have controlled substances added.

Stacey Robinson: Soon we will be faxing through the EMR and the price will go up more.

Nan Snyder: The more we find we can do efficiently throughout the EMR, the more the contract price will increase.

Dr. Martinson: Those add-on services are not always deemed unnecessary.

Todd Hawkins: As far as the COVID funds, we are spending through that first. Everything is trending in the right direction. AR is going down and cash balances are increasing. Cash as of now doesn't seem to be an issue.

Peg Tazewell: June fees and revenue of \$195,000 are more than what we have ever brought in.

For more detailed information, see Attachment 4 – [Expense and Revenue Report](#)

For more detailed information, see Attachment 5 – [Finance Report](#)

For more detailed information, see Attachment 6 – [Budget Highlights](#)

For more detailed information, see Attachment 7 – [Monthly Scorecard](#)

2.6. CEO Report

Lane Belangia reported: We are currently waiting to hear about our school-based funding that we submitted for. There is a tentative trip coming up for the board. We were offered to take a trip to tour other school-based health center programs. The field trip will be sometime in August to see what an elaborate and newly started school-based health center looks like. Once the details are finalized the board will receive a trip invite.

Within the budget for the capital funds we are currently missing the lease agreement amount but, it's going to the Board of Health July meeting. Once that is approved then the work can start to begin after September 1st when the budget has been approved. We have attained the steps in an estimate/blue print/architectural design for both dental and medical clinics in Danville.

The health center has a new cost reporting system from Medicaid. Annually the health center will submit a cost report and Medicaid will reimburse according to what they deem necessary. The program is only offered to health centers that are attached to Public Health Departments. Ohio Medicaid gave us an update that Chris Carson will be assigned to our audit and it should be started within the next week.

For more detailed information, see Attachment 8 – [CEO Report.docx](#)

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Ann Tope made a motion to accept the KCCHC June 17, 2021 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. **Accept the approval of the professional services contract with Amy Schuman, RDH for dental hygienist services effective July 1, 2021 through June 30, 2022 with a monetary value of \$35/hour, maximum of \$30,000/year.**

Peg Tazewell made a motion to accept the approval of the professional services contract with Amy Schuman, RDH, effective July 1, 2021 through June 30, 2022 with a monetary value of \$35/hour, maximum of \$30,000/year. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. **Approve the 2021-2022 Quality Improvement Program and Work Plan including Key Performance Indicators for the quality measures of the health center.**

Nan Snyder: The workplan is for quality improvement. Dr. Martinson and I sit down and discuss what HRSA wants us to report to.

Ann Tope made a motion to approve the 2021-2022 Quality Improvement Program and Work Plan including Key Performance Indicators. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.2. Recommend the approval of the H8F (American Rescue Plan) budget and workplan submitted by the CEO on May 9, 2021 in the amount of \$1,034,875.00 with a budget period of April 1, 2021 through March 31, 2023.

Peg Tazewell made a motion to recommend the approval of the H8F American Rescue Plan budget and workplan. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.3. Accept the H8F American Rescue Plan Notice of Award effective April 1, 2021 through March 31, 2023 in the amount of \$1,034,875.00.

Jim Lenthe made a motion to approve the H8F American Rescue Plan Notice of Award effective April 1, 2021 through March 31, 2023. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.4. Approve to have the Community Health Center Director/CEO submit the Capital Funding Application in the amount of \$531,911; submission due June 24, 2021.

Ann Tope made a motion to approve the submission of the Capital Funding Application in the amount of \$531,911 due June 24, 2021. Bruce White seconded the motion: in the negative; none. The motion was approved.

3.3.5. Recommend to the Board of Health to grant authority to the Health Commissioner to renegotiate the current lease with "10 East Main LLC" to include a 3200 square foot suite located at 12 East Main Street, Danville Ohio 43014.

Ann tope made a motion to recommend to the Board of Health to grant authority to the Health Commissioner to renegotiate the current lease with "10 East Main LLC" to include a 3200 square foot suite. Bruce White seconded the motion: in the negative; none. The motion was approved.

3.3.6. Grant Temporary Privileges to Ashton Bowens, LSW as a licensed social worker at the Knox County Community Health Center for 90 days starting June 14, 2021.

Jim Lenthe made a motion to grant temporary privileges to Ashton Bowens, LSW as a licensed social worker starting June 14, 2021. Ann tope seconded the motion: in the negative; none. The motion was approved.

3.3.7. Grant temporary privileges to Lauren Sanders, LSW, as a licensed social worker at the Knox County Community Health Center for 90 days starting July 12, 2021.

Peg Tazewell made a motion to grant temporary privileges to Lauren Sanders, LSW, as a licensed social worker starting July 12, 2021. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

3.3.8. Approve the Re-Credentialing and granting Privileges to practice in the Knox County Community Health Center for Dr. Saale, DDS as a dentist starting August 1, 2021 through August 1, 2023.

Jim Lenthe made a motion to approve the re-credentialing and granting privileges to Dr. Saale, DDS, starting August 1, 2021 through August 1, 2023. Bruce White seconded the motion: in the negative; none. The motion was approved.

3.3.9. Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Anna-marie Magers, RDH, as a registered dental hygienist starting August 1, 2021 through August 1, 2023.

Ann Tope made a motion to approve the re-credentialing and granting privileges to Anna-marie Magers, RDH, starting August 1, 2021 through August 1, 2023. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

3.3.10. Recommend the approval of the out-of-state travel for Lane Belangia, Nan Snyder, Stacey Robinson, Stacy Gilley, Deanar Patterson and Jessica West to attend the E-Clinical Works National Convention in Nashville, TN, October 8, 2021 through October 10, 2021 at a cost of \$10,000, to be paid with the Community Health Center grant funds.

Peg Tazewell made a motion to approve the out-of-state travel to Nashville, TN for Lane Belangia, Nan Snyder, Stacey Robinson, Stacy Gilley, Deanar Patterson and Jessica West to attend the E-Clinical Works National Convention. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

3.3.11. Recommend the approval of expenditures for dental equipment and furniture for Knox County Dental with a monetary value of \$ 87,577.47, paid for by the approved H8F American Rescue Plan budget.

Jim Lenthe made a motion to approve the expenditures for dental equipment and furniture for Knox County Dental with a monetary value of \$87,577.47. Ann Tope seconded the motion: in the negative; none. The motion was approved.

4. Board Re-Organization

4.1. Election of Officers

Jim Lenthe made a motion to nominate the current slate of officers to remain for the 2021-2022 board. Ann Tope seconded the motion: in the negative; none. The motion was approved.

- Jay Nixon, President
- Mike Wythe, Pro-Tem
- Todd Hawkins, Treasurer
- Peg Tazewell, Secretary

4.2. Approval of the Community Health Center Co-Applicant Board meeting schedule (July 2021-June 2022)

Ann Tope made a motion to approve the Co-Applicant Board meeting schedule July 2021-June 2022. Linda Hillier seconded the motion: in the negative; none. The motion was approved.

5. Board Information Non-Action Items

5.1. CEO has signed:

5.1.1. Personal services contract with Melissa Valentine, LPCC, to provide counseling services at the Knox County Community Health Center starting August 10, 2021 through August 9, 2022, with a monetary value of \$45/hour maximum of \$9,000/year.

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

- 5.2.1.** Ashton Bowers, LSW, as a licensed social worker effective June 14, 2021.
- 5.2.2.** Lauren Sanders, LSW, as a licensed social worker effective July 12, 2021.
- 5.2.3.** Deanar Patterson, RN, MSN, as a clinical supervisor effective July 19, 2021.

5.3. BOH has approved the following resignations:

5.3.1. Kelcy Pilotti, CMA, effective May 17, 2021.

6. Facilities Committee Update

Jeff Harmer reported: We are actively pursuing facility options. A counter offer has been made for a facility and will hopefully know more. Our hope with the board will be to have a clear direction by fall. The FQHC is the driver of the facility space so time will tell.

Todd Hawkins: What's going to happen to the current building we are in?

Jeff Harmer: Board of Health has now secured the deed and is building to create the destination whether we lease, sell or use leverage to use funding for renovations. In 2016 the Board of Health hired a company to tell us what it would take to add additional space, and that is still an option if we don't land anywhere else. We will just utilize what we already have. There are interested parties in purchasing the property we own now.

Jay Nixon: Does Siemens still own the property at Cooper Progress Park?

Jeff Harmer: The whole property is one parcel so the discussion is how do they separate it out. There are a lot of moving parts and the BOH has put together a plan that will compliment the community. If plans work this building will be sold.

Todd Hawkins: I think the building will be off the market as soon as it's put on.

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

Lane Belangia: Julie Miller is not here for the meeting today so I will report a very brief summary. This week back-to-school immunizations for after hours has started. Public Health outreach have developed a 2021 flu vaccine schedule (more to common in the future).

8. Adjournment

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

The meeting adjourned at 12:32p.m.

Jay Nixon
President

Mike Wythe
Pro-Tem