



**Co-Applicant Board
June 17, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held June 17, 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:
Lenthe, Jim, Person	Belangia, Lane, CEO, Person
Jones-Perkins, Lori, Person	Robinson, Stacey, Fiscal Supervisor, Person
White, Bruce, Person	Thomas, Kristi, Administrative Assistant, Person
Wythe, Mike, Pro-Tem, Person	Mowry, Alayna, Communications Coordinator, Person
Hawkins, Todd, Person	Miller, Julie, Health Commissioner, Person
Hillier, Linda, Person	Bixler, Shelbi, Administrative Assistant, Person
Absent:	
Nixon, Jay, President	Guests:
Kurtz, Matthew	Lester, Kaden, Intern, Person
Boyd, Jodi	Thomas, Kathy, Person
Tope, Ann	
Tazewell, Peg, Secretary	Absent:
Burdette, Patricia	Martinson, Ron, CMO
	Snyder, Nanette, Clinical Coordinator

1. Convention

1.1. Call to Order

The Meeting was called to order by Pro-Tem, Mike Wythe, at 11:43a.m.

1.2. Roll Call

Attendance was taken by Kristi Thomas, administrative assistant at 11:44a.m. No quorum was met and the meeting proceeded as an informational meeting.

1.3. Acceptance of the Agenda

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

1.4. Approval of May 20, 2021 KCCHC Board Minutes

Jim Lenthe made a motion to approve the May 20, 2021 KCCHC Board Minutes. Bruce White seconded the motion; in the negative; none. The motion was approved.

1.5. Public Participation

1.5.1. Kathy Thomas

1.5.2. Kadden Lester

Lane Belangia: We want to welcome Kathy Thomas to the meeting she is a perspective board member and will hopefully be joining us soon as a member. We also want to welcome back Kadden Lester as he has been at the last couple meetings we have had.

2. Special Reports

2.1. Communications

2.1.1. Promotional Report

2.1.2. Marketing Report

Alayna Mowry reported: In addition to the written report it should be noted that the PEP (Planning, Education and Promotion) division is looking for July activities within the community and has confirmed with the Mount Vernon Library that the Health Center will be providing dental crafts for children. In addition to the crafts the Health Center will also be recommending specific books for children to read that are mainly health related. The PEP division will be moving forward with collaboration efforts with the Hiawatha Pool in Mount Vernon. To promote Health Center week, in August 2021, the Knox County Community Health Center will be providing fun activities for children at the pool. Looking at the marketing reports the division is finding that the dental programs are showing up on searches and picking up more foot traffic online.

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: The main focus in clinical news is the 2021 Quality Assurance Workplan and will be saved for the meeting next month, July since there is no quorum. When the board votes next month to approve this workplan Nan Snyder will be back to report more on it.

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

2.3. Dental Supervisor Report

Lane Belangia reported: There is not much to report on dental other than the clinics are staying booked and busy. The Health Center is still looking for a dental hygienist for Knox County Dental.

2.4. Behavioral Health Supervisor Report

Stacy Gilley reported: There are now a total of seven employees, one of them being a contracted employee that works every-other Wednesday evening. There are two new hires within the behavioral health department one started Monday, June 14 and the other new hire starts in July. The department is having rapid growth in terms of patients. Right now, there are 49 people on the waiting list to be seen by the mental health counselors. For the month of May there were 246 clients served in Mount Vernon and 24 in Danville. The Danville clinic has one mental health counselor 2 days per week.

The following conversation was recorded:

Mike Wythe: Was that number of patients counting the same patient's multiple times or is that number representing all different patients?

Stacy Gilley: Those are all different patients.

Bruce White: Do we do MAT (Medication Assisted Treatment) through the Behavior Health program at the Health Center?

Stacy Gilley: Yes, we use Vivitrol.

Stacey Robinson: Patients can now come in any day to receive Vivitrol treatment because the nurse practitioner, Brandi Pennington does Vivitrol treatments when she is in the Health Center. Before, there were only certain days a week that Vivitrol was administered.

2.5. Finance

Stacey Robinson reported: Wrap payment percentage was down at 49% in the month of May because there was an issue with eCW (e-Clinical Works). The Health Center received the grant from CareSource at a total of \$5,000. The settlement from UMR and UHC (insurance companies) has ended for medical. Now they are going back and reimbursing for dental and behavioral health services.

Lane Belangia: Those were claims that particular insurance groups were not paying?

Stacey Robinson: Yes, they were considering us out-of-network when in fact we were in network. That issue has now been fixed and shouldn't affect our billing going forward.

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: The H8F COVID Recovery Application was submitted for approval. This grant is a 2-year grant with over one million dollars in funding for sustaining operations during the next two years of COVID response. The Health Center will be submitting the final financial reports for the COVID funds H8D and H8E awards.

A potential new consumer member is here at the meeting, Kathy Thomas. She is hopefully going to be joining our board as we are in the process of replacing a current consumer member. There was an email sent out with a survey for each board member. This is to help identify any board members who would like to know more about By-Laws and Board Governance. Every-other month there will be a board training session for 10-15 minutes. With all the new board members being added and few that have been on the Co-Applicant Board for years this refresher course will be a benefit to all.

The Health Center is working to complete the Capital Budget Application due June 24, 2021. This will be a formal approval by the board for compliance purposes. The proposal will not be complete when the application is submitted due to the large amount of information required to submit and the short time-line given to complete it. We have asked the HRSA project officer for guidance and have learned we will be able to re-submit all or any components of the application requiring changes. The application will consist of two projects: one costing approximately \$500,000 for the medical clinic in Danville and one costing approximately \$32,000 for the dental clinic in Danville.

The first proposed project will include leasing a new 3200 sq. ft area on the other side of the building where the medical clinic in Danville is located. This space is twice the size and would allow for adequate remodel and future growth. The current medical clinic is at capacity, re-modeling it would not result in giving any more space once completed. This will require a change in scope as the new space will need to be brought under the grant and board's control. The proposed new space will allow for a main parking lot at the rear of the building for more parking space. This will also add and create larger provider rooms, two dedicated mental health

rooms, a lab, staff meeting area and also a staff lounge with proper storage for medical supplies and office supplies. Additionally, staff and patient bathrooms will need constructed and the HVAC unit will be replaced. Minor signage and exterior building updates will also be made. The current proposed cost of the project is approximately \$497,911.00 or \$155 per square foot.

The second proposed project will include updating the entry ways, painting the interior and exterior, re-working the drainage around the building and other minor cosmetic improvements to the Danville Dental Clinic. The main improvements to this building will come from our H8F COVID fund and will bring 3 new dental units to the clinic. The Health Center is working with the Health Department in attaining planning costs and competing preliminary assessments for both buildings. This is a 3-year project and will require substantial work. Once approved the funding can be expended. This could occur as early as September 1st, but there is a chance no work will begin on the medical clinic until the end of the year at the earliest. The dental clinic could begin earlier pending contractor availability.

Since there is no quorum the board will not be voting on the renegotiation of the lease with 10 East Main LLC.

The following conversation was recorded:

Julie Miller: Even though we don't have quorum to vote at the Co-Applicant Board meeting, I can still add it to the Board of Health meeting next week.

Mike Wythe: We don't actually own the space; would we want to use the other side?

Lane Belangia: Long term (3-5 years) we would move the dental office to the current health center and then have both under one roof. We would end up selling the dental clinic down the road.

Linda Hillier: Have we looked down the line about eye doctors?

Lane Belangia: Eye doctors and dentures are the number one request at the moment. The future location of the health center will allow room for ophthalmology.

Stacey Robinson: We have a program called Prevent Blindness and patients can get free eye exams and glasses if they are in need.

Linda Hillier: Dr. Eddick is the only eye doctor that will take Medicare and Medicaid in the area. The type of person that Dr. Eddick is, I could see him volunteering time at the health center. When going to the eye doctor with Medicaid or Medicare insurance there is one little case that you can select eye glasses from so there is not a whole lot of selection.

COVID vaccinations have begun in the Health Center. They are scheduled on Tuesday's and Thursday's. The PHO (public health outreach) nurses and nurses from the Health Center have been putting in a lot of time at the clinic during these days.

Stacey Robinson: They do 3 shots every 15 minutes and are booked solid all days.

The Co-Applicant Board and the Board of Health will be meeting in October for a combined meeting. This will probably be held at the normal date and time of the Board of Health meetings. More information such as date, time and location will be provided at a later date.

Julie Miller: Next week at the Board of Health Meeting we will be discussing moving our meeting dates/times so this could be changing.

Since there is no quorum there will be no approving of the following items. The approvals and new business will be voted on at the next meeting. The contract with Amy Schuman is a renewal and the first three board approvals are Human Resource Related. Next month the Quality Improvement Workplan will be voted on and the approval of the submissions H8F and H8E will be recorded. The Co-Applicant Board will look over the meeting schedule and have the election of officers.

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

3. Board Information Non-Action Items

3.1. Facilities Committee Update

Jim Lenthe: There is nothing to report or update other than everything is moving along. Julie Miller will be able to give more details when she does her report.

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

Julie Miller reported: The Board of Health is adding a new member, Jason Whaley, Assistant Chief at Fredericktown EMS. Right now, he is going through the approval process within the Board. The Board of Health is also working on the Health Inequity Statement and working with the Knox Planning Partnership to form a committee and then work with other groups to help as well. The discussion has begun for the levy in November of 2022. There is a lot going on within this next year including a loss of a few employees who have been working for several years at the Health Department. With the decrease in COVID there has not been a lot of outreach. I am not sure if that's the case at the hospital or not.

Bruce White: We are only administering COVID vaccinations one day per week.

Julie Miller: I don't know how the other providers are doing within the community but our program seems to be working well within the Health Center.

The COVID vaccinations will probably be kept in house as we continue to monitor what will be done for children when they return to school. If the board has not received a copy of the Knox County Community Health Assessment get with Lane Belangia or Kristi Thomas for a copy. The board will not be surprised when they find that the top issues within the community deal with mental health and substance use after listening to the behavioral health report today. The next step within the health assessment will be to start the Community Health Improvement Plan. The Board of Health will be discussing facilities this month with Cooper Progress Park Engineering Building. There is a lot of discussion and movement of a few things surrounding that topic. More details will come later.

5. Adjournment

The meeting ended at 12:42p.m.

Jay Nixon
President

Mike Wythe
Pro-Tem