

**Knox County Community Health Center (KCCHC)  
Co-Applicant Board  
March 18, 2021  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held March 18, 2021 at the Knox Public Health building and through the online platform Zoom. The following were in attendance:

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

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by President, Jay Nixon, at 11:35a.m.

**1.2. Acceptance of the Agenda**

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

**1.3. Approval of February 21, 2021 KCCHC Board Minutes**

Jim Lenthe made a motion to approve the February 21, 2021 KCCHC Board Minutes. Todd Hawkins seconded the motion; in the negative; none. The motion was approved.

**1.4. Public Participation**

**2. Special Reports**

**2.1. Communications Coordinator:**

Written report only.

*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 – [Burgie MediaFusion](#)*

**2.2. QI/Clinical**

**2.2.1. eCW Update**

- 2.2.1.1. EPCS
- 2.2.1.2. Dental Charting
- 2.2.1.3. Upgrade
- 2.2.2. UDS Review
  - 2.2.2.1. 2020 Review Process
  - 2.2.2.2. AZARA DRVS
  - 2.2.2.3. Health Maintenance
- 2.2.3. Privileging/Credentialing (Prep for next on-site visit)
- 2.2.4. QI Meeting Review
  - 2.2.4.1. Subcommittees
  - 2.2.4.2. PDSA

**Nan Snyder reported:** *In 2022 the clinic both dental and medical will be mandated to e-prescribe controlled substances instead of using paper prescriptions. We had a consultant update, prioritize, and organize dental charting for ease of use and data capturing. The process took 10 hours to develop and the dental staff have all been trained on the new charting requirements.*

*Lane Belangia reported last month that the Uniform Data System (UDS) report was completed. The individual reviewing the report had questions on five sections. The responses pertaining to the questions were returned on March 10, 2021. The Health Center is waiting for final submission of the report.*

*A health maintenance screening tool has been developed to better capture breast, colorectal, cervical, and HIV screenings as required by HRSA.*

*Kristi Thomas has teamed up with the HR department to develop an improved record keeping process for our Privileging and Credentialing of the Health Center staff. Directions were given from the recent onsite visit and are currently being implemented.*

*During the February quality insurance (QI) meeting there was a creation of subcommittees. Each subcommittee takes a portion of the Plan Do Study Act (PDSA) cycle for the following: risk management, patient no-shows, chronic disease maintenance, and patient satisfaction. These subcommittees will meet during the first half of the QI meeting and present the PDSA to the QI committee.*

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

**The following discussion took place:**

**Peg Tazewell:** *When a child comes into the clinic is there a way to get the immunizations reviewed?*

**Nan Snyder:** *The UDS is very busy and the children who have not had a face-to-face visit with the provider and have been vaccinated are not included.*

**Peg Tazewell:** *If we at Head Start, were trying to campaign the flu vaccine for children when would we start?*

**Julie:** *As soon as school starts.*

**Jim:** *Any contracts with schools as far as dental?*

**Julie:** *Since we were not able to get into the schools this past year with COVID, the school nurses have stepped up in providing that information to the children.*

### 2.3. Dental Supervisor Report:

**Lane Belangia reported:** *The dental clinic in Danville (Knox County Dental) is up and running at full capacity. We have had a lot of growth within that location since it opened and will continue to see that growth.*

### 2.4. Finance

**Stacey Robinson reported:** *For the month of February our revenue was \$342,656.71. The expenses for February were \$221,217.56 and the cash balance is \$458,565.62.*

*For more detailed information, see Attachment 7 – [Expense and Revenue Report](#)*

*For more detailed information, see Attachment 8 – [Finance Report](#)*

*For more detailed information, see Attachment 9 – [Budget Highlights](#)*

*For more detailed information, see Attachment 10 – [Monthly Scorecard](#)*

### The following discussion to place:

**Todd Hawkins:** *Are we starting to see more fee revenue now that the state is starting to open up more?*

**Lane Belangia:** *For this year, the budget is slightly better. It did take a hit after the initial shock of the COVID crisis. We started to see an increase in Nov/Dec 2020 and now it's starting to increase more.*

**Todd Hawkins:** *Have we received any feedback regarding collections? Anybody feeling they have been harassed?*

**Lane Belangia:** *When we did first start they felt it was a bit harassing. That was just the initial start of the program though. Now the patients are at least coming in and checking on their accounts to see what the balance is.*

**Stacey Robinson:** *We do get complaints about the agency being rude. Unfortunately, they are, but it gets people to call into the Health Center and speak with us. We have been putting more people on payment plans that way they don't go to collections. This allows them to make the monthly payments.*

**Lane Belangia:** *Until they give us validation of income, they are full pay status because they forget to give us those documents needed in order for them to be at the reduced rate. Every year we confirm the income within the household so we can stay on top of this.*

**Todd Hawkins:** *I was just curious, and recommend documenting these complaints that way we figure out if these are actual patients that are wrong or the collector that is in the wrong. We don't want that reputation for being the place that has a harsh collections system.*

**Lane Belangia:** *If someone is turned into collections it doesn't go against their credit.*

**Bruce White:** *When setting up payment plans let the finance committee know so we can be in the know. We need parameters so we don't have people taking years to pay off a balance.*

**Linda Hillier:** *If visiting for another state, would that individual be covered in our Health Center?*

**Stacey Robinson:** *Yes, absolutely. The only stipulation is if they have Medicaid from out of state.*

*Lane Belangia: We see a lot of students for dental care. It takes a little longer to collect but we don't turn anyone away from care.*

## 2.5. CEO Report

**Lane Belangia reported:** *There has been significant growth within the Health Center the past couple months. The main 330 HRSA grant will expire March 31, 2021 and the funds will be drawn down by that date as budgeted. The Health Center is looking to bring a school-based site into scope this year, more information will come regarding that. The Health Center continues to assist Knox Public Health (KPH) at the COVID vaccination clinics. Staff have been volunteering when they are available to do so.*

*The 2021 Fee Schedule for the Health Center will be approved next month. The KPH agency fee schedule was approved in February. The KCCHC fee schedule is included in this fee schedule and can also be found on the superbill for the Health Center. The fee schedule was reviewed this past year and has since been updated to reflect a 150% mark up above Medicare and Medicaid fees. The cost increase is required for the Health Center to show it will cover the cost of operations. This particular increase is only to ensure the payer sources are reimbursing the Health Center at the billable rates.*

*Julie Miller has started her time in the Health Center to help gauge where the operational needs are in order to build a successful management team and to support the Health Center growth. The dental clinic in Danville is now operating two chairs and the schedule is increasing. The behavioral health counselors are currently full and only able to accept patients on a limited basis. There is currently an open position for an additional counselor and additional staff.*

*For more detailed information, see Attachment 11 – [CEO Report](#)*

## 3. New Business

### 3.1. Finance

#### 3.1.1. Income and Expense

Peg Tazewell made a motion to accept the KCCHC February 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 Daniel Saale, DDS contract renewal, with an increase of 5%, effective May 13, 2021 – May 12, 2023.

Ann Tope made a motion to recommend to the Board of Health the renewal of the contract with Daniel Saale, DDS to provide a Dentist for the Community Health Center with a 5% increase effective May 13, 2021 through May 12, 2023. Lori Perkins-Jones seconded the motion: in the negative; none. The motion was approved.

#### 3.2.2. Recommend the approval of the professional services contract with Dimension Healthcare Consulting, LLC for cost reporting services at \$145/hour yearly maximum of \$12,000 effective May 1, 2021 through April 30, 2022.

Ann Tope made a motion to recommend to the Board of Health the approval of the professional services contract with Dimension Healthcare Consulting LLC, for cost reporting services with a monetary value of \$145/hour yearly maximum of \$12,000 effective May 1, 2021 through April 30, 2022. Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

- 3.2.3.** Recommend the approval of the professional services contract with Raison Group for assistance in grant writing at a minimum of \$15,000 and \$95/hours after, effective May 1, 2021 through April 20, 2022.

Ann Tope made a motion to recommend to the Board of Health the approval of the professional services contract with Raison Group, for assistance in grant writing services with a monetary value of minimum of \$15,000 and \$95/hours after, effective May 1, 2021 through April 20, 2022. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

- 3.2.4.** Recommend the approval of the Memorandum of Understanding with the Knox County Sheriff's Office and The Freedom Center for services provided by KORR, no monetary value, effective March 18, 2021 through August 31, 2023.

Jim Lenthe made a motion to recommend to the Board of Health the approval of the professional services contract with the Knox County Sheriff's Office and The Freedom Center, for services provided with a monetary no monetary value, effective March 18, 2021 through August 31, 2023. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

### **3.3. Board Approvals**

- 3.3.1.** Approval of required credentialing documents and granting permanent privileges to practice in the Knox County Community Health Center for Brandi Pennington, ARNP-CNP effective April 1, 2021 through March 31, 2023.

Jim Lenthe made a motion to approve the credentialing and privileging of Brandi Pennington, ARNP-CNP. Ann Tope 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 Trista Mullins. DMD effective April 1, 2021 through March 31, 2023.

Matthew Kurtz made a motion to approve the credentialing and privileging of Trista Mullins, DDS. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

- 3.3.3.** Grant CEO permission to pursue FY2021 Health Center program service expansion; school-based service sites HRSA funding.

Ann Tope made a motion to grant permission to the CEO in pursuing the FY2021 Health Center program service expansion. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

### **3.4. Personnel**

- 3.4.1.** Recommend the approval of hire for Michelle Bruff, LPN starting March 15, 2021.

Jim Lenthe made a motion to recommend the approval of hire for Michelle Bruff, LPN. Ann Tope seconded the motion: in the negative; none. The motion was approved.

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

**Julie Miller reported:** *Knox Public Health (KPH) is still busy with the COVID vaccinations and 4,700 first-doses of Pfizer have been administered. For public information, KPH will be at the Energy Field House by the Mount Vernon High School for first doses. As of Friday, March 19, 2021, everyone 40 years of age and older will be able to get their vaccine. KPH has requested more vaccine.*

*As an update, the right of refusal is for the engineering building only at the Cooper Progress Park. There has been a payment made for that building and KPH is also in process of getting an appraisal for the currently facility. There have been two payments made this week, one for the last building payment of the current facility and one to purchase the current facility for \$1.*

*Succession planning has begun. It started with the Health Commissioner role and then went to the Deputy Health Commissioner role. The next level of succession planning will go into the leadership team starting with the Health Center CEO. The Co-Applicant Board will then do a survey on the position of the CEO for the Health Center. After leadership team is finished all staff will be done.*

*Julie put out a reminder to the Co-Applicant Board and personnel committee that Lane Belangia's next evaluation will be coming soon. She also asked that any board members who wish to share things about Lane's performance do so and get in touch with Jay Nixon, Matthew Kurtz, or Mike Wythe.*

*For the Health Inequity, Julie stated that the agency is working on the action-items listed on the Health Inequity Statment. This statement will be used to help drive what KPH can do to ensure it's fair and equal to all. One of the things that the employees of the Health Center will be trained on is Health Inequity. The Ohio Senate is also brining a resolution to include racism as a public health crisis.*

**The following discussion took place:**

*Jay Nixon: Let's put on the agenda next month to approve and adopt this to the Co-Applicant Board.*

*Julie Miller: If a board member has concerns then the Co-Applicant board can add their own statements.*

**5. 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 11:47 a.m.

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Jay Nixon  
President

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Mike Wythe  
Pro-Tem