



**Co-Applicant Board
December 16, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held December 16, 2021 at the Knox Public Health building and on a Zoom online platform. The following were in attendance:

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

1. Convention

1.1. Call to Order

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

1.2. Roll call was done by Lane Belangia, CEO, at 11:33 a.m. No quorum was reached.

1.3. Acceptance of the Agenda

1.4. Approval of November 18, 2021 KCCHC Board Minutes

1.5. Public Participation

2. Special Reports

2.1. Communications

Written report only.

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

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

2.2. QI/Clinical

QI Written report only.

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

2.3. Clinical Supervisor Report

Written report only.

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

2.4. Dental Supervisor Report

Written report only.

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

2.5. Behavioral Health (BH) Supervisor Report

Written report only.

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

2.6. Finance

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](#)

2.7. CEO Report

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

3. New Business

3.1. Finance

3.1.1. Income and Expenses

3.2. Contracts

3.2.1. Accept the renewal of the business services contract with Knox Community Hospital for medical services provided by Certified Nurse Practitioners effective January 1, 2022 through December 31, 2022 with a monetary value of \$58/hour not to exceed \$194,000/year.

3.2.2. Accept the renewal of the business services contract with Knox Community Hospital providing a Medical Director for the Co-Applicant Board, effective January 1, 2022 through December 31, 2022 with a monetary value of \$85/hour not to exceed \$36,000.

- 3.2.3. Accept the renewal of the personal services contract with John Cheek, DDS, for dental services including extractions effective January 1, 2022 through December 31, 2022 with a monetary value of \$100/hour not to exceed 45,000/year.
- 3.2.4. Accept the approval of the personal services contract with Simona Moore, CNP, for medical services as a Certified Nurse Practitioner effective January 3, 2022 through January 3, 2023 with a monetary value of \$90/hour not to exceed \$132,000/year.
- 3.2.5. Accept the approval of the personal services contract with Jill Hunter, CNP, for medical services as a Certified Nurse Practitioner effective January 3, 2022 through January 3, 2023 with a monetary value of \$80/hour not to exceed \$34,000/year.
- 3.2.6. Accept the approval of the personal services contract with William Elder, MD, as a Family Physician effective January 3, 2022 through January 3, 2023 with a monetary value of \$9/hour not to exceed \$4,000/year.
- 3.2.7. Accept the approval of the Architectural Agreement with Green Valley Design, LLC for administration of contract documents, bidding documents, and construction phase administration/documents for The Danville Community Health Center Capital Project with a monetary value of \$25,000.00 starting January 1, 2022 until project completion.
- 3.2.8. Accept the approval of the contract with Coding & Compliance Initiatives Inc. for review of medical records and coding with a monetary value not to exceed \$20,000 annually effective January 1, 2022 through December 31, 2022.

3.3. Board Approvals

- 3.3.1. Approve the memorandum of understanding with the Ohio Association of Community Health Centers for emergency preparedness services with no monetary value starting January 1, 2022 through January 1, 2023.
- 3.3.2. Accept the hire of Jordan Moore, CNP, as a Certified Nurse Practitioner starting January 3, 2022.
- 3.3.3. Accept the hire of Sarah Rice, CNP, as a Certified Nurse Practitioner starting January 3, 2022.
- 3.3.4. **The following policies have been reviewed, will remain active and require no revisions:**
 - *Credentialing and Privileging*
 - *Incident Reporting System_Quality Improvement & Quality Assurance*

4. Board Information Non-Action Items

4.1. CEO has signed:

- Contract with HIMA Environmental Solutions
- MOU with Probation Municipal Court
- MOU with OACHC – Emergency Preparedness

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

- 4.2.1. Samantha Staton, as a Patient Account Representative starting December 6, 2021
- 4.2.2. Samantha Hunter, as an Dental Administrative Assistant, starting December 7, 2021
- 4.2.3. Aimee Hulse, as an Administrative Assistant, starting January 3, 2022
- 4.2.4. Whitney Maynard, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.5. Katelynd Beeman, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.6. Kelly Peters, CMA, as a Medical Assistant starting January 3, 2022
- 4.2.7. Varina Pozderac, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.8. Jessica Ketter, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.9. Chelsea Link, LPN, as a Licensed Practical Nurse starting January 3, 2022
- 4.2.10. Shelly Smith, LPN, as a Licensed Practical Nurse starting January 3, 2022

5. Knox Public Health Update

6. Executive Session

At 12:15 p.m. Bruce White, called an executive session to discuss the resignation of Health Commissioner, Julie Miller. In attendance: Jim Lenthe, Patricia Burdette, and Jay Nixon. No motion was made.

At 12:45 p.m. Jay Nixon ended the executive session. In attendance: Bruce White, Jim Lenthe, and Patricia Burdette. No motion was made.

7. Adjournment

Having no further business, the meeting adjourned at 12:46 p.m.

Jay Nixon
President

Jim Lenthe