



**Co-Applicant Board
November 18, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held November 18, 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	Thomas, Kristi, Administrative Assistant
Burdette, Patricia	Mowry, Alayna, Communications Coordinator
Hawkins, Todd, Treasurer	Miller, Julie, Health Commissioner
Perkins-Jones, Lori	Robinson, Stacey, Fiscal Supervisor
Wythe, Mike, Pro-Tem	Patterson, Deanar, Clinical Supervisor, Zoom
Tazewell, Peg, Secretary	Gilley, Stacy, Behavioral Health Supervisor, Zoom
Absent:	Absent:
Tope, Ann	Snyder, Nanette, QI/QA
Hillier, Linda	West, Jessica, Dental Supervisor
White, Bruce	
	Guest:

1. Convention

1.1. Call to Order

The Meeting was called to order by Pro-Tem, Mike Wythe, at 11:34a.m.

1.2. Roll call was done by Kristi Thomas, Administrative Assistant, at 11:34 a.m.

1.3. Acceptance of the Agenda

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

1.4. Approval of September 16, 2021 KCCHC Board Minutes

Jim Lenthe made a motion to approve the October 21, 2021 KCCHC Board Minutes. Lori Perkins-Jones seconded the motion; in the negative; none. The motion was approved.

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.

Kristi Thomas reported: *The QI project, Patient Satisfaction Survey, has been completed. The aim of this project was to increase the amount of patient satisfaction surveys, which will improve the Co-Applicant Board governance, by guiding board members to respond to Health Center patient concerns and suggestions. The storyboard created reflects the four cycles that took place during the project. There has been a significant increase in surveys from 2019 to 2021. This increase has happened due to a variety of factors. With COVID hitting and not seeing patients in person the up-rise was cut short. As of today, there are a total of 485 surveys completed and 355 of those have been completed in the year 2021.*

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

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

2.3. Clinical Supervisor Report

Written report only.

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

2.4. Dental Supervisor Report

In addition to the written report: *Alayna and Pam worked hard at setting up tables with snacks, Play Dough, and drinks. Parents at the children's immunization clinic were very grateful for that as it provided a distraction from getting the immunizations. There was an immunization clinic this Monday, November 15 and there was one yesterday evening.*

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

2.5. Behavioral Health (BH) Supervisor Report

In addition to the written report: *There is a new behavioral health student that is job shadowing with counselor Chris Remy. She reported that her experience has been very positive and is very excited to start her process in college becoming a mental health counselor. On November 1, 2021 we accepted the resignation of Ashton Bowers, LSW. Her last day will be November 27, 2021 and we have begun the search for her replacement. As of November 1, 2021, we have opened back up our behavioral health waiting list and already have ten on it.*

For more detailed information, see Attachment 7 – [BH Report](#)

2.6. Finance

In addition to the written report: *The state audit is final and we had one finding that carried over from the previous year. This procurement was for not getting more than one quote on a project. There was also one finding on our ordering for Vivitrol. I ordered too much Vivitrol at the end of the year 2020. The top two codes for billing this past month was Flu and Covid vaccine. The biggest payor is Medicare. We look to see a*

downward trend at dental site in Danville only because Trista Mullins, the dentist is on maternity leave until the end of January.

Julie Miller: To add to the finance portion of the meeting, the board of health met to discuss the 2022 appropriations ensuring that the Health Center can sustain. The finance committee wanted to ensure that the revenue will sustain itself. Medicaid wrap payments have been trending up.

For more detailed information, see Attachment 8 – [Expense and Revenue Report](#)

For more detailed information, see Attachment 9 – [Finance Report](#)

For more detailed information, see Attachment 10 – [Budget Highlights](#)

For more detailed information, see Attachment 11 – [Monthly Scorecard](#)

2.7. CEO Report

In addition to the written report: The Board of Health made a motion to allow the purchase of the Simona Moore practice. The contract will be finished sometime in December. This project will be a lot of work, but it will double our current patient load and provide a walk-in clinic for the Health Center. The clinic is also inside a pharmacy and will be very beneficial to our 340B drug program.

Matthew Kurtz has resigned from the Co-Applicant Board. Matthew was one of the founding members of the Health Center and has been a great resource to have. We have a new potential board member, Kelly Bailey. She was formally a Board of Health member and is now interested in serving on the Co-Applicant Board.

Jay Nixon entered the room at 11:55p.m.

The following conversation was recorded:

Mike Wythe: Where exactly is Simona's practice?

Lane Belangia: The old downtown grocery store. It's the largest condo of the three and has a lot of growth opportunity for us. In addition to getting the practice, Simona's son is getting his Nurse Practitioner License in Psych to be able to prescribe psych medications to patients.

Mike Wythe: So, are we purchasing the building or the practice?

Lane Belangia: We will be purchasing the patient charts. We will be in a lease agreement with Simona Moore for the building.

Mike Wythe: Will the staff be coming in under the health department?

Lane Belangia: There will be both health department employees and contractors.

For more detailed information, see Attachment 12 – [CEO Report](#)

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Peg Tazewell made a motion to accept the KCCHC October 21, 2021 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend the rescinded motion of the professional services contract with Luma Health for license subscription and customer support service.

Jay Nixon made a motion to recommend the rescind motion of the professional services contract with Luma Health. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

3.2.2. Accept the approved personal services contract with CareXM, LLC, for after-hours call service for patient usage starting January 3, 2022 through January 2, 2023 with a monetary value not to exceed \$5,500 per year.

Peg Tazewell made a motion to accept the approval of the personal services contract with CareXM, LLC for the after-hours services for patient usage. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. Approve the Re-Credentialing and Granting Privileges to practice within the Knox County Community Health Center for Jessica West, EFDA as an Expanded Functions Dental Auxiliary, starting December 1, 2021 through November 30, 2023.

Jim Lenthe made a motion to approve the re-credentialing and granting privileges to Jessica West, EFDA. Jay Nixon seconded the motion: in the negative; none. The motion was approved.

3.3.2. Accept the approved memorandum of understanding with the Mount Vernon Nazarene University for clinical referrals effective November 4, 2021 with no monetary value.

Lori Perkins-Jones made a motion to approve the memorandum of understanding with the Mount Vernon Nazarene University for clinical referrals. Patricia Burdette seconded the motion: in the negative; none. The motion was approved.

3.3.3. Accept the resignation of Matthew Kurtz, non-consumer, for the Knox County Community Health Center Co-Applicant Board, effective November 15, 2021.

Jay Nixon made a motion to accept the resignation of Matthew Kurtz, non-consumer member. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

3.3.4. Accept the following KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual:

- *Employee Conflict of Interest*
- *Peer Review Quality Improvement*
- *Patient Satisfaction Quality Improvement*
- *Patient Access During Office Hours Administration*
- *Billing and Collections Cycles*

Peg Tazewell made a motion to accept the KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual. 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 resignations:

4.1.1. Ashton Bowens, LSW effective November 27, 2021

5. Facilities Committee Update

No update to present.

6. Knox Public Health Update

Julie Miller reported: *COVID cases continue to drop in Knox County. As of today, the hospital is at ten COVID cases as compared to last week at 30-40 COVID cases. With the vaccine mandate by the federal government coming up, the Board of Health will be meeting to discuss the considerations. Deonar are the Health Center crew have been working hard along side the Public Health nurses to distribute child vaccinations. There has been an average of 50 kids per vaccination clinic. There was also a vaccination clinic held at Ariel for the entire industrial park and Kenyon College where 740 vaccinates were administered. Succession planning and the health inequity statement are in process. Last evening the board gave permission to collaborate with the County Commissioner who gave us one million dollars. The new Simona Moore practice is \$550,000. The money from the County Commissioner will be put in the 814 budget, to use for operation support until revenue is being brought in. The Board of Health accepted my resignation of Health Commissioner. My retirement date is July 1, 2022.*

7. Adjournment

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

The meeting adjourned at 12:33p.m.

Mike Wythe
Pro-Tem

Peg Tazewell
Secretary