



**Co-Applicant Board
October 21, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held October 21, 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
Kurtz, Matthew	Mowry, Alayna, Communications Coordinator
Hawkins, Todd, Treasurer	Miller, Julie, Health Commissioner
Tope, Ann	Robinson, Stacey, Fiscal Supervisor, Zoom
Hillier, Linda	Patterson, Deanar, Clinical Supervisor, Zoom
White, Bruce	Gilley, Stacy, Behavioral Health Supervisor, Zoom
Perkins-Jones, Lori	
Absent:	Absent:
Wythe, Mike, Pro-Tem	Snyder, Nanette, QI/QA
Tazewell, Peg, Secretary	West, Jessica, Dental Supervisor, Zoom
Burdette, Patricia	Martinson, Ron, CMO, Zoom
	Guest:
	Helt, Eric, Board of Health

1. Convention

1.1. Call to Order

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

1.2. Roll call was done by Lane Belangia, CEO, at 11:35 a.m.

1.3. Acceptance of the Agenda

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

1.4. Approval of September 16, 2021 KCCHC Board Minutes

Bruce White made a motion to approve the August 19, 2021 KCCHC Board Minutes. Ann Tope seconded the motion; in the negative; none. The motion was approved.

1.5. Public Participation

Eric Helt from the Board of Health.

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

Written report only.

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

2.3. Clinical Supervisor Report

Deanar Patterson reported: *There is a continuation of decline in COVID testing and an increase in COVID vaccines being distributed. There are various flu/COVID clinics going on within the community. The health center has given 235 vaccines with 74 being first-dose COVID and 164 of them being flu vaccines.*

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

Stacy Gilley reported: *Lauren Sanders, LSW, received her school social worker certification allowing her to go into school districts and counsel children.*

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

2.6. Finance

Written report only.

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

Lane Belangia reported: *The Capital Funding that will be up for approval will allow the health center to finalize documents and revisit line items on the budget to adjust accordingly. This money will also allow the health center to renovate the dental clinic in Danville starting December, 2021. APM (alternative payment method) should be received annually starting now. Public Health Funding is money for COVID vaccination promotion and wellness promotion. The annual audit was finalized with one action item being that the health center did not receive competitive bids for a project. The BPR (budget period report) is due for submission on November 5, 2021. This will show where the health center was last year in comparison to this year. Julie and*

Lane have been strategizing a request put in from MVNU (Mount Vernon Nazarene University) for an on-site medical clinic at the MVNU campus. Mount Vernon city schools is also interested in this along with a behavioral health clinic.

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

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Ann Tope made a motion to accept the KCCHC September 16, 2021 Finance Report. Todd Hawkins 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 Burgie Media Fusion LLC, for marketing consultant services with a monetary value of \$15,000 per year starting November 20, 2021 through November 20, 2023.

Lori Perkins-Jones made a motion to accept the approval of the professional services contract with Burgie Media Fusion, LLC, for marketing consultant services with a monetary value of \$15,000 per year starting November 20, 2021 through November 20, 2023. Bruce White seconded the motion: in the negative; none. The motion was approved.

1.1.1. Accept the approval of the personal services contract with Genua Consulting for FQHC consulting services with a monetary value of \$200 per hour not to exceed \$5,000 per year starting October 26, 2021 through October 25, 2023.

Ann Tope made a motion to accept the approval of the personal services contract with Genua Consulting for FQHC consulting services with a monetary value of \$200 per hour not to exceed \$5,000 per year starting October 26, 2021 through October 25, 2023. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. Accept the approval of the MOU with Danville Family Dental for the rental of their Cone Beam Computed Tomography Unit (CBTC).

Jim Lenthe made a motion to approve the MOU with Danville Family Dental for the rental of their CBTC. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.2. Recommend the approval to pay for the Knox County Dental loan payment to the County Commissioners Office of Knox County in the amount of \$88,000.

Todd Hawkins made a motion to approve the payment for the Knox County Dental loan payment in the amount of \$88,000. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.3. Accept the Notice of Award for the Capital Funding in the amount of \$531,911 with a budget period of September 25, 2021 through September 14, 2024.

Jim Lenthe made a motion to accept the Notice of Award for the Capital Funding in the amount of \$531,911 with a budget period of September 25, 2021 through September 14, 2024. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.4. Accept the Public Health Fund in the amount of \$10,000 for COVID-19 vaccination promotions.

Matthew Kurtz made a motion to accept the Public health Fund in the amount of \$10,000 for COVID-19 vaccination promotions. Lori Perkins-Jones seconded the motion: in the negative; none. The motion was approved.

3.3.5. Approval to re-appoint Linda Hillier to the Knox County Community Health Center Co-Applicant Board for a 5-year term effective, November 1st, 2021.

Ann Tope made a motion to re-appoint Linda Hillier to the Knox County Community Health Center Co-Applicant board for a 5-year term effective November 1, 2021. Bruce White seconded the motion: in the negative; none. The motion was approved.

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

- *Patient Access During Office Hours*
- *After Hours Coverage*

Ann Tope made a motion to accept the KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual. Bruce White 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. Shelbi Bixler, administrative assistant, effective October 15, 2021

5. Board Training

5.1. History and Overview of Health Centers

Lane Belangia presented the power point on History and Overview of Health Centers.

For more detailed information, see Attachment 12 – [History and Overview of Health Centers](#)

6. Facilities Committee Update

No update to present.

7. Executive Session

At 12:20 p.m. Lori Perkins-Jones, called an executive session to discuss a letter of intent. Julie Miller was asked to attend the session. Ann Tope seconded the motion. On roll call the following voted in affirmative: Jay Nixon, President, Todd Hawkins, Treasurer, Ann Tope, Jim Lenthe, Linda Hillier, Bruce White and Mathew Kurtz. In the negative; none. The motion was approved.

At 12:35 p.m. Lori Perkins-Jones, made a motion to return to regular session, Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Jay Nixon, President, Todd Hawkins, Treasurer, Ann Tope, Linda Hillier, Bruce White and Mathew Kurtz. In the negative; none. The motion was approved.

8. Knox Public Health Update

Julie Miller reported: *Lane Belangia, CEO has been selected as one of the 50 notable alumni from COTC (Central Ohio Technical College) out of a total of 15,000 alumni.*

9. 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 12:37p.m.

Jay Nixon
President

Todd Hawkins
Treasurer