



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

The Knox County Community Health Center Co-Applicant board meeting was held August 19, 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	Gilley, Stacy, Behavioral Health Supervisor, Zoom
Nixon, Jay, President	Thomas, Kristi, Administrative Assistant
Burdette, Patricia	West, Jessica, Dental Supervisor, Zoom
Kurtz, Matthew	Miller, Julie, Health Commissioner
Hawkins, Todd, Treasurer	Robinson, Stacey, Fiscal Supervisor, Zoom
Tope, Ann	Martinson, Ron, CMO, Zoom
Tazewell, Peg, Secretary	Patterson, Deanar, Clinical Supervisor, Zoom
White, Bruce	
	Absent:
	Belangia, Lane, CEO
Absent:	Mowry, Alayna, Communications Coordinator
Wythe, Mike, Pro-Tem	Snyder, Nanette, QI/QA
Jones-Perkins, Lori	
Hillier, Linda	
	Guest:

1. Convention

1.1. Call to Order

The Meeting was called to order by President, Jay Nixon, at 11:34a.m.

1.2. Acceptance of the Agenda

Matthew Kurtz 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.

1.3. Approval of August 19, 2021 KCCHC Board Minutes

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

1.4. Public Participation (none)

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

Dr. Martinson reported: *The health center is working on hypertension, but we have not had a very good turnout, mostly due to COVID. When mentioning the UDS measures, I am trying to remind the team to focus on the bigger picture about some of the metrics. Looking at the dashboard on a month-to-month basis will be hard to distinguish where we truly are so looking at the end-of-year metrics will mark a better indication of where we have come. We are making good progress on standardizing workflows in the clinic as far as re-aligning the culture within the health center.*

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

2.3. Clinical Supervisor Report

Deanar Patterson reported: *We recently had a VFC (Vaccine For Children) audit. Everything went well and we only had one action item that needed to put in place. We were told to narrow down on our vaccine borrowing between private vaccine and VFC. Tomorrow will be the first Moderna clinic at the health center. We have a variety of COVID vaccine just not the J&J. We have been doing a lot of COVID testing: 93 in July to 47 in August and that is just COVID testing within the clinic, no take-home.*

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

2.4. Dental Supervisor Report

Jessica West reported: *There were a total of 537 dental encounters for the month of August. The dental clinics, both Mt. Vernon and Danville, have started preschool dental screens. Anna-marie is in charge of the United Way Kindergarten screens and those will be starting shortly. The health center is still looking to hire a dental admin and Dr. Beckett had been helping out at the health center when Dr. Saale is out.*

Ann Tope: *Is the dental number for Mt. Vernon and Danville?*

Jessica West: *I believe it's for both, but I will double check with Nan tomorrow.*

Julie Miller: *And we have to remember that there were 2 weeks the doctors were out.*

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

2.5. Behavioral Health (BH) Supervisor Report

Stacy Gilley reported: *Our SUD counselor is offering after-hours appointments for clients in Mt. Vernon Tuesday-Friday, and the same on Monday's in Danville. Mental health counselors in Mt. Vernon are offering after-hours sessions Monday-Wednesday and in Danville Tuesday-Thursday. We are finding that it's pertinent to offer after-hours sessions for patients that are back in school. There are two new providers on board so we are accepting new patients. There will be a continuance of tele-health services at both Mt. Vernon and Danville.*

Ann Tope: *They can do mental health through tele-health?*

Stacy Gilley: *Yes, that is through both phone call and video.*

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

2.6. Finance

Stacey Robinson reported: *Wrap payments made up 23% of revenue for the month and our fund balance is at \$563,357.14. Our average days in AR is 54 and the previous month was 59.*

Jay Nixon: *It seems like we are always trying to lower the AR so how does that work?*

Stacey Robinson: *The 180 days this month I hope to see a drop. Centerprise didn't fix the balance that was supposed to be paid. There will always be AR, and the most we can do is at least get out of the 180-day window.*

Jay Nixon: *At some point it does drop off though?*

Stacey Robinson: *It's a possibility, but more than likely we will always have some form of AR.*

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

Julie Miller reported: In addition, the Lane Belangia's written report, Kristi and Joyce have been working hard towards putting together a combined board meeting for the Co-Applicant Board and Board of Health. Right now, we are not pressuring that to be done as we might have to move it back to the spring time with the current COVID conditions. This will hopefully give us a little more time. Fiscal meeting will be held at the same time frame as well, if we were to have the combined board meeting next month.

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

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Todd Hawkins made a motion to accept the KCCHC July 15, 2021 Finance Report. Matthew Kurtz 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 the State of Ohio Board of Pharmacy for access to the Prescription Monitoring Program (PMP) effective September 16, 2021 through June 30, 2022 with no monetary value.**

Matthew Kurtz made a motion to recommend the approval of the professional services contract with the State of Ohio Board of Pharmacy for access to the PMP with no monetary value. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

Julie Miller: *This contract allows our providers to look at and receive a report where patients get medications like narcotics. This has now become a requirement for the health center.*

3.2.2. **Accept the approval of the professional services contract with Danville Family Dental for the rental of their Cone Beam Computed Tomography Unit (CBTC) not including interpretation of images produced with a monetary value of \$50 per image, not to exceed \$5,000 per year effective October 1, 2021 through September 30, 2022.**

Peg Tazewell made a motion to approve the professional services contract with Danville Family Dental for the use of their CBTC machine with a monetary value of \$50 per image not to exceed \$5,000 per year. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Julie Miller: *If we were to purchase this machine it would cost about \$100,000. This will allow us access to this technology at a lower cost.*

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 Angela Watkins, RDH as a registered dental hygienist effective October 1, 2021 through September 30, 2023.

Ann Tope made a motion to approve the credentialing and privileging of Angela Watkins, RDH effective October 1, 2021 through September 30, 2023. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

4. Facilities Committee Update (None)

5. Knox Public Health Update

5.1. Executive Session

At 11:56 a.m. Peg Tazewell, Secretary, 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, Peg Tazewell, Secretary, Ann Tope, Patricia Burdette and Mathew Kurtz. In the negative; none. The motion was approved.

Jim Lenthe entered the room at 12:00 p.m.

Bruce White entered to room at 12:10 p.m.

At 12:20p.m. Ann Tope, 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, Peg Tazewell, Secretary, Ann Tope, Patricia Burdette, Mathew Kurtz, Jim Lenthe and Bruce White.

6. Adjournment

Having no further business, Jay Nixon made a motion to adjourn the meeting. Todd Hawkins seconded the motion; in the negative; none.

The meeting adjourned at 12:21p.m.

Jay Nixon
President

Peg Tazewell
Secretary