

**Knox County Community Health Center (KCCHC)
Co-Applicant Board
February 21, 2021
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held January 21st, 2021 at the Knox Public Health building and through the online platform Zoom. The following were in attendance:

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

1. Convention

1.1. Call to Order

The Meeting was called to order by President, Jay Nixon, at 11:41a.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. Peg Tazewell seconded the motion: in the negative; none. The agenda was approved.

1.3. Approval of January 21, 2021 KCCHC Board Minutes

Peg Tazewell made a motion to approve the January 21, 2021 KCCHC Board Minutes. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

1.4. Public Participation

None

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 –Spectrum

2.2. QU/Clinical

2.2.1. UDS Report

Nan reported in addition to the written report: *The Uniform Data Systems (UDS) report was submitted last Thursday. With the AZARA drive we were able to collect more data and information for submitting the UDS report. The clinical staff continues its flexibility to ensure patients are being accommodated while helping to staff the COVID vaccination clinics. The strategy is now focusing more on immunizations and sports physical clinics. The first QI meeting in 2021 was held in January with a plan to improve participation and work processes in order to provide patients with the best care possible. Because of COVID 2021 meetings will be reduced to small work groups, each with their own topic in order to report back to the QI committee. The small work groups will focus on risk management, decreasing no-show rates, improving chronic disease and the patient satisfaction survey.*

For more detailed information, see Attachment 4 – QI Coordinator Report

2.3. Dental Supervisor Report:

Lane Belangia reported: *The Health Center (HC) will be hiring a second dental assistant for the Danville location. This position will help give Danville the required coverage when Dr. Cheek is working. He currently works every other Friday until July then he will start working every Friday. Lane helped assist in Knox County Dental office as an administrative assistant, he found that there is a high demand of oral surgeons within the county and those surrounding. Dr. Cheek had a patient drive almost 2 hours just to get wisdom teeth removed and referrals are coming in frequently for him.*

2.4. Finance

2.4.1. Finance Report

2.4.2. Budget Highlights

2.4.3. Monthly Scorecard

Lane Belangia: *We should be expecting news anytime that there will be more COVID funding coming to the Health Center.*

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

2.5. CEO Report

2.5.1. NOA Knox County Dental

2.5.2. NOA HHC Draw Down

2.5.3. Scope Approvals

2.5.4. OPCWI

2.5.5. Combined Meeting in June

Lane reported in addition to the written report: *There was no monetary value to the NOA for Knox County Dental, this NOA was just confirming the practice has been brought into scope. The NOA for the hypertension grant was officially awarded and will be discussed more later in the meeting. The other scope of approvals/NOAs referenced are coming to us from the HRSA onsite visit. The OPCWI (Ohio Primary Care Workforce Initiative) grant that allowed the Health Center to receive money for training dental students expired. The Health Center is still allowing dental students to come into the facility who come through the Ohio State School of Dentistry. The Co-Applicant board is looking to schedule a meeting in June with the Board of Health (BOH). This collaboration will be discussed more and details will be released at a later date.*

3. New Business

3.1. Finance

3.1.1. Income and Expense

Peg Tazewell made a motion to accept the KCCHC December 2020 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Renewal of the professional services contract with Knox Community Hospital to provide a Medical Director for the Community health Center with a monetary value of \$85/hour not to exceed \$36,000/year starting February 28, 2021 and expiring February 28, 2022.

Ann Tope made a motion to recommend to the Board of Health the Renewal of the professional services contract with Knox Community Hospital to provide a Medical Director for the Community health Center with a monetary value of \$85/hour not to exceed \$36,000/year starting February 28, 2021 and expiring February 28, 2022. Lori Perkins-Jones seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. Approval of the 2021 Sliding Fee Scale for the Community Health Center based on the 2021 Federal Poverty Guidelines.

Ann Tope made a motion to approve the 2021 Sliding Fee Scale for the Community Health Center. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.2. Approval to submit the 2020 Uniform Data System (UDS) Report for reporting year 2020.

Matthew Kurtz made a motion to approve the 2020 UDS report for year 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3.3. Recommend the acceptance of the Hypertension Grand Award 3H80CS30716-04-03 in the amount of \$95,340 to increase the use of self-measured blood pressure technology and awareness.

Jim Lenthe made a motion to accept the Hypertension Grant award 3H80CS30716-04-03. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.4. Personnel

3.4.1. Recommend the approval of hire for Nicole Bouchard, CMA beginning February 16, 2021 as an administrative assistant and Certified Medical Assistant for the KCCHC.

Lori Jones-Perkins made a motion to recommend the approval of hire for Nicole Bouchard, CMA. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.4.2. Recommend the approval of Maryanne Wheatley, Certified Dental Assistant, beginning March 1, 2021 for the KCCHC.

Ann Tope made a motion to recommend the approval of hire for Maryanne Wheatley, Certified Dental Assistant. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

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

Julie Miller reported: COVID is still playing a large role for Public Health. Right now, the focus is on COVID vaccinations. . . With the allocation of COVID vaccines being limited the age groups being vaccinated are slowly. School vaccinations for COVID have started and will continue through the county this coming week.

Julie also spoke to the right of first refusal being submitted by the BOH for the Cooper Progress Park property. A property committee has been put together for any property related issues/decisions that need made with representation from both the BOTH and the Co-app Board. The two buildings on the Cooper Progress Park property being looked at for expansion possibilities are the engineering and administrative buildings with a main focus on the engineering building. There has been a motion to pay off the building that Public Health and the Knox County Community Health Center are in now. Once we pay off the lease agreement the two agencies will purchase the building for \$1 to own it. Once paid off, an appraisal will be made on the building. The Health Center will pay a portion of the pay-off, looking to be around \$60,000 in 2021.

Peg Tazewell: Julie, do you have a hopeful time frame for when we would be moving forward? Are there going to be lots of renovations needed?

Julie Miller: The biggest renovation would be running water for the dental department, HVAC, and roofing will need repaired. If things can move by midyear with the current building we will hopefully be in late 2022.

5. Board Reorganization

5.1. Approval of President appointments to Co-Applicant Board Committees:


President Jay Nixon, approved the current Co-Applicant Board Committees, also approved was a new appointment for Patricia Burdette to join the Finance Committee.

Peg Tazewell made a motion to reappoint the Co-Applicant Board Committees with the addition of Patricia Burdette to the Finance Committee. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

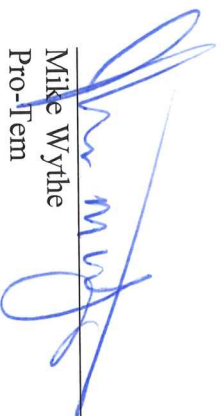
6. Adjournment

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 12:22 p.m.



Jay Nixon
President



Mike Wythe
Pro-Tem