

Co-Applicant Board Minutes
January 17, 2024
Minutes

The Knox County Community Health Center Co-Applicant Board meeting was held 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:
Nixon, Jay, President	Belangia, Lane, CEO
Lenthe, Jim	Green, Zach Health Commissioner
Hawkins, Todd, Treasurer	Sylvester, Deanar, QI/QA
Bailey, Kelly	Gilley, Stacy, Behavioral Health Supervisor
Tazewell, Peg, Secretary	Snyder, Nanette, Clinical Supervisor
Wythe, Mike, Pro-Tem	Mantel, Shanea Finance
Perkins-Jones, Lori	Khalil, Anggie Administrative Assistant
	Martinson, Ron, MD
	Frazee, Joyce HR Director
	Hulse, Aimee Business Office Coordinator
Absent:	Tucker, Aly Clinical Supervisor
White, Bruce	
Wythe, Mike, Pro-Tem	Absent:
Hillier, Linda	
Guest:	

1. Convention

1.1. Call to Order

The Meeting was called to order by Jay Nixon, at 11:38.

1.2. Acceptance of the Agenda

Peg Tazewell made a motion to approve the agenda. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

1.3. Approval of December 20, 2023 KCCHC Board Minutes

Peg Tazewell made a motion to approve the December 20, 2023 KCCHC Board Minutes. Lori Perkins Jones seconded the motion; in the negative; none. The motion was approved.

1.4. Public Participation - None

2. Special Reports

- **QI Supervisor Report – Deanar Sylvester**
- **Clinical Supervisor Report – Nan Snyder**

- **Dental Supervisor Report – Lane Belangia - Verbal**
 - **OSU Dental Students**
 - **Dr Meier doing crowns and other appliances**
- **Behavioral Health (BH) Supervisor Report – Stacy Gilley**
 - **Feel Good Story Power Point**
- **Communications (Quarterly) – Logan Schofield**
- **Finance – Shanae Mantel**
- **CEO Report – Lane Belangia**
 - **Capital Grant closed out by HRSA on 01/16/2024**
 - **Juneteenth**
 - **By Laws**
- **Spotlight – Strategic Plan**
 - **Patient and Visits counts currently up**

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Jim Lenthe made a motion to accept the KCCHC Income and Expenses. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

- 3.2.1.** Recommend the approval the personal services contract with Shelbi Bixler for patient billing services with a monetary value of \$28/hour not to exceed \$28,000/year, effective February 1,2024 through January 31, 2025.

Peg Tazewell made a motion to accept the approval of personal services contract with Shelbi Bixler for patient billing services with a monetary value of \$28/hour not to exceed \$28,000/year, effective February 1,2024 through January 31, 2025. Lori Perkins Jones seconded the motion; in the negative: none. The motion was approved.

- 3.2.2.** Recommend the approval the business service contract with Access Nurse PM, LLC for after hours on call coverage effective February 1, 2024 through January 31, 2025 with a monetary value of \$750/month not to exceed \$15,000/year.

Mike Wythe made a motion to accept the approval of the business service contract with Access Nurse PM, LLC for after hours on call coverage effective February 1, 2024 through January 31, 2025 with a monetary value of \$750/month not to exceed \$15,000/year. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

- 3.2.3.** Approve the business service contract with Perks, Pusateri & Company, LLC for Cost Reporting for all health Center Locations effective January 18, 2024 through December 31, 2024 with a monetary value of \$90/hour not to exceed \$25,000/year.

Jim Lenthe made a motion to accept the approval of the business service contract with Perks, Pusateri & Company, LLC for Cost Reporting for all health Center Locations effective January 18, 2024 through December 31, 2024 with a monetary value of \$90/hour not to exceed \$25,000/year. Mike Wythe seconded the motion; in the negative: none. The motion was approved

3.3 Policies

3.3.1 Recommend the approval of the following policies for renewal and updated according to HRSA standards:

- 2.03 Medical Emergencies During Open Hours – No change
- 2.04 Patient Access During Office Hours Administration
- 2.09 Patient No-Show Administration
- 2.24 Patient Non-Discrimination Administration
- 6.03 Peer Review Quality Improvement
- 6.05 Complaint & Grievance Quality Improvement
- HIPAA Compliance Policies and Procedures

Todd Hawkins made a motion to accept the approval of the following policies for renewal and updated according to HRSA standards:

- 2.03 Medical Emergencies During Open Hours
- 2.04 Patient Access During Office Hours Administration
- 2.09 Patient No-Show Administration
- 2.24 Patient Non-Discrimination Administration
- 6.03 Peer Review Quality Improvement
- 6.05 Complaint & Grievance Quality Improvement
- HIPAA Compliance Policies and Procedures

Mike Wythe seconded the motion; in the negative: none. The motion was approved

3.4. Board Approvals

3.4.1. Recommend the approval of the re-credentialing and re-privileging to practice in the Knox County Community Health Center as Medical Director, Dr. Ron Martinson, effective February 1, 2024 through January 31, 2026.

Mike Wythe made a motion to accept the approval of the re-credentialing and re-privileging to practice in the Knox County Community Health Center as Medical Director, Dr. Ron Martinson, effective February 1, 2024 through January 31, 2026. Jim Lenthe seconded the motion; in the

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negative: none. The motion was approved.

3.4.2. Recommend the approval of resignation of Co-Applicant Board member, Patricia Burdette.

Jim Lenthe made a motion to accept the resignation of Co-Applicant Board member, Patricia Burdette. Mike Wythe seconded the motion; in the negative: none. The motion was approved.

3.4.3. Recommend the approval of the out of state travel for May 8, 2024 - May 10, 2024 for 2024 Health Center Summit in Boston, MA grant with an estimated cost not to exceed \$12,000 for airfare, hotel and conference fee for Lane Belangia, Deanar Sylvester, Nan Snyder, Jordan Moore, Shanea Mantel and Katie Hunter.

Peg Tazewell made a motion to accept the approval of out of state travel for May 8, 2024 - May 10, 2024 for 2024 Health Center Summit in Boston, MA grant with an estimated cost not to exceed \$12,000 for airfare, hotel and conference fee for Lane Belangia, Deanar Sylvester, Nan Snyder, Jordan Moore, Shanea Mantel and Katie Hunter. Jim Lenthe seconded the motion; in the negative: none. The motion was approved.

3.5. Personnel

3.5.1. Accept the hiring of Michael Phillips, Information Technologist, effective February 5, 2024.

Lori Perkins Jones made a motion to accept the the hiring of Michael Phillips, Information Technologist, effective February 5, 2024. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

4. Board Information Non-Action Items, Health Commissioner or CEO has signed:

- 4.1.** Sponsorship with Richland Source DBA Source Brand Solutions for Knox Pages Obituary Content Sponsorship for \$4,050.00, effective January 1, 2024 through December 31, 2024.
- 4.2.** Amendment to Danville Health Center lease agreement for water and sewer with 10 East Main LLC. Tenant to pay the current rates of \$48.00/month for water and \$40/month for sewer per Unit (\$176.00/month).
- 4.3.** Approval to extend the business services contract with Knox Community Hospital for med medical services provided by Certified Nurse Practitioners to expire 03/01/2024.

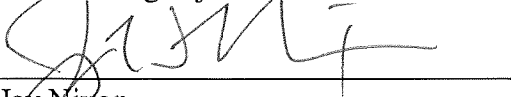
5. Knox County Health Update (Zach Green)

- Agency re-accreditation has been submitted
- The demo of 205 W. Vine St is to be completed by March 31, 2024
- MVHC –
 - The power is on.
 - Final inspection week of Jan 22, 2024.
 - Potentially moving Jan 26, 2024 & operational Jan 29, 2024
- Influenza season to peak last week of January/first week of February.

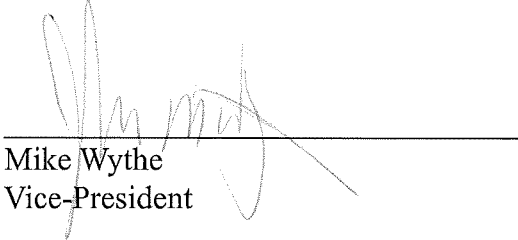
6. Adjournment

Having no further business Peg Tazewell requested a motion be made to adjourn the meeting. Jim Lenthe seconded the motion: in the negative; none.

The meeting adjourned at 12:25 PM.



Jay Nixon
President



Mike Wythe
Vice-President

