



**Co-Applicant Board Minutes**  
 March 20, 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:

| <b>Board Members:</b>    | <b>Knox County Public Health / Health Center:</b> |
|--------------------------|---|
| Hawkins, Todd, Treasurer | Belangia, Lane, CEO                               |
| Bailey, Kelly            | Green, Zach Health Commissioner                   |
| Tazewell, Peg, Secretary | Sylvester, Deanar, QI/QA                          |
| Wythe, Mike, Pro-Tem     | Gilley, Stacy, Behavioral Health Supervisor       |
| White, Bruce             | Snyder, Nanette, Clinical Supervisor              |
| Lenthe, Jim              | Mantel, Shanea Finance                            |
|                          | Khalil, Angie Administrative Assistant            |
| <b>Absent:</b>           | Fraze, Joyce HR Director                          |
| Hillier, Linda           | Hulse, Aimee Business Office Coordinator          |
| Perkins-Jones, Lori      | Tucker, Aly Clinical Supervisor                   |
| Nixon, Jay, President    |   |
| Laughlin, Jeff           |   |
|                          | <b>Absent:</b>                                    |
|                          | Martinson, Ron, MD                                |
| <b>Guest:</b>            |   |
|                          |   |
|                          |   |

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by Mike Wythe, at 11:36 am.

**1.2. Acceptance of the Agenda**

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

**1.3. Approval of February 21, 2024 KCCHC Board Minutes**

Peg Tazewell made a motion to approve the February 21, 2024 KCCHC Board Minutes. Jim Lenthe 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**
- **Behavioral Health (BH) Supervisor Report – Stacy Gilley**
- **Finance – Shanea Mantel**



- **CEO Report – Lane Belangia**

- Open House at MVHC on 03/28/2024 from 2-4 pm
- The Knox Public Health 2023 Annual report has been provided to all Co-App board members
- UDS was submitted February 14, 2024. It will be finalized by 03/31/2024
- UDS PowerPoint Presentation

*Discussion: Todd Hawkins asked how we plan on marketing to the Medicaid population and what percentage do other health centers service Medicaid population? Lane Belangia reported that the benchmark is 50% of Medicaid patients. He stated that we don't see patients as much as we should. We only see patients on average 3 times per year. The national average is 4.5 times per year. Peg Tazewell asked that the percentage of peds were seen then vs now. She stated Knox Community Hospital has more Pedestrians now than they did in 2017. She also suggested having someone from Department of Job and Family Service serve on the board.*

### **3. New Business**

#### **3.1. Finance**

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

**3.1.2** Recommend the approval of the HRSA Notice of Award, H80CS30716-08-01 in the partially funded amount of \$84,350.00 for the Health Center 330 Grant with a project period of April 1, 2024 through March 31, 2025.

Peg Tazewell made a motion to approve the HRSA Notice of Award, H80CS30716-08-01 in the partially funded amount of \$84,350.00 for the Health Center 330 Grant with a project period of April 1, 2024 through March 31, 2025. Bruce White seconded the motion; in the negative: none. The motion was approved.

#### **3.2. Contracts**

**3.2.1.** Recommend to approve the renewal of the New Directions lease agreement for a Behavioral Health Counseling office, (Suite M7) with the Knox County Community Health Center for a monetary value \$500/month not to exceed \$6,000/year, effective April 1<sup>st</sup>, 2024 through March 31<sup>st</sup>, 2025.

Todd Hawkins made a motion to approve the renewal of the New Directions lease agreement for a Behavioral Health Counseling office, (Suite M7) with the Knox County Community Health Center for a monetary value \$500/month not to exceed \$6,000/year, effective April 1<sup>st</sup>, 2024 through March 31<sup>st</sup>, 2025. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

*Discussion: Stacy Gilley reported that Georgette has been busy with New Directions referrals.*

**3.2.2.** Recommend to approve the renewal of the Contract with Dimension Healthcare Consulting to provide cost reporting services for the Knox County Community Health Center for Medicaid, Medicare and Alternative Payment Methods at \$150/hour with annual maximum of \$14,000/year effective May 1, 2024 through April 30, 2025.



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Jim Lenthe made a motion to approve the renewal of the Contract with Dimension Healthcare Consulting to provide cost reporting services for the Knox County Community Health Center for Medicaid, Medicare and Alternative Payment Methods at \$150/hour with annual maximum of \$14,000/year effective May 1, 2024 through April 30, 2025. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

**3.2.3.** Recommend to approve the Contract with Joe Lyszak, Consultant, for HRSA Operational Site Visit help, in the amount of \$4,000, effective June 2024.

Peg Tazewell made a motion to approve the Contract with Joe Lyszak, Consultant, for HRSA Operational Site Visit help, in the amount of \$4,000, effective June 2024. Todd Hawkins seconded the motion; in the negative: none. The motion was approved.

*Discussion: Lane Belangia reported that Joe Lyszak is a surveyor that will be coming and doing a mock survey with KCCHC in June to prep for our On Site Visit in September.*

### **3.3. Board Approvals**

**3.3.1** Recommend to approve 2025 Knox Public Health (KPH) permanent budget. This also includes the 2025 KCCHC budget.

Jim Lenthe made a motion to approve the 2025 Knox Public Health (KPH) permanent budget. This also includes the 2025 KCCHC budget. Peg Tazewell seconded the motion

*Discussion: Bruce White stated the budget was not provided in the packet and questioned if it was the Co-App Board members fiduciary responsibility.*

Mike Wythe, Vice President requested a Vote For - 0, Against -5 . The motion has failed.

#### **3.3.2. Policies**

The following policies are due for renewal and updated according to HRSA standard:

- 6.09 Incident Reporting System (No Change)
- Surprise Medical Bills and Good Faith Estimates (No Change)
- Peer Review Policy (No Change)

Bruce White made a motion to approve the following policies are due for renewal and updated according to HRSA standard:

- 6.09 Incident Reporting System (No Change)
- Surprise Medical Bills and Good Faith Estimates (No Change)
- Peer Review Policy (No Change)



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Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

**3.3.3.** Recommend the approval of the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Sarah Davis, LSW, effective March 8, 2024 through March 7, 2026.

Kelly Bailey made a motion to approve the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Sarah Davis, LSW, effective March 8, 2024 through March 7, 2026.

Bruce White seconded the motion; in the negative: none. The motion was approved.

**3.3.4.** Recommend the approval of the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Deborah Wauthier, LSW, effective March 8, 2024 through March 7, 2026.

Kelly Bailey made a motion to approve the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Deborah Wauthier, LSW, effective March 8, 2024 through March 7, 2026. Bruce White seconded the motion; in the negative: none. The motion was approved.

**3.3.5.** Recommend the approval of the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Melissa Valentine, LPCC, effective March 8, 2024 through March 7, 2026.

Kelly Bailey made a motion to approve the re-credentialing and re-privileging to practice within scope at the Knox County Community Health Center for Melissa Valentine, LPCC, effective March 8, 2024 through March 7, 2026. Bruce White seconded the motion; in the negative: none. The motion was approved.

**4. Health Commissioner and or CEO has signed:**

- CEO and Health Commissioner have signed a Mutual Confidentiality and NDA Agreement with AndHealth.
- Final approved NOA confirming MVHC is “deemed” in providing the required programmatic services received on 3/6/2024.

**5. Executive Session**

Jim Lenthe made a motion to go into an Executive Session. Bruce White seconded the motion; in the negative: none. The motion was approved.

Roll Call was taken:

Todd Hawkins Yes No

Kelly Bailey Yes No

Peg Tazewell Yes No

Mike Wythe Yes No

Bruce White Yes No

Jim Lenthe Yes No





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Lane Belangia and Zach Green were asked to stay for the Executive Session.

The Executive Session was called to order by Mike Wythe, at 12:26 pm.

The Purpose of the executive session was to discuss Property Acquisition

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

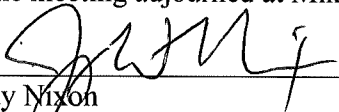
The meeting adjourned at Mike Wythe at 12:53 PM.

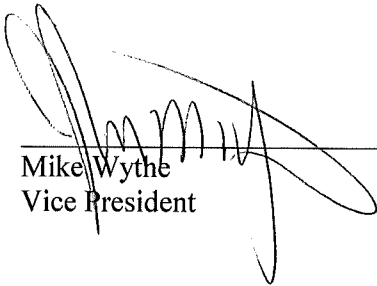
No action came out of the executive session.

**6. Adjournment**

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

The meeting adjourned at Mike Wythe at 12:5 PM.

  
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Jay Nixon  
President

  
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Mike Wythe  
Vice President

