



Co-Applicant Board Minutes
March 19, 2025
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	Green, Zach Health Commissioner
Wythe, Mike, Pro-Tem	Schacht, Shauna CEO
Hawkins, Todd, Treasurer	Sylvester, Deanar, QI/QA
White, Bruce	Gilley, Stacy, Behavioral Health Supervisor
Bailey, Kelly	Snyder, Nanette, Clinical Supervisor
Lenthe, Jim	Mantel, Shanea Finance
Boucher, Tonya	Khalil, Angie Administrative Assistant
	Rodway, Nancy MD
Absent:	Fraze, Joyce HR Director
Tazewell, Peg, Secretary	Hulse, Aimee Business Office Supervisor
Laughlin, Jeff	Hamm, Kaitlyn Dental Director
	Hunter, Katie, Fiscal Director
	Hatley, David, Epidemiologist
Guest:	Absent:
Daphne Kackloudis, BMD LLC via Zoom	
Jordan Burdick, BMD LLC via Zoom	

1. Convention

1.1. Call to Order

The Meeting was called to order by Jay Nixon, at 11:30am.

1.2. Acceptance of the Agenda

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

1.3. Approval of February 19, 2025 KCCHC Board Minutes

Tonya Boucher made a motion to approve the **February 19, 2025 KCCHC Board Minutes**. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

1.4. Public Participation – Potential New Board Members

Lance Weaver and Jennifer Wobbecke

2. Special Reports

• Clinical Director Report – Nan Snyder

- Nan stated that we just had a inspection with ODH for 317/VFC and we passed our inspections. Thanks to the help from our Vaccine Coordinator, Katie Harmer.

• QI Director Report – Deanar Sylvester

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- **Dental Director Report – Kaitlyn Hamm**
- **Behavioral Health Director Report – Stacy Gilley**
- **Finance – Shanea Mantel**
- **CEO Report – Shauna Schacht**
 - Shauna stated that we shifting the lens on how provider productivity. Relative Value Unit – Medicare assigned effort behind the numbers is reflected in reimbursement.
- **Epidemiological Report – David Hatley**
 - **Report in board folder for review**
 - David Hatley reported that Knox County is ranked 14th out of Ohio's 88 counties. Knox County is in the central region that also includes Franklin County. Lyme Disease is higher in Knox County compared to western Ohio counties. STI have gotten worse in our country over the last several years but have improved in Knox County. Full Epidemiological report is located in the board folder.
- **Monthly Spotlight – Behavioral Health**
 - Stacy Gilley shared a PowerPoint presentation on our new Behavioral Health located at 206 S. Mulberry St., Mount Vernon. Power Point presentation is located in the board folder.

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Tonya Boucher 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. Accept the HRSA Notice of Award, 5H80CS30716-09-00 in the partially funded amount of \$506,100.00 for the Health Center 330 Grant with a project period of April 1, 2025 through March 31, 2026.

3.1.3. Bruce White made a motion to Accept the HRSA Notice of Award, 5H80CS30716-09-00 in the partially funded amount of \$506,100.00 for the Health Center 330 Grant with a project period of April 1, 2025 through March 31, 2026. Mike Wythe seconded the motion; in the negative; none. The motion was approved.

Mike Wythe asked if this is our main grant? Shanea Mantel stated this is our main grant. Zach Green stated we are waiting on the Feds to pass the budget for the remaining funds.

3.2. Personnel

3.2.1. Recommend the approval to hire Harlow Walker, LPC, effective March 31, 2025.

3.2.2. Jim Lenthe made a motion to approve the hire Harlow Walker, LPC, effective March 31, 2025. Mike Wythe seconded the motion; in the negative; none. The motion was approved.

3.3. Policies

3.3.1. Approve the Virtual Meeting Policy

Todd Hawkins made a motion to approve the Virtual Meeting Policy. Tonya Boucher seconded the motion; in the negative; none. The motion was approved.

3.3.2. Approve the Credentialing and Privileging Policy

Jim Lenthe made a motion to approve the Credentialing and Privileging Policy. Tonya Boucher seconded the motion; in the negative; none. The motion was approved.

Legal team with BMD LLC was available via Zoom to answer any questions. Zach Green stated that this policy is so we don't have to wait till the next Co-App Board meeting to approve credentialing and privileging for any new hires that we need doesn't have to go the board each time a new person who is hired and needs credentialed and privileged or if someone needs recredentialed and privileged. And to add to do additional procedures. Daphe Kackloudis, BMD LLC stated this would delegate to the CEO.

3.4. Contracts

- 3.4.1.1. Approve the FQHC 340B Compliance Coordinator to manage the Knox County Community Health Centers 340B program, effective March 19, 2025 through March 18, 2026, with a monetary of \$4,950 per month and maximum of \$66,000 per year.

Todd Hawkins made a motion to approve the FQHC 340B Compliance Coordinator to manage the Knox County Community Health Centers 340B program, effective March 19, 2025 through March 18, 2026, with a monetary of \$4,950 per month and maximum of \$66,000 per year. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

Nanette Snyder stated her and Shanea Mantel had looked at 3 different companies. 340B Compliance was the best choice. Zach Green reported that we don't have a good handle on our 340B program. We need to grow a foundation before we can house it. Hopefully we won't have this contract for more than a year.

- 3.4.2. Accept the agreement with Clemans Nelson for consulting services, effective date of signing for one year with an estimated cost not to exceed \$32,525.

Mike Wythe made a motion to accept the agreement with Clemans Nelson for consulting services, effective date of signing for one year with an estimated cost not to exceed \$32,525. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

Zach Green stated that we are looking at classification of competitive wages and job descriptions and their tiers. Joyce Frazee, HR Directors reported that we looked at 3 different companies. Clemans Nelson is familiar with public health and our area and we have worked with them before having them on retainer for HR purposes. Todd Hawkins stated he knows there was some controversy when they worked with the City of Mount Vernon.

3.5. Board Approvals

- 3.5.1. Adopt the 2025 Knox Public Health fee schedule, which includes the Knox County Community Health Center fees and Sliding Fee Schedule

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Tonya Boucher made a motion to adopt the 2025 Knox Public Health fee schedule, which includes the Knox County Community Health Center fees and Sliding Fee Schedule. Kelly Bailey seconded the motion; in the negative; none. The motion was approved.

Shanea Mantel reported that Grief Recovery was added since last months approval.

- 3.5.2.** Approve the credentialing and privileging to practice in the Knox County Community Health Center for Harlow Walker, LPC effective March 31, 2025 – March 30, 2027.

The Co-Applicant Board reviewed and approved the Credentialing and Privileging Policy. As a result, the credentialing and privileging to practice in the Knox County Community Health Center for Harlow Walker, LPC effective March 31, 2025 – March 30, 2027 is no longer necessary and was not present for approval.

- 3.5.3.** Approve the re-credentialing and re-privileging to practice in the Knox County Community Health Center for Brandi Pennington, APRN-CNP effective April 01, 2025 – March 31, 2027.

The Co-Applicant Board reviewed and approved the Credentialing and Privileging Policy. As a result, the re-credentialing and re-privileging to practice in the Knox County Community Health Center for Brandi Pennington, APRN-CNP effective April 01, 2025 – March 31, 2027 is no longer necessary and was not present for approval.

- 3.5.4.** Approve the re-credentialing and re-privileging to practice in the Knox County Community Health Center for John Cheek, DMD effective April 01, 2025 – March 31, 2027.

The Co-Applicant Board reviewed and approved the Credentialing and Privileging Policy. As a result, the re-credentialing and re-privileging to practice in the Knox County Community Health Center for John Cheek, DMD effective April 01, 2025 – March 31, 2027 is no longer necessary and was not present for approval.

- 3.5.5.** Approve the re-credentialing and re-privileging to practice in the Knox County Community Health Center for Paul Hart-Ruthenbeck, LCDCI effective April 01, 2025 – March 31, 2027.

The Co-Applicant Board reviewed and approved the Credentialing and Privileging Policy. As a result, the re-credentialing and re-privileging to practice in the Knox County Community Health Center for Paul Hart-Ruthenbeck, LCDCI effective April 01, 2025 – March 31, 2027 is no longer necessary and was not present for approval.

- 3.5.6.** Approve the out of state travel for Shauna Schacht to attend the National Committee for Quality Assurance conference in Baltimore, MD from April 6-8, 2025 with an estimated cost not to exceed \$2,300 for airfare, hotel and conference fee.

Mike Wythe made a motion to approve the out of state travel for Shauna Schacht to attend the National Committee for Quality Assurance conference in Baltimore, MD from April 6-8, 2025 with an estimated cost not to exceed \$2,300 for airfare, hotel and conference fee. Tonya Boucher seconded the motion; in the negative; none. The motion was approved.

Shauna Schacht stated this conference will be covered under the QI grant money.

- 3.5.7.** Approve the out of state travel for Deanar Sylvester to attend the Azara 2025 Annual User Conference in Boston, MA from April 28, 2025 – May 1, 2025 with an estimated cost not to exceed \$4,500 for airfare, hotel and conference fee.

Mike Wythe made a motion to approve the Tonya Boucher. Tonya Boucher seconded the motion; in the negative; none. The motion was approved.

4. Board Information Non-Action Items

- **Health Commissioner/CHC CEO approved/signed the following:**
 - Renewal lease agreement with New Directions 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, 2025 through March 3, 2026.
 - Renewal lease agreement with Holly Jackson/Gifted Hands Reflexology to occupy 200 square feet at the Danville Medical clinic for \$200 per month effective March 1, 2025 through February 28, 2026.
 - Amendment to the personal contract for Dr. Melissa Meier to increase the amount to not to exceed to \$120,000 effective February 19, 2025.
 - Two-year agreement with MGMA Organization Membership for \$9,000 effective March 06, 2025 through March 05, 2027.
 - Sublease agreement with Dr. Brian L. Barkett, Psy.D., and the Knox County Community Health Center for the rental of 300 square feet at 206 S Mulberry Street, Mt. Vernon, Ohio 43050, effective March 3, 2025 through February 2, 2027, with a monetary value of \$225/month and a maximum of \$2,700/year.
 - Professional Services contract with Knox Community Hospital to provide Certified Nurse Practitioners for the Knox County Community Health Center, effective January 1, 2025 through December 31, 2028 and automatically renewing every year thereafter, with a monetary value not to exceed \$950,000 per year.

5. Knox Public Health Update (Zach Green)

- CMS cuts to the 340b program is a critical threat
 - Ohio Association of CHCs taking the lead
- SB 57 Cannabis Taxation
 - Passed by Senate and now on House floor
 - House is looking to introduce their own version FYI

6. Adjournment

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

The meeting adjourned at 12:35pm.

Jay Nixon
President

Mike Wythe
Pro-Tem