

**Knox County Community Health Center
Co-Applicant Board
April 18, 2019
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held April 18, 2019. The following were in attendance:

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| Board Members | Knox County Health Dept. Staff |
| Kidd, Diana | Lane Belangia, CEO |
| Kurtz, Matthew | Katie Hunter, Administrative Assistant |
| Lenhe, Jim | Ashley Phillips, Administrative Assistant |
| Nixon, Jay, President | Alayna Mowry, Communication Specialist |
| Tazewell, Peg, Secretary | Laura Nance, Dental Coordinator |
| Tope, Ann | Shelly Hurlow, Dental Assistant |
| White, Bruce | Philanna Parnell, Dental Assistant |
| | Dr. Larry Reed, Community Health Center Medical Director |
| Guests | Jackie Neighbarger, CNP |
| | Harmer, Jeff, Board of Health |
| | Pacetti, David, Consumer |

1. Convention

An Informational Meeting was called to order by President, Jay Nixon, at 11:38 a.m. due to not having a quorum met yet.

1.2. Acceptance of Agenda

During the Informational Meeting, Jim Lenhe made a motion to accept the agenda. Peg Tazewell seconded the motion; in the negative none. The motion was approved.

1.4. Public Participation

Public Participation: David Pacetti, Consumer and Jeff Harmer, Board of Health member attended the meeting. Also welcomed Dental Assistant's Shelly Hurlow and Philanna Parnell.

2. Special Reports

2.1. Marketing / Public Relations Report:

Alayna Mowry reported in addition to the written report:

- Alayna and Lane are attending a Bellville Lions Club meeting to discuss services the Community Health Center can provide. They discussed this with Third Street, a FQHC in Richland County prior to confirming presentation.
- Will be attending Ladies' Night Out in Danville and will focus on wellness and stress management topics. Reserved kittens from the Humane Society to be on sight as well.

- With the help of staff members, continue to distribute flyers throughout Mount Vernon.
 - All post cards have been mailed out. Offering the leftover post cards to the Chamber of Commerce to include in their welcome packets.
- For more detailed information, see Attachment 1 – Promotional Report*
- 2.2. Clinical Coordinator:**
No report in addition to the written report.
- For more detailed information, see Attachment 2 – Clinical Coordinator Report*
- 2.3. Dental Coordinator:**
Laura Nance reported in addition to the written report:
- Dental staff have one school to finish to complete third grade dental screenings. Numbers are reflected in the written report. Dental staff members are also participating in Kindergarten registrations throughout Knox County to schedule appointments.
 - Working on dental policies and procedures.
 - Dr. Saale's schedule is quickly filling up.
- For more detailed information, see Attachment 3 – Dental Coordinator Report*
- 2.4. Quality Improvement:**
Dr. Reed reported in addition to the written report:
- Peer reviewing for the first quarter went well. All Providers had great reviews. Amanda Poorman, Certified Nurse Midwife is peer reviewed by a physician who is out on medical leave.
 - For March of 2019, blood pressure screenings were a little low. The Health Center met the goal for cervical cancer screenings. Also received permission to use Knox Community Hospital's database to gather needed data. This will increase data numbers as patients can't always recall when they last had a certain exam. If the Health Center can get access to this data, they can then input it accordingly and the data would positively increase.
 - Colorectal screenings reached a new high at 31%, which isn't far away from the national and state average. They determined that the gift cards were not effective, so they won't continue implementing those.
 - The Health Center still remains at their goal for A1C / diabetes screening. Remember, a lower number is better for this category.
 - Depression screening rates are well above the goal number.

- Colorectal screening may be the next goal as, nationally, they are experiencing low levels.

Lane Belangia: Last year, HRSA's initiatives were for each Health Center to develop a 3-year action plan on how we manage and control our diabetes A1C numbers. So, we implemented a nutritional educator that Providers can refer to for patients to have one-on-one nutritional education with. We also can offer sample medications or medications at lower cost with the 340B program.

For more detailed information, see Attachment 4 – Quality Improvement Report

2.5. CEO Report:

Lane Belangia reported in addition to the written report:

- **Monthly scorecard:** This is derived from the electronic medical record system. Payments were down approximately \$16,000 from prior month due to a few Providers not being privileged and credentialed yet. Billing will hold their claims until they get privileged and credentialed and then they will bill for their completed services. The current AR (outstanding claims that need to be processed/paid) decreased almost \$100,000 from the month of February. The number of days in AR also decreased over 20 days and they want this number to keep decreasing and achieve the 30-40 day mark. Regarding payer mix, the Medicaid patient number is lower than it should be. This can be contributed to not having a dentist as dental patients, on average, account for 45-50% Medicaid clients.
- **Visit counts:** In 2018, for the first quarter they had 1,676 patients. Thus far in 2019, the Health Center has served 1,834 patients. This means that the medical providers are seeing more patients than last year - a 47% growth. With the dentist starting in May and continuing to grow both the medical and dental patients, the Health Center will be right on track with where it needs to be. Everything is trending in the right direction.

Jay Nixon: Looking at patient by age and payer mix, 65 and older is less than 8%. Why aren't we getting elderly patients in the Center? Is this something we are specifically targeting? Do we receive enhanced reimbursement?
Lane Belangia: No, we need to do a better job of getting patients in for their annual check ups and ensure that Seniors in the area know they can come in for dental care under their secondary insurance (i.e. Medicare). 340B covers / reduces the cost of medicine, so this is another beneficial factor for Seniors.
Matthew Kurtz: Going to the Station Break and advertising our services is a good idea.

Bruce White entered the meeting at 12:04 p.m, making the quorum.

2. Special Reports
2.6. Finance

1.3.2. Approval of March 21, 2019 KCCHC Finance Committee Minutes
Jim Lenthe made a motion to approve the March 21, 2019 KCCHC Finance Committee Minutes. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

1.3.1. Approval of minutes
1.3.1. Approval of March 21, 2019 KCCHC Board Minutes
Matthew Kurtz made a motion to approve the March 21, 2019 KCCHC Board Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

1.1. Call to Order
The meeting was called to order by President, Jay Nixon at 12:10 p.m.

The Informational Meeting was adjourned at 12:09 p.m.

For more detailed information, see Attachment 5 – CEO Report
For more detailed information, see Attachment 6 – Monthly Scorecard
For more detailed information, see Attachment 7 – 2018 2019 Comparison

- Thanked the Dental division for completing all 3rd grade dental screenings. They were unable to screen about 50% of the students' teeth. This could be for multiple reasons (i.e. parent permission, etc.)
- A board member, with a finance background, to replace Todd Burson's seat in June has been identified. Meeting with this individual later this week to confirm interest.

Lane Belangia: We receive revenue from the reduced cost of the medicine. Once we start using this program more you will receive monthly reports on this.

- Board members watched an educational video on 340B and how it works.

Jackie Neighbarger: Yes, this is definitely part of our process.

Jay Nixon: For patients coming in on self-pay, do you give them information on supplemental insurance?

Lane Belangia: We would implement the sliding fee scale, pay a nominal fee up front, then become a self-pay patient.

Jay Nixon: On Medicare, what if a patient doesn't have a dental coverage? Is this provided at no cost?

- 80% of wrap payments are coming in. Overall wrap payments accounted for 54% of revenue for the month of March; last month it was 43%.
- Revenue was down a bit, mainly due to lack of dentist.
- Cash-on-hand decreased to \$8,161.30.

Katie Hunter reported in addition to the written report:

Peg Tazewell: We don't have a grant breakdown showing specific line items. Don't we typically get this?

Katie Hunter: We provide that when we have finance committee meetings.

Lane Belangia: We don't have any new grant opportunities or budgets at this time, either. The next year of grant funding started April 1, 2019. In addition to the wrap payments, the Medicare cost report has been submitted and the Medicaid cost report will be submitted soon.

Additionally, we will send another request to the Ohio Department of Medicaid to receive their share of federal funds. This alternative payment is based off of how many Medicaid patients we serve in the subsequent year.

Bruce White: So, we have \$8,161 cash-on-hand?

Lane Belangia: Yes. The federal grant funds we receive are not accounted for in our cash-on-hand amount. Cash-on-hand is project fund balance. The end goal would be to have 6 months worth of cash-on-hand to sustain operations.

Bruce White: Let's say we run short on funds and can't draw down additional money, would the Health Department be the subsidizing entity?

Julie Miller: Yes.

For more detailed information, see Attachment 8 – Finance Report

3. New Business

3.1. Finance

3.1.1. Income and Expense

Bruce White made a motion to accept the KCCHC March 2019 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend approval of a contract with Dimension Healthcare Consulting, LLC for cost reporting for the Knox County Community Health Center, yearly maximum \$8,400, effective May 1, 2019 through April 30, 2020.

Peg Tazewell made a motion to recommend and approve a contract with Dimension Healthcare Consulting, LLC for cost reporting for the Knox County Community Health Center, \$140/hour, yearly maximum \$8,400, effective May 1, 2019 through April 30, 2020. Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: This is for the same amount as last year. This gentleman is recommended from the Primary Care Association. He completes all 3 cost reports. Eventually, long-term, we can move this service in-house, but not at this time.

3.2.2. Accept approval of a contract with The Raison Group to prepare the Federally Qualified Health Center New Access Point grant application, \$25,000 rate effective March 27, 2019 through March 27, 2020.

Bruce White made a motion to accept approval of a contract with The Raison Group to prepare the Federally Qualified Health Center New Access Point grant application, \$25,000 rate effective March 27, 2019 through March 27, 2020. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: Is this the same as the last new access point application? Do we have any indication of receiving funding?

Lane Belangia: I discussed this with Lowell when submitting required documents. He felt we stand a good chance and that we have a strong application based on the service area, numbers produced, the fact that we have 6 "hotspot" zip-codes around the area, and the population is deemed as "in need". This is an extremely competitive grant. The last time we applied for a New Access Point, there were 800 applicants. This time there's 600 and I believe they fund 80. If we aren't funded, the Center opens as a satellite location and provides services 5 days/week. We just wouldn't have the extra grant dollars to operate.

Bruce White: The Board is actually approving something that's already been done? Lane Belangia: Yes, the Board of Health approved this contract at their meeting last month. Bruce White: If we receive the New Access Point grant, we would bring in \$650,000/year? Lane Belangia: Yes.

Peg Tazewell: Do you own the grant application once it's been written? Lane Belangia: Yes. Julie Miller: His fee for service to us is very low for completing a new access point grant.

3.3. Board Approvals

3.3.1. Accept approved 2019 agency strategic plan, which includes the Knox County Community Health Center's strategic plan.

Diana Kidd made a motion to accept the approved 2019 agency strategic plan, which includes the Knox County Community Health Center's strategic plan. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: This is just a continuation strategic plan, correct?

Lane Belangia: Yes. The Board of Health approved the large, agency strategic plan as an entity. This Co-Applicant Board needs to approve and address the Community Health Center's

strategic plan annually. There's been no change to our strategic plan other than it's a part of the Knox County Health Department's strategic plan.
Julie Miller: One of the priority areas for the Knox County Health Department is access to care.
Peg Tazewell: Is the agency strategic plan available online?
Julie Miller: We can make it available. Ashley can send the final strategic plan out with the next Board packet.

3.3.2. Approval of amended Co-Applicant By-Laws, effective April 18, 2019 Resolution #2019-01 Knox County Community Health Center, Amendment of Bylaws

Bruce White made a motion to approve Resolution #2019-01 Knox County Community Health Center, Amendment of Bylaws- Personnel Committee. Peg Tazewell seconded the motion. On roll call the following voted in the affirmative: Jay Nixon, Peg Tazewell, Diana Kidd, Matthew Kurtz, Jim Lenthe, Ann Tope, and Bruce White; in the negative; none. The motion was approved.

3.3.3. Recommend applying for the maximum amount allowable of \$300,000 for the Oral Health Infrastructure (OHI) grant; a one-time grant to support enhancing new or existing high-quality, integrated oral health services

Peg Tazewell made a motion to recommend applying for the maximum amount allowable of \$300,000 for the Oral Health Infrastructure (OHI) grant; a one-time grant to support enhancing new or existing high-quality, integrated oral health services. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

Lane Belgaria: This and the next item on the agenda are the 2nd and 3rd leg of the HRSA funding for 2019. This grant is a competitive grant awarded to Health Center's to build and buy capital expenditure items to enhance dental services. We could use these funds for a PAN x-ray machine, clinic supplies/machines for dental services in Danville. Lowell is also assisting in writing this grant at no charge. This application is due May 13, 2019.

3.3.4. Recommend submitting the Integrated Behavioral Health Services (IBHS) application to receive \$145,000 in additional funding for behavioral services

Bruce White made a motion to recommend submitting the Integrated Behavioral Health Services (IBHS) application to receive \$145,000 in additional funding for behavioral services. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

Lane Belgaria: This is the 3rd leg of final funding for 2019. All of these grant applications / submissions will be notified of funding by September 1, 2019. The only required action of this application is that we must hire a .5 FTE that can help address behavioral health and provide

better access. I'd like to think we'd spend most of the \$145,000 annually on FTE's to provide services. The challenge lies in figuring out where to put these employees, but we will figure it out.

Jay Nixon: Does substance abuse fall into this?
Lane Belangia: Yes, and opioid addiction.

3.4. Board Information

3.4.1. Renewed MOA with Nick Gotschall, LPCC, to peer review and provide quality assurance of patients receiving Mental and Behavioral Health counseling services at the Knox County Community Health Center, effective April 18, 2019 and remains ongoing.

3.4.2. Renewed MOA with Thomas Gilbert, DDS, to peer review and provide quality assurance of patients receiving dental care at the Knox County Community Health Center, effective April 18, 2019 and remains ongoing.

Bruce White: Are they charging to peer review?

Lane Belangia: Dr. Gilbert isn't, but Nick Gotschall charges a small fee. Until we grow a little larger, we don't have anyone to peer review charts.

4. Health Commissioner – Board of Health Update

Julie Miller, Health Commissioner, reported:

- Julie has spent time in the Health Center with staff and is starting to see staff cohesiveness in action.
- Julie, Lane, Laura & Nan visited Wood County, an FQHC, to see how they operate. Although they serve fewer patients than the Health Center does, it was good to see how they operate. Administration staff of the Health Department have been wanting to do some re-organization. So, over the next few months, the Co-Applicant Board may hear more of this.
- Julie is now serving as interim COO of the Health Center to continue examining and providing assistance for operations. She will report back on these observations and duties at the next Co-Applicant Board meeting.

5. Adjournment

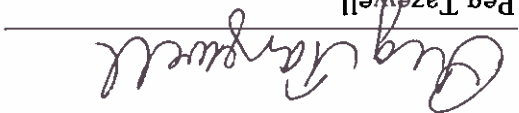
Being no further business, made a motion to adjourn the meeting. seconded the motion; in the negative, none. The motion was approved.

The meeting adjourned at 12:38 p.m.

Jay Nixon
President

A handwritten signature in blue ink, appearing to read "Jay Nixon", written over a horizontal line.

Peg Tazewell
Secretary

A handwritten signature in blue ink, appearing to read "Peg Tazewell", written over a horizontal line.

