

**Knox County Community Health Center  
Co-Applicant Board  
November 21, 2019  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held November 21, 2019. The following were in attendance:

<b>Board Members:</b>	<b>Knox County Health Dept. Staff:</b>
Hawkins, Todd, Treasurer	Belangia, Lane, CEO
Hillier, Linda	Miller, Julie, Health Commissioner
Lenthe, Jim	Mowry, Alayna, Marketing/Public Relations
Nixon, Jay, President	Nance, Laura, Dental Supervisor
Tazewell, Peg, Secretary	Phillips, Ashley, Administrative Assistant
Tope, Ann	Snyder, Nan, QI Coordinator/Clinical Supervisor
White, Bruce	
Wythe, Mike, Pro-Tem	
<b>Absent:</b>	
Boyd, Jodie	
Cline, Jeremiah	
Harry, L.J.	
Kurtz, Matthew	

**1. Convention**

**1.1. Call to Order**

The meeting was called to order by President, Jay Nixon at 11:47 a.m.

**1.2. Acceptance of Agenda**

- Jim Lenthe made a motion to accept the agenda. Ann Tope seconded the motion: in the negative; none. The motion was approved.

**1.3. Approval of Minutes**

**1.3.1. Approval of October 17, 2019 KCCHC Board Minutes**

Jim Lenthe made a motion to approve the October 17, 2019 KCCHC Board Minutes. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

**1.4. Public Participation - None**

**2. Special Reports**

**2.1. Promotional Report:**

**Alayna Mowry reported in addition to the written report:**

- The Danville Ribbon Cutting was well attended and the event, overall, went very well.
- In collaboration with First Knox National Bank and Conway's Danville Pharmacy, the Health Center will have a billboard on Route 62 coming into Danville. The billboard is being finalized, but will promote services provided at the Danville site.
- In January, Lane will present to all of the Knox County Job and Family Services staff regarding services provided at both Health Center locations.
- The Spectrum "keyword" search ad ends December 22, 2019. Right now, the Health Center will do this ad campaign again in 2020.

*For more detailed information, see Attachment 1 – Promotional Report*

### **2.2. OI Coordinator / Clinical Supervisor:**

**Nan Snyder reported in addition to the written report:**

- Health Center staff have been preparing for the next HRSA OSV (on-site visit) which will take place in June 2020.
- Medical staff recently purchased new equipment at a very reasonable cost and can perform more effective testings such as A1C.
- A risk management subcommittee has been formed out of the Quality Improvement committee.
- The contracted amount has been expended with the eCW consultant, CB Practice Solutions.

*For more detailed information, see Attachment 2 – OI Coordinator Report*

### **2.3. Dental Supervisor Report:**

**Laura Nance reported in addition to the written report:**

- X-ray wall units were purchased for both Dental Hygiene rooms

*Jay Nixon: We don't provide dental services in Danville do we?*

*Lane Belangia: No, but hopefully sometime in 2020.*

*Jay Nixon: Is there already a dental clinic in Danville we would be competing with?*

*Lane Belangia: We are looking to collaborate with the pre-existing Medicaid clinic. Julie and I meet with Dr. Lerg, the owner of this clinic, towards the beginning part of December. We look to collaborate for enhanced reimbursement and expand their current, but yet limited, hours.*

*For more detailed information, see Attachment 3 – Dental Report*

### **2.4. CEO Report:**

**Lane Belangia reported in addition to the written report:**

- CEO Report:
  - Lane complimented Alayna on a job well done for the ribbon cutting. The Health Center, in partnership with Conway's Danville pharmacy, was featured again in the Columbus Dispatch. Lane also gave kudos to consumer board member, Linda Hillier, for assisting with creating promotional items to be dispersed at various events throughout the county.
  
- Monthly Scorecard:
  - Although decreased from last month slightly, charges/claims billed have increased yet again on a 12-month average. Total charges for October were \$354,645.17.
  - Actual cash received / payments for the month were just over \$132,000. The monthly scorecard, however, states \$125,091.77 as this report is consistently pulled on the first of every month. Revenue has exceeded projected budgeted amount for the last four months.
  - The Current AR was reviewed in depth with the Finance Committee. A large amount, \$313,841.83, is in the 0-60 day bucket, which is a good thing. The contributing factor to the number rising in the buckets with a longer date range (i.e. 121-150 & >180 days) is related to the two dentists not being fully credentialed with insurance companies. The average number of days in AR for October was 55 days. Once the two dentists become fully credentialed, this number should decrease to approximately 45 days.
  - The Health Center saw a 15% increase in the number of Medicaid patients in October compared to September (51.49% compared to 34.03%). The 51% is a true representation of the average number of Medicaid patients seen at the Health Center the last quarter. Ohio's average is 45-55%, so the Health Center is right on target. Again, there's an opportunity to grow the number of Medicare patients visiting the Health Center for care. Last month this percentage increased slightly to 5.17%.

*Julie Miller: The Board of Health asked our fiscal office to run quarterly reports on the sliding fee scale usage and who is being served within the scale (also known as what percentage of patients are being slid on the scale). We will share this report with the Co-Applicant Board as well.*

- Public Health Monograph:
  - This document ties together the operational relationship and what HRSA expects to see of a public entity housing a Federally Qualified Health Center and how the two should interact. The Co-Applicant Board is interested in having a combined meeting with the Board of Health in the spring when the grant year resets.

*Julie Miller: The Board of Health receives and reviews most of what the Co-Applicant reviews. If Co-Applicant Board members have interest in seeing the overall financials and how the Center fits into it, you are more than welcome to. There is some benefit to seeing Leadership Team reports to see what's going on in the agency and how it all meshes together.*

- **Change-In-Scope for Form 5A:**
  - Budget Period Progress Report: The Health Center is in the 1<sup>st</sup> of 3 years of 2<sup>nd</sup> round of funding. Compiled demographic, fiscal and patient visit outlook data in November. Lane shared with the Fiscal Committee the HRSA grant is based off of the number of patients seen in comparison with projected amounts. For the 3-year grant, it was projected the Health Center would see 370,060 patients. The Health Center is currently 84.65% on the way to attaining that projection.
  - Year-to-date, dental has seen 2,087 unduplicated patients. When taken into consideration this number is without a dentist for 5 months, this is very impressive. Medical has seen approximately 2,500 patients. Out of 4,959 patients, 2,520 patients use the sliding fee scale. This demonstrates the need for the sliding fee scale. There are 1,446 patients who are either at or below the 100% of federal poverty guidelines.
  - Out of a total of 6,612 visits, there were 4,959 patients. This averages 1.4-1.6 visits per year for each patient. The average in Ohio is 3, so this is in area of improvement for the Health Center in 2020.
  - The Change-In-Scope for the Danville operation was approved in November. Health Center staff are completing Medicare and Medicaid applications.
  - Lane also noted requests for approvals for a few self-reported changes to Form 5A which address no longer having contracted mental health services on site and noting the current medical providers can respond to emergencies during hours of operation. The Co-Applicant Board, as part of governance, needs to acknowledge, agree, and approve such changes.

*For more detailed information, see Attachment 4 – CEO Report*

*For more detailed information, see Attachment 5 - Monthly Scorecard*

### **2.5. Finance Report:**

**Lane Belangia reported in addition to the written report:**

- The revenue for October increased yet again for the 4<sup>th</sup> month in a row, totaling over \$132,000. The projected/budgeted amount was \$94,000.
- Accounts receivable is in check along with expenditures for expenses being on track for targeted percentages.
- Grant funds will be utilized conservatively for the last 4 months of the current grant year. KCHD allocates \$50,000 for the Health Center annually, if needed.

- Payments should start to come in for outstanding dental claims as the two dentists become credentialed with insurance companies. All of this, along with increased revenue each month, projects the Health Center to be in better shape this year in comparison to last year.

*For more detailed information, see Attachment 6 - Finance Report*

### **3. New Business**

#### **3.1. Finance**

##### **3.1.1. Income and Expense**

Todd Hawkins made a motion to accept the KCCHC October 2019 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

#### **3.2. Contracts**

**3.2.1. Accept approval of contract with the Mother's Milk Bank of Ohio for the collection, storage, and transfer of lactation products, effective October 24, 2019 and remains ongoing.**

Peg Tazewell made a motion to accept approval of contract with the Mother's Milk Bank of Ohio for the collection, storage, and transfer of lactation products, effective October 24, 2019 and remains ongoing. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This is a new program WIC is participating in which allows storage of frozen mother's breastmilk to disperse to other mothers as needed. The Health Center is involved with this program as we will be completing the required lab work to examine for safe milk. We are doing this free of charge and will hopefully, in turn, see these patients in the Health Center for their medical home.*

#### **3.3. Board Approvals**

**3.3.1. Accept submission of self-reported Change-In-Scope updates to Form 5A as completed during the Budget Period Progress Report**

- Change in Column II: Removed contracted Mental Health services  
*Rationale: No longer have contracted Mental Health services performed on-site*
- Added in Column II: Emergencies During & After Hours  
*Rationale: Contracted personnel, CNP's, who are on-site can respond appropriately to emergencies during and after hours*

Peg Tazewell made a motion to accept submission of self-reported Change-In-Scope updates to Form 5A as completed during the Budget Period Progress Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: The rationale explains the need as we must provide the most accurate depiction of how services are provided on Form 5A and update it as needed.*

*Bruce White: Contracted personnel for emergencies- what does this mean?*

*Lane Belangia: As you know, our Nurse Practitioners on site are contracted through the hospital, and, if we have an emergency during the hours a nurse practitioner is on-site and available, they can respond appropriately as they've had the appropriate training/education.*

### **3.3.2. Accept and approve submission of the Budget Period Progress Report on November 6, 2019**

Ann Tope made a motion to accept and approve submission of the Budget Period Progress Report on November 6, 2019. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This report was due on November 8, 2019. It's a noncompetitive grant report/update. HRSA hasn't provided any comments on this report, but comments will be shared with the Co-Applicant Board when received. This report also included projections for the next grant year which runs April 1, 2020 through March 31, 2021.*

## **3.4. Board Discussion**

### **3.4.1. Fairway Capital Collections**

- The contract and various processes of collections were both reviewed with the Finance committee. In our current contract with Fairway Capital Collections, the Health Center has the ability to pursue a different type of collection versus the standard "soft collections". Lane plans to discuss this with the Board of Health to examine changing the current process. The Health Center currently breaks even with the cost to implement these soft collections versus income received. If a different, more aggressive form of collections is performed, Fairway Capital would take a percentage of money collected from their calls/letters and the Health Center would recoup 25-30% of the outstanding balance. If the Health Center chooses to keep performing "soft collections", there's only a 5% return.

*Todd Hawkins: The main, initial, concern was if this would affect credit reporting and it doesn't. This new process would further allow the Health Center to collect what it can, but at the same time not penalize them if they truly can't pay a bill.*

### **3.4.2. Co-Applicant Board & Board of Health Combined Meeting**

- The Co-Applicant Board recommends having a combined meeting with the Board of Health Spring of 2020. Documentation of this collaboration will be performed along with various documents, strategic plans, etc. will be reviewed.

### **3.5. Board Information**

**3.5.1. CEO has granted temporary privileges for Cierra Hawkins, Patient Care Navigator, to practice for 120 days in the Community Health Center, commencing October 28, 2019**

**3.5.2. CEO has granted temporary privileges for Stacy Gilley, Licensed Independent Social Worker to practice for 120 days in the Community Health Center, commencing November 4, 2019**

- Both of these are a part of the Health Center's credentialing and privileging process approved by the Co-Applicant Board.

### **4. Health Commissioner – Board of Health Update**

**Julie Miller, Health Commissioner, shared with the Co-Applicant Board:**

- Space in the agency, specifically within the Health Center continues to be an issue and topic of discussion. The Siemens property is now back on the table and conversations with them continue. The Board of Health has formed a facilities work group and will have their first meeting Friday, November 22<sup>nd</sup>. Julie extended the invitation to any Co-Applicant Board member, and specifically requested at least three Co-Applicant Board members attend, if available. This workgroup will be reviewing everything that's been done thus far: the feasibility study, properties that have been looked at and costs associated with all options.

### **5. Executive Session**

At 12:28 p.m. Peg Tazewell made a motion to enter into execution session for the purpose of annual CEO performance review. Mike Wythe seconded the motion. On roll call the following voted in the affirmative: Todd Hawkins, Linda Hillier, Jim Lenthe, Jay Nixon, Peg Tazewell, Ann Tope, Bruce White, and Mike Wythe; in the negative, none. The motion was approved. Julie Miller, Health Commissioner, was invited to attend the executive session.

At 12:45 p.m. Peg Tazewell made a motion to return to regular session. Bruce White seconded the motion. On roll call the following voted in the affirmative: Todd Hawkins, Linda Hillier, Jim Lenthe, Jay Nixon, Peg Tazewell, Ann Tope, Bruce White, and Mike Wythe; in the negative, none. The motion was approved.

### **6. Adjournment**

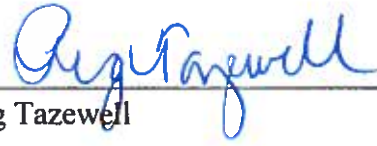
Being no further business, Peg Tazewell made a motion to adjourn the meeting. Bruce White seconded the motion; in the negative, none. The motion was approved.

The meeting adjourned at 12:46 p.m.



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Jay Nixon  
President



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Peg Tazewell  
Secretary