

**Knox County Community Health Center  
Co-Applicant Board  
December 19, 2019  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held December 19, 2019. The following were in attendance:

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

**1. Convention**

**1.1. Call to Order**

The meeting was called to order by President, Jay Nixon at 11:37 a.m.

**1.2. Acceptance of Agenda**

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

**1.3. Approval of Minutes**

**1.3.1. Approval of November 21, 2019 KCCHC Finance Committee Minutes**

Ann Tope made a motion to approve the November 21, 2019 KCCHC Finance Committee Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**1.3.2. Approval of November 21, 2019 KCCHC Board Minutes**

Peg Tazewell made a motion to approve the November 21, 2019 KCCHC Board Minutes. Ann Tope 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:**

- Alayna needs a few board members' professional headshots to complete the board feature on the Health Center's website
- Lane will be presenting to all staff members at Knox County Job and Family Services in January
- Alayna is reviewing quotes for billboards, TV ads, and online keyboard ads for 2020

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

**2.2. QI Coordinator / Clinical Supervisor:** No report in addition to the written report

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

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

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

- Eight Knox County elementary schools are participating in third grade dental screenings. Dr. Saale, along with two other local dentists will perform these screenings.

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

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

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

- CEO Report:
  - The Board of Health had its monthly meeting last night with the President of the Board of Health asking each Leadership Team member to discuss achievements for 2019. Lane shared with the Board of Health numerous comparative data points that speak to increases in medical, dental and behavioral healthcare received by Knox County residents.
  - The foundation is set to allow for growth and the Co-Applicant Board can strategize to decide on necessary enhancements for residents in and around Knox County.
- Monthly Scorecard:

- Moving into 2020, the monthly scorecard will continue to be shared with the Co-Applicant Board, along with incorporating patient impact stories, data-driven conclusions, etc. to assist in board decisions
- Charges / claims billed decreased slightly from the prior month due to the holiday schedule with providers. Overall, though, charges continue to increase and are higher than last year at this time.
- Payments / cash received decreased slightly, again due to the holiday schedule with providers. Similarly to charges, though, overall payments are on the rise. It's projected that payments will also decrease for the month of December due to multiple holidays and numerous providers being on vacation throughout the month.
- The average number of days in AR has decreased to 53 days, compared to 55 from the prior month.
- Patient payer mix remains relatively the same. Fifty-one percent of Health Center patients have Medicaid, which is what each Health Center in Ohio wants, and should, in part because Ohio is a Medicaid-expansion state. As noted many times before, avenues to attract Medicare patients will be explored and implemented throughout 2020.

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

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

## **2.5. Finance Report:**

**Todd Hawkins reported in addition to the written report:**

- Accounts receivable has a balance of \$558,972.38, which is down \$157.93 from the prior month. The balances in receivables in the 120 days and greater line items have increased due to pending insurance approvals for providers. The Health Center should see these numbers decrease rather soon.
- A few months ago, the grant had already been drawn down at approximately 75% of the projected rate. The current drawdown is 81% and is relative to where the Health Center should be. Project income and other revenue sources have assisted in covering expenses.

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

## **3. New Business**

### **3.1. Finance**

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

Peg Tazewell made a motion to accept the KCCHC November 2019 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

### **3.2. Contracts**

**3.2.1. Accept approval of contract with the TSYS Merchant Solutions, LLC with initial set-up cost not exceeding \$2,000 and additional fees consisting of \$.15 per transaction and 1.38% credit card processing fee, effective November 1, 2019 – October 31, 2022**

Matthew Kurtz made a motion to accept approval of contract with TSYS Merchant Solutions, LLC with initial set-up cost not exceeding \$2,000 and additional fees consisting of \$.15 per transaction and 1.38% credit card processing fee, effective November 1, 2019 – October 31, 2022. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This software would allow the Health Center to swipe credit card payments as there has been a dramatic increase in credit card usage. This system embeds the process directly into the EMR. The projection of savings per month is astronomical.*

*Peg Tazewell: That is a great fee percentage.*

*Lane Belangia: I will report to the Board next month regarding the amount of savings.*

### **3.3. Board Approvals**

**3.3.1. Approval to submit a large grant application for dental equipment to the Knox County Foundation**

Mike Wythe made a motion for approval to submit a large grant application for dental equipment to the Knox County Foundation. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Jay Nixon: Is this grant for additional dental chairs?*

*Lane Belangia: It's to purchase a PAN X-ray unit. The one the Health Center previously had wasn't repairable once it broke. The Health Center hasn't had one for approximately two years. We anticipated purchasing one with the oral health infrastructure grant, but, as you know, we didn't receive the grant. The total grant application is for \$32,000, \$8,000 of which the Knox County Health Department will use to offset installation and minor renovations needed to put the unit in place. I met with the Knox County Foundation yesterday to review the current workspace and speak to the need. Both dental providers are strong proponents of the PAN X-ray unit. Hopefully in January or February we'll be asking for permission to receive this grant.*

*Julie Miller: Just to clarify, "large grant application" is the termination used by the Knox County Foundation as a grant description.*

**3.3.2. Accept submission of self-reported Change-In-Scope updates to Form 5A**

- Added in Column II: Specialty Services

*Rationale: Contracted personnel, Dr. Cheek, Oral Surgeon, can perform specialty dental services on-site*

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

*Lane Belangia: This is a technical update from the last BPR. At the time, we didn't have the particular specialty credentialing form for the dentist that we do now. Now, form 5A can be updated to speak to our ability to provide specialty dental services.*

### **3.3.3. Approval of Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Jessica West, Expanded Functions Dental Assistant**

Mike Wythe made a motion to approve credentialing and granting privileges to practice in the Knox County Community Health Center for Jessica West, Expanded Functions Dental Assistant. Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This is a part of our credentialing and privileging policy. When Jessica was initially hired, as CEO, I granted her temporary privileges to practice until we had correct and valid forms verifying she's practicing within scope. We do this with all licensed providers every two years.*

### **3.4. Board Information**

**CEO has signed the following:**

**3.4.1. Renewed contract with Knox Community Hospital for Nurse Practitioner's to provide medical services in the Community Health Center effective January 1, 2020 through December 31, 2020 with an annual maximum of \$194,000**

**3.4.2. Renewed contract with Infidium Healthcare Solutions for QI consultation services for the Community Health Center, \$200/hour with an annual maximum of \$14,400 effective January 1, 2020 through December 31, 2020**

*Jim Lenthe: Is \$200/hour pretty standard?*

*Lane Belangia: Yes.*

11:58 p.m.: Bruce White entered the meeting

**3.4.3. Renewed personal service contract with John Cheek, DDS and Oral Surgeon, to provide dental services in the Community Health Center, \$100/hour with an annual maximum of \$45,000 effective January 1, 2020 through December 31, 2020**

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

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

- After a fourth month process, the Health Department has successfully completed the State audit. The Federal audit is also complete.
- The facilities workgroup met and had great conversation. Two members from the Co-Applicant Board were present along with four members from the Board of Health. With the help of Zach Green, Interim Administrative Services and Operations Director, Julie is looking into various options including: modular units for temporary use, securing a local realtor to look at other property sources, potential renovation costs on the Siemens property and speaking to an architectural firm to draw a plan of action up, without having to do a feasibility study.
- Each school district in Knox County received success and wellness funds and most of them have contacted the Health Department to partner on services. Specifically, East Knox and the Knox County Career Center are interested in staffing a full-time school nurse. Mount Vernon City Schools are interested in contracting with the Health Department / Health Center for behavioral health services. Many schools are also interested in school-based health centers to provide help and support for their school nurse. This can be done as a public health center: open to anyone, or a school-district health center which would be open to students, family and faculty of the district.

*Jay Nixon: Did Head Start also receive these funds?*

*Lane Belangia: We would certainly like to participate in these partnerships, but we did not receive the success and wellness funds.*

*Laura Nance: There are some dental programs that can be mobile and go around / into schools.*

*Julie Miller: School-based health centers have been proven to dramatically increase attendance rates.*

#### **5. Executive Session**

At 12:02 p.m. Todd Hawkins made a motion to enter into executive session for the purpose of annual CEO performance review. Jim Lenthe seconded the motion. On roll call the following voted in the affirmative: Jodie Boyd, L.J. Harry, Todd Hawkins, Linda Hillier, Matthew Kurtz, 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 12:35 p.m. Peg Tazewell made a motion to return to regular session. Jim Lenthe seconded the motion. On roll call the following voted in the affirmative: Jodie Boyd, L.J. Harry, Todd Hawkins, Linda Hillier, Matthew Kurtz, Jim Lenthe, Jay Nixon, Peg Tazewell, Ann Tope, Bruce White, and Mike Wythe; in the negative, none. The motion was approved.

L.J. Harry made a motion recommending a \$2,500 one-time stipend for Lane Belangia, Community Health Center CEO, to be effective immediately, with consideration for further compensation for the CEO to be made in or around June 2020 in collaboration with the Board of Health. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

The Health Commissioner was asked to complete the CEO's annual evaluation after the Co-Applicant Board Personnel Committee review.


## 6. Adjournment

Being no further business and with the end of the agenda being reached, President Jay Nixon declared the meeting adjourned.

The meeting adjourned at 12:37 p.m.



Jay Nixon  
President



Peg Tazewell  
Secretary

