

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:
Mike Wythe, Pro-Tem	Lane Belangia, CEO
Peg Tazewell, Secretary	Zach Green, Health Commissioner
Todd Hawkins, Treasurer	Alayna Mowry, Communications Coordinator
Bruce White	Deanar Sylvester, Clinical Director
Kelly Bailey	Katie Hunter, Fiscal Director
Jeff Laughlin	Kristi Thomas, Admin Assistant
Jim Lenthe	Nan Snyder, QI/QA Coordinator/ Data Manager
Linda Hillier	Nicole Lybarger, Admin Assistant
Patricia Burdette- Zoom	Shanea Mantel, Admin Assistant
Lori Perkins-Jones	Michelle Rowe, Office Coordinator
	Stacy Gilly, Behavioral Health Supervisor
Absent:	Absent:
Linda Hillier	Ron Martinson, MD
Patricia Burdette- Zoom	Jessica West, Dental Supervisor
Jay Nixon, President	
Guest:	
Debra Garee	

1. Convention

1.1. Call to Order

The Meeting was called to order by Pro Tem, Mike Wythe, at 11:40 a.m.

1.2. Acceptance of Agenda

Jim Lenthe made a motion to accept the agenda. Kelly Bailey seconded the motion; in the negative: none. The motion was approved.

1.3. Approval of December 15, 2022 Board Minutes

Peg Tazewell made a motion to approve the December 15, 2022 KCCHC Board Minutes. Todd Hawkins seconded the motion; in the negative; none. The motion was approved.

1.4. Public Participation

- Debra Garee, DNP said “Hello” to the Co-App Board.

Bruce White entered at 11:45 a.m.

2. Special Reports (written reports provided)

- Marketing – Alayna Mowry
 - Marketing Reports: The Marketing will be changing to quarterly reports with Nan Snyder’s assistance.
 - Alayna is working with the Danville Chamber of Commerce for the ribbon cutting.
 - For additional information, see Attachment 1 - Marketing Report
 - For additional information, see Attachment 2 - Social Media Report
- Administrative – Michelle Row
 - No Report
- QI - Nan Snyder
 - Childhood Immunization: The Health Center had their 1st child up to age 2 including the flu shot be fully immunized.
 - UDS Report: Nan Snyder and the CEO are working on the UDS report to submit to HRSA.
 - For additional information, see Attachment 3 - QI Report
- Clinical - Deanar Sylvester
 - Getting back to a full staff with 3 new staff nurses (2 full time nurses and 1 part time nurse)
 - Medical Provider will be leaving at the first of the year.
 - For additional information, see Attachment 4- Clinical Written Report
 - For additional information, see Attachment 5 - Clinical Report
- Dental - Jessica West
 - Shelly Hurlow has officially retired on December 30th. The Board of Health held a Retirement party prior to her last day.
 - We will be starting the scheduling for third grade education and checkups for March soon.
 - For additional information, see Attachment 6 - Dental Report
- Behavioral Health - Stacy Gilley
 - For additional information, see Attachment 7- BH Written Report
 - For additional information, see Attachment 8 - BH Report

- Finance Reports – Shanea Mantel
 - Katie Hunter and the CEO informed the Co-App Board that Shanea Mantel’s the new point person for the Health Center.
 - For additional information, see Attachment 9 – Expense and Revenue Report
 - For additional information, see Attachment 10 – Finance Report
- CEO Report - Lane Belangia
 - **In addition to the written report, Lane Belangia reported**
 - Strategic Plan, see Attachment 9- Strategic Plan
 - New Location: The current plan is The Moore Family Practice will be moved to the Strang Glass building along with the medical providers operating out of the main HC site on Upper Gilchrist Road. The entire project will cover 3-5 years. The above mentioned is the first phase of the 3 to 5-year plan. The Danville locations will remain the same and will not be a part of this particular operational change. Good progress to date on this part of the SP.
 - Community Outreach: The Health Center has been working with Ohio State University for a Mobile alternative. Such as, providing transportation or a mobile clinic vehicle. The Patient Navigator has also been working with the metropolitan housing and grocery stores’ disparities. Both part of community outreach, this part of the SP will continue for all of the planned timeframe the plan covers and will always be a part of what the health center does.
 - Women’s Health Expansion: The new Nurse Midwife will be promoting and practicing primary preventative Women’s health. She will not be practicing OB (delivering babies), only GYN services, she will be able to further enhance and follow one of the largest populations of patients in her practicing midwifery. This is a significant addition to our service line and accomplishes exactly what our SP outlined,
 - Psychiatric: Jordan Moore, NP is pursuing education to be a psychiatric NP. The Health Center patients currently are not able to have their medicines for psychiatric needs in house, they travel to outside provider and out of town providers for these. Having an in-house provider with allow many of these patients to stay in our health center. Jordan Moore graduates in May 2023. This is another area in the SP that has seen good strides to achieve the planned goal.
 - For additional information, see Attachment 10 – CEO Report

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Jim Lenthe made a motion to approve the Income and Expenses for December 2022. Todd Hawkins seconded the motion; in the negative: none. The motion was approved.

3.2. Contracts

- 3.2.1. Accept the Approval of the Contract with Laura MacDonald for Health Center’s Annual Cost Reports with a monetary value of \$90/hour not to exceed \$25,000/year, effective January 1, 2023 through December 31, 2023.

Bruce White made a motion to accept the approval of the Contract with Laura MacDonald for Health Center's Annual Cost Reports with a monetary value of \$90/hour not to exceed \$25,000/year, effective January 1, 2023 through December 31, 2023. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

Discussion: CEO, The reason for the increase in overall planned expenditures for the year is due to the health center now operating 5 sites each of which must have an independent audit for the Medicaid Cost Reports. When the contract was first drafted we had one location. This total amount is still much cheaper than having one of the many firms perform the cost report audits.

- 3.2.2.** Accept the Approval of the Contract with Burgie Media Fusion for rebrand and rename services within the Knox County Community Health Center at a rate of \$25 per hour, not to exceed \$14,000 per year, effective February 1, 2023 through January 31, 2024.

Todd Hawkins made a motion to accept the approval of the Contract with Burgie Media Fusion for rebrand and rename services within the Knox County Community Health Center at a rate of \$25 per hour, not to exceed \$14,000 per year, effective February 1, 2023 through January 31, 2024. Jim Lenthe seconded the motion; discussion the Communications Coordinator reported, with the new Danville and Mount Vernon locations now is the perfect opportunity to rebrand and rename the Knox County Community Health Center along, we are following what the health department did with the Knox Public Health rebrand a few year's ago. Bruce White had asked if the Health Center should approve \$10,000 or \$14,000 for this project's budget. The Communications Coordinator said to approve as is in the motion and that if the budget exceeds the \$10,000. Then, three bids will have to be received to satisfy the competitive bidding policy. The Communications Coordinator doubts that she'll go over budget since Burgie Media Fusion has been used on past projects and they are familiar with our agency already which will save in a lot of the study portion of the rebranding process. The Health Commissioner informed Bruce White that the Board of Health had approved for \$14,000. in the negative: none. The motion was approved.

- 3.2.3.** Accept the Approval of the Contract with Huntington Billboards for the Knox County Community Health Center at a rate of \$2,800 for six months, effective February 6, 2023 through July 23, 2023.

Jim Lenthe made a motion to accept the approval of the Contract with Huntington Billboards for the Knox County Community Health Center at a rate of \$2,800 for six months, effective February 6, 2023 through July 23, 2023. Bruce White seconded the motion; discussion The Communications Coordinator informed the board members this is the Danville Billboard to promote the new site being remodeled. in the negative: none. The motion was approved.

3.3. Board Approvals

- 3.3.1.** Grant temporary privileges to Marie Gerecke, CNM as a certified nurse midwife within scope of their individual scope of practice starting 90 days from January 3, 2023.

Bruce White made a motion to approve and accept Grant temporary privileges to Marie Gerecke, CNM as a certified nurse midwife within scope of their individual scope of practice starting 90 days from January 3, 2023. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

3.3.2. The following policies have been reviewed, will remain active and require no revisions:

- Credentialing and Privileging

Peg Tazewell made a motion to approve and accept the Credentialing and Privileging policy. Jim Lenthe seconded the motion; discussion A board member had asked for additional detail regarding this policy. The CEO informed the board members that this was a part of a larger policy (QI/QA Plan) This portion/policy ensures we have in place the required guidelines to properly verify providers and other independent staff working in the health center. While the policy is not changed it is important to recognize some policy speak to board governance and this policy as part of the larger QI/QA policy is one that should be offered to the board for review even if it is unchanged from the previous year. To the negative: none. The motion was approved.

4. Board Information Non-Action Items

4.1. Tablet Discussion

- 4.1.1.** CEO re-informed that in order to reduce paper we would like to order tablets for members that may be interested. The BOH has used Tablets for several years and have worked for them well. His Administrative Assistant will follow up with everyone at a later date to see who may be interested in receiving one.

4.2. CEO has reviewed the following:

- 4.2.1.** Continuation of KCH CMO contract for the Health Center. No changes
4.2.2. Auto renewal HIN/Clinisync contract for the Health Center/EMR

4.3. Personnel:

- 4.3.1.** BOH approved the hire of Marie Gerecke, CNM effective January 9, 2023
4.3.2. BOH approved the hire of Susan Strack, CNP effective February 6, 2023
4.3.3. BOH accepted the termination of Adam Proper, Clinical Supervisor, effective January 6, 2023

5. Knox Public Health Update (Zach Green)

- The Health Department's Water Main Break: Fortunately, the water line break occurred during the least busy time of year. It took a couple of weeks to fix and reopen. People were able to work remotely, through telehealth and or relocate to the other facilities.
- Strang Glass Property: The Health Center Admin will be able to locate to the 201 West Vine Street property in the first quarter. The Moore Family Practice's condo property lease expires in 2023. The landlord is looking to sell the property and we as a public entity cannot purchase. It is unknown if the Health Center has an opportunity to have a month to month contract until Strang Glass is finished.
- Re-accreditation Year, HDs reaccredit every 5 years and our agency is due this year to submit all of the documents and policy for re-accreditation through PHAB.

- Infectious Disease: Board of Health has a new Project regarding Lyme Disease and ticks. Ticks live year-round and the prevalence of Lyme Disease is higher than Knox County has seen in recent years. The Knox Public Health Agency wants to be at the front line in the state of Ohio for Lyme Disease. This will be a 5-year process.
- Co-App Board Meeting Schedule: Consider changing the date of the Co-App Board Meeting due to the flow between this board meeting and the Board of Health Meeting. The Co-App Board should meet prior to the BOH each month. This is open for consideration.

6. Executive Session

At 12: 20 p.m. Bruce White made a motion to enter into executive session. Peg Tazewell seconded the motion. On roll call the following voted in affirmative: Mike Wythe, Peg Tazewell, Todd Hawkins, Jim Lenthe, Bruce White, Kelly Bailey, and Jeff Laughlin; in the negative: none. The motion was approved.

Mike Wythe asked Zach Green, Lane Belangia, to stay for executive session.

At 12:28 p.m. Bruce made a motion to exit executive session. Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Mike Wythe, Peg Tazewell, Todd Hawkins, Jim Lenthe, Bruce White, Kelly Bailey, and Jeff Laughlin; in the negative: none. The motion was approved.

At 12:29 p.m. regular session was resumed.

Jim Lenthe made a motion to approve Personnel for Health Center purposes by the Knox County General Health District. Mike Wythe seconded the motion; in the roll call taken

7. Adjournment

Having no further business Todd Hawkins made a motion to adjourn the meeting. Bruce White seconded the motion; in the negative: none. The motion was approved.

The meeting adjourned at 12:29 p.m.

Mike Wythe, Pro-Tem

Peg Tazewell