

**Knox County Community Health Center
Co-Applicant Board
April 16, 2020
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held April 16, 2020. The following were in attendance:

Board Members:	Knox County Health Dept. Staff:
Hawkins, Todd, Treasurer	Belangia, Lane, CEO
Hillier, Linda	Miller, Julie, Health Commissioner
Kurtz, Matthew	Mowry, Alayna, Communications Coordinator
Lenthe, Jim	Nance, Laura, Dental Supervisor
Nixon, Jay, President	Phillips, Ashley, Administrative Assistant
Tazewell, Peg, Secretary	Robinson, Stacey, Fiscal Supervisor
Tope, Ann	Snyder, Nan, QI Coordinator & Clinical Supervisor
White, Bruce	
Absent:	
Boyd, Jodie	
Cline, Jeremiah	
Harry, L.J	
Tope, Ann	

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 agenda. Ann Tope seconded the motion: in the negative; none. The motion was approved.

1.3. Approval of Minutes

1.3.1. Approval of March 19, 2020 KCCHC Finance Committee Minutes

Peg Tazewell made a motion to approve the March 19, 2020 KCCHC Finance Committee Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

1.3.2. Approval of March 19, 2020 KCCHC Board Minutes

Ann Tope made a motion to approve the March 19, 2020 KCCHC Board Minutes. Jim Lenthe 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 Health Center remains open to serve the public. A few providers are conducting telehealth visits through various platforms.
- Nurse Practitioner Jackie Neighbarger will serve as the guest speaker on Julie Miller's Facebook live video to inform the public about COVID-19. Julie Miller serves as the Health Commissioner at Knox Public Health.
- Alayna is scheduled to speak on WQIO radio in the upcoming week to inform listeners about Health Center services in the midst of COVID-19.
- The Health Center's website has been updated to include pertinent information regarding telemedicine.

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 & Clinical Supervisor Report](#)

2.3. Knox County Community Health Center Medical Director:

Alayna Mowry reported in addition to the written reports:

- The Health Center has completed its quarterly peer review process despite the current COVID-19 pandemic. All providers remain in good standing and are providing quality patient care.
- Quality Measurers for the 1st quarter of 2020 are included in the board packet.

For more detailed information, see Attachment 3 – [Medical Director Report](#)

For more detailed information, see Attachment 4 – [Summary of Quality Measures; 1st Q 2020](#)

2.4. Dental Supervisor: No report in addition to the written report

For more detailed information, see Attachment 5 – [Dental Supervisor Report](#)

2.5. CEO Report:

Lane Belangia reported in addition to the written report:

- CEO Report:
 - The Health Center recently began implementation of telehealth services. This was a learning curve, but everyone is adapting appropriately.

- Recently received funding awards to address the COVID-19 response. These awards were included in part 3 of the federal government's stimulus package. These awards will help sustain health center operations.
- We are prepared to see much lower revenue coming in throughout the next few months. As the COVID-19 pandemic affects Knox County, we will continue to see a drop in volume of patients seeking other preventative care in the center.
- The dental clinic currently serves patients in pain for emergency appointments. Their schedule is open Tuesdays and Thursdays currently, but will begin treating emergency patients Monday afternoons, too.
- Medicaid has expanded their coverage for providing telehealth visits which has been a blessing. The Health Center has found that many patients enjoy telehealth as they can receive care from the comfort of their own home.

For more detailed information, see Attachment 6 – [CEO Report](#)

For more detailed information, see Attachment 7 – [Monthly Scorecard](#)

2.6. Finance Report:

Stacey Robinson reported in addition to the written report:

- The main health center grant began its new year in April. Funds from the prior year (April 2019-March 2020) were expended mid-March with a final draw-down of \$19,651.38.
- The Integrated Behavioral Health Systems (IBHS) grant will roll over into the current main grant year. The Health Center must receive a carryover request of \$18,439.81 to do this.
- Approximately \$95,000 in revenue for the month of March.
- Paul Hart Ruthenbeck, Licensed Chemical Dependency Counselor III, has been having much success with televisits with his clientele.

Lane Belangia: March brought in a little higher revenue than originally budgeted for. However, moving forward, we expect to see a reduction in revenue coming in due to COVID-19. The supplemental funding awards will help significantly to offset fixed expenses while we strive every day to provide quality care to patients, all while keeping them and our staff safe.

For more detailed information, see Attachment 8 - [Finance Report](#)

3. New Business

3.1. Finance

3.1.1. Income and Expense

Ann Tope made a motion to accept the KCCHC March 2020 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend approval of Memorandum of Understanding with the Ohio Association of Community Health Centers (OACHC) to assist with COVID-19 costs related to keeping emergency dental clinics operational, project period April 7, 2020 through December 31, 2020.

Matthew Kurtz made a motion to recommend approval of Memorandum of Understanding with the Ohio Association of Community Health Centers (OACHC) to assist with COVID-19 costs related to keeping emergency dental clinics operational, project period April 7, 2020 through December 31, 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: This MOU was received in early April from OACHC through federal relief funds. OACHC is able to allocate funds to any health center in Ohio operating an emergent dental clinic in the midst of the COVID-19 pandemic.

3.2.2. Recommend approval of a contract pharmacy agreement with Conway's Danville Pharmacy to include the Danville Community Health Center for pharmacy services to eligible patients, according to section 340B of the Public Health Service Act, effective April 14, 2020 and remains ongoing.

Ann Tope made a motion to recommend approval of a contract pharmacy agreement with Conway's Danville Pharmacy to include the Danville Community Health Center for pharmacy services to eligible patients, according to section 340B of the Public Health Service Act, effective April 14, 2020 and remains ongoing. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: The Danville Health Center was approved and is listed in the 340B contract. However, 340B-eligible prescriptions being prescribed at the Danville Health Center will most likely be filled at Conway's Danville Pharmacy. As a result, this must be indicated on the 340B database.

3.3. Board Approvals

3.3.1. Recommend and Accept Grant Award Number: H8CCS34904010, one time funding totaling \$53,839.00 for FY2020 Coronavirus Supplemental Funding for Health Centers, project period March 15, 2020 through March 14, 2021

Ann Tope made a motion to recommend and accept grant award number: H8CCS34904010, one time funding totaling \$53,839.00 for FY2020 Coronavirus Supplemental Funding for Health

Centers, project period March 15, 2020 through March 14, 2021. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: These funding awards are focused on promotion, protection and response to COVID-19. Most of the funding we're receiving will focus on the response category as we intend to use these funds to support converting over to telehealth services with patients. The budget narrative for this grant is due April 23, 2020. The Co-Applicant Board will review each budget narrative at their next meeting.

3.3.2. Recommend and Accept Grant Award Number: H8DCS36687010, one time funding totaling \$572,135.00 for Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, project period April 1, 2020 through March 31, 2021

Matthew Kurtz made a motion to recommend and accept grant award number: H8DCS36687010, one time funding totaling \$572,135.00 for Health Center Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding, project period April 1, 2020 through March 31, 2021. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: The best way we see to use these funds are for sustainability of the Health Center. Hopefully we won't have to use this to offset costs for a lengthy period of time and can use these funds to help meet the community need of response to COVID-19. It's been a huge relief to receive this award to know that the Health Center is sustainable for the new few months.

3.3.3. Approve submission of self-reported Change-In-Scope updates to Form 5C

- Added in Type of Activity: Home Visits
 - o *Rationale: Health Center providers are performing Telehealth visits for in-scope Health Center services while patients are in their home or their current place of residence*
(1st _____ 2nd _____)

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

Jay Nixon: This self-reported change-in-scope is specifically for providers performing telehealth services/visits for in-scope services while patients may be in their home.

Lane Belangia: Correct. The Co-Applicant Board must authorize any change or update made to Form 5A, 5B, or 5C.

3.3.4. Accept the following KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual

- *KCCHC No-Show Policy*

- *KCCHC Complaint & Grievance Policy*
- *KCCHC Telehealth Policy*
- *KCCHC Continuity of Care Policy*

Ann Tope made a motion to accept the following KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual: No-Show policy, Complaint & Grievance Policy, Telehealth Policy, and Continuity of Care Policy. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

Lane Belangia: These policies have all been recently updated to better reflect practices and processes in the Health Center. Revisions made to the Complaint and Grievance policy coincide much better with the Quality Improvement Work-Plan. Previously, the Health Center didn't have a Telehealth policy, so Nan and Ashley worked collaboratively to establish such policy.

3.4. Board Information

CEO has signed:

3.4.1. Renewed contract with Dimension Healthcare Consulting to provide cost reporting services for the Knox County Community Health Center for Medicaid, Medicare, and Alternative Payment Methods at \$140/hour with an annual maximum of \$8,400, effective May 1, 2020 through April 30, 2021.

Lane Belangia: This is the same consultant we've been using since the Health Center's inception for cost reporting. The Medicare cost report is due May 31, 2020. Art, our consultant, is almost finished with this. The Medicaid Alternative Payment method cost report is lengthy and will be worked on next. Art's fees for service are very fair and reasonable price, so we recommend moving forward with his services again.

4. Health Commissioner – Board of Health Update

Julie Miller shared with the Co-Applicant Board:

- Julie thanked staff at Knox Public Health and the Health Center for keeping things going as best as possible. She emphasized the importance of keeping people well.
- Knox County is doing great thus far in emergency preparedness and management with the COVID-19 situation. Julie noted how well community partners work together. Even though Knox County hasn't had the testing capabilities that were hoped for, the numbers have still been able to be kept low thus far due to great community partnerships and citizens response to abiding by the government's recommendations.
- The Board of Health is committed to protecting employees of the agency as long as they feasibly can. Employees who haven't been able to work due to personal issues or the lack of work needed within the building, have been granted and are using PTO authorized by the Board of Health. The Leadership Team hosts a virtual staff meeting every-other

Friday via Google Hangouts. Julie also emails staff a weekly update on the weeks without a scheduled staff meeting.

- Knox County is starting to deal with COVID-19 issues related to long-term care facilities as Knox County residents working in nursing homes or correctional facilities have tested positive. While the number is low thus far, attention will be focused in on these two areas of care to be as proactive as possible.
- A local economic recovery committee has been formed and Julie, along with other community partners and leaders, serve on this committee to ensure Knox County can sustain physical, educational, spiritual, and financial health.

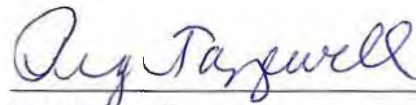
5. Adjournment

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

The meeting adjourned at 12:09 p.m.



Jay Nixon
President



Peg Tazewell
Secretary

