

**Knox County Community Health Center
Co-Applicant Board
August 20, 2020
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held August 20, 2020. The following were in attendance:

Board Members:	Knox County Public Health / Health Center:
Hawkins, Todd, Treasurer	Belangia, Lane, CEO
Hillier, Linda	Nance, Laura; Dental Supervisor
Lenthe, Jim	Phillips, Ashley; Administrative Assistant
Nixon, Jay, President	Snyder, Nanette; Clinical Supervisor & QI Coordinator
Tazewell, Peg, Secretary	Reed, Dr. Larry; Chief Medical Officer
Tope, Ann	Robinson, Stacey, Fiscal Supervisor
Wythe, Mike, Pro-Tem	
Absent:	Guests:
Boyd, Jodie	Collins, Lillian; Dietetic Technician Registered
Cline, Jeremiah	Green, Zach; Deputy Health Commissioner
Harry, L.J.	
Kurtz, Matthew	
White, Bruce	

1. Convention

An Informational Meeting was called to order by President, Jay Nixon, at 11:34 a.m. due to not having a quorum met yet.

1.4. Public Participation: Lillian Collins, a Dietetic Technician who works in the Health Center on Friday's introduced herself. Lillian will highlight the Health Center's Produce Prescription Program as part of Board Training. Zach Green, Deputy Health Commissioner, is present to share Board of Health highlights as Julie Miller, Health Commissioner, had a prior commitment.

2. Special Reports

2.1. Promotional Report: No report in addition to the written report

For more detailed information, see Attachment 1 – [Promotional Report](#)

2.2. QI Coordinator / Clinical Supervisor:

Nanette Snyder reported in addition to the written report:

- Dr. Martinson, the Health Center's interim Chief Medical Officer is assisting Nan with the Quality Improvement (QI) process and quality measures. The QI Committee has moved their monthly meetings from the 2nd Thursday to the 4th Thursday from 8-9am with the goal of more Health Center staff being involved in the committee and QI processes.
- Clinical services remain strong and providers continue to see patients in-person and via telehealth. If the county were to go into a red COVID-19 alert, the Health Center has a plan in place for separating sick and well patients. Collaboration between the Health Center and the Public Health Outreach division of Knox Public Health remains consistent to coordinate and schedule COVID-19 testing.

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

2.4. CEO Report:

Lane Belangia reported in addition to the written report:

CEO Report:

- The Health Center continues their attempt to fill positions such as Chief Medical Officer and a Chief Operations Officer. Both positions assist in tying and partnering all three disciplines (medical, dental, and behavioral health) together to support Health Center staff.

OACHC declares Racism as a Public Health Issue:

- Knox Public Health is actively working to create a stance on health inequity throughout the county. Collaboratively, between Knox Public Health and the Health Center, barriers are being identified which contributes to lack of attaining and accessing proper and timely healthcare services.
- Addressing health inequities is a grassroots effort of which health centers across the nation actively strive to address and reduce barriers.

Ohio Department of Medicaid:

- The Ohio Department of Medicaid extended the order allowing reimbursement for telehealth services through November 14, 2020.
- Behavioral health services account for approximately 20% of total visits. Sick visits pertaining to medical care in Mount Vernon are oftentimes completed through telehealth. The Danville Health Center continues to see patients in-person for the majority of visits.

Strategic Plan Update:

- The Co-Applicant Board must review and approve a strategic plan for every 3 years. The combined, agency strategic plan between the Health Center and Knox Public

Health was reviewed last year and the Co-Applicant Board will revisit the progress towards this plan in October.

MVNU:

- The Co-Applicant Board is asked to recommend approval of a Memorandum of Understanding with Mount Vernon Nazarene University to support their student health center which is a precursor to potentially developing a satellite Health Center at the MVNU clinic.
- The Health Center plans to work collaboratively with MVNU and their registered nurse to treat patients who are ill seeking care at their clinic via telehealth. Depending upon the success and functionality of the agreement, the Health Center may look to bring these services into scope with MVNU's clinic being a satellite location. There are approximately 1,250 students and, by bringing the services into scope, the Health Center could expand services offered to faculty and staff. Regardless, both operating as an agreement via telehealth services and as a satellite clinic, if chosen, would save the University money as they were previously looking to hire out-of-state physicians to provide care.

Danville Dental Clinic:

- The Health Center and Knox Public Health is actively working to purchase the Danville Dental Medicaid practice currently owned by Dr. Aaron Lerg. If this happens, this practice would need to be brought into scope and the Co-Applicant Board's approval for such action would be requested prior to doing so.

Todd Hawkins: *Does Danville have a Medicaid and non-Medicaid dental practice?*

Lane Belangia: *Yes. We are looking to purchase just their Medicaid clinic which has impacted the efficiency of their other dental practice. As their practice has evolved, they've learned more about the FQHC reimbursement model and, as a result, are interested in offloading the Medicaid practice to the FQHC as they see how the FQHC model benefits the community.*

Mike Wythe: *Would the Health Center be purchasing the building they are in?*

Lane Belangia: *That is something we are looking into to see if it's a possibility. We may need to sign a lease agreement.*

Jim Lenthe: *Do you need any help with this process?*

Lane Belangia: *I will entertain assistance from any board members or colleagues that would like to assist with this process.*

340B Update:

- President Trump signed legislation that reduces the cost of prescription medication. As a result, various entities have requested data and other information that was previously not requested.
- The Health Center and Knox Public Health are seeking legal advisement on how to proceed with the 340B program appropriately.

For more detailed information, see Attachment 2 – [CEO Report](#)

For more detailed information, see Attachment 3 – [Monthly Scorecard](#)

2.5. Finance Report:

Lane Belangia reported in addition to the written report:

- Stacey has been assisting Knox Public Health with the completion of their annual state audit.
- The Health Center has approximately \$293,000 cash-on-hand fund balance which is the highest amount to date. The supplemental COVID-19 funding helped offset costs and allowed the Health Center to save on its project income and program fees money coming in.
- The main HRSA grant continues to be used at proportions budgeted for. Current projections show a surplus in revenue at the end of the grant year.
- Last month, trending AR was approximately 102 days. This month, AR is down to roughly 60 days which is due in part to significant improvement and processing of old dental claims. Each time a new provider is hired, the credentialing and privileging process takes approximately one full year to come full circle and be completed.
- Both mental health providers, Chris Remy and Dawn Priest, are being credentialed with various insurance companies. Getting them fully credentialed along with receiving the Medicare and Medicaid cost report should assist in the grant balance being in surplus this year.

Todd Hawkins: Thanks, Stacey Robinson, for adhering to my request of providing historical trends, specifically noting the previous grant year in the reports. For a new board member, and particularly with being on the Finance committee, it's helpful to understand the historical trends. Overall, revenue seems like it's trickling up, which is a good thing.

For more detailed information, see Attachment 4 – [Finance Report](#)

3. New Business

3.5. Board Information

3.5.1. Produce Prescription Program Overview: Lillian Collins, Dietetic Technician Registered (DTR)

- Through the Creating Healthy Communities grant, the Produce Prescription Program first kicked off last year with Lillian collaborating with Tami Ruhl, grant coordinator, to implement this program in the Health Center for eligible clients.
- Moving forward, the Health Center has allocated funds to support this program for eligible patients who have been referred to the program by a Health Center medical provider.

- Lillian challenges participants to create weekly and monthly goals for properly utilizing, cooking, and consuming produce and healthy food alternatives they purchase with the food prescription vouchers.
- Eligible places of redemption of such vouchers include Lanning's, Mount Vernon Farmer's Market, Yellowbird Foodshed, and Baker's IGA.

Linda Hillier entered the meeting at 11:50 a.m., making the quorum.

The Informational meeting adjourned at 11:50 a.m.

1. Convention

1.1. Call to Order

The meeting was called to order by President, Jay Nixon at 11:51 a.m.

1.2. Acceptance of Agenda

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

1.3. Approval of Minutes

1.3.1. Approval of July 16, 2020 KCCHC Finance Committee Minutes

Ann Tope made a motion to approve the July 16, 2020 KCCHC Finance Committee Minutes. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

1.3.2. Approval of July 16, 2020 KCCHC Board Minutes

Jim Lenthe made a motion to approve the July 16, 2020 KCCHC Board Minutes. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3. New Business

3.1. Finance

3.1.1. Income and Expense

Todd Hawkins made a motion to accept the KCCHC July 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 collaborative MOU with Mount Vernon Nazarene University to coordinate referral services effective September 1, 2020 and remains ongoing, pending legal counsel approval

Ann Tope made a motion to recommend approval of collaborative MOU with Mount Vernon Nazarene University to coordinate referral services effective September 1, 2020 and remains ongoing, pending legal counsel approval. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. Approval of Re-Credentialing and Granting Renewed Privileges to practice in the Knox County Community Health Center for Jennie McClain, Certified Nurse Practitioner

Ann Tope made a motion for approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Jennie McClain, Certified Nurse Practitioner. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: This is a part of our standard credentialing and privileging process and policy. Providers are privileged for two-years and the Board must approve to re-grant them privileges based on their education and competencies to practice within their scope.

3.3.2. Recommend acceptance of Anthem Blue Cross/Blue Shield and OACHC funding totaling \$4,750 for the Knox County Community Health Center's COVID-19 response

Peg Tazewell made a motion to recommend acceptance of Anthem Blue Cross/Blue Shield and OACHC funding totaling \$4,750 for the Knox County Community Health Center's COVID-19 response. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

Lane Belangia: This was a grant we applied for. OACHC and Anthem Blue Cross/Blue Shield had an allotment of funds available and divided such funds up among the applicants. We had to write a quick synopsis of how we planned to utilize these funds. Our intended plans were to use these funds to support COVID-19 testing and support staff time related to responding to the pandemic.

3.3.3. Accept approval of Knox Public Health Agency Fiscal Management Manual

Ann Tope made a motion to accept approval of Knox Public Health Agency Fiscal Management Manual. Peg Tazewell seconded the motion: in the negative; none. The motion was passed.

Lane Belangia: All fiscal management policies the Health Center utilizes for governance lies within the agency's fiscal management manual. Since Knox Public Health has renewed and revised sections of this manual, the Co-Applicant Board must approve such changes. Ashley sent this manual as part of your packet.

3.3.4. Approval to purchase a Sterilization Center from Benco for appropriate COVID-19 control and compliance within the dental operatory for a total of \$13,000

Peg Tazewell made a motion for approval to purchase a Sterilization Center from Benco for appropriate COVID-19 control and compliance within the dental operatory for a total of \$13,000. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

Jay Nixon: The current dental clinic's sterilization area is out of date and out of compliance with the new standards to adhere to COVID-19 protocol.

Lane Belangia: The Health Center currently does not have the capacity to sterilize dental equipment the way it should properly be sterilized, especially with adhering to new COVID-19 safety protocols. We recently remodeled the hygiene rooms to be complaint with the new safety protocols for COVID-19 as well. Supplemental COVID-19 grant funds will be used in part to pay for this new sterilization area. We obtained three quotes, with Benco's being the highest. However, we chose to go with Benco because they come with a 5-year warranty and their cabinetry and set-up is specifically designed to work for dental operatories and is water proof. Their cabinetry and equipment are also portable, so we have the opportunity to move such equipment and new set-up if needed when we move.

Todd Hawkins: Is the reasoning for choosing Benco dental over the other quotes documented somewhere?

Lane Belangia: Yes, this is documented and attached to the form we are required to fill out when obtaining three or more quotes.

3.4. Board Discussion

3.4.1. Sliding Fee Scale Analysis & Breakdown: Lane Belangia, CEO

- The Co-Applicant Board must analyze the sliding fee scale, the schedule, and the use of it. The Health Center and Co-Applicant Board examines theirs annually in February when the federal poverty guidelines are updated.
- The Health Center's current fee schedule, which includes CPT codes that identify how much is charged for each specific procedure or service, has been estimated based on trends and what the Health Center feels their prices should be. However, HRSA expects the Health Center to analyze and determine their sliding fee schedule and prices to be analyzed at a higher level. As a result, the contractor the Health Center utilizes to complete its fee schedule is interested and available to further analyze our fee schedule. This process should be completed in the Fall, prior to HRSA's On-Site Visit. Additionally, the On-Site Visit is scheduled to take place virtually, later this Fall.

3.5. Board Information

3.5.2. CEO has granted temporary privileges for Christopher Remy, Licensed Independent Social Worker, to practice for 120 days in the Community Health Center, commencing July 13, 2020

Lane Belangia: Again, this is part of our standard credentialing and privileging process and policy.

3.5.3. CEO has granted temporary privileges for Amy Schuman, Registered Dental Hygienist, to practice for 120 days in the Community Health Center, commencing July 22, 2020

Lane Belangia: Amy Schuman is a new RDH who will perform hygiene services on an as-needed basis.

3.5.4. CEO has granted temporary privileges for Dawn Priest, Licensed Independent Social Worker, to practice for 120 days in the Community Health Center, commencing July 27, 2020

Jay Nixon: Are we seeing an increase in the redemption of counseling services?

Lane Belangia: Yes. One counselor was hired to fill Melissa Valentine's position as she has resigned and an additional counselor was hired due to service need. Both of the new counselors' caseloads are quickly approaching full status.

3.5.5. CEO has granted temporary privileges for Laura Nance, Registered Dental Hygienist, to practice for 120 days in the Community Health Center, commencing August 1, 2020

Lane Belangia: Laura has been with the Health Center for a number of years, but we recently revised our policy on who qualifies for credentialing and privileging to be more uniform and reflective. As a result, we are in the process of officially and formerly credentialing and privileging her.

3.5.6. Integrated Behavioral Health Services grant fund update: Lane Belangia, CEO

- When the initial grant term of the IBHS expired, the grant had roughly \$18,000 remaining. Stacey and Lane submitted a formal carryover request to HRSA, but they denied it since this amount was under the 25% threshold of which requires a formal carryover request. This balance of \$18,000 became a part of the main HRSA grant and will be reflected as such on the next finance report.

CEO has signed:

3.5.7. Renewed MOA with Behavioral Healthcare Partners (BHP) for referral services effective July 23, 2020 through July 22, 2022

Lane Belangia: This is a renewed agreement between the Health Center and BHP for referral services, as required by HRSA.

3.5.8. Renewed contract with Laura MacDonald, CPA, to prepare cost reports in order to request Alternative Payment Methods (APM), at \$90/hour with an annual max of \$3,000 effective September 1, 2020 through August 31, 2021

Lane Belangia: This is the Certified Public Accountant we used to perform our third-party audit of the Medicaid alternative payment method cost report. Laura has done three of these from 2018-2019 and are all still pending payment. We plan to continue to use her services to complete this required third-party audit in order to receive these payments.

4. Health Commissioner – Board of Health Update

Zach Green, Deputy Health Commissioner, shared with the Co-Applicant Board:
COVID-19:

- 155 COVID-19 tests were administered in a 5-hour operational period at the Knox County Fairgrounds earlier this month. A total of 5 positive results came back, 4 of which were from other counties. The 1 positive result within Knox County was re-test, so staff were already aware that this individual had previously tested positive. As a result, Knox Public Health has strategically decided to continue providing testing services on-site and cease drive-thru clinics at this time until the need persists.
- Plans continue to be developed in an effort to respond to mass vaccination clinics should a COVID-19 vaccine come forth and be in high demand.
- Knox Public Health administrative staff continue to advice schools and colleges within Knox County on proper plans for school operations in a protective environment.

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 12:28 p.m.



Jay Nixon
President



Peg Tazewell
Secretary

