



**Co-Applicant Board Minutes**  
February 17, 2022  
**Minutes**

The Knox County Community Health Center Co-Applicant Board meeting was held **February 17, 2022** at the Knox Public Health building and on a Zoom online platform. The following were in attendance:

<b>Board Members:</b>	<b>Knox County Public Health / Health Center:</b>
Lenthe, Jim	Belangia, Lane, CEO
Nixon, Jay, President	Miller, Julie, Health Commissioner
White, Bruce	Robinson, Stacey, Fiscal Supervisor
Hawkins, Todd, Treasurer	Patterson, Deanar, Clinical Supervisor, Zoom
Perkins-Jones, Lori, Zoom	Gilley, Stacy, Behavioral Health Supervisor, Zoom
Wythe, Mike, Pro-Tem	Mowry, Alayna, Communications Coordinator
Tazewell, Peg, Secretary, Zoom	Thomas, Kristi, Administrative Assistant
Hillier, Linda	Davis, Sarah, LSW, Zoom
Burdette, Patricia, Zoom	
Bailey, Kelly, Zoom	
<b>Absent:</b>	<b>Absent:</b>
Tope, Ann	Snyder, Nanette, QI/QA
	West, Jessica, Dental Supervisor
	Martinson, Ron, MD
	<b>Guest:</b>

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by President Jay Nixon, at 11:32 a.m.

**1.2. Roll call was done by Kristi Thomas, Admin Assistant, at 11:33 a.m.**

**1.3. Acceptance of the Agenda**

Jay Nixon motioned that the agenda be amended to reflect an Executive Session. Jim Lenthe requested a motion be made to approve the amended agenda. Bruce White seconded the motion: in the negative; none. The agenda was approved.

**1.4. Approval of January 20, 2022 KCCHC Board Minutes**

Bruce White made a motion to approve the January 20, 2022 KCCHC Board Minutes. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

**1.5. Public Participation**

**1.5.1.** Sarah Davis, LSW

**2. Special Reports**

**2.1. Communications**

No additions to the written report.

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

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

## 2.2. QI/Clinical

Written report only.

*For more detailed information, see Attachment 3 – [OI Report](#)*

## 2.3. Clinical Supervisor Report

No additions to the written report.

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

## 2.4. Dental Supervisor Report

**Lane Belangia reported:** Dr. Mullins is back from maternity leave and the competitive bids have been sent to the local paper to work on the outside of the dental clinic in Danville.

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

## 2.5. Behavioral Health (BH) Supervisor Report

**Stacy Gilley reported:** The behavioral health department is currently in the process of conducting interviews. The next one will be with a Master's level social worker to place in Moore Family Practice. The department is still seeking counselors to help collaborate with the Health Center and Ohio Department of Job and Family Service (ODJFS).

There was a situation shared with the behavioral health team that we wanted to share:

*"I had a patient yesterday that is 4 weeks from her due date and didn't have a car seat or portable crib! Christi Baldwin, Elisa Frazee, and Jessica Parker were so helpful and amazingly available right after her appointment. Patient is good to go and I also got her reengaged with WIC! I love warm hand offs but in this case the patient was still hot!!! I emailed thanks to Jess and Elisa but I've never sent an all-staff email and don't even know If I'm allowed, I really want everyone to know how proud I am to be a part of this team! It was an amazing feeling!"*

**The following conversation was recorded:**

**Bruce White:** *Are we able to use telehealth for Behavioral Health?*

**Stacy Gilley:** *Yes.*

**Bruce White:** *What platform do we use for that?*

**Stacy Gilley:** *Right now, we use Google hangouts for video chat and take regular phone calls.*

**Bruce White:** *Any potential to do this with other providers. Are there any other behavioral health entities that can do telehealth for us?*

**Lane Belangia:** *We had someone who did that prior and the biggest limitation within the community is the capability on the users end (mainly internet access).*

**Jay Nixon:** *We have seen kids who have been ordered mental health counseling treatment and can't get in to see anyone. One problem is long term consistency. The kids will talk with someone and then get another provider in the program to talk to another month. The kids don't want to continually re-tell their story to someone new all the time.*

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

## **2.6. Finance**

**No additions to the written report.**

**The follow conversation was recorded:**

**Bruce White:** *Financially there is great growth. With greater than 180 days, who is in this class?*

**Stacey Robinson:** *I will find that out.*

**Todd Hawkins:** *Have we had any issues or concerns reported regarding the collection's agency?*

Mike Wythe entered the room at 11:53a.m.

**Lane Belangia:** *We have had a few people think that they are aggressive. We still don't turn anyone into credit reporting.*

**Stacey Robinson:** *We have also been putting them on a payment plan so they don't get those collections calls.*

**For more detailed information, see Attachment 7 – [Expense and Revenue Report](#)**

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

**For more detailed information, see Attachment 9 – [Budget Highlights](#)**

## **2.7. CEO Report**

### **2.8.**

**Lane Belangia reported:** There will be an increase to the Sliding Fee Scale (SFS) according to the new Federal Poverty Guidelines. This is accurate as far as prices and slides.

**The following conversation was recorded:**

**Peg Tazewell:** *Why is dental more expensive than medical and behavioral health (BH)?*

**Lane Belangia:** *That was a fair and reasonable price point when we first added the nominal fees to the slide. BH is lowest because people would come in much more frequently than medical and dental patients. Medical nominal fee has been \$30 and dental is most associated with the most money to care for. Dental we can do multiple extractions and someone will pay \$40. This is just a place holder with the SFS. These fees can be raised or lowered according to the board.*

**Bruce White:** *We did change the BH amount in the past. It used to be \$20.*

**Peg Tazewell:** *In our experience at Head Start, it's the care most people are less likely to get. With a pervasive belief that they're teeth are "just going to fall out". I don't understand why it's not covered in medical insurance. I would be interested to know in our survey do we have any information in whether the amount is why they don't get dental care?*

**Lane Belangia:** *We ask this question in several different ways on the survey. We can pull the data to see who actually paid the \$40. I don't think it would make a difference for the Health Center. We could probably reduce that cost to be the same as medical.*

**Peg Tazewell:** *I would say lower it to medical.*

Peg Tazewell recommended a motion be made to make the dental nominal fee the same as the medical nominal fee. Jim Lenthe made the motion to made the dental nominal fee the same as medical. Mike Wythe seconded the motion: In the negative; none. The motion was approved.

The next thing on the agenda is the School Based Health Centers. We will be showing a short video on this.

**The following conversation was recorded:**

**Patricia Burdette:** *How does this work with parental consent, or is that an issue?*

**Lane Belangia:** *This is the biggest challenge as we try to establish this. But, the biggest challenge for school centers is follow through with administration. Whether that mean there's a consent given at the beginning of the year. We will properly provide releases and provide proper communication with the parents. This would be where the school nurse would come to help. They would be able to receive that consent.*

**Patricia Burdette:** *The schools in Canada had these in all their schools. They didn't need parental consent.*

**Bruce White:** *Most organizations with COVID have been behind on this.*

*For more detailed information, see Attachment 10 – [CEO Report](#)*

*For more detailed information, see Attachment 11 – [School Based Health Center](#)*

### **3. New Business**

#### **3.1. Finance**

##### **3.1.1. Income and Expenses**

Jim Lenthe made a motion to accept the KCCHC January 20, 2022 Income and Expenses. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

#### **3.2. Contracts**

##### **3.2.1. Approve the contract with Pyxel Consulting Services, for consulting and maintenance of technology with a monetary value of \$200/hour, year maximum \$15,000.00 effective January 15, 2022 through January 14, 2023.**

Mike Wythe made a motion to approve the contract with Pyxel Consulting Services. Bruce White seconded the motion: in the negative; none. The motion was approved.

##### **3.2.2. Approve the contract with Raison Group for the 2022 SAC application for the Knox County Community Health Center with a monetary value of \$95/hour and maximum of \$15,000 effective February 9, 2022 through project completion.**

Bruce White made a motion to approve the contract with Raison Group for the 2022 SAC application. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.2.3. Approve the contract with Raison Group for comprehensive strategic planning for a fee of \$7,500.00 starting February 9, 2022 through project completion.**

Bruce White made a motion to approve the contract with Raison Group for comprehensive strategic planning. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.3. Board Approvals**

**3.3.1. Grant temporary privileges to Sarah Davis, LSW, as a Licensed Social Worker at the Knox County Community Health Center for 90 days starting February 14, 2022.**

Jim Lenthe made a motion to approve the temporary privileging to Sarah Davis, LSW beginning February 14, 2022. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

**3.3.2. Grant temporary privileges to Elvana Muka, CNP, as a Certified Nurse Practitioner at the Knox County Community Health Center for 90 days starting February 28, 2022.**

Jim Lenthe made a motion to approve the temporary privileges to Elvana Muka, CNP. Todd Hawkins seconded the motion: Bruce White recused himself from all conversation and abstained from voting: in the negative; none. The motion was approved.

**3.3.3. Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Stacy Gilley, LSW-S, as a Licensed Independent Social Worker Supervisor, starting January 7, 2022 through January 7, 2024.**

Bruce White made a motion to approve the re-credentialing and re-privileging of Stacy Gilley, LISW-S. Lori Jones-Perkins seconded the motion: in the negative; none. The motion was approved.

**3.3.4. Adopt the 2022 Knox County Health Department fee schedule, which includes the Community Health Center fees for service with provisions of including dental fees to be changed from \$40 to \$20.**

*Bruce White: Were there any increases to it?*

*Lane Belangia: There were no increases to our fee scale just the lowering of dental fees.*

Bruce White made a motion to approve the 2022 Knox County Health Department fee schedule, including the KCCHC fees. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

**3.3.5. Approval of the 2022 Sliding Fee Scale and Sliding Fee Scale Policy for the Community Health Center based on the 2022 Federal Poverty Guidelines with provisions including dental fees to be changed from \$40 to \$20.**

Bruce White made a motion to approve the 2022 Sliding Fee Scale and Sliding Fee Scale Policy. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.3.6. Approval to submit the 2021 Uniform Data System (UDS) Report on Friday, February 4, 2022 for reporting year 2021.**

Bruce White made a motion to approve the 2021 Uniform Data System (UDS) Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.3.7. Approve the CEO to submit final confirmation to HRSA for new satellite locations:**

- 206 South Mulberry St., Mt. Vernon, Ohio 43050
- 207 West High St., Mt. Vernon, Ohio 43050

Mike Wythe made a motion to approve the HRSA submission for new satellite locations. Lori Jones-Perkins seconded the motion: in the negative; none. The motion was approved.

**3.3.8. Approve the appointment of the consumer member, Kelly Bailey starting February 17, 2022 for a five-year term ending February 16, 2027.**

Bruce White made a motion to approve the appointment of the consumer member, Kelly Bailey starting February 17, 2022. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**4. Board Information Non-Action Items**

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

- Sliding Fee Scale Audit

**4.2. CEO has signed:**

- Agreement with Azara Drvs for Data Integration
- MOA with HCCN for the HCCN Hypertension Grant
- MOA with KCH for Specialty Services

**4.3. BOH has approved the following hires that are budgeted and opened/vacant within the Knox County Community Health Center:**

- Sarah Davis, LSW, February 14, 2022
- Amy Walton, Administrative Assistant, February 22, 2022

**4.4. BOH has approved the following resignations within the Knox County Community Health Center:**

- Janet Jones, Administrative Assistant, February 11, 2022
- Cierra Goepfinger, Certified Dental Assistant, February 17, 2022

**5. Knox Public Health Update**

**Julie Miller reported:**

- COVID is starting to take a down slide.
- Ohio Department of Health (ODH) has changed that we don't have to contact people who test positive. We still get questions for help in control of COVID outbreaks.
- We are currently doing budgeting and appropriations to see what 2023 will look like.

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- The County Commissioners have appointed the Health Commissioner to oversee the Overdose Fatality Committee.
- The outreach division has taken the brunt of COVID, and they are now getting back into normalcy.
- We got funding from United Way for Tobacco cessation.
- We will have a nurse reaching out to nursing homes for health and nutrition outreach.
- Received funding for hygiene and puberty education for students (4th grade).
- BOH adopted a policy for mandatory reporting for abuse and neglect. Now, everyone who sees abuse can and should report abuse, not just medical personnel.
- Legal counsel is coming up with consent form to allow minors be allowed to be seen without parents on site.
- Finished succession planning for the agency.
- Levy will be on the ballot in November. There is a levy committee, if interested in serving let Julie know. First meeting is scheduled Thursday, March 10, at 11:30 (food will be provided) and a zoom link for those who can't attend in person

**The following conversation was recorded:**

*Todd Hawkins: What is the need for increased funding?*

*Julie Miller: Without COVID relief money, we would be pinching pennies. Food licenses we did really good in Knox County, but we didn't get them all so funding was reduced. We have to slow down the growth of the Health Center because we are not finically able to do it right now.*

**6. Executive Session**

At 12:30 p.m. Bruce White, called an executive session to discuss personnel. Julie Miller and Lane Belangia were asked to attend the session. Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Jay Nixon, President, Mike Wythe, Pro-Tem, Todd Hawkins, Treasurer, Linda Hillier, Patricia Burdette, Peg Tazewell Lori Jones-Perkins and Kelly Bailey. In the negative; none. The motion was approved.

At 12:44 p.m. Brue White, made a motion to return to regular session, Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Jay Nixon, President, Mike Wythe, Pro-Tem, Todd Hawkins, Treasurer, Linda Hillier, Patricia Burdette, Peg Tazewell Lori Jones-Perkins and Kelly Bailey. In the negative; none. The motion was approved.

**7. Adjournment**

Having no further business, the meeting adjourned at 12:45 p.m.

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Jay Nixon  
President

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Mike Wythe  
Pro-Tem