

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

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

Board Members:	Knox County Health Dept. Staff:
Boyd, Jodic	Belangia, Lane, CEO
Cline, Jeremiah	Mowry, Alayna, Communications Coordinator
Harry, L.J	Phillips, Ashley, Administrative Assistant
Kurtz, Matthew	Robinson, Stacey, Fiscal Supervisor
Nixon, Jay, President	
Tope, Ann	
White, Bruce	
Wythe, Mike, Pro-Tem	
Absent:	Guests:
Hawkins, Todd, Treasurer	Hawkins, Cierra, Patient Care Navigator
Hillier, Linda	
Lenthe, Jim	
Tazewell, Peg, Secretary	

1. Convention

An Informational Meeting was called to order by President, Jay Nixon, at 11:33 a.m. due to not having a quorum met yet.

1.4. Public Participation

Cierra Hawkins, Patient Care Navigator, introduced herself and briefly described the role she plays at the Health Center's Patient Care Navigator. The Board noted Cierra has presented and worked with various community agencies to better understand resources available throughout Knox County.

2. Special Reports

2.1. Promotional Report:

Alayna Mowry reported in addition to the written report:

- The interior and exterior KAT buses will feature Knox County Health Center ads beginning in April. The Health Center signed a 6-month contract with KAT.
- Administration is examining various exterior signage options for the Danville Community Health Center.

- Post cards were inserted in all Danville PO boxes highlighting the new office and its hours along with services provided.
- Staff appeared on the radio twice in February advertising services to promote heart health month. This promotion was also featured in the paper.

For more detailed information, see Attachment 1 – Promotional Report

2.2. QI Coordinator / Clinical supervisor Report:

Lane Belangia reported in addition to Nan Snyder’s written report

- The UDS (Uniform Data Set), the annual report consisting of patient demographics, financial health of the center, and quality performance was due February 14, 2020. The Health Center submitted its report the week prior. This report paints the picture for what the Health Center is doing. More will be shared in the coming months.

For more detailed information, see Attachment 2 – QI Coordinator / Clinical Supervisor Report

LJ Harry entered the meeting at 11:39 a.m., making the quorum.

The Informational meeting adjourned at 11:39 a.m.

1. Convention

1.1. Call to Order

The meeting was called to order by President, Jay Nixon at 11:40 a.m.

1.2. Acceptance of Agenda

Ann Tope 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 January 16, 2020 KCCHC Finance Committee Minutes

Mike Wythe made a motion to approve the January 16, 2020 Finance Committee Minutes. Jeremiah Cline seconded the motion: in the negative; none. The motion was approved.

1.3.2. Approval of January 16, 2020 KCCHC Board Minutes

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

2.3. Dental Supervisor Report:

Lane Belangia reported in addition to Laura Nance's written report:

- Dr. Saale has been out of the office the last two weeks due to a medical procedure. He's scheduled to be back Monday, February 24, 2020.
- Monday, Feb. 24th also starts the second round of the Health Center hosting Ohio State University dental students. These students can perform procedures and work with patients under the supervision of the dentist. Many Health Centers choose to engage college students to expose them to Health Center operations and opportunities through the federal loan repayment program.
- The Health Center received an award notice that the Health Center had been funded for the Pan X-ray Unit grant application.

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

2.4. CEO Report:

Lane Belangia reported in addition to the written report:

- Staffing and Service Expansion
 - Currently, each Health Center has a Nurse Practitioner working four days per week (Mount Vernon- Monday-Thursday & Danville- Tuesday-Friday). A process to potentially hire an additional nurse practitioner to cover vacation schedules and office closings. Administration will also be discussing dental expansion service opportunities in Danville in the near future.

Jeremiah Cline: Would the usage be high enough to fill up the two days per week for the additional nurse practitioner?

Lane Belangia: Yes.

Stacey Robinson: The two days we currently don't have a nurse practitioner are Monday's (in Danville) and Friday's (in Mount Vernon) which are, typically, the busiest days of the week.

Mike Wythe: I've also realized dental services are booked out a few weeks, too.

Lane Belangia: Yes and this is another area we are actively exploring to help mitigate the scheduling conflict/wait time.

- Needs Assessment:
 - While the Needs Assessment is formally updated to coincide with the Service Area Competition applications every three years, the Co-Applicant Board works with the CEO to best understand Health Center data that speaks to need, new developments of community need and changes to area populations. Such changes should be reflected in trends within the data or by communicating such need to the board via patient input and satisfaction surveys.
 - The Co-Applicant Board should consider and review the current Needs Assessment with this information and direct/appropriate changes will be reflected in the next needs assessment and/or at the next application time.

- Ashley will share the Health Center's current needs assessment with the Co-Applicant Board via email.
- 340B Danville Update:
 - Recently completed an application to incorporate the Danville Health Center under the current 340B account.
 - The Health Center is also going into contract with Conway's Pharmacy in Danville for 340B pharmacy services.
 - Lastly, the Health Center is purchasing Vivitrol through its 340B account so that there's an in-stock supply of the medicine, as needed. These savings can be passed on to patients in some form or fashion.
- CEO Report:
 - Board members reviewed two graphics: one breaking down the most common zip codes represented by patients at both Health Centers (Danville and Mount Vernon) and the other noting a comparison of national averages and the Health Center pertaining to insurance type. The top 5 zip codes seen in the Health Center are: Mount Vernon, Howard, Fredericktown, Danville, and Gambier. Medicaid is the most common insurance type, as well. Regarding national averages compared to the Knox County Community Health Center, the Health Center is 12% below the national average of Medicaid patients. The Health Center is comprised of 37% Medicaid patients, 23% of uninsured patients and 68% of patients using the full slide on the sliding fee scale. Nationally, the average number of Medicaid patients seen in a Health Center is 49%, the average percent for uninsured patients is 22.5% and the percentage of patients nationally using the full slide is 60%.
 - The Sliding Fee scale and policy is set to be approved annually by the Co-Applicant board in February. The Federal Poverty Guidelines were released in late January 2020. In 2019, the annual amount to qualify at or below 100% of the federal poverty guidelines was \$12,490. This year the amount is \$12,760, an increase of \$270. The additional amount to add in for each additional person in a household also increased. A Federally Qualified Health Center must have at least three options on a sliding fee scale. The Knox County Community Health Center has five options and each tier increases in 20% increments.
 - The sliding fee scale addresses a variety of board compliance areas including how a health center defines family, what constitutes as verification of one's income, what additional discounts can be offered to a patient (i.e. nominal fee or waived fees) and other assistance opportunities provided to patients with third party insurances. After the last on-site visit by HRSA, the Co-Applicant Board decided the following nominal fees as listed in the policy: mental/behavioral health service: \$10, medical service: \$30, and dental

service: \$40. Lane reviewed the proposed sliding fee scale policy with the Co-Applicant Board.

- Lane emphasized the importance of board governance over these two items specifically. The board must set such figures and amounts as reflected in the sliding fee scale and policy and determines these figures are fair and adequate to the population the Knox County Community Health Center serves.

Ann Tope: *Do you still see patients if they can't pay the same day?*

Lane Belangia: *Yes. Many patients refuse to show proof of income upon their first visit. When they are billed full price (due to no proof of income), then patients are more willing to present their documentation and their bill can be adjusted. However, we never refuse care.*

Bruce White: *We do charge a nominal fee though, correct?*

Lane Belangia: *Yes, we do. It seems as if most patients do make an effort to pay whether it's through a payment plan or paying it all at once. The Health Center does its due diligence to collect the patient's owed money.*

Bruce White: *What is the percentage of bad debt the Health Center is currently faced with?*

Lane Belangia: *I will provide this to the Co-Applicant Board at its next meeting.*

Ann Tope: *For patients on a payment plan, do you let them set their own price?*

Stacey Robinson: *Yes, our internal biller works with them to see what they can most effectively afford.*

- Monthly Scorecard:

- Charges increased by approximately \$50,000 last month compared to the month prior.
- Payments decreased again, slightly, to \$85,306. Similarly to last month, this is due to a delay in dental claims processing through Molina. The Health Center's billing company has noted these claims are at the clearinghouse and are processing immediately.
- The Health Center averaged 74 days in AR last month. There are approximately 167 claims in existence that haven't processed yet through Molina since January. Lane noted that he's been actively discussing billing issues with the Health Center's current external billing company, Centerprise, and noted specific active measures needing to occur to prevent contract termination with Centerprise.
- The percentage of Medicaid patients seen in the Health Center increased by 15% last month to 46.77%. The Health Center remains on the lower end for the percentage of Medicare patients seen at the Health Center compared to the national average.

Matthew Kurtz: *Lane, have you presented to the Area Agency on Aging? This could boost the percentage of Medicare patients.*

Lane Belangia: *Yes, we have.*

- Other:
 - Overall, things have been flowing and both Health Center locations have been busy. Lane spoke to the Danville Local Schools staff this morning highlighting the full service family practice office in Danville. Staff continues to spread the word regarding Health Center services in both Mount Vernon and Danville.

For more detailed information, see Attachment 4 – CEO Report

For more detailed information, see Attachment 5 - Monthly Scorecard

For more detailed information, see Attachment 6 - Health Center Patients by Zipcode

For more detailed information, see Attachment 7 - National Averages vs. KCCHC

For more detailed information, see Attachment 8 - 2020 Sliding Fee Scale

For more detailed information, see Attachment 9 - 2.23 Sliding Fee Scale Policy Administration

2.5. Finance Report:

Stacey Robinson reported in addition to the written report:

- Income related to dental services increased. This was partly due to some claims being processed and seeing income from the Expanded Functions Dental Assistant (EFDA) being able to do fillings.
- Stacy Gilley, the Health Center’s Licensed Independent Social Worker, recently became credentialed with Medicare.

Lane Belangia: Our project income is approximately \$12,000 more than what's reflected on the monthly scorecard as additional payments have been posted and receipted in since the monthly scorecard was pulled at the beginning of the month.

For more detailed information, see Attachment 10 - Finance Report

3. New Business

3.1. Finance

3.1.1. Income and Expense

Mike Wythe made a motion to accept the KCCHC January 2020 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend approval of MOA with Conway’s Pharmacy for continuation and collaboration of the Medication Adherence Treatment Program effective January 17, 2020 and remains ongoing.

Ann Tope made a motion to recommend approval of MOA with Conway's Pharmacy for continuation and collaboration of the Medication Adherence Treatment Program effective January 17, 2020 and remains ongoing. Mike Wythe seconded the motion: in the negative; none. The motion was approved.

3.3. Board Approvals

3.3.1. Approval of Credentialing and Granting Privileges for Dr. Ron Martinson serving as the Medical Director for the Board of Health with respect to oversight of the immunization clinic and providing consultation to the Knox County Community Health Center.

Matthew Kurtz made a motion for approval of Credentialing and Granting Privileges for Dr. Ron Martinson serving as the Medical Director for the Board of Health with respect to oversight of the immunization clinic and providing consultation to the Knox County Community Health Center. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: Is this recredentialing for Dr. Martinson?

Lane Belangia: No. Dr. Martinson has not previously been credentialed by the board but, as he collaborates more with providers and oversees all immunizations as they're implemented under the Health Center's guidance, it is good practice to privilege and credential him.

Bruce White: I will not abstain in this vote since it's just due to credentialing the provider and doesn't affect compensation.

3.3.2. Approval of the 2020 Sliding Fee Scale for the Community Health Center, based on Federal Poverty Guidelines released January 2020

Bruce White made a motion for approval of the 2020 Sliding Fee Scale for the Community Health Center, based on Federal Poverty Guidelines released January 2020. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.3. Approval of the Community Health Center's 2020 Sliding Fee Scale policy

Matthew Kurtz made a motion for approval of the Community Health Center's 2020 Sliding Fee Scale policy. Ann Tope seconded the motion: in the negative; none. The motion was approved.

3.3.4. Recommend to accept the Knox County Foundation Large Grant Application to purchase a Dental Pan X-Ray unit for \$25,468

Matthew Kurtz made a motion to recommend to accept the Knox County Foundation Large Grant Application to purchase a Dental Pan X-Ray unit for \$25,468. Jeremiah Cline seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: Does this grant cover the full cost of the unit?

Lane Belangia: Yes. We estimated in-kind services coming from the Health Department of \$7,000 to assist in implementing this unit (i.e. remodeling, etc.). However, the Knox County Foundation grant will cover all expenses related to the project.

3.3.5. Recommend approval to purchase a Dental Pan X-Ray unit from Benco Dental not to exceed \$25,468

Mike Wythe made a motion to recommend approval to purchase a Dental Pan X-Ray unit from Benco Dental not to exceed \$25,468. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Since this is a capital expenditure item, we retrieved three quotes and Benco Dental came back as most affordable. Both dentists also highly recommend Benco's product for what we need. And, just to note, this unit isn't being purchased with federal funds so we are in compliance with expenditure items.

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

- *KCCHC Contract Management Policy*
- *KCCHC After-Hours Policy*
- *KCCHC Medical Emergencies During Open Hours Policy*

Ann Tope made a motion to accept the following KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual: KCCHC Contract Management policy, KCCHC After-Hours policy, and KCCHC Medical Emergencies During Open Hours policy. Bruce White seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: Were there any changes to these policies?

Lane Belangia: Nothing notably changed. We ensured each policy spoke to both our Mount Vernon and Danville sites.

Bruce White: Do we have to approve these annually?

Lane Belangia: Some policies are every three years, but we are revising these as we prepare for the On-Site Visit to ensure all policies are representative of both Mount Vernon and Danville.

3.4. Board Re-Organization

3.4.1. Approval of President appointees to Co-Applicant Board Committees

- Finance Committee: Todd Hawkins (Treasurer), Jim Lenthe, Peg Tazewell (Secretary)
- Personnel Committee: Jay Nixon (President), Mike Wythe (Pro-Tem), Matthew Kurtz
- Executive Committee: Jay Nixon (President), Mike Wythe (Pro-Tem), Peg Tazewell (Secretary), Todd Hawkins (Treasurer)

Ann Tope made a motion for approval of President Appointees to Co-Applicant Board Committees: Finance Committee: Todd Hawkins (Treasurer), Jim Lenthe, Peg Tazewell (Secretary); Personnel Committee: Jay Nixon (President), Mike Wythe (Pro-Tem), Matthew Kurtz; Executive Committee: Jay Nixon (President), Mike Wythe (Pro-Tem), Peg Tazewell (Secretary), Todd Hawkins (Treasurer). Bruce White seconded the motion: in the negative; none. The motion was approved.

Jay Nixon: If anyone wants to join or leave a committee, we can implement such change at any time.

3.5. Board Information:

CEO has signed:

3.5.1. Renewed MOA with Michael Durham, Licensed Independent Chemical Dependency Counselor Clinical Supervisor, to perform quarterly peer review assessments for the Licensed Chemical Dependency Counselor III on staff at the Knox County Community Health Center, effective February 1, 2020 and renews annually

Lane Belangia: Michael Durham provides peer review services since their scope of work is relatively similar. Mike works for Kenyon Collee and has graciously offered his services.

3.5.2. Renewed MOA between the Knox County Community Health Center and Knox Community Hospital to provide continuity of care to Health Center patients for specialty referral services, effective February 14, 2020 through February 14, 2022

Lane Belangia: This MOA is renewed every 2 years since we don't provide specialty services in the Health Center. We are required to have such signed agreement with a facility that can do this within a reasonable area and cost for our patients.

3.5.3. Renewed contract with Knox Community Hospital to provide a Medical Director for the Community Health Center with an annual maximum of \$36,000/year, effective February 29, 2020 through March 1, 2021

Lane Belangia: We're always engaging with Dr. Reed as we look to consistently partner with KCH for a solid Medical Director who understands our mission and vision.

4. Health Commissioner – Board of Health Update

Lane Belangia shared with the Co-Applicant Board:

- Health Department staff participate in weekly calls with the Ohio Department of Health regarding coronavirus. Currently there are no confirmed cases in Ohio. Staff are

appropriately tracking their time spent on work related to the coronavirus in the event there would be funding released for dealing with such outbreak.

- The Health Department and Health Center will have a few interns within the coming weeks, from both MVNU and Kenyon College. One intern will specifically doing a feasibility study for Centerburg school-based health center. These students will be on-site May through August.

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 12:25 p.m.



Jay Nixon
President



Peg Tazewell
Secretary