

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

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

<b>Board Members:</b>	<b>Knox County Health Dept. Staff:</b>
Harry, L.J	Belangia, Lane, CEO
Hawkins, Todd, Treasurer	Robinson, Stacey, Fiscal Supervisor
Kurtz, Matthew	Miller, Julie, Health Commissioner
Lenthe, Jim	Mowry, Alayna, Marketing/Public Relations
Tope, Ann	Nance, Laura, Dental Supervisor
White, Bruce	Phillips, Ashley, Administrative Assistant
Wythe, Mike, Pro-Tem	Snyder, Nan, QI Coordinator / Clinical Supervisor
	Reed, Dr. Larry, Health Center Medical Director
<b>Absent:</b>	<b>Guests:</b>
Boyd, Jodie	Collins, Lillian, Knox County Health Department Dietetic Technician Registered
Cline, Jeremiah	Harmer, Jeff, Board of Health
Hillier, Linda	
Nixon, Jay, President	
Tazewell, Peg, Secretary	

**1. Convention**

An Informational Meeting was called to order by Pro-Tem Mike Wythe, at 11:40 a.m. due to not having a quorum met yet.

**2. Special Reports**

**2.1. Promotional Report:**

**Alayna Mowry reported in addition to the written report:**

- Lane recently presented to the Knox County Job and Family Services staff regarding Health Center services
- Collaborating with the Environmental Health division at KCHD to promote Health Center services at all ServSafe classes.
- Mayor Matt Starr will be visiting the Health Center in the afternoon
- KCHD recently contracted with a webmaster, Scott Swingle, and staff are discussing aspects and feasibility of the website.
- Continuing with Spectrum’s search campaign in 2020. The Health Center had a 4-11% “click-through” rate in 2019; average is 2%
- Working on publishing patient intake paperwork online a fillable format
- Publishing a variety of billboards in 2020, especially in the Danville area

- Paramount has announced they're decreasing patient services in the Central/Southeast region of Ohio. The Health Center's Patient Care Navigator actively assisting patients in switching their managed care organization.

*Mike Wythe: Are forms available online right now?*

*Alayna Mowry: No, we are working to get them in a fillable format first and then will publish them.*

*Jim Lenthe: What're our thoughts on how patients hear about Health Center services? It seems as if word of mouth is how patients hear about our services. Do we pay for newspaper ads?*

*Alayna Mowry: Yes, including billboard signs. We are making ads more specific in 2020 to properly convey information to the public.*

*Matthew Kurtz: Lane, have you presented to all of the services clubs?*

*Lane Belangia: Yes. In 2020 we will focus on other businesses we can reach out to as well.*

*Bruce White: Would there be an opportunity to ask the Chamber if we could do a focus mailing to employers, particularly small employers highlighting the benefits of Health Center services?*

*Lane Belangia: Yes, we will reach out to the Chamber.*

*Alayna Mowry: We also routinely include information in the Chamber's monthly newsletter.*

***For more detailed information, see Attachment 1 – Promotional Report***

## **2.2. Knox County Health Center Medical Director:**

### **Dr. Larry Reed reported in addition to the written report:**

- Peer Review:
  - All providers had excellent reviews for the 4<sup>th</sup> quarter of 2019. When necessary, constructive criticism was provided. Overall, positive outlook and reports.
- 4<sup>th</sup> Quarter 2019 Quality Measure Report:
  - The annual report reflected quality measure data from 2017 through 2019. A few highlights included:
  - The Health Center has always done a great job achieving the asthma measure. However, this measure is retiring in 2020.
  - Colorectal screening has been a challenge as many patients agree to complete the at-home screening test during an office visit, but many tests remain outstanding at home with them, not completed.
  - The Health Center did a fantastic job in the 4<sup>th</sup> quarter of 2019 for counseling and intervention with the childhood BMI measure. This measure is typically a tougher one because counseling for nutrition and activity needs to be inputted into the EMR system for all children. The BMI adult measure scored a high 83% compliance rate in 2019 as well.
  - The coronary artery disease measure refers specifically to a statin therapy being prescribed. The Health Center cannot account for other alternatives or interventions. Nan and Reed will discuss this measure and confirm plans to

capture this data most effectively in the EMR system. However, the Health Center is doing a great job achieving 80% compliance rate.

- Dental sealant compliance remains high at 66%.
- Three additional measures will be added for 2020: breast cancer screening, HIV screening for patients aged 15-65, and remission of depression 10-14 months after an original diagnoses. The depression remission measure is expected to be difficult to track.

**Bruce White:** *The cervical cancer screening rate increased significantly in 2019 to 50% compared to 2018's 18%. Is this attributed to having Amanda Poorman on-site?*

**Dr. Larry Reed:** *Yes, and the other two Nurse Practitioners will continue providing cervical cancer screenings. Patient compliance is key in this measure. The Health Center does have a number of patients who seek OBGYN care outside of the health center and we need to gain access to that data. Patients are able to self-report screenings for breast cancer and colorectal exams in 2020. This should help us in achieving this measure.*

**For more detailed information, see Attachment 2 – Health Center Medical Director Report**

LJ Harry entered the meeting at 11:57 a.m., making the quorum.

*The Informational meeting adjourned at 11:57 a.m.*

## **1. Convention**

### **1.1. Call to Order**

The meeting was called to order by Pro-Tem, Mike Wythe at 11:58 a.m.

### **1.2. Acceptance of Agenda**

Todd Hawkins made a motion to accept the amended agenda. Bruce White seconded the motion: in the negative; none. The motion was approved.

### **1.3. Approval of Minutes**

#### **1.3.1. Approval of December 19, 2019 KCCHC Board Minutes**

Matthew Kurtz made a motion to approve the December 19, 2019 KCCHC Board Minutes. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

### **1.4. Public Participation – None**

### **2.3. OI Coordinator / Clinical Supervisor Report:**

**Nan Snyder reported in addition to the written report:**

- HRSA sent the Health Center a list of possible UDS measures for 2020 and, since then, staff have discussed various implementation methods to achieve such measures. On December 13<sup>th</sup>, the Health Center received notice of what the final UDS 2020 measures would be.
- Nan, in collaboration with Dr. Reed, are auditing manual vs. electronic medical record reports.

*For more detailed information, see Attachment 3 – OI Coordinator / Clinical Supervisor Report*

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

*For more detailed information, see Attachment 4 – Dental Supervisor Report*

### **2.5. CEO Report:**

**Lane Belangia reported in addition to the written report:**

- Produce Prescription Program : Lillian Collins
  - Lillian Collins, Dietetic Technician Registered shared an overview of the Health Center's Produce Prescription Program.
  - This program began in September with a goal to enroll 10 patients. Enrollment requirements included being a current patient at the Health Center and have a specific pre-diabetic or diabetic diagnosis (i.e. diabetic, hypertension, etc.). The Nurse Practitioners referred eligible clients to Lillian. The program started with 10 participants and 6 remain very active. Program participants are able to receive vouchers to purchase fruits/vegetables each month. An individual can receive up to \$30/month in vouchers and, households with 2 or more people can receive up to \$60/month in vouchers. Participants must meet with Lillian one-on-one throughout the program and have the opportunity to attend a variety of community education sessions hosted by OSU Extension. Participants can redeem such vouchers at Baker's IGA, Yellowbird Foodshed, and the Mount Vernon Farmer's Market. Participants must also have a follow-up visit with their nurse practitioner at the end of the program to re-check numbers.

*Matthew Kurtz: How is this program funded?*

*Lillian Collins: Through the Creating Healthy Communities grant. OSU Extension, specifically Tanner Cooper-Risser, provides community education sessions.*

*Julie Miller: The local food council is a part of the Get Healthy Knox County Coalition and the Creating Healthy Communities grant and they are looking at establishing winter farmer's markets.*

**Lillian Collins:** We are also looking at partnering with Lanning's in order for patients to redeem the vouchers there.

**Lane Belangia:** Since our last on-site visit with HRSA, the Health Center has helped diabetic patients by implementing a variety of support systems. The final phase of implementation included this program. Lillian works and provides services in the Health Center every Friday.

**Bruce White:** What is done with the \$60 in vouchers a participant can receive?

**Lillian Collins:** Participants redeem the vouchers at the stores mentioned above. Stores then submit these vouchers to Tami Ruhl, coordinator of the Creating Healthy Communities Grant and are reimbursed. Vouchers are issued in \$1 and \$5 increments.

**Matthew Kurtz:** So the program has approximately \$300/month budgeted?

**Lillian Collins:** Yes, with six participants. If we would have more participants, the voucher amount per month would be lower.

**Todd Hawkins:** Is there a waitlist for this program?

**Lillian Collins:** Currently there isn't a waitlist for the program. We started with 10 participants and 6 remain active.

**Laura Nance:** If a participant says they won't spend the \$30 or \$60/month in vouchers, is there a way to teach them how fruit/vegetables can be frozen, etc.?

**Lillian Collins:** Yes, we try to meet patients where they're at.

**LJ Harry:** Have you partnered with the local food pantries? They could serve as a back-up when vouchers might not be available.

**Julie Miller:** That's a great idea. We'll share that with the Get Healthy Knox County Coalition and the local food council.

- Monthly Scorecard:
  - Charges / claims billed decreased slightly from the prior month due to the holiday, but is reflective of AR catch-up. In January 2019, the Health Center started with an average of 187 days in AR. Since June, the Health Center has averaged 50-60 days in AR. Most outstanding claims are dental charges.
  - Payments / cash received decreased slightly, but the Health Center's revenue remains above the original, projected amount.
  - The average number of days in AR has increased 3 days to 56 days. As of January 1, 2020, Health Center staff are rectifying Molina insurance for dental services. If the dental services would've been removed, the AR range would be much lower.
  - Patient payer mix remains relatively the same. The percentage of Medicaid patients was pretty consistent throughout 2019 and averages to be the highest payer source.
  
- TSYS Follow-Up:
  - The Health Center contracted with TSYS last month to process credit card payments. With \$10,000 being processed throughout the month, the Health

Center has saved \$600 in fees. The processing fee is locked in at 1.58% for the next 5 years.

- CEO Report:
  - The fee schedule will be presented at February's Co-Applicant Board meeting. The proposed fee schedule is looking to be set at 150% of Medicare and Medicaid's fee schedule for dental services. Currently, the fee schedule is 250% above Medicare's fee schedule for medical and counseling services and 250% above Medicaid's fee schedule for dental services. The challenge with this lies in what barriers may be presented for self-pay patients. Health Center staff noted self-pay patients' feedback on such services being high priced, so the fee schedule will be lowered to better accommodate all patients.
  - Updated Federal Poverty Guidelines are typically released in February. The Co-Applicant Board will approve the fee schedule along with the sliding fee scale.
  - Bruce White and Lane Belangia extensively discussed an appropriate fee schedule to offer patients.

*For more detailed information, see Attachment 5 – CEO Report*

*For more detailed information, see Attachment 6 - Monthly Scorecard*

#### **2.6. Finance Report:**

**Todd Hawkins and Stacey Robinson reported in addition to the written report:**

- The expense report looks fairly nice moving into the 4<sup>th</sup> quarter of the grant cycle. The expectation is to breakeven concluding this grant year. The ultimate goal is to not draw-down a significant amount at the beginning of a new grant cycle to help off-set major expenditures from the last grant cycle.
- Averaging 55 days in AR. When considering the dental credentialing issues, and Lane taking appropriate action with such, the AR of what's beyond 120 days becomes fairly uncollectable. The amount of AR beyond 120 days is down almost \$8,000 from the previous month. This number is expected to decrease each month.
- From November to December, the Health Center saw \$12,500 increase in revenue due to submitting Paul Hart Ruthenbeck's, the Licensed Chemical Dependency Counselor III, claims. The Health Center will start seeing more revenue from his services now that billing can be processed.

*Matthew Kurtz: Did we have any income from the 340B account in December?*

*Lane Belangia: No. Conway's Pharmacy in Danville will soon enter our 340B program agreement and we'll see many prescriptions through that pharmacy with its location. A few months ago, Walmart Pharmacy was also brought into the 340B program agreement. Lastly, we*

*need to look at “carving in”, or including, Medicaid clients in our 340B program. This would bring a huge portion of medications into the 340B account for reimbursement.*

*For more detailed information, see Attachment 6 - Finance Report*

### **3. New Business**

#### **3.1. Finance**

##### **3.1.1. Income and Expense**

Todd Hawkins made a motion to accept the KCCHC December 2019 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

#### **3.2. Contracts**

**3.2.1. Recommend approval of participation agreement with Prevent Blindness for their Vision Care Outreach program, effective January 23, 2020 and remains ongoing.**

Matthew Kurtz made a motion to recommend approval of participation agreement with Prevent Blindness for their Vision Care Outreach program, effective January 23, 2020 and remains ongoing. Bruce White seconded the motion: in the negative; none. The motion was approved.

**3.2.2. Recommend approval of provider agreement with the Ohio Department of Health to participate as a medical service provider in Ohio’s HIV Prevention Program, effective January 23, 2020 through December 31, 2022**

Ann Tope made a motion to recommend approval of provider agreement with the Ohio Department of Health to participate as a medical service provider in Ohio’s HIV Prevention Program, effective January 23, 2020 through December 31, 2022. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Bruce White: Can you further explain the context of this agreement?*

*Nan Snyder: Expensive, pre-exposure drugs to assist in preventing HIV can be reduced by participating in this agreement. This program also provides educational materials and we can better assist such patients by connecting them with other programs for HIV awareness.*

*Bruce White: Are these drugs 340B eligible?*

*Lane Belangia: Yes.*

#### **3.3. Board Approvals**

**3.3.1. Approval of Chief Executive Officer’s, Lane Belangia, annual performance evaluation**

Matthew Kurtz made a motion for approval of Chief Executive Officer's, Lane Belangia, annual performance evaluation. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Julie Miller: Lane's performance evaluation was completed and the personnel committee has asked to improve this process. We're also discussing with legal counsel as to whether Lane should be a contracted employee such as the Health Commissioner is to the Board of Health.*

*Lane Belangia: I appreciate the direction and completing the evaluation, with the Co-Applicant Board's approval, is key for HRSA and the on-site visit compliance standards.*

Nan Snyder left the meeting at 12:31 p.m.

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

- *KCCHC Employee Conflict of Interest 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 Employee Conflict of Interest policy. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: Policy approval, such as this one, is a part of the QI/QA work plan and the Co-Applicant Board is required to approve such policies.*

*Bruce White: Is there a separate conflict of interest acknowledgement form Co-Applicant Board members complete?*

*Lane Belangia: Yes.*

### **3.3.3. Approval of Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Stacy Gilley, Licensed Independent Social Worker**

Ann Tope made a motion to approve credentialing and granting privileges to practice in the Knox County Community Health Center for Stacy Gilley, Licensed Independent Social Worker. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Dr. Reed: Stacy had a very positive peer review completed by Nick Gotschall. Nick Gotschall also completes Melissa Valentine's (Licensed Professional Clinical Counselor) peer review.*

Jeff Harmer left the meeting at 12:35 p.m.

### **3.4. Board Re-Organization**

Co-Applicant board members agreed to keep the board committees as is with membership. If additional board members are interested in serving on a committee, email Ashley Phillips or Lane Belangia by February 1, 2020.



### **3.5. Board Information:**

#### **CEO has signed:**

**3.5.1. Renewed agreement with the Ohio Association of Community Health Centers** to participate in the OPCWI (Ohio Primary Care Workforce Initiative) to precept dental students for a reimbursement of up to \$50,000 annually, effective July 1, 2019 through June 30, 2021

*Lane Belangia: OACHC will reimburse us for hosting/precepting student. We are cognizant of where students can best fit in without interrupting patient/clinic flow. Our first dental student was on-site last week.*

### **4. Health Commissioner – Board of Health Update**

#### **Julie Miller, Health Commissioner, shared with the Co-Applicant Board:**

- The Board of Health is finalizing the 2020 budget and have begun preparing the next 2 years' budgets.
- The Board of Health will be determining a new name for the agency. In collaboration with Rep. Rick Carfagna, legislation was passed allowing public health department's to change their name and have the ability to possess their own credit card. Pam Palm, Public Information Officer, has worked with community stakeholders to narrow the name possibilities to two. The issues arises as we have "Department" in our name and citizens often think of us being a department of the county. We want citizens to have a better understanding of what we actually do and the services we provide.
- Space remains an issue. Things are moving, but are moving slowly. Hopefully will an update in February.
- Each division in the Health Department have set goals. The Health Center's two main goals are to effectively pass HRSA's on-site visit in June and bring policies / processes into place to fine-tune effectiveness across all operations.
- It's the prime-time of year for communicable diseases.
- Over the next three months, the Board of Health aims to issue policy statements on firearm violence and implementation of a harm reduction program for the community. Both topics will take a public health approach aiming to reduce the number of deaths contributed to gun violence and substances from an educational standpoint.
- Lane and Julie are meeting with Centerburg Schools in regards to a school-based health center. Looking at completing a feasibility study on whether or not this can effectively be accomplished. All local schools received "success and wellness funds" an Centerburg would use some of these funds to support the start of such health center. An update will follow in the coming months.
- Julie welcomed all Co-Applicant Board members to attend the monthly Board of Health meetings held on the 4<sup>th</sup> Wednesday at 6:30 p.m. in the conference room of the Health Department.

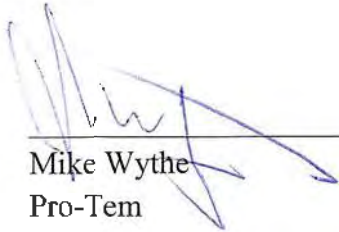
*Todd Hawkins: Have we heard how effective this years' flu vaccine is?*

*Julie Miller: The flu type making people ill was included in the vaccine this year. However, it may not have been a strong enough antigen.*

## 5. Adjournment

Being no further business, Jim Lenthe motioned to adjourn the meeting. Bruce White seconded the motion; in the negative, none. The motion was approved.

The meeting adjourned at 12:47 p.m.



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Mike Wythe  
Pro-Tem



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Peg Tazewell  
Secretary