

**Knox County Community Health Center
Co-Applicant Board
January 17, 2019
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held January 17, 2019. The following were in attendance:

Board Members	Knox County Health Dept. Staff
Jay Nixon, President	Lane Belangia, CEO
Todd Burson, Treasurer	Julie Miller, Health Commissioner
Peg Tazewell, Secretary	Ashley Phillips, Administrative Assistant
L.J. Harry	Debbie Eiden, CHC Clinical Coordinator
Jeremiah Cline	Alayna Mowry, Marketing Public Relations
Jim Lenthe	Katie Hunter, Administrative Assistant
Ann Tope	Dr. Larry Reed, Community Health Center Medical Director
Bruce White	Jackie Neighbarger, CNP
Absent:	Guests:
Mike Wythe, Pro-Tem	Jeff Harmer, BOH
Diana Kidd	David Pacetti, Consumer
Matthew Kurtz	
Linda Hillier	

1. Convention

1.1. Call to Order

The meeting was called to order by President, Jay Nixon at 11:41 a.m.

1.2. Acceptance of Agenda

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

1.3. Approval of Minutes

1.3.1. Approval of December 20, 2018 KCCHC Board Minutes.

Bruce White made a motion to approve the December 20, 2018 KCCHC Board Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

1.4. Public Participation - None

2. Board Reports

2.1. Board President - None

3. Special Reports

3.1. Promotional Report

Alayna Anderson reported in addition to the written report:

- Facebook has gained 6 new page likes/followers, totaling 277. Lane's COTC award, the dental job posting and Paul Hart-Ruthenback's staff spotlight were posts with the most engagements.
- Continue receiving "proud patient" testimonials and will post those via social media
- Post card flyers are on hold until full dental services are available in the Community Health Center
- Determined not to advertise in the Coshocton Beacon for the time being due to the Muskingum Valley Health Center operating in Coshocton
- Scheduling a Ribbon Cutting for the Danville location with the Knox County Chamber of Commerce

For more detailed information, see Attachment 1 – Promotional Report

3.2. QI/QA Coordinator Report

Debbie Eiden reported in addition to the written report:

- No-show rates are consistently 17-19%
- Focusing on BMI results throughout 2019

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

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

- Dr. Glibert reported positively in his review of Dr. Washington
- "Percentage of patients aged 50-75 who have appropriate screening for colorectal cancer" (27% Q4 2018) and the "percentage of patients aged 18-75 with a diagnosis of type 1 or type II diabetes with hemoglobin A1C greater than 9% at last reading or no hemoglobin a1c rating" (17% Q4 2018) are both areas of improvement and focus.

For more detailed information, see Attachment 3 – QI/QA Medical Director Report

3.3. Clinical Coordinator Report

Nanette Snyder provided a written report.

For more details, see Attachment 4, Clinical Coordinator Report

3.4. CEO Report

Lane Belangia reported in addition to the written report:

- The Community Health Center will review and merge their SWOT analysis with the Knox County Health Department's.
- The Co-Applicant Board will review the strategic plan and the by-laws in February; please prepare for discussion
- Recommended the Board consider adopting a 60-90 day resignation policy for the CEO of the Health Center, and any future leadership / key personnel positions to allow for adequate replacement time

- In December, HRSA announced New Access Point (NAP) funding can be applied for. Lane explained that, if new funding were to be received, it would be managed by the primary site- Mount Vernon. The Finance committee discussed this and recommended that the Co-Applicant Board apply for the New Access Point funding. New Access Point funds are available for up to \$650,000 per year. Applications are due March 12, 2019.
- OACHC's (Ohio Association of Community Health Center) annual conference is March 4-6, 2019 in Columbus. Ashley will email conference information to the Co-Applicant Board. If interested in attending, please let Ashley know.

For more details, see Attachment 5 – CEO Report.

3.5. Finance Report

Katie Hunter reported in addition to the written report:

- Centerprise recently received approval from Medicaid to be reimbursed for wrap payments when immunizations are given to one with a Medicaid Beneficiary plan. Centerprise expects the Community Health Center to receive \$9,133.56 in wrap payments. As of 1/17/19, \$3,781.63 has been received.

For more details, see Attachment 6 – Finance Report.

4. Old Business - None

5. New Business

5.1. Finance

5.1.1. Income and Expense

Peg Tazewell made a motion to accept the KCCHC December 2018 Expenditure Report. LJ Harry seconded the motion: in the negative; none. The motion was approved.

Katie Hunter: the Community Health Center currently has revenue of approximately \$130,300. For more details, see Attachment 7 - KCCHC December 2018 Expenditure Report

5.2. Personnel

5.2.1. Accept the hire of Angie Trowbridge, CMA in the Community Health Center, effective January 2, 2019.

Todd Burson made a motion to accept the hire of Angie Trowbridge, CMA, in the Community Health Center, effective January 2, 2019. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

5.3. Contracts

5.3.1. Approval of Clinical Affiliation Agreement with Central Ohio Technical College for the Phlebotomy Program Agreement, effective February 1, 2019.

Jim Lenthe made a motion to accept the Clinical Affiliation Agreement with Central Ohio Technical College for the Phlebotomy Program, effective February 1, 2019. Jeremiah Cline seconded the motion: in the negative; none. The motion was approved.

5.3.2. Approval of Student Affiliation Agreement with Kent State University, effective February 1, 2019 per legal counsel approval.

Todd Burson made a motion to approve the Student Affiliation Agreement with Kent State University, effective February 1, 2019 per legal counsel approval. Ann Tope seconded the motion: in the negative, none. The motion was approved.

Jim Lenthe asked: What exactly are these students doing?

Lane Belangia responded: This is an on-going agreement to enable students pursuing a medical degree to obtain clinical hours at our site.

5.4. Board Approval

5.4.1. Approval to apply for the New Access Point funding (NAP) for the Danville Health Center location

Peg Tazewell made a motion to approve the application for New Access Point funding (NAP) for the Danville Health Center location. Jim Lenthe seconded the motion: in the negative, none. The motion was approved.

Julie Miller stated: The Co-Applicant's board action would be to recommend the Board of Health apply for the New Access Point grant.

Bruce White stated: To make sure I understand correctly, this New Access Point funding would completely fund the Danville location. And, what happens if we don't receive this funding?

Lane Belangia responded: Yes, this grant would completely fund the Danville location if we received it. The back-up plan is our original plan that we started with when beginning to think of the Danville location. The back-up plan would consist of us offering basic medical services a few times per week. The operation would be considered a satellite location from the main, Mount Vernon location. The Danville Health Center location would be operated by income from Mount Vernon location. Approval for the satellite location is estimated to take 2-3 months. Whereas, approval for the New Access Point funding is estimated to take 6-8 months.

Todd Burson stated: The Finance committee reviewed the approximated expenditures for the Danville location and feels confident that the revenue coming in from the Mount Vernon location could cover the expenses from the Danville location.

Bruce White responded: So, the proposed back-up plan, covering the Danville expenses with the Mount Vernon revenue, was our original plan before we received notification of the New Access Point funding?

Lane Belangia answered: Yes, that is correct.

Julie Miller stated: This isn't necessarily the most preferred way, but it's our only option at this point.

Lane Belangia: Yes, passing on this opportunity wouldn't be the wisest thing to do.

5.5. Board Information (Non-action items)

5.5.1. Follow-up/Outcome to Board approvals: None

5.5.2. CEO has approved/signed a MOU with OACHC to have a role in the Bureau of Primary Health Care grant for the Ohio HCCN (Health Center Control Group)

Lane Belangia stated: This is federal funding to develop trainings for electronic medical records

5.5.3. CEO has accepted an invitation for the Health Center to be a referral source for the OhioMHAS SORS grant application that the Mental Health & Recovery Board for Licking and Knox Counties is applying for.

Lane Belangia stated: This would enable the Mental Health & Recovery Board to list the Community Health Center as a referral source for a state grant they are applying for through the Ohio Mental Health and Addiction Services board.

5.5.4. CEO signed agreement with OACHC for OPCWI Y4 contract

Lane Belangia stated: We would receive \$25/\$30 an hour when dental students are on-site.

6. Health Commissioner – Board of Health Update

Julie Miller reported:

- There has been a Hepatitis A outbreak in Knox County, however it has nothing to do with the opioid epidemic, it is an outbreak in the Amish community.
- There has been a slight uptick in flu cases
- Strategic planning for 2019 is underway. As Lane previously mentioned, the Community Health Center's strategic plan will be incorporated into the Health Department's plan that they're currently working on.
- No update regarding the Siemen's facility at this time.
- Julie and Lane recently participated on a conference call with other Health Center's that are associated with a Health Department. They look to have an in-person meeting during the OACHC conference in March and then meet every other month.

7. Discussion:

The Co-Applicant Board discussed amending the by-laws and adding a Personnel Committee. After discussion, board members suggested integrating the functions of a personnel committee into roles of the Executive committee.

The Board suggested drafting an amendment reflecting this change. This will be reviewed at the next Co-Applicant Board meeting.

8. Executive Session

Bruce White made a motion to enter into executive session for the purpose of compensation at 12:50pm. Peg Tazewell seconded the motion. On roll call the following voted in the affirmative: Todd Burson, Jeremiah Cline, L.J. Harry, Jim Lenthe, Jay Nixon, Peg Tazewell, Ann Tope, and Bruce White: in the negative; none.

At 1:12 p.m. Peg Tazewell made a motion to return to regular session. Jim Lenthe seconded the motion: in the negative, none. The motion was approved.

8. Adjournment

Being no further business, Bruce White made a motion to adjourn the meeting. Peg Tazewell seconded the motion; in the negative, none. The motion was approved.

The meeting adjourned at 1:14pm.


Jay Nixon
President


Peg Tazewell
Secretary