

**Knox County Community Health Center  
Co-Applicant Board  
March 19, 2020  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held March 19, 2020. The following were in attendance:

<b>Board Members:</b>	<b>Knox County Health Dept. Staff:</b>
Boyd, Jodie	Belangia, Lane, CEO
Cline, Jeremiah	Miller, Julie, Health Commissioner
Kurtz, Matthew	Phillips, Ashley, Administrative Assistant
Lenthe, Jim	
Nixon, Jay, President	
Tazewell, Peg, Secretary	
White, Bruce	
Wythe, Mike, Pro-Tem	
<b>Absent:</b>	<b>Guests:</b>
Harry, L.J.	Hawkins, Cierra, Patient Care Navigator
Hawkins, Todd, Treasurer	
Hillier, Linda	
Tope, Ann	

**1. Convention**

**1.1. Call to Order**

The meeting was called to order by President, Jay Nixon at 11:36 a.m.

**1.2. Acceptance of Agenda**

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

**1.3. Approval of Minutes**

**1.3.1. Approval of February 20, 2020 KCCHC Board Minutes**

Matthew Kurtz made a motion to approve the February 20, 2020 KCCHC Board Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**1.4. Public Participation: None**

**2. Special Reports**

**2.1. CEO Report:**

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

- CEO Report:
  - In order to keep the meeting size at the appropriate size as requested by the CDC and Ohio Department of Health, no additional Health Center staff are participating in the Co-Applicant Board meeting. However, each board member received their written report. Their report will also be attached in the minutes.
  - In general, the Health Center is reacting well thus far to COVID-19. The Health Center continues to provide essential services to its patients and is serving as an access point to meet the community need.
  - The On-Site visit scheduled for June 17, 2020 has been delayed at least 6-8 weeks due to COVID-19.
  
- Board of Health & Co-Applicant Board Combined Meeting
  - The two boards plan to host a combined meeting, during the typical meeting schedule of a Co-Applicant Board meeting. Tentatively this is scheduled for April, but may be delayed due to COVID-19.
  - The intent is to collaborate on an understanding regarding the purpose of the Health Center, what it's accomplished, and where we are / aren't going in the future. Both boards are encouraged to work together, support the Health Center, and be aware of what is taking place.

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

*For more detailed information, see Attachment 2 – [OI Coordinator & Clinical Supervisor Report](#)*

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

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

*For more detailed information, see Attachment 5 – [Monthly Scorecard](#)*

## **2.2. Finance Report:**

### **Peg Tazewell reported in addition to the written report:**

- The finance committee reviewed, in detail, multiple financial reports. The finance report provided to the Co-Applicant Board shows a revenue/project income of just under \$79,800. Wrap payments accounted for 15% of the total project income.
- Accounts receivable has increased to an average of 81 days, up from February's average of 72 days. Peg noted, as reported by Stacey in the finance committee meeting, this is due primarily to ongoing challenges with insurance companies related to dental claims and the Danville Health Center.
- The current year of actual expenses accounts for \$2.2 million, with revenue being close to \$2.3 million.

*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 February 2020 Finance Report. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

#### **3.2. Board Approvals**

##### **3.2.1. Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Jacqueline Neighbarger, Certified Nurse Practitioner**

Jim Lenthe made a motion for approval of Re-Credentialing and Granting Privileging to practice in the Knox County Community Health Center for Jacqueline Neighbarger, Certified Nurse Practitioner. Jeremiah Cline seconded the motion: in the negative; none. The motion was approved.

##### **3.2.2. Accept and recommend the approval of the 2020 KCCHC Permanent Budget Appropriations**

Matthew Kurtz made a motion to accept and recommend the approval of the 2020 KCCHC Permanent Budget Appropriations. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Peg Tazewell: These figures are based on a calendar year, not the HRSA grant budget year. Therefore, the numbers won't directly coincide with the HRSA grant year financial reports. The 2020 KCCHC Permanent Budget Appropriations are reflected on the farthest right column.*

##### **3.2.3. Accept and recommend the approval of the 2021 KCCHC Budget**

Jeremiah Cline made a motion to accept and recommend the approval of the 2021 KCCHC Budget. Bruce White seconded the motion: in the negative; none. The motion was approved.

*Peg Tazewell: The 2020 KCCHC Permanent budget appropriations and the 2021 KCCHC Budget are reflected in the same document. The second column from the right is the 2021 anticipated budget.*

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

- *KCCHC Patient Tracking Upon Hospital Admission*
- *KCCHC Referral Tracking and Follow-Up*
- *KCCHC Hours of Operation*

Matthew Kurtz made a motion to accept the following KCCHC policies as needed to meet the Standards of HRSA Health Center Compliance Manual: KCCHC Patient Tracking Upon Hospital Admission, KCCHC Referral Tracking and Follow-Up, and KCCHC Hours of Operation. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: There were a few minor changes to these policies as we are reviewing all of our policies in preparation for the HRSA On-Site visit. However, there were no major changes.*

### **3.2.5. Approval of KCCHC 2020 submission of the Uniform Data System (UDS) Report for 2019 data**

Jim Lenthe made a motion for approval of KCCHC 2020 submission of the Uniform Data System (UDS) Report for 2019 data. Jeremiah Cline seconded the motion: in the negative; none. The motion was approved

*Lane Belangia: The UDS report was originally submitted in February and was returned with additional clarification questions from the reviewer. The Co-Applicant Board should acknowledge that this has been submitted. All of the data reported in the UDS will be shared with the Co-Applicant Board at an upcoming meeting.*

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

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

- Knox County has a fantastic team of first responders and healthcare professionals. The hardest issue is in response to testing availability across Ohio along with getting the public to understand the testing pre-requisites. The testing criterion is tight and we don't have access to COVID-19 specimen collection kits like some counties / states do. KCHD has received numerous complaint calls regarding testing availability and KCHD actively works to get messages out to the community regarding testing requirements.
- The 9 individuals from Mount Vernon Nazarene University who have been self-quarantined since their return from Italy have been notified they are not required to self-quarantine anymore as their 14 days have passed. Knox County currently has 25 individuals who are in self-quarantine, tracing back to contact with the East Knox teacher who tested positive for COVID-19. A few of these individuals had barriers to self-care, including hand sanitizer and a thermometer, so KCHD staff have delivered such resources to their home.
- KCHD encourages community members and practices that have access to personal protective equipment (PPE), such as gloves, sanitizing, and disinfectant wipes to call the Knox County COVID-19 line and KCHD will make arrangements to pick up such resources.
- KCHD has also asked, through a broad email chain, for thermometers

- Regardless, messaging remains the same regarding health and prevention of COVID-19.

***Bruce White:** Knox Community Hospital has been working with the Health Department and EMA office and has created their system to screen individuals coming into the hospital and emergency room.*

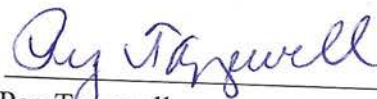
## **5. Adjournment**

Being no further business and with the end of the agenda being reached, President Jay Nixon declared the meeting adjourned.

The meeting adjourned at 12:12 p.m.



Jay Nixon  
President



Peg Tazewell  
Secretary

1. The first part of the document is a letter from the President of the United States to the Congress, dated September 17, 1787. It is a very important document, as it is the first time that the President has addressed the Congress. The letter is written in a very formal and dignified style, and it is a masterpiece of political writing. It is a document that has been studied and admired for generations.

2. The second part of the document is a report from the President to the Congress, dated September 17, 1787. It is a very important document, as it is the first time that the President has reported to the Congress. The report is written in a very formal and dignified style, and it is a masterpiece of political writing. It is a document that has been studied and admired for generations.

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