



**Co-Applicant Board Minutes**  
July 14, 2022  
**Minutes**

The Knox County Community Health Center Co-Applicant Board meeting was held 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> |
|---------------------------|---|
| Hawkins, Todd, Treasurer  | Belangia, Lane, CEO                               |
| Bailey, Kelly             | Zach Green, Health Commissioner                   |
| Tazewell, Peg, Secretary  | Patterson, Deanar, Clinical Supervisor            |
| Burdette, Patricia        | Mowry, Alayna, Communications Coordinator         |
| Perkins-Jones, Lori       | Snyder, Nanette, QI/QA                            |
| Hillier, Linda            | Robinson, Stacey, Fiscal Supervisor               |
|                           | West, Jessica, Dental Supervisor                  |
| <b>Absent:</b>            |   |
| White, Bruce              |   |
| Wythe, Mike, Pro-Tem      |   |
| Tope, Ann                 | <b>Absent:</b>                                    |
| Nixon, Jay, President     | Thomas, Kristi, Administrative Assistant          |
| Lenthe, Jim               | Martinson, Ron, MD                                |
|                           | Gilley, Stacy, Behavioral Health Supervisor, Zoom |
| <b>Guest:</b>             |   |
| Bill Raison, Raison Group |   |
|                           |   |

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by Secretary, Peg Tazewell, at 1:26 p.m.

**1.2. Roll call was done by Secretary, Peg Tazewell at 1:27 p.m.**

**1.3. Acceptance of the Agenda**

Todd Hawkins made a motion to approve the agenda. Lori Jones-Perkins seconded the motion: in the negative; none. The motion was approved.

**1.4. Approval of June 16, 2022 KCCHC Board Minutes**

Todd Hawkins made a motion to approve the June 16, 2022 KCCHC Board Minutes. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

**1.5. Public Participation**

- Bill Raison, Raison Group

**2. Special Reports**

- Communications – Alayna Mowry

No additions to the written report.

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

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

- **QI Supervisor Report – Nan Snyder**
  - Written report will be completed for the next board meeting in August
- **Clinical Supervisor Report – Deanar Patterson**

In addition to the written report:

- Workflows are being built for providers and staff to streamline processes and procedures
- Patient Care Navigator is now onboard full-time helping with applications for Medicaid/Medicare and arranging transportation for patients

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

- **Dental Supervisor Report – Jessica West**

No additions to the written report.

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

- **Behavioral Health (BH) Supervisor Report – Stacy Gilley**

No additions to the written report.

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

- **Finance – Stacey Robinson**

No additions to the written report.

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

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

*For more detailed information, see Attachment 8 – [Budget Highlights](#)*

- **CEO Report – Lane Belangia**

No additions to the written report.

*For more detailed information, see Attachment 9 – [CEO Report](#)*

### 3. New Business

#### 3.1. Finance

##### 3.1.1. Income and Expenses

Patricia Burdette made a motion to accept the KCCHC Income and Expenses. Lori Jones-Perkins seconded the motion; in the negative; none. The motion was approved.

### **3.2. Contracts**

#### **3.2.1. Approve the contract with CareMessage for an interactive patient messaging platform effective August 1, 2022 through July 31, 2024 with a monetary value of \$6,150 for the first year and \$16,150 for the second year - pending legal approval.**

Kelly Bailey made a motion to approve the contract with CareMessage for an interactive patient messaging platform effective August 1, 2022 through July 31, 2024 with a monetary value of \$6,150 for the first year and \$16,150 for the second year - pending legal approval. Linda Hillier seconded the motion; in the negative: none. The motion was approved.

### **3.3. Board Approvals**

#### **3.3.1. Approve the 2021-2022 Quality Improvement Program and Work Plan including Key Performance Indicators for the quality measures of the Health Center**

Lori Jones-Perkins made a motion to approve the 2021-2022 Quality Improvement Program and Work Plan including Key Performance Indicators for the quality measures of the Health Center. Todd Hawkins seconded the motion; in the negative: none. The motion was approved.

#### **3.3.2. The following policies are due for renewal and updated according to HRSA standards:**

- *Contract Compliance & Management Administration (unchanged)*
- *Refusal/Unwillingness to Pay (unchanged)*
- *Draw Down (unchanged)*

Patricia Burdette made a motion to approve the policies: Contract Compliance & Management, Refusal/Unwillingness to Pay and Draw Down. Lori Jones-Perkins seconded the motion; in the negative: none. The motion was approved.

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

### **4.1. CEO has signed:**

- Temporary Privileges for Melissa Body, LSW, LCDCIII

## **5. Knox Public Health Update**

### **Zach Green reported:**

- Currently 26 individuals have been diagnosed with Lyme Disease and the QI team has met to discuss rolling out education to individuals
- Knox Area Transit contract to provide free transit within Mt. Vernon, Ohio with five stops
- Levy is on the ballot this fall and it's important for it to pass in order to sustain the current operations

## **6. Board Training**


- Strategic Planning with Bill Raison

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**7. Adjournment**

Having no further business Patricia Burdette requested a motion be made to adjourn the meeting. Todd Hawkins seconded the motion: in the negative; none.

The meeting adjourned at 12:04p.m.

  
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Peg Tazewell  
Secretary

  
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Todd Hawkins  
Treasurer