

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

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

<b>Board Members:</b>	<b>Knox County Public Health / Health Center:</b>
Boyd, Jodie	Belangia, Lane, CEO
Hawkins, Todd, Treasurer	Mowry, Alayna, Communications Coordinator
Kurtz, Matthew	Phillips, Ashley, Administrative Assistant
Lenthe, Jim	Nance, Laura
Tazewell, Peg, Secretary	Reed, Dr. Larry; Chief Medical Officer
Tope, Ann	Robinson, Stacey, Fiscal Supervisor
White, Bruce	
Wythe, Mike, Pro-Tem	
<b>Absent:</b>	<b>Guests:</b>
Cline, Jeremiah	Christopher Remy, Licensed Independent Social Worker
Harry, L.J	
Hillier, Linda	
Nixon, Jay, President	

**1. Convention**

**1.1. Call to Order**

The meeting was called to order by Pro-Tem, Mike Wythe, at 11:38 a.m.

**1.2. Acceptance of Agenda**

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

**1.3. Approval of Minutes**

**1.3.1. Approval of June 18, 2020 KCCHC Board Minutes**

Jim Lenthe made a motion to approve the June 18, 2020 KCCHC Board Minutes. Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

**1.4. Public Participation:** Christopher Remy, the Health Center’s newest Licensed Independent Social Worker introduced himself, providing a brief background of his experience. Chris looks forward to working in the Health Center

**2. Special Reports**

### **2.1. Promotional Report:**

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

- A new billboard will be displayed in Danville within the week focusing on back-to-school best practices. The billboard runs through August.
- National Health Center week runs the 2<sup>nd</sup> week in August: 10-14<sup>th</sup>. Various raffle baskets will be on-site for patients to put tickets in.

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

*For more detailed information, see Attachment 2 – Promotional Report 2*

### **2.2. QI Coordinator / Clinical Supervisor:**

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

- The Health Center will soon enter into a contract with Azara Drives which is an electronic medical record enhancement program. The Health Center wanted to purchase this a few years ago, but funds were not available. The Health Center currently participates in the Health Center Controlled Network (HCCN) through the Ohio Association of Community Health Centers (OACHC) and, through HCCN, Azara Drives could be purchased at a lower, cost-sharing rate. The program runs behind-the-scenes and automatically generates valuable data reports that will directly impact patient care.
- Utilizing Azara Drives is a huge step towards achieving Patient Centered Medical Home (PCMH) certification. The Health Center is on track to achieve this certification within its first five years of operation. Once the Health Center becomes PCMH-certified, additional funds to support this certification would come about that could compensate a full-time staff member to coordinate the PCMH program & certification

*For more detailed information, see Attachment 3 – QI Coordinator & Clinical Supervisor Report*

**2.3. Medical Director Report:** No report in addition to the written report

*For more detailed information, see Attachment 4 – Medical Director Report*

*For more detailed information, see Attachment 5 – Second Q 2020 Patient Satisfaction Analysis*

*For more detailed information, see Attachment 6 – Second Q 2020 Quality Measure Report*

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

*Peg Tazewell: Children who need teeth removed are being referred to other dental clinics. Is the Health Center able to offer pediatric dental care?*

*Lane Belangia: We do offer nitrous oxide which enables us to serve more adolescent clients, but sometimes these types of procedures require further attention and/or an oral surgeon. We do have an oral surgeon, Dr. Cheek, on-site a few days each month, but, due to time constraints, Dr. Cheek's full schedule, and the need for some adolescent patients to be fully sedated, our dentist feels the need to refer such clients out. Moving forward, this is something we will examine in the future to employ a pediatric dentist on a part-time basis.*

*Peg Tazewell: We find that once a referral is made, that follow-up care is not actually sought out by the patient and their family. The referral often requires out-of-county travel. Does the patient care navigator support and assist families in this referral process?*

*Lane Belangia: Yes, our patient care navigator would be the prime position to assist such families.*

*Ann Tope: Nationwide Children's dental clinic does not have any openings until January 2021, unless they consider the dental procedure an absolute emergency.*

*For more detailed information, see Attachment 7 – Dental Supervisor Report*

#### **2.4. CEO Report:**

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

##### **340B Account:**

- The 340B program allows facilities to pass down the savings and reimbursements to their patients. One way the Health Center uses its savings is through the Produce Prescription Program and to assist patients by paying for their medication if they are unable to pay for it themselves.
- The board will continue to receive a status update monthly on the Health Center's 340B account.

##### **Miscellaneous:**

- Staff continue to do a great job meeting patient need in the midst of the COVID-19 pandemic. Most appointments are in-person, but telehealth services continue to be provided. Both patients and staff are wearing masks and patients' temperatures are being taken at the start of all appointments.
- After 36 years, Dr. Reed is retiring. The Health Center extends its upmost gratitude to Dr. Reed for his service and helping the Health Center succeed since its inception.
- Dr. Ron Martinson, who currently serves as the Chief Medical Officer for Knox Public Health, has graciously offered to assume the CMO role and assist will peer reviewing, collaborating with the nurse practitioners, and quality improvement initiatives.

*For more detailed information, see Attachment 8 – CEO Report*

*For more detailed information, see Attachment 9 – Monthly Scorecard*

### **2.5. Finance Report:**

**Todd Hawkins reported in addition to the written report:**

- Finances are looking strong. Receivables should decrease into a normal range as the dental claims continue to be processed.
- With the dental claims and collections coming in, accounts receivable should get within a reasonable amount.

*For more detailed information, see Attachment 10 – Finance Report*

## **3. New Business**

### **3.1. Finance**

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

Matthew Kurtz made a motion to accept the KCCHC June 2020 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

### **3.2. Contracts**

**3.2.1. Accept the Board of Health’s approval of a PRN contract with Amy Schuman, Dental Hygienist, to provide dental hygiene services in the Community Health Center as needed, \$35/hour, annual maximum \$10,000, effective July 1, 2020 – June 30, 2021**

Peg Tazewell made a motion to accept the Board of Health’s approval of a PRN contract with Amy Schuman, Dental Hygienist, to provide dental hygiene services in the Community Health Center as needed, \$35/hour, annual maximum \$10,000, effective July 1, 2020 – June 30, 2021. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: Amy is working on a part-time basis to cover when our two dental hygienists are on vacation or out of the office. The Board of Health approved her contract last month.*

**3.2.2. Recommend approval to Board of Health for a personal service contract with Melissa Valentine, Licensed Professional Clinical Counselor, to provide counseling services in the Community Health Center on a fee-for-time basis, \$45/hour, annual maximum \$9,000 effective August 10, 2020 – August 9, 2021**

Ann Tope made a motion to recommend approval to Board of Health for a personal service contract with Melissa Valentine, Licensed Professional Clinical Counselor, to provide counseling services in the Community Health Center on a fee-for-time basis, \$45/hour, annual maximum \$9,000 effective August 10, 2020 – August 9, 2021. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: Melissa resigned from her full-time position in early summer, but is willing to provide counseling services in the Health Center one night per week. Most of the patient's she will continue to see have been her clients for the last several years. This also enables us to extend our hours of operation a bit.*

**3.2.3. Recommend approval to Board of Health for a contract with Azara Healthcare, LLC, a web-based data warehouse and reporting solution system at an annual cost of \$13,200 for the first year and \$26,500 for subsequent years effective July 23, 2020 and remains ongoing**

Ann Tope made a motion to recommend approval to Board of Health for a contract with Azara Healthcare, LLC, a web-based data warehouse and reporting solution system at an annual cost of \$13,200 for the first year and \$26,500 for subsequent years effective July 23, 2020 and remains ongoing. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This contract was extensively discussed earlier during the COE report. The second-year fee would be the maximum cost. Perhaps the Health Center would be able to receive grant funding or cost-sharing with the HCCN group. If we choose to terminate at any time, the contract has a 60-day out clause.*

**3.2.4. Recommend approval to Board of Health to amend the Letter of Commitment with Baker's IGA in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020**

Bruce White made a motion to recommend approval to Board of Health to amend the Letter of Commitment with Baker's IGA in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: This is a continuing program that began last year with the Creating Healthy Communities grant in collaboration with the Health Center. A total of \$5,000 is allocated for this program which provides stipends to purchase healthy food and dietetic counseling.*

*Bruce White: Geographically, do the participating businesses meet the need of the clientele?*

*Lane Belangia: Yes, we try and work with businesses throughout the county and will continue to do so.*

**3.2.5. Recommend approval to the Board of Health to amend the Letter of Commitment with Mount Vernon Farmer's Market in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020**

Bruce White made a motion to recommend approval to Board of Health to amend the Letter of Commitment with Mount Vernon Farmer's Market in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.2.6. Recommend approval to the Board of Health to amend the Letter of Commitment with Yellowbird Foodshed in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020**

Bruce White made a motion to recommend approval to Board of Health to amend the Letter of Commitment with Yellowbird Foodshed in order to extend the agreement to an on-going basis for an annual maximum of \$5,000, paid for by the Knox County Community Health Center effective August 1, 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.2.7. Recommend approval to the Board of Health for a Letter of Commitment with Lanning's Foods to implement the Produce Prescription Program effective August 1, 2020 and remains ongoing, with an annual maximum of \$5,000 paid for by the Knox County Community Health Center**

Bruce White made a motion to recommend approval to Board of Health for a Letter of Commitment with Lanning's Foods to implement the Produce Prescription Program effective August 1, 2020 and remains ongoing, with an annual maximum of \$5,000 paid for by the Knox County Community Health Center. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.3. Board Approvals**

**3.3.1. Approve submission of self-reported Change-In-Scope updates to Form 5C**

- Added in Type of Other Activity: Testing / Vaccination Health Clinics
  - o *Rationale: Health Center staff will provide appropriate testing and vaccinations related to the COVID-19 pandemic in the Health Center's service area*

Bruce White made a motion to approve submission of self-reported Change-In-Scope updates to Form 5C: Added in Type of Other Activity: Testing / Vaccination Health Clinics. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

*Lane Belangia: As you know, we received additional funds from HRSA to respond to COVID-19 within our patient population. We've completed a number of COVID tests and clinics outside of our two locations. This approval will allow the Health Center to conduct such testing and*

*vaccination clinics outside of our two locations in order to appropriately meet patient need within our area.*

**3.3.2. Approval of recommendation to use self-reported Change-In-Scope updates to Form 5C to address current and future testing and vaccination needs as it relates to the current COVID-19 pandemic in the Health Center's service area**

Ann Tope made a motion to approve recommendation to use self-reported Change-In-Scope updates to Form 5C to address current and future testing and vaccination needs as it relates to the current COVID-19 pandemic in the Health Center's service area. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

*Lane Belangia: This serves as the Co-Applicant Board's acknowledgement and approve of us conducting such clinics that are within our scope.*

**3.3.3. Accept the following KCCHC policy as needed to meet the Standards of HRSA Health Center Compliance Manual**

- *KCCHC Incident Reporting System*

Bruce White made a motion to accept the following KCCHC policy as needed to meet the Standards of HRSA Health Center Compliance Manual: Incident Reporting System. Jim Lenthe seconded the motion: in the negative; none. Bruce White abstained from voting as policy was not provided prior to the meeting. The motion was passed.

*Lane Belangia: The Health Center formerly followed the health department's policy. But, as services continue to expand the Health Center grows, it's best to create our own policy. The policy will be emailed to the board directly.*

**3.4. Board Information**

**3.4.1. Board Training : Tabled**

- Produce Prescription Program : Lillian Collins

**CEO has signed:**

**3.4.2. Renewed referral arrangement between the Knox County General Health District dba: Knox Public Health and the Knox County Community Health Center to achieve a cooperative, and collaborative service delivery model to a shared target population and service area effective June 26, 2020 and remains ongoing**

*Lane Belangia: This is an annual renewal to the current agreement we have with the public entity.*

**Other:**

**3.4.3. Health Center CEO and Knox Public Health's Board of Health have hired Chris Remy, Licensed Independent Social Worker (LISW), effective July 13, 2020**

*Lane Belangia: Chris is doing well and has joined us at our meeting today.*

**3.4.4. Health Center CEO and Knox Public Health's Board of Health have hired Dawn Priest, Licensed Social Worker (LSW), effective July 27, 2020**

**3.4.5. Health Center CEO submitted the H8C, H8D, and H8E Quarterly Progress Reports with original due date of July 10, 2020**

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

**Lane Belangia shared with the Co-Applicant Board:**

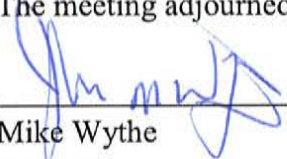
COVID-19:

- The Health Center continues to partner with the Licking County Health Department to offer testing supplies. They are conducting approximately 50 tests each day they conduct.
- A COVID-19 drive-thru clinic will be offered at East Knox. The Health Center is partnering with the Ohio National Guard to conduct testing from 3-6pm.
- COVID testing continues daily at both locations in Mount Vernon and Danville.
- Initial logistics plans are being considered in the event mass-vaccination clinics need to be held.
- Testing across the state has exponentially increased. Turn-around time for results is back up to 7-8 days unless a healthcare provider deems that someone should be sent to Knox Community Hospital who has a quicker turn-around time.
- Lane has been assigned to assist Mount Vernon Nazarene University with their re-opening plans. Knox Public Health is assisting many agencies across the county with their plans for re-opening.

**5. Adjournment**

Being no further business, Ann Tope made a motion to adjourn the meeting. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

The meeting adjourned at 12:23 p.m.

  
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Mike Wythe  
Pro-Tem

  
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Peg Tazewell  
Secretary