

**Knox County Community Health Center  
Co-Applicant Board  
May 21, 2020  
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held May 21, 2020. The following were in attendance:

<b>Board Members:</b>	<b>Knox County Health Dept. Staff:</b>
Hawkins, Todd, Treasurer	Belangia, Lane, CEO
Hillier, Linda	Miller, Julie, Health Commissioner
Kurtz, Matthew	Mowry, Alayna, Communications Coordinator
Lenthe, Jim	Phillips, Ashley, Administrative Assistant
Nixon, Jay, President	Phillips, Ashley, Administrative Assistant
Tazewell, Peg, Secretary	Robinson, Stacey, Fiscal Supervisor
Tope, Ann	Snyder, Nan, QI Coordinator & Clinical Supervisor
White, Bruce	
<b>Absent:</b>	<b>Guests:</b>
Boyd, Jodie	Harmer, Jeff, Board of Health
Cline, Jeremiah	
Harry, L.J	

**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**

Peg Tazewell 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 April 16, 2020 KCCHC Board Minutes**

Ann Tope made a motion to approve the April 16, 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. Promotional Report:** No report in addition to the written report

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

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

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

- The Quality Improvement (QI) work-plan is a two-part work plan to ensure systems are in place to provide quality care and service to patients.
- Facets of the QI Work-Plan include: patient centeredness, cultural competency, education, assessments and documentation.
- Key Performance Indicators are another crucial part of developing a QI Work-Plan. Key performance indicators include such items as: patient satisfaction surveys, uniform data system reports (UDS), coordination of care, and safety/risk management.
- Each key performance indicator include baseline data (from prior years), along with an internal agency goal and a target rate from state and national levels.
- The Quality Improvement Work-Plan is a living document, but it's crucial the Co-Applicant Board is aware and has input on the creation and aspects of the plan.

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

*For more detailed information, see Attachment 3 – [QI Coordinator & Clinical Supervisor Report #2](#)*

*For more detailed information, see Attachment 4 – [Quality Improvement Work-Plan](#)*

*For more detailed information, see Attachment 5 – [Quality Improvement Key Performance Indicators](#)*

*For more detailed information, see Attachment 6 – [Quality Improvement 101 PowerPoint](#)*

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

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

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

*For more detailed information, see Attachment 8 – [CEO Report](#)*

*For more detailed information, see Attachment 9 – [Monthly Scorecard](#)*

**2.5. Finance Report:** No report in addition to the written report

*For more detailed information, see Attachment 10 – [Finance Report](#)*

**3. New Business**

**3.1. Finance**

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

Jim Lenthe made a motion to accept the KCCHC April 2020 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

*Todd Hawkins: All expenses are in check as the Health Center is being very cognizant of expenses. Regarding revenues, the Health Center has recently received additional grants related to COVID-19 that will be discussed further in this meeting.*

### **3.2. Board Approvals**

#### **3.2.1. Approve the KCCHC Quality Improvement (QI) Policy, Procedure, and Work Plan**

Peg Tazewell made a motion to approve the KCCHC Quality Improvement (QI) Policy, Procedure, and Work Plan. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

#### **3.2.2. Approve budget narrative for HRSA Grant Award Number: H8CCS34904010 for FY2020 Coronavirus Supplemental Funding for Health Centers totaling \$53,839.00**

Ann Tope made a motion to approve budget narrative for HRSA Grant Award Number: H8CCS34904010 for FY2020 Coronavirus Supplemental Funding for Health Centers totaling \$53,839.00. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

*Stacey Robinson: This was the first grant of three to respond to COVID-19 in Knox County. Any money previously allocated for salaries in the main HRSA grant, cannot be accounted for or budgeted in the new COVID-19 grants. This grant was used to get the Health Center's telehealth services up and running.*

*Jay Nixon: These are grants that we have already approved acceptance of last month, correct?*

*Stacey Robinson: Correct.*

*Peg Tazewell: The Finance Committee reviewed each of these budget narratives in detail this morning.*

#### **3.2.3. Approve budget narrative for HRSA Grant Award Number: H8DCS36687010 for Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding totaling \$572,135.00**

Matthew Kurtz made a motion to approve budget narrative for HRSA Grant Award Number: H8DCS36687010 for Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding totaling \$572,135.00. Ann Tope seconded the motion: in the negative; none. The motion was passed.

*Stacey Robinson: This grant is meant to prepare and respond to COVID-19 along with sustained revenue lost due to COVID-19. Both of these budget narratives will be submitted to HRSA and have been reviewed by the Finance Committee. Dental operator modifications were also budgeted for to meet the new compliance measures to continue dental care during COVID-19.*

**3.2.4. Recommend acceptance of H80E HRSA Grant Award totaling \$141,844.00 for Health Centers to prevent, prepare for, and respond to COVID-19 with budget period May 1, 2020 through April 30, 2021**

Jim Lenthe made a motion to recommend acceptance of H80E HRSA Grant Award totaling \$141,844.00 for Health Centers to prevent, prepare for, and respond to COVID-19 with budget period May 1, 2020 through April 30, 2021. Peg Tazewell seconded the motion: in the negative; none. The motion was passed.

*Stacey Robinson: This is the most recent grant received pertaining to COVID-19 and a budget narrative is being worked on at this time.*

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

- *KCCHC Patient Non-Discrimination Policy*

Ann Tope made a motion to accept the following KCCHC policy as needed to meet the Standards of HRSA Health Center Compliance Manual: KCCHC Patient Non-Discrimination Policy. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

*Nan Snyder: This is a standard non-discrimination policy that the Health Center must have.*

**3.3. Board Information**

**CEO has signed:**

**3.3.1. Renewed MOA with The Freedom Center for substance abuse treatment referrals, as needed, effective May 14, 2020 through May 14, 2022**

*Julie Miller: This MOA traces to Form 5A in EHB for HRSA as the Health Center must have certain referral arrangements established for certain types of care if the health center doesn't provide such services on-site.*

**3.3.2. Renewed MOA with Knox Area Transit for transportation services, as needed, effective May 15, 2020 through May 15, 2022**

*Julie Miller: This MOA also traces to Form 5A in EHB for HRSA as the Health Center must have certain referral arrangements established for certain types of care if the health center doesn't provide such services on-site. In this case, those services would be transportation*

**3.3.3. Renewed Pharmacy Services Agreement with Eastside Conway's Pharmacy for the Knox County Community Health Center to pay for eligible prescriptions for patients, as needed, effective January 1, 2018 and remains ongoing**

*Ashley Phillips: This MOA also traces to Form 5A in EHB for HRSA as the Health Center must have certain referral arrangements established for certain types of care if the health center doesn't provide such services on-site. In this case, these services are pharmacological needs. All three Memorandum of Agreement's recently signed are renewed and in preparation for the Health Center's On-Site Visit conducted by HRSA.*

*Jay Nixon: Remind me again when the On-Site Visit is scheduled to take place?*

*Ashley Phillips: Prior to COVID-19, it was scheduled for the third week in June. However, HRSA has canceled and postponed all site visits until at least September. Moving forward, there is possibility of a virtual site-visit, too.*

**3.3.4. Renewed contract with Nick Gotschall to perform peer review services for clinical counselors and social workers at KCCHC for an annual maximum of \$2,000 effective June 1, 2020 through May 31, 2021**

*Ashley Phillips: Nick has peer reviewed the Health Center's Licensed Independent Social Worker and the Licensed Professional Clinical Counselor quarterly and will continue to do so.*

**3.3.5. Renewed contract with CB Practice Solutions to provide E-Clinical Works consulting services for an annual maximum of \$25,000 effective May 22, 2020 through May 21, 2021**

**3.3.6. Renewed MOA with Knox County 911 for after-hour support for medical emergencies effective May 21, 2020 and remains ongoing**

*Ashley Phillips: This is another referral arrangement for patients to be connected to the appropriate personnel should a patient call after-hours.*

**3.3.7. Health Center Fiscal Supervisor and Knox Public Health Fiscal Coordinator have attested to receiving HHS funds totaling \$224,731.71, with Knox Public Health housing such funds**

*Stacey Robinson: The Health Center received three payments totaling this amount based on Medicare cost reports and fees that the Health Center submits.*

*Jay Nixon: Is this additional funding beyond the grants?*

*Stacey Robinson: Correct.*

**3.3.8. Health Center CEO and Knox Public Health Board of Health have accepted the resignation of Stephanie Fields, Certified Medical Assistant, effective March 14, 2020**

*Julie Miller: The Health Center has chosen to pursue replacing this position at such time.*

**3.3.9. Health Center CEO and Knox Public Health Board of Health have accepted the resignation of Melissa Valentine, Licensed Professional Clinical Counselor, effective August 7, 2020**

*Julie Miller: Interviews are being conducted for an additional counselor to replace Melissa when she leaves.*

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

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

- The Health Department aims to return to semi-normalcy within the building as each division brings and rotates staff in and throughout the building.
- The Health Center continues to see patients in-person and via telehealth.
- The Leadership Team continues to review and address the strategic plan and accreditation standards.

#### **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 12:14 p.m.

  
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Jay Nixon  
President

  
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Peg Tazewell  
Secretary