

**Knox County Community Health Center
Co-Applicant Board
September 17, 2020
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held September 17, 2020. The following were in attendance:

Board Members:	Knox County Public Health / Health Center:
Boyd, Jodie, Phone	Belangia, Lane, CEO
Hawkins, Todd, Treasurer, Internet	Mowry, Alayna, Communications Coordinator
Kurtz, Matthew, In Person	Phillips, Ashley, Administrative Assistant
Lenthe, Jim, In Person	
Tazewell, Peg, Secretary, Internet	
Tope, Ann, Phone	Robinson, Stacey, Fiscal Supervisor
White, Bruce, Internet	
Wythe, Mike, Pro-Tem, Internet	
Jay Nixon	
Absent:	Guests:
Cline, Jeremiah	Student Laura Gilmore
Harry, L.J	Suzanne Dapprich
Hillier, Linda	Julie Miller

1. Convention

1.1. Call to Order

The meeting was called to order by President, Jay Nixon, at 11:30 a.m.

1.1a Motion to amend the agenda

Jim Lenthe made a motion to amend the agenda and remove a portion of the CEO report pertaining to Danville Dental Clinic. Bruce White seconded the motion: in negative; none. The motion was approved.

1.2. Acceptance of the Amended 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

Peg Tazewell made a motion to approve the August 20, 2020 KCCHC Board Minutes. Ann Tope seconded the motion: in the negative; none. The motion was approved.

1.4. Public Participation: Suzanne Dapprich from KPH was in attendance observing the meeting and Laura Gilmore a doctorate student from Ashland University performing a student affiliation with Julie Miller was also in attendance observing.

2. Special Reports

2.1. Promotional Report:

Alayna Mowry reported in addition to the written report:

- *Spectrum TV contract ends the end of September, it was decided not to continue advertisement under this platform at this time. The health center is currently reviewing how the center reaches and communicates with patients and pursuing other options to ensure budgeted money for marketing results in a known ROI.*

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:

Nan Snyder reported in addition to the written report:

- *Quality measures are progressing well and the center is working to collect the reporting data for the upcoming UDS report due for 2019.*
- *The center is helping MVNU with Covid testing for all athletes, these athletes contributed to a increase number of ethnicity captured in the center as many of these students are in varying categories of ethnicity compared to the general population of Knox County.*

Lane Belangia reported in addition to the written report:

- *Reviewing the UDS data on the HRSA website for the trends of the center from 2017 to 2019 were discussed. UDS measures dropped slightly in 2019 due to not having a dentist on staff for 5 months. He reported an overall increase in patient numbers for the year is forecasted despite the decrease in patient numbers due to Covid.*
- *A review of the SFS utilization and income levels trends were reviewed, it was discussed that a potential increase in the slide percentage to 350% when the board can adjust due to profitability.*
- *Services were also reviewed and the trend sees an increase in behavioral health visit counts for 2019 as compared to 2017, at that time the center only had one part time counselor. The current year will be significantly higher in visits as we have 4 full time counselors.*
- *Lane reminded the board of the importance of growth and accounting for center patient numbers for individual encounters and also visit counts as these are the best indicators of growth which also could impact funding for future developments in the center if growth does not continue.*

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

2.4. Dental Supervisor Report:

Lane Belangia reported:

- *Informed the board that the current dental supervisor is on medical leave. Fortunately, we have increased the hours of a contract dental hygienist who had been hired to cover vacations. Amy Schuman is now covering all of Laura's hygiene schedule to continue to provide much needed access to dental care.*

2.4. CEO Report:

Lane Belangia reported in addition to the written report:

- *The Center continues to see increases in revenue this month. The budget is being expended as planned and the covid H-D fund is also being expended prudently to ensure the Covid pandemic and patient needs related to the outbreak can be address for the remainder of the budget year.*
- *The OSV for 2020 originally scheduled in June 2020 has been re-scheduled for December 8th to 10th. This visit from HRSA occurs every 3 years for centers who are not under any grant conditions. This visit format is now changed from Monday to Wednesday rather than Tuesday to Thursday as previous years.*
- *Last OSV the board had to hold a special meeting and meet several times to fix any items and policy recognized as out of compliance. This new process (Crow) allows the center to work for two weeks after the final report is received in order to correct and resubmit and avoid grant conditions. While this process could equate to less board participation it was explained the board should be ready for a virtual meeting with the HRSA surveyor on Monday or Tuesday of the OSV week, the schedule will be known prior to the OSV to allow for any board members to attend training.*
- *In November of this year (the 6th) we will be submitting the center's non-competete continuation report or BPR for the next fiscal year. Stacey Robinson and Lane Belangia will be beginning work on this large report that is not competitive. In November of 2021 we will again submit a competitive application or SAC. We will again hire a grant consultant to assist with the multiple components of the submission as there are many important updates needed to our needs assessment, and budget. The risk of another center bringing services into our area is low but if we do not submit a comprehensive SAC the risk could be our funding could be reduced.*

- *Lane reported he signed a MOU with MVNU to bring services into the center from the university, to date this has consisted of helping with Covid testing. Next we will assist with Flu vaccinations. The hope is the clinic at the MVNU campus could support Telehealth and the school nurse could help support a telehealth platform with a satellite site being brought into scope by next year. The university has 1250 students with 300 staff which would significantly grow our center's patient panel. As space is maximized at our main location we continue to grow services through satellite sites much as many centers often due to help access in rural or specialty areas.*
- *Covid testing consists of testing sick patients as needed with regular visits and with drive through clinics two days a week onsite in the parking lot of the center. The center is also beginning flu clinic next month and in October.*

For more detailed information, see Attachment 8 – CEO Report

For more detailed information, see Attachment 9 – UDS Comparisons Age

For more detailed information, see Attachment 9 – UDS Comparisons Income

For more detailed information, see Attachment 9 – UDS Comparisons Services

2.5. Finance Report:

Stacey reported in addition to the written report:

- Increase in Revenue for another month and continues to trend up. Immunizations are back on the fiscal report and revenue for this month was just over \$41,000.
- Days in AR have decreased again this month to 64 days, the Medicare cost report money from 2019 was received which was a little over \$12,000.
- Cash on hand as of 9-17-2020 was \$166,887.57

Jay Nixon: *AR should always be low and it looks as if this is trending in the right direction.*

Stacey Robinson: *Yes, Centerprise has been cleaning up problems, still working to get UHC as this insurance still shows our center as out of network. The fix for this is in the finally step.*

Additional AR days are lagging as they relate to dental and Molina but this too is being focused on for a fix.

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 September 2020 Finance Report Matthew Kurtz seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend approval to increase the maximum amount with Amy Schuman, Registered Dental Hygienist to \$50,000, effective September 24, 2020 through June 30, 2021

Ann Tope made a motion to recommend to the Board of Health the approval to increase the maximum amount with Amy Schuman, Registered Dental Hygienist to \$50,000, effective September 24, 2020 through June 30, 2021, Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Amy is now working more hours to cover Laura Nance's medical leave and therefor the maximum amount for this contract needs to be increase as the original \$10,000 maximum would not be sufficient to maintain on the current PO.

3.2.2. Accept HRSA Grant Award #H80CS30716-04-02 FY2020 Health Center Quality Improvement one-time supplemental grant funding totaling \$12,389 awarded August 25, 2020

Ann Tope made a motion to recommend accepting HRSA Grant Award #H80CS30716-04-02 FY2020 Health Center Quality Improvement one-time supplemental grant funding totaling \$12,389 awarded August 25, 2020. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Nan Snyder should be reporting on this next year as she is the QI coordinator. This award is usually issued in August of each year. Because we saw slightly less patients last year related to not having a dentist we did not qualify for the expansion portion of the award. The center received around \$5000 less than in 2019. One big component we should continue to strive for is PCMH recognition, the award money alone would pay for the position. Hopefully within the next 2 years we will attain this recognition.

3.2.3. Approval to appoint Lori Jones-Perkins, Consumer, to the Knox County Community Health Center Co-Applicant Board for a 5-year term, effective October 1, 2020

Ann Tope made a motion to appoint Lori Jones-Perkins, Consumer, to the Knox County Community Health Center Co-Applicant Board for a 5-year term, effective October 1, Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Jay Nixon has the application for this appointment and has reviewed the documents. Lori is the Executive Director of New Directions, Lori has been a patient of the center for a while and is excited about becoming a consumer member. The board is looking for

a total of 2 new consumer members as LJ Harry and Jerimiah Cline have not been able to regularly participate due to conflicts.

Jay Nixon: Lori is personal and professional in his interactions with Lori and thinks she will be a great addition to the board.

3.2.4. Approval for Self-Reported Changes in Scope to Form 5A to reflect accurate Health Center services

Peg Tazewell made a motion to recommend approval the CEO to Self-Reported Changes in Scope to Form 5A to reflect accurate Health Center services Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Due to the timing of this meeting we are not sure of exactly what will need to be changed on form 5A. Reminder to the board form 5A reflects how we as a health center provide services especially the service mandated, this form is review throughout the year and with the upcoming OSV I have had a conversation with our consultant regarding some changes with how we are providing some service and it appears as if we will need to change this form. I am asking for permission and direction to change the few columns needed once know and then report back to the board next month for official approval.

3.3 Board Discussion

3.3.1 Chapter 18 Discussion

Lane Belangia: We are going to review the statistical report from the health department, this report shows the current trend for many of the UDS measure and it is what our QI coordinator updates monthly, this is a nice snapshot of the current visit counts, insurance and other demographic information for the center. The current patient count for the year is 3211 which is already over the 2019 UDS visit count. This indicates a direct increase in access to care, increased services and patient utilization of the center and its services have increased. Medicaid remains the largest volume of patient caseload and visits. Our reports show an average of 40 to 45% Medicaid which is slightly lower than the national average which hovers around 50% or slightly higher. We see a lot of private insurance (immunizations) and also see a far portion of private pay (Amish). Overall the date shows a nice increase in numbers for increase services despite the dip in utilization from when Covid began.

For more detailed information, see Attachment 9 – Center Statistics

3.4 Board Information

3.4.1 Health Center CEO and Knox Public Health Board of Health have accepted the resignation of Ashley Phillips, Administrative Assistant, effective September 18, 2020.

Jay Nixon: *Recognized how wonderful Ashley has done in her contributions to this board and support of the CEO and admin staff during her short time with us. He also indicated we will have a hard time replacing her. He wished her good luck with her new job working in the family business. Jay invited her to become a board member as she would bring much knowledge to the board and thinks she would be a good addition.*

Lane Belangia: *In addition to the written report I recognize Ashley as being a huge asset to me and my staff and I do not know how I will make it without her. Humor, also reports these meetings may be the form of smoke signals as I am now the one coordinating the board meetings.*

Julie Miller: *In addition to the others she would like to add that Ashley did an amazing job for the center as well as running the DFCs grant prior to moving into the position. She wished her luck and acknowledged her good work supporting Lane and the dedication to the health department, she will be missed.*

CEO has signed:

3.4.2. Renewed contract with Genua Consulting at \$200/hour with \$5,000 annual max effective October 26, 2020 through October 25, 2021

Lane Belangia: *A review of this contract shows we are still utilizing it prudently and reducing the overall annual cost of the contract as we have learned to manage the center without as much reliance on contractors. YTD we have spent \$300, we will use her more over the next few months as we prepare for the OSV.*

3.4.3. Renewed contract with Behavioral Healthcare Partners of Ohio for behavioral health and counseling services at the Knox County Community Health Center for an annual maximum of \$30,000 effective October 1, 2020 through September 30, 2021

Lane Belangia: *This is renewal of a column II contract hopefully we can begin to see BHP services in Danville.*

4. Health Commissioner – Board of Health Update

Julie Miller: *Trying to get the agency back to some normalcy after Covid, current number is 270 cases and we as a public HD continue to forge forward. Now we are averaging 1 to 2 cases daily. Expect to see an increase in cases because colleges and schools are back in session; planning for mass vaccination should Covid vaccine be made available and we are using the*

upcoming flu clinics to practice and plan for mass vaccination. Overall much of what we are doing is helping with Covid re-opening, school events, trick or treat and fall events.

Zach Green was named deputy health commissioner with that Julie will now be able to spend more time in the center helping the CEO and assess what is needed to continue to allow the center to grow. I will be looking at strategic planning and continue to move the center forward. Special focus to resources needed, personnel, equipment, services, this will be in place for the next 6 months, Julie is currently sharing an office with Nan to build some mutual learning and support workings for both.

5. Executive Session

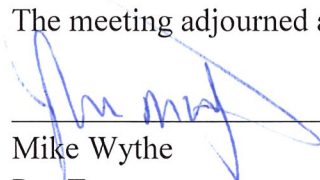
Jim Lenthe made a motion at 12:15 PM to go into executive session to discuss the purchase and acquisition of property. Bruce White seconded the motion.

At 12:40 PM Jim Lenthe made a motion to return to regular session. Matthew Kurtz seconded the motion. The meeting was returned to regular session.


5. Adjournment

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

The meeting adjourned at 12:44 p.m.



Mike Wythe
Pro-Tem



Jay Nixon
President