



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>
Jay Nixon, President	Lane Belangia, CEO
Mike Wythe, Pro-Tem	Zach Green, Health Commissioner
Peg Tazewell, Secretary, Zoom	Deanar Sylvester, Clinical Director
Jeff Laughlin	Katie Hunter, Fiscal Director
Lori Jones-Perkins	Nan Snyder, QI/QA Coordinator
Jim Lenthe	Alayna Mowry, Communications Coordinator, Zoom
Linda Hillier	Shanea Mantel, Admin Assistant
	Kristi Thomas, Admin Assistant
<b>Absent:</b>	Stacy Gilley, Behavioral Health Supervisor
Bruce White	Nicole Lybarger, Admin Assistant
Kelly Bailey	Adam Proper, Clinical Supervisor
Patricia Burdette	
Todd Hawkins, Treasurer	
	<b>Absent:</b>
	Ron Martinson, MD
	Stacey Robinson, Fiscal Supervisor
<b>Guest:</b>	Jessica West, Dental Supervisor

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by President, Jay Nixon, at 11:32 a.m.

**1.2. Acceptance of the Agenda**

Jim Lenthe made a motion to accept the agenda. Lori Jones-Perkins seconded the motion; in the negative: none. The motion was approved.

**1.3. Approval of October 20, 2022 KCCHC Board Minutes**

Lori Jones-Perkins made a motion to approve the October 20, 2022 KCCHC Board Minutes. Jim Lenthe seconded the motion; in the negative; none. The motion was approved.

**1.4. Public Participation**

**2. Special Reports**

- **Marketing – Alayna Mowry**
  - Meeting Burgie MediaFusion to provide a marketing plan for the Health Center
  - Moving into 2023 the Health Center will take suggestions from the marketing consultants on what the marketing plan looks like
  - Looking at re-branding the Health Center and changing the name to a shorter and/or easier name

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

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

- **Administrative – Deonar Sylvester**
  - There is a new admin pre-visit planning workflow to re-align tasks and duties of admin staff
- **QI Supervisor Report – Nan Snyder**
  - UDS report will come out first of the year (2023)

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

- **Clinical Supervisor Report – Deonar Patterson**

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

- **Dental Supervisor Report – Lane Belangia**
  - Dentist in Danville will go part-time or depart the practice
  - Health Center is actively looking for a new dentist
  - Dental practice will change working hours from 10 hours per day to 8 hours per day

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

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

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

- **Finance – Katie Hunter**
  - Actively working on revenue cycles
  - Shanea Mantel will be working on analyzing the 814 Grant for the Health Center

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

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

- **CEO Report – Lane Belangia**
  - Thanked Co-App Board members for their service on the board
  - Received two payments from Medicaid this month and will be reflected next month (between \$1-\$1.5 million)
  - As we grow we are seeing significant turnover and will re-evaluate the agency pay scale
  - Lane introduced Nicole Lybarger to the Co-App Board as his new assistant

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

### 3. New Business

#### 3.1. Finance

##### 3.1.1. Income and Expenses

Mike Wythe made a motion to approve the Income and Expenses for October 2022. Linda Hillier seconded the motion; in the negative: none. The motion was approved.

##### 3.2. Contracts - None

##### 3.3. Board Approvals - None

**4. Board Non-Action Items**

4.1.1. BOH has approved the following hires that are budgeted and opened/vacant within the Knox County Community Health Center:

- Nicole Lybarger, Administrative Assistant effective November 7, 2022
- Tiffany Stevens, LPN, effective November 21, 2022
- Eleanor Frost, LPN, effective November 28, 2022

4.1.2. BOH has accepted the following resignations within the Knox County Community Health Center:

- Tia Ball, LPN, effective November 16, 2022
- Susan Musgrave, LPN, effective November 11, 2022
- Rachel Frye, Administrative Assistant, December 2, 2022
- Shelly Hurlow, Dental Assistant, effective December 30, 2022

**5. Board Training – Lane Belangia**

- Compliance Manual Chapter 11

**6. Knox Public Health Update – Zach Green**

- Entering into 2023 the Federal Declaration of Public Emergency will be projected to end in April
- Thanked the Co-App Board and Leadership Team for support in passing the Knox Public Health tax levy

**7. Executive Session**

At 12:02 p.m. Jim Lenthe made a motion to enter into executive session. Mike Wythe seconded the motion. On roll call the following voted in affirmative: Jay Nixon, Mike Wythe, Lori Jones-Perkins, Jim Lenthe, Linda Hillier and Jeff Laughlin; in the negative: none. The motion was approved.

Zach Green and Lane Belangia were asked to stay for executive session.

At 12:16 p.m. Mike Wythe made a motion to exit executive session. Jim Lenthe seconded the motion. On roll call the following voted in affirmative: Jay Nixon, Mike Wythe, Lori Jones-Perkins, Jim Lenthe, Linda Hillier and Jeff Laughlin; in the negative: none. The motion was approved.

**8. Adjournment**

Having no further business Jim Lenthe made a motion to adjourn the meeting. Lori Jones-Perkins seconded the motion; in the negative: none. The motion was approved.

The meeting adjourned at 12:17 p.m.