



The Knox County Community Health Center Co-Applicant Board meeting was held January 20, 2022 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>
Lenthe, Jim	Belangia, Lane, CEO
Nixon, Jay, President	Miller, Julie, Health Commissioner
Tope, Ann	Robinson, Stacey, Fiscal Supervisor
White, Bruce	Patterson, Deanar, Clinical Supervisor, Zoom
Hawkins, Todd, Treasurer	Gilley, Stacy, Behavioral Health Supervisor, Zoom
Perkins-Jones, Lori	Mowry, Alayna, Communications Coordinator
Wythe, Mike, Pro-Tem	Thomas, Kristi, Administrative Assistant
Tazewell, Peg, Secretary	
<b>Absent:</b>	<b>Absent:</b>
Hillier, Linda	Snyder, Nanette, QI/QA
Burdette, Patricia	West, Jessica, Dental Supervisor
	Martinson, Ron, MD
	<b>Guest:</b>

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by President Jay Nixon, at 11:35 a.m.

**1.2. Roll call was done by Kristi Thomas, Admin Assistant, at 11:35 a.m.**

**1.3. Acceptance of the Agenda**

Mike Wythe requested a motion be made to approve the agenda. Bruce White seconded the motion: in the negative; none. The agenda was approved.

**1.4. Approval of November 18, 2021 and December 16, 2021 KCCHC Board Minutes**

Ann Tope made a motion to approve the November 18, 2021 and December 16, 2021 KCCHC Board Minutes. Bruce White seconded the motion; in the negative; none. The motion was approved.

**1.5. Public Participation**

None.

**2. Special Reports**

**2.1. Communications**

Written report only.

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

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

## 2.2. QI/Clinical

Written report only.

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

## 2.3. Clinical Supervisor Report

**Lane Belangia reported:** COVID numbers are up but, the clinic is managing. We are continuing vaccinations and COVID testing.

## 2.4. Dental Supervisor Report

Written report only.

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

## 2.5. Behavioral Health (BH) Supervisor Report

Written report only.

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

## 2.6. Finance

**Stacey Robinson reported:** Revenue and expenses have stayed relatively steady with the exception of Knox County Dental. With the shutdown of the practice for remodel this has dipped a little bit but once the dental staff get back into the clinic we will start to see revenue rise again.

**Todd Hawkins:** *As you can see on the expense and revenue report, both are up and we are three-quarters of the way through the year. With the growth these have both increased but, cash value is increasing and that is good.*

*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](#)*

## 2.7. CEO Report

Lane Belangia reported: The Moore Family Practice and Walkin Clinic have officially been purchased by the Knox Public Health and the Knox County Community Health Center. Their first official day was January 3, 2022. Both practices will be brought into scope around March 2022. The purchase of both the family practice and clinic put us at double the number of patients our current health center has.

The 340B agreement has been finalized with Fosters Pharmacy. Because of the volume of patients having been seen at the Moore Family Practice and Walkin Clinic there will be a large increase in 340B revenue. The Health Center will also be offering a discount drug program in the future for patients that see the Health Center and get their drugs filled at Foster's Pharmacy.

A letter of acknowledgement was received from the historical society allowing us to continue on with our plans in Danville. This will allow us to finalize the capital grant and start renovations.

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

### **3. New Business**

#### **3.1. Finance**

##### **3.1.1. Income and Expenses**

Peg Tazewell made a motion to accept the KCCHC November 18, 2021 and December 16, 2021 Income and Expenses. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

#### **3.2. Contracts**

##### **3.2.1. Accept the renewal of the business services contract with Knox Community Hospital for medical services provided by Certified Nurse Practitioners effective January 1, 2022 through December 31, 2022 with a monetary value of \$58/hour not to exceed \$194,000/year.**

Ann Tope made a motion to accept the renewal of the business services contract with Knox Community Hospital for medical services provided by Certified Nurse Practitioners. Jim Lenthe seconded the motion: in the negative; none. Abstained; Bruce White. The motion was approved.

##### **3.2.2. Accept the renewal of the business services contract with Knox Community Hospital providing a Medical Director for the Co-Applicant Board, effective January 1, 2022 through December 31, 2022 with a monetary value of \$85/hour not to exceed \$36,000.**

Peg Tazewell made a motion to accept the renewal of the business services contract with Knox Community Hospital for providing a Medical Director for the Co-Applicant Board. Jim Lenthe seconded the motion: in the negative; none. Abstained; Bruce White. The motion was approved.

##### **3.2.3. Accept the renewal of the personal services contract with John Cheek, DDS, for dental services including extractions effective January 1, 2022 through December 31, 2022 with a monetary value of \$100/hour not to exceed 45,000/year.**

Ann Tope made a motion to accept the approval of the personal services contract with John Cheek, DDS for dental services including extractions. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

##### **3.2.4. Accept the approval of the personal services contract with Simona Moore, CNP, for medical services as a Certified Nurse Practitioner effective January 3, 2022 through January 3, 2023 with a monetary value of \$90/hour not to exceed \$132,000/year.**

Ann Tope made a motion to accept the approval of the personal services contract with Simon Moore, CNP for medical services as a Certified Nurse Practitioner. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

##### **3.2.5. Accept the approval of the personal services contract with Jill Hunter, CNP, for medical services as a Certified Nurse Practitioner effective January 3, 2022 through January 3, 2023 with a monetary value of \$80/hour not to exceed \$34,000/year.**

Lori Perkins-Jones made a motion to accept the approval of the personal services contract with Jill Hunter, CNP for medical services as a Certified Nurse Practitioner. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

**3.2.6. Accept the approval of the personal services contract with William Elder, MD, as a Family Physician effective January 3, 2022 through January 3, 2023 with a monetary value of \$9/hour not to exceed \$4,000/year.**

Ann Tope made a motion to accept the approval of the personal services contract with William Elder, MD as a Family Physician. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

**3.2.7. Accept the approval of the Architectural Agreement with Green Valley Design, LLC for administration of contract documents, bidding documents, and construction phase administration/documents for The Danville Community Health Center Capital Project with a monetary value of \$25,000.00 starting January 1, 2022 until project completion.**

Peg Tazewell made a motion to accept the approval of the personal services contract with Green Valley Design, LLC for contract services. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

**3.2.8. Accept the approval of the contract with Coding & Compliance Initiatives Inc. for review of medical records and coding with a monetary value not to exceed \$20,000 annually effective January 1, 2022 through December 31, 2022.**

Ann Tope made a motion to accept the approval of the personal services contract with Coding & Compliance Initiatives Inc. for review of medical coding and records. Bruce White seconded the motion: in the negative; none. The motion was approved.

**3.2.9. Accept the approval of the service agreement with 340Basics for third party management of 340B drug pricing under HRSA approved 340B program including the following: specialty referral agreement and pharmacy agreement with Foster's Pharmacy with a monetary value of \$3,500/per month not to exceed \$50,000 per year effective January 1, 2022 through December 31, 2024.**

Ann Tope made a motion to accept the approval of the personal services contract with 340Basics for third party management of 340B drug pricing. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

### **3.3. Board Approvals**

**3.3.1. Grant temporary privileges to the following individuals within scope of their individual scope of practice starting 90 days from January 3, 2022:**

- 3.3.1.1. William Elder, MD as a family physician**
- 3.3.1.2. Simona Moore, CNP as a certified nurse practitioner**
- 3.3.1.3. Jordan Moore, CNP as a certified nurse practitioner**
- 3.3.1.4. Sarah Rice, CNP as a certified nurse practitioner**
- 3.3.1.5. Jill Hunter, CNP as a certified nurse practitioner**

Ann Tope made a motion to approve the temporary privileging of William Elder, MD, Simona Moore, CNP, Jordan Moore, CNP, Sarah Rice, CNP, and Jill Hunter, CNP effective January 3, 2022. Jim Lenthe seconded the motion: in the negative; none. Abstained; Bruce White. The motion was approved.

**3.3.2. The following policies have been reviewed, will remain active and require no revisions:**

- *Credentialing and Privileging*
- *Incident Reporting System\_ Quality Improvement & Quality Assurance*

**3.3.3. The following policies are new and have been reviewed:**

- *Surprise Medical Bills and Good Faith Estimates – NEW*

Bruce White made a motion to approve the KCCHC policies as needed to meet the standard of HRSA Health Center Compliance Manual: Credentialing and Privileging, Incident Reporting System\_ Quality Improvement & Quality Assurance, and Surprise Medical Bills and Good Faith Estimates. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

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

**4.1. CEO has signed:**

- Contract with HIMA Environmental Solutions
- MOU with Probation Municipal Court
- MOU with OACHC – Emergency Preparedness

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

- 4.2.1. Samantha Staton, as a Patient Account Representative starting December 6, 2021
- 4.2.2. Samantha Hunter, as an Dental Administrative Assistant, starting December 7, 2021
- 4.2.3. Aimee Hulse, as an Administrative Assistant, starting January 3, 2022
- 4.2.4. Whitney Maynard, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.5. Katelynd Beeman, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.6. Kelly Peters, CMA, as a Medical Assistant starting January 3, 2022
- 4.2.7. Varina Pozderac, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.8. Jessica Ketter, CMA, as a Certified Medical Assistant starting January 3, 2022
- 4.2.9. Chelsea Link, LPN, as a Licensed Practical Nurse starting January 3, 2022
- 4.2.10. Shelly Smith, LPN, as a Licensed Practical Nurse starting January 3, 2022

**5. Knox Public Health Update**

Julie Miller Reported: There is currently a surge in COVID within the community and our staff have started contract tracing again. The Mount Vernon Public Library received the Community for Immunity Grant to help promote COVID vaccinations. This grant also helps educate the public about COVID and help get disinformation out of the community. For this library program we will be setting up COVID clinics for vaccinations on Saturdays and in the evenings.

There was a total of 750 COVID tests passed out within one-hour last week. There are no expectations as to when we will see any more rapid tests coming in the near future. The environmental health division is the only

division that doesn't seem to be as affected by COVID as the other divisions within the building. They are experiencing however, more restaurant complaints within their division due to lack of staff and cleanliness. The agency is in the process of a re-organization. We will have a full finance team and more staff dedicated to human resources.

*Ann Tope: Who will be filling your position as the Health Commissioner?*

*Julie Miller: They have posted the job and received a few resumes from outside sources. The agency is working on that without me.*

## 6. Adjournment

Having no further business, the meeting adjourned at 12:12 p.m.

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Jay Nixon  
President

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Mike Wythe  
Pro-Tem