

**Knox County Community Health Center
Co-Applicant Board
June 18, 2020
Minutes**

The Knox County Community Health Center Co-Applicant board meeting was held June 18, 2020. The following were in attendance:

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

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 Agenda

Jay Nixon proposed amending the agenda to include **Section 3.3.5: Approve recommendation to the Board of Health to enter into negotiations with Lane, Community Health Center CEO, for a contractual position as opposed to a standard salary position.**

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

1.3. Approval of Minutes

1.3.1. Approval of May 21, 2020 KCCHC Finance Committee Minutes

Peg Tazewell made a motion to approve the May 21, 2020 KCCHC Finance Committee Minutes. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

1.3.2. Approval of May 21, 2020 KCCHC Board Minutes

Ann Tope made a motion to approve the amended May 21, 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:

Alayna Mowry reported in addition to the written report:

- The Health Center rates at #2 for the most-searched word in Google
- There are no promotional events scheduled for the Health Center, but advertisements of services will continue through radio, social media, billboard, and newspaper ads
- An “open” flag will be placed outside the Danville Health Center to help draw attention
- Continue to promote COVID-19 testing and back to school immunization and physical appointments

For more detailed information, see Attachment 1 – Promotional Report

2.2. OI Coordinator / Clinical Supervisor: No report in addition to the written report

For more detailed information, see Attachment 2 – OI Coordinator & Clinical Supervisor Report

2.3. Dental Supervisor Report:

Lane Belangia reported in addition to the written report:

- The PAN X-Ray unit, funded by the Knox County Foundation has been installed and is working great. A half page newspaper ad will run in the Mount Vernon news within the coming week recognizing the Knox County Foundation for their generous donation

For more detailed information, see Attachment 3 – Dental Supervisor Report

Bruce White entered the meeting at 11:39 a.m.

2.4. CEO Report:

Lane Belangia reported in addition to the written report:

Chief Medical Officer:

- Dr. Reed is retiring July 30th. He will be present at July's Co-Applicant Board meeting to share 2nd quarter reports. Dr. Reed has been with the Health Center since its inception and has worked eight (8) hours per week. He serves as peer support and a sounding board for providers. Lane is actively searching for a new Chief Medical Officer.
- Dr. Martinson, the Chief Medical Officer for Knox Public Health, is interested in assisting the Health Center with QI measures and will serve as the collaborating physician for the Health Center's two nurse practitioners: Jennie McClain and Jackie Neighbarger.
- As the Health Center continues to grow and expand, the need for a full-time Chief Medical Officer really presents itself to effectively bring services together to ensure the Health Center's mission and vision is brought to the patients it serves.

Behavioral Health:

- Two (2) new providers will join the team in July. Chris Remy, a Licensed Independent Social Worker will start mid-July and Dawn Priest, a Licensed Social Worker will start towards the end of July.
- Counseling services continue to thrive in the Health Center so both providers will adequately meet the patients' need.

Danville Dental Clinic:

- Lane continues to discuss the opportunity of acquiring Knox County Dental, a Medicaid dental practice in Danville, with Dr. Lerg.

For more detailed information, see Attachment 4 – CEO Report

For more detailed information, see Attachment 5 – Monthly Scorecard

2.5. Finance Report:

Stacey Robinson reported in addition to the written report:

- With all things considered, revenue was strong in the month of May. The Health Center has received a few additional grants that will be discussed in the meeting.

For more detailed information, see Attachment 6 – Finance Report

3. New Business

3.1. Finance

3.1.1. Income and Expense

Todd Hawkins made a motion to accept the KCCHC May 2020 Finance Report. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Todd Hawkins: The Health Center actually has more income on-hand than what was originally projected for when the budget was created. This can certainly be attributed to the supplemental COVID-19 funding. Expenses are also down some which can also be attributed to COVID-19. Overall, the Health Center has a good outlook moving forward.

Jay Nixon: Are there any callback provisions to the HRSA grants?

Lane Belangia: If all of the funds weren't used, HRSA may request it back. However, a specific budget narrative for each grant has been created. The Health Center should expend the grant money by March 31, 2021.

Stacey Robinson: The grant money remains in a bank account and is drawn down as needed. Grant funds must be expended within three (3) days of drawing it down.

3.2. Contracts

3.2.1. Recommend approval of Memorandum of Agreement with Ohio Association of Community Health Centers to participate in the Health Center Controlled Network's (HCCN) Data Integration Platform effective May 28, 2020 through July 31, 2022

Bruce White made a motion to approve a Memorandum of Agreement with Ohio Association of Community Health Centers to participate in the Health Center Controlled Network's (HCCN) Data Integration Platform effective May 28, 2020 through July 31, 2022. Ann Tope seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: The HCCN helps us to develop policies and brings in additional resources to the Health Center, such as this one that speaks to data integration.

3.3. Board Approvals

3.3.1. Approval of Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Melissa Valentine, Licensed Professional Clinical Counselor

Ann Tope made a motion to approve Re-Credentialing and Granting Privileges to practice in the Knox County Community Health Center for Melissa Valentine, Licensed Professional Clinical Counselor. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: Even though Melissa will be leaving in August, her credentialing was due for renewal, so we must go through the re-credentialing process in order for her to practice in the Health Center until she leaves.

3.3.2. Recommend acceptance of Direct Relief Funding totaling \$30,000 awarded May 14, 2020 for the Knox County Community Health Center's COVID-19 response, aiding in, and supporting community health during the COVID-19 pandemic

Matthew Kurtz made a motion to recommend acceptance of Direct Relief Funding totaling \$30,000 awarded May 14, 2020 for the Knox County Community Health Center's COVID-19 response, aiding in, and supporting community health during the COVID-19 pandemic. Ann Tope seconded the motion: in the negative; none. The motion was passed.

Lane Belangia: This grant opportunity came through the Ohio Association of Community Health Center. We had to complete an application explaining how our Health Center has been impacted by COVID-19, the practices we've had to change and the supplies needed in order to assist in responding to COVID-19.

3.3.3. Accept and approve submission of Federal Financial Report (FFR) submitted on June 16, 2020 with original due date of July 16, 2020

Jim Lenthe made a motion to accept and approve submission of Federal Financial Report (FFR) submitted on June 16, 2020 with original due date of July 16, 2020. Ann Tope seconded the motion: in the negative; none. The motion was passed.

Stacey Robinson: This report was fairly simple to complete as all money tied to the main grant had been expended.

3.3.4. Accept and approve submission of the Integrated Behavioral Health System (IBHS) carryover budget in the amount of \$18,439.00 on June 16, 2020

Ann Tope made a motion to accept and approve submission of the Integrated Behavioral Health System (IBHS) carryover budget in the amount of \$18,439.00 on June 16, 2020. Jim Lenthe seconded the motion: in the negative; none. The motion was passed.

3.3.5. Approve recommendation to the Board of Health to enter into negotiations with Lane, Community Health Center CEO, for a contractual position as opposed to a standard salary position

Jay Nixon made a motion to approve recommendation to the Board of Health to enter into negotiations with Lane, Community Health Center CEO, for a contractual position as opposed to a standard salary position. Matthew Kurtz seconded the motion: in the negative; none. The motion was passed.

Jay Nixon: The Personnel Committee discussed this prior to the meeting. Julie Miller and the Health Center's dentist both have similar contracts with the Board of Health with sections speaking to leave provisions. Such contract would allow Lane to negotiate provisions like Julie and the dentist does.

Julie Miller: The ultimate decision lies with the Board of Health to entertain doing such. I briefly discussed this with the Board of Health's finance committee. They had great questions

and recommended moving forward with it by taking it to the Co-Applicant Board for initial approval.

Lane Belangia: Julie and I have discussed the CEO's position being contracted since the Health Center's inception. There are some advantages to the employee regarding negotiations, but, ultimately, it protects the Health Center to ensure longevity of employment.

3.4. Board Re-Organization

3.4.1. Election of Officers

Matthew Kurtz made a motion to nominate the current slate of officers to remain for the 2020-2021 board. Bruce White seconded the motion: in the negative; none. The motion was passed.

- Jay Nixon, President
- Mike Wythe, Pro-Tem
- Todd Hawkins, Treasurer
- Peg Tazewell, Secretary

3.4.2. Approval of Community Health Center Co-Applicant Board meeting schedule – Day and Time (July 2020 – June 2021)

Bruce White made a motion approve the Community Health Center Co-Applicant Board meeting schedule – Day and Time (July 2020 – June 2021) as follows: The Community Health Center Co-Applicant Board will meet monthly on the third Thursday of the month @ 11:30am. Ann Tope seconded the motion: in the negative; none. The motion was passed.

Julie Miller: I have asked our State Representative, Rick Carfagna, to consider assisting us and other local public entities to revise the temporary order allowing virtual meetings to extend into a permanent order.

Jay Nixon: Do we advertise the Zoom link and phone number to call in order to assure public participation is accessible?

Julie Miller: Yes, we do and we are mandated to.

3.5. Board Information

CEO has signed:

3.5.1. Renewed MOA with Dr. Aaron Lerg to perform dental peer review services at KCCHC effective June 27, 2020 through June 26, 2021

Lane Belangia: Dr. Lerg has agreed to peer review our dentist and oral surgeon as part of our quality assurance program.

4. Health Commissioner – Board of Health Update

Julie Miller shared with the Co-Applicant Board:

COVID-19:

- Thanks to the Health Center and HRSA funding, Knox Public Health, in collaboration with the Health Center, has increased COVID-19 testing. The Ohio Department of Health has also sent testing resources and specimen collection kits. A drive-thru COVID-19 testing clinic will be held at Centerburg High School on Monday, June 22nd from 10a-6p. Appointments aren't necessary and it's free to everyone. Insurance information will be used for lab processing purposes. Any individual, symptomatic or asymptomatic can receive a test.
- Knox Public Health is also expanding testing services on-site. Public Health Outreach nurses are offering tests daily.
- Julie is collaborating with a research to look into why Knox County's numbers are much lower than that of surrounding areas.
- The virus is still in the community and Knox Public Health encourages citizens to wear masks and practice good hygiene.
- In preparation for the future, Knox Public Health is planning for mass vaccination clinics along with flu clinics.
- All staff are back in the building at least part time or on a rotating basis. Effective July 6, 2020, all staff will be back on-site unless permitted to work from home.

Bruce White: How are we reaching out and connecting to the Amish community?

Julie Miller: We are in touch with the Bishops in and around the Danville area. The Amish aren't interested in traveling to Mount Vernon to be tested. However, we are actively seeking ways in which we can go to them to test. We are also collaborating with a Knox County Sheriff's Office Deputy who has a strong rapport with the Amish population.

Bruce White: Let us know if Knox Community Hospital can support in any way.

Jim Lenthe: When and where is the testing?

Julie Miller: Centerburg High School on Route 3 from 10am to 6pm.

Matthew Kurtz: Red Cross recently announced beginning June 15th, anyone donating blood will automatically be tested for COVID-19 antibodies.

Racism & Violence:

- Racism has been identified as a public health issue. The Board of Health is addressing this issue and plans to make a statement or resolution in an upcoming meeting. Julie encouraged any and all feedback and/or suggestions on this issue are sent to her.

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 12:17 p.m.



Jay Nixon
President



Peg Tazewell
Secretary