

Knox County Community Health Center
Co-Applicant Board
 October 15, 2020
 Minutes

The Knox County Community Health Center Co-Applicant board meeting was held October 15th, 2020. The following were in attendance:

Board Members:	Board Members:
Boyd, Jodie, Phone	Lori Jones-Perkins
Hawkins, Todd, Treasurer, Internet	
Hillier, Linda	
Lenthe, Jim, In Person	Knox County Public Health / Health Center:
Tazewell, Peg, Secretary, Internet	Julie Miller, Health Commissioner
Tope, Ann, Phone	Belangia, Lane, CEO
White, Bruce, Internet	Mowry, Alayna, Communications Coordinator
Wythe, Mike, Pro-Tem, Internet	
Jay Nixon, President, Present	
Absent:	Guests:
Cline, Jeremiah	Amy Doup OSU Student
Harry, L.J	Laura Gilmore Ashland University Student
Nan Snyder	
Kurtz, Matthew	

1. Convention

1.1. Call to Order

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

1.2. Acceptance of the Agenda

Jim Lenthe made a motion to accept the agenda. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

1.3. Approval of Minutes

1.3.1. Approval of September 17, 2020 KCCHC Board Minutes

Jim Lenthe 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: Amy Doup, NP student from OSU 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:

- *Alayna Mowry informed the board of the free promotional offer given by MVNU related to the health center sponsoring MVNU athletics as thanks for our support of the university in the past years.*
- *Alayna also spoke to the pending approval item on the agenda related to Bergie Media Fusion LLC. This marketing group presented at the last in-person OACHC conference. The group will focus and assist with our marketing plans for this coming year, they specialize in non-for-profit organizations. The goal is to learn who our patient audience is and how to best outreach to them in order to expend our marketing budget with the best ROI.*

For more detailed information, see Attachment 1 – Promotional Report 1

For more detailed information, see Attachment 1.1 – Promotional Report 2

2.2. QI Coordinator / Clinical Supervisor:

Nan Snyder reported in addition to the written report:

- *Written report only this month*

2.3. Knox County Community Health Center Medical Director Quarterly Report

- *CMO Ron Martinson was not able to attend this meeting and will report for Quarter 3 during next month's meeting, (November 2020).*

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

2.4. Dental Supervisor Report:

Lane Belangia reported:

- *Linda Hillier reported to the board she had a dental appointment last week. She stated how impressed she was with the dental staff and the OSU student whom assisted with her care. She mentioned her reluctance to see any dentist in general and each time she has to come here she has been cared for with a high level of competence and respect.*
- *Lane Belangia reported Laura Nance is still on leave.*
- *Lane also reported we have a written email commitment from new hire dentist who will be transitioned into the center in January of 2021.*
- *Lane also reported this is the third week of having OSU dental students on site with oversite and mentoring from Dr. Saale continuing, this is through the OACHC OPCWI initiative to bring graduate students in the health centers in Ohio as prospective new hires upon their graduation.*

2.5. CEO Report:

Lane Belangia reported in addition to the written report:

- In addition to the written report Lane reported Paul Ruthenbeck, (our addiction counselor) has been holding a recovery group meeting on Tuesday evenings. Up until this week he has had one or two in attendance and this week he had 6 new attendees. This is a community service group meeting which provides an alternative location and approach to recovery, we are happy to hold this meeting.
- OSV Update: Lane reported nothing new, the OSV is December 8th to the 10th. The board should expect to see an invitation to a virtual meeting with the surveyors the first or second day of that week.
- Form 5a: Lane reported Form 5a has been updated as per the board approved last month, the changes needed were removing column II for transportation and keep column I as the health center does not have a contract in place for transportation services with K.A.T. The center staff does continue to issue travel vouchers to those who cannot afford the KAT services. The other change was to add column II under additional services as the oral surgeon who is contracted uses the Pan X-ray unit to assess and diagnose patients in the dental clinic. These were minor changes and form 5a is now updated for the upcoming OSV.

Bruce White: *asked if the health center had to provide transportation for patients as a waiver service, Lane: reported we did not, however we do have to do everything within our power to link patients to care in every way.*

Julie Miller: *reported the last poverty assessment looked at travel and transportation in Knox County, the survey indicated people in our county preferred to have services brought to them, rather than travel long distances for services.*

Lane: *this is why we brought a satellite site to the Danville location and will continue to reach further into our service area as the center develops in the future to best support those residing in outlying areas of Knox County.*

For more detailed information, see Attachment 3 – CEO Report

For more detailed information, see Attachment 4– Monthly Scorecard

2.6. Finance Report:

Lane reported in addition to the written report:

- Lane reported there was a quarterly finance committee meeting held prior to this meeting.

Todd Hawkins: *All finance seems to continue to trend in a positive direction, AR is down and Cash on Hand is up, the center is collecting more and in comparing to previous years is a significant improvement.*

- Lane pointed our budget highlights and discussed the trend of increase revenue over the last three years since the grant's inception.

Bruce White: *What pharmacies are currently active with our 340b contracts? Are we using Kroger and CVS?*

Lane: *Reported the two-contract pharmacy's we are currently using Conway's and Wal-Mart. We have looked at the other local pharmacies but our prescription volume are not high enough to offset the contract management price the third party administrator would charge.*

Bruce White: *just so the board understands...this is exactly how the 340b program should be assessed and the answer provided is spot on in comparing revenue with profitability.*

Linda Hillier: *Can we get on with Rite Aid?*

Lane: *the center will look to add any and all pharmacies as we can based on the affordability of each situation related to prescription volume.*

For more detailed information, see Attachment 10 – Expense and Revenue Report

For more detailed information, see Attachment 10 – Finance Report

For more detailed information, see Attachment 10 – October Budget Highlights

3. New Business

3.1. Finance

3.1.1. Income and Expense

Jim Lenthe made a motion to accept the KCCHC October 2020 Finance Report Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

3.2. Contracts

3.2.1. Recommend approval of contract with Bergie Media Fusion LLC for marketing research and discovery and marketing plan development for the Knox County Community Health Center annual maximum of \$5000.00 effective November 1st 2020 ending October 31st, 2021

Jim Lenthe made a motion to recommend to the Board of Health the approval of the contract with Bergie Media Fusion LLC for Marketing research and discovery and marketing plan development for the Knox County Community Health Center annual maximum of \$5,000.00 effective November 1st 2020 ending October 31st, 2021, Ann Tope seconded the motion: in the negative; none. The motion was approved.

Julie Miller: *Is this group specifically for FQHC?*

Alayna Mowry: *No, they work with non-profits and we are their first FQHC.*

Lane: *The Direct Relief fund we received for Covid relief and outreach is how the center is paying for the contract. The money is not coming from our fund balance.*

3.1 Board Approvals

3.3.1. Approval of Credentialing and Granting Initial Privileges to practice in the Knox County Community Health Center for Chris Remy Licensed Independent Social Worker November 1st 2020 for two years.

Jim Lenthe made a motion to approve the credentialing and granting initial privileges to practice in the Knox County Community Health Center for Chris Remy Licensed Independent Social Worker on November 1st, 2020 for a period of two years. Ann Tope seconded the motion: in the negative; none. The motion was approved

3.3.2. Approval of Credentialing and Granting Initial Privileges to practice in the Knox County Community Health Center for Dawn Priest Licensed Independent Social Worker November 1st 2020 for two years.

Jim Lenthe made a motion to approve the credentialing and granting initial privileges to practice in the Knox County Community Health Center for Chris Remy Licensed Independent Social Worker on November 1st, 2020 for a period of two years. Ann Tope seconded the motion: in the negative; none. The motion was approved

3.3.3. Approval of Credentialing and Granting Initial Privileges to practice in the Knox County Community Health Center for Laura Nance Registered Dental Hygienist November 1st 2020 for two years.

Jim Lenthe made a motion to approve the credentialing and granting initial privileges to practice in the Knox County Community Health Center for Chris Remy Licensed Independent Social Worker on November 1st, 2020 for a period of two years. Ann Tope seconded the motion: in the negative; none. The motion was approved

3.3.4. Approval of Credentialing and Granting Initial Privileges to practice in the Knox County Community Health Center for Amy Schuman Registered Dental Hygienist November 1st 2020 for two years

Jim Lenthe made a motion to approve the credentialing and granting initial privileges to practice in the Knox County Community Health Center for Chris Remy Licensed

Independent Social Worker on November 1st, 2020 for a period of two years. Ann Tope seconded the motion: in the negative; none. The motion was approved

3.3.5. Approval to enter into agreement with Knox Public Health and the Mental Health and Recovery Board for Licking and Knox Counties for participation under the HRSA grant for RCORP grant to assist in providing dental services for Jail inmates from October 1st 2020 to August 2023

Ann Tope made a motion to approve to enter into agreement with Knox Public Health and the Mental Health and Recovery Board for Licking and Knox Counties for participation under the HRSA grant for RCORP grant to assist in providing dental services for jail inmates from October 1st 2020 to August 2020, Linda Hillier seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: The mental health and recovery board for Licking and Knox County along with The Freedom Center applied for and received this HRSA award. The health center will be able to provide preventative dental care to inmates in the local jail for any inmate identified as addicted to opioids. The grant brings approximately \$3000 into the center to cover the cost of this service over the next 3 years.

3.3.6 Approval of CEO submitting the Quarterly progress reports for the H8D and HECT Covid-19 HRSA awards within the EHB system on 10-8-2020.

Ann Tope made a motion to approve the CEO to submit the Quarterly progress reports for the H8D and HECT Covid-19 HRSA awards within the EHB system on 10-8-2020 Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: reported the H8D fund has been expended around 60% at this time and used to offset operational costs in the new world of the Covid-19 pandemic. The HECT fund of around \$158,000 has not been used to date as this fund was released to address vaccine need and expansion of services related to vaccine.

Julie Miller: *Do these types of approvals need to be board approved? This seems like it is more work?*

Lane Belangia: *This is not a required board approval item but without documenting it in the minutes HRSA will not have evidence of this type of board governance of the CEO and fiscal reporting, this is how we are currently reflecting the communication between the board and the center administrative staff.*

3.3.7 Approve CEO and Fiscal Officer submission of the annual Budget Period Report in EHB system by November 6, 2020 for the non-competing continuation of HRSA Grant H8CS30716 for grant year April 1, 2021 to March 31, 2022

Peg Tazewell made a motion to Approve CEO and Fiscal Officer submission of the annual Budget Period Report in EHB system by November 6, 2020 for the non-competing continuation of HRSA Grant H8CS30716 for grant year April 1, 2021 to March 31, 2022 Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

Lane Belangia: *This is the third annual report the health center creates in EHB to inform HRSA of our projected budget and growth for the next grant year. The larger and more complicated application (SAC) is due to be completed next November. This will require a grant consultant to assist with the submission.*

3.3 Board Discussion

3.3.1 Discussion

Lane Belangia: *Introduced Lori Jone-Perkins as a new consumer board member who is replacing L.J Harry who had to resign recently. Lane welcomed Lori to the board and indicated she will bring quality participation to the center board meetings due to her current work and knowledge of Knox County.*

4. Health Commissioner – Board of Health Update

Julie Miller:

- The Board of Health has asked to extend appreciation to the Health Center team and keeping the center open and providing successful care during the Covid-19 pandemic.
- The Board of Health is down one board member, we currently have 2 applicants who will be appointed by District Advisory Committee soon. Lee Rhoades is looking to step down, Lee has been on board for 22yrs, Mayor Star has spoken with Julie and indicated he has someone he wants to appoint on behalf of the city of Mount Vernon.
- Everyone asks how things are with COVID. Julie is concerned with where Knox County is going and where our outbreaks are occurring. We've had a couple outbreaks in long-term care facilities. Currently Knox residents are at 40% compliance score for mask wearing in the community. She informed all to continue wash hands, wear mask and social distance. Continuing to do testing here at KPH as well as KCH, which is through their ED and Urgent Care. We have not had a big ask for testing at this time.
- Planning on a mass vaccination sometime around the end of year or beginning of spring.
- We have internal briefings 2x a week, how to promote & help with guidance on holiday get togethers will be a topic for next week's meeting with the health department team.
- Flu clinics also are continuing. We have given close to 1,000 does so far and we have a clinic here today at noon.
- Strategic plan – BOH is reviewing, will be speaking with Lane to review HC's plan as well.

- Knox Public Health is due for tax levy renewal and accreditation renewal in 2022. Started working on levy campaign initiative, asking for some members to help support us. The tax levy is there to help support the employees and the HC as well as the health insurance.
- Because of frustration/challenges of COVID, Julie has made it available to the employees a stipend or time off that was approved by BOH

5. Executive Session

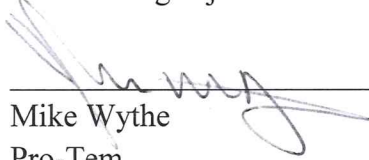
Jay Nixon made a motion at 12:29 PM to go into executive session to discuss the purchase and acquisition of property. Peg Tazewell seconded the motion. Roll call was taken all board members in attendance indicated in favor of the motion with none to the negative. Jay Nixon asked Lane Belangia and Julie Miller to remain for the session.

At 12:45 PM Jay Nixon made a motion to return to regular session. Jim Lenthe 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 12:46 p.m.



Mike Wythe
Pro-Tem



Jay Nixon
President