

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:

Board Members:	Knox County Public Health / Health Center:
Jay Nixon, President	Zach Green, Health Commissioner
Mike Wythe, Pro-Tem	Deanar Sylvester, Clinical Director
Peg Tazewell, Secretary	Nicole Lybarger, Admin Assistant
Bruce White	Shanea Mantel, Financial Analyst
Jim Lenthe	Stacy Gilly, Behavioral Health Supervisor
Kelly Bailey	Ron Martinson, MD
Linda Hillier	Nan Snyder, QI/QA Coordinator/ Data Manager
	Katie Hunter, Fiscal Director
Absent:	
Lori Jones-Perkins	Absent:
Mike Wythe, Pro-Tem	Lane Belangia, CEO
Patricia Burdette	Jessica West, Dental Supervisor
Todd Hawkins, Treasurer	
Jeff Laughlin	
Guest:	

1. Convention

Next Meeting: July 19, 2023 @ 11:30a.m.
 Next Finance Committee Meeting: August 16, 2023 @ 10:45a.m.

1.1. Call to Order

The meeting was called to order by President, Jay Nixon at 11:33 a.m

1.2. Acceptance of Agenda

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

Bruce White entered the room at 11:35 a.m.

1.3. Approval of June 21, 2023 Board Minutes

Mike Wythe made a motion to approve June 21, 2023, KCCHC Board Minutes. Peg Tazewell seconded the motion; Discussion; in the negative, none. The motion was approved.

1.4. Public Participation- None

2. Special Reports (written reports provided)

- Quality Improvement - Nan Snyder
 - For additional information, see Attachment 2 - [QI Data Report](#)
- Clinical - Deanar Sylvester
 - For additional information, see Attachment 3 - [Clinical Report](#)
- Dental - Jessica West
 - Zach Green informed the Co-Applicant Board that a new position has been added to KCCHC. The Danville Dental will be open 5 days a week.
 - For additional information, see Attachment 4 - [Dental Report](#)
- Behavioral Health - Stacy Gilley
 - For additional information, see Attachment 4 - [Behavioral Health Report](#)
- Finance - Shanea Mantel
 - For additional information, see Attachment 5 - [Finance Report](#)
 - For additional information, see Attachment 6 - [June 23 22 Year over Year Report](#)
 - For additional information, see Attachment 7 - [Revenue & Expense Report- May 2023](#)

- o For additional information, see Attachment 8- [Historical Aging Report- June 2023](#)

Discussion: Shanea Mantel stated that the KCCHC is drawing funds - Health Center's fund balance at the end of June is \$774,886.33 is one month of cash on hand. President Jay Nixon asked if it was a trend. Shanea Mantel stated that she hoped not. Secretary Peg Tazewell had asked about the revenue expense report and 50401 "other expense" account. Why is the total running high? Shanea Mantel informed her that is where the Capital expenses run through. Health Commissioner Zach Green stated that the situation was concerning and wanted everyone to be aware of the situation.

- Human Resources- Joyce Frazee
- CEO - Zach Green (Verbal)
 - o Health Commissioner Zach Green combined the CEO and Knox Public Health Update. See below the Knox Public Health Update (Zach Green).

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Jim Lenthe made a motion to approve the Income and Expenses for June 2023. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

3.2. Contracts

- 3.2.1. Approval of a Clinical Affiliation Agreement between the OSU College of Dentistry and KCCHC from July 19th 2023 date to July 18th 2026, allowing senior Dental Students to be placed for clinical rotations in the health centers dental clinics.

Discussion: Joyce Frazee informed the Co-Applicant Board Members that under the OPCWI agreement with OACHC the Health Center receives a reimbursement rate of \$25 per hour, the students will be on a two week rotation. These students are potential job applicants.

Peg Tazewell made a motion to accept the Approval of a Clinical Affiliation Agreement between the OSU College of Dentistry and KCCHC from July 19th 2023 date to July 18th 2026, allowing senior Dental Students to be placed for clinical rotations in the health centers dental clinics. Mike Wythe seconded the motion; in the negative: none. The motion was approved.

- 3.2.2. Approve a MOA between Knox Community Hospital and KCCHC allowing KCH to refer patients needing Mental Health and Dental services to the Health Center. Effective July 19th, 2023 for a period of two years.

Mike Wythe made a motion to accept the approval of the MOA between Knox Community Hospital and KCCHC allowing KCH to refer patients needing Mental Health and Dental services to the Health Center. Effective July 19th, 2023 for a period of two years. Jim Lenthe seconded the motion; Bruce White abstained, in the negative: none. The motion was approved. in the negative: none. The motion was approved.

4. Board Approvals

- 4.1. Approve the re-credentialing and re-privileging to practice in the Knox County Community Health Center for the following Licensed Independent Providers:

4.1.1. Dan Saale, DMD, effective August 1st, 2023 through August 1st, 2025

4.1.2. Rodney Beckett, DMD, effective July 19th, 2023 through August 1st, 2025

The credentialing checklists were passed around for the co-applicant board to review, no discussion was made at that time.

Mike Wythe made a motion to approve the re-credentialing and re-privileging for Dan Saale, DMD, effective August 1st, 2023 through August 1st, 2025. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

Linda Hillier made a motion to approve the re-credentialing and re-privileging for Rodney Beckett, DMD, effective July 19th, 2023 through August 1st, 2025. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

- 4.2. The following policies are due for renewal and updated according to HRSA standards:

4.2.1. Contract Compliance and Management Administration (unchanged)

4.2.2. Refusal/Unwillingness to Pay (unchanged)

4.2.3. Draw Down (unchanged)

Jim Lenthe made a motion to accept the motion approving The following policies are due for renewal and updated according to HRSA standards: Contract Compliance and Management Administration (unchanged), Refusal/Unwillingness to Pay (unchanged) and Draw Down (unchanged). Mike Wythe seconded the motion; in the negative: none. The motion was approved.

4.3. Approval of the HRSA requirement to approve the Knox County Community Health Center's Quality Management (QM) Program and the Key Performance Indicator (KPI) Work Plan.

Discussion: This has been approved by Dr. Martinson and disseminated to all members of the Quality Improvement Committee for review and revisions.

Mike Wythe made a motion to accept the motion approving HRSA requiring the board's approval for the Knox County Community Health Center's Quality Management (QM) Program and the Key Performance Indicator (KPI) Work Plan. This has been approved by Dr. Martinson and disseminated to all members of the Quality Improvement Committee for review and revisions. Bruce White seconded the motion; in the negative: none. The motion was approved.

5. CEO has signed:

5.1. Addendum with Wood County to extend the Dental Hygienist services, through July 20, 2024.

Discussion: President Jay Nixon asked why Knox County Community Health Center extended the services. Zach Green informed him that KCCHC providing the dental hygienist to Wood County is deemed necessary to continue assisting Wood County with its dental services while contributing financially to KCCHC.

6. Board Information Non-Action Items

6.1. Personnel:

- 6.1.1. BOH rescinded the hire of Katelyn Blair, Medical Assistant, effective July 12, 2023.
- 6.1.2. BOH has approved the hire of Elizabeth Brooks, LPN, effective August 7, 2023.
- 6.1.3. BOH accepted the resignation of Tiffany Stevens, LPN, effective July 28, 2023.

Discussion: Linda Hillier asked how often the Knox County Community Health Center receives a resignation similar to Katelyn Blair's situation. Joyce Frazee informed her that KCCHC has never had a similar situation to Katelyn Blair's. KCCHC rarely receives resignations shortly after the hire date. This resignation situation is a new trend. Everyone in the workforce is experiencing it. Peg Tazewell stated that the world has changed, and these situations go beyond people even coming into the office. New hires don't want to sit through the onboarding process. Deanar Sylvester stated that the KCCHC's 2nd interview is for interviewers to shadow their potential position to understand what will be expected.

7. Knox Public Health Update (Zach Green)

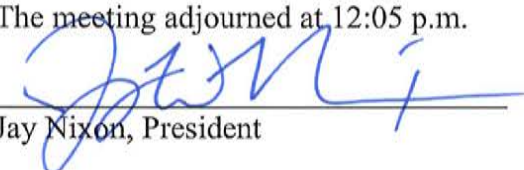
- 7.1. The Danville Medical Center
 - 7.1.1. Thursday, 7/20, is the Open House from 2:30-4:30.
- 7.2. Knox County Fair
 - 7.2.1. KPH/KCCHC Sponsor Day, Friday, 7/28

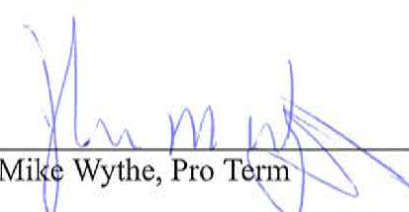
Discussion: Linda Hillier asked if KPH/KCCHC would have a booth at the fair. Health Commissioner Zach Green informed her that KPH/KCCHC would have a booth in the Merchant Building for the entire week. The booth would include pamphlets etc.

8. Adjournment

Having no further business Jim Lenthe made a motion to adjourn the meeting. Peg Tazewell seconded the motion; in the negative: none. The motion was approved.

The meeting adjourned at 12:05 p.m.


Jay Nixon, President


Mike Wythe, Pro Term