

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:
Nixon, Jay, President	Green, Zach Health Commissioner
Hawkins, Todd, Treasurer	Sylvester, Deanar, QI/QA
Tazewell, Peg, Secretary	Gilley, Stacy, Behavioral Health Supervisor
White, Bruce	Snyder, Nanette, Clinical Supervisor
Bailey, Kelly	Mantel, Shanea Finance
Lenthe, Jim	Khalil, Angie Administrative Assistant
Boucher, Tonya	Frazee, Joyce HR Director
Laughlin, Jeff	Hulse, Aimee Business Office Coordinator
	Hamm, Kaitlyn Interim Dental Director
Absent:	Hunter, Katie, Fiscal Director
Wythe, Mike, Pro-Tem	
Hillier, Linda	
	Absent:
Guest:	Martinson, Ron, MD
Goodrich, Diane - BOH	Schofield, Logan

1. Convention

1.1. Call to Order

The Meeting was called to order by Jay Nixon, at 11:34 am.

1.2. Acceptance of the Agenda

Bruce White made a motion to approve the agenda. Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

1.3. Approval of December 18, 2024 KCCHC Board Minutes

Jim Lenthe made a motion to approve the December 18, 2024 KCCHC Board Minutes. Peg Tazewell seconded the motion; in the negative; none. The motion was approved.

1.4. Public Participation

Diane Goodrich from the Board of Health

2. Special Reports

2.1. Clinical – Nan Snyder

2.2. QI – Deanar Sylvester – Grievances & 4th Qtr Quality measures

2.3. Dental – Kaitlyn Hamm

2.4. Behavioral Health – Stacy Gilley

2.5. Finance Reports -- Shanea Mantel

- 2.6. Marketing/Communications-** Nicole Lybarger & Logan Schofield
2.7. Health Commissioner/Interim CEO Report

Zach reported that there is currently a house bill that would allow virtual voting. Zach would be willing to help update the Bylaws and board manual. This would help with making quorum

Knox Public Health donated property to the city. Regarding the alley that runs East/West behind Mount Vernon Health Center, the city is hesitant to vacate the alley. The city would be happy to maintain the alley and potentially put speed bumps in. Alley doesn't get a ton of use at this time.

- 2.8. Monthly Spotlight – Medicare Annual Wellness Visits – Nanette Snyder, Franklin University DNP Student**

PowerPoint Presentation was given by Nanette Snyder on Chronic Care Management. Nanette stated that could possibly be done by a Certified Medical Assistant. However we are currently starting with a Nurse Navigator.

3. New Business

3.1. Finance

3.1.1. Income and Expenses

Jim Lenthe made a motion to accept the KCCHC Income and Expenses. Jeff Laughlin seconded the motion: in the negative; none. The motion was approved.

3.2. Personnel

3.2.1. Approve the hire Shauna Schacht, as Chief Executive Officer, effective January 27, 2025.

Todd Hawkins made a motion to approval to hire Shauna Schacht, as Chief Executive Officer, effective January 27, 2025. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

3.2.2. Approval to hire Lucy Smith as a Billing Specialist, effective February 3, 2025.

Peg Tazewell made a motion to approval to hire Lucy Smith as a Billing Specialist, effective February 3, 2025. Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

Joyce Frazee, HR Director reported that Lucy has 10 years of billing expertise.

3.3. Policies

3.3.1. Approve to renewal the updated policies according to HRSA Standards:

- **2.09 Patient No-Show Administration**
- **2.24 Patient Non-Discrimination Administration**
- **6.03 Peer Review Quality Improvement**

- **6.05 Compliant & Grievance Quality Improvement**
- **HIPPA Compliance Policies and Procedures**
- **2.03 Medical Emergencies During Open Hours**
- **Sliding Fee Scale**
- **Billing and Collections**
- **Collection Procedure**
- **Federal Drawdown Policy**

Peg Tazewell made a motion to approval the updated policies according to HRSA Standards. Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

Jay Nixon about the Billing and Collections policy if we just did soft collections. Katie stated that a patient gets 3 notices through our EMR and then it goes to soft collections that is all being done by a third-party effective Jan 1, 2025. Zach Green the Federal Draw Down policy speaks to the 340B draw down.

3.3.2. Approve the Credit Card on File Policy

Peg Tazewell made a motion to approval the updated policies according to HRSA Standards. Jim Lente seconded the motion: in the negative; none. The motion was approved.

Shanea Mantel reported that this is a new policy. Nanette Snyder reported that this will be beneficial for our patients.

3.4. Contracts

3.4.1. Approve the Affiliation Agreement with Mount Caramel College of Nursing for student interns, effective December 10, 2024 through December 9, 2027.

Bruce White made a motion to approve the Affiliation Agreement with Mount Carmel College of Nursing for student interns, effective December 10, 2024 through December 9, 2027, with no monetary value. Jim Lente seconded the motion: in the negative; none. The motion was approved.

Joyce Frazee stated this agreement is to precept nursing students and the schools carry the liability.

3.4.2. Approve the Professional Service Contract with Knox Community Hospital to provide Certified Nurse Practitioners for the Knox County Community Centers, effective January 1, 2025 through December 31, 2028 and automatically renewing every year thereafter, with a monetary value not to exceed \$950,000 per year – pending legal.

Bruce White recused himself from and conversation or voting and offered to leave the room if the board would like to have a conversation without him in the room.

Todd Hawkins made a motion to approve the Professional Service Contract with Knox Community Hospital to provide Certified Nurse Practitioners for the Knox County Community Centers, effective January 1, 2025 through December 31, 2028 and automatically renewing every year thereafter, with a monetary value not to exceed \$950,000 per year – pending legal. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

4. Board Information Non-Action Items

- **Health Commissioner/CHC CEO approved/signed the following:**
 - Renewal of the Personal Services Contract with Shelbi Bixler to provide patient billing services, effective February 1, 2025 through January 31, 2026, with a monetary value of \$85/hour, not to exceed \$15,000
 - Renewal of the Business Services Contract with Perks, Pusateri & Company, LLC for Cost Reporting for all health Center Locations effective January 1, 2025 through December 31, 2025 with a monetary value of \$90/hour not to exceed \$25,000/year.
 - Renewal of the Advertising Agreement with Barnes Advertising Corp. for billboard advertising, effective February 2, 2025 through August 19, 2025, with a total monetary value of \$4,400.
 - Program addendum with Health Centers of Ohio Cin. LLC., for participation in the Accountable Care Organization Incentive Program through United Healthcare, effective January 1, 2025 through December 31, 2027.
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5. Knox Public Health Update

Zach Green would the Board of Health has nothing additional to add.

6. Adjournment

Having no further business Bruce White requested a motion be made to adjourn the meeting. Jeff Laughlin seconded the motion: in the negative; none.

The meeting adjourned at 11:57 am

Jay Nixon
President

Mike Wythe
Pro-Tem

