

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:

| <b>Board Members:</b>          | <b>Knox County Public Health / Health Center:</b> |
|--------------------------------|---|
| 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, Anggie Administrative Assistant           |
| Boucher, Tonya                 | Martinson, Ron, MD                                |
| Laughlin, Jeff                 | Frazee, Joyce HR Director                         |
|                                | Hulse, Aimee Business Office Coordinator          |
|                                | Hamm, Kaitlyn Interim Dental Director             |
| <b>Absent:</b>                 |   |
| Wythe, Mike, Pro-Tem           |   |
| Hillier, Linda                 | <b>Absent:</b>                                    |
|                                |   |
| <b>Guest:</b>                  |   |
| Diane Goodrich, BOH Member     |   |
| Kristina Foreman, BH Councilor |   |

**1. Convention**

**1.1. Call to Order**

The Meeting was called to order by Jay Nixon, at 11:33 AM.

**1.2. Acceptance of the Agenda**

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

**1.3. Approval of September 18, 2024 that were virtually approved on October 7, 2024 and October 16, 2024 KCCHC Board Minutes**

Peg Tazewell made a motion to approve the of September 18, 2024 that were virtually approved on October 7, 2024 and October 16, 2024 KCCHC Board Minutes. Tonya Boucher seconded the motion; in the negative; none. The motion was approved.

**1.4. Public Participation**

Diane Goodrich for the BOH attended. Also, in attendance was Kristina Foreman. Kristina is a Behavioral Health Councilor with KCCHC and was asked to attend the meeting to speak about your trip to Grapevine TX for eClinicalWorks Conference.,

**2. Special Reports**

- **QI Supervisor Report – Deanar Sylvester**



- **Clinical Supervisor Report – Nan Snyder**
- **CMO – Dr. Martinson – Peer Reviews**
  - *Dr. Martinson reported the peer reviews are going well. He is finding providers need coding complexity. Feedback from a coding perspective. It's challenging because providers documents don't get scrubbed before being sent to billing. Nan Snyder stated that providers would like an audit with billers quarterly and that we will be moving forward with that.*
- **Dental Supervisor Report – Kaitlyn Hamm**
  - *Bruce White stated it was nice the dental sealants have made improvements. Nice Job!*
- **Behavioral Health Director Report – Stacy Gilley**
- **Finance – Shanea Mantel**
- **Health Commissioner – Zach Green**
  - *Zach Green reported that we verification from HRSA that we are in 100% compliance and that there we no finding from the OnSite Visit.*
  - *Zach Green had been with the land bank to receiving funding for the demolition of 205 W Vine St., Mt. Vernon. We received the funding and the demolition to being today (November 20, 2024).*
  - *We signed a 5-year agreement for 206 S Mulberry Street, Mt. Vernon with a 2-year extension option if needed. This site will house will have 10 behavioral health rooms. We plan to have the site up and operational by mid-December. Woman, Infant, Children (WIC) to move to KPH on Up Gilchrist Rd the first of the year.*
- **Spotlight – eClincialWork Conference**
  - *7 staff members attended the conference in Grapvine, TX. Each member spoke regarding their takeaways from the conference.*
  - *Anggie Khalil emailed the PowerPoint presentation to all board members.*
  - *Todd Hawkins stated he recommends advertising ahead of time regarding the ability to pay with a credit card on file. He stated on the bank end, we are working against you.*
  - *Zach Green thank the Co-App board and BOH for allowing staff to go to the conference.*

### 3. Old Business

#### 3.1. Finance

##### 3.1.1. Income and Expenses September 2024

Bruce White made a motion to accept the KCCHC Income and Expenses for September 2024. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

##### 3.1.2. Approval of submission of the fiscal year 2025 (FY25) Budget Period Progress Report (BPR) Non-Competing Continuation (NCC).

Jim Lenthe made a motion to approve the submission of the fiscal year 2025 (FY25) Budget Period Progress Report (BPR) Non-Competing Continuation (NCC). Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

#### 3.2. Personnel

##### 3.2.1. Recommend to accept the resignation of Tonja Balka, Expanded Function Dental Assistant (EFDA), effective October 11, 2024.



Tonya Boucher made a motion to accept the resignation of Tonja Balka, Expanded Function Dental Assistant (EFDA), effective October 11, 2024. Bruce White seconded the motion: in the negative; none. The motion was approved.

### **3.3. Contracts**

- 3.3.1.** Approval of the Pharmacy Service Agreement with CVS Pharmacy, Inc. (Caremark, LLC) effective October 1, 2024.

Bruce White made a motion to approve the Pharmacy Service Agreement with CVS Pharmacy, Inc. (Caremark, LLC) effective October 1, 2024. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

- 3.3.2.** Recommend the approval of the Consultant Agreement with Burrows Consulting to serve as the interim CEO for the Knox County Community Health Center and provide grant writing services effective October 18, 2024 renewing on a month-to-month basis with a monetary value of \$15,000/month.

Tonya Boucher made a motion to approve the Consultant Agreement with Burrows Consulting to serve as the interim CEO for the Knox County Community Health Center and provide grant writing services effective October 18, 2024 renewing on a month-to-month basis with a monetary value of \$15,000/month. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

- 3.3.3.** Recommend the approval of the 340B Pharmacy Services Agreement between Danville Community Health Center and Knox Community Hospital Eastside Pharmacy for the 340B drug program, effective October 4, 2024 and remains ongoing.

Bruce White made a motion to approve the Pharmacy Service Agreement with CVS Pharmacy, Inc. (Caremark, LLC) effective October 1, 2024. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

*Bruce White recused himself from voting.*

- 3.3.4.** Recommend the approval of the 340B Pharmacy contract with BioPlus Specialty Pharmacy Services, LLC., effective October 15, 2024 with an automatic renewal every one year after the initial two-year term.

Todd Hawkins made a motion to approve the 340B Pharmacy contract with BioPlus Specialty Pharmacy Services, LLC., effective October 15, 2024 with an automatic renewal every one year after the initial two-year term. Kelly Bailey seconded the motion: in the negative; none. The motion was approved.

- 3.3.5.** Recommend the approval of the Consulting Services Agreement with Genua Consulting, LLC., for consulting services for the Knox County Community Health Center, effective October 7, 2024 through October 6, 2025, with a monetary value of \$250/hour on an as-needed basis.



Jim Lenthe made a motion to approve the Consulting Services Agreement with Genua Consulting, LLC., for consulting services for the Knox County Community Health Center, effective October 7, 2024 through October 6, 2025, with a monetary value of \$250/hour on an as-needed basis. Bruce White seconded the motion: in the negative; none. The motion was approved.

- 3.3.6.** Recommend the approval of the Affiliation Agreement with New Directions for professionals to gain hand-on experience through internships, effective January 6, 2025 through August 30, 2025 with no monetary value.

Todd Hawkins made a motion to approve the Affiliation Agreement with New Directions for professionals to gain hand-on experience through internships, effective January 6, 2025 through August 30, 2025 with no monetary value. Peg Tazewell seconded the motion: in the negative; none. The motion was approved.

### **3.4. Board Approvals**

- 3.4.1.** Recommend to approve the out of state travel on Oct 24, 2024 – October 27, 2024 for the 2024 eClinical Works National Conference in Grapevine, TX with an estimated cost not to exceed \$2,000 for airfare, hotel and conference fee for Stacey Robinson.

- 3.4.2.** Peg Tazewell made a motion to approve the the out of state travel on Oct 24, 2024 – October 27, 2024 for the 2024 eClinical Works National Conference in Grapevine, TX with an estimated cost not to exceed \$2,000 for airfare, hotel and conference fee for Stacey Robinson. Jim Lenthe seconded the motion: in the negative; none. The motion was approved.

### **3.5. Board Information (Non-Action Items)**

- Addendum with eClinical Workers for online appointment booking with a monetary value of \$49/provider per month, effective September 20, 2024.
- 340B Pharmacy Agreement Amendment with CVS to add 12 East Main Street, Danville, Ohio 43014 as a covered entity, effective October 1, 2024 and remains ongoing.
- Program addendum with Health Centers of Ohio CIN LLC., for provider the Buckeye Value-Based Reimbursement Program, effective January 1, 2024 and remains ongoing.
- Centerprise Healthcare Services Billing Agreement for billing and collection services of the Knox County Community Health Center, effective October 10, 2024 through October 9, 2027 with a monetary value of 7% of cash receipts and a consulting fee of \$75/hour when needed.
- 340B Pharmacy Services Agreement with 12 East Main Street, Danville, Ohio, 43014, and BioPlus Specialty Pharmacy Services, LLC, effective October 11, 2024 and remains ongoing.

## **4. New Business**

### **4.1. Finance**

#### **4.1.1. Income and Expenses October 2024**

Tonya Boucher made a motion to accept the KCCHC Income and Expenses for October 2024. Bruce White seconded the motion: in the negative; none. The motion was approved.

### **4.2. Personnel**





**4.2.1.** Recommend the approval to hire Hannah Baik, DMD effective November 25, 2024.

Bruce White made a motion to approve the hire Hannah Baik, DMD effective November 25, 2024. Peg Tazewll seconded the motion: in the negative; none. The motion was approved.

**4.2.2.** Recommend the acceptance of resignation for Jen Ebright, PSR, effective December 2, 2024.

Peg Tazewell made a motion to accept of resignation for Jen Ebright, PSR, effective December 2, 2024. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

**4.2.3.** Recommend the acceptance of resignation for Dawn Priest, LISW-S, effective December 6, 2024.

Peg Tazewell made a motion to accept of resignation for Dawn Priest, LISW-S, effective December 6, 2024. Bruce White seconded the motion: in the negative; none. The motion was approved.

#### **4.3. Contracts**

**4.3.1.** Recommend the approval of the contract with Transworld Systems Inc., for Knox County Community Health Center collections services, effective November 20, 2024 and remains ongoing with a monetary value based on the amount of money recovered from collections.

Bruce White made a motion to approve the contract with Transworld Systems Inc., for Knox County Community Health Center collections services, effective November 20, 2024 and remains ongoing with a monetary value based on the amount of money recovered from collections. Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

**4.3.2.** Recommend the approval of the contract with Muskingum Valley Health Center for Nurse Practitioner collaboration, with a monetary value not to exceed \$8,000/year, effective date to be determined pending legal review.

Peg Tazewell made a motion to approve the contract with Muskingum Valley Health Center for Nurse Practitioner collaboration, with a monetary value not to exceed \$8,000/year, effective date to be determined pending legal review. Tonya Boucher seconded the motion: in the negative; none. The motion was approved.

#### **4.4. Board Approvals**

**4.4.1.** Approve the credentialing and granting of privileges to practice as a Doctor of Medicine in Dentistry, in the Knox County Community Health Center for Hannah Baik, effective November 25, 2024.

Jim Lenthe made a motion to approve the credentialing and granting of privileges to practice as a Doctor of Medicine in Dentistry, in the Knox County Community Health Center for Hannah Baik, effective November 25, 2024. Todd Hawkins seconded the motion: in the negative; none. The motion was approved.

#### **5. Board Information (Non-Action Items)**

**Health Commissioner/CHC CEO approved/signed the following:**



**Co-Applicant Board Minutes**  
November 20, 2024  
**Minutes**

- Software Maintenance and Support Agreement with The Baldwin Group, Inc., for software maintenance effective January 1, 2025 through December 31, 2025.
- Addendum to the Pharmacy Services Agreement with CVS Pharmacy Inc., to remove "Retail Pharmacy" as a part of the agreement, effective October 2, 2024.
- Business Associate Agreement with Riverside Computing, Inc. DBA ProPoint Managed Technology for HIPAA protection while doing business, effective July 11, 2024 and remains ongoing.
- Agreement with Ohio Association of Community Health Centers for HCCN participation, effective August 1, 2025 through July 31, 2028, with no monetary value.
- Addendum with Liberty Dental to include Medicare Advantage Program Requirements, effective November 30, 2024 and auto renews annually, with no monetary value.

**6. Executive Session**

At 12:14 PM Bruce White made a motion to enter into an executive Session. Peg Tazewll seconded the motion: in the negative; none. The motion was approved. On a roll call the following voted in affirmative: Jay Nixon, Todd Hawkins, Jeff Laughlin, Peg Tazewell, Kelly Bailey, Jim Lenthe, Jeff Laughlin and Bruce White. Zach Green and Diane Goodrich were asked to stay.

Jim Lenthe made a motion was made to designate Zach Green as Interim CEO effective 09/01/2024. Peg Tazewll seconded the motion: in the negative; none.

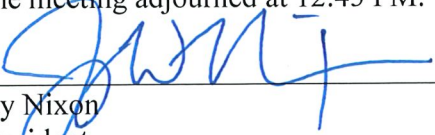
Having no further business Peg Tazewll requested a motion be made to adjourn the executive session. Tonya Boucher seconded the motion: in the negative; none.

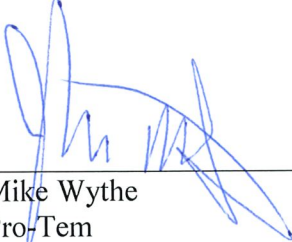
The executive session adjourned at 12:23 PM.

**7. Adjournment**

Having no further business Jim Lenthe requested a motion be made to adjourn the meeting. Tonya Boucher seconded the motion: in the negative; none.

The meeting adjourned at 12:45 PM.

  
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Jay Nixon  
President

  
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Mike Wythe  
Pro-Tem

