



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	Belangia, Lane, CEO
Wythe, Mike, Pro-Tem	Green, Zach Health Commissioner
Hawkins, Todd, Treasurer	Sylvester, Deanar, QI/QA
White, Bruce	Gilley, Stacy, Behavioral Health Supervisor
Lenthe, Jim	Mantel, Shanea Finance
Boucher, Tonya	Khalil, Anggie Administrative Assistant
Laughlin, Jeff	Martinson, Ron, MD
	Frazee, Joyce HR Director
	Hulse, Aimee Business Office Coordinator
	Hamm, Kaitlyn Interim Dental Director
Absent:	Sapp, Bailey
Hillier, Linda	
Tazewell, Peg, Secretary	
Bailey, Kelly	Absent:
Guest:	Schofield, Logan Public Relations
	Tucker, Aly Clinical Supervisor
	Snyder, Nanette, Clinical Supervisor
	Lybarger, Nicole Public Relations

1. Convention

- o **Call to Order**

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

- o **Acceptance of the Agenda**

Mike Wythe made a motion to approve the agenda. Jeff Laughlin seconded the motion: in the negative; none. The motion was approved.

- o **Approval of June 12, 2024 KCCHC Board Minutes**

Todd Hawkins made a motion to approve the **June 12, 2024 KCCHC Board Minutes**. Mike Wythe seconded the motion; in the negative; none. The motion was approved.

- o **Public Participation – N/A**

2. Special Reports

- **QI Supervisor Report – Deanar Sylvester**
- **Clinical Supervisor Report – Nan Snyder**

- **Sliding Fee**

- Deanar provided the Post Visit Survey for June 2024. She reported that the Patient Navigator is seeing more patients requesting more assistance. The Patient Navigator helps refer patients to

resources including sliding fee scale. If patient doesn't have any insurance she recommends the sliding fee scale and helps patients get insurance with Medicaid or Marketplace or private.

- **QI Supervisor Report – Deanar Sylvester**
- **Dental Supervisor Report – Kaitlyn Hamm**
- **Behavioral Health Supervisor Report – Stacy Gilley**
- **Finance – Shanea Mantel**
- **CEO Report – Lane Belangia**

3. New Business

Finance

3.1. Income and Expenses

Mike Wythe made a motion to accept the KCCHC Income and Expenses. Bruce White seconded the motion: in the negative; none. The motion was approved.

3.2. Recommend to accept the NOA H80CS30716-08-05 in the amount of \$36,639 FY2024 Quality Improvement Funding

Mike Wythe made a motion to accept the NOA H80CS30716-08-05 in the amount of \$36,639 FY2024 Quality Improvement Funding. Bruce White second the motion: in the negative; none. The motion was approved.

o Personnel

3.1. Recommend to approve the hiring of Bailey Sapp, Licensed Social Worker, effective July 15, 2024.

Todd Hawkins made a motion to accept the hiring of Bailey Sapp, Licensed Social Worker, effective July 15, 2024. Jim Lenthe second the motion: in the negative; none. The motion was approved.

3.2. Recommend to accept the resignation of Michelle Bruff, Registered Nurse, July 12, 2024.

Jim Lenthe made a motion to accept the resignation of Michelle Bruff, Registered Nurse, effective July 15, 2024. Mike Wythe second the motion: in the negative; none. The motion was approved.

3.3. Recommend to accept the resignation of Dr. Dan Saale, Dentist, November 21, 2024.

Mike Wythe made a motion to accept the resignation of Dr. Dan Saale, Dentist, November 21, 2024. Mike Wythe second the motion: in the negative; none. The motion was approved.

3.4. Recommend to accept the resignation of Lisa Nichols, Dental Assistant, effective July 19, 2024.

Todd Hawkins made a motion to accept the resignation of Lisa Nichols, Dental Assistant, effective July 19, 2024. Bruce White second the motion: in the negative; none. The motion was approved.

o Policies

3.1. Recommend to approve the Patient No-Show Policy.

Jeff Laughlin made a motion to approve the Patient No-Show Policy. Mike Wythe second the motion: in the negative; none. The motion was approved.

Lane Belangia reported that patients currently sign the No Show Policy with the New Patient/Annual paperwork. If patient's no-show 3 times in a rolling 12-month period that will no longer be scheduled at Health centers for 6 months but can go to the Walk-in clinic. Jay Nixon asked insurance pays when a patient no-show. Lane Belangia reported that insurance does not pay for no-shows.

3..2. Recommend to approve the Hours of Operation Policy.

Jim Lenthe made a motion to approve the Hours of Operation Policy. Tonya Boucher second the motion: in the negative; none. The motion was approved.

3..3. Recommend to approve the After-Hours Policy.

Tonya Boucher made a motion to approve the After-Hours Policy. Jim Lenthe second the motion: in the negative; none. The motion was approved.

Lane Belangia reported that we have an after-hours company that handles all of our calls on the nights and weekends. We no longer pay providers to be on-call.

3..4. Recommend to approve the Quality Improvement Work Policy and Quality Improvement Work Plan for 2024- 2025.

MikeWythe made a motion to approve the Quality Improvement Work Policy and Quality Improvement Work Plan for 2024- 2025. Tonya Boucher second the motion: in the negative; none. The motion was approved

Lane Belangia stated that we changed Quaility Coordinator to Director throughout the policy and add some other directors were needed as we didn't used to have a Quality or Dental Directors.

3..5. Recommend to approve the Federal Funds – Draw Down Policy.

Jim Lenthe made a motion to approve the Federal Funds – Draw Down Policy. Tonya Boucher second the motion: in the negative; none. The motion was approved

Lane Belangia reported that we added language on how we can we expand our federal money.

3..6. Recommend to approve the Contract Compliance and Management Administration Policy with no changes.

Tonya Boucher made a motion to approve the Contract Compliance and Management Administration Policy. Jim Lenthe second the motion: in the negative; none. The motion was approved.

o **Contracts .**

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- 3..1. Recommend to approve the contract for Melissa Valentine, , License Professional Clinical Counselor, for counseling services within the Knox County Community Health Centers, effective August 1, 2024 through July 31, 2025 with a monetary value of \$52/hour not to exceed \$9,000/year.

Mike Wythe made a motion to approve the contract for Melissa Valentine, License Professional Clinical Counselor, for counseling services within the Knox County Community Health Centers, effective August 1, 2024 through July 31, 2025 with a monetary value of \$52/hour not to exceed \$9,000/year. Tonya Boucher second the motion: in the negative; none. The motion was approved.

Lane Belangia reported that there was monetary change from \$45/hour to \$52/hour. He reported Melissa works 1 day/week, 3 days/week.

- 3..2. Recommend the approval of the recruiting contract for Dentist position with Adaptive Medical Partners for recruiting services, effective July 08, 2024 through July 07, 2025 or until a dentist is place with a monetary value of \$2,000 per month with an \$18,000 placement fee.

Jim Lenthe made a motion to approve the recruiting contract for Dentist position with Adaptive Medical Partners for recruiting services, effective July 08, 2024 through July 07, 2025 or until a dentist is place with a monetary value of \$2,000 per month with an \$18,000 placement fee. Jeff Laughlin second the motion: in the negative; none. The motion was approved.

Jay Nixon asked if the fees align with other companies. Lane Belangia responded, yes, the price structure is about the same. Todd Hawkins asked if there was an incentive if the dentist was placed sooner rather later. Lane Belangia responded no.

- 3..3. Recommend to terminate the contract with Fairway Capital Recovery effective August 14, 2024.

Tonya Boucher made a motion to terminate the contract with Fairway Capital Recovery effective August 14, 2024. Mike Wythe second the motion: in the negative; none. The motion was approved.

o Board Approvals

- 3..1. Recommend the approval of the one-time stipend in the amount of \$5,000 for serving as Interim CNO in the CHC for Jordan Moore, Certified Nurse Practitioner.

Tonya Boucher made a motion approval of the one-time stipend in the amount of \$5,000 for serving as Interim CNO in the CHC for Jordan Moore, Certified Nurse Practitioner. Jeff Laughlin second the motion: in the negative; none. The motion was approved.

- 3..2. Recommend to approve the submission of Behavioral Health Service Expansion HRSA-24-278 effective 06/21/2024.

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Tonya Boucher made a motion approve the submission of Behavioral Health Service Expansion HRSA-24-278 effective 06/21/2024. Jim Lenthe second the motion: in the negative; none. The motion was approved.

- 3..3.** Recommend to approve the submission of Expanded Hours Grant HRSA-25-084 effective on or before July 23, 2024.

Tonya Boucher made a motion approve the submission of Expanded Hours Grant HRSA-25-084 effective on or before July 23, 2024. Bruce White second the motion: in the negative; none. The motion was approved.

Lane Belangia reported that this is a competitive grant. It is a 2-year project period that would let help us expand our hours for nights and Saturdays.

- 3..4.** Recommend to approve proposal with Ohio School Based Health Alliance, for assisting with Health Center and Centerburg Schools in the planning process and facilitating the efforts for implementation of a school-based health center plan, effective July 17, 2024 through June 30, 2025 with a monetary value of \$37,905.

Jim Lenthe made a motion approve the proposal with Ohio School Based Health Alliance, for assisting with Health Center and Centerburg Schools in the planning process and facilitating the efforts for implementation of a school-based health center plan, effective July 17, 2024 through June 30, 2025 with a monetary value of \$37,905. Tonya Boucher second the motion: in the negative; none. The motion was approved.

Lane Belangia reported the Alliance would help us facilitate and help with the deliverables and that this is just a planning grant.

- 3..5.** 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 \$20,000 for airfare, hotel and conference fee for Lane Belangia, Katie Hunter, Shanea Mantel, Nanette Snyder, Deanar Sylvester, Michael Phillips, Kaitlyn Hamm and Kristina Foreman.

Tonya Boucher made a motion 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 \$20,000 for airfare, hotel and conference fee for Lane Belangia, Katie Hunter, Shanea Mantel, Nanette Snyder, Deanar Sylvester, Michael Phillips, Kaitlyn Hamm and Kristina Foreman. Todd Hawkins second the motion: in the negative; none. The motion was approved.

- 3..6.** Recommend to approve the recredentialing and reprivileging to practice as an LSW, LCDCH in the Knox County Community Health Center for Melissa Body, effective August 1, 2024 through July 31, 2026.

Jim Lenthe made a motion approve the approve the recredentialing and reprivileging to practice as an LSW, LCDCH in the Knox County Community Health Center for Melissa Body, effective

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August 1, 2024 through July 31, 2026. Bruce White second the motion: in the negative; none. The motion was approved.

Jay Nixon reported that Melissa Body does a great job. She shows up to court the kids.

- 3..7.** Recommend to approve the recredentialing and repriviliging to practice as a Licensed Social Worker in the Knox County Community Health Center for Georgette Burritt effective August 1, 2024 through July 31, 2026.

Bruce White made a motion approve the approve the recredentialing and repriviliging to practice as Licensed Social Worker in the Knox County Community Health Center for Georgette Burritt effective August 1, 2024 through July 31, 2026. Mike Wythe second the motion: in the negative; none. The motion was approved.

- 3..8.** Grant temporary privileges to Bailey Sapp as a Licensed Social Worker working at the Knox County Community Health Center for 90 days starting July 15, 2024.

Mike Wythe made a motion to grant temporary privileges to Bailey Sapp as a Licensed Social Worker working at the Knox County Community Health Center for 90 days starting July 15, 2024. Bruce White second the motion: in the negative; none. The motion was approved.

4. Board Information Non-Action Items

CEO has signed:

- NOA 6 H8FCS41398-01-02 was received acknowledging the health center's project period of April 1, 2021 to March 31, 2024.
- HealthtrackRx to provide molecular testing effective July 17, 2024 with no monetary value

5. Knox Public Health Update

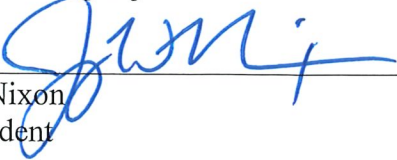
- 180 youth were exposed to rabies over the 4th of July holiday weekend. Two of those youth started four dose series.
- Strategic Planning will continue on July 23, 2024 at the B&O Depot. This is the second of three meetings. The meeting is scheduled for 3 hours. June's meeting was very productive. All Co-App members are welcomed/encouraged to come. The last meeting is scheduled August 27 at 8:30 am at the 4-H Ramser Building.
- Master Planning is under leadership review. It will be going to both boards.
- Zach Green has meet with Mt Vernon City Schools Superintendent, Bill Sedar. There is a 2,000 Sq. Ft available to have shared space with Nationwide Children's Hospital for mental health counseling during school hours.

6. Adjournment

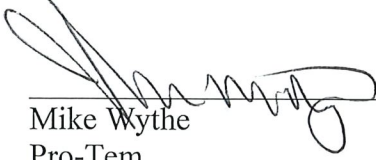
Having no further business Todd Hawkins requested a motion be made to adjourn the meeting. Mike Wythe seconded the motion: in the negative; none.

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The meeting adjourned at 12:34 PM.



Jay Nixon
President



Mike Wythe
Pro-Tem

