

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
10/05/2022**

Present: Melissa Mastrangelo, Chair (Zoom); Julia Bullard, Secretary; Joseph Gibbons, Treasurer; John Casey Mullen; James Elder; Irene Figueroa; Tammy Jackson-Moore; Robert Glass
Excused: Mike Smith, Vice-Chair
Staff: Darcy Davis; Dr. Belma Andric; Dr. Hyla Fritsch; Bernabe Icaza; Candice Abbott; Dr. Charmaine Chibar; Alexa Goodwin; David Speciale; Jonathan Dominique; Marisol Miranda; Shauniel Brown; Andrea Steele; Elisa Tomasi; Jennifer Juarez; Heather Bokor; Macson Florvil; Shannon Wynn

Minutes Transcribed By: Shannon Wynn

**The meeting is scheduled for 12:45 p.m.
Meeting Began at 12:53 p.m.**

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Ms. Mastrangelo called the meeting to order.	
1A. Roll Call	Roll call was taken.	The meeting was called to order at 12:53 p.m.
1B. Affirmation of Mission	Ms. Mastrangelo read the affirmation of mission.	

<p>2. Agenda Approval</p>		
<p>2A. Additions/Deletions/ Substitutions 2B. Motion to Approve Agenda Items</p>	<p>Dr. Andric and Bernabe Icaza clarified agenda items 12 and 13. The Board of Directors meeting will adjourn immediately after the closed session. Doing so avoids opening and closing meetings.</p> <p>Ms. Mastrangelo called for approval of the meeting agenda.</p>	<p>VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the agenda. Mr. John Mullen duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>3. Awards, Introductions and Presentations 3A. C.L. Brumback Lantana Clinic Overview</p>	<p>Ms. Elisa Tomas and Ms. Jennifer Juarez presented the Lantana clinic overview to the Board.</p>	<p>No action necessary.</p>
<p>4. Disclosure of Voting Conflict</p>	<p>None.</p>	<p>No action necessary.</p>
<p>5. Public Comment</p>	<p>None.</p>	<p>No action necessary.</p>

<p>6. Meeting Minutes</p> <p>6A-1 staff Recommends a MOTION TO APPROVE: Board meeting minutes of August 24, 2022</p>	<p>There were no changes or comments to the minutes dated August 24, 2022.</p>	<p>VOTE TAKEN: As presented, Mr. Joseph Gibbons made a motion to approve the Board meeting minutes of August 24, 2022. Mr. John Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>7. Consent Agenda – Motion to Approve Consent Agenda Items</p>		
<p>7A. ADMINISTRATION</p>		
<p>7A-1. Receive & File: October 2022 Internet Posting of District Public Meeting</p>	<p>The meeting notice was posted.</p>	<p>Receive & File. No further action is necessary.</p>
<p>7A-2. Receive & File: Attendance tracking</p>	<p>Attendance tracking was updated.</p>	<p>Receive & File. No further action is necessary.</p>
<p>7B. FINANCE</p>		
<p>7B-1. Recommends a MOTION TO APPROVE: District Clinic Holdings, Inc. Financial Report July 2022 YTD</p>	<p>The July financial statements represent the financial performance through the tenth month of the 2022 fiscal year for the C.L. Brumback Primary Care Clinics. On the Comparative Statement of Net Position, cash decreased by \$1.2M as a result of normal operations and will be subsidized in future months.</p> <p>On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$1.1M). An increase in actual charity care</p>	<p>VOTE TAKEN: Ms. Tammy Jackson-Moore motioned to approve the District Clinic Holdings, Inc. Financial Report July 2022 agenda. Mr. John Mullen duly seconded the motion. A vote was called, and</p>

recognized compared to budgeted charity care is contributing to this unfavorable variance. Gross patient revenue YTD was favorable to budget by \$2.7M. Total YTD revenue was unfavorable to budget by (\$1.0M), this was partially due to a timing difference in grant funds recognized. Operational expenses before depreciation were favorable to budget by \$4.3M due mostly to positive variances in salaries, wages, and benefits of \$2.2M, purchased services of \$259k, medical supplies of \$179k, medical services of \$155k, drugs of \$411k, repair and maintenance \$170k, lease and rental of \$751k, and other expense of \$143k. Total YTD net margin was (\$9.3M) compared to the budgeted loss of (\$13.7M) resulting in a favorable variance of \$4.3M or (31.6%).

Net patient revenue YTD for the Medical clinics was unfavorable to budget by (\$1.5M). The Medical Clinic YTD gross patient revenue was unfavorable to budget by (\$2.5M). The Medical clinic's total YTD revenue was unfavorable to budget by (\$1.1M). These unfavorable variances resulted from lower net patient revenue than budgeted and a timing difference of revenue recognition for grant funds. Total operating expenses of \$19.5M were favorable to budget of \$23.8M by \$4.2M or 17.9%. The positive variance is mostly due to salaries, wages, and benefits of \$2.1M, purchased services of \$226k, medical supplies of \$217k, medical services of \$155k, drugs of \$411k, repair and maintenance of \$169k, lease and rental of \$697k. Unanticipated staffing shortages, as well as expense timing are driving these favorable variances. Total YTD net margin was favorable to budget by \$4.0M or (31.5%).

Net patient revenue YTD for the Dental clinics was favorable to budget by \$266k. The Dental clinic's total YTD gross patient revenue was favorable to budget by \$5.1M. An increase in unanticipated patient volume resulted in higher gross revenue, however, increased charity care and contractual allowances unfavorably impacted net patient revenue results. Total YTD operating expenses of \$3.5M were favorable to budget by \$106k. Total YTD net margin was (\$773k) compared to a budgeted loss of (\$1.1M) for a favorable variance of \$304k or (28.2%).

the motion passed unanimously.

8. REGULAR AGENDA

8A. EXECUTIVE

8A-1. Receive & File:
 Executive Director
 Informational Update

Medical Respite
Medical Respite Training

Receive & File. No further action is necessary.

The Clinic Team attended Medical training on September 8, 2022. James Green and Wendy Tippet of Palm Beach County medical respite services division were also in attendance.

8B. CREDENTIALING

8B-1. Staff
Recommends a
MOTION TO APPROVE:
 Licensed Independent
 Practitioner Credentialing
 and Privileging

The agenda item represents the licensed independent practitioners recommended for credentialing and privileging by the FQHC Medical Director.

VOTE TAKEN: MS. Tammy Jackson-Moore motioned to approve the initial credentialing and privileging agenda of Althea Wilmot, Nicole Finley, and Maria Lara Suarez. Mr. John Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.

The LIPs listed below satisfactorily completed the credentialing and privileges process and met the standards set forth within the approved Credentialing and Privileging Policy. The credentialing and privileging process ensures that all health center practitioners meet specific criteria and standards of professional qualifications. This criterion includes, but is not limited to:

- Current licensure, registration or certification
- Relevant education, training and experience
- Current clinical competence
- Health fitness, or ability to perform the requested privileges
- Malpractice history (NPDB query)
- Immunization and PPD status; and
- Life support training (BLS)

Last Name	First Name	Degree	Specialty	Credentialing
Wilmot	Althea	APRN	Nurse Practitioner	Initial Credentialing
Finley	Nicole	APRN	Nurse Practitioner	Initial Credentialing
Lara Suarez	Maria	APRN	Nurse Practitioner	Initial Credentialing

Primary source and secondary source verifications were performed for credentialing and privileging elements in accordance with state, federal and

	<p>HRSA requirements. A Nationally accredited Credentials Verification Organization (CVO) was utilized to verify the elements requiring primary source verification.</p> <p>The C.L. Brumback Primary Care Clinics utilized Internal Credentialing staff and the FQHC Medical Director to support the credentialing and privileging process.</p> <p>Althea Wilmot, APRN, joined the West Palm Beach clinic in 2022 as a Family Nurse Practitioner. She attended the University of St. Augustine for Health Sciences and is certified as Family Nurse Practitioner by the American Nurses Credentialing Center. She has been in practice for one (1) year.</p>	
<p>8C. QUALITY</p>	<p>This agenda item presents the updated Quality Improvement & Quality Updates:</p> <ul style="list-style-type: none"> • Quality Council Meeting Minutes September 2022 • UDS Report – YTD • Provider Productivity – August 2022 <p><u>PATIENT SAFETY & ADVERSE EVENTS</u> Patient safety and risk, including adverse events, peer review and chart review, are brought to the board “under separate cover” on a quarterly basis.</p> <p><u>PATIENT SATISFACTION AND GRIEVANCES</u> Patient relations are to be presented as a separate agenda item.</p> <p><u>QUALITY ASSURANCE & IMPROVEMENT</u></p> <ul style="list-style-type: none"> • Colorectal cancer screening: Our FIT Test Return rates are increasing across our business units. Our highest return rates were at Belle Glade (61%), Boca Raton (49%), and Lantana (49%). • Breast Cancer Screening: To improve our breast cancer screening rate, the Nurse Educator followed up with patients 	<p>VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the Quality Reports- as presented. Ms. Tammy Jackson_moores duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>8C-1. Staff Recommends a MOTION TO APPROVE: Quality Report</p>		

that had not completed the mammogram screening to find out why. We found that patients missed their screenings for various reasons, including but not limited to: Not being aware of the order, insurance doesn't cover, time restrictions, forgetting, time restrictions, and others. As a result of these findings, we will work on clarifying the process to make it easier for patients to schedule and follow through with their mammogram orders.

UTILIZATION OF HEALTH CENTER SERVICES
Individual monthly provider productivity is stratified by clinic.

8D. OPERATIONS

8D-1. Staff
Recommends a
MOTION TO APPROVE
Operations Reports-
August 2022

This agenda item provides the following operations reports for August 2022:

- Clinic Productivity, Payor Mix and Demographics

In August, the clinics had 11,440 visits which were 1,340 more than the month prior and 1,609 more than in August of 2021. 40% of patients were adults in Primary Care, 15% in Pediatrics and 21% in Dental. The Mangonia Clinic had the highest volume, with 1,852 visits, followed by Lantana, with 1,810 visits.

Our payer mix for August reflects 55% uninsured, which is 2% lower than the previous month. 39% of patients were Managed Care and 4% were Medicaid.

60% of patients were female. 51% of patients reported as White and 39% as Black. Of those patients, 56% reported as Hispanic. Our homeless population increased from the previous month to 20.5%. Agricultural workers remain consistent at 5.7%.

In August, the average English speaking was reported at 53%, 30% Spanish and 14% Creole. Patient population languages spoken vary between clinics.

- In our Lantana Clinic, Spanish was the prominent language at 44%

VOTE TAKEN: Mr. James Elder made a motion to approve the Operations Reports- August 2022 as presented. Mr. Robert Glass duly seconded the motion. A vote was called, and the motion passed unanimously.

	<ul style="list-style-type: none"> • The highest percentage of Creole-speaking patients were in the Lantana Clinic at 26% • Jupiter, Boca and Mangonia have the lowest percentages of Creole-speaking • The Boca clinic has the highest percentage of Portuguese-speaking patients at 15% • 97% of the patients in Mangonia reported as English speaking 	
9. AVP and Executive Director of Clinic Services Comments	Dr. Andric informed the Board member that this would be Dr. Fritsch's last board meeting and her last day with the organization is October 7, 2022.	No action necessary.
10. Board Member Comments	The Board members thanked Dr. Fritsch for her extraordinary leadership and wished her luck on her journey.	No action necessary.
11. Establishment of Upcoming Meetings	<p><u>October 26, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>November 29, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>December 14, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	No action necessary.
12. Motion to Adjourn	There being no further business, the meeting was adjourned at 1:28p.m.	VOTE TAKEN: Mr. Joseph Gibbons made a motion to adjourn. Ms. Julia Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.

Minutes Submitted by:

Julia Bellard
Signature

10/26/22
Date