

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
11/28/2018

Present: Bessie Brown, Chairperson; James Elder, Vice Chairperson; John Casey Mullen, Secretary; Frances Navarro, Treasurer; David Kendle; Cory Neering; Joseph Morel, Irene Figueroa

Excused: Joan Roude, Shanti Howard

Staff: Darcy Davis; Dr. Belma Andric; Valerie Shahriari; Terry Megiveron; Dr. Tamara-Kay Tibby; Dr. Noelle Stewart; Ellen Pentland

Minutes Transcribed By: Marguerite Lynch

Meeting Scheduled For 1:00 PM

Meeting Began at 12:54 PM

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mrs. Bessie Brown called the meeting to order.	The meeting was called to order at 12:46 pm.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mrs. Bessie Brown read the Affirmation of Mission	
2. Agenda Approval	Mrs. Bessie Brown called for an approval of the meeting agenda.	VOTE TAKEN: Mr. Kendle made a motion to revise the board package item 7.A.3. with revised document distributed at the meeting and approve the revised agenda. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
2A. Additions/Deletions/ Substitutions	Substitution on the consent agenda 7.A.3 will be replaced with the 7.A.3. which has been revised and distributed to members at the meeting. The 3/9/18 meeting originally identified will not take place. The date was revised to include Strategic Planning session on 3/22/18 instead.	
2B. Motion to Approve Agenda Items	Agenda was revised as recommended by Mr. Kendle. The agenda for the November 2018 meeting was approved.	

3. Awards, Introductions and Presentations	None.	No action necessary.
4. Disclosure of Voting Conflict	None.	No action necessary.
5. Public Comment	None.	No action necessary.
6. Meeting Minutes 6A Staff Recommends a Motion to Approve: Board Meeting Minutes of October 24, 2018	There was no discussion of the minutes dated October 24, 2018.	VOTE TAKEN: Mr. Kendle made a motion to approve the minutes of October 24, 2018 as presented. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item with the substitution of 7.A.3 document. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: November 2018 Internet Posting of District Public Meeting	The meeting notice was posted.	No further action necessary.
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	No further action necessary.
7A-3. Receive & File: Proposed Schedule for 2019 Board Meetings	Proposed schedule for 2019 Board meetings was distributed at the meeting as a substitution to what was included in the board package.	No further action necessary.
7B. FINANCE		
7B-1. Staff recommends a Motion to Approve: C. L. Brumback Primary Care Clinics Finance Report September 2018	Finance Report for September 2018 presented and reviewed in the Finance Committee meeting.	No further action necessary.
7B-2 Receive & File: C.L. Brumback Primary Care	Finance Report for October 2018 presented and reviewed in the Finance Committee meeting.	No further action necessary.

Clinics Finance Report October 2018		
7C. Credentialing and Privileging		
7C-1. Staff recommends a Motion to Approve: Licensed Independent Practitioner Credentialing and Privileging	Dr. Delvis Santana, Family Medicine LIP, has satisfactorily completed the credentialing and privileges process and met the standards set forth within the approved Credentialing and Privileging Policy. Staff recommends the Board approve the initial credentialing and privileging for Dr. Delvis Santana.	No further action necessary
8. Regular Agenda		
A. EXECUTIVE		
8A-1. RECEIVE AND FILE: Executive Director Informational Update	<p>Dr. Andric provided an Executive Director informational update:</p> <p>Lakeside Medical Center Clinic (Belle Glade) On 11/12/2018, Chandler Construction began long lead-time construction such as mechanical, electrical, plumbing (MEP). Permits are expected after Thanksgiving.</p> <p>Farris Foundation On 11/8/2018, we received notification from Farris Foundation that we were honored award of \$200,000 (2 years). We submitted this grant request to support an LCSW position for our Mobile Clinic.</p> <p>John Rosetti Center of Excellence Award On behalf of dental team, Dr Tibby and Terry Megiveron officially accepted the award for patient access and outcomes on 11/13/2018 at the annual NNOHA conference in New Orleans.</p>	Receive and file.
B. OPERATIONS		
8B-1. Staff Recommends A MOTION TO APPROVE: Operations Reports – October 2018	<p>Terry Megiveron, Director of Operations, presented the highlights of clinic productivity report for October 2018 that was included in the board package.</p> <p>Overall it was a stable month for the clinics. All clinics in the 80% range except for MAT which was 117%. The Mobile Clinic has been active and participating in community health fairs.</p>	VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Neering. A vote was called, and the motion passed unanimously

8C. QUALITY

8C-1. Staff Recommends a Motion to Approve: Quality Council Reports – October 2018

Dr. Stewart presented a summary of October 2018 Quality Council minutes of 11/9/18 included in the board package. She discussed metrics, UDS data, highlighted diabetes, noted lower rates of colorectal cancer, peer review and looking at options to share data with staff.

Grants and recognitions – Dr. Andric made note of Farris Foundation grant. Currently pursuing PCMH for Jupiter and West Boca.

Utilization – streamlining all behavioral health appointments to 30 minutes. Exploring ways to reduce no show rate, and increasing patient satisfaction.

Mr. Neering asked in terms of the minutes and the actions items noted how do the action items flow into work plans? Dr. Stewart advised that they are worked on in work groups to address the specific action items.

Ms. Brown asked if Dr. Stewart could reference the page numbers in the package, when she is speaking to it.

Mr. Elder asked about treatment of phase 1 in the Medication Assisted Treatment (MAT) Program. Dr. Stewart advised how much of the prescription medication can be given at that time of treatment is phase 1. All patients start in phase 1 and it is the most intensive treatment with individual counseling; phase 2 they are in stable recovery with group treatment. Some become stable and they drop out or they move to primary care for follow up. We have a 50-60% stability rate of patients.

Ms. Brown asked how successful is the MAT program? Dr. Andric advised 50-60% stay in the program and are expected to reach some type of sustainable recovery. We follow evidenced based practices and this is a good rate for us. It is a life long illness.

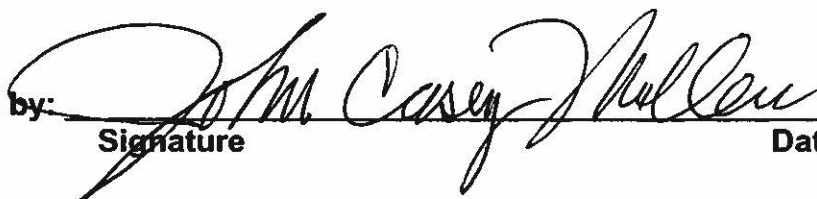
VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Morel. A vote was called, and the motion passed unanimously.

	<p>Mr. Morel ask about the no-show rates – can we call the patients and understand why no show rate is so high? Terry Megiveron advised that with Athena they text, e-mail and call 48 hours prior to the appointment. We have recently noticed that Athena advises us a patient wants to reschedule, but we did not receive the information and then they appear to be a no show to the clinic. We continue to dig into this to understand the reasons. Mr. Kendle suggested it could be seasonal too with workers moving from area to area.</p> <p>Mr. Neering thinks this is an issue across the medical industry. He recommended we try to get the patients on the front end prior to the appointment.</p> <p>Athena continues to be customized and optimized to work best for our clinics.</p>	
9. CMO, VP and Executive Director of Clinical Services Comments	None.	No action necessary.
10. Board Member Comments	<p>Mr. Neering updated that the HCD board added a new member, Mr. Savin, who has a strong financial background.</p> <p>Mr. Kendle would like to incorporate a holiday party with the meeting on December 12, 2018 to recognize the members who are terming off the board. Everyone agreed.</p>	No action necessary.
11. Establishment of Upcoming Meetings	<p>December 12, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors 	No action necessary.
12. Motion to Adjourn	There being no further business, the meeting was adjourned.	Mr. Kendle made a motion to adjourn and Mr. Elder seconded. The meeting was adjourned at 1:29 p.m.

Minutes Submitted by:

Signature

Date



12-12-18