District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
11/29/2022

Present: Mike Smith, Vice-Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; Tammy Jackson-Moore; John Casey Mullen; James Elder; Irene Figueroa; Robert Glass; William Johnson
Excused: Melissa Mastrangelo, Chair
Staff: Darcy Davis; Dr. Belma Andric; Bernabe Icaza; Candice Abbott; Dr. Charmaine Chibar; Alexa Goodwin; David Speciale; Marisol Miranda; Shauniel Brown; Andrea Steele;Lisa Hogans; Heather Bokor; Macson Florvil; Robin Kish; Luis Rodriguez; Daniel Scott; Carolina Fonsinski; Nicole Glasford; Kimbelitha Bush

Minutes Transcribed By: Shannon Wynn

The meeting is scheduled for 12:45 p.m.
Meeting Began at 12:50 p.m.

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. Smith called the meeting to order.	**The meeting was called to order at 12:50 p.m.**
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. Smith read the affirmation of mission.	

2. Agenda Approval		
2A. Additions/Deletions/ Substitutions **2B. Motion to Approve Agenda Items**	None. Mr. Smith called for approval of the meeting agenda.	**VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the agenda. Mr. John Mullen duly seconded the motion. A vote was called and the motion passed unanimously.**
3. Awards, Introductions and Presentations 3A. C.L. Brumback West Palm Beach Clinic Overview	Ms.Kimbelitha Bush presented the West Palm Beach clinic overview to the Board. After the presentation, Dr. Andric thanked Ms. Kim Bush and the West Palm Beach team for their outstanding work. Mr. Smith requested an introduction to the newest member of the Board of Directors Committee, Mr. William Johnson.	**No action necessary.**
4. Disclosure of Voting Conflict	None.	**No action necessary.**
5. Public Comment	None.	**No action necessary.**

6. Meeting Minutes **6A-1 staff Recommends a MOTION TO APPROVE:** Board meeting minutes of October 26, 2022	There were no changes or comments to the minutes dated October 26, 2022.	**VOTE TAKEN: As presented, Ms. Jackson-Moore made a motion to approve the Board meeting minutes of October 26, 2022. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.**
7. Consent Agenda – Motion to Approve Consent Agenda Items		**VOTE TAKEN: Ms. Jackson-Moore motioned to approve the consent agenda. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.**
7A. ADMINISTRATION		
7A-1. Receive & File: November 2022 Internet Posting of District Public Meeting	The meeting notice was posted.	**Receive & File. No further action is necessary.**
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	**Receive & File. No further action is necessary.**
7A-3. Recommends a MOTION TO APPROVE: Human Resource Policy and Procedure Updates in FY2022	In the fiscal year 2022, the Human Resources (HR) department began reviewing existing departmental policies and procedures as an organizational initiative. A sub-committee was created that was comprised of several HR professionals supporting various functions. As a result of this initiative, the following policies listed below were modified and/or created. The updated and approved policy changes can be found in Converge Point (policy management software) or our SharePoint (HCD intranet) site, available to all HCD staff.	**VOTE TAKEN: Ms. Jackson-Moore motioned to approve the Human Resource Policy and Procedure Updates in FY2022. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.**

Policy Name
Attendance Policy and Procedure
Dress Code Policy and Procedure
Joint Employment Policy and Procedure
Sick Time Off Policy and Procedure
Recruitment and Selection Policy and Procedure
Bereavement Policy and Procedure
Internal Employee Communications Policy and Procedure
Introductory Period for New Employees Policy and Procedure
Anti-Discrimination and Anti-Harassment Policy and Procedure
Pre-Employment Screenings Policy and Procedure
Employee Referral Policy and Procedure
Professional Development Reimbursement Policy and Procedure
Employee Rescreening Policy and Procedure
Learning Management System Policy and Procedure
Transfers Promotions and Demotions Policy and Procedure
Learning Program Standard Policy and Procedure
Telecommuting Procedure
COVID-19 Vaccination Mandate Procedure
COVID-19 Vaccination Mandate Policy
Education Assistance Policy and Procedure
Performance Management Policy and Procedure
COVID-19 Policy on Unvaccinated Staff Accommodations and Requirements

The HR sub-committee reviewed existing HR policies, made modifications, and created new HR policies and procedures. As part of our review process, we considered the following reasons to modify and/or create HR policies and procedures: new laws/regulations, new systems/technology, industry best practices, alignment with HCD's mission/vision/values, HCD's strategic direction and leadership presence, and/or policy template/grammatical error updates needed. All policy changes and creations were reviewed and approved by the Administrative Policy Committee.

8. REGULAR AGENDA		
A. ADMINISTRATION		
8A-1. Receive & File: 2022 Targeted Patient Survey, Sliding Fee Scale Discount Program Assessment	In accordance with the Program Requirement Chapter 9 (Sliding Fee Discount Program) of the Health Resources and Services Administration (HRSA), this report presents the results of the 2022 Targeted Patient Survey focusing on the C.L. Brumback Sliding Fee Scale Discount Program Assessment. The purpose of the survey was; to determine if the nominal fee charged to uninsured medical and dental patients was considered "nominal" from the perspective of the patient; to identify any barriers patients are experiencing with the sliding fee scales; and, for those patients who identify that the sliding fee created a barrier to care, where they informed of the opportunity to enroll in a payment plan. There were 590 surveys completed. Dates of service ranged from July 2021 through July 2022. The rolled-up results show that most patients (78%) agreed with the amount they paid. Most patients confirmed they had not missed an appointment due to the inability to pay. Our area of opportunity is to increase awareness about offering payment plans. Many patients reported they were happy with the services they received. Trends over time reported. Dr. Andric requested that Ms. Steele provide a trend from the previous years so we can track it. Dr. Andric also reminded the Board that we have a payment plan and a hardship application that will waive patients' nominal fees if needed.	**Receive & File. No further action is necessary.**
8A-2. Receive & File: Summary of Board Member Self-Evaluations	This agenda item presents the Board's annual self-evaluation tally of results from September 2022. The C. L. Brumback Primary Care Clinics Board completes an annual self-evaluation yearly. Dr. Andric stated we would invest in training opportunities for the Board members. She also stated that there is a budget for these training opportunities. Ms. Andrea Steele stated that online Board training could also be looked into.	**Receive & File. No further action is necessary.**

	Dr. Andric stated the Board members could schedule a visit to tour the clinics and asked Mr. Bernabe Icaza to present the legal responsibilities for the Board members at a later meeting. Dr. Andric suggested we subscribe the Board members to the FACHC or NACHC newsletter and provide it under the consent agenda.	
B. EXECUTIVE		
8B-1. Receive & File: Executive Director Informational Update	On Thursday, 11/4/2022, the clinics held their annual meeting at Swank Specialty Produce & Farm in Loxahatchee, FL. Dr. Andric informed the Board that during the annual meeting, we had a national speaker come and talk about homelessness. During the annual clinic meeting, we also recognized the employee of the year and quarter and PX champion.	**Receive & File. No further action is necessary.**
8C. CREDENTIALING		
8C-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. 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)	**VOTE TAKEN: Ms. Jackson-Moore motioned to approve the initial credentialing and privileging agenda of Sharon Burrowes and the re-credentialing of Angela Mitchell. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.**

Last Name	First Name	Degree	Specialty	Credentialing
Burrowes	Sharon	APRN	Nurse Practitioner	Initial Credentialing
Mitchell	Angela	LCSW	Licensed Clinical Social Worker	Recredentialing

Primary source and secondary source verifications were performed for credentialing and privileging elements in accordance with state, federal and HRSA requirements. A Nationally accredited Credentials Verification Organization (CVO) was utilized to verify the elements requiring primary source verification.

The C.L. Brumback Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director to support the credentialing and privileging process.

Sharon Burrowes, APRN, joined the West Palm Beach Clinic in 2022 as a Nurse Practitioner. She attended the Rutgers University of New Jersey. Ms. Burrowes is certified as a Psychiatric-Mental Health Nurse Practitioner by The American Nurses Credentialing Center. She has been in practice for four years.

Angela Mitchell, LCSW, joined the Mangonia Park Clinic in 2020 as a Licensed Clinical Social Worker. She attended Florida International University. Ms. Mitchell has been in practice for nineteen years.

8D. QUALITY

8D-1. Staff Recommends a MOTION TO APPROVE:
Quality Report

This agenda item presents the updated Quality Improvement & Quality Updates:

- Quality Council Meeting Minutes November 2022
- UDS Report – YTD
- Provider Productivity – October 2022

PATIENT SAFETY & ADVERSE EVENTS
Patient safety and risk, including adverse events, peer review and chart review, are brought to the board "under separate cover" on a quarterly basis.

PATIENT SATISFACTION AND GRIEVANCES
Patient relations are to be presented as a separate agenda item.

VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Quality Reports- as presented. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.

	<u>QUALITY ASSURANCE & IMPROVEMENT</u> HPV Cancer Prevention: We have partnered with the American Cancer Society on a new HPV Quality Improvement (QI) Project. The project is focused on our pediatric patients ages 9-13y. This project aims to increase HPV vaccination rates in this population to reduce the burden of HPV cancers in our community. <u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity is stratified by the clinic. Ms. Jackson-Moore asked Dr. Chibar how are the parents responding to the request to vaccinate their 9-13-year-old children from HPV Dr. Chibar stated the HPV vaccine is being presented to the parent as a cancer preventative than an STD. Ms. Jackson-Moore requested that we have an outreach to the community to educate them about HPV and the benefits of being vaccinated. Dr. Andric stated that we could add an HPV education video to the clinic waiting room and HPV brochures are available to the patients. Ms. Jackson-Moore asked Dr. Chibar to explain the breakdown of the HPV dosing. Children ages 9-14 only require two doses of the HPV vaccine. Children 15 and older require three doses of the HPV vaccine. The younger the children, the better their immunity; therefore will only need two doses as to 3 doses in the older children.	
8E. OPERATIONS		
8E-1. Staff Recommends a MOTION TO APPROVE: Operations Reports-October 2022	This agenda item provides the following operations reports for October 2022: Clinic Productivity, Payor Mix and Demographics	**VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the Operations Reports- October 2022 as presented. Ms. Bullard duly**

	In October, the clinics had 12,206 visits which were 2,187 more than the month prior and 1,396 more than in September of 2021. 41% of patients were adults in Primary Care, 23% in Dental and 15% in Pediatrics. The Lantana Clinic had the highest volume, with 1,921 visits, followed by Mangonia, with 1,751 visits. Our payer mix for October was 53% uninsured, which was 1% less than the previous month. 4% of patients were Managed Care and 4% were Medicaid. 60% of patients were female. 49% of patients reported as White and 41% as Black. Of those patients, 42% reported as Hispanic. 5.7% of patients were agricultural workers. Our average homeless population was 24.4%. 46% of patients were reported as English speaking, 34% Spanish speaking, and 20% Creole speaking. 91% of patients have consistently reported as straight.	**seconded the motion. A vote was called, and the motion passed unanimously.**
9. AVP and Executive Director of Clinic Services Comments	Dr. Andric stated the Delray clinic will be moving by April 2023. The Lantana clinic lease has been signed. Roosevelt clinic is in the hands of the school district. The Jupiter clinic is pending renovations.	**No action necessary.**
10. Board Member Comments	None.	**No action necessary.**
11. Establishment of Upcoming Meetings	**December 13, 2022 (HCD Board Room)** 12:45 p.m. Board of Directors	**No action necessary.**
12. Motion to Adjourn	Mr. Smith motioned to adjourn the public meeting immediately following the conclusion of the closed meeting. There being no further business, the meeting was adjourned at 2:31 p.m.	**VOTE TAKEN: Mr. Joseph Gibbons made a motion to adjourn. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.**

Minutes Submitted by: Julia Bullard 12/13/22

Signature **Date**