

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
11/30/2021**

**Present:** Mike Smith, Chair; Melissa Mastrangelo, Vice-Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; John Casey Mullen; Tammy Jackson-Moore; James Elder; Irene Figueroa

**Excused:** Robert Glass

**Absent:** Marjorie Etienne

**Staff:** Darcy Davis, Chief Executive Officer; Dr. Belma Andric, Chief Medical Officer; Dr. Hyla Fritsch, Executive Director of Clinic and Pharmacy Services; Bernabe Icaza, VP & General Counsel; Candice Abbott, VP & CFO; Shauniel Brown, Risk Manager; Martha Hyacinthe, Director of Corporate Risk; David Speciale, Director of Patient Experience; Dr. Charmaine Chibar, FQHC Medical Director; Donald Moniger, Desktop Engineer; Shannon Wynn, Administrative Assistant; Marisol Miranda, Director of Operations; Andrea Steele; Heather Bokor; Alexa Goodwin; Jonathan Dominique; Robin Kish; Maria Chamberlin; Lisa Hogans; Thomas Cleare; Patricia Lavelly; Dr. Jennifer Dorce-Medard

**Minutes Transcribed By:** Shannon Wynn

**Meeting Scheduled for 12:45 p.m.**


**Meeting Began at 12:45 p.m.**

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. Smith called the meeting to order.	The meeting was called to order at 12:45 p.m.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. Smith read the affirmation of mission.	

<b>2. Agenda Approval</b>		
<b>2A. Additions/Deletions/ Substitutions</b>  <b>2B. Motion to Approve Agenda Items</b>	<p>None.</p> <p>Mr. Smith called for approval of the meeting agenda.</p>	<p><b>VOTE TAKEN: Mr. Elder made a motion to approve the agenda. Ms. Mastrangelo duly seconded the motion. A vote was called and the motion passed unanimously.</b></p>
<b>3. Awards, Introductions and Presentations</b>		
<b>3A. COVID-19 Testing and Vaccination Update</b>	<p>Dr. Andric updated the Board with the most recent Covid testing and vaccine update.</p> <p>Dr. Andric will retire the COVID testing and Vaccine update because there is not much need for it.</p> <p>Mr. Smith asked how we distribute the vaccines to the children.</p> <p>Dr. Andic stated that the mobile clinics have a schedule that allows them to go from school to school. Usually one school in the morning and one school in the afternoon.</p> <p>Mr. Mullen asked if the mobile clinics will be used for testing also</p> <p>Dr. Andric replied by saying the mobile clinics will only vaccinate, and if you need to get testing for COVID, you would either make an appointment with your provider or see an outside vendor.</p> <p>Ms. Jackson-Moore asked if the vaccination sites at the school are being well received.</p> <p>Dr. Andric stated that we had vaccinated over 1,000 children between the ages of 5 and 11. She feels that this is a great start.</p>	<p><b>No action necessary.</b></p>

	<p>Ms. Bullard asked when will last date be for the mobile clinics going to the schools.</p> <p>Ms. Miranda stated sometime at the end of December 2021.</p> <p>Mr. Smith asked what the holiday schedule is for the clinics.</p> <p>Dr. Andric stated we have a standard schedule and are closed for Federal Holidays.</p>	
<b>4. Disclosure of Voting Conflict</b>	None.	<b>No action necessary.</b>
<b>5. Public Comment</b>	None.	<b>No action necessary.</b>
<b>6. Meeting Minutes</b>  <b>6A-1 Staff Recommends a MOTION TO APPROVE:</b> Board meeting minutes of October 27, 2021	There were no changes or comments to the minutes dated October 27, 2021.	<b>VOTE TAKEN:</b> As presented, Ms. Tammy Jackson-Moore made a motion to approve the Board meeting minutes of October 27, 2021. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.
<b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b>		<b>VOTE TAKEN:</b> Ms. Jackson-Moore made a motion to approve the consent agenda as presented. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.
<b>7A. ADMINISTRATION</b>		
<b>7A-1. Receive &amp; File:</b> November 2021 Internet Posting of District Public Meeting	The meeting notice was posted.	<b>Receive &amp; File. No further action is necessary.</b>

<b>7A-2. Receive &amp; File:</b> Attendance tracking	Attendance tracking was updated.	<b>Receive &amp; File. No further action is necessary.</b>
<b>7B. FINANCE</b>		
<b>7B-1. Receive &amp; File:</b> District Clinic Holdings, Inc. Top 20 utilized procedure's pricing	<p>The top 20 CPT codes and pricing are for the District Clinic Holdings, Inc. and are presented for Board review.</p> <p>Management has provided the top 20 CPT codes for District Clinics Holdings, Inc. with a pricing comparison to the Medicare Allowed Amount. Additional Management discussion and analysis are incorporated into the presentation.</p>	<b>VOTE TAKEN: Mr. Elder made a motion to approve the Top 20 utilized procedure's pricing. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</b>
<b>8. REGULAR AGENDA</b>		
<b>8A. ADMINISTRATION</b>		
<b>8A-1.</b> <b>Staff Recommends a MOTION TO APPROVE: Bylaws Change</b>	<p>This agenda item presents the District Clinic Holdings, Inc. update bylaws. This update presents two changes. The first update changes the membership term from three (3) to four (4) years and the term period from January through December three (3) years later to the date of appointment until 4 years later. The second update changes the requirement for the Finance Committee meeting from monthly to quarterly.</p> <p>The first update recommended includes a change to the Bylaws Section 9.1 Term of Membership. The update includes the following changes:</p> <ul style="list-style-type: none"> <li>• The membership term will change from three (3) to four (4) years. This change will align the Clinic Board Membership Terms to the same number of years as the District Board, Lakeside Health Advisory Board, and District Committees.</li> <li>• The period of time for membership terms will change from January through December, 3 years later to a simple 4 year term from the date of appointment. This change should reduce the number of Board members whose terms expire at the same time.</li> <li>• The language-related to unexpired terms will be removed from 9.2(a) since according to this update all appointments will be for a 4 year period.</li> </ul>	<b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Bylaws Change. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</b>

	<p>Mr. Smith asked if the Finance Committee was to meet quarterly, would the Board of Directors be able to review the financial reports monthly.</p> <p>Ms. Abbott stated she is willing to provide the monthly financial reports to the Board of Directors in the Consent Agenda portion of the packet.</p> <p>Dr. Andric explained that the financial reports would be provided to the Board of Direction in the consent agenda portion of the Board packet. If the Board members would like to discuss more in detail, it can be moved to the regular agenda. The quarterly Finance meeting is where they will discuss the finances.</p>	
<b>8B. EXECUTIVE</b>		
<p><b>8B-1. Receive and File: Executive Director Information Update</b></p>	<p>Updates on key changes within C. L. Brumback Primary Care Clinics:</p> <ul style="list-style-type: none"> <li>• FY2021 Quality Award</li> </ul> <p>FY2021 Quality Award</p> <p>The Health Resources and Services Administration (HRSA) recognized the C. L. Brumback Primary Care Clinics with several Health Center Quality Improvement Fiscal Year 2020 Grant Awards, including \$180,431 and a gold badge as a Health Center Quality Leader for ranking among the top 10% of health centers nationally for clinical quality.</p> <p>The Brumback Clinics received recognition in the following categories:</p> <ul style="list-style-type: none"> <li>• Gold Health Center Quality Leader: Achieved the best overall clinical performance among all health centers and was recognized in the Gold tier (top 10%).</li> </ul> 	<p><b>Receive &amp; File. No further action necessary.</b></p>

- **Advancing Health Information Technology (HIT) for Quality:** Recognized health centers that optimized health information technology services for advancing telehealth, patient engagement, interoperability, and collection of social determinants of health to increase access to care and advance quality of care between 2019 and 2020.



- **Patient-Centered Medical Home (PCMH) Recognition:** Recognized health centers with patient-centered medical home recognition in one or more delivery sites.



- **COVID-19-specific awards recognition:**



Mr. Elder thanks the staff for an excellent job for their achievements.

Ms. Jackson-Moore asked if we let any media outlets know of our achievements and recognitions.

Ms. Kish stated that we had informed the media of our achievements, which have been in the spotlight.

	<p>Mr. Smith asked if it was recorded anywhere</p> <p>Ms. Kish replied that it had been recorded in the South Florida Hospital News and publications.</p> <p>Mr. Smith asked if the patients knew of our achievements.</p> <p>Dr. Andric stated that we do post our achievements in all clinics.</p> <p>Ms. Kish also stated that HRSA promoted our vaccination efforts and achievements on all their platforms.</p>	
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**8C. CREDENTIALING**

<p><b>8C-1. Staff Recommends a MOTION TO APPROVE</b> Licensed Independent Practitioner Credentialing and Privileging</p>	<p>The agenda item represents the licensed independent practitioners recommended for credentialing and privileging by the FQHC Medical Director.</p>				<p><b>VOTE TAKEN: Mr. Elder made a motion to approve the Initial Credentialing and privileges of S M Atiqur Rahman, Diana Perez-Nunez and re-credentialing of Nancy Lazaro; Michaelle Kaloglian Silva; Rose Carline Cesaire-Jean; Joanne Pierre-Louis; Claudia Rexach and Kiara Jones as presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</b></p>	
	<p>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:</p>					
	<ul style="list-style-type: none"> <li>• Current licensure, registration or certification</li> <li>• Relevant education, training and experience</li> <li>• Current clinical competence</li> <li>• Health fitness, or ability to perform the requested privileges</li> <li>• Malpractice history (NPDB query)</li> <li>• Immunization and PPD status; and</li> <li>• Life support training (BLS)</li> <li>•</li> </ul>					
	Rahman	S M Atiqur	MD	Preventive Medicine		Initial Credentialing
	Perez-Nunez	Diana	APRN	Nurse Practitioner		Initial Credentialing
Lazaro	Nancy	MD	Pediatric Medicine	Recredentialing		
Kaloglian Silva	Michelle	DDS	General Dentistry	Recredentialing		

Cesaire-Jean	Rose Carline	APRN	Nurse Practitioner	Recredentialing
Pierre-Louis	Joanne	APRN	Nurse Practitioner	Recredentialing
Rexach	Claudia	LMHC	Licensed Mental Health Counselor	Recredentialing
Jones	Kiara	LCS W	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.

S M Atiqur Rahman, MD, joined the West Boca Clinic in 2021, specializing in Preventive Medicine. He attended the Rajshahi University in Bangladesh and completed his residency at the University of Colorado Denver School of Public Health. Dr. Rahman is certified in Public Health and General Preventive Medicine by the American Board of Preventive Medicine. He has been in practice for eight years and is fluent in Bengali, Persian and Hindi.

Diana Perez-Nunez, APRN, joined the Lewis Center Clinic in 2021 as a Nurse Practitioner specializing in Psychiatric Mental Health. She attended Regis College and is certified in Psychiatric Mental Health by the American Nurses Credentialing Center. Ms. Perez-Nunez has been in practice for five years.

Nancy Lazaro, MD, joined the West Palm Beach Clinic in 2015, specializing in Pediatric Medicine. She attended the University of Puerto Rico and completed her residency at Puerto Rico Medical Center. Dr. Lazaro has been in practice for seventeen years and is fluent in Italian and Spanish.

Michelle Kaloglian Silva, DDS, joined the West Palm Beach Clinic in 2019, specializing in General Dentistry. She attended Sao Francisco University and completed her residency at the University of Florida, College of Dentistry. Dr. Kaloglian Silva has been in practice for five years and is fluent in Portuguese and Spanish.



	<p>Rose Carline Cesaire-Jean, APRN, joined the West Palm Beach Clinic in 2015 as a Nurse Practitioner specializing in Family Medicine. She attended Florida International University and is certified as a Family Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. Cesaire-Jean has been in practice for six years and is fluent in Creole and French.</p> <p>Joanne Pierre-Louis, APRN, joined the Lake Worth Clinic in 2015 as a Nurse Practitioner specializing in Family Medicine. She attended Florida Atlantic University and is certified as an Adult Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. Pierre-Louis has been in practice for ten years and is fluent in Creole.</p> <p>Claudia Rexach, LMHC, joined the Lantana Clinic in 2019 as a Licensed Mental Health Counselor. She attended the Carlos Albizu University San Juan campus in Puerto Rico. Ms. Rexach has been in practice for six years and is fluent in Spanish.</p> <p>Kiara Jones, LCSW, joined the Lake Worth Clinic in 2017 as a Licensed Clinical Social Worker. She attended Florida Atlantic University. Ms. Pierre-Louis has been in practice for eight years.</p>	
<b>8D. OPERATIONS</b>		
<p><b>8D-1. Staff Recommends a MOTION TO APPROVE</b> Operations Reports</p>	<p>This agenda item provides the following operations reports for September 2021:</p> <ul style="list-style-type: none"> <li>- Clinic Productivity, including in-person and telehealth metrics, No Show trended over time.</li> </ul> <p>In September, we had 10,140 visits which are 369 more than the month prior and 257 more than September of 2020. Our average patient visits per weekday were 487 among all clinics and an improved average of 50 patients on Saturdays among 6 clinics. The Lantana Clinic had the highest volume with 1,737 visits, followed by the Lake Worth Clinic with 1,367. Our payer mix for the year-to-date reflects 60% percent uninsured patients and 28% Managed Care.</p> <p>By visit category, Pediatrics and Substance Abuse met their productivity target.</p>	<p><b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Operations Reports as presented. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</b></p>

	<p>Productivity targets for in-person visits were met in the West Palm Beach, Delray, Lewis Center Adult Primary Care and Substance Abuse, Lantana Pediatrics and Delray Behavioral Health. In the 90% and higher range were Lantana Adult Primary, West Palm Beach Pediatrics, Women’s Health, Lantana Dental and Behavioral Health in West Palm Beach, Lantana and Lake Worth.</p> <p>The No Show rate in September decreased from 29% to 27%.</p> <p>Mr. Smith asked how many telehealth vs. in-person visits</p> <p>Ms. Miranda stated that telehealth is 6 percent of our visits.</p> <p>Mr. Elder request the report on the no-show vs. walk-in.</p> <p>Ms. Miranda stated she would provide the reports at the December meeting.</p>	
<p><b>8E-1. Staff Recommends a MOTION TO APPROVE Quality Reports</b></p>	<p>This agenda item presents the updated Quality Improvement &amp; Quality Updates:</p> <ul style="list-style-type: none"> <li>• Quality Council Meeting Minutes November 2021</li> <li>• UDS Report – YTD October 2021</li> <li>• Provider Productivity – October 2021</li> </ul> <p><u>PATIENT SAFETY &amp; 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 &amp; IMPROVEMENT</u> We implemented an outbound campaign in October in our efforts to improve our UDS Depression Remission measure. The Clinic Service Center contacted 77 patients in October to get them into the clinic for a follow-up appointment based on their previous PHQ9 score.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u></p>	<p><b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Quality Reports as presented. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</b></p>

	<p>Individual monthly provider productivity is stratified by the clinic.</p> <p>Mr. Smith asked if the percentage on the quality chart provided was the percentage of patients screened at the clinics</p> <p>Dr. Chibar stated that this is just the data provided from Epic. Staff is still trying to marry the data from Athena to Epic to get a more accurate number.</p>	
<b>9. A.V.P. and Executive Director of Clinic Services Comments</b>	None.	<b>No action necessary.</b>
<b>10. Board Member Comments</b>	<p>Ms. Jackson-Moore asked Dr. Andric if we have a process in place for the Omicron variant.</p> <p>Dr. Andric stated we are closely monitoring it, and it's still unknown.</p>	<b>No action necessary.</b>
<b>11. Establishment of Upcoming Meetings</b>	<p><u>December 14, 2021 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	<b>No action necessary.</b>
<b>12. Motion to Adjourn</b>	There being no further business, the meeting was adjourned at 1:18 p.m.	<b>VOTE TAKEN: Mr. Gibbons made a motion to adjourn. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</b>

Minutes Submitted by: Julia Brellard 12/14/21  
Signature Date