



C. L. Brumback

Primary Care Clinics

Health Care District Palm Beach County

BOARD OF DIRECTORS

December 12, 2018

12:45 P.M.

Meeting Location

1515 N. Flagler Drive, Suite 101

West Palm Beach, FL 33401

If a person decides to appeal any decision made by the board, with respect to any matter at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings made, which record includes the testimony and evidence upon which the appeal is to be based.

**BOARD OF DIRECTORS MEETING
AGENDA
December 12, 2018
1515 N. Flagler Drive
West Palm Beach, FL 33401**

- 1. Call to Order – Bessie Brown, Chair**
 - A. Roll Call
 - B. Affirmation of Mission: To provide compassionate, comprehensive health services to all Palm Beach County residents, through collaboration and partnership, in a culturally sensitive environment.
 - 2. Agenda Approval**
 - A. Additions/Deletions/Substitutions
 - B. Motion to Approve Agenda
 - 3. Awards, Introductions and Presentations**
 - A. Recognition of Bessie Brown, David Kendle and Francis Navarro, District Clinic Holdings, Inc.
(Robin Kish)
 - 4. Disclosure of Voting Conflict**
 - 5. Public Comment**
 - 6. Meeting Minutes**
 - A. **Staff recommends a MOTION TO APPROVE:**
Board Meeting Minutes of November 28, 2018.
[Pages 1-5]
-
- 7. Consent Agenda – Motion to Approve Consent Agenda Items**

All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which the item will be removed from the general order of business and considered on its normal sequence on the Agenda.

7. **Consent Agenda – Motion to Approve Consent Agenda Items (continued)**

A. **ADMINISTRATION**

7A-1 **RECEIVE AND FILE:**

December 2018 Internet Posting of District Public Meeting.
<http://www.hcdpbc.org/index.aspx?recordid=2597&page=15>

7A-2 **RECEIVE AND FILE:**

Attendance tracking.
[Page 6]

B. **POLICIES**

7B-1 **Staff Recommends a MOTION TO APPROVE:**

Telemedicine and Tracking Higher Level of Care Referrals Policies.
(Dr. Noelle Stewart) [Page 7-10]

8. **Regular Agenda**

A. **EXECUTIVE**

8A-1 **RECEIVE AND FILE:**

Executive Director Informational Update.
(Belma Andric) [Pages 11-12]

8A-2 **Staff Recommends a MOTION TO APPROVE:**

Change In Scope – Mangonia Park.
(Belma Andric) [Pages 13-14]

B. **CREDENTIALING AND PRIVILEGING**

8B-1 **Staff Recommends a MOTION TO APPROVE:**

Licensed Independent Practitioner Credentialing and Privileging – Sophia March,
ARNP.
(Sarah Gonzalez) [Pages 15-16]

9. **VP and Executive Director of Clinic Services Comments**

10. **Board Member Comments**

**C. L. Brumback Primay Care Clinics
Board of Directors
Meeting Agenda
December 12, 2018**

11. Establishment of Upcoming Meetings

January 30, 2019 (HCD Board Room)

12:45pm Board of Directors

February 27, 2019 (HCD Board Room)

12:45pm Board of Directors

March 26, 2019 (HCD Board Room)

2:00PM Joint Meeting with The Health Care District Board of Commissioners

March 27, 2019 (TBD)

12:15PM Board Strategic Planning

April 24, 2019 (HCD Board Room)

12:45pm Board of Directors

May 29, 2019 (HCD Board Room)

12:45pm Board of Directors

June 26, 2019 (HCD Board Room)

12:45pm Board of Directors

July 31, 2019 (HCD Board Room)

12:45pm Board of Directors

August 28, 2019 (HCD Board Room)

12:45pm Board of Directors

September 25, 2019 (HCD Board Room)

12:45pm Board of Directors

October 30, 2019 (HCD Board Room)

12:45pm Board of Directors

November 27, 2019 (HCD Board Room)

12:45pm Board of Directors

December 18, 2019 (HCD Board Room)

12:45pm Board of Directors

12. Motion to Adjourn

**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 1A. Roll Call 1B. Affirmation of Mission	Mrs. Bessie Brown called the meeting to order. Roll call was taken. Mrs. Bessie Brown read the Affirmation of Mission	The meeting was called to order at 12:46 pm.
2. Agenda Approval 2A. Additions/Deletions/ Substitutions 2B. Motion to Approve Agenda Items	Mrs. Bessie Brown called for an approval of the meeting agenda. 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. Agenda was revised as recommended by Mr. Kendle. The agenda for the November 2018 meeting was approved.	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.

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.A3 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	Dr. Andric provided an Executive Director informational update: 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. 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. 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.	Receive and file.
B. OPERATIONS		
8B-1. Staff Recommends A MOTION TO APPROVE: Operations Reports – October 2018	Terry Megiveron, Director of Operations, presented the highlights of clinic productivity report for October 2018 that was included in the board package. 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.	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

**C. L. Brumback Primary Care Clinics
Board of Directors**

Attendance Tracking

	1/24/18	2/28/18	3/27/18	4/25/2018	5/23/18	6/27/18	7/25/18	8/22/18	9/26/18	10/24/18	11/28/18	12/12/18
Bessie Brown	X	X	X	X	X	C	X	X	X	X	X	
James Elder	X	X	X	X	X	C	X	X	X	X	X	
Frances Navarro	X	X	X	X	X	C	X	X	X	E	X	
David Kendle	X	X	X	X	X	C	X	X	X	X	X	
Irene Figueroa	X	X	X	E	X	C	X	X	E	X	X	
John Casey Mullen	X	X	E	X	X	C	X	X	X	X	X	
Mara Martinez	E	E	E	E	Termination							
Shanti Howard	X	E	X	E	X	C	E	X	X	X	E	
Cory M. Neering	E	X	X	A	E	C	X	X	X	E	X	
Joan Roude							X	X	E	X	E	
Joseph Morel									X	X	X	

X= Present

C= Cancel

E= Excused

A= Absent

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

1. Description: Telemedicine and Tracking Higher Level of Care Referrals Policies

2. Summary:

C. L. Brumback Primary Care Clinics have contracted with Certintell to provide tele psych services between clinics. This will allow our two Psychiatrists to see more patients overall.

The Clinics have also changed the title of the policy previously named "Tracking Hospital and ER Visits" to "Tracking Higher Level of Care Referrals" to accurately reflect the processes in place.

3. Substantive Analysis:

Attached you will find the Telemedicine Policy and the Tracking Higher Level of Care Referrals Policy staff are recommending for approval.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

N/A

Dawn Richards
VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

Committee Name

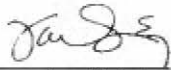
Date Approved

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

6. Recommendation:

Staff recommends the Board approve the new Telemedicine and revised Tracking Higher Level of Care Referrals Policies.

Approved for Legal sufficiency:



Valerie Shahriari
VP & General Counsel



Dr. Noelle Stewart, D.O.
FQHC Medical Director



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services



POLICY

Policy Title: Telemedicine Services	Effective Date: 11/28/2018
Department: Primary Care Clinics	Policy Number: 1500-18

POLICY

It is the policy of C.L. Brumback Primary Care Clinics, Health Care District Palm Beach County to use "live two-way audio-visual communication" to extend the availability of behavioral health services to adults only within their practicing locations. This service is only provided through a HIPAA and PHI-compliant platform.

It is the Policy of C. L. Brumback Primary Care Clinics to ensure adherence to all applicable laws, rules, and regulations while ensuring patient access to Psychiatry Services, Mental Health Assessments & Consultations, and Behavioral Health Treatments through the use of "live two-way audio-visual communication".

Health professionals providing telemedicine services shall be responsible for maintaining the same level of professional and ethical discipline and clinical practice principles and guidelines as "in-person" care, as well as additional telemedicine related concerns such as consent processes, patient autonomy, and privacy.

APPROVED BY	DATE
_____	_____
Belma Andric, MD, MPH, FQHC Executive Director	
_____	_____
Board Chair	

POLICY REVISION HISTORY

Original Policy Date

11/28/2018

Revisions

"[Next Revised Policy Date]"	"[Next Revised Policy Date]"
"[Next Revised Policy Date]"	"[Next Revised Policy Date]"
"[Next Revised Policy Date]"	"[Next Revised Policy Date]"
"[Next Revised Policy Date]"	"[Next Revised Policy Date]"



POLICY

Policy Title:	Tracking Higher Level of Care Referrals	Effective Date:	10/23/2014
Department:	Primary Care Clinics	Policy Number:	832-14

POLICY

It is the policy of CL Brumback Primary Care Clinics to track all hospital and emergency department (ED) visits for all established primary care patients to ensure continuity of care and a seamless transition from the hospital back to the clinic. Each clinic site will assign a staff member to follow through on all known hospital admissions or ED visits. Hospital and ED visits will be monitored as closely as possible to when they occur in order to enhance follow up, prevent readmission and prevent condition from worsening. CL Brumback Primary Care Clinics will strive to establish two-way communication with local hospitals and ED departments so the Primary Care Provider will be notified of an admission or ED visit. CL Brumback Primary Care Clinic staff will ask patients at the beginning of each visit whether they have had a hospital admission or ED visit since their last health center appointment.

APPROVED BY	DATE
Belma Andric, MD, MPH, FQHC Executive Director	
Board Chair	

POLICY REVISION HISTORY

Original Policy Date

05/23/2013

Revisions

10/23/2014	"[Next Revised Policy Date]"
12/12/2018	"[Next Revised Policy Date]"
"[Next Revised Policy Date]"	"[Next Revised Policy Date]"
"[Next Revised Policy Date]"	"[Next Revised Policy Date]"

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

1. Description: Executive Director Informational Update

2. Summary:

Updates on key changes within C. L. Brumback Primary Care Clinics:

- Lakeside Medical Center Clinic (Belle Glade)

3. Substantive Analysis:

Lakeside Medical Center Clinic (Belle Glade)

We are 95% complete with demolition and 90% complete with put back work (i.e. metal framing). Permits are expected this week.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

N/A

Dawn Richards
VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

Committee Name

Date Approved

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

6. Recommendation:

Staff recommends Board receive and file the Executive Director Informational Update.

Approved for Legal sufficiency:



Valerie Shahriari
VP & General Counsel



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services

**DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018**

1. Description: Change In Scope – Mangonia Park

2. Summary:

In September, we received additional HRSA funding that we will utilize to expand our Lantana MAT Clinic to a new larger location next door to the JFK North Emergency Room (ER). The clinic will be named Mangonia Park.

3. Substantive Analysis:

The C. L. Brumback Primary Care Clinics is respectfully requesting approval to proceed with a Change in Scope application with the Health Resources and Services Administration to add a new health center site. The proposed site will be located at 2151 N Congress, Ste. 102, West Palm Beach, Florida. This site is a stand-alone clinic that will house our existing, and expanded, Medication Assisted Treatment Program. In addition, we will have an ARNP located at this site to assist patients with their primary medical needs.

On July 16, 2018, the CLBPC administration submitted a grant to HRSA requesting funding for Substance Abuse Disorder and Mental Health Services assistance in the amount of \$407,500 to begin September 1, 2018. In order to make this expansion, we must seek approval from HRSA.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Net Revenue	\$313,750	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	\$153,000	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:


 Dawn Richards
 VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

Committee Name


Date Approved

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

6. Recommendation:

Staff recommends the Board approve the request for Change in Scope to add the new Mangonia Park Clinic site.

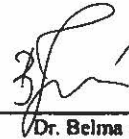
Approved for Legal sufficiency:



Valerie Shahrian
VP & General Counsel



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services

DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018

1. Description: Licensed Independent Practitioner Credentialing and Privileging

2. Summary:

The agenda item represents the licensed independent practitioner(s) recommended for credentialing and privileging by the FQHC Medical Director.

3. Substantive Analysis:

The LIP(s) 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
March	Sophia	ARNP	Nurse Practitioner	Initial Credentialing

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.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**DISTRICT CLINIC HOLDINGS, INC.
BOARD OF DIRECTORS
December 12, 2018**

Reviewed for financial accuracy and compliance with purchasing procedure:

N/A

Dawn Richards
VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

Committee Name

Date Approved

6. Recommendation:

Staff recommends the Board approve the initial credentialing and privileging for Ms. Sophia March, Nurse Practitioner.

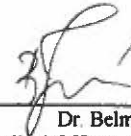
Approved for Legal sufficiency:



Valerie Shahriari
VP & General Counsel



Sarah Gonzalez, CPMSM, CPC
Director, Credentialing & Provider Services



Dr. Belma Andric
Chief Medical Officer, VP & Executive Director
of Clinic Services



C. L. Brumback

Primary Care Clinics

Health Care District Palm Beach County