

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
12/12/2018

Present: Bessie Brown, Chairperson; James Elder, Vice Chairperson; John Casey Mullen, Secretary; Frances Navarro, Treasurer; David Kendle; Irene Figueroa; Joan Roude; Shanti Howard
Excused: Joseph Morel; Cory Neering
Staff: Darcy Davis; Dr. Belma Andric; Valerie Shahriari; Terry Megiveron; Dr. Tamara-Kay Tibby; Dr. Noelle Stewart; Ellen Pentland; Cindy Yarborough; Sarah Gonzalez
Minutes Transcribed By: Marguerite Lynch
Meeting Scheduled For 12:45 PM
Meeting Began at 12:53 PM

AGENDA ITEM	DISCUSSION	ACTION	
1. Call to Order 1A. Roll Call 1B. Affirmation of Mission	<p>Mrs. Bessie Brown called the meeting to order.</p> <p>Roll call was taken.</p> <p>Mrs. Bessie Brown read the Affirmation of Mission</p>	<p>The meeting was called to order at 12:53 pm.</p>	
2. Agenda Approval 2A. Additions/Deletions/ Substitutions 2B. Motion to Approve Agenda Items	<p>Mrs. Bessie Brown called for an approval of the meeting agenda.</p> <p>Dr. Andric made a substitution for item 8A2 – Change in Scope –Mangonia Park. The document was updated and distributed at the meeting for consideration.</p> <p>The agenda for the December 2018 meeting was approved wit substitution of updated document referenced above.</p>		<p>VOTE TAKEN: Mr. Kendle made a motion to approve the agenda with the substitution as referenced. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</p>
3. Awards, Introductions and Presentations	<p>Dr. Andric recognized Bessie Brown, David Kendle and Francis Navarro, for their many years of Board service</p>		<p>No action necessary.</p>

	<p>with a plaque. They will be exiting the Board of Directors after this meeting due to term expiration. Remaining Board members offered their comments and gratitude.</p> <p>Darcy Davis, thanked the board members who will be leaving the Board of Directors for their many years of service and advocacy on behalf of the clinic patients.</p> <p>Valerie Shahriari also thanked the board members for their contributions and many years of service to the clinics board.</p>	
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 November 28, 2018	<p>There were no changes to the minutes dated November 28, 2018.</p> <p>Ms. Brown asked for an explanation of the minutes on page 4. Could you explain the PCMH recognition in Jupiter and West Boca. Dr. Andric explained the process. All other locations are currently PCMH certified. These two locations have to go through the certification process that takes quite a while to complete.</p>	VOTE TAKEN: Mr. Kendle made a motion to approve the minutes of November 28, 2018 as presented. The motion was duly seconded by Ms. Navarro. 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 the consent agenda as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: December 2018 Internet Posting of District Public Meeting	The meeting notice was posted.	Receive & File. No further action necessary.
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	Receive & File. No further action necessary.
7B. POLICIES		

<p>7B-1. Staff recommends a Motion to Approve: Telemedicine and Tracking Higher Level of Care Referrals Policies</p>	<p>Staff presented policy 1500-18 Telemedicine Services and 832-14 Tracking Higher Level of Care Referrals for approval. The C.L. Brumback Primary Care Clinics have contracted with Certintell to provide telepsych 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.</p>	<p>Motion referenced above. No further action necessary.</p>
<p>8. Regular Agenda</p>		
<p>A. EXECUTIVE</p>		
<p>8A-1. RECEIVE AND FILE: Executive Director Informational Update</p>	<p>Dr. Andric provided an Executive Director informational update:</p> <p>Lakeside Medical Center Clinic (Belle Glade) The project is 95% complete with demolition and 90% complete with put back work (i.e. metal framing) Permits are expected this week. Many contracts for subcontractors are in place. Terry Megiveron is participating in daily huddles with construction team. IT is working hard to get this set up by end of March. April/May will be the future open house.</p> <p>Mobile Van was recently parked at the Lords Place. This is a busy homeless resource facility in West Palm. The Lord's Place employees toured the coach and we saw 5 patients. It will be an excellent center to park at.</p> <p>Mr. Kendle asked for the mobile van have we also alerted law enforcement about our services. Dr. Andric advised that we work closely with Homeless Assessment Team from the County. We also have an LCSW who will be starting soon and providing service from the mobile van. Sheriff's Department usually recommends patients go to the clinics. There is a schedule for the mobile van that is not yet available on the Internet. IT is working on this. We are distributing in paper form at this time in the community.</p>	<p>Receive and file. No further action necessary.</p>

	<p>Ms. Howard has noticed homeless often congregate around churches for food. Dr. Andric advised we are trying to connect in the community where the other homeless services are.</p>	
<p>8A-2. Change in Scope – Mangonia Park</p>	<p>In September, we received additional HRSA funding that we will utilize to expand the Lantana MAT Clinic to a new larger location next door to the JFK North Emergency Room. The clinic will be named Mangonia Park. The C.L. Brumback Clinics are respectfully requesting approval to proceed with a Change in Scope application with HRSA to add a new health center site. The proposed site will be located at 2151 N. Congress, Ste. 102, West Palm Beach, FL. 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.</p> <p>On July 16, 2018, the CLBPPC administration submitted a grant to HRSA requesting funding for Substance Use Disorder and Mental Health Services assistance in the amount of \$313,750 to begin September 1, 2018. In order to make this expansion, we must see approval from HRSA.</p> <p>The financial information originally included in the package had errors. The fiscal analysis was updated and distributed at the meeting. The annual net revenue reflects the incremental revenue of \$313,750 from the HRSA grant. The annual expenditures reflect the incremental cost of expanding the MAT Clinic including \$236,783 in additional staffing, and \$175,123 in additional operating expenses. Operating expenses include \$70,000 in rent, \$40,000 in furniture and equipment, \$33,600 in purchased services, \$24,435 in lab services, \$6,000 in supplies, and \$1,088 in other expenses.</p>	<p>VOTE TAKEN: Mr. Kendle made a motion to approve the Change in Scope for Mangonia Park based on substitution distributed at the meeting. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>

8B. Credentialing and Privileging		
8B-1. Staff recommends a Motion to Approve: Licensed Independent Practitioner Credentialing and Privileging	Sophia March, ARNP, has satisfactorily completed the credentialing and privileging 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 Sophia March, ARNP.	VOTE TAKEN: Mr. Kendle made a motion to approve the initial credentialing and privileging of Sophia March, ARNP as presented. The motion was duly seconded by Ms. Howard. A vote was called, and the motion passed unanimously
9. CMO, VP and Executive Director of Clinical Services Comments	Dr. Andric had no additional comments.	No action necessary.
10. Board Member Comments	<p>Mr. Mullen thanked the board members who are leaving for their leadership.</p> <p>Mr. Elder also said it is a pleasure to have worked with them and he has learned a lot from each of them.</p> <p>Ms. Howard thanked them and their example of community services.</p> <p>Ms. Roude is sorry she hasn't worked with everyone longer. She appreciates the work that they have done before her and providing a clear mission for her to follow.</p> <p>Mr. Kendle shared that everyone will continue to giving back to their community in other ways.</p>	No action necessary.
11. Establishment of Upcoming Meetings	2019 Board of Directors Meetings were approved at the November 28, 2018 Board meeting. All meetings start at 12:45 PM: <ul style="list-style-type: none"> • January 30, 2019 • February 27, 2019 • March 26, 2019 (2:00 PM start) Joint with HCD • March 27, 2019 (12:15 PM) Strategic Planning • April 24, 2019 • June 26, 2019 • July 31, 2019 • August 28, 2019 	No action necessary.

	<ul style="list-style-type: none"> • September 25, 2019 • October 30, 2019 • November 27, 2019 • December 18, 2019 	
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 1:33 p.m.

Minutes Submitted by: John Casey Mullen 1-30-19

Signature Date