

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
12/13/2022**

**Present:** Melissa Mastrangelo, Chair; Mike Smith, Vice-Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; John Casey Mullen; James Elder; Irene Figueroa; Robert Glass; William Johnson (Note: Ms. Figueroa joined after roll call)

**Absent:** Tammy Jackson-Moore

**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; Jeremy Blood; Annmarie Hankins; Jonathan Dominique; Jessica Cafarelli

**Minutes Transcribed By:** Shannon Wynn

**The meeting is scheduled for** 12:45 p.m.

**Meeting Began at** 12:55 p.m.

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Call to Order</b>  <b>1A. Roll Call</b>  <b>1B. Affirmation of Mission</b>	<p>Ms. Mastrangelo called the meeting to order.</p> <p>Roll call was taken.</p> <p>Ms. Mastrangelo read the affirmation of mission.</p>	<p><b>The meeting was called to order at 12:55 p.m.</b></p>

<p><b>2. Agenda Approval</b></p>		
<p><b>2A. Additions/Deletions/ Substitutions</b></p> <p><b>2B. Motion to Approve Agenda Items</b></p>	<p>Delete pages 30 and 31 and replace with insert.</p> <p>Ms. Mastrangelo called for approval of the meeting agenda.</p>	<p><b>VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the agenda. Ms. Julia Bullard duly seconded the motion. A vote was called and the motion passed unanimously.</b></p>
<p><b>3. Awards, Introductions and Presentations</b></p> <p>3A. 2022 Annual Meeting Awards: Patient Experience Champion &amp; Employee of the Year</p> <p>3B. Board Member Appreciation</p>	<p>Mr. Speciale presented to the Board the Patient Experience Champion and Employee of the year 2022.</p> <p>Mr. Smith Asked how the Employee was chosen.</p> <p>Mr. Speciale stated that patients choose the Patient Experience Champion and will answer questions about their experience with the Employee. Once all submissions are submitted, they go before a committee deidentified, and there will be a nomination.</p> <p>Ms. Speciale stated the Employee of the year is selected similarly.</p> <p>Mr. Smith thinks giving out awards is outstanding and should consider giving more.</p> <p>Dr. Andric recognized James Elder, former Board Chair, former Vice Chair and clinic patient. She also recognized Mr. Elder today for his two terms on the District's Quality, Patient Safety and Compliance Committee, where he was the Clinics' Board representative. Irene Figueroa, former Board Secretary, represents migrant and farm workers and the Glades communities. John</p>	<p><b>No action necessary.</b></p>

	<p>Casey Mullen, former Board Secretary, is also a clinic patient. Dr. Andric thanked each of them and paid tribute to their ten years on this Board.</p> <p>Each of the leaving Board members gave a short speech and thanked their fellow Board members and the staff.</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 November 29, 2022	There were no changes or comments to the minutes dated November 29, 2022.	<b>VOTE TAKEN: As presented, Ms. Bullard made a motion to approve the Board meeting minutes of November 29, 2022. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</b>
<b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b>		<b>VOTE TAKEN: Mr. Gibbons motioned to approve the consent agenda. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.</b>
<b>7A. ADMINISTRATION</b>		
<b>7A-1. Receive &amp; File:</b> December 2022 Internet Posting of District Public Meeting	The meeting notice was posted.	<b>Receive &amp; File. No further action is necessary.</b>

<p><b>7A-2. Receive &amp; File:</b> Attendance tracking</p>	<p>Attendance tracking was updated.</p>	<p><b>Receive &amp; File. No further action is necessary.</b></p>
<p><b>7A-3. Recommends a MOTION TO APPROVE:</b> Proposed Schedule for 2023 Board Meetings</p>	<p>This agenda item provides the Board with the proposed schedule for board meetings in 2023. The meetings are scheduled for the last Wednesday of every month, except for holidays.</p> <p>Please also note that the November Board meeting will take place on the last Tuesday of the month (11/28/2023), and the December Board meeting will take place on the second Wednesday of the month (12/13/2023).</p> <p style="text-align: center;"><b><u>January 25, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>February 22, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>March 29, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>April 26, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>May 24, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>June 28, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>July 26, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p style="text-align: center;"><b><u>August 23, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p>	<p><b>VOTE TAKEN: Mr. Gibbons motioned to approve the Proposed Schedule for the 2023 Board Meetings. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.</b></p>

	<p><b><u>September 27, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>October 25, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>November 28, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>December 13, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p>	
<b>7A-4. Receive &amp; File:</b> HRSA Digest	<p>Per the request of the clinic board, we will include the latest HRSA Digest as available.</p> <p>The December HRSA Digest highlights training and technical assistance, COVID-19 update, workforce considerations and oral health updates.</p>	<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. Pharmacy Sliding Fee Scale	<p>The Pharmacy Sliding Fee scale for the District Clinic Holdings, Inc. is presented for Board review and approval.</p> <p>Management has provided the Sliding Fee scale for Pharmacies to provide reasonable pharmacy fees to uninsured or underinsured patients in the CL Brumback Clinics.</p>	<b>Receive &amp; File. No further action is necessary.</b>

**C. L. Brumback Primary Care Clinic  
2022 SLIDING FEE SCALE - PHARMACY**

Family Size	≤ 100%	>100% to 150%	>150% to 175%	>175% to 200%	Over 200%
1	\$13,500.00	\$13,500.01 - \$20,385.00	\$20,385.01 - \$23,782.50	\$23,782.51 - \$27,180.00	\$27,180.01
2	\$18,310.00	\$18,310.01 - \$27,465.00	\$27,465.01 - \$32,042.50	\$32,042.51 - \$36,620.00	\$36,620.01
3	\$23,030.00	\$23,030.01 - \$34,545.00	\$34,545.01 - \$40,302.50	\$40,302.51 - \$46,060.00	\$46,060.01
4	\$27,750.00	\$27,750.01 - \$41,625.00	\$41,625.01 - \$48,562.50	\$48,562.51 - \$55,500.00	\$55,500.01
5	\$32,470.00	\$32,470.01 - \$48,705.00	\$48,705.01 - \$56,822.50	\$56,822.51 - \$64,940.00	\$64,940.01
6	\$37,190.00	\$37,190.01 - \$55,785.00	\$55,785.01 - \$65,082.50	\$65,082.51 - \$74,380.00	\$74,380.01
7	\$41,910.00	\$41,910.01 - \$82,865.00	\$62,865.01 - \$73,342.50	\$73,342.51 - \$83,820.00	\$83,820.01
8	\$46,630.00	\$46,630.01 - \$69,945.00	\$69,945.01 - \$81,602.50	\$81,602.51 - \$93,260.00	\$93,260.01
For families/households with more than 8 persons, add \$4,720 for each additional person					

Federal Poverty Level	Price (Note: This is not a dispensing or administrative fee)
100% or below	\$1 copay per prescription (max \$10 per calendar month)
Between 100% to 150%	\$2 copay per prescription (max \$20 per calendar month)
Between 150% to 175%	\$3 copay per prescription (max \$30 per calendar month)
Between 175% to 200%	\$4 copay per prescription (max \$40 per calendar month)
Over 200%	Wholesale Acquisition Cost (WAC)

Based on 2022 Federal Poverty Guidelines published in the Federal Register- January 21, 2022

**7B-2. Recommends a MOTION TO APPROVE:**  
District Clinic Holdings, Inc. Financial Report October 2022

The October 2022 financial statements for the District Clinic Holdings, Inc. are presented for Board review.

Management has provided the income statements and key statistical information for District Clinic Holdings, Inc. Additional Management discussion and analysis are incorporated into the financial statement presentation.

The October financial statements represent the financial performance through the first month of the 2023 fiscal year for the C.L. Brumback Primary Care Clinics. On the Comparative Statement of Net Position, cash decreased by \$2.2M as a result of normal operations, and the shortfall will be subsidized in the upcoming months. Due from Other Governments increased \$1.0M as a result of grant and LIP revenue recognition.

On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$17k) or (2.0%). Gross patient revenue YTD was unfavorable to budget by \$212k. Total YTD revenue was unfavorable to budget by (\$314k), which was partially due to a timing difference in PRF and grant funds recognized. Operational expenses before depreciation were favorable to budget by \$518k due mostly to positive variances in salaries, wages, and benefits of \$261k, purchased services of \$50k, medical supplies of \$67k, and lease and rental of \$58k. Total YTD net margin was (\$1.4M) compared to the budgeted loss of (\$2.0M) resulting in a favorable variance of \$531k or (27.0%).

Net patient revenue YTD for the Medical clinics was marginally unfavorable to budget by (\$24k). The Medical clinic's YTD gross patient revenue was unfavorable to budget by (\$310k). The Medical clinic's total YTD revenue was unfavorable to budget by (\$300k). These unfavorable variances resulted from lower net patient revenue than budgeted and a timing difference of revenue recognition for PRF and grant funds. Total operating expenses of \$2.1M were favorable to budget of \$2.6M by \$470k or 18.0%. The positive variance is mostly due to salaries, wages, and benefits of \$250k, medical supplies of \$63k, and lease and rental of \$53k. Staffing shortages, as well as expense timing are driving these favorable variances. Total YTD net margin was favorable to budget by \$447k or (25.9%).

Net patient revenue YTD for the Dental clinics was closely in line with budget for a slightly unfavorable variance of \$9k or (4.5%). The Dental clinic's total YTD gross patient revenue was favorable to budget by \$54k. An increase in

**VOTE TAKEN: Mr. Gibbons motioned to approve the District Clinic Holdings, Inc. Financial Report October 2022. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.**

	<p>patient volume resulted in higher gross revenue, however, increased charity care and contractual allowances unfavorably impacted net patient revenue results. Total YTD operating expenses of \$409k were favorable to budget by \$49k. Total YTD net margin was (\$176k) compared to a budgeted loss of (\$244k) for a favorable variance of \$68k or (27.9%).</p>	
<b>8. REGULAR AGENDA</b>		
<b>A. EXECUTIVE</b>		
<p><b>8A-1. Receive &amp; File:</b> Executive Director Informational Update</p>	<p>The Primary Care Clinics created dashboards to benchmark themselves against the State of Florida and the Nation.</p> <p>UDS Benchmarking Dashboards</p> <p>Monica Georgelis, a Senior Business Intelligence Developer, created these UDS dashboards from the publicly available UDS data for the past five years</p> <p>Ms. Mastrangelo asked if there had been an increase in price per patient over the years.</p> <p>Dr. Andric stated to get an accurate answer; we will have to wait until we get the UDS results. She requested that we follow up in March to see what the results look like.</p>	<p><b>Receive &amp; File. No further action is necessary.</b></p>
<b>8B. CREDENTIALING</b>		
<p><b>8B-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>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> </ul>	<p><b>VOTE TAKEN: Mr. Gibbons motioned to approve the initial credentialing and privileging agenda of Jeremy Brown. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.</b></p>

Last Name	First Name	Degree	Specialty	Credentialing
Brown	Jeremy	LMHC	Licensed Mental Health Counselor	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.

Jeremy Brown, LMHC, joined the Boca Raton Clinic in 2022 as a Licensed Mental Health Counselor. He attended Lynn University and is a certified Mental Health Counselor by the National Board of Certified Counselors.

**8C. OPERATIONS**

**8E-1. Staff  
Recommends a  
MOTION TO APPROVE:  
Operations Reports-  
November 2022**

This agenda item provides the following operations reports for November 2022:

Clinic Productivity, Demographics, Payor Mix, No Show & Walk-in report.  
In November, the clinics had 9,670 visits which were 2,539 visits less than the month prior and 257 visits less than in November of 2021. 41% of patients were from adults Primary Care, 21% from Dental and 14% from Pediatrics. The Mangonia Clinic had the highest volume, with 1,591 visits, followed by Lantana, with 1,571 visits.

Our payer mix for November was 54% uninsured, which was 1% more than the previous month. 40% of patients were Managed Care and 5% were Medicaid.

61% of patients were female. 51% of patients reported as White and 39% as Black or African American. Of those patients, 40% reported as Hispanic. 5.7% of patients were agricultural workers, which is 2% higher than the previous month. Our average homeless population was 24.4% which is 3.7% higher than the previous month. Our largest age group was those between the ages of 30 and 39.

Since July, the no-show rate has consistently ranged from 19% to 21%. Our average no-show rate year to date is 18.45%. Our Tele no-show rate average for the last 12 months is 7%.

**VOTE TAKEN: Mr. Gibbons made a motion to approve the Operations Reports- November 2022 as presented. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.**

	The average number of patients who walked in for Medical and Dental was 16% year to date. For November, that was a total of 1,462 patients in Medical and 326 patients in Dental.	
<b>9. AVP and Executive Director of Clinic Services Comments</b>	Dr. Andric thanked Irene Figueroa, James Elder and John Mullen for serving on the Board of Directors for ten years. Dr. Andric also stated that our communications department would like to take pictures of the Board members on an upcoming date. TBD	<b>No action necessary.</b>
<b>10. Board Member Comments</b>	Mr. Gibbons thanked the three leaving Board members for their services.	<b>No action necessary.</b>
<b>11. Establishment of Upcoming Meetings</b>	<p><b><u>January 25, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>February 22, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>March 29, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>April 26, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>May 24, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>June 28, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>July 26, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>August 23, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p>	<b>No action necessary.</b>

	<p><b><u>September 27, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>October 25, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>November 28, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p> <p><b><u>December 13, 2023 (HCD Board Room)</u></b> 12:45 p.m. Board of Directors</p>	
<b>12. Motion to Adjourn</b>	<p>Ms. Mastrangelo motioned to adjourn the public meeting.</p> <p>There being no further business, the meeting was adjourned at 1:34 p.m.</p>	<p><b>VOTE TAKEN: Mr. Smith made a motion to adjourn. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</b></p>

Minutes Submitted by: Julia Bullard 1/25/23  
Signature Date