

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
12/14/2021**

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

*for record-keeping, Ms. Figueroa and Mr. Mullens arrived after the roll call was taken.

Excused: Melissa Mastrangelo, Vice-Chair; Robert Glass

Absent: Marjorie Etienne

Staff: Darcy Davis; Dr. Belma Andric; Dr. Hyla Fritsch; Bernabe Icaza; Candice Abbott; Shauniel Brown; Martha Hyacinthe; Dr. Charmaine Chibar; Marisol Miranda; Andrea Steele; Heather Bokor; Alexa Goodwin; Jonathan Dominique; Robin Kish; Maria Chamberlin; Lisa Hogans; Thomas Cleare; Dr. Jennifer Dorce-Medard; James Della Pietra; Christina Schiller; Shannon Wynn

Minutes Transcribed By: Shannon Wynn

Meeting Scheduled for 12:45 p.m.

Meeting Began at 12:46 p.m.

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. Smith called the meeting to order.	The meeting was called to order at 12:46 p.m.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. Smith read the affirmation of mission.	

<p>2. Agenda Approval</p>			
<p>2A. Additions/Deletions/ Substitutions</p>	<p>None.</p>		<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the agenda. Ms. Bullard duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>2B. Motion to Approve Agenda Items</p>	<p>Mr. Smith called for approval of the meeting agenda.</p>		
<p>3. Awards, Introductions and Presentations</p>			
<p>3A. Public Service Announcements- Covid-19 Vaccine</p>	<p>Robin Kish provided the Board members a Public Service Announcement on the Covid-19 Vaccine.</p>		<p>No action necessary.</p>
<p>4. Disclosure of Voting Conflict</p>	<p>None.</p>		<p>No action necessary.</p>
<p>5. Public Comment</p>	<p>None.</p>		<p>No action necessary.</p>
<p>6. Meeting Minutes 6A-1 Staff Recommends a MOTION TO APPROVE: Board meeting minutes of November 30, 2021</p>	<p>There were no changes or comments to the minutes dated November 30, 2021.</p>		<p>VOTE TAKEN: As presented, Ms. Tammy Jackson-Moore made a motion to approve the Board meeting minutes of November 30, 2021. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously. VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the consent agenda as presented. Mr. Gibbons duly seconded the motion. A</p>
<p>7. Consent Agenda – Motion to Approve Consent Agenda Items</p>			

		vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: December 2021 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. Staff Recommends a MOTION TO APPROVE: Proposed Schedule for 2022 Board Meetings	<p>This agenda item provides the Board with the proposed schedule for board meetings in 2022. 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 (11/29/2022), and the December Board meeting will take place on the second Wednesday of the month (12/14/2022).</p> <p><u>January 26, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>February 23, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>March 30, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>April 27, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>May 25, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	VOTE TAKEN: As presented, Ms. Tammy Jackson-Moore made a motion to approve the Proposed Schedule for 2022 Board Meetings. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.

<p><u>June 29, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>July 27, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>August 24, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>September 28, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>October 26, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>November 29, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>December 14, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>		
<p>7A-4. Staff Recommends a MOTION TO APPROVE: Board Member Transition- Marjorie Etienne</p>	<p>Marjorie Etienne has transitioned off the C.L. Brumback Primary Care Clinics Board since she has had three unexcused absences.</p> <p>Marjorie Etienne has been transitioned off the C.L. Brumback Primary Care Clinics Board due to non-attendance.</p> <p>Consistent with the District Clinics Holdings, Inc. Bylaws, Section 9.3:</p> <p>9.3 Membership on the Board may be terminated by resignation of a member or by resolution of the Board after any member has three (3) unexcused absences.</p>	<p>VOTE TAKEN: As presented, Ms. Tammy Jackson-Moore made a motion to approve the Board meeting minutes of November 30, 2021. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>7B. FINANCE</p>		

7B-1. Staff Recommends a MOTION TO APPROVE: District Clinic Holdings, Inc. Financial Report September 2021

The unaudited September 2021 financial statements for the District Clinic Holdings, Inc. are presented for Board review. Management has provided the unaudited income statements and key statistical information for District Clinic Holdings, Inc. Additional Management discussion and analysis are incorporated into the financial statement presentation.

The unaudited September statements represent the financial performance through the twelfth month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$7.3M due to higher patient volumes than initially anticipated. Net patient revenue YTD was favorable to budget by \$2.2M. Total YTD revenue was favorable to budget by \$2.0M. Increased patient traffic is contributing to this favorable variance. Operational expenses before depreciation were favorable to budget by \$791k due mostly to positive variances in medical supplies \$686k, medical services \$259k, and lease and rental of \$408k. Total YTD net margin was (\$13.1M) compared to budget of (\$16.1M) resulting in a favorable variance of \$3.0M or (18.4%).

The Medical clinics YTD gross patient revenue exceeded budget by \$5.1M. Net patient revenue YTD for the Medical clinics was favorable to budget by \$1.8M. The Medical clinics total YTD revenue was favorable to budget by \$1.1M. This favorable variance resulted from increased patient visits. Total operating expenses of \$24.2M were favorable to budget of \$25.0M by \$730k. The positive variance of \$730k is primarily due to the purchase timing of medical supplies, including COVID-19 test kits. Total YTD net margin was (\$11.8M) compared to budget of (\$13.8M) resulting in a favorable variance of \$2.0M or (14.7%).

The Dental clinics total YTD gross patient revenue was favorable to budget by \$2.2M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$398k. Total operating expenses of \$4.1M were favorable to budget by \$60k. Total YTD net margin was (\$1.4M) compared to a budget loss of (\$2.3M) for a favorable variance of \$945k or (40.9%).

On the Comparative Statement of Net Position, due from other governments increased from \$1.6M to \$3.7M. This balance is due mainly from Health Resources and Service Administration (HRSA) and American Rescue Plan. The District subsidy YTD for the Medical and Dental clinics is \$9.0M and \$961k, respectively, for a combined subsidy of \$10.0M.

VOTE TAKEN: As presented, Ms. Tammy Jackson-Moore made a motion to approve the District Clinic Holdings, Inc. Financial Report September 2021. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.

7C. POLICIES

7C-1.
Staff Recommends a
MOTION TO
APPROVE:
Revised Tracking
Policies

This agenda item presents updates to the Referral Tracking Policy and Diagnostic Test Tracking Policy.

The HRSA Compliance Manual and for Federal Tort Claims Act (FTCA) Manual regarding Coverage for Health Centers and Their Covered Individuals” outlined updates needed to the risk management procedures that address mitigating risk in referral tracking and diagnostics test tracking. Accordingly, the Clinics have updated their policies to align with HRSA requirements.

Mr. Smith requested that this agenda item be moved to the regular agenda.

The request was approved, and agenda item 7C-1: Revised Tracking Policies was moved to the regular agenda.

Mr. Smith asked how referral sources are chosen; how do we determine who to refer that patient out to in the community.

Dr. Andric stated that HRSA requires that any source we refer to have some MOU agreement with the clinics. They request that the referred provider bill the uninsured patient using a sliding fee scale. If the patient is insured, we will send them a list of physicians covered under their plan.

Ms. Abbott also stated that we have over 230 master participation agreements with specialty providers in Palm Beach County that accept District Care patients. We offer them a fair market value of 80-100 of the Medicare allowed amount.

Mr. Smith asked if the clinics make the arrangement for the referral and appointment

Ms. Abbott stated that the District has a call center referral team dedicated to helping assist patients locate a provider and help schedule appointments.

Mr. Gibbons asked if HRSA dictates how we refer patients out.

VOTE TAKEN: As presented, Mr. Gibbons made a motion to approve the Revised Tracking Policies that was moved to the Regular Agenda as requested by Mr. Smith. Ms. Jackson-Moore duly seconded the motion. A vote was called, and the motion passed unanimously.

	Dr. Andric stated that we have to prove to HRSA that we are vigilant and urge to help the patients find specialty providers to assist the patient.	
8. REGULAR AGENDA		
8A. ADMINISTRATION		
8A-1. Staff Recommends a MOTION TO APPROVE: Bylaws Change	<p>This agenda item presents the second review of these Bylaw Changes to the District Clinic Holdings, Inc. Board. 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> <p>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.</p> <p>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.</p> <p>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.</p>	<p>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Bylaws Change. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
8B. EXECUTIVE		
8B-1. Receive and File: Executive Director Information Update	<p>Updates on key changes within C. L. Brumback Primary Care Clinics:</p> <ul style="list-style-type: none"> • Opening of St. Ann clinic <p>The new St. Ann clinic opened this month on December 2, 2021. Patients have been seen for adult primary care visits as well as being connected to brick and mortar clinics for other services, including behavioral health.</p> <p>Ms. Jackson-Moore asked how many days are we at St. Ann clinic.</p>	<p>Receive & File. No further action necessary.</p>

Dr. Fritsch stated we have staff there 5 days a week.

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)

Last Name	First Name	Degree	Specialty	Credentialing
Beauge	Estelle	PA	Physician Assistant	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. Brumbach Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director to support the credentialing and privileging process.

Estelle Beauge, PA, joined the Mobile Clinic in 2021 as a Physician Assistant. She attended the State University of New York Health Sciences Center at Brooklyn and is certified as a Physician Assistant by the National Commission

VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to approve the Initial Credentialing and privileges of Estelle Beauge as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.

on Certification of Physician Assistants. Ms. Beauge has been in practice for five years.

8D. OPERATIONS

**8D-1. Staff
Recommends a
MOTION TO
APPROVE**
Operations Reports

This agenda item provides the following operations reports for October 2021:

Clinic Productivity, including in-person and telehealth metrics, No Show trended over time and walk-in percentage.

In October, we had 10,723 visits which are 583 more than the month prior and 1,145 more than October 2020. Our average patient visits per weekday were 517 among all clinics and an improved average of 49 patients on Saturdays among 6 clinics. The Lantana Clinic had the highest volume with 1,869 visits, followed by the Lake Worth Clinic with 1,433.

Our payer mix for October reflects 59% uninsured patients and 27% Managed Care.

By visit category, Women's Health, Pediatrics and Substance Abuse met their productivity target.

Productivity targets for in-person visits were met in the Delray Primary Care, Lewis Center Primary Care and Substance Abuse, Lantana Pediatrics, Women's Health in Lake Worth, Mangonia Behavioral Health and Substance Abuse. In the 90% and higher range were West Palm Beach Adult Primary Care and Pediatrics, Belle Glade Women's Health and Behavioral Health in Lake Worth and West Palm Beach.

The No Show rate in October remains the same at 27%. The year-to-date Tele no-show rate is 11% of the total no-show.

In October, the number of patients who walked in and were seen the same day totaled 2046, 19% in medical and 28% in dental. In medical, the highest percent of walk-ins by the clinic was the Lantana clinic at 22%, followed by West Palm Beach clinic with 16%. In dental, the highest percent of walk-ins by the clinic was the Delray Beach Clinic with 39%, followed by the West Palm Beach clinic with 35%.

VOTE TAKEN: Mr. Mullen made a motion to approve the Operations Reports as presented. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.

	<p>The Board was excited to see the percentage of patients who walk in.</p> <p>Ms. Miranda stated that all walk-ins would see a provider or be triaged by a nurse.</p> <p>Mr. Smith asked if managed care when up in percentage</p> <p>Ms. Abbott stated that there is an increase in managed care patients.</p>	
<p>8E-1. Staff Recommends a MOTION TO APPROVE Quality Reports</p>	<p>This agenda item presents the updated Quality Improvement & Quality Updates:</p> <ul style="list-style-type: none"> Quality Council Meeting Minutes December 2021 UDS Report – YTD October 2021 Provider Productivity – October 2021 <p><u>PATIENT SAFETY & 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 & IMPROVEMENT</u> We continue to work on improving our diabetes measures. The diabetes measure data for January-November 8, 2021, shows that our patients are currently controlled at 67% % while 26 % are uncontrolled, and 7 % of patients need data. HRSA's goal is to have 67% of patients with controlled diabetes. A list of all patients with missing data who did not have an appointment was provided to the call center to schedule an appointment before December 31st.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity stratified by clinic.</p>	<p>VOTE TAKEN: Mr. Joseph Gibbons motioned to approve the Quality Reports as presented. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>9. A.V.P. and Executive Director of</p>	<p>None.</p>	<p>No action necessary.</p>

<p>Clinic Services Comments</p> <p>10. Board Member Comments</p>	<p>The Board would like to tour the Healey Center.</p> <p>Mr. Mullens praised the Lake Worth Clinic. The staff was excellent, and he had a wonderful experience.</p> <p>Mr. Edler wished everyone a happy holiday.</p>	<p>No action necessary.</p>
<p>11. Establishment of Upcoming Meetings</p>	<p><u>January 26, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>February 23, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>March 30, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>April 27, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>May 25, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>June 29, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>July 27, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>August 24, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>September 28, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	<p>No action necessary.</p>

	<p><u>October 26, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>November 29, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>December 14, 2022 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	
<p>12. Motion to Adjourn</p>	<p>There being no further business, the meeting was adjourned at 1:37 p.m.</p>	<p>VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to adjourn. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>13. Closed Meeting</p>		<p>No action necessary.</p>

Minutes Submitted by:  1/26/22
Signature Date