

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
02/22/2023**

Present: Melissa Mastrangelo, Chair; Mike Smith, Vice-Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; Robert Glass; William Johnson; Boris Seymore

Absent: Tammy Jackson-Moore; Alcolya St. Juste

Staff: Darcy Davis; Dr. Belma Andric; Bernabe Icaza; Candice Abbott; Alicia Ottmann; Dr. Charmaine Chibar; Alexa Goodwin; David Speciale; Marisol Miranda; Shauniel Brown; Andrea Steele; Macson Florvil; Luis Rodriguez; Annmarie Hankins; Dr. Ana Ferwerda; Jon Van Arnam; Daniel Scott; Heather Bokor

Minutes Transcribed By: Shannon Wynn

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

Meeting Began at 12:52 p.m.

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order 1A. Roll Call 1B. Affirmation of Mission	<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>The meeting was called to order at 12:52 p.m.</p>

2. Agenda Approval		
2A. Additions/Deletions/ Substitutions 2B. Motion to Approve Agenda Items	None.	VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the agenda. Mr. William Johnson duly seconded the motion. A vote was called and the motion passed unanimously.
3. Awards, Introductions and Presentations	<p>Ms. Ottmann welcomed Mr. Seymore to the Board and is thankful he is partnering with us on our mission, and we look forward to meeting Ms. St. Juste.</p> <p>Mission Moment from Ms. Ottmann: In the past month of being here, I've realized the cultural belief is to have a "better tomorrow." Lisa and Marisol were lucky to travel to Orlando to learn about health services. CHS is working on a program called Children's Partnerships School— The mission is to move children from their challenges and become contributing members of society. This may help break the cycle of poverty.</p>	No action necessary.
4. Disclosure of Voting Conflict	None.	No action necessary.
5. Public Comment	None.	No action necessary.

<p>6. Meeting Minutes</p> <p>6A-1 staff Recommends a MOTION TO APPROVE: Board meeting minutes of January 25, 2023</p>	<p>There were no changes or comments to the minutes dated January 25, 2023.</p>	<p>VOTE TAKEN: As presented, Mr. Smith made a motion to approve the Board meeting minutes of January 25, 2023. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>7. Consent Agenda – Motion to Approve Consent Agenda Items</p>		<p>VOTE TAKEN: Mr. Glass motioned to approve the consent agenda. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>7A. ADMINISTRATION</p>		
<p>7A-1. Receive & File: February 2023 Internet Posting of District Public Meeting</p>	<p>The meeting notice was posted.</p>	<p>Receive & File. No further action is necessary.</p>
<p>7A-2. Receive & File: Attendance tracking</p>	<p>Attendance tracking was updated.</p>	<p>Receive & File. No further action is necessary.</p>
<p>7A-3. Receive & File: HRSA Digest</p>	<p>Per the request of the clinic board, we will include the latest HRSA Digest as available.</p>	<p>Receive & File. No further action is necessary.</p>
<p>7A-4. Staff recommends a MOTION TO APPROVE: Revised After-Hours Policy</p>	<p>This agenda item presents updates to the After Hours Policy. HRSA requires an After-Hours Policy to be in place for the continuity of care of patients who need assistance after regular working hours. This updated policy reflects current PCMH and HRSA requirements.</p>	<p>VOTE TAKEN: Mr. Glass motioned to approve the Revised After-Hours Policy agenda. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

7B. FINANCE.**7B-1. Recommends a MOTION TO APPROVE:**

District Clinic Holdings, Inc. Financial Report December 2022

The December 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 December financial statements represent the financial performance through the third month of the 2023 fiscal year for the C.L. Brumback Primary Care Clinics. On the Comparative Statement of Net Position, cash increased by \$1.7M as a result of the year-to-date subsidy. Due from Other Governments increased \$1.4M as a result of grant and LIP revenue recognition. New financial line items are reflected for "Right of Use Assets" and "Lease Liability" following the fiscal year 2022 implementation of Governmental Accounting Standards Board (GASB) Statement No. 87, Leases (GASB 87) and GASB Statement No. 96, Subscription-Based Information Technology Arrangements (GASB 96).

On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$525k) or (19.1%). Gross patient revenue YTD was unfavorable to budget by \$789k. Total YTD revenue was unfavorable to budget by (\$233k), this was partially due to a favorable timing difference in PRF and grant funds recognized offsetting net patient revenue. Operational expenses before depreciation were favorable to budget by \$1.9M due mostly to positive variances in salaries, wages, and benefits of \$1.6M, purchased services of \$107k, other supplies of \$151k, repairs and maintenance of \$91k, and lease and rental of \$187k and an unfavorable variance in other expense (\$225k) related to employee incentives allocation. Total YTD net margin was (\$4.0M) compared to the budgeted loss of (\$6.2M) resulting in a favorable variance of \$2.2M or (35.2%).

Net patient revenue YTD for the Medical clinics was unfavorable to budget by (\$377k). The Medical clinic's YTD gross patient revenue was unfavorable to budget by (\$807k). The Medical clinic's total YTD revenue was unfavorable to budget by (\$198k). Total operating expenses of \$6.6M were favorable to budget of \$8.3M by \$1.6M or 19.9%. The positive variance is mostly due to salaries, wages, and benefits of \$1.4M, other supplies of \$128k, repairs and maintenance of \$115k, and lease and

VOTE TAKEN: Mr. Glass motioned to approve the District Clinic Holdings, Inc. Financial Report for December 2022. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.

rental of \$171k. Staffing shortages, as well as expense timing are driving these favorable variances. Total YTD net margin was favorable to budget by \$1.9M or (34.7%).
 Net patient revenue YTD for the Dental clinics was unfavorable to budget by (\$202k) or (30.3%). The Dental clinic's total YTD gross patient revenue was unfavorable to budget by (\$145k). Increased charity care and contractual allowances negatively impacted net patient revenue results. Total YTD operating expenses of \$1.2M were favorable to budget by \$252k. Total YTD net margin was (\$534k) compared to a budgeted loss of (\$778k) for a favorable variance of \$244k or (31.3%).

8. REGULAR AGENDA

A. FINANCE

**8A-1.Staff
 Recommends a
 MOTION TO APPROVE:**
 Federal Poverty Guidelines
 /Updated Sliding Fee Scale

This agenda item provides the updated Federal Poverty Guidelines and C.L. Brumback Primary Care Clinics Medical and Dental Sliding Fee Scales.

The sliding fee scale is updated to reflect the 2023 Federal Poverty Guidelines published by the Federal Register/Vol. 88, No. 12/ January 19, 2023. The guidelines in this 2023 notice reflect the 8 percent price increase between calendar years 2021 and 2022. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes.

C.L. Brumback Primary Care Clinic
 2023 SLIDING FEE SCALE – DENTAL, MEDICAL, BEHAVIORAL HEALTH, & WOMEN’S HEALTH

Family Size	100%	101% to 150%	151% to 175%	176% to 200%	Over 200%
1	\$14,580.00	\$14,725.80 - \$21,870.00	\$22,015.00- \$25,515.00	\$25,660.80 - \$29,160.00	\$29,305.80
2	\$19720.00	\$19,917.20 - \$29,580.00	\$27,777.20 - \$34,510.00	\$34,707.20 - \$39,440.00	\$39,637.20
3	\$24,860.00	\$25,108.60 - \$37,290.00	\$37,536.60 - \$43,505.00	\$43,753.60 - \$49,720.00	\$49,968.60
4	\$30,000.00	\$30,300.00 - \$45,000.00	\$45,300.00 - \$52,500.00	\$52,800.00 - \$60,000.00	\$60,300.00
5	\$35,140.00	\$35,491.40 - \$52,710.00	\$53,061.40 - \$61,495.00	\$61,846.40 - \$70,280.00	\$70,631.40
6	\$40,280.00	\$40,682.80 - \$60,420.00	\$60,822.80 - \$70,490.00	\$70,892.80 - \$80,560.00	\$80,982.80
7	\$45,420.00	\$45,874.20 - \$68,130.00	\$68,584.20 - \$79,485.00	\$79,939.20 - \$90,840.00	\$91,294.20
8	\$50,560.00	\$51,065.60 - \$75,840.00	\$76,345.60 - \$88,480.00	\$88,965.60 - \$101,120.00	\$101,625.60

For families/households with more than 8 persons, add \$5,140 for each additional person

VOTE TAKEN: Mr. Gibbons motioned to approve the Federal Poverty Guidelines /Updated Sliding Fee Scale. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.

Federal Poverty Level	Medical: Behavioral Health & Women's Health Price	Dental Price
100% or below	\$20.00	\$30.00
Between 100% to 150%	\$40.00	\$50.00
Between 150% to 175%	\$60.00	\$70.00
Between 175% to 200%	\$80.00	\$90.00
Over 200%	No Discount	No Discount

Based on 2023 Federal Poverty Guidelines published in the Federal Register- January 19, 2023

*Discounted charges are per visit and will include lab orders and pharmacy

8B. EXECUTIVE

<p>8B-1. Receive & File: Executive Director Informational Update</p>	<p>HRSA-required submissions were completed on time and clinic updates were provided.</p> <p>CY2022 Uniform Data System (UDS)</p> <p>The health center submitted its annual UDS before the due date of 2/15/2023.</p> <p>FY23 Ending HIV Epidemic Grant</p> <p>Submitted before the due date of 2/16/2023.</p> <p>Clinic Updates</p> <ul style="list-style-type: none"> • Delray Beach Clinic construction is underway. • Atlantis Clinic construction bid and permitting have begun. • Jupiter Clinic expansion and community need assessment conversations have begun. • Boca Clinic marketing has begun for the Open House 	<p>Receive & File. No further action is necessary.</p>
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	<p>scheduled for 4/10/23.</p> <p>Ms. Mastrangelo asked if the Board members could attend the open house scheduled for 4/10/2023 in Boca.</p> <p>Mr. Icaza stated that the Board members could attend but refrain from going together or speaking to other Board members. The gathering of two or more Board members constitutes a meeting.</p> <p>Mr. Gibbons stated you could discuss anything, just not anything that would come before this committee.</p> <p>Ms. Ottmann said it would be best to mingle with others at the open house beside the Board members just to be safe.</p>	
<p>8C. QUALITY</p>		
<p>8D-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 February 2023 • UDS Report – YTD • Provider Productivity –January 2023 <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> American Heart Association (AHA) Target Type 2 Diabetes Quality Collective: Our health center was one of three FQHCs invited to participate in an exclusive diabetes quality improvement opportunity. This opportunity is a three-year project made possible by the Know Diabetes by Heart™ initiative. This AHA initiative is a national opportunity to</p>	<p>VOTE TAKEN: Mr. Gibbons 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.</p>

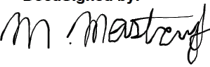
	<p>engage FQHCs and health systems in identifying innovative ways to implement evidence-based guidelines for patients with diabetes and cardiovascular disease/risk factors. Our virtual kickoff meeting was held on 1/24/2023.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity is stratified by the clinic.</p> <p>Mr. Johnson stated that our goals are higher than State and National average. He would like to know if our goal is unrealistic.</p> <p>Dr. Chibar stated the goal is not unrealistic; pre-pandemic, the clinics were reaching those goal numbers or coming close to getting them.</p> <p>Mr. Gibbons confirmed the goals are based on historical data.</p> <p>Dr. Andric stated every three years, we renew our SACG grant. This is when we can reset our goal. HRSA doesn't tell us how to set up our goals. It's up to us to chase what goals we want to push for.</p> <p>Ms. Mastrangelo asked if the depression screening was just for BH visits.</p> <p>Dr. Chibar stated depression screening is for all visits, starting with children ages 12 and older.</p>	
<p>8E. OPERATIONS</p>		
<p>8E-1. Staff Recommends a MOTION TO APPROVE: Operations Reports- January 2023</p>	<p>This agenda item provides the following operations reports for January 2023:</p> <p>Clinic Productivity, Demographics, Payor Mix and Agricultural Status.</p> <p>In January, the clinics had 11,480 visits, 3% higher than the prior month and 15% higher than January 2022. 39% of patients were from adults Primary Care, 24% from Dental and 13% from Pediatrics. The Lantana Medical Clinic had the highest volume, with 1,783 visits, followed by Mangonia, with 1,708 visits.</p>	<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the Operations Reports- January 2023 as presented. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

	<p>Our payer mix for January was 51% uninsured, which was 2% less than the previous month. 43% of patients were Managed Care and 4% were Medicaid.</p> <p>61% of patients were female. 50% of patients reported as White and 41% as Black or African American. Of those patients, 39% reported as Hispanic. Our largest age group was those between 30-39 years old.</p> <p>In January, our Homeless population was 23.4% which is lower than the previous 7 months.</p> <p>Agricultural Status averaged 5.2% but varied between clinics. 34% of patients in Belle Glade reported as Agricultural workers. 1% of Mangonia, Lewis Center and Lantana patients reported as Agricultural Workers. Mobile and Boca clinics reported 0 Agricultural workers. All other clinics reported as 2%.</p> <p>Mr. Smith would like a breakdown of migrant and agricultural workers.</p> <p>Ms. Steele stated we could bring back a needs assessment to show a breakdown of the migrant and agricultural population.</p>	
9. AVP and Executive Director of Clinic Services Comments	None.	No action necessary.
10. Board Member Comments	None.	No action necessary.

11. Establishment of Upcoming Meetings	<p><u>March 29, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>April 26, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>May 24, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>June 28, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>July 26, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>August 23, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>September 27, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>October 25, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>November 28, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p> <p><u>December 13, 2023 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	No action necessary.
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12. Motion to Adjourn	Ms. Mastrangelo motioned to adjourn the public meeting immediately following the conclusion of the Closed meeting.	VOTE TAKEN: Mr. Gibbons made a motion to adjourn. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.
13. Closed Meeting: [Under Separate Cover]	There being no further business, the meeting was adjourned at 2:19 p.m.	No action necessary.

Minutes Submitted by:

DocuSigned by:

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5/1/2023

Signature

Date