

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
02/24/2021**

**Present:** Mike Smith, Chairperson; Tammy Jackson-Moore, Treasurer; James Elder; John Casey Mullen; Julia Bullard; Robert Glass

**Excused:** Irene Figueroa, Secretary; Marjorie Etienne

**Absent:** Melissa Mastrangelo, Vice-Chairperson

**Staff:** Darcy Davis, Chief Executive Officer; Dr. Belma Andric, VP & Chief Medical Officer; Valerie Shahriari, General Counsel; Dr. Hyla Fritsch, Executive Director of Clinic and Pharmacy Services; Shauniel Brown, Risk Manager; Thomas Cleare, AVP of Strategy; Hector Sanchez, Director of Security Services; Andrea Steele, Executive Director of Corporate Quality; Martha Hyacinthe, Director of Corporate Risk; David Speciale, Director of Patient Experience; Patricia Lavelly, Interim CIO; Jonathan Dominique, Clinic Quality Analyst; Dr. Charmaine Chibar, FQHC Medical Director; Alexa Goodwin, Patient Relations Manager; Jerome Robinson, Desktop Engineer; Shannon Wynn, Administrative Assistant; June Shipek, Business Logistics Manager; Nicole Glasford, Executive Assistant; Jesenia Bruno, Director of Accounting; Mina Bayik, Director of Finance; Leah Serio, Director of Operations; Lisa Hogan; Candice Abbott, Maria Chamberlin, Michael Jackson; Valerie Butt; Candace Chitty; Evan Spencer

**Minutes Transcribed By:** Shannon Wynn

**Meeting Scheduled For** 12:00 PM

**Meeting Began at** 12:03 PM

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. Smith called the meeting to order.	The meeting was called to order at 12:03pm
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. Smith Read the Affirmation of Mission	
2. Agenda Approval		<b>VOTE TAKEN:</b> Mr. Smith made a motion to approve the addition of 8A-2. The motion

<p><b>2A. Additions/Deletions/ Substitutions</b></p>	<p>Added item 8A-2: Change In Scope – Form 5A, Moving Services from Column II to Column I</p> <p>Added item 8A-3: Sliding Fee Discount Program Year- Over-Year Evaluation</p>	<p><b>was duly seconded by Mr. Elder. A vote was called, and the motion passes unanimously.</b></p> <p><b>VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to approve the addition of 8A-3. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passes unanimously</b></p> <p><b>VOTE TAKEN: Mr. Elder made a motion to approve the agenda. The motion was duly seconded by Ms. Bullard A vote was called, and the motion passed unanimously</b></p>
<p><b>2B. Motion to Approve Agenda Items</b></p>	<p>Mr. Smith called for an approval of the meeting agenda</p>	
<p><b>3. Awards, Introductions and Presentations</b></p>	<p>Presentation and questioning by Mr. Michael Jackson, Ms. Valerie Butt, Ms. Candace Chitty, Commander Evan Spencer</p>	<p><b>No action necessary.</b></p>
<p><b>3A. Health Resource and Services Administration</b></p>	<p>Mr. Jackson asked the Board to introduce themselves to the consultants.</p>	
<p><b>3B. COVID-19 Testing Update</b></p>	<p>Mr. Jackson asked the Board about the needs assessment process, when the Board received information how does it impacts any of the decision making process by the Board.</p> <p>Mr. Smith answered that The Board consistently receives data covering Clinic operations, provider productivity and patient satisfaction.</p> <p>Ms. Jackson-Moore answered that the Glades performs an annual needs assessment with the patients and staff and also the community. We have a unique relationship in the Belle Glade community.</p> <p>Mr. Jackson stated that we receive feedback from patient surveys and that the Board may or may not be</p>	

aware but our organization is part of South East Florida Health Counsel. There is an annual update. There are multiple ways to reach out to the patients and community. Review your service area and make changes to any of our hours of operation or any implementation plans.

Mr. Jackson wanted to make the Board aware that they are responsible for the daily operation of the health center, yet the Board is not involved in the day-to-day operations of running the health centers. With that said, how does the Board manage to ensure that the health center is operating well.

Ms. Jackson-Moore stated that the Board does a yearly evaluation of their leadership and clinic leadership. We are in constant communication.

Mr. Smith answered by saying that the manager of a new program will come before the Board and explain the direction of which way the program is going.

Mr. Jackson informed the Board that they are the grantee of record and that the Board has the relationship between the Bureau of Primary Health Care. Mr. Jackson wanted to know how the Board goes about doing an evaluation of the CEO.

Mr. Smith answered that they have firsthand exposure to the CEO and an annual questionnaire that is complied. There is good dialog between the Board and leadership.

Ms. Bullard also reassured that the Board reviews openly and annually. They all have the opportunity to discuss freely.

Mr. Jackson asked how the Board carries out the monthly meeting. 2020 was a challenging year and

some months there were no monthly meeting (March, April and November) He informed the Board to be beware that there is a requirement that has to be met. Mr. Jackson understands why there were no meeting because of the pandemic. The requirement from HRSA is that the Board meet monthly.

Ms. Chitty asked how the credentialing and privilege process works for providers. What level of involvement does the Board have during the process?

Mr. Smith answered that the candidates comes before the Board with an outline of their background and then the Board reviews and approves or denies accordingly.

Ms. Chitty stated that the privileging portion is what the Board has authority over and it is a huge responsibility. The Board needs to make sure the provider is in good standing and this is a critical piece.

Ms. Chitty stated the minutes are very detailed and well documented.

Mr. Smith requested to see the core privileges for re- credentialed providers.

Dr. Andric explained to Mr. Smith that the District provides the form for approval but we can provide the privileging form going forward.

Ms. Chitty asked the Board if the type and amount of data is enough help to make decision around quality. Is it understandable and sufficient?

Ms. Jackson-Moore answered that she is a data person, the data presented is understandable, and if there are ever any questions are always able to help and understand.

Mr. Smith answered that the Board receives much data and that each member of the Board has their own expertise and each member of the Board understand and like the data provided.

Ms. Butt had no questions for the Board.

Mr. Smith asked what The Federal Bureau Health Care is.

Mr. Spencer answered that The Federal Bureau falls under the HHS.

Dr. Andric provided a presentation covering vaccine and testing metrics YTD.

Ms. Jackson-Moore asked what the Outreach category was.

Dr. Andric replied that Outreach is the South County Civil Center but was corrected by Ms. Davis.

Ms. Davis replied that the Outreach was the site used in the Boardroom at the home office.

Ms. Jackson- Moore also questioned why females were out weighting the males on vaccines.

Dr. Andric stated that women tend to seek medical attention more than male in general; therefore females will have a higher vaccine rate over males.

Ms. Jackson-Moore asked about the inventory on hand for the vaccines. She asked if we had enough vaccine for the second dose and any other first dose for anyone who had the opportunity to be vaccinated.

Dr. Andric replied that we have vaccines on hand for first

	<p>dose and second dose vaccines.</p> <p>Ms. Jackson-Moore states that the vaccination for Black Africa-Americans are still low. Is there anything statewide to educate or encourage the effort to reach out to the community?</p> <p>Dr. Andric stated that she reached out to some coalitions with Dr. Chibar and asked for their help with this mission. Dr. Andric stated that we are community providers, so we provide vaccines to anyone who comes to us.</p> <p>Ms. Davis commented that The Health Care District is tied to the DOH waiting list and when more links open up, we can expect to expand to a broader area.</p> <p>Out of 200,000 vaccines given Dr. Andric stated that The Health Care District vaccinated a quarter of that.</p> <p>Mr. Smith questioned if we feel that the clinic patients doubt receiving the COVID-19 vaccine.</p> <p>Dr. Andric answered that our 65 and older patient range is low because that age group and higher has Medicare and is seen elsewhere. Being vaccinated is not mandated but it is good to inform everyone and every patient.</p> <p>Mr. Mullen commented that the Fairground runs perfect and he was happy to inform everyone of this.</p>	
<p><b>4. Disclosure of Voting Conflict</b></p>	<p>None.</p>	<p><b>No action necessary.</b></p>
<p><b>5. Public Comment</b></p>	<p>None.</p>	<p><b>No action necessary.</b></p>

<b>6. Meeting Minutes</b>  <b>6A-1 Staff Recommends a MOTION TO APPROVE:</b> Board meeting minutes of January 27, 2021	There were no changes or comments to the minutes dated January 27, 2021	<b>VOTE TAKEN:</b> Ms. Tammy Jackson- Moore made a motion to approve the consent agenda as presented. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.
<b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b>		<b>VOTE TAKEN:</b> Mr. Elder made a motion to approve the consent agenda as presented. The motion was duly seconded by Ms. Tammy Jackson- Moore. A vote was called, and the motion passed unanimously.
<b>7A. ADMINISTRATION</b>		
<b>7A-1. Receive &amp; File:</b> February 2021 Internet Posting of District Public Meeting	The meeting notice was posted.	<b>Receive &amp; File. No further action necessary.</b>
<b>7A-2. Receive &amp; File:</b> Attendance tracking	Attendance tracking was updated.	<b>Receive &amp; File. No further action necessary.</b>
<b>7A-3 Receive &amp; File:</b> Organizational Chart	Organizational Chart was reviewed.	<b>Receive &amp; File. No further action necessary.</b>
<b>7B. FINANCE</b>		
<b>7B-1. Staff Recommends a MOTION TO APPROVE:</b> C. L. Brumback Primary Care Clinics Financial Report – January 2021	The YTD January 2021 financial statements for the District Clinic Holdings, Inc. 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.	<b>Motion referenced above, no further action necessary.</b>
<b>7B-2. Staff Recommends a MOTION TO APPROVE:</b> Federal Poverty Guidelines & Update to Sliding Fee Scales	This agenda item provides the updated C. L. Brumback Primary Care Clinics Federal Poverty Guideline Updates and corresponding scales. The updated Federal Poverty Guidelines and corresponding updated scales are also included.	<b>Motion referenced above, no further action necessary.</b>

<b>8. REGULAR AGENDA</b>		
<b>8A. ADMISTRATION</b>		
<p><b>8A-1. Staff Recommends a MOTION TO APPROVE:</b> Change in Scope- South County Civic Center and South Florida Fairgrounds</p>	<p>Dr. Fritsch brought to the Board and asked to approve the authorization to add two new temporary sites to Form 5B:</p> <p>C. L. Brumback Primary Care Clinics – South County Civic Center and South Florida Fairgrounds.</p> <p>Dr. Fritsch request a 90-day provisional approval for both sites.</p> <p>Ms. Jackson-Moore asked what happens after the 90 days is up.</p> <p>Dr. Fritsch stated that if the District were to be at the locations more than 90 day, they would bring to the Board a permanent change in scope.</p>	<p><b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Change in Scope. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</b></p>
<p><b>8A-2. Staff Recommends a MOTION TO APPROVE:</b> Change In Scope – Form 5A, Moving Services from Column II to Column I</p>	<p>We respectfully request the authorization to move our After Hours Coverage listed in Column II of Form 5A to Column I. 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 move our answering service contract to Form 5A, Column I for the required service: After Hours Coverage.</p>	<p><b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Change in Scope. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</b></p>
<p><b>8A-3. Staff Recommends a MOTION TO APPROVE:</b> Sliding Fee Discount Program Year-Over-Year Evaluation</p>	<p>Every year the Clinics evaluate the Sliding Fee Discount Program year-over-year data. Per HRSA guidance, we will bring year-over-year information to assess if there is a barrier to care. Please see attached year-over-year patient use of the sliding fee discount program.</p> <p>Ms. Jackson-Moore asked Ms. Abbott to explain the graph.</p>	<p><b>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve Sliding Fee Discount Program Year-Over-Year Evaluation. The motion was duly seconded by Ms. Bullard. A vote was called, and the motion passed unanimously.</b></p>



	<p>Ms. Abbott responded by explaining the Sliding Fee graph. Sliding Plan A to Sliding Plan E. Each plan fee differ depending on the Poverty Level Guideline.</p> <p>Ms. Jackson- Moore requested to see the dental Slide Fee year-to-year graph.</p>	
<p><b>8B. EXECUTIVE</b></p>		
<p><b>8B-1. Receive and File: Executive Director Information Update</b></p>	<p>Dr. Hyla Fritsch, Director of Clinical Operations and Pharmacy Services presented updates on key changes within the C.L. Brumback Primary Care Clinics. The District submitted the UDS on the 10<sup>th</sup> of February. The temporary vaccine sites have started vaccinating.</p> <p>Ms. Jackson-Moore asked what is meant by prioritizing special populations.</p> <p>Dr. Fritsch responded by stating that the special population is the 65 and older community, teachers and first responders.</p> <p>Mr. Elder asked if the Palm Beach Garden location was a mobile van or a building.</p> <p>Dr. Fritsch responded by saying the Palm Beach location was located on Burns Road at the Burns Community Center.</p>	<p><b>Receive &amp; File. No further action necessary.</b></p>
<p><b>8C. CREDENTIALING</b></p>		
<p><b>8C-1. Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner Credentialing and Privileging</b></p>	<p>The agenda item represents the licensed independent practitioner recommended for credentialing and privileging by the FQHC Medical Director. The LIP 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</p>	<p><b>VOTE TAKEN: Mr. Mullen made a motion to approve the Initial Credentialing and privileging of Jennifer Casanova, APRN as presented. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</b></p>

	<p>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> <table border="1" data-bbox="583 544 1306 641"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Degree</th> <th>Specialty</th> <th>Credentialing</th> </tr> </thead> <tbody> <tr> <td>Casanova</td> <td>Jennifer</td> <td>APRN</td> <td>Nurse Practitioner</td> <td>Recredentialing</td> </tr> </tbody> </table> <p>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. Jennifer Casanova, APRN, joined the Lake Worth Clinic in 2019 as a Nurse Practitioner specializing in Family Medicine. She attended Nova Southeastern University School of Medicine and is certified as a Family Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. Casanova has been in practice for four years.</p> <p>Mr. Smith requested to see the privileging forms going forward.</p>	Last Name	First Name	Degree	Specialty	Credentialing	Casanova	Jennifer	APRN	Nurse Practitioner	Recredentialing	
Last Name	First Name	Degree	Specialty	Credentialing								
Casanova	Jennifer	APRN	Nurse Practitioner	Recredentialing								

<p><b>8D. OPERATIONS</b></p>		
<p><b>8D-1. Staff Recommends a MOTION TO APPROVE: Operations Reports</b></p>	<p>In December, we had 8,449 visits, which is up from the month prior. All clinic locations except Lewis Center and Mangonia did not reach the same volume of visits as in 2019.</p>	<p><b>VOTE TAKEN: Mr. Mullen made a motion to approve the Operations Report as presented. The motion was duly seconded</b></p>

	<p>Our payer mix for the year-to-date remains at 58% uninsured and the remainder have Medicaid, Medicare, or private coverage. Productivity targets for in-person visits were almost met for pediatrics and OB/GYN, but fall slightly short. Telehealth visits make up 27% of all visits. By clinic location, Lewis Center, Lantana, Boca and West Palm Beach all met their targets for in person visits and Boca met their target for telehealth visits.</p> <p>The No Show rate in December was higher than November by almost 29%. Telehealth No Show rates remain low compared to in-person visits. In comparison, the year to date No Show rate is also 24%, of which in-person year- to date visits make up 84%.</p> <p>No questions asked.</p>	<p><b>by Ms. Figueroa. A vote was called, and the motion passed unanimously.</b></p>
<p><b>8E. Quality</b></p>		
<p><b>8E-1. Staff Recommends a MOTION TO APPROVE Quality Reports</b></p>	<p><u>PATIENT SAFETY &amp; 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> Progress has been made in the last year for our Communication with Practice PDCA.</p> <p><u>QUALITY ASSURANCE &amp; IMPROVEMENT</u> In 2020, we struggled to achieve depression remission due to a myriad of factors. This will be an area of focus in 2021.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity stratified by clinic.</p>	<p><b>VOTE TAKEN: Mr. Elder made a motion to approve the Quality Reports as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</b></p>
<p><b>9. VP and Executive Director of Clinic Services Comments</b></p>	<p>Dr. Fritsch thanked the Board for moving the meeting up for the HRSA auditors.</p>	<p><b>No action necessary.</b></p>

<p><b>10. Board Member Comments</b></p>	<p>Ms. Jackson-Moore thanked the staff for the support effort and commitment to help their community during this pandemic.</p>	<p><b>No action necessary.</b></p>
<p><b>12. Establishment of Upcoming Meetings</b></p>	<p><u><b>March 31, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>April 28, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>May 26, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>June 30, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>July 28, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>August 25, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>September 29, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>October 27, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>November 30, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p> <p><u><b>December 14, 2021 (HCD Board Room)</b></u> 12:45pm Board of Directors</p>	<p><b>No action necessary.</b></p>

