

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
02/26/2020

Present: James Elder, Chairperson; Gary Butler, Vice-Chairperson, Irene Figueroa, Secretary; Mike Smith, Treasurer; John Casey Mullen; Melissa Mastrangelo; Tammy Jackson-Moore; Lisa Strickland; Julia Bullard;

Excused: Marjorie Etienne

Absent:

Staff: Dr. Belma Andric, CMO, VP & Executive Director of Clinical Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Dr. Hyla Fritsch, Director of FQHC Practice Operations; Shauniel Brown, Risk Manager; Dr. Ana Ferwerda, Director of Women's Health & Interim Medical Director; David Speciale, Patient Experience Manager; Nancy Stockslager, CIO; Thomas Cleare, AVP, Planning & Community Engagement; Sarah Gonzalez, Director of Provider Services; Courtney Rowling, Director of Behavioral Health; Robin Kish, Director of Community Engagement

Minutes Transcribed By: Jonathan Dominique

Meeting Scheduled For: 12:45 PM

Meeting Began at: 12:56 PM

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order 1A. Roll Call 1B. Affirmation of Mission	Mr. Elder called the meeting to order. Roll call was taken. Mr. Elder Read the Affirmation of Mission	The meeting was called to order at 12:56pm
2. Agenda Approval 2A. Additions/Deletions/ Substitutions	Mr. Elder called for an approval of the meeting agenda. Mr. Butler requested that there be an addition to the agenda; <i>Item 8A-4: Creation of Employee Patient Privacy Taskforce that Reports to The Board</i>	

2B. Motion to Approve Agenda Items	The agenda for the February 2020 meeting was approved with the addition of Item 8A-4.	
3. Awards, Introductions and Presentations 3A. Telemedicine in the C.L. Brumback Primary Care Clinics 3B. Patient Access To Care - Transportation	<p>Dr. Courtney Rowling Presented on the use of Telemedicine and Telepsych in the C.L. Brumback Primary Care Clinics</p> <p>David Speciale, Manager of Patient Experience presented on improving patient access to care by using medical rideshare company Circulation Health. We are currently using the Circulation Health Platform in our Addiction clinic on a pilot basis, and we plan to expand service to our other clinic locations in the future.</p>	No action necessary.
4. Disclosure of Voting Conflict	None.	No action necessary.
5. Public Comment	None.	No action necessary.
6. Meeting Minutes 6A-1 Staff Recommends a MOTION TO APPROVE: Board meeting minutes of January 29, 2020	There were no changes or comments to the minutes dated January 29, 2020	VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Board meeting minutes of January 29, 2020 as presented. The motion was duly seconded by Ms. Mastrangelo. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the consent agenda as presented. The motion was duly seconded by Ms. Smith. A vote was called, and the motion passed unanimously.

7A. ADMINISTRATION		
7A-1. Receive & File: February 2020 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.
7A-3. Receive & File: Credentialing and Privileging Procedure	The Credentialing and Privileging Procedure has been revised to be consistent with the revisions to the Credentialing and Privileging Policy. This serves to orient the Board of the formalized procedure for Credentialing and Privileging.	Receive & File. No further action necessary.
7B. FINANCE		
7B-1 Receive & File: C. L. Brumback Primary Care Clinics Financial Report – December 2019	The Year To Date December 2019 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.	Receive & File. No further action necessary.
8. REGULAR AGENDA		
8A. ADMINISTRATION		
8A-1. Staff Recommends a MOTION TO APPROVE: Sliding Fee Discount Program Policy & Federal Poverty Guidelines; Update to Sliding Fee Scales	This agenda item provides the updated C. L. Brumback Primary Care Clinics Sliding Fee Discount Program Policy and Federal Poverty Guideline Updates and corresponding scales. The Sliding Fee Discount Program Policy is updated to reflect the HRSA Compliance Manual requirements. The updated Federal Poverty Guidelines and corresponding updated scales are also included.	VOTE TAKEN: Mr. Mullen made a motion to approve the updated Sliding Fee Discount Program Policy and corresponding Sliding Fee Scales. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.
8A-2. Staff Recommends a MOTION TO APPROVE: Second Amendment to Co-Applicant Agreement	This agenda item represents the Second Amendment to the Co-Applicant agreement between Health Care District and District Clinic Holdings, Inc. d/b/a C.L. Brumback Primary Care Clinics. The Parties entered into the	VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Second Amendment to Co-Applicant Agreement between HCDPBC and DCHI. The motion was duly

<p>between HCDPBC and DCHI</p>	<p>agreement initially on November 28, 2012 and the First Amendment on January 27, 2017. The District proposed amending the following sections and language:</p> <p>Amend Section 2 by adding the following language at the end of the section:</p> <ul style="list-style-type: none">• District retains the authority to adopt and approve the financial management policies. <p>Amend Section 4(a) by deleting in its entirety and replacing with the following:</p> <ul style="list-style-type: none">• a. The DCHI Board shall cause the Clinics to be operated in accordance with the terms and conditions of the HRSA Compliance Manual requirements. <p>Amend Section 4(d) by adding the following language at the end of the section:</p> <ul style="list-style-type: none">• District retains the authority to adopt and approve the financial management policies. <p>Amend Section 16 Notice by replacing the contact information with the following:</p> <p>If to the District addressed to: Chief Executive Officer Health Care District of Palm Beach County 1515 N. Flagler Dr., Suite 101 West Palm Beach, FL 33401</p> <p>With a copy to: General Counsel Health Care District of Palm Beach County 1515 N. Flagler Dr., Suite 101 West Palm Beach, FL 33401</p> <p>If to DCHI addressed to: James Elder c/o District Clinic Holdings, Inc. d/b/a C.L. Brumback Primary Care Clinics</p>	<p>seconded by Mr. Smith. A vote was called, and the motion passed unanimously.</p>
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	1515 N. Flagler Drive, Suite 101 West Palm Beach, FL 33401	
8A-3. Staff Recommends a MOTION TO APPROVE: Change in Scope – Form 5A Moving Services from Column II to Column III	We respectfully request the authorization to move services currently listed in Column II of Form 5A, to Column III. The following items currently listed in Column II of Form 5a need to be moved to Column III: Screenings, Voluntary Family Planning, Case Management, Infectious Disease, Health Education, Gynecological Care, Prenatal Care, Intrapartum Care, and Postpartum Care.	VOTE TAKEN: Mr. Mullen made a motion to approve the request for Change in Scope to Move the listed services from Column II to Column III. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.
8A-4. Staff Recommends a MOTION TO APPROVE: Employee Patient Privacy Taskforce	Mr. Butler suggests the need to create an employee-led Patient Privacy taskforce to address Ms. Strickland's Privacy concerns at the January 29, 2020 Board Meeting.	VOTE TAKEN: Mr. Smith made a motion to approve the Creation of an Employee Patient Privacy Taskforce. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.
8B. EXECUTIVE		
8B-1. Receive & File: Executive Director Informational Update	Dr. Belma Andric, VP& Executive Director, provided the following updates: The HRSA Operational Site Visit is scheduled for the week of March 24-26. The longstanding community efforts to create an Addiction Stabilization Unit were finally realized when the ASU held its Grand Opening on February 5, 2020.	Receive & File. No further action necessary.
8C. OPERATIONS		
8C-1. Staff Recommends a MOTION TO APPROVE: Operations Reports – January 2019	Dr. Hyla Fritsch, Director of Clinical Operations and Pharmacy Services, presented the following productivity report:	VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the January Productivity Report as presented. The motion was duly seconded by Mr. Mullen.

	<p>Overall visits from 1/1/19 – 12/31/19 totaled 149,848. The total number of encounters in December across all categories is slightly higher than the previous month. Pediatric programs in Lantana and West Palm Beach are showing increases in productivity, with 110% in Lantana and 93% in West Palm Beach. After two full months of operation, Mangonia Park continues to show growth with an increase in patients seen from 393 in November 2019, to 525 in December 2019. As of January 1, 2020, the Referral Department was transitioned from the Clinics Administration to the Revenue Cycle Department. Since this time, patient referral cycle data has been uploaded into Tableau which will provide more robust data on referrals and lab orders. Referral processing benchmarks have been established and include 7 days for a standard referral and 3 days for a stat referral.</p>	<p>A vote was called, and the motion passed unanimously.</p>
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8D. Credentialing and Privileging

<p>8D-1. Staff Recommends a MOTION TO APPROVE Licensed Independent Practitioner Credentialing and Privileging – LIP(s)</p>	<p>The LIP(s) 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"> • 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) <table border="1" data-bbox="543 1377 1318 1448"> <thead> <tr> <th data-bbox="543 1377 674 1448">Last Name</th> <th data-bbox="674 1377 779 1448">First Name</th> <th data-bbox="779 1377 913 1448">Degree</th> <th data-bbox="913 1377 1094 1448">Specialty</th> <th data-bbox="1094 1377 1318 1448">Credentialing</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Last Name	First Name	Degree	Specialty	Credentialing						<p>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the re-credentialing and renewal privileges of the LIP(s) as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</p>
Last Name	First Name	Degree	Specialty	Credentialing								

	<table border="1"> <tr> <td data-bbox="550 159 676 289">Bannon</td> <td data-bbox="676 159 783 289">Lori</td> <td data-bbox="783 159 915 289">APRN</td> <td data-bbox="915 159 1094 289">Family Medicine Nurse Practitioner</td> <td data-bbox="1094 159 1316 289">Initial Credentialing</td> </tr> </table>	Bannon	Lori	APRN	Family Medicine Nurse Practitioner	Initial Credentialing	
Bannon	Lori	APRN	Family Medicine Nurse Practitioner	Initial Credentialing			
<p>8D-2. Staff Recommends a MOTION TO APPROVE: Credentialing and Privileging Policy Update</p>	<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.</p> <p>The C.L. Brumback Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director and Dental Director to support the credentialing and privileging process.</p> <p>Lori Bannon, APRN is joining the Mangonia Park Clinic as a Nurse Practitioner specializing in Family Medicine. She attended South University and is certified as an Adult Gerontology Primary Care Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. Bannon has been in practice for four years.</p> <p>The purpose of the Credentialing and Privileging Policy is to establish a written process for the credentialing and privileging of health center practitioners, employed or contracted, volunteers and locum tenens at all health care sites in accordance with state, federal and HRSA requirements. The C.L. Brumback Primary Care Clinics established a credentialing and privileging policy to ensure health center practitioners meet specific criteria and standards for professional qualifications. Credentialing and privileging is performed for health center practitioners at the time of hire, prior to the practitioner providing patient care services and every two (2) years thereafter. The revisions to the Credentialing and Privileging Policy include, but are not limited to, the addition of a new Other Clinic Staff (OCS) category for individuals for which licensure or certification is not required and who are not</p>	<p>VOTE TAKEN: Ms. Mastrangelo made a motion to approve the Credentialing and Privileging Policy Updates as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>					

	permitted by law to provider patient care services without direction or supervision; and the use of a Credentials Verification Organization (CVO) to perform primary source verification of credentialing elements.	
8E. Quality		
<p>8E-1. Staff Recommends a MOTION TO APPROVE Quality Council Reports & Updated QI Plan</p>	<p>Dr. Ana Ferwerda, Medical Director and Director of Women’s Health Presented the following:</p> <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 & GRIEVANCES</u> C. L. Brumback Primary Care Clinics is in the process of establishing a standardized chart review process for all patient grievances in order to identify possible areas of improvement.</p> <p><u>QUALITY ASSURANCE & IMPROVEMENT</u> Of the 14 UDS Measures; 8 exceeded the HRSA Goal and 6 were short of the HRSA Goal. Adult weight screening, Tobacco screening, Asthma therapy, Depression Screening and Follow-up, Coronary Artery Disease, Ischemic Vascular Disease, HIV Linkage to Care, Dental Sealants measures were met. We will strive to improve and attempt to achieve even higher goals for 2020. The childhood immunization measure was not met in 2019, but improved 10% when compared to 2018. Other measures not met were Cervical Cancer Screening, Weight Counseling for children and adolescents, Controlling High Blood Pressure and Uncontrolled Diabetes. As previously discussed we will be reporting data on special populations including migrant, and homeless as well as focusing on social determinants of health with the goal of identifying and eliminating barriers to improvement.</p>	<p>VOTE TAKEN: Mr. Bullard made a motion to approve the Quality Council Reports & Updated QI Plan as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</p>

	<p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> No updates.</p> <p>Dr. Ferwerda Also Presented The Updated QI Plan & Work Plan</p>	
9. CMO, VP and Executive Director of Clinical Services Comments	None.	No action necessary.
10. Board Member Comments	<p>Mr. Butler Requested updates on the Corona Virus.</p> <p>Dr. Andric Provided the Board with Current Happenings with the DOH and CDC in relations to the Corona Virus.</p>	No action necessary.
11. Establishment of Upcoming Meetings	<p><u>March 25, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>April 29, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>May 27, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>June 24, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>July 29, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>August 26, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>September 30, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>October 28, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p>	No action necessary.

	<p><u>November 25, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>December 16, 2020 (HCD Board Room)</u> 12:45pm Board of Directors</p>	
13. Motion to Adjourn	There being no further business, the meeting was adjourned at 2:45 pm	Ms. Jackson-Moore made a motion to adjourn and seconded by Mr. Butler. The meeting was adjourned.

Minutes Submitted by:


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Date 6/29/2020

Signature

Date