

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
2/27/2019**

**Present:** James Elder, Chairperson; Joseph Morel, Vice Chairperson; Mike Smith, Treasurer; John Casey Mullen, Secretary; Irene Figueroa; Shanti Howard; Julia Bullard  
**Excused:** Cory Neering  
**Staff:** Dr. Belma Andric, CMO, VP & Executive Director of Clinical Services; Valerie Shahriari, General Counsel; Mina Bayik, Director of Finance; Terry Megivern, Director of Operations; Dr. Tamara-Kay Tibby, Dental Director; Dr. Noelle Stewart, Medical Director; Cindy Yarborough, Chief Information Officer; Sarah Gonzalez, Director of Credentialing & Provider Services; Dr. Courtney Rowling, Director of Behavioral Health.  
**Minutes Transcribed By:** Alena Ranucci  
**Meeting Scheduled For:** 12:45pm  
**Meeting Began at:** 12:50pm

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. James Elder called the meeting to order.	The meeting was called to order at 12:50pm.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. James Elder read the Affirmation of Mission	
2. Agenda Approval	Mr. James Elder called for an approval of the meeting agenda.	<b>VOTE TAKEN:</b> Mr. Morel made a motion to approve the agenda. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
2A. Additions/Deletions/Substitutions	No additions/deletions/substitutions	
2B. Motion to Approve Agenda Items	The agenda for the February 2019 meeting was approved as mailed in the board package.	

<p><b>3. Awards, Introductions and Presentations</b></p> <p><b>3A. Behavioral Health Update</b></p>	<p>Dr. Courtney Rowling, FWHC Behavioral Health Director</p> <p>Dr. Courtney Rowling presented to the board The behavioral health update that included a brief summary of current program's staffing, quality metrics, patient census data, and strategic planning for the three main arms of the program (Behavioral Health Integration in Primary Care, Behavioral Health Integration in Pediatrics, and The Adult Outpatient Substance Use Disorders Treatment Program). She then ended her presentation with a video of patient testimonials.</p> <p>Mrs. Bullard asked what kind of screening instrument do we use. Dr. Rowling explained that currently we use PHQ2 &amp; PHQ9. If patients test positive, they see a behavioral health specialist through a warm hand off.</p> <p>Mr. Morel asked what kind of tele communication program is used. Dr. Rowling explained we use a software called Certintell which is a HIPPA compliant platform.</p> <p>Mrs. Bullard asked how we advertise our MAT program. Dr. Rowling stated that word of mouth has been our biggest referral source in addition to referrals from JFK North Hospital, the Palm Beach Sheriff's office, our partners in the community that help us on the inpatient side, and The Sober Task Force. We haven't advertised, aside from our brochures and website listed as a service, as we can see this is such a demand based upon the influx of patients we receive.</p>	<p><b>No action necessary.</b></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>
<p><b>6. Meeting Minutes</b></p>	<p><b>VOTE TAKEN: Mr. Morel made a motion to approve the minutes of January 30, 2019 as</b></p>	<p><b>approve the minutes of January 30, 2019 as</b></p>

<p><b>6A Staff Recommends a MOTION TO APPROVE:</b> Board Meeting Minutes of January 30, 2019</p>	<p>There were no changes or comments to the minutes dated January 30, 2019.</p>	<p>presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</p>
<p><b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b></p>		
<p><b>7A. ADMINISTRATION</b></p>		
<p><b>7A-1. Receive &amp; File:</b> February 2019 Internet Posting of District Public Meeting</p>	<p>The meeting notice was posted.</p>	<p>Receive &amp; File. No further action necessary.</p>
<p><b>7A-2. Receive &amp; File:</b> Attendance tracking</p>	<p>Attendance tracking was updated.</p>	<p>Receive &amp; File. No further action necessary.</p>
<p><b>7B. POLICIES</b></p>		
<p><b>7B-1. Staff recommends a MOTION TO APPROVE:</b> C. L. Brumback Primary Care Clinics Finance Report January 2019.</p>	<p>Finance Report for January 2019 presented and reviewed in the Finance Committee meeting.</p>	<p>Motion referenced above, no further action necessary.</p>
<p><b>7B-2. Receive &amp; File:</b> Sliding Fee Scale.</p>	<p>Sliding Fee Scale was presented and reviewed in the Finance Committee meeting.</p>	<p>Receive &amp; File. No further action necessary.</p>
<p><b>8. Regular Agenda</b></p>		
<p><b>A. EXECUTIVE</b></p>		
<p><b>8A-1. RECEIVE AND FILE:</b> Executive Director Informational Update.</p>	<p>Dr. Andric provided an Executive Director informational update:  <b>Lakeside Medical Center Clinic (Belle Glade)</b> We are more than fifty-percent complete with renovations. Chandler still expects to meet our substantial completion timeline of 4/1/2019.</p>	<p>Receive &amp; File. No further action necessary.</p>

	<p><b>HRSA New Access Point (NAP) Grant</b>  HRSA-19-080 - New Access Points (NAP) is a new funding opportunity for new sites. Applicants can apply for up to \$650,000 per year for up to 2 years. Funding and new site are then integrated into base funding.</p>	
<b>8B. CREDENTIALING AND PRIVILEGING</b>		
<p><b>8B-1. Staff Recommends a MOTION TO APPROVE:</b>  Licensed Independent Practitioner Credentialing and Privileging – Jennifer Casanova.</p>	<p>Jennifer Casanova, ARNP LIP, has satisfactorily completed the credentialing and privileges process and met the standards set forth within the approved Credentialing and Privileging Policy. Staff recommends the Board approve the initial credentialing and privileging for Jennifer Casanova.</p> <p>Mr. Smith asked what is included in the credentialing process. Sarah explained that we follow the HRSA guidelines. For clinical competency, we have to obtain professional references, the providers peer references, verify licenses, board certification, if applicable, CV, work history, verify their education, BLS certificate, health immunizations. We use different platform to cross-check these credentials in addition to in house credentialing.</p>	<p><b>VOTE TAKEN: Mr. Morel made a motion to approve Licensed Independent Practitioner Credentialing and Privileging – Jennifer Casanova as presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</b></p>
<b>8C. OPERATIONS</b>		
<p><b>8C-1. Staff Recommends a MOTION TO APPROVE:</b>  Operations Reports – January 2019.</p>	<p>Terry Megiveron, Director of Operations, presented the highlights of clinic productivity report for January 2019 that was included in the board package.</p> <p><b>Pediatrics</b>  Saw 1527 patients at 80% of target met. This is 114 more patients than last month. We are looking at capacity and access vs. pediatric demand. This includes pediatric providers and locations regarding low productivity in Boca, Delray and Lake Worth.</p>	<p><b>VOTE TAKEN: Mr. Mullen made a motion to approve Operations Reports January 2019 as presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</b></p>

**Adults**

Saw 6254 patients at 91% of target met. This is 671 more patients than last month. The lower producing clinics are in review to determine if we have access and scheduling or patient demand issues. (Jupiter, Delray, Lewis).

**Mental Health**

Saw 1099 patients at 86% of target met. This is 128 more patients than last month. We have moved from partial integration to full integration of Behavioral Health with other services and are opening schedule templates to allow for more access for BH Specialists and Psychiatry.

**Substance Abuse**

Saw 357 patients at 111% of target met. This is 68 more patients than last month. We continue to operate at maximum capacity with plans to expand services later this year.

**Women's Health**

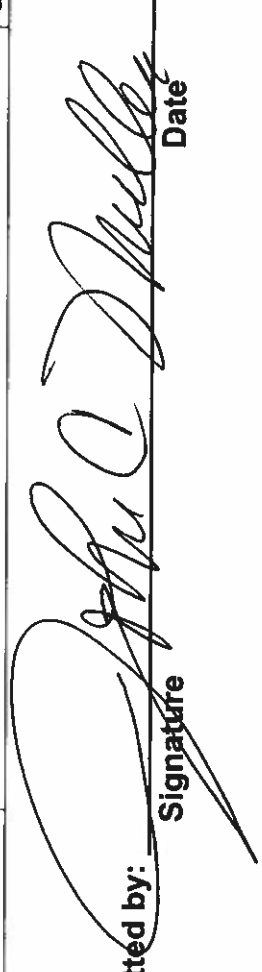
Saw 425 patients at 89% of target met. This is 19 less patients than last month. Also, we hired a new Women's Health ARNP

**Dental**

Saw 1873 patients at 76% of target met. This is 191 more patients than last month. This was anticipated as we continue to transition to accommodate our pediatric patient population. Dental Hygienists saw 297 patients at 82% of target met. This is 33 less patients than last month

	<p><b>Vacancies</b> We are actively recruiting for 6 Positions. We have additional positions listed on finance report that are either filled or on-hold. We are working with HR and Finance to reconcile the reports.</p> <p>Mr. Smith asked how targets are set. Terry replied that it is derived from national benchmarking.</p>	
<p><b>8D. QUALITY</b></p> <p><b>8D-1. Staff Recommends a MOTION TO APPROVE:</b> Quality Council Reports.</p>	<p><b>UDS and Quality Metrics</b> Dr. Stewart presented UDS dashboard for 2018. Our final report demonstrated that we had 9 metrics that exceeded our Goals, 1 that was at goal and 2 that were below goal. Immunization was below the goal that we set for this measurement year, however it is higher than National and States rates and because of this we have adjusted our goal for the 2019 measurement year. The new goal for immunization in children turning two will be 60%. In HIV we were also below goal at 60%. We have also adjusted this measure to align more with National and State Rates and will have a goal of 85% for this measure in 2019.</p> <p><b>Grants and Recognitions</b> We received a \$13,500 grant from American Cancer Society to improve rates of HPV vaccination. Funding from the Farris Foundation Grant was used to hire our LCSW for the mobile clinic who started 2 weeks ago.</p> <p>Mr. Mullen asked if we provide any education to parents who are skeptical about having their children immunized. Dr. Stewart stated that not only is the physician educating but it also starts with the MA providing additional education.</p> <p>Mr. Morel asked regarding HIV linkage to care, when we find out that a patient had HIV, do we link them to a behavioral health counselor. Dr. Andric commented stating that we have a close relationship to DOH who has a very</p>	<p><b>VOTE TAKEN: Mr. Morel made a motion to approve Quality Council Reports as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</b></p>

	skilled team, who we refer our patients to that receive counseling and further treatment for care regarding behavioral health needs.	
<b>9. CMO, VP and Executive Director of Clinical Services Comments</b>	Dr. Andric wanted to thank Mr. Smith for his first board meeting, time and dedication. In addition to recognizing how well Mr. Elder is doing on his second meeting as chair. Dr. Andric also wanted to remind the board that on March 26 <sup>th</sup> we will have a merged meeting with the HCD. Dr. Andric also stated that she will report our 2018 UDS report at this meeting. On March 27 <sup>th</sup> we will hold Strategic Planning. We only had one Strategic Planning since opening the clinics were established back in 2013 and we haven't had one since then.	No action necessary.
<b>10. Board Member Comments</b>	None.	No action necessary.
<b>11. Establishment of Upcoming Meetings</b>	<p>2019 Board of Directors Meetings were approved at the November 28, 2018 Board meeting. All meetings start at 12:45 PM:</p> <ul style="list-style-type: none"> <li>• March 26, 2019 (2:00 PM start) Joint with HCD</li> <li>• March 27, 2019 (12:15 PM) Strategic Planning</li> <li>• April 24, 2019</li> <li>• May 29, 2019</li> <li>• June 26, 2019</li> <li>• July 31, 2019</li> <li>• August 28, 2019</li> <li>• September 25, 2019</li> <li>• October 30, 2019</li> <li>• November 27, 2019</li> <li>• December 18, 2019</li> </ul>	No action necessary.
<b>12. Motion to Adjourn</b>	There being no further business, the meeting was adjourned.	Mr. Mullen made a motion to adjourn and seconded by Ms. Figueroa. The meeting was adjourned at 2:00p.m.

Minutes Submitted by:  Signature Date 4-24-19