

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
03/29/2023**

Present: Melissa Mastrangelo, Chair; Mike Smith, Vice-Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; Robert Glass; William Johnson; Alcolya St. Juste; Boris Seymore (virtual)

Excused: Tammy Jackson-Moore

Staff: Darcy Davis; Dr. Belma Andric; Bernabe Icaza; Alicia Ottmann; Dr. Charmaine Chibar; Alexa Goodwin; David Speciale; Marisol Miranda; Shauniel Brown; Andrea Steele; Macson Florvil; Shannon Wynn; Luis Rodriguez; Annmarie Hankins; Dr. Ana Ferwerda; Daniel Scott; Heather Bokor; Regina All; Robin Kish

Minutes Transcribed By: Nicole Glasford

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

Meeting Began at 12:50 p.m.

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Call to Order</p> <p>1A. Roll Call</p> <p>1B. Affirmation of Mission</p>	<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 12:50 p.m.</p>

<p>2. Agenda Approval</p> <p>2A. Additions/Deletions/ Substitutions</p> <p>2B. Motion to Approve Agenda Items</p>	<p>None.</p>	<p>VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the agenda. Mr. Mike Smith duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>3. Awards, Introductions and Presentations</p>	<p><u>Introductions:</u> Ms. Ottmann welcomed Ms. St. Juste to the Board and is thankful that she is partnering with us on our mission, noting her particular expertise in juvenile justice and advocacy.</p> <p><u>Presentations:</u> Dr. Ferwerda conducted a presentation on UDS data and the Transition to the Epic Electronic Health Record (EHR) system.</p> <p>Mr. Johnson brought light to the indicators that have decreased during the transition.</p> <p>Dr. Ferwerda ensured the performance measures have still adequately continued to be met and are captured in the data. Ms. Ottmann noted how the clinic staff work to meet the measures.</p> <p>Robert Glass inquired if the reason we switched from Athena to Epic is being satisfied.</p> <p>Dr. Ferwerda noted it's great data capture capabilities, workflow improvement, and the speed with which providers can move through the system are helpful and quite superior. Ms. Ottmann added how the desired customization of the measures within the system are also beneficial.</p>	<p>No action necessary.</p>

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 from February 22, 2023	There were no changes or comments to the minutes dated February 22, 2023.	VOTE TAKEN: As presented, Mr. Johnson made a motion to approve the Board meeting minutes from February 22, 2023. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Mr. Johnson motioned to approve the Consent Agenda. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.
A. ADMINISTRATION		
7A-1. Receive & File: February 2023 Internet Posting of District Public Meeting	The meeting notice was posted.	Received & Filed. No further action is necessary.
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	Received & Filed. No further action is necessary.
7A-3. Receive & File: HRSA Digest	Mr. Johnson inquired about the if the District or any other organizations in Palm Beach County have looked into pursuing the School Based Service Expansion Grant.	Received & Filed. No further action is necessary.

	Ms. Ottmann confirmed details on that grant are on the agenda for discussion in section 8A-1 and 8A-2, to be discussed shortly.	
7A-4. Staff recommends a MOTION TO APPROVE: Change in April 2023 Board Meeting Date	Ms. Ottmann noted the change for the next Clinic Board Meeting date for April, now occurring on April 27 th , due to the District Strategic Planning meeting occurring on April 26 th	
B. FINANCE.		
7B-1. Staff recommends a MOTION TO APPROVE: District Clinic Holdings, Inc. Financial Report January 2023		
8. REGULAR AGENDA		
A. ADMINISTRATION		
8A-1. Staff Recommends a MOTION TO APPROVE: FY23 School-Based Service Expansion Grant	<p>SBSE (School-Based Service Expansion) Grant opportunity provides up to \$350,000 annually for a 2-year performance period for new school-based service sites.</p> <p>This grant opportunity ties in with our new 25-year collaborative agreement with Children's Partnership Schools (CPS), FAU and the School Board to provide healthcare services at Lake Worth High School and JFK Middle school, with a start date of August 2023. This grant requires that we also submit an HRSA change-in-scope to include school-based clinics as a new site of service.</p> <p>There was discussion on the use of the mobile units, and the grant requirement to include access to behavioral health services. Ms. Ottmann stated that at this time behavioral health specialists would be accessible via telemedicine during the clinic hours of operation, and as the need increases there is opportunity for in-person services.</p> <p>Ms. Ottmann reminded the Board of the previous discussion around partnering with both schools to end the cycle of poverty with medical and</p>	VOTE TAKEN: Mr. Smith motioned to approve the FY23 School-Based Service Expansion Grant. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.

	<p>mental health services. She requested the Board approval to apply for the grant.</p> <p>Some Board members asked for clarification on if \$350,00 was the total grant price, as well as the 2-year performance period, to which Ms. Ottmann confirmed both were correct.</p> <p>Mr. Smith inquired how the two schools were identified and selected.</p> <p>Ms. Ottmann cited that this program was done in partnership with Children's Partnership Schools, the Children's Home Society and Florida Atlantic University to address wrap-around services that address social determinants of health. An assessment was completed for the schools with the highest rates in poverty, pregnancy, etc. A further needs-analysis is underway to confirm that the appropriate resources will be provided by the Health Care District.</p> <p>Mr. Smith asked about the connection this program would have with the school nurses.</p> <p>Ms. Ottmann noted that this opportunity would enhance that collaboration and create convenience while being considerate of privacy rights via HIPPA/FERPA.</p> <p>Mr. Smith asked if all the students health records would be available in Epic.</p> <p>Ms. Ottmann assured that when the students are seen in the mobile unit, their data would be entered into Epic. If the students are seen by the school nurses, the documentation would live in another electronic system.</p> <p>Chair Mastrangelo inquired about the operating times to which Ms. Ottmann responded how the Clinic leadership is looking into the most appropriate times, days and services to capture the population needs, while maximizing the staff's time serving.</p> <p>Mr. Smith inquired about a Full-Time Equivalent (FTE) for a Nurse Practitioner and what staff person would provide care for this program. Ms. Ottmann noted that there is currently one provider on the Primary Care Clinic's mobile unit but the goal is to get additional providers engaged in order to provide services at both schools.</p>	
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	<p>Ms. St. Juste questioned if the funding was specific to the schools.</p> <p>Ms. Ottmann mentioned that the funds would be specifically earmarked for the two school clinics, and noted that the budget proposal provided in the board packet outlines how we anticipate the funds will be allocated.</p> <p>Mr. Smith asked for clarification on if these funds would be added to the current budget. Ms. Ottmann confirmed this would be an additional financial enhancement.</p> <p>Mr. Glass inquired what the probability that this program's dollar amount would expand two years from now. Ms. Ottmann replied that as services are continued, these grants have the potential to be rolled into base-funding, however this has not been announced by HRSA.</p>	
<p>8A-2. Staff Recommends a MOTION TO APPROVE: Change In Scope – Form 5B: C. L. Brumback PCC – John F. Kennedy Middle School & Lake Worth Community High School</p>	<p>Changes in scopes are required for our two new school-based clinics starting in August of 2023.</p> <p>Per the HRSA Compliance Manual, these changes require prior approval from HRSA and must be submitted by the health center as a formal change in scope request.</p> <p>Staff requested a permanent Change In Scope to add two new school-based clinics located at John F. Kennedy Middle School located at 1901 Avenue S, Riviera Beach, FL 33404 & Lake Worth Community High School located at 1701 Lake Worth Rd, Lake Worth, FL 33460.</p> <p>Ms. Alicia Ottmann specified that in order to apply for the grant, a Change In Scope needs to be submitted, as the two schools will become school-based sites for the C. L. Brumback Primary Care Clinics.</p> <p>Mr. Smith asked if this Change In Scope would need to be approved prior to us receiving the funding, to which Ms. Ottmann confirmed yes- this change will be submitted prior to NOA.</p>	<p>VOTE TAKEN: Mr. Johnson motioned to approve the Change In Scope – Form 5B: C. L. Brumback PCC – John F. Kennedy Middle School & Lake Worth Community High School. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
B. EXECUTIVE		
<p>8B-1. Receive & File: Executive Director Informational Update</p>	<p>A new partnership with FAU's ACGME-Accredited Psychiatry Residency Program will provide increased access to psychiatric care.</p> <p>Expansion of mental health care is a priority across the Health Care District due to identified community needs. A 3-year contract was signed with FAU to integrate their resident physicians into our health centers, thus providing a resource of expertise in the field of psychiatry and</p>	<p>Received & Filed. No further action is necessary.</p>

	<p>increased access to care. The financial agreement includes \$750,000 annually for four resident physicians and one psychiatric attending physician 5 days per week. Initial appointment availability is planned at Mangonia Park and Delray Beach Health Centers in mid-July, with a contract start date of 07/03/23.</p> <p>Ms. Ottmann explained that this partnership would include having two residents at the Mangonia Clinic and two residents at the Delray clinic, all of which would be overseen by our attending psychiatrists. These providers have respective subspecialties in pediatrics, adolescent, geriatric and addiction psychiatry.</p> <p>Chair Mastrangelo inquired as to which attending physician would participate.</p> <p>Ms. Ottmann confirmed it would be FAU faculty that are credentialed with us.</p> <p>Mr. Smith asked about the psychiatric services being offered.</p> <p>Ms. Ottmann commented that adult psychiatric care will be offered initially, and that pediatric and adolescent psychiatry is planned as “phase 2” of the collaboration, and FAU have attending physician staff with this specialty.</p> <p>Mr. Smith inquired as to what our current patients’ top medical needs are, and how clinic leadership prioritizes specialty service expansion.</p> <p>Dr. Andric communicated that primary care providers assess the needs and place referrals, and we are then able to analyze referral volumes. Ms. Ottmann noted how the upcoming Strategic Planning meeting will include discussion on what challenges currently reside in meeting patient needs and plans to meet those. The Atlantis clinic location opening will include optometry services. The Strategic Plan will be discussed at the next clinic Board meeting in April.</p> <p>Ms. Mastrangelo asked if the four residents would be seeing insured or all patients. Ms. Ottmann confirmed that these residents would be serving all patients regardless of their health insurance coverage.</p> <p>Dr. Andric commented on the clinic leadership’s excitement on this residency program due to becoming the official site for these FAU</p>	
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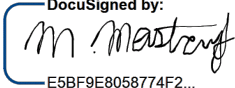
	<p>residents within the specialized psychiatry sector. Ms. Ottmann added the need for more psychiatrists practicing in the community.</p> <p>Mr. Glass asked if all patients will be able to access these services/providers, to which Ms. Ottmann replied that by splitting the residents between the two clinic locations, both the northern and southern sections of the county will have access. Ms. Ottmann commented that at this time the PCP's would remain the gatekeepers for psychiatric appointments, with the desire to increase resources to allow for direct scheduling for behavioral health services with/without a medical visit in the future.</p> <p>Chair Mastrangelo questioned if this is the first partnership we have had with FAU. Dr. Andric confirmed in the past nursing initiatives were conducted ie. bringing nurse practitioners and licensed social workers into the clinic, with several contracts currently active.</p>	
C. CREDENTIALING		
<p>8C-1. Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner Credentialing and Privileging</p>	<p>The agenda item represents the licensed independent practitioners recommended for credentialing and privileging by the FQHC Medical Director.</p> <p>Dr. Chibar reviewed the following LIPs who 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.</p> <ul style="list-style-type: none"> • Darnel Dabu, MD. Family Medicine • Karen Jirsch, LCSW. Licensed Clinical Social Worker 	<p>VOTE TAKEN: Mr. Glass made a motion to approve the Licensed Independent Practitioner Credentialing and Privileging as presented. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
D. QUALITY		
<p>8D-1. Staff Recommends a MOTION TO APPROVE: Quality Report</p>	<p>This agenda item presents the updated Quality Improvement & Quality Updates:</p> <ul style="list-style-type: none"> • Quality Council Meeting Minutes March 2023 • UDS Report – YTD • Provider Productivity –April 2023 	<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the Quality Report as presented. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

	<p>Dr. Chibar discussed Colorectal Screening and our partnership with Cologuard Exact Sciences Laboratory for testing. The educational training was conducted for providers in February of 2023 with the Cologuard representative .</p> <p>Patients are being notified of their screening needs to be completed with the help of the Clinic Service Center Call Center.</p> <p>Dr. Chibar illustrated the UDS Provider Level Quality Measures per the National Quality Leader Metrics. In order to increase breast cancer screening via mammography we have partnered to bring a mobile unit to the Lantana Clinic, where uninsured patients are able to receive screenings free-of-charge.</p> <p>Mr. Glass thanks Dr. Chibar and the leadership team for the efforts and activity around the colorectal cancer screenings and awareness within the community.</p>	
E. OPERATIONS		
<p>8E-1. Staff Recommends a MOTION TO APPROVE: Operations Reports- February 2023</p>	<p>This agenda item provides the following operations reports for February 2023: Clinic Productivity, Demographics, and Payor Mix.</p> <p>Marisol Miranda presented the operations dashboards, the board had no additional questions. Ms. Ottmann discussed the request from last board meeting to include the estimated population size for migrant workers in Palm Beach County in order to measure our healthcare impact in relation to the demographic size. She commented that after research there is very little, if any, data to provide, but the team will continue to look for benchmarking information.</p>	<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the Operations Reports- February 2023 as presented. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>9. AVP and Executive Director of Clinic Services Comments</p>	<p>Ms. Ottmann congratulated the C. L. Brumback Primary Care Clinics team for becoming finalists for the Sapphire Award due to our efforts in innovation, leadership and mental well-being.</p>	<p>No action necessary.</p>
<p>10. Board Member Comments</p>	<p>Mr. Johnson noted that May 11, 2023 will mark the expiration of the COVID-19 Public Health Emergency. They inquired what the anticipated impacts will be on our programs, and what should we be doing.</p>	<p>No action necessary.</p>

	<p>Ms. Ottmann addressed Mr. Johnson's question noting that the unwinding of the PHE will affect a large portion of the patient population. As such, we have taken proactive efforts to engage with patients via phone calls, mailers, emails etc. to alert them of the potential loss of their Medicaid coverage and assist in linking them to local organizations who can assist with redetermination applications. These efforts are being done with the assistance of a contracted partner.</p> <p>Mr. Johnson thanked the clinic staff and Lantana Dental Clinic Supervisor Jennifer Juarez for their hard work, efforts, commitment, professionalism and organization at both the Lantana Clinic and Lake Worth Clinic after his recent visit and tour.</p> <p>Chair Mastrangelo reminded all the other board members of the upcoming West Boca Clinic opening on April 10th, as well as the next PCC Board meeting in April will be occurring on a Thursday, rather than the usual Wednesday meeting day.</p>	
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11. Establishment of Upcoming Meetings	<p><u>April 27, 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.	VOTE TAKEN: Mr. Gibbons made a motion to adjourn. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.
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Minutes Submitted by:  **Signature** 5/1/2023 **Date**
