

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
04/27/2023**

Present: Melissa Mastrangelo- Chair; Mike Smith- Vice-Chair; Joseph Gibbons- Treasurer; Robert Glass; William Johnson; Alcolya St. Juste (virtual)
Excused: Julia Bullard- Secretary; Tammy Jackson-Moore
Absent: Boris Seymore
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; Heather Bokor; Regina All; Robin Kish; Maria Chamberlin

Minutes Transcribed By: Nicole Glasford

The meeting is scheduled for 12:45 p.m.
Meeting Began at 12:49 p.m.

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Ms. Mastrangelo called the meeting to order.	The meeting was called to order at 12:49 p.m.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Ms. Mastrangelo read the affirmation of mission.	

<p>2. Agenda Approval</p> <p>2A. Additions/Deletions/ Substitutions</p> <p>2B. Motion to Approve Agenda Items</p>	<p><u>Substitutions:</u> Ms. Ottmann noted an update made to the agenda item 8C-1. Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner Credentialing and Privileging. The first three providers listed require “initial credentialing” rather than “re-credentialing”.</p>	<p>VOTE TAKEN: Mr. Smith made a motion to approve the agenda. Mr. Gibbons duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>3. Awards, Introductions and Presentations</p> <p>3A. Mission Moment</p> <p>3B. Sapphire Awards Video: Addiction Treatment Model of Palm Beach County</p>	<p><u>Awards:</u> Mission Moment- Ms. Ottmann congratulated the Clinics team for winning first place in the Sapphire Awards recognition program for our Substance Use Disorder Program.</p> <p><u>Presentations:</u> The “2023 Sapphire Awards: Health Care District of Palm Beach County Addiction Model” video was played.</p> <p>Dr. Andric noted that this video was played at the Health Care District’s Strategic Planning Board meeting just the day prior. She mentioned at this meeting that the Board voiced their support of the Clinics’ focus and investment in mental health services, which are needed in the community.</p> <p>Mr. Smith inquired what organization funds the Sapphire Awards.</p> <p>Dr. Andric replied noting the Florida Blue Foundation granted this award. She explained that our mental health system of care includes full spectrum addiction care at Mangonia, including assessments, diagnosis, treatment plans, and the measurement of long-term outcomes by addiction-trained physicians.</p>	<p>No action necessary.</p>
<p>4. Disclosure of Voting Conflict</p>	<p>None.</p>	<p>No action necessary.</p>

5. Public Comment	<p>A public comment came from Nancy Brinker, representing the Promise Fund of Florida. Ms. Brinker expressed the desire to increase community relations. She was accompanied by David Brodsky, Chairman of the Promise Fund Board and Karen Patti, Chief Operating Officer of the Promise Fund. The goal illustrated was to create a medical home with chronic navigation care for current patients, specifically those needing breast and cervical cancer screening.</p> <p>One public comment came from David Brodsky, Chairman of the Promise Fund Board. This comment elaborated on the facilities and resources the Promise Fund of Florida is willing to extend to the Health Care District.</p> <p>Dr. Andric thanked them all for attending and the honor it was to have Nancy Brinker from the Susan G. Komen Foundation.</p> <p>Ms. Ottmann additionally thanked the Promise Fund representatives, noting that community partnerships are critical to improving the health of the community, and that the leadership team would be in contact to facilitate further discussions.</p>	No action necessary.
6. Meeting Minutes 6A-1 staff Recommends a MOTION TO APPROVE: Board meeting minutes from March 29, 2023	<p>There were no changes or comments to the minutes dated March 29, 2023.</p>	VOTE TAKEN: As presented, Mr. Glass made a motion to approve the Board meeting minutes from March 29, 2023. Mr. Johnson 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. Gibbons motioned to approve the Consent Agenda. Mr. Johnson duly seconded the motion. A vote was called, and the motion passed unanimously.
A. ADMINISTRATION		

7A-1. Receive & File: April 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	Per the request of the clinic board, the latest HRSA Digest was provided.	Received & Filed. No further action is necessary.
B. FINANCE.		
7B-1. Staff recommends a MOTION TO APPROVE: District Clinic Holdings, Inc. Financial Report February 2023		Received & Filed. No further action is necessary.
8. REGULAR AGENDA		
A. ADMINISTRATION		
8A-1. Staff Recommends a MOTION TO APPROVE: Change In Scope – Form 5A, Adding Ambulatory General Surgery Specialty Service to Column I	<p>Per HRSA Pin 2009-02, 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 add ambulatory general surgery specialty services to Form 5A, Column I under "Additional Services".</p> <p>~</p> <p>Ms. Ottmann noted that the clinics would like to seek the Board's, followed by HRSA's approval, to add general surgery services to the health center scope with the goal of providing pre- and post-operative consultations at the Belle Glade Clinic and surgeries at the Lakeside Medical Center.</p> <p>Mr. Gibbons expressed his understanding of the request and its efficiency, and feels that this would serve the needs of many patients.</p>	VOTE TAKEN: Mr. Glass motioned to approve the FY23 School-Based Service Expansion Grant. Mr. Johnson duly seconded the motion. A vote was called, and the motion passed unanimously.

Ms. Ottmann explained the relation to quality of care, with benefits like screenings, wound care and the ability to proactively decrease the number of Emergency Room visits for acute surgical concerns. This latter point would also lend itself to a decreased cost of admission.

Mr. Smith inquired what the relationship currently is between the Belle Glade Clinic and Lakeside Medical Center in terms of arranging services and compensation.

Ms. Ottmann answered that provider utilization will be shared between the clinics and the hospital, employment and compensation will be through the clinics. The surgeons will work within the clinics performing assessments and minor outpatient procedures, but will be available for hospital consultations in an on-call arrangement.

Candice Abbott added that patients are currently referred out through the District's District Cares Program, on a contract basis. With this arrangement, consultations would be done internally, reducing the need for external referrals.

Mr. Smith asked what the volume currently is and what the unmet need is.

Ms. Ottmann confirmed current referral volumes, but noted that we anticipate the need may be higher once the service is easily accessible, and includes colonoscopy services. Dr. Andric commented that the uninsured patient population would benefit significantly from the clinics having the service as an internal specialty.

Mr. Smith inquired as to whether the scope of practice for general surgeons includes colonoscopies, or whether this is a GI physician role.

Ms. Ottmann and Dr. Andric commented that both board certified specialties are equipped to perform colonoscopies.

Mr. Johnson expressed his support for this addition. He asked for education and clarification on what changes would occur.

Ms. Ottmann gladly explained that the contract would delineate and differentiate the services and responsibilities of the general surgeons. With board approval, HRSA approval will be sought, and updates will be provided at subsequent board meetings.

B. EXECUTIVE

<p>8B-1. Receive & File: Executive Director Informational Update</p>	<p>Delray Beach Clinic Capital Project: Tentative first patient-care day is Wednesday June 15th, 2023. Ribbon cutting and open house preparations are under-way, additional information will be provided as the date approaches.</p> <p>Governance Training Series for Health Center Boards: The board has the opportunity to participate in an on-demand series of 12 webinars focused on distinct compliance-related "hot topics" for governing boards, including but not limited to exercising the HRSA-mandated board authorities, addressing challenging situations in accordance with fiduciary duties, reviewing and responding to audit reports, enhancing board member engagement, reviewing consolidation strategies, and supporting risk management efforts.</p> <p>Strategic Planning: The clinic leadership team completed an analysis of the existing strategic plan, and participated in the development of a new framework that will aid in guiding short and long-term organizational efforts and resource allocation. The Executive Director is seeking feedback on the Board's preference regarding the review and discussion of the strategic plan.</p> <p>~</p> <p>Ms. Ottmann discussed the Delray Beach Clinic move and invited the Board to the tentative ribbon cutting.</p> <p>Ms. Ottmann presented a training opportunity to the Board members through the Feldesman Tucker Leifer Fidell LLP organization. This training would be completed as 12 webinar trainings, geared toward Board members on the topic of Governance. More details would be sent out to the members interested.</p> <p>Andrea Steele, AVP of Corporate Quality confirmed that the trainings are 1 hr. in length and are available on-demand.</p> <p>Ms. Ottmann inquired whether the Board would like to learn about the clinical leadership's Strategic Planning meeting at the next Board of Directors meeting or on a separate meeting date.</p> <p>All members preferred to add Strategic Planning to the agenda of the next Board of Directors meeting.</p>	<p>Received & Filed. No further action is necessary.</p>
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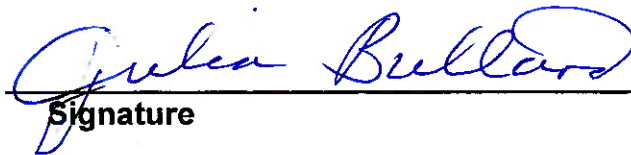
C. CREDENTIALING		
8C-1. Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner Credentialing and Privileging	<p>The agenda item represents the licensed independent practitioners recommended for credentialing and privileging by the FQHC Medical Director.</p> <p>Dr. Chibar reviewed the 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"> • Dawn Silver, Clinical Psychology • Lisa Campbell, General Dentistry • Diane Ashley, Physician Assistant • Arwa Alwehaib, General Dentistry • Jennifer Dorce-Medard, Family Medicine • Elsy Navarro, Nurse Practitioner • Ada Seminario, General Dentistry • Carline St. Vil, Nurse Practitioner • Sandra Warren, Preventive Medicine 	VOTE TAKEN: Mr. Gibbons made a motion to approve the Licensed Independent Practitioner Credentialing and Privileging as presented. Mr. Glass duly seconded the motion. A vote was called, and the motion passed unanimously.
D. QUALITY		
8D-1. Staff Recommends a MOTION TO APPROVE: Quality Report	<p>This agenda item presents the updated Quality Improvement & Quality Updates:</p> <ul style="list-style-type: none"> • Quality Council Meeting Minutes April 2023 • UDS Report – YTD • Provider Productivity –March 2023 <p>Dr. Chibar presented the above topics. There were no questions or additional discussion.</p>	VOTE TAKEN: Mr. Johnson made a motion to approve the Quality Report as presented. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.
E. OPERATIONS		
8E-1. Staff Recommends a MOTION TO APPROVE:	This agenda item provides the following operations reports for March 2023:	VOTE TAKEN: Mr. Smith made a motion to approve the

Operations Reports- March 2023	<p>Clinic Productivity, Demographics, Payor Mix, No Shows and Walk-In dashboards.</p> <p>Marisol Miranda presented the Operations dashboards. The Board had no additional questions.</p>	Operations Reports- March 2023 as presented. Mr. Johnson duly seconded the motion. A vote was called, and the motion passed unanimously.
F. PATIENT RELATIONS		
8F-1. Staff Recommends a MOTION TO APPROVE: Q1 Patient Relations	<p>This agenda item provides the following: Quarterly Patient Relations Dashboard Q1 - 2023</p> <p>David Speciale presented the Patient Relations dashboards.</p> <p>Mr. Glass inquired what the "District Cares" related category on the Complaints and Grievances dashboard represents.</p> <p>Mr. Speciale answered that reflects the instances when a patient does not qualify for District Cares, and did not meet the financial guidelines.</p>	VOTE TAKEN: Mr. Glass made a motion to approve the Q1 Patient Relations report as presented. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.
9. AVP and Executive Director of Clinic Services Comments	<p>Ms. Ottmann made note that future provider encounter dashboards will reflect a change in productivity targets (increase), and thus the percentage achievement of the goal may appear to decrease.</p> <p>Board member headshots will be emailed out from the Communications department.</p>	No action necessary.
10. Board Member Comments	<p>Mr. Gibbons congratulated the Clinics team for winning the Sapphire Award and the positive attention that would bring the Clinics team.</p> <p>Mr. Smith inquired about the homeless population the Clinics serve, and what care includes if they do not have a substance-use disorder.</p> <p>Ms. Ottmann explained that the current care system in place is designed to identify the broad needs of all patients, and is inclusive of screenings for both mental and physical healthcare needs. Care coordination then occurs in order to connect patients to needed resources and address health needs.</p>	No action necessary.

	<p>Mr. Glass expressed how the model works well as the problem is being addressed from both sides, generating encouraging results.</p> <p>Mr. Smith discussed a program named Farmacy that provides produce for the community through mediums such as food pantries. He inquired if a partnership could be discussed to give the clinic patients access to Farmacy's resources.</p> <p>Ms. Ottmann noted how valuable community partnerships are, and the leadership team has identified food insecurity as one SDoH factor that they'd like to build resources around. She explained how the Atlantis Clinics will have a physical space designed for a food pantry.</p> <p>Mr. Smith asked about latest updates on COVID-19.</p> <p>Ms. Ottmann referenced the CDC's recent recommendation to remove the COVID-19 monovalent vaccine formulations, and replace with the bivalent formulations for all doses.</p>	
11. Establishment of Upcoming Meetings	<p><u>May 24, 2023 (HCD Board Room)</u> 11:45 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>	No action necessary.

	<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>	
12. Motion to Adjourn	Ms. Mastrangelo motioned to adjourn the public meeting at 2:03pm.	VOTE TAKEN: Mr. Smith made a motion to adjourn. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.

Minutes Reviewed by:


Signature

4/27/2023
Date