

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
5/24/2023

Present: Melissa Mastrangelo- Chair; Mike Smith- Vice-Chair; Joseph Gibbons- Treasurer; Julia Bullard; William Johnson; Boris Seymore; Alcolya St.Juste
Absent: Robert Glass
Excused: Tammy Jackson Moore
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; Heidi Bromley; Gina Kenyon

Minutes Transcribed By: June Shipek

The meeting is scheduled for 11:45 a.m.
Meeting Began at 11:51 a.m.

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Ms. Mastrangelo called the meeting to order.	The meeting was called to order at 11:51 a.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 3 A. Awards, Introduction and Presentations. Strategic Planning to be moved to 9. AVP Director of FQHC Services and Executive Comments in the Agenda.</p> <p>Staff Recommends a MOTION TO APPROVE: Agenda item.</p>	<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the agenda. Mr. William Johnson duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>3. Awards, Introductions and Presentations</p> <p>3A. Strategic Planning</p>	<p>Item moved to prior to current Agenda item number 9 (AVP/Executive Director Comments).</p>	<p>No action necessary.</p>
<p>4. Disclosure of Voting Conflict</p>	<p>None</p>	<p>No action necessary.</p>
<p>5. Public Comment</p>	<p>None.</p>	<p>No action necessary.</p>
<p>6. Meeting Minutes</p> <p>A. Staff Recommends a MOTION TO APPROVE: Board meeting minutes of April 27, 2023</p>	<p>There were no changes or comments to the April 27, 2023 minutes.</p>	<p>VOTE TAKEN: As presented, Mr. Smith made a motion to approve the Board meeting minutes from April 27, 2023. Mr. William Johnson duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Julia Bullard motioned to approve the Consent Agenda. Joseph Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.
A. ADMINISTRATION		
7A-1. Receive & File: May 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.
7A-4. Revised Credentialing & Privileging Policy	Moved to Regular Agenda for discussion	
7A-5. C.L Brumback Primary Care Clinics Risk Management Plan.	Moved to Regular Agenda for discussion	
B. FINANCE.		
7B-1. Staff Recommends a MOTION TO APPROVE: District Clinic Holdings, Inc. Financial Report March 2023.	<p>The March financial statements represent the financial performance through the sixth month of the 2023 fiscal year for the C.L. Brumback Primary Care Clinics.</p> <p>On the Comparative Statement of Net Position, cash deficit was reduced \$703k as a result of normal operations. The remaining shortfall will be subsidized in the upcoming months.</p>	VOTE TAKEN: Mr. Gibbons motioned to approve District Clinic Holdings, Inc. Financial Report March 2023. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.

Due from Other Governments increased \$1.2M as a result of grants and LIP funds recognized. On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$720k) or (13.6%). Gross patient revenue YTD was favorable to budget by \$1.5M due to increased patient visits. Total YTD revenue was in line with budget resulting in an unfavorable variance of (\$37k). This was mostly due to a favorable timing difference in PRF revenue recognized offsetting the unfavorable variance in net patient revenue. Operational expenses before depreciation were favorable to budget by \$3.3M due mostly to positive variances in salaries, wages, and benefits of \$2.1M, purchased services of \$233k, other supplies of \$263k, repairs and maintenance \$144k, and lease and rental of \$353k. The unfavorable variance in other expense of (\$34k) was related to employee incentives allocation. Total YTD net margin was a loss of (\$8.0M) compared to the budgeted loss of (\$12.3M) resulting in a favorable variance of \$4.3M or (35.1%).

Net patient revenue YTD for the Medical clinics was unfavorable to budget by (\$905k). The Medical clinics YTD gross patient revenue was favorable to budget by \$693k, this was related to increase in patient volume. The Medical clinics total YTD revenue was unfavorable to budget by (\$376k). Total operating expenses of \$12.9M were favorable to budget of \$15.9M by \$3.0M or 18.9%. The positive variance is mostly due to salaries, wages, and benefits of \$2.0M, purchased services of \$206k, other supplies of \$221k, repairs and maintenance \$167k, and lease and rental of \$322k. Early fiscal year staffing shortages as well as expense timing are driving these favorable YTD variances. Total YTD net margin was favorable to budget by \$3.5M or (32.4%).

Net patient revenue YTD for the Dental clinics was favorable to budget by (\$27k) or (1.9%). The Dental clinics total YTD gross patient revenue was favorable to budget by \$195k. Increased charity care and contractual allowances negatively impacted net patient revenue results. Total YTD operating expenses of \$2.5M were favorable to budget by \$286k. Total YTD net margin was (\$759k) compared to a budgeted loss of (\$1.4M) for a favorable variance of \$630k or (45.4%).

8. REGULAR AGENDA

A. ADMINISTRATION

8A-1.Staff

Recommends a

MOTION TO APPROVE:

Election of Officers and
Committee Appointments

The Clinic Bylaws require the Officers of the Board to be elected each year. This agenda item presents the current Officers of the Board as well as the current Committee Appointments. The Clinic Bylaws only permit someone to hold a specific officer position for two consecutive terms. Officers in their second term are not permitted to hold the same Officer Position for another term. However, they can hold other Officer Positions. This year's Election of Officers, the Board will need to elect a new Secretary and a new Treasurer. Committee appointments do not have limits on how long a Board Member can serve on a committee.

The current Officers of the Board are:

Chairperson: Melissa Tascone (First Term)

Vice-Chairperson: Michael Smith (First Term)

Secretary: Julia Bullard (Second Term)

Treasurer: Joe Gibbons (Second Term)

The current Committee Appointments are:

Finance Committee: Michael Smith, Joseph Gibbons

Planning Committee: All Board Members

Membership/Nominating Committee: William Johnson, Joseph Gibbons

Ms. Ottmann explained the need to elect new officers for the Secretary and Treasurer roles. Each term is set for 1 year with a maximum of 2 Terms.

Ms. Ottmann inquired if anyone would like to nominate themselves for either officer position.

After nominations and discussion, the following board members will be appointed to officer positions:

Chairperson: Melissa Tascone

Vice-Chairperson: Michael Smith

Secretary: Joseph Gibbons

Treasurer: William Johnson

VOTE TAKEN: Mike Smith motioned to approve Election of Officers and Committee Appointments. Joseph Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.

	<p>Membership / Nominating Committee: William Johnson, Joseph Gibbons, Julia Bullard</p> <p>Finance Committee: Mike Smith, Joseph Gibbons, William Johnson</p> <p>Planning Committee: All Board Members.</p>	
<p>8A-2. Motion to Approve: C.L. Brumback Primary Care Clinics Risk Management Plan.</p>	<p>Mr. Johnson inquired what were the substantial changes made to the Risk Management Plan.</p> <p>Ms. Shauniel Brown replied that they were no substantial changes, only updating our goals and plans.</p> <p>Mr. Johnson inquired about what a patient safety survey is.</p> <p>Ms. Shauniel Brown answered that the last survey was done in 2021. It's a survey that assesses patient safety questions based upon patient perception during their care.</p>	<p>VOTE TAKEN: Mr. Johnson motioned to approve the Revised Credentialing & Privileging Policy. Mr. Smith duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>8A-3. Motion to Approve: Revised Credentialing & Privileging Policy</p>	<p>Mr. Johnson inquired regarding what changes were made to the credentialing policy.</p> <p>Ms. Ottmann replied the revision is due to adding CNA's to the list of "other licensed professionals." We are currently working with Regina All, Chief Nursing Officer to help us offset some Clinics vacancies through the utilization of a CNA staffing float pool.</p>	<p>VOTE TAKEN: Mr. Johnson motioned to approve the Revised Credentialing & Privileging Policy. Ms. Tascone 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>	<ul style="list-style-type: none"> Jupiter Clinic Growth: The Jupiter Community Health Center, physically co-located within the MyClinic building, is reaching maximum capacity and has a current lease set to expire/renew in 2025. Through a collaborative effort between MyClinic and DCH Inc., the C.L.Brumback Primary Care Clinic will gain additional exam rooms within the existing space, thus increasing capacity by 50%. A newly hired board-certified family medicine physician starts July 2023. Delray Community Health Center Relocation: Move-in efforts are underway and first patient-care day is on-track for Wednesday June 14th 2023. Budgets: The first round of FY 2024 budgets were completed 	<p>Received & Filed. No further action is necessary.</p>


	<p>and will be brought to the HCD Finance and Audit committee for discussion and analysis in June.</p> <p>Ms. Abbott recommended an out-of-cycle Finance Committee Meeting in the month of June to review the proposed FY24 budget.</p> <p>Ms. Ottmann requested approval from the Board to schedule a Finance and Audit Committee on June 28th prior to the next scheduled board meeting on the same date.</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 Vice President, Chief Medical Officer.</p> <p>Dr. Andric reviewed and The LIPs 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) <p>LIP(s): Chelsea Tucker, Physician Assistant</p>	<p>VOTE TAKEN: William Johnson motioned to approve Licensed Independent Practitioner Credentialing and Privileging Alcoyla St. Juste 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:</p>	<p>This agenda item presents the updated Quality Improvement & Quality Updates:</p>	<p>VOTE TAKEN: Mr. Joseph Gibbons made a motion to approve the</p>

<p>Quality Reports.</p>	<ul style="list-style-type: none"> • Quality Council Meeting Minutes May, 2023 • UDS Report – YTD • Provider Productivity – April, 2023 <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 AND GRIEVANCES</u> Patient relations to be presented as separate agenda item.</p> <p><u>QUALITY ASSURANCE & IMPROVEMENT</u> Cervical Cancer Screening Initiative: We have selected cervical cancer screening as a priority quality measure performance goal for our organization for this fiscal year. As such, we have included it as a part of our Medical Provider Incentive Plan, this incentive plan was rolled out in April 2023, with the stipulation that the organization, as a whole, needs to meet the quality goal. Additionally, we have created a new report for our cervical cancer screening rates which provides provider specific details. The reports will be shared and reviewed monthly with the providers so we can provide feedback to individual providers on where they are in meeting the measure and how they can improve.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity stratified by clinic.</p> <p>Dr. Andric presented the above topics. Dr. Andric noted the Cervical Cancer Screening initiative is new and progress will be presented in a new report at future meetings. This will be included in the Physician’s KPI’s and shared monthly.</p> <p>Ms. Ottmann congratulated the Dental Team since we are well above national average for Dental sealants.</p>	<p>Quality Reports as presented. Juliana Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
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	<p>Ms. Bullard inquired about when are we anticipating Child Immunization Screening, since schools are closing and reopening.</p> <p>Ms. Ottmann replied that we are working with our partnerships since schools are reopening in August and that this will pair well with our future school-based clinics. The mobile units are also starting to schedule school and sports physicals.</p>	
E. OPERATIONS		
<p>8E-1. Staff Recommends a MOTION TO APPROVE: Operations Reports April 2023</p>	<p>This agenda item provides the following operations reports for May 2023:</p> <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> <p>In April, the clinics had a total of 8,605 unique patients and 12,484 visits. This was 10% lower than the month prior but 14% higher than April 2022. 39% of patients were from adults Primary Care, 27% from Dental and 13% from Pediatrics. The Lantana Medical Clinic had the highest volume with 1,859 visits followed by the Mangonia Clinic with 1,652 visits.</p> <p>Our payer mix for April was consistent with previous month with 50% uninsured. 44% of patients were Managed Care and 4% Medicaid.</p> <p>60% of patients were female. 51% of patients reported as White and 42% Black or African American. 40% of patients reported as Hispanic which was 1% less than previous month. Our largest age group has consistently remained those between the ages of 30-39 years old.</p> <p>The homeless population averaged 26.9% between all clinics but was much higher in the Mobile Clinics, Mangonia, Lewis Center and St. Ann where it averaged 82-100% Homeless.</p>	<p>VOTE TAKEN: Alcolya St. Juste made a motion to approve the Operations Reports- April 2023 as presented. William Johnson duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

	<p>The average in Agricultural Worker was 6% among all clinics. The Belle Glade Clinic was much higher with 34%. All other clinics averaged 0-5%.</p> <p>The primary languages spoken remain consistent with English at 44%, Spanish 32% and Creole 20%. Other languages included Portuguese, French, Vietnamese and Russian. The Lantana clinic has a larger population of Spanish and Creole speaking than English speakers. The Boca Clinic has a larger population of Portuguese speaking than Creole speakers. The Delray clinic has a larger population of Creole speaking than Spanish speaking. Mangonia, St. Ann, Lewis Center and the Mobile Clinic have a smaller population of Spanish and Creole speaking patients.</p>	
9. AVP and Executive Director of Clinic Services Comments	<p>Ms. Ottmann noted that our strategic goal is to increasing access to care through enhancement and expansion of current service lines. As such, the leadership team is currently in the process of evaluating the ability to expand hours at health centers with space limitations and high demand for services. space-limited Health Centers. We've also recently changed the structure of schedules at one clinic, which has decreased wait times and added 5 new appointment times/medical provider.</p>	No action necessary.
9.A-1 Strategic Planning	<p>Ms. Ottmann presented the outline of a 3-year strategic plan, with a foundation of three strategic themes:</p> <ul style="list-style-type: none"> - Right Care, Right Time, Right Place - People First - Brand of Excellence <p>The visions, objectives, and action items for each of the themes were reviewed with the board and open dialogue occurred, focused around discussion of community needs and how current efforts align with the Board's vision for the health centers. The Board requested additional updates at future meetings regarding progress. Ms. Ottmann requested feedback on what the board would like to see in the 1–3-year high-level plan, and encouraged the board to approach the planning process from a governance perspective versus an operational lens. All board members agreed that access to care and a focus on behavioral health is top priority.</p>	No action necessary.

10. Board Member Comments	None.	No action necessary.
11. Establishment of Upcoming Meetings	<p><u>July 26, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p> <p><u>August 23, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p> <p><u>September 27, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p> <p><u>October 25, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p> <p><u>November 28, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p> <p><u>December 13, 2023 (HCD Board Room)</u> 12:30 p.m. Board of Directors</p>	No action necessary.
12. Motion to Adjourn	Ms. Mastrangelo motioned to adjourn the public meeting at 2:05 pm.	VOTE TAKEN: Mr. Smith made a motion to adjourn. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.

Minutes Reviewed by:  5/24/2023
Signature Date