

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
5/28/2019**

Present: James Elder, Chairperson; Mike Smith, Treasurer; John Casey Mullen, Secretary; Shanti Howard; Julia Bullard; Cory Neering; Irene Figueroa
Excused:
Absent: Joseph Morel, Vice Chairperson
Staff: Dr. Belma Andric, CMO, VP & Executive Director of Clinical Services; Valerie Shahriari, General Counsel; Mina Bayik, Director of Finance; Terry Megiveron, Director of Business Development; Zulma Almeida Jairala, Director of FQHC Practice Operations; Dr. Tamara-Kay Tibby, Dental Director; Dr. Noelle Stewart, Medical Director; Cindy Yarborough, Chief Information Officer; Darcy Davis, CEO
Minutes Transcribed By: Jonathan Dominique

Meeting Scheduled For: 9:45 am
Meeting Began at: 9:45 am

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. James Elder called the meeting to order.	The meeting was called to order at 9:45 am
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.	VOTE TAKEN: Mr. Neering made a motion to approve the agenda. The motion was duly seconded by Ms. Figueroa. 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 May 2019 meeting was approved as sent digitally to board members in the board package.	

3. Awards, Introductions and Presentations	None	No action necessary.
4. Disclosure of Voting Conflict	None.	No action necessary.
5. Public Comment	None.	No action necessary.
6. Meeting Minutes		
6A Staff Recommends a MOTION TO APPROVE: Joint Board meeting minutes of March 26, 2019	There were no changes or comments to the minutes dated March 26, 2019.	VOTE TAKEN: Mr. Mullen made a motion to approve the Joint Board meeting minutes of March 26, 2019 as presented. The motion was duly seconded by Mr. Neering. A vote was called, and the motion passed unanimously.
6B Staff Recommends a MOTION TO APPROVE: Board Meeting Minutes of April 24, 2019	There were no changes or comments to the minutes dated April 24, 2019.	VOTE TAKEN: Mr. Smith made a motion to approve the minutes of April 24, 2019 as presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Mr. Mullen made a motion to approve the consent agenda as presented. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: May 2019 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 and File: Board member resignation – Shanti Howard	Ms. Howard has notified the C. L. Brumback Primary Care Clinics that she is resigning from her position on the board effective May 28, 2019.	Receive & File. No further action necessary.
7B. FINANCE		
7B-1. Receive and File:	Finance Report for April 2019 presented and reviewed in the Finance Committee meeting.	Motion referenced above, no further action necessary.

C.L. Brumback Primary Care Clinics Finance Report April 2019.		
7C. POLICIES		
7C-1. Staff Recommends a MOTION TO APPROVE: Revised Tracking Policies	Ms. Steele, Corporate Quality Director, presented this agenda item with updates to the Referral Tracking Policy (831-14), Diagnostic Test Results Tracking Policy (830-13) and Tracking Higher Level of Care Referrals & Hospitalizations Policy (832-14).	Motion referenced above, no further action necessary.
7D. OPERATIONS		
7D-1. Staff Recommends a MOTION TO APPROVE: Operations Report – April 2019	Mr. Megiveron, Director of Business Development presented the April 2019 overall productivity which showed that our highest percentage monthly target is currently for our Substance Abuse service-line. April 2019 productivity by location and by position shows that Boca had the highest Adult and Women's Health percentage monthly target met; West Palm Beach had the highest Mental Health percentage monthly target met; Lantana had the highest pediatric percentage monthly target met; Belle Glade had the highest dental percentage monthly target met.	Motion referenced above, no further action necessary.
7E. EXECUTIVE		
7E-1. RECEIVE AND FILE: Executive Director Informational Update.	Dr. Andric, VP and Clinic Executive Director, provided an Executive Director informational update: HRSA-19-100 Fiscal Year 2019 Integrated Behavioral Health Services (IBHS) Supplemental Funding We submitted the grant application on 5/13/2019 requesting a Psychologist FTE and for on-site consulting services from Cherokee Health to provide continued training of our LCSW's. Award is up to \$145,000.	Receive & File. No further action necessary.

	<p>HRSA-19-079 FY 2019 Oral Health Infrastructure (OHI) Technical Assistance</p> <p>We submitted the grant application on 5/21/2019 requesting new dental chairs/equipment across three dental clinics and other supplies to implement triple-integrated services in Lantana. Award is up to \$300,000.</p> <p>Sunshine Health Barrier Removal Fund Notification of our application proceeding to Phase 2 received 5/21/2019 for Lantana and Delray Clinics (approximately \$8,000 per clinic) to make dental services more accessible to members with intellectual and developmental disabilities, specifically - weighted blankets, noise cancelling headphones, TV or DVD player for members needed sensory accommodations to watch while getting dental services.</p> <p>NACHC CHI & EXPO Two newest board members will be joining five team members for the National Association of Community Health Center Conference in Chicago, IL in August.</p>	
8. REGULAR AGENDA		
8A. CREDENTIALING AND PRIVILEGING		
<p>8A-1. Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner Credentialing and Privileging – Robert Rotella, DDS & Ada Seminario, DDS</p>	<p>Dr. Belma Andric, presented the following staff for re-credentialing and privileging:</p> <p>The C.L. Brumback Primary Care Clinics utilized internal Credentialing staff and the FQHC Dental Director to support the credentialing and privileging process. Presented today Dr. Robert Rotella, DDS, who joined the West Palm Beach Dental Clinic in 2015 specializing in General Dentistry – Pediatric. He attended the State University of New York at Buffalo where he also completed his residency program. Dr. Rotella has been</p>	<p>VOTE TAKEN: Mr. Elder made a motion to approve Licensed Independent Practitioner Credentialing and Privileging Dr. Robert Rotella, DDS and Dr. Ada Seminario, DDS as presented. The motion was duly seconded by Mr. Neering. A vote was called, and the motion passed unanimously.</p>

	<p>practicing for over 35 years and enjoys working with the indigent population.</p> <p>Dr. Ada Seminario, DDS joined the Belle Glade Dental Clinic in 2015 specializing in General Dentistry. She attended the Universidad Peruana Cayetano Heredia and completed her residency at the University of Connecticut Health Center. Dr. Seminario has been practicing for over 20 years, is fluent in Spanish and believes in accessible dental care for all communities.</p>	
8B. QUALITY		
<p>8B-1. Staff Recommends a MOTION TO APPROVE: Quality Council Reports – May 2019.</p>	<p>Dr. Noelle Stewart, Medical Director, presented the highlights of Quality Council Minutes for May 10, 2019 and the year to date UDS report dated April 2019.</p> <p><u>QUALITY</u> Of the 14 UDS Measures: 7 Exceeded the HRSA Goal and 7 were short of the HRSA Goal. Interventions were defined.</p> <p>We have started using Tableau which is a data dashboard that will allow us to review trends and patterns in quality and utilization in our patient population. This tool will be used to inform and support any changes in the provision of services that may be necessary.</p> <p>We are training all of our Adult providers to treat alcohol use disorder thereby improving their level of comfort with treatment of this disease.</p> <p>Pharmacy is now delivering medications to the Mobile clinic and Jupiter clinic.</p>	

UTILIZATION

We have been reviewing our lab invoices from Quest labs for analysis and trends.

Our medical dental integration (MDI) in Lantana serviced 431 pediatric patients in April. Of those 49 children were sent to dental for full evaluation and treatment.

PATIENT SATISFACTION

In June, we will implement ongoing Patient Satisfaction Surveys in order to identify and address satisfaction issues in real time rather than on an annual basis.

RISK

Patient adverse events, peer review, chart review and patient relations are brought to the board "under separate cover" on a quarterly basis.

Mr. Smith voiced concern about Providers not dropping weight counseling

Dr. Stewart Explained that providers are providing weight counseling, it is just that they sometimes aren't using tools that are captured by the data reporting system. Tools such as informational pamphlets, text notifications, documenting in the chart that counseling was provided, etc. It's just a matter of these actions not being captured.

Mr. Neering Made point about satisfaction surveys, the process asking about how the data will be collected efficiently and made a point of inquiring about the follow-up process with the surveys.

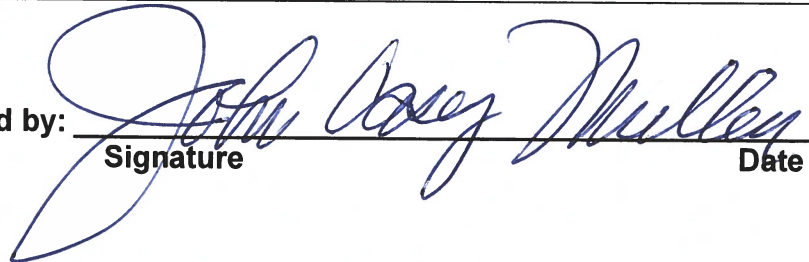
In response to Mr. Neering's questions. Andrea Steele, Director of Corporate Quality, informed the board that a

	<p>new position, Manager of Patient Experience, has been created to focus on the patient experience and patient satisfaction surveys. David Speciale will be transitioning to this role.</p> <p>Mr. Smith asked if the content of the surveys dictated by compliance regulations.</p> <p>Dr. Andric informed that the survey questions are specific questions required for patients at a medical home. They are defined questions that, based on national guidelines, are required for the clinics to ask.</p>	
<p>9. CMO, VP and Executive Director of Clinical Services Comments</p>	<p>Dr. Andric welcomed the board members to the clinic reveal.</p> <p>Dr. Andric stated that DCH is still awaiting the Firewall and AHCA permits in order to open the clinic to the general public.</p> <p>HRSA-19-100 Fiscal Year 2019 Integrated Behavioral Health Services (IBHS) Supplemental Funding</p> <p>We submitted the grant application on 5/13/2019 requesting a Psychologist FTE and for on-site consulting services from Cherokee Health to provide continued training of our LCSW's. Award is up to \$145,000.</p> <p>HRSA-19-079 FY 2019 Oral Health Infrastructure (OHI) Technical Assistance</p> <p>We submitted the grant application on 5/21/2019 requesting new dental chairs/equipment across three dental clinics and other supplies to implement triple-integrated services in Lantana. Award is up to \$300,000.</p>	<p>No action necessary.</p>

	<p>Sunshine Health Barrier Removal Fund Notification of our application proceeding to Phase 2 received 5/21/2019 for Lantana and Delray Clinics (approximately \$8,000 per clinic) to make dental services more accessible to members with intellectual and developmental disabilities, specifically - weighted blankets, noise cancelling headphones, TV or DVD player for members needed sensory accommodations to watch while getting dental services.</p> <p>NACHC CHI & EXPO Two newest board members (Mr. Smith and Ms. Bullard) will be joining five team members for the National Association of Community Health Center Conference in Chicago, IL in August.</p>	
<p>10. Board Member Comments</p>	<p>None.</p> <p>Mr. Neering congratulated the staff and team on the work done. Speaks on history and changes made in providing access to quality healthcare in the Belle Glade/ Palm Beach County area.</p> <p>Dr. Andric responds thanking Mr. Neering for his comments. Speaks on the history of the Health Care District's investment in the Belle Glade Community.</p> <p>Mr. Butler asked about the HCD's approach in the sense of public relations to let the local community know about the new clinic.</p> <p>Dr. Andric responded stating that the HCD is holding off on advertisement as the clinic is not yet officially open. But will conduct a strong advertising campaign once the clinic is ready to open.</p> <p>Darcy Davis, CEO reminded the board members that if they are interested in the Documents in the Packets, they are free to take them, but to leave the binders behind.</p>	<p>No action necessary.</p>

11. Establishment of Upcoming Meetings	<p>2019 Board of Directors Meetings were approved at the November 28, 2018 Board meeting.</p> <p>Board meeting are held at the Health Care District Board Room at 1515 N. Flagler Drive, West Palm Beach, FL 33401. Meetings start at 12:45 PM:</p> <ul style="list-style-type: none"> • June 26, 2019 • July 31, 2019 • August 28, 2019 • September 25, 2019 • October 30, 2019 • November 27, 2019 • December 18, 2019 	No action necessary.
13. Motion to Adjourn	<p>There being no further business, the meeting was adjourned.</p>	Mr. Elder made a motion to adjourn and seconded by Mr. Mullen. The meeting was adjourned.

Minutes Submitted by:

 7-31-19

Signature

Date