

**District Clinic Holdings, Inc.**  
**d.b.a. C.L. Brumback Primary Care Clinics**  
**Board of Directors Meeting**  
**Summary Minutes**  
**6/26/2019**

**Present:** James Elder, Chairperson; Mike Smith, Treasurer; John Casey Mullen, Secretary; Julia Bullard; Irene Figueroa, Joseph Morel, Vice Chairperson

**Excused:** Cory Neering

**Absent:**

**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:** 12:45 am

**Meeting Began at:** 12:47pm

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Call to Order</b>  <b>1A. Roll Call</b>  <b>1B. Affirmation of Mission</b>	<p>Mr. Elder called the meeting to order.</p> <p>Roll call was taken.</p> <p>Mr. Elder read the Affirmation of Mission.</p>	<p><b>The meeting was called to order at 12:47pm</b></p>
<b>2. Agenda Approval</b>  <b>2A. Additions/Deletions/ Substitutions</b>  <b>2B. Motion to Approve Agenda Items</b>	<p>Mr. Elder called for an approval of the meeting agenda.</p> <p>No additions/deletions/substitutions.</p> <p>The agenda for the May 2019 meeting was approved as sent digitally to board members in the board package.</p>	
	<p><b>VOTE TAKEN: Mr. Morel made a motion to approve the agenda. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b></p>	

<b>3. Awards, Introductions and Presentations</b>	<p>Dr. Andric Presented the following Team Members:</p> <ul style="list-style-type: none"> <li>• Zulma Jairala – Operations Director</li> <li>• Natalie Kenton- Practice Manager (Delray)</li> <li>• Dominique Domond- Practice Manager (Boca)</li> <li>• Caitlin Laguerre- Practice Manager (Lantana)</li> <li>• Jeanne Rizzo- Practice Manager (Jupiter)</li> <li>• Marisol Miranda- Practice Manager (WPB)</li> <li>• Rosaura Lopez- Practice Manager (Belle Glade)</li> <li>• Marguerite Lynch- Operations Manager</li> <li>• James Ratchford- Incoming Manager of Communications</li> </ul>	<b>No action necessary.</b>
<b>4. Disclosure of Voting Conflict</b>	None.	<b>No action necessary.</b>
<b>5. Public Comment</b>	None.	<b>No action necessary.</b>
<b>6. Meeting Minutes</b>  <b>6A Staff Recommends a MOTION TO APPROVE:</b> Joint Board meeting minutes of May 28, 2019	There were no changes or comments to the minutes dated May 28, 2019.	<b>VOTE TAKEN: Mr. Smith made a motion to approve the Board meeting minutes of May 28, 2019 as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b>
<b>7. Consent Agenda – Motion to Approve Consent Agenda Items</b>		<b>VOTE TAKEN: Mr. Smith made a motion to approve the consent agenda as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b>
<b>7A. ADMINISTRATION</b>		
<b>7A-1. Receive &amp; File:</b> June 2019 Internet Posting of District Public Meeting	The meeting notice was posted.	<b>Receive &amp; File. No further action necessary.</b>
<b>7A-2. Receive &amp; File:</b> Attendance tracking	Attendance tracking was updated.	<b>Receive &amp; File. No further action necessary.</b>
<b>7B. FINANCE</b>		

<b>7B-1. Receive and File:</b> C.L. Brumback Primary Care Clinics Finance Report May 2019.	Finance Report for May 2019 presented and reviewed in the Finance Committee meeting.	<b>Motion referenced above, no further action necessary.</b>
<b>7C. POLICIES</b>		
<b>7C-1. Staff Recommends a MOTION TO APPROVE:</b> Credentiaing and Privileging Policy	<p>Sarah Gonzalez, Director of Credentialing and Provider services, presented the Credentialing and Privileging Policy to establish a written process for the credentialing and privileging of health center practitioners, employed or contracted, volunteers and locum tenens at all health care sites in accordance with state, federal and HRSA requirements.</p> <p>The C.L. Brumback Primary Care Clinics established a credentialing and privileging policy to ensure health center practitioners meet specific criteria and standards for professional qualifications. Credentialing and privileging is performed for health center practitioners at the time of hire, prior to the practitioner providing patient care services and every two (2) years thereafter. The revisions to the Credentialing and Privileging Policy include but are not limited to: the addition of Medical Residents in the category of Other Licensed or Certified Health Care Practitioners and the addition of the Behavioral Health Director providing oversight and clinical leadership to credentialing staff.</p>	<b>Motion referenced above, no further action necessary.</b>
<b>8. REGULAR AGENDA</b>		
<b>8A. EXECUTIVE</b>		
<b>8A-1. Receive &amp; File:</b> Executive Director Informational Update.	<p>Dr. Belma Andric, presented Updates on key changes within C. L. Brumback Primary Care Clinics:</p> <p>The Belle Glade Clinic is in direct communication with and actively planning the AHCA inspection in the next few weeks. There are two tasks remaining that are to be completed within the next two weeks. If everything is approved, then the clinics will be able to function for 120</p>	<b>Receive &amp; File. No further action necessary.</b>

	<p>days under 'temporary occupancy' while the Firewall is built. Target date is August 1<sup>st</sup> if AHCA inspection is conducted in July, if not we might be pushed back to September as they only conduct visits once/month.</p>	
<p><b>8B. Operations</b></p>		
<p><b>8B-1. Staff Recommends a MOTION TO APPROVE:</b> Operations Reports – May 2019</p>	<p>Terry Megiveron, Director of Operations presented the Productivity Summary Report for the month of May</p> <p>The May 2019 productivity report showed that we had a slight increase in our monthly target percentage in our Pediatric and Women's Health service-lines. May 2019 productivity by location and by position shows that Boca had the highest Adult percentage monthly target met in addition Lake Worth showed the highest Women's Health percentage monthly target met; Delray had the highest Mental Health percentage monthly target met; Lantana continues to have the highest pediatric percentage monthly target met; West Palm Beach had the highest dental percentage monthly target met.</p> <p style="padding-left: 40px;">         Adult Care- (6682   91%)          Pediatric Care- (1550   80%)          Mental Health- (1427   81%)          Substance Abuse- (601   77%)          Women's Health Care- (466   88%)          Dental- (1982   80%)          Dental Hygiene- (414   68%)       </p> <p style="text-align: right; padding-right: 40px;">(Patients Seen   % of Target Met)</p> <p><b>Mr. Smith asked about the substance abuse numbers, their low volume in comparison to their targets, and what steps are being taken to promote the availability of SA services in the clinics.</b></p>	<p><b>VOTE TAKEN: Mr. Smith made a motion to approve the May Productivity Summary Report as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b></p>

Dr. Andric informed Mr. Smith that though there were 25 less visits than the previous month, it was an improvement on earlier reports where the drop in number would be in the hundreds. These numbers are also a bit skewed by the addition of a new counselor that has been added in anticipation of the move to a new addiction and stabilization center. We received a grant to add two new positions, but we are only allowed 50 active patients per counselor (per PCC DCF license). We had also increased the daily productivity targets for each provider from 7 to 10, and have also added in the WHO process which adds another 20-30 minutes of counselor time on top of the 1 hour sessions. Once we've settled from the upcoming changes, it is expected that the numbers should go back to normal and we should hit/exceed our target numbers consistently.

**Mr. Smith asked if group counseling was offered at the PCC**

Dr. Andric Confirmed that group Counseling is offered.

Terry Megiveron, Director of Business development also brought up the point that different patients are at different phases of treatment and in turn, have different needs. A "phase one" patient will have more visits vs a "phase three" patient.

**Mr. Smith inquires about patient drug-testing.**

Dr. Andric assures Mr. Smith that Drug testing is conducted with every visit, and a new specific urine test has been added for fentanyl. This helps, as classic drug screens don't have separate fentanyl markers, and identifying users of IV drugs is now possible through the drug screen.

	<p><b>Mr. Smith asked about the Frequency of Patient visits</b></p> <p>Dr. Andric Informed Mr. Smith that patient visits vary from patient to patient and where they are in their treatment journey. From multiple times per week to every couple of months.</p> <p><b>Mr. Elder asked about the projected move date into the Addiction and Stabilization center.</b></p> <p>Dr. Andric states that there is not yet a move in date as there have been a couple of setbacks with the location. We are still awaiting news about the HRSA Access Point grant in September.</p> <p>Terry Megiveron, stated that negotiations are back in full swing for the remodeling of the space. There are however some small back and forth between HCD and the Vendor as to the cost of remodeling.</p> <p>Valerie Shahriari, Legal Counsel pointed out that the Landlord wants to include some differentiating costs which would be variable from what has been agreed to. So whether or not the issue is small depends on if the Landlord wants to remove said language from the agreement in its current form.</p>	
<p><b>8C. Credentialing and Privileging</b></p>		
<p><b>8C-1. Staff Recommends a MOTION TO APPROVE</b></p>	<p>Sarah Gonzalez, Director of Credentialing and Provider services, presented the following providers for Re-credentialing.</p>	

Licensed Independent  
Practitioner Credentialing  
and Privileging –

The LIP(s) 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:

- 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)

Primary source and secondary source verifications were performed for credentialing and privileging elements in accordance with state, federal and HRSA requirements. A nationally accredited Credentials Verification Organization (CVO) was utilized to verify the elements requiring primary source verification. The C.L. Brumback Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director and Dental Director to support the credentialing and privileging process.

**Arwa Alwehaib, DDS** joined the Delray Clinic in 2015 specializing in General Dentistry. She attended the Baghdad University College of Dentistry and completed her residency program at Nova Southeastern University. Dr. Alwahaib has been practicing for over 15 years, is fluent in Arabic and conversant in Spanish and French.

**VOTE TAKEN: Mr. Morel made a motion to approve the re-credentialing and renewal privileges of the LIP(s) as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.**

**Jennifer Dorce-Medard, DO** joined the Belle Glade Clinic in 2017 specializing in Family Medicine. She attended Touro College of Osteopathic Medicine, completed her residency program at Broward Health Medical Center and also completed a Sports Medicine Fellowship at Nova Southeastern University. Dr. Dorce-Medard is certified in Family Medicine and Osteopathic Manipulative Treatment by the American Osteopathic Board of Family Physicians. She has been in practice for 3 years and is fluent in French Creole.

**Aysha Momin, DDS** joined the Lantana Clinic in 2015 specializing in General Dentistry. She attended the Indiana University School of Dentistry. Dr. Momin has been practicing for 12 years and is fluent in Hindi.

**Elsy Navarro, APRN** joined the Lantana Clinic in 2015 as a Nurse Practitioner specializing in Family Medicine. She attended the State University of New York at Stony Brook and is certified as an Adult Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. Navarro has been practicing for 8 years and is fluent in Spanish.

**Carline St. Vil-Joseph, APRN** joined the Delray Clinic in 2015 as a Nurse Practitioner specializing in Family Medicine. She attended the Long Island University and is certified as a Family Nurse Practitioner by the American Academy of Nurse Practitioners. Ms. St. Vil-Joseph has been practicing for 16 years and is fluent in French Creole and conversant in Spanish.

**Sandra Warren, MD** joined the West Palm Beach Clinic in 2015 specializing in Preventive Medicine. She attended the Universidad de Caldas and completed her residency program at the Palm Beach County Department of Health. Dr. Warren is certified in Public Health and General



	Preventive Medicine by the American Board of Preventive Medicine. She has been practicing for over 25 years and is fluent in Spanish.	
<b>8D. Quality</b>		
<p><b>8D-1. Staff Recommends a MOTION TO APPROVE</b> Quality Council Reports</p>	<p>Dr. Noelle Stewart, Medical Director Presented the Quality Council Reports.</p> <p><u>QUALITY</u></p> <p>Of the <b>14</b> UDS Measures: <b>7</b> Exceeded the HRSA Goal and <b>7</b> were short of the HRSA Goal. Interventions were defined.</p> <p>We are now able to run reports on Women’s Health data which we will trend to identify opportunities for improvement.</p> <p>An Athena consultant completed an assessment of usage and workflows in the clinic in the month of June. Her findings and recommendations are aimed at improving efficiencies in managing and processing patients.</p> <p>Pharmacy has implemented mail orders for the Jupiter patients. This will be extended to Lake Worth and Boca patients eventually.</p> <p>We are working on an integrated health approach for diabetes care coordination, where high risk diabetic patients receive both medical and dental care with a goal of improving A1C and overall health outcomes. This will be piloted in the West Palm Clinic.</p> <p><u>UTILIZATION</u></p> <p>A review of appointment trends from for Tele-Psychiatry showed an increased in visits from April to May 2019. Total</p>	<p><b>VOTE TAKEN: Ms. Figueroa made a motion to approve the Quality Council Report as presented. The motion was duly seconded by Mr. Morel. A vote was called, and the motion passed unanimously.</b></p>

	<p>unduplicated patients seen in April and May for Telepsychiatry was 22.</p> <p><u>PATIENT SATISFACTION</u></p> <p>Patient satisfaction surveys are being collected daily in the clinics now. We will be able to report on the first month's outcome at the next board meeting.</p> <p><u>RISK</u></p> <p>Patient adverse events, peer review, chart review and patient relations are brought to the board "under separate cover" on a quarterly basis.</p> <p><b>Mr. Smith asks about colorectal cancer screening and what the FIT test is.</b></p> <p>Dr. Stewart informed the board that the FIT test is a take-home test provided to patients with instructions on how to use them. We also promote "Poop on Demand", which is a process where we acquire the stool sample at the clinics (CLBPCC has been nationally recognized for this program).</p> <p>The Poop on Demand Video next meeting.</p>	
<p><b>9. CMO, VP and Executive Director of Clinical Services Comments</b></p>	<p>Dr. Andric Invites the Board to attend the first hour of the HCD Strategic Planning Meeting where a guest speaker will speak on the topic of Population Health.</p> <p>The Schedule for the Mobile Clinic was shared with the board, in case they had some community partners in mind.</p> <p>Dr. Andric asked the board members to refer any questions from the community about the clinics to Terry Megiveron, Director of Business Development as he'll</p>	<p><b>No action necessary.</b></p>

	<p>have the answers to most questions potential community partners might have.</p> <p>Dr. Andric presented Jonathan Dominique</p> <p>Dr. Tamara-Kay Tibby, Dental Director, has submitted her letter of resignation, and her last day will be September 19<sup>th</sup>, 2019.</p>	
<p><b>10. Board Member Comments</b></p>	<p><b>Mr. Smith Spoke about his experience during his visit to the Lantana Clinic a week prior. Spoke on how upbeat, happy the staff was. Had some concerns about the blank/barren walls in the pediatric areas, as usually in pediatric areas you see cartoon characters, bright colors, etc.</b></p> <p>Dr. Andric informed the board that they recently moved into the space and are currently working on what they'll put on the walls without making it look like clutter. Terry Megiveron is currently working on a project on elevating the cosmetic appeal of the space (chairs in waiting rooms, desks in registration areas, posters of providers, posters of services provided). Dr. Andric also made a point to remind the board that we don't own the space and we cannot paint or do anything with the space without the county, but they are working on making improvements. They're also working on removing vending machines and replacing them with breastfeeding/change stations for patients.</p>	<p><b>No action necessary.</b></p>
<p><b>11. Closed Risk Meeting [Under Separate Cover]</b></p>	<p>Pursuant to Florida Statute Ch. 768.28, 395.0197, 766.101 and 400.119, 400.147</p>	<p><b>No action necessary.</b></p>
<p><b>12. Establishment of Upcoming Meetings</b></p>	<p><b><u>July 31, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p> <p><b><u>August 28, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p>	<p><b>No action necessary.</b></p>

	<p><b><u>September 25, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p> <p><b><u>October 30, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p> <p><b><u>November 27, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p> <p><b><u>December 18, 2019 (HCD Board Room)</u></b> 12:45pm Board of Directors</p>	
<b>13. Motion to Adjourn</b>	There being no further business, the meeting was adjourned at 1:58 pm	<b>Mr. Elder made a motion to adjourn and seconded by Mr. Smith The meeting was adjourned.</b>

Minutes Submitted by:

Signature

Date

*John Casey* *J. Mullen* 11-31-19