

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
07/25/2018**

Present: Bessie Brown, Chairperson; James Elder, Vice Chairperson; John Casey Mullen, Secretary; Frances Navarro, Treasurer; David Kendle, Irene Figueroa, Joan Roude, Cory Neering.

Absent: Shanti Howard (excused)

Minutes Transcribed By: Andrea Steele

Meeting Scheduled For 1:00 PM

Meeting Began at 12:55 PM

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order 1A. Roll Call 1B. Affirmation of Mission	Mrs. Bessie Brown called the meeting to order. Roll call was taken. Mrs. Shanti Howard was excused Mrs. Bessie Brown read the Affirmation of Mission	The meeting was called to order at 12:55 pm.
2. Agenda Approval 2A. Additions/Deletions/ Substitutions 2B. Motion to Approve Agenda Items	Mrs. Bessie Brown called for an approval of the meeting agenda. No additions or deletions. The agenda for the July 2018 meeting was approved.	VOTE TAKEN: Mr. David Kendle made a motion to approve the agenda as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
3. Awards, Introductions and Presentations 3A. Introduce Joan Roude	Dr. Belma Andric introduced Mrs. Joan Roude as the newest member of the Health Care Districts Board of Directors. Mrs. Roude has served on the Health Care Districts Finance Committee. Her financial expertise helped guide the development of the Lakeside Medical Center and the new Healey Center as a member of the Health Care District's Construction Advisory Committee.	No action necessary.

	Mr. David Kendle added that Mrs. Roude will also serve on the Finance Committee for the clinics.	
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: Board Meeting Minutes of May 23, 2018	There was no discussion of the minutes dated May 23, 2018.	VOTE TAKEN: Mr. Kendle made a motion to approve the minutes of May 23, 2018 as presented. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Mr. Kendle made a motion to approve the Consent Agenda items. The motion was duly seconded by Mrs. Navarro. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: July 2018 Internet Posting of District Public Meeting	The meeting notice was posted.	No further action necessary.
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	No further action necessary.
7A-3. Receive & File: Clinic Meeting Schedule	Staff followed up on the request from a board member at the last meeting with Mr. Dillon, a lawyer that specializes in Health Law for FQHC's, about the request to move our monthly Board meetings to every other month, consistent with HCD Board of Commissioners and to accommodate difficult travel schedules for clinic Board members. Based upon feedback from Mr. Dillon, management suggests that we maintain the monthly schedule of Board meetings.	No further action necessary.
7B. FINANCE		
7B-1. Receive & File: C. L. Brumback Primary Care Clinics Finance Report June 2018	The following summary of the YTD June 2018 C. L. Brumback Financial Statements Volume Analysis was presented during Finance Committee and available for review during the Board meeting: YTD Clinic volumes (both medical and dental combined), are below budget by 8.1% or 8,748	No further action necessary.

	<p>visits. Suboxone clinic visits YTD of 2,649 were below budget of 11,543 by 8,894 or 77.1% due to unanticipated changes to the MAT strategy. All other medical clinics combined (net of suboxone) were above budgeted volume by 3,480 visits or 5.0%. Total revenues, year to date, are over budget by 9.9% or \$1.6M due to volume variance in medical clinics. Total operating expenses are under budget by 7.0%, or \$1.3M due to unimplemented strategies. Net operating margin is a loss of \$1.7M compared to a budgeted loss of \$5.3M. YTD the Health Care District has subsidized the Primary Care Clinics with \$2.2M.</p>	
<p>7C. POLICIES</p>		
<p>7C-1. Staff Recommends a Motion to Approve: Adopt Health Care District (HCD) – Policies and Procedures Human Resources & Retire C. L. Brumback Primary Care Clinic – Policies and Procedures Human Resources</p>	<p>All HCD Policies & Procedures developed by Human Resources to be adopted by the FQHC Board:</p> <ul style="list-style-type: none"> ADOPT: Administrative Pay Corrections ADOPT: Anti-Discrimination and Anti-Harassment ADOPT: Attendance ADOPT: Background Screening ADOPT: Compassionate Leave ADOPT: Compensation Administration ADOPT: Definition of Employee Status ADOPT: Definition of Retiree ADOPT: District Property Usage ADOPT: Domestic Violence Leave ADOPT: Dress Code ADOPT: Drug Free Workplace ADOPT: Education Assistance Program ADOPT: Emergency Disaster Pay and Assignment ADOPT: Employee Benefits Program Policy ADOPT: Employee Incident and Analysis Report ADOPT: Employee Recognition ADOPT: Employees and Applicants with Disabilities ADOPT: Employment of Relatives ADOPT: Employment Relocation ADOPT: Exit Interview 	<p>No further action necessary.</p>

ADOPT: Fair Treatment
ADOPT: Family Medical Leave
ADOPT: First Aid and Cardiopulmonary Resuscitation Training
ADOPT: Initial Orientation Period New Employees
ADOPT: Internal Employee Communications
ADOPT: Joint Employment
ADOPT: Jury Legal Duty Leave
ADOPT: Medical Certification WH 380 Form
ADOPT: Medical Leave Occupational and Non Occupational
ADOPT: Merit Pay Procedure
ADOPT: Military Leave Request Form
ADOPT: Military Leave
ADOPT: Off-Duty Access
ADOPT: Paid Time Off
ADOPT: Performance Evaluation and Management
ADOPT: Performance Management
ADOPT: Personal Leave
ADOPT: Personnel Change Notice
ADOPT: Personnel Records
ADOPT: Professional Fees and Development
ADOPT: Public Records 119 Form
ADOPT: Recruitment and Selection Chief Compliance and Privacy Officer and Senior Internal Auditor
ADOPT: Recruitment and Selection
ADOPT: Reduction in Force
ADOPT: Re-Employment
ADOPT: Retirement Plans
ADOPT: Safety Guidelines
ADOPT: Safety-Emergency Procedures
ADOPT: Separation of Employment
ADOPT: Sick Time Off
ADOPT: Smoke-Free Workplace
ADOPT: Solicitation and Distribution of Literature
ADOPT: Telecommuting
ADOPT: Temporary Personnel
ADOPT: Transfers Promotions Demotions
ADOPT: Transitional Duty

ADOPT: Verification of Licensure, Certifications and Educational Requirements
ADOPT: Work Schedules, Meal Rest Periods and Travel
ADOPT: Workers' Compensation

All CLBPCC Human Resources Policies to be retired by the FQHC Board:

RETIRE: 300-13 Anti-Discrimination and Anti-Harassment Policy and Procedure

RETIRE: 301-13 Attendance Policy and Procedure

RETIRE: 302-13 Compassionate Leave Policy and Procedure

RETIRE: 303-13 Compensation Administration Policy and Procedure

RETIRE: 304-13 Definition of employment status Policy and Procedure

RETIRE: 305-13 Definition of Retiree Policy and Procedure

RETIRE: 306-13 Domestic Violence Policy and Procedure

RETIRE: 307-13 Dress Code Policy and Procedure

RETIRE: 308-13 Drug Free Workplace Policy and Procedure

RETIRE: 309-13 Education Assistance Policy and Procedure

RETIRE: 310-13 Emergency Pay Policy and Procedure

RETIRE: 311-13 Employee Benefits Policy and Procedure

RETIRE: 312-13 Employee Disability Policy and Procedure

RETIRE: 313-13 Employee Relatives Policy and Procedure

RETIRE: 314-13 Employee Relocation Policy and Procedure

RETIRE: 315-13 Exempt Employee Pay Policy and Procedure

RETIRE: 316-13 Exit Interview Policy and Procedure

RETIRE: 317-13 Fair Treatment Policy and Procedure

RETIRE: 318-13 Family Medical Leave Policy and Procedure

RETIRE: 319-13 First Aid Policy and Procedure

	<p>RETIRE: 320-13 Administrative Pay Policy and Procedure</p> <p>RETIRE: 321-13 Internal Communication Policy and Procedure</p> <p>RETIRE: 322-13 Joint Employment Policy and Procedure</p> <p>RETIRE: 323-13 Jury Legal Duty Policy and Procedure</p> <p>RETIRE: 324-13 Medical leave Policy and Procedure</p> <p>RETIRE: 325-13 Merit Pay Policy and Procedure</p> <p>RETIRE: 326-13 New Hire Orientation Policy and Procedure</p> <p>RETIRE: 327-13 Non Exempt Employee Policy and Procedure</p> <p>RETIRE: 328-13 Off Duty Access Policy and Procedure</p> <p>RETIRE: 329-13 Paid Time off Policy and Procedure</p> <p>RETIRE: 330-14 Worker's Compensation Policy and Procedure</p> <p>RETIRE: 331-14 Smoke Free Workplace Policy and Procedure</p>	
<p>7C-2. Staff Recommends a Motion to Approve: Hand Hygiene Policy</p>	<p>The Hand Hygiene Policy provides guidance in preventing Healthcare Acquired Infections (HAI) in the Clinic Health Care setting. This policy provides the basic standards to prevent the spread and transmission of disease to patients, staff and visitors by washing their hands or using hand sanitizer.</p>	<p>No discussion.</p>
<p>7D. RISK</p>		
<p>7D-1. Staff Recommends a Motion to Approve: Risk Management Plan</p>	<p>The Risk Management plan is designed to support the mission and vision of C. L. Brumback Primary Care Clinics as it pertains to clinical risk and patient, visitor, and employee safety. This Enterprise Risk Management plan also address potential business, operational and property risk.</p>	<p>No further action necessary.</p>
<p>7D-2. Staff Recommends a Motion to Approve: Emergency Preparedness and Management Plan</p>	<p>The Emergency Preparedness and Management Plan is a comprehensive system of principles, policies, procedures, methods, and activities to be applied in response to natural and manmade disasters to ensure patient and employee safety, to mobilize resources, to maintain health center business operations, and to assist in providing mutual aid in a community-wide response requiring medical services.</p>	<p>No further action necessary.</p>

8. Regular Agenda		
A. EXECUTIVE		
8A-1. Receive & File: Executive Director Informational Update	<p>Dr. Andric, CMO, VP & Executive Director of the Clinics, presented Updates on key changes within C. L. Brumback Primary Care Clinics:</p> <p>HRSA Service Area Competition (SAC) Grant Continuation Betterworld and staff are working diligently to complete this required grant to ensure continuation of HRSA funding for our FQHC clinics.</p> <p>Mobile Clinic for the Homeless Our Mobile Clinic was delivered by a Farber driver/trainer the week of June 18th, 2018. We are planning our soft go-live on 8/1/2018 and anticipate being fully operational by 9/1/2018. A grant was submitted to Farris Foundation on 7/20/2018 requesting \$200,000 over the next two years to support a Licensed Clinical Social Worker (LCSW) on the Mobile Clinic.</p> <p>Lakeside Medical Center Clinic (Belle Glade) As of today, this project is moving forward with the RFQ process to hire a construction manager.</p> <p>Lantana Pediatrics Pediatrics will move to the second floor of Lantana clinic, therefore increasing our overall capacity for both pediatric and adult medicine.</p> <p>MAT Clinic A grant to expand behavioral health services was submitted to HRSA on 7/16/2018. If we receive this award, we will utilize the monies for minor renovations/alterations to a new clinic space at JFK North Campus and hire two more full-time LCSW's and an ARNP. This clinic will be conveniently</p>	Received and filed.

	<p>located near the Addiction Stabilization Center the Health Care District of Palm Beach County is working on developing with community partners.</p> <p>Addiction Stabilization Center Efforts continue to move forward to develop space at JFK North Campus in partnership with HCA, the County, and HCD. Target start date of 10/1/2018.</p> <p>NACHC Two Board members are invited to attend this year in Orlando, FL. Board members will confirm their availability by the end of this week.</p>	
<p>8A-2. Staff Recommends a Motion to Approve: Change in Scope – MAT Clinic</p>	<p>Dr. Andric presented the request for approval to proceed with a Change in Scope application with the Health Resources and Services Administration to add a new health center site. The proposed site will be located at 2151 N Congress, Ste. 102, West Palm Beach, Florida. This site is a stand-alone clinic that will house our existing, and expanded, Medication Assisted Treatment Program. In addition, we will have an ARNP located at this site to assist patients with their primary medical needs.</p>	<p>VOTE TAKEN: Mr. Kendle made a motion to approve this item. The motion was duly seconded by Mrs. Navarro. A vote was called, and the motion passed unanimously.</p>
<p>8A-3. Staff Recommends a Motion to Approve: 2018 Service Area Competition (SAC) Grant Abstract</p>	<p>Dr. Andric presented the draft narrative for our FY2019 Service Area Competition for Board review and approval before we submit Phase 1 to Grants.gov on 8/6/2018. Phase 2 will be submitted by 8/21/2018.</p> <p>We are requesting the total funding amount available from HRSA: \$6,972,813 (Community Health Center: \$2,907,526; Migrant Health Care: \$3,327,785; Health Care for the Homeless: \$737,772).</p>	<p>VOTE TAKEN: Mr. Elder made a motion to approve this agenda item. The motion was duly seconded by Mrs. Figueroa. A vote was called, and the motion passed unanimously.</p>
<p>8B. ADMINISTRATION</p>		
<p>8B-1. Receive & File: Board Officer Vacancies</p>	<p>Thomas Cleare, HCD VP of Strategy, presented information on how the Board can fill future vacant Board officer positions, as requested by Mr. Kendle.</p> <p>When there are vacancies for any Board Members or Board Officer positions, the Bylaws outline the process for filling the vacancy.</p>	<p>Received and filed.</p>

	<p>Section 10.3 of the Bylaws presented below identify how Board Officer vacancies can be filled:</p> <p>10.3 Vacancies. Any time there is a vacant officer position, the Board may elect a replacement officer at its next regular meeting to serve out the remainder of the term of office, and any person so elected shall not have the remaining term count for purposes of calculating the 'two consecutive one-year terms' referenced in Section 10.1.</p>	
<p>8C. OPERATIONS</p>		
<p>8C-1. Staff Recommends a Motion to Approve: Operations Reports – June 2018</p>	<p>Terry Megiveron, Director of Operations, presented the overall clinic productivity for June 2018. Highlights included:</p> <ul style="list-style-type: none"> • The clinics have bounced back to above 80% productivity after the change from Allscripts to Athena EHR. • Lake Worth Women's Health continues to be our highest clinic producer overall at 102%. • Lantana clinic leads pediatrics at 95%. • Delray leads dental at 86%. • The payer mix revealed that more than 60% of our medical and 70% of dental patients are either uninsured or have District Cares. 	<p>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>
<p>8D. CREDENTIALING & PRIVILEGING</p>		
<p>8D-1. Staff Recommends a Motion to Approve: Licensed Independent Practitioner (LIP) Initial Credentialing & Privileging - Medical: Daniel Perez, MD and Ana Ferwerda, MD</p>	<p>Two LIP's were presented. Both Dr. Daniel Perez and Dr. Ana Ferwerda met for recredentialing and renewal of privileges process and met the standards set forth within the approved Credentialing and Privileging Policy.</p>	<p>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.</p>

8E. QUALITY		
<p>8E-1. Staff Recommends a Motion to Approve: Quality Council Reports</p>	<p>The following is a summary of May and June 2018 highlights:</p> <p>Patient Relations and Quality Events: There were a total of 2 Complaints, 5 Grievances and 7 compliments and 12 Quality events.</p> <p>Medical Report: Overall clinics are adapting well to Athena migration. Staff is finding that the system is easier to navigate, however there are challenges in managing incoming documents. The addition of temporary staff has helped to overcome this challenge.</p> <p>In adult medical, tobacco cessation protocol has commenced. Smokers are receiving follow up from our patient navigators who advise and refer patients to 1 of 3 options for cessation counseling- quitline, 2 hours live counseling or 6 week live counseling. Quitline (telephonic counseling) referrals rates in the month of June were at their highest for 2018 at 88. Next month we will present data on number of patients that have accepted live counseling.</p> <p>In pediatrics we have exceeded our goal of 45% for 11 and 12 year olds who have completed HPV vaccine series and currently have a completion rate of 71%. We are quickly approaching the ACS goal to have 80% of preteens vaccinated by June 26, 2026.</p> <p>Behavioral Health Report: Pediatric integration in Lake Worth, where our behavioral health counselor goes into every well child visit to perform age appropriate behavioral health screenings, has been live for 5 weeks and is going well. Staff reports they have identified several at risk patients through this integration who otherwise may have been missed.</p>	<p>VOTE TAKEN: Mr. Kendle made a motion to approve this agenda item. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>

	<p>The substance abuse program has the DCF site visit today as a follow up for the provisional license.</p> <p>Dental Report: The dental program is participating in the National Network for Oral Health Access (NNOHA) Collaborative which focuses on improving key clinical quality measures. Since Nov 2017 Provider documentation of patient's caries risk assessment has improved through this collaborative</p> <p>Peer Review: 117 Medical charts were Peer Reviewed. 91 were evaluated as "within standard of care", 8 were evaluated as "Medical Provider Self-Identified Remediation", 18 "Medical Provider Education Required". In Dental, 51 Dental charts were peer reviewed. Thirty-nine were evaluated "within the standard of care" and 12 were evaluated as "Dental Provider Education Required".</p>	
9. CMO, VP and Executive Director of Clinical Services Comments	None.	No action necessary.
10. Board Member Comments	None.	No action necessary.
11. Establishment of Upcoming Meetings	<p>August 22, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors <p>September 26, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors <p>October 24, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors <p>November 28, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors <p>December 19, 2018 (HCD Board Room)</p> <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors 	No action necessary.
12. Motion to Adjourn	There being no further business, the meeting was adjourned.	VOTE TAKEN: Mr. Mullen made a motion to adjourn. Mrs. Navarro duly seconded the motion. A vote was called, and the motion passed unanimously.

		The meeting was adjourned at 1:50 p.m.
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Minutes Submitted by: John C. Mullen 8-27-18
Signature Date