

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
8/22/2018**

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

Absent:

Staff: Darcy Davis, Dr. Belma Andric, Valerie Shahriari, Ellen Pentland, Terry Megiveron, Dr. Tamara-Kay Tibby, Dr. Noelle Stewart, Andrea Steele

Minutes Transcribed By: Marguerite Lynch

Meeting Scheduled For 1:00 PM

Meeting Began at 12:52 PM

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mrs. Bessie Brown called the meeting to order.	The meeting was called to order at 12:52 pm.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mrs. Bessie Brown read the Affirmation of Mission	
2. Agenda Approval	Mrs. Bessie Brown called for an approval of the meeting agenda.	VOTE TAKEN: Mr. Kendle made a motion to approve the agenda as presented. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.
2A. Additions/Deletions/ Substitutions	No additions or deletions.	
2B. Motion to Approve Agenda Items	The agenda for the August 2018 meeting was approved.	
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: Board Meeting Minutes of July 25, 2018	There was no discussion of the minutes dated July 25, 2018.	VOTE TAKEN: Mr. Mullen made a motion to approve the minutes of July 25, 2018 as presented. The motion was duly seconded by Mr. Kendle. A vote was called, and the motion passed unanimously.
7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Ms. Roude 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.
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.
7B. FINANCE		
7B-1. Receive & File: C. L. Brumback Primary Care Clinics Finance Report July 2018	YTD Clinic volumes (medical, dental, and suboxone combined), are below budget by 9.2% or 11,241 visits. Suboxone clinic visits YTD of 3,063 were below budget of 12,826 by 9,763 or 76.1% due to unanticipated changes to the MAT strategy. All other medical clinics combined (net of suboxone) were above budgeted volume by 2,995 visits. Total revenues, year to date, are over budget by 8.2% or \$1.5M due to volume variance in medical clinics, including unbudgeted LIP payment. Total operating expenses are under budget by 7.4%, or \$1.5M due to unimplemented strategies. Net operating margin is a loss of \$2.1M compared to a budgeted loss of \$5.8M. YTD the Health Care District has subsidized the Primary Care Clinics with \$2.4M.	No further action necessary.
8. Regular Agenda		
A. EXECUTIVE		
8A-1. Receive & File:	Dr. Belma Andric, CMO, VP & Executive Director of the Clinics presented the following informational update:	Received and filed.

Executive Director
Informational Update

HRSA Service Area Competition (SAC) Grant Continuation Submitted

Phase 1 of our continuing application was submitted to Grants.gov prior to 8/6/2018. Phase 2 was submitted to HRSA via the EHB on 8/21/2018.

Mobile Clinic for the Homeless

Our Mobile Clinic served 104 medical and 6 behavioral health visits between 8/1/2018 and 8/15/2018 and is currently rotating to Jerome Golden Center, Holy Redeemer, Community United Methodist Church and St. George's. Parking is being reviewed for access to additional locations. Ribbon cutting will be 8/30/18 at the Healey Center.

Lakeside Medical Center Clinic (Belle Glade)

On 8/16/2018, the RFQ Committee selected Chandler Construction as the Construction Manager. We hope demolition/renovations will begin by 10/1/2018.

New Providers

Dr. Harberger will be providing medical services in Belle Glade and Dr. Olivera will be providing dental services in Delray.

Fiscal Year (FY) 2018 Health Center Quality Improvement (QI)

On 8/15/2018 we received a Notice of Award (NoA) notifying us of a one-time Quality Improvement grant of \$166,916. This type of award is distributed by HRSA to more than 1,300 community health centers to further their commitment to improve overall quality, efficiency and value of health care services for the millions of patient served by FQHCs. By doing this, HRSA recognizes the highest performing health centers Nationwide as well as those health centers that made significant quality improvement gains from the prior year. We were recognized for being a Health Center Quality Leader (achieved best overall clinic performance and placed in top

	30%), Access Enhancer (increased total number of patients), obtaining PCMH recognition and becoming a Million Hearts achiever.	
8B. OPERATIONS		
8B-1. Staff Recommends a Motion to Approve: Operations Reports – July 2018	<p>Terry Megiveron, Director of Operations, presented the overall clinic productivity for July 2018. Highlights included:</p> <ul style="list-style-type: none"> • Productivity for July 2018 was reviewed. <ul style="list-style-type: none"> ○ Adult, Pediatrics & Women’s Health - 84% ○ Dental – 90% ○ Mental Health – 88% ○ Substance Abuse – 97% • Ms. Roude asked about specific work days for providers. Ms. Megiveron advised they do work a five day a week schedule although clinic may vary. 	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.
8C. CREDENTIALING & PRIVILEGING		
8C-1 Staff Recommends a MOTION TO APPROVE: Revised General Dentistry Delineation of Privileges	<p>Dr. Tibby, Director of Dental, presented the revised General Dentistry Delineation of Privileges. She highlighted the change in section of bridges to facilitate the removal of teeth. This is the only change.</p> <p>It was noted that the page numbers for this agenda item were incorrect due to page transposition with the next agenda item (LIP dental recredentialing).</p>	VOTE TAKEN: Ms. Navarro 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.
8C-2 Staff Recommends a MOTION TO APPROVE: Licensed Independent Practitioner (LIP) Recredentialing and Renewal of Privileges – Dental: Zenaida Alonso, DDS	<p>One LIP was presented.</p> <p>Dr. Zenaida Alonso met the requirements for recredentialing and renewal of privileges process and met the standards set forth within the approved Credentialing and Privileging Policy.</p> <p>It was noted that the page numbers for this agenda item were incorrect due to page transposition with the previous agenda item (Revised dentistry privilege form).</p>	VOTE TAKEN: Mr. Mullen made a motion to approve this agenda item. The motion was duly seconded by Ms. Roude. A vote was called, and the motion passed unanimously.

<p>8C-3. Staff Recommends a Motion to Approve: Licensed Independent Practitioner (LIP) Initial Credentialing and Privileging - Medical: Guerlyne Estime, ARNP and Tamara-Kay Tibby, DMD.</p>	<p>Two LIP's were presented.</p> <p>Both Guerlyne Estime, ARNP and Dr. Tamara-Kay Tibby, DMD met the requirements 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>
<p>8D. QUALITY</p>		
<p>8D-1. Staff Recommends a Motion to Approve: Quality Council Reports</p>	<p>The following is a summary of July 2018 highlights:</p> <p>Patient Relations and Quality Events: There were a total of 2 Complaints, 3 Grievances and 15 compliments and 16 Quality events.</p> <p>Quality:</p> <ul style="list-style-type: none"> • Create a standardized Baker Act referral in the EMR • Incorporate transfers to higher level of care due to Baker Acts into Quality Event reporting <p>Medical Report:</p> <ul style="list-style-type: none"> • Send patient lists / UDS dashboards to each provider so they address underperforming measures in a timely manner. • Investigate the current workflow for processing bucket items and develop an improved workflow to improve efficiencies and assign responsibilities to Practice Managers, Lead MA's and Lead RN's to monitor daily. • Patient Navigators identified that some patients who requested over the phone counseling through the Quitline that never received it. PNs are following up with Quitline to ensure counseling is given. <p>Dental Report:</p> <ul style="list-style-type: none"> • Updates are being made to quality reports and chart reviews. 	<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>

	Behavioral Health Report: <ul style="list-style-type: none"> • Continuous increase in warm hand-offs across all clinics. 	
9. CMO, VP and Executive Director of Clinical Services Comments	None.	No action necessary.
10. Board Member Comments	Mr. Kendle recommended that for the next meeting agenda elections be held to select the 2019 Chairperson and chairs of subcommittees.	No action necessary.
11. Establishment of Upcoming Meetings	September 26, 2018 (HCD Board Room) <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors October 24, 2018 (HCD Board Room) <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors November 28, 2018 (HCD Board Room) <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors December 19, 2018 (HCD Board Room) <ul style="list-style-type: none"> • 12:45 p.m. Board of Directors Discussion took place regarding the meeting date for December Board Meeting. The Board agreed to change December both meetings Finance and Board of Directors to 12/12/18. If Finance information is not ready for December 12, 2019 it can be pushed to January 2019. Board must be notified.	No action necessary.
12. Motion to Adjourn	There being no further business, the meeting was adjourned.	The meeting was adjourned at 1:28 p.m.

Minutes Submitted by:

Signature

Date

John Casey Mullen 9-20-18