

**District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Meeting  
Summary Minutes  
8/28/2019**

**Present:** James Elder, Chairperson; Mike Smith, Treasurer; John Casey Mullen, Secretary; Irene Figueroa, Julia Bullard, Gary Butler  
**Excused:** Joseph Morel, Vice Chairperson, Lisa Strickland  
**Absent:** Cory Neering  
**Staff:** Dr. Belma Andric, CMO, VP & Executive Director of Clinical Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Terry Megiveron, Director of Business Development; Zulma Almeida Jairala, Director of FQHC Practice Operations; Darcy Davis, CEO; Tamelia Lakraj-Edwards, Quality Manager; Ana Szogi, Data Reporting Analyst; Martha Hyacinthe, Director of Risk  
**Minutes Transcribed By:** Jonathan Dominique

**Meeting Scheduled For:** 12:45 PM  
**Meeting Began at:** 12:53 PM

AGENDA ITEM	DISCUSSION	ACTION
<b>1. Call to Order</b>  <b>1A. Roll Call</b>  <b>1B. Affirmation of Mission</b>	Mr. Elder called the meeting to order.  Roll call was taken.  Mr. Elder read the Affirmation of Mission.	<b>The meeting was called to order at 12:53pm</b>
<b>2. Agenda Approval</b>  <b>2A. Additions/Deletions/ Substitutions</b>  <b>2B. Motion to Approve Agenda Items</b>	Mr. Elder called for an approval of the meeting agenda.  The agenda for the August 2019 meeting was approved as sent digitally to board members in the board package.	<b>VOTE TAKEN: Mr. Smith made a motion to approve the agenda. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</b>

<b>3. Awards, Introductions and Presentations</b>  <b>3A. Presentation: OSV Video</b>	The Health Center Operational Site Visit (OSV) Video was presented.	<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 July 31, 2019	There were no changes or comments to the minutes dated July 31, 2019.	<b>VOTE TAKEN: Mr. Butler made a motion to approve the Board meeting minutes of July 31, 2019 as presented. The motion was duly seconded by Mr. Mullen. 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> August 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 &amp; File:</b> C. L. Brumback Primary Care Clinics Finance Report July 2019.	Finance Report for July 2019 presented and reviewed in the Finance Committee meeting.	<b>Motion referenced above, no further action necessary.</b>

<b>7C-1 Receive &amp; File:</b> Credentialing and Privileging Procedure.	The Credentialing and Privileging Procedure was provided at the Board's request.	
<b>8. REGULAR AGENDA</b>		
<b>8A. ADMINISTRATION</b>		
<b>8A-1. Staff Recommends a MOTION TO APPROVE:</b> Scope Adjustment – Clinic Evening Hours.	<p>As discussed during Strategic Planning, for the last two years we have been experiencing a decrease in demand for services for evening hours (5-7pm) at our five largest sites (Belle Glade, Delray, Lake Worth, Lantana and West Palm Beach) included in this request for Scope Adjustment.</p> <p>For the last two years, we did not reach productivity higher than 60% of our target during evening hours. Additionally, the data has further demonstrated that patients seen between 5-7pm were actually patients simply not seen during normal business hours of 8am-5pm even though they were scheduled as such. Saturday hours were analyzed as well and it was concluded that these are being utilized at greater than 90% productivity. Based on this analysis, we feel confident that we can remove evening hours, but keep Saturday hours will still provide unconventional hours and access to care. We do not anticipate an impact to patients overall.</p>	<b>VOTE TAKEN: Mr. Smith made a motion to approve the change to clinic hours as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b>
<b>8A-2 Receive &amp; File:</b> Board Member Resignation – Joseph Morel	<p>On August 26, 2019, Joseph Morel provided email notification to the C. L. Brumback Primary Care Clinics that he is resigning from his position on the Board.</p> <p>Mr. Morel conveyed that serving on the Clinic Board has been an honor and a pleasure and that the residents of Palm Beach County are fortunate to have the Clinics available to them. Mr. Morel also indicated he will continue to follow the Clinics' progress.</p>	<b>Receive &amp; File. No further action necessary.</b>

	<p>Consistent with the District Clinics Holdings, Inc. Bylaws, Section 9.2(a), the Board has the following requirements to fill the open Board position.</p> <p>9.2 Selection of New Board Member(s) for open Member positions. The selection of new Board members to fill any vacancy then existing or to replace any member whose Term is ended, will be as follows:</p> <p>a. Vacancies on the Board due to the termination, resignation or death of a Member prior to the expiration of his/her Term may be filled within sixty (60) days of the vacancy by a majority vote of the Members at the next regular meeting, or at a special meeting called for that purpose, from those eligible persons recommended by the Nominating/Membership Committee. The newly elected member will serve for the unexpired term of the Member position being filled and shall be eligible to seek reappointment upon expiration of such term.</p>	
<p><b>8A-3. Staff Recommends a MOTION TO APPROVE:</b> Board Member Committee Assignments.</p>	<p>The recent resignation of one Board Member has created a vacancy in the Clinic Finance Committee.</p> <p>Mr. Gary Butler Volunteered to fill the Vacancy on the Finance Committee</p>	<p><b>VOTE TAKEN: Mr. Elder made a motion to appoint Mr. Butler to the position left vacant by Mr. Morel as a member of the finance committee. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.</b></p>
<p><b>8B. EXECUTIVE</b></p>		
<p><b>8B-1. Receive &amp; File:</b> Executive Director Informational Update</p>	<p>Dr. Belma Andric, Executive Director, presented on the following.</p> <p>Belle Glade Clinic</p>	<p><b>Receive &amp; File. No further action necessary.</b></p>

	<p>AHCA letter received by architect outlining a few elements that we need to address in order to obtain the Certificate of Occupancy. Unfortunately, we will not be able to open as quickly as we originally hoped, but we will continue to keep you apprised of any changes.</p> <p><b>FY2019 Integrated Behavioral Health Grant</b></p> <p>We received a total of \$167,000 (\$22,000 more than what we requested) for in support for our new psychologist position in Belle Glade and some additional on-site training in behavioral health integration in January of 2020.</p> <p><b>FY2020 Noncompeting Application</b></p> <p>Submitted our fiscal year 2020 noncompeting progress report to HRSA.</p> <p><b>Quarterly HRSA Project Officer Call</b></p> <p>Reviewed our current progress towards our 2019 goals with HRSA Project Officer.</p> <p><b>Health Center Quality Improvement FY 2019 Grant Awards</b></p> <p>Awarded \$176,501 in Quality Improvement funds based on our UDS submission for calendar year 2018.</p> <p><b>Mock HRSA Operational Site Visit (OSV)</b></p> <p>Currently planning a mock audit for March of 2020.</p>	
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**8C. OPERATIONS**

<p><b>8C-1. Staff Recommends a MOTION TO APPROVE: Operations Reports – July 2019</b></p>	<p>July 2019 productivity showed that we had a slight increase in our monthly target percentage in Pediatric Care, Dental, and Mental Health. Dental has continued to exceed targets at 107%.</p> <p>July 2019 productivity by location and by position shows that Boca remains consistent in having the highest Adult percentage monthly target met also showing a slight increase in Women’s Health; Lantana had the highest Mental Health and Pediatric Care percentage monthly targets met and increased in Adult Medicine; West Palm Beach and Lantana continue to have the highest dental percentage monthly target met.</p>	<p><b>VOTE TAKEN: Mr. Butler made a motion to approve the July Productivity Summary Report as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</b></p>
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**8D. Credentialing and Privileging**

<p><b>8D-1. Staff Recommends a MOTION TO APPROVE Licensed Independent Practitioner Credentialing and Privileging – LIP(s)</b></p>	<p>Sarah Gonzalez, Director of Credentialing, presented to the Board the credentialing and privileging recommendations for the month:</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Current licensure, registration or certification</li> <li>• Relevant education, training and experience</li> <li>• Current clinical competence</li> <li>• Health fitness, or ability to perform the requested privileges</li> <li>• Malpractice history (NPDB query)</li> <li>• Immunization and PPD status</li> <li>• Life support training (BLS)</li> </ul>	<p><b>VOTE TAKEN: Mr. Elder made a motion to approve the re-credentialing and renewal privileges of the LIP(s) as presented. The motion was duly seconded by Mr. Mullen A vote was called, and the motion passed unanimously.</b></p>
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Last	First	Degree	Specialty	Credentialing
Buchholz	Ellen	APRN	Nurse Practitioner	Recredentialing
Fernandez Sanchez	Marco	APRN	Nurse Practitioner - Family Medicine	Initial Credentialing
Philistin	Ketely	APRN	Nurse Practitioner - Family Medicine	Recredentialing
Normil-Smith	Sherloune	MD	Pediatric Medicine	Recredentialing

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.

Ellen Buchholz, APRN joined the Lantana Clinic in 2013 as a Nurse Practitioner specializing in Pediatric Medicine. She attended Florida Atlantic University and is certified as a Pediatric Primary Care Nurse Practitioner by the American Nurses Credentialing Center. Ms. Buchholz has been in practice for 19 years.

Marco Fernandez Sanchez, APRN is joining the Lantana Clinic as a Nurse Practitioner specializing in Family Medicine. He attended Anna G. Mendez University and is certified as a Family Nurse Practitioner by the American Academy of Nurse Practitioners National Certification Board. Mr. Fernandez Sanchez is a recent graduate and is fluent in Spanish.

	<p>Ketely Philistin, APRN joined the Belle Glade Clinic in 2017 as a Nurse Practitioner specializing in Family Medicine. She attended South University and is certified as a Family Nurse Practitioner by the American Nurses Credentialing Center. Ms. Philistin has been in practice for 6 years and is fluent in French Creole and Spanish.</p> <p>Sherloune Normil-Smith, MD joined the Lake Worth Clinic in 2015 specializing in Pediatric Medicine. She attended the University of Medicine &amp; Dentistry of New Jersey and completed her residency program at Kapiolani Medical Center for Women and Children. Dr. Normil-Smith has been in practice for 13 years, is fluent in French Creole and conversant in Japanese and Spanish.</p>	
<p><b>8D. Quality</b></p>		
<p><b>8D-1. Staff Recommends a MOTION TO APPROVE Quality Council Reports</b></p>	<p><u>RISK</u> Patient adverse events, peer review, chart review and patient relations are brought to the board “under separate cover” on a quarterly basis.</p> <p><u>PATIENT RELATIONS &amp; SATISFACTION</u> National Health Center Week Campaign began August 4<sup>th</sup>. We are participating by having staff and patients fill out a paper leaf which is being displayed in the clinics to express appreciation for health centers. We hope to submit a video demonstrating our participation for the National Health Center Week contest, an initiative of the National Association of Community Health Centers.</p> <p>We have collected 1,381 responses from our ongoing patient satisfaction survey which ran from June 6, 2019 to August 9, 2019. We are working on tabulating a month to month comparison.</p> <p><u>QUALITY</u></p>	<p><b>VOTE TAKEN: Ms. Bullard made a motion to approve the Quality Council Report as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</b></p>



	<p>Of the 14 UDS Measures: 7 exceeded the HRSA Goal and 7 were short of the HRSA Goal. Interventions were defined.</p> <p>We are currently researching models for care teams which is a patient centric concept which incorporates the primary care provider and ancillary staff working together to meet patient specific needs. We have identified some promising models which incorporate behavioral health, primary care and care coordinators/health educators.</p> <p>We have created a Quality Gap Analysis for each provider and each clinic. The gap analysis identifies all the quality metrics and includes both individual provider and individual clinic rates. Performance of each metric can be easily viewed as month to month trends. The clinic analysis will be displayed on the quality boards in the clinics and the individual provider analysis will be presented to that provider during their one on one with Medical Director.</p> <p><u>UTILIZATION</u></p> <p>We are developing a Mobile Clinic productivity dashboard showing homeless vs. non-homeless patients served.</p>	
<p><b>9. CMO, VP and Executive Director of Clinical Services Comments</b></p>	<p>None.</p>	<p><b>No action necessary.</b></p>
<p><b>10. Board Member Comments</b></p>	<p>Mr. Smith provides a recap of his trip to the 2019 NACHC Conference in Chicago.</p> <p>Ms. Bullard provides a recap of her trip to the 2019 NACHC Conference in Chicago.</p>	<p><b>No action necessary.</b></p>
<p><b>11. Establishment of Upcoming Meetings</b></p>	<p><u>September 25, 2019 (HCD Board Room)</u> 12:45pm Board of Directors</p>	<p><b>No action necessary.</b></p>

	<u>October 30, 2019 (HCD Board Room)</u> 12:45pm Board of Directors  <u>November 27, 2019 (HCD Board Room)</u> 12:45pm Board of Directors  <u>December 18, 2019 (HCD Board Room)</u> 12:45pm Board of Directors	
<b>13. Motion to Adjourn</b>	There being no further business, the meeting was adjourned at 1:47 pm	<b>Mr. Mullen made a motion to adjourn and seconded by Mr. Butler. The meeting was adjourned.</b>

Minutes Submitted by:

*John A. Mullen*

Signature

Date

9-25-19