

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
9/25/2019**

Present: James Elder, Chairperson; John Casey Mullen, Secretary; Irene Figueroa, Julia Bullard, Gary Butler, Lisa Strickland

Excused: Mike Smith, Treasurer

Absent:

Staff: Dr. Belma Andric, CMO, VP & Executive Director of Clinical Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Dr. Hyla Fritsch, Director of FQHC Practice Operations; Darcy Davis, CEO; Tamelia Lakraj-Edwards, Quality Manager; Ana Szogi, Data Reporting Analyst; Martha Hyacinthe, Director of Risk; Dr. Ana Ferwerda, Medical Director; Andrea Steele, Quality Director; Deborah Hall, VP & Chief Compliance & Privacy Officer; Sarah Gonzalez, Director of Credentialing and Provider Services; David Speciale, Patient Relations Manager; Shauniel Browne, Risk Manager

Minutes Transcribed By: Jonathan Dominique

Meeting Scheduled For: 12:45 PM

Meeting Began at: 12:54 PM

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Call to Order</p> <p>1A. Roll Call</p> <p>1B. Affirmation of Mission</p>	<p>Mr. Elder called the meeting to order.</p> <p>Roll call was taken.</p>	<p>The meeting was called to order at 12:54pm</p>
<p>2. Agenda Approval</p> <p>2A. Additions/Deletions/ Substitutions</p> <p>2B. Motion to Approve Agenda Items</p>	<p>Mr. Elder called for an approval of the meeting agenda.</p> <p>The agenda for the September 2019 meeting was approved as sent digitally to board members in the board package.</p>	<p>VOTE TAKEN: Mr. Butler made a motion to approve the agenda. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>

3. Awards, Introductions and Presentations		No action necessary.
3A. "Rooted In Communities" video	Dr. Andric presented the "Rooted in Communities" Video.	
4. Disclosure of Voting Conflict	None.	No action necessary.
5. Public Comment	None.	No action necessary.
6. Meeting Minutes		VOTE TAKEN: Mr. Mullen made a motion to approve the Board meeting minutes of August 28, 2019 as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.
6A Staff Recommends a MOTION TO APPROVE: Board meeting minutes of August 28, 2019	There were no changes or comments to the minutes dated August 28, 2019.	
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. Butler. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: September 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 & File: Education on the Board Officer Positions	Information on the Board Officer Positions was provided.	Receive & File. No further action necessary.
7B. FINANCE		
7B-1. Receive & File:	Finance Report for August 2019 presented and reviewed in the Finance Committee meeting.	Motion referenced above, no further action necessary.

C. L. Brumback Primary Care Clinics Finance Report August 2019.		
7C-1 Receive & File: Clinical Psychology Delineation of Privileges	Information on the Delineation of Privileges for Clinical Psychology was provided.	Receive & File. No further action necessary.
8. REGULAR AGENDA		
8A. ADMINISTRATION		
8A-1. Staff Recommends a MOTION TO APPROVE: Appointments of Melissa Mastrangelo and Marjorie Etienne to the Clinic Board	<p>Thomas Cleare, VP of Strategy Presented the Following candidates.</p> <p>Melissa Mastrangelo and Marjorie Etienne have submitted applications for consideration by the Membership / Nominating Committee to be appointed to the District Clinic Holdings, Inc. Board of Directors.</p> <p>Ms. Mastrangelo is a Nursing student and currently serves as a student ambassador at Palm Beach State College. She plans to serve her community by bridging the gap between our organizations wherever possible. She also has experience working with homeless individuals and is particularly interested in our Mobile Clinic.</p> <p>Ms. Etienne has in depth knowledge of healthcare, specifically Medicare, working as a Benefits Consultant since 2016. She is seeking opportunities to serve her community and has experience working with homeless individuals.</p>	VOTE TAKEN: Mr. Mullen made a motion to approve the appointment of Ms. Mastrangelo and Ms. Etienne to the clinic board as presented. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.
8A-2. Staff Recommends a MOTION TO APPROVE Election of Officers and Committee Appointments	The Clinic Bylaws require the Officers of the Board to be elected each year. This agenda item presents the current Officers of the Board as well as the current committee Appointments.	VOTE TAKEN: Mr. Mullen made a motion to approve the Election of Officers and Committee Appointments as presented. The motion was duly seconded by Ms. Bullard. A vote was

The Current Board Officers (and members of the Executive Committee) are:

Chairperson

James Elder

Vice-Chairperson

Vacant

Secretary

John Casey Mullen

Treasurer

Vacant

In addition to the Board Officers, the Board also previously appointed the following Committee Memberships / Designations:

Finance Committee:

James Elder

Gary Butler

Michael Smith

Membership / Nominating Committee:

John Casey Mullen

Irene Figueroa

Quality Council:

Julia Bullard

Health Care District Board Member:

Cory Neering

Planning Committee:

All Board Members

called, and the motion passed unanimously.

	<p>The board members voted on each position. All appointments but the following remained the same:</p> <p><u>Vice-Chairperson</u> Gary Butler</p> <p><u>Secretary</u> Irene Figueroa</p> <p><u>Treasurer</u> Michael Smith</p>	
<p>8A-3. Staff Recommends a MOTION TO APPROVE Change in Scope & Scope Adjustments – HRSA Form 5A</p>	<p>During an in-depth review of our HRSA Form 5A with our consultants from JSI, the team has reached the conclusion that we will need to submit a formal Change in Scope and two scope adjustments to ensure we are in compliance with the HRSA manual as follows:</p> <ol style="list-style-type: none"> 1. <u>CIS00094761</u>: <i>Formal Change in Scope</i> needed to add “Infectious Disease” to Column II under Specialty Services since this is outlined as a service we are contracted with Florida DOH for and we pay them a lump sum. 2. <u>CIS00094760</u>: <i>Scope Adjustment</i> needed to update Required Services to remove Florida DOH from General Primary Medical Care, to remove Coverage for Emergencies During and After Hours from Column III, to move Voluntary Family Planning from Column III to Column II, to add Pharmacy to Column II, and to remove Case Management from Column III. 3. <u>CIS00094759</u>: <i>Scope Adjustment</i> needed to ensure Nutrition is in Column II, but remove from Column III; to remove Psychiatry and Mental Health from Columns II and III; and to remove the following from Column III: Podiatry, 	<p>VOTE TAKEN: Mr. Mullen made a motion to approve the Change in Scope & Scope Adjustments - HRSA Form 5A as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</p>

	<p>Optometry, Recuperative Care, Environmental Services, Occupational Therapy, Additional Enabling, Alternative Medicine, Speech Therapy, and Physical Therapy.</p>	
<p>8A-4. Staff Recommends a MOTION TO APPROVE: Change in Scope – Mangonia Park.</p>	<p>The C. L. Brumback Primary Care Clinics is respectfully requesting 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. 204, West Palm Beach, Florida and serve patients Monday through Friday from 8am-5pm. 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. Mullen made a motion to approve the change to clinic hours as presented. The motion was duly seconded by Ms. Bullard. A vote was called, and the motion passed unanimously.</p>
<p>8A-5. Staff Recommends a MOTION TO APPROVE: Lease Agreement for New Clinic</p>	<p>The CL Brumback Primary Care Clinic have identified a location for a new clinic at 2151 Congress Avenue, Suite 204, West Palm Beach, Florida 33407. This location will co-locate the new clinic adjacent to the planned Addiction Stabilization Center.</p> <p>This location was chosen after both an internal and broker led review of available space in the designated area. The location was selected after balancing the following needs of the clinic:</p> <ul style="list-style-type: none"> • Rent and renovation costs, • Time required for renovations • Close proximity to the planned Addiction Stabilization Center. <p>The new location is near turn-key ready with minimal renovations being made by the landlord to meet the programming and design needs of the clinic. Based on the minimal renovations required the clinic is anticipated to be operational at the beginning of October.</p>	<p>VOTE TAKEN: Mr. Butler made a motion to approve the Lease agreement for the new Clinic as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>

	<p><u>Programming</u></p> <ul style="list-style-type: none"> • 1,812 square feet • 4 Exam Rooms • 1 Group Treatment Room • 1 Nurse Intake Room • 1 Waiting Room • \$39,847.50 allowance for the Tenant Improvements <p>* Floor plan included in the attached agreement</p> <p><u>Summary Lease Details</u></p> <ul style="list-style-type: none"> • \$3,833.89 total monthly rent (base rent and operating expenses) • \$8,473.06 in prepaid rent representing Base Rent and Additional Rent for the first and last calendar months of the Lease Term • \$3,833.89 deposit • 3% base rent annual increase • 10 year lease with option to terminate the lease after 5 years with an early termination fee of \$27,194.14 	
<p>8A-6. Staff Recommends a MOTION TO APPROVE: Fourth Amendment to the Belle Glade Clinic Lease Agreement</p>	<p>The District proposes amending the lease to extend the term of the lease by two (2) months. The lease shall end on October 31, 2019.</p>	<p>VOTE TAKEN: Mr. Mullen made a motion to approve the Fourth Amendment to the Lease as presented. The motion was duly seconded by Ms. Bullard. A vote was called, and the motion passed unanimously.</p>
<p>8A-7. Staff Recommends a MOTION TO APPROVE:</p>	<p>The District proposes amending the lease to extend the term of the lease by two (2) months. The lease shall end on December 31, 2019.</p>	<p>VOTE TAKEN: Ms. Bullard made a motion to approve the Fifth Amendment to the Lease as presented. The motion was duly</p>

Fifth Amendment to the Belle Glade Clinic Lease Agreement		seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.
8B. EXECUTIVE		
8B-1. Receive & File: Executive Director Informational Update	<p>Belle Glade Clinic</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>Substance Use Disorder/Mental Health (SUD-MH) Triannual Report</p> <p>The required reporting for our SUD-MH grant was submitted on 9/13/2019.</p> <p>New Access Point (NAP) Grant</p> <p>We did not receive the NAP grant and only one health center received this award in the State of Florida.</p> <p>Oral Health Infrastructure (OHI) Grant</p> <p>Awarded \$300,000 for new dental chairs/equipment across three dental clinics and other supplies to implement triple-integrated services in Lantana.</p>	Receive & File. No further action necessary.
8C. OPERATIONS		
8C-1. Staff Recommends a MOTION TO APPROVE: Operations Reports – August 2019	The District is moving towards streamlining the look and feel of all reporting across each Business Unit and have agreed to work towards migrating all data into the Tableau data visualization software. Attached you will find the	VOTE TAKEN: Mr. Mullen made a motion to approve the August Productivity Summary Report as presented. The motion was duly seconded by Ms. Bullard. A vote was

	<p>updated Productivity reports for the overall productivity and each service-line.</p> <p>August 2019 productivity showed that we had a slight increase in our monthly target percentage in Dental Hygiene, Mental Health and Women’s Health.</p> <p>YTD productivity b location shows that Lantana continues to have the highest encounter rates overall, as well as highest encounter rates for Dental Hygiene, Pediatric, Mental health and Substance Abuse. We attribute the significant increase in Dental Hygiene in Lantana to the Medical Dental Integration (MDI) program. Substance abuse shows data in Lake Worth, Delray and Belle Glade as a result of Behavioral Health Providers providing coverage across all clinics.</p> <p>West Palm Beach leads Adult Medical and Dental in overall encounters. Lake Worth leads Women’s Health in overall encounters.</p>	<p>called, and the motion passed unanimously.</p>
<p>8C-2. Staff Recommends a MOTION TO APPROVE: 2019 Targeted Patient Survey Medical Nominal Fee Assessment.</p>	<p>Although there was a decrease this year in overall satisfaction with the nominal fee, this can be attributed to conversion of a large portion of our patient population from District Cares patients with no previous nominal fee to patients who are now being asked to pay the nominal fee for their visits.</p>	<p>VOTE TAKEN: Mr. Mullen made a motion to approve the August Productivity Summary Report as presented. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.</p>
<p>8D. Credentialing and Privileging</p>		
<p>8D-1. Staff Recommends a MOTION TO APPROVE Licensed Independent Practitioner Credentialing and Privileging – LIP(s)</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</p>	<p>VOTE TAKEN: Mr. Mullen made a motion to approve the re-credentialing and renewal privileges of the LIP(s) as presented. The motion was duly seconded by Ms. Bullard A vote was called, and the motion passed unanimously.</p>

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)

Last Name	First Name	Degree	Specialty	Credentialing
Jean-Jacques	Fernique	APRN	Nurse Practitioner / Family Medicine	Initial Credentialing
Ziamba	Adrianna	PsyD	Clinical Psychology	Initial Credentialing

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 Behavioral Health Director to support the credentialing and privileging process.

Fernique Jean-Jacques, APRN is joining the Lantana Clinic as a Nurse Practitioner specializing in Family Medicine. She attended Florida Atlantic University and is certified as a Family Nurse Practitioner by the American Nurses Credentialing Center. Ms. Jean-Jacques has been in practice for four years and is fluent in French Creole.

	<p>Adriana Ziemba, PsyD is joining the Belle Glade Clinic specializing in Clinical Psychology. She attended Albizu University and completed her postdoctoral fellowship at Florida State University, Immokalee Health Education Site. Dr. Ziemba is a recent graduate and is fluent in Spanish.</p>	
<p>8E. Quality</p>		
<p>8E-1. Staff Recommends a MOTION TO APPROVE Quality Council Reports</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 & SATISFACTION</u></p> <p>National Health Center Week Campaign began August 4th. We have participated by having staff and patients fill out a paper leaf which is being displayed in the clinics to express appreciation for health centers. We had submitted a collage and video and also encouraged both patients and staff to vote this week for the National Health Center Week submissions, an initiative of the National Association of Community Health Centers.</p> <p>We have collected 1,447 responses from our ongoing patient satisfaction survey which ran from June 6, 2019 to August 9, 2019.</p> <p><u>QUALITY</u></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>VOTE TAKEN: Mr. Mullen made a motion to approve the Quality Council Report as presented. The motion was duly seconded by Ms. Figueroa. A vote was called, and the motion passed unanimously.</p>

	<p>We have researched and identified some promising models for care teams, a patient centric concept which incorporates the primary care provider and ancillary staff working together to meet patient specific needs. We are in the process of creating a workflow to implement care team plan with hope of increasing patient satisfaction, warm handoffs to behavioral health, and health outcomes.</p> <p>We have created a Quality Gap Analysis (Provider Report Card) for each provider and each clinic. The gap analysis identifies all the quality metrics and includes both individual provider and individual clinic rates and will be utilized to further define findings and interventions.</p> <p>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>	
9. CMO, VP and Executive Director of Clinical Services Comments	Dr. Andric, Chief Medical Officer & VP and Executive Director of Clinic Services thanked Dr. Hyla Fritsch and Dr. Ana Ferwerda for stepping up in their new positions.	No action necessary.
10. Board Member Comments		No action necessary.
11. Closed Risk Meeting	Pursuant to Florida Statute Ch. 768.28, 395.0197, 766.101 and 400.119, 400.147.	
11. Establishment of Upcoming Meetings	<u>October 30, 2019 (HCD Board Room)</u>	No action necessary.

	<p>12:45pm Board of Directors</p> <p><u>November 27, 2019 (HCD Board Room)</u> 12:45pm Board of Directors</p> <p><u>December 18, 2019 (HCD Board Room)</u> 12:45pm Board of Directors</p>	
13. Motion to Adjourn	There being no further business, the meeting was adjourned at 1:56 pm	Mr. Mullen made a motion to adjourn and seconded by Mr. Butler. The meeting was adjourned.

Minutes Submitted by:

Maria Figueroa
Signature

11/27/19
Date