

**District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Meeting
Summary Minutes
9/29/2021**

Present: Mike Smith, Chair; Julia Bullard, Secretary; Joseph Gibbons, Treasurer; John Casey Mullen; Tammy Jackson-Moore; James Elder; Irene Figueroa
Excused: Melissa Mastrangelo, Vice-Chairperson; Robert Glass
Absent: Marjorie Etienne;
Staff: Darcy Davis, Chief Executive Officer; Dr. Belma Andric, Chief Medical Officer; Dr. Hyla Fritsch, Executive Director of Clinic and Pharmacy Services; Bernabe Icaza, VP & General Counsel; Candice Abbott, VP & CFO; Shauniel Brown, Risk Manager; Thomas Cleare, AVP, Communications, Community Engagement & Corporate Security; Martha Hyacinthe, Director of Corporate Risk; David Speciale, Director of Patient Experience; Dr. Charmaine Chibar, FQHC Medical Director; Donald Moniger, Desktop Engineer; Shannon Wynn, Administrative Assistant; Marisol Miranda, Director of Operations; Andrea Steele; Heather Bokor; Alexa Goodwin; Jonathan Dominique; Patricia Lavelly; June Shipek; Robin Kish; Carla Trivino; Dominique Domond; Annmarie Hankins
Minutes Transcribed By: Shannon Wynn

**Meeting Scheduled for 12:45 p.m.
Meeting Began at 12:48 p.m.**

AGENDA ITEM	DISCUSSION	ACTION
1. Call to Order	Mr. Smith called the meeting to order.	The meeting was called to order at 12:48 p.m.
1A. Roll Call	Roll call was taken.	
1B. Affirmation of Mission	Mr. Smith read the affirmation of mission.	

<p>2. Agenda Approval</p>		
<p>2A. Additions/Deletions/ Substitutions</p>	<p>Yes. Dr. Fritsch requested that section 3B be removed from this meeting and be presented later. Mr. Smith called for approval of the meeting agenda.</p>	<p>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the agenda. Mr. Mullen duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>3. Awards, Introductions and Presentations</p>		
<p>3A. COVID-19 Testing and Vaccination Update</p>	<p>Dr. Andric presented to the Board the most recent Covid testing and vaccine update.</p>	<p>No action necessary.</p>
<p>3B. St. Ann Place- Presentation</p>	<p>St. Ann Place's presentation was postponed until further notice.</p>	<p>No action necessary.</p>
<p>4. Disclosure of Voting Conflict</p>	<p>None.</p>	<p>No action necessary.</p>
<p>5. Public Comment</p>	<p>None.</p>	<p>No action necessary.</p>
<p>6. Meeting Minutes 6A-1 Staff Recommends a MOTION TO APPROVE: Board meeting minutes of July 28, 2021</p>	<p>There were no changes or comments to the minutes dated August 25, 2021.</p>	<p>VOTE TAKEN: As presented, Ms. Tammy Jackson-Moore made a motion to approve the Board meeting minutes of August 25, 2021. Mr. Elder duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

7. Consent Agenda – Motion to Approve Consent Agenda Items		VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the consent agenda as presented. Ms. Figueroa duly seconded the motion. A vote was called, and the motion passed unanimously.
7A. ADMINISTRATION		
7A-1. Receive & File: September 2021 Internet Posting of District Public Meeting	The meeting notice was posted.	Receive & File. No further action is necessary.
7A-2. Receive & File: Attendance tracking	Attendance tracking was updated.	Receive & File. No further action is necessary.
7B. FINANCE		
7B-1. Staff Recommends a MOTION TO APPROVE: District Clinic Holdings, Inc., Financial Report: July 2021	The July statements represent the financial performance through the tenth month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$6.0M due to increased patient volumes. Net patient revenue YTD was favorable to budget by \$1.7M. Total YTD revenue was unfavorable to budget by (\$1.3M) due primarily to the timing of COVID-19 stimulus funds. The COVID funds were budgeted for the current year, but due to changing guidance, they were able to be recognized earlier than anticipated in the prior year, thus creating a timing difference. Operational expenses before depreciation were favorable to budget by \$440k due mostly to positive variances in medical supplies \$648k, lease and rental of \$259k, and medical services \$174k. Total YTD net margin was (\$11.6M) compared to budget of (\$11.0M) resulting in an unfavorable variance of (\$595K) or 5.4%. The Medical clinics gross patient revenue exceeded budget by \$4.5M. This resulted from the clinics being able to resume patient-facing visits earlier than anticipated. Net patient revenue YTD for the Medical clinics was favorable to budget by \$1.3M. The Medical clinics total YTD revenue was unfavorable to budget by (\$1.7M). Total operating expenses of \$19.8M were favorable to budget of \$20.2M by \$438k. The main reason for the positive variance of \$438k	VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the PCC Financial Report July 2021. Ms. Figueroa duly seconded the motion. A vote was called, and the motion passed unanimously.

	<p>is primarily due to the delayed timing of medical supply purchases, including COVID-19 test kits. Total YTD net margin was (\$10.4M) compared to budget of (\$9.4M) resulting in an unfavorable variance of (\$1.0M) or 10.9%. The Dental clinics total YTD gross patient revenue was favorable to budget by \$1.5M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$396k. Total operating expenses of \$3.3M were slightly favorable to budget by \$1.2k. Total YTD net margin was (\$1.2M) compared to a budget loss of (\$1.6M) for a favorable variance of \$428k or (27.0%). On the Comparative Statement of Net Position, due from other governments increased from \$5.4M to \$6.2M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$9.0M and \$961k, respectively, for a combined subsidy of \$10.0M.</p>	
		<p>7C. POLICIES</p> <p>7C-1. Staff Recommends a MOTION TO APPROVE: Sliding Fee Discount Program Policy</p> <p>The Sliding Fee Discount Program Policy and patients will now be evaluated every twelve months ,instead of every six months, for the Sliding Fee Discount Program.</p> <p>VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to approve the Sliding Fee Discount Program Policy. Ms. Irene Figueroa duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
	<p>The Policy was previously revised and approved on September 25, 2018. Attached for your review is the revised version approved on June 29, 2021, by the Health Care District Board and Finance and Audit Committee. C.L. Brumback Primary Clinics adopts the purchasing Policy of the District.</p> <p>Substantive changes include:</p> <p><i>Except where a standard District Purchase Order is authorized (see below), any request for goods or services must be accompanied by a fully executed agreement between the parties and must comply with all District legal policies and procedures, unless otherwise approved by General Counsel and the Chief Financial Officer.</i></p> <p><i>The District has established a Purchase Order which, contains the District's standard contractual Terms and Conditions. In lieu of a contract, a standard</i></p>	<p>7C-2. Staff Recommends a MOTION TO APPROVE: Purchasing Policy</p> <p>VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to approve the Purchasing Policy. Ms. Irene Figueroa duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

	<p><i>District Purchase Order may be used for purchases of goods and/or services that meet the following requirements:</i></p> <ul style="list-style-type: none"> • <i>The term of the purchase does not exceed one (1) year;</i> • <i>The amount of the purchase(s) does not exceed \$10,000;</i> • <i>The purchase does not create substantial risk or exposure to the District (e.g., property damage, personal injury, or other risk to the District);</i> • <i>The purchase does not include any construction services; and,</i> • <i>The purchase is not defined as a capital asset.</i> <p>Only the Supply Chain Department can print purchase orders with the District's standard contractual Terms & Conditions. Upon approval of a Requisition/Purchase Order, the Supply Chain Department will electronically send the PO to the requestor for them to forward it to its respective vendor.</p>	
<p>7D. CREDENTIALING</p>		
<p>7D-1. Staff Recommends a MOTION TO APPROVE: Behavioral Health Delineation of Privileges</p>	<p>The agenda item represents the Behavioral Health Delineation of Privileges recommended for Behavioral Health practitioners by the FQHC Medical Director and Behavioral Health Director.</p> <p>The Delineation of Privileges presented meets 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"> • 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) <p>The C.L. Brumback Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director to support the credentialing and privileging process.</p>	<p>VOTE TAKEN: Ms. Tammy Jackson-Moore made a motion to approve the Behavioral Health Delineation of Privileges. Ms. Irene Figueroa duly seconded the motion. A vote was called and the motion passed unanimously.</p>
<p>8. REGULAR AGENDA</p>		

8A. ADMINISTRATION

<p>8A-1 Staff Recommends a MOTION TO APPROVE: Summary of Board Member Self-Evaluations</p>	<p>This agenda item presents the Board's annual self-evaluation tally of results from August 2021.</p> <p>The C. L. Brumback Primary Care Clinics Board completes an annual self-evaluation. Attached you will find the tally of results for 2021.</p>	<p>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve the Summary of Board Member Self-Evaluations. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>8A-2. Staff Recommends a MOTION TO APPROVE: Change In Scope – Form 5B: C. L. Brumback Primary Care Clinics – St. Ann Place</p>	<p>We respectfully requests the authorization to add a new site to Form 5B: C. L. Brumback Primary Care Clinics – St. Ann Place by creating a clinic at St. Ann Place located at 2107 N Dixie Hwy, West Palm Beach, FL 33407.</p> <p>Staff respectfully request a permanent Change In Scope to create a new site at St. Ann Place in partnership with their team. St. Ann Place is a homeless resource center that connects clients to community resources to raise people out of homelessness and provide respite and food services.</p> <p>The clinic will have a full-time nurse to assess and connect patients to medical care through in-person and telehealth visits for primary care and behavioral health.</p> <p>Mr. Smith asked if St. Ann Place would be a Telehealth location.</p> <p>Dr. Fritsch stated we would have a one-room clinic at St. Ann Place for full-time nurse who can help connect patients to care.</p>	<p>VOTE TAKEN: Ms. Jackson-Moore made a motion to approve Change In Scope – Form 5B: C. L. Brumback Primary Care Clinics – St. Ann Place. Mr. Gibbons duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

8B. EXECUTIVE

<p>8B-1. Receive and File: Executive Director Information Update</p>	<p>This agenda item compares C.L. Brumback to local, state, and national data from HRSA.</p>	<p>Receive & File. No further action necessary.</p>
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<p>C.L. BRUMBACK PCC</p>	<p>PALM BEACH</p>	<p>FLORIDA</p>	<p>UNITED STATES</p>
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<p>8C-1. Staff Recommends a MOTION TO APPROVE Licensed Independent Practitioner Credentialing and Privileging</p>	<p>The agenda item represents the licensed independent practitioners recommended for credentialing and privileging by the FQHC Medical Director.</p> <p>The LIPs 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"> • 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) 	<table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Degree</th> <th>Specialty</th> <th>Credentialing</th> </tr> </thead> <tbody> <tr> <td>Marzouca</td> <td>Kisha</td> <td>MD</td> <td>Pediatric Medicine</td> <td>Initial Credentialing</td> </tr> </tbody> </table>	Last Name	First Name	Degree	Specialty	Credentialing	Marzouca	Kisha	MD	Pediatric Medicine	Initial Credentialing	<p>VOTE TAKEN: Mr. Elder made a motion to approve the Initial Credentialing and privileges of Kisha Marzouca, MD, as presented. The motion was duly seconded by Mr. Mullen. A vote was called, and the motion passed unanimously.</p>
Last Name	First Name	Degree	Specialty	Credentialing									
Marzouca	Kisha	MD	Pediatric Medicine	Initial Credentialing									
<p>8D. OPERATIONS</p>	<p>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.</p> <p>The C.L. Brumbach Primary Care Clinics utilized internal Credentialing staff and the FQHC Medical Director to support the credentialing and privileging process.</p> <p>Kisha Marzouca, MD, joined the West Palm Beach Clinic in 2021, specializing in Pediatric Medicine. She attended the State University of New York College of Medicine and completed her residency at the State University of New York College of Medicine. Dr. Marzouca is certified in Pediatrics by the American Board of Pediatrics. She has been in practice for seventeen years.</p>												

**8D-1. Staff
Recommends a
MOTION TO
APPROVE
Operations Reports**

This agenda item provides the following operations reports for July 2021:

Clinic Productivity, including in-person and telehealth metrics and No-Show, trended over time.

In July, we had 8,044 visits which are 24% less than the prior month and 13% less than July of 2020. This is due to the decrease in schedules during our EHR EPIC conversion and go-live. Our payer mix reflects a slightly higher percentage of uninsured patients at 64% for the year-to-date.

By visit category, Adult Medical, Behavioral Health and Dental met their productivity target. Pediatrics missed their target productivity by a very small margin. Telehealth visits continue to decrease at 3% of all visits, down from 5% last month.

Productivity targets for in-person visits were met in the Lake Worth, WPB, Boca and Delray Adult Primary Care, WPB and Mobile Clinic, Pediatrics, Behavioral Health in Mangonia and Lake Worth and all four Dental Clinics. In the 90% and higher range were Lantana and Belle Glade Adult Medical and Lantana Pediatrics.

The No-Show rate in July was consistent with the prior month at 29%.

In July, the largest age group were those from 30-49 years old with 30%. The largest populations are English-speaking at 58%, followed by Spanish-speaking patients at 27% and Creole-speaking at 8%. In Race, 50% were White, 39% Black or African American and 37% were Hispanic or Latino. 3% of our population were Agricultural Workers of which 73% were Seasonal workers and 27% Migrant workers. 13% of our population were Homeless, with the largest percentage of 71% being those who Doubled Up. 59% identify as female and 41% male. For Sexual Orientation, 84% identify as Straight and 13% Choose not to disclose.

Mr. Jackson- Moore asked what doubling up means in this agenda item.

Dr. Fritsch stated that doubling up means that a person is living with someone but is not contributing to bills or rent.

VOTE TAKEN: Ms. Jackson- Moore made a motion to approve the Operations Reports as presented. Mr. Mullen duly seconded the motion. A vote was called, and the motion passed unanimously.

Mr. Jackson-Moore stated that the population of the Creole-speaking community is low at 8%.

Ms. Miranda stated that if the patient is a Creole-speaking person yet prefers to communicate in English, the system won't capture the patient as a Creole-speaking patient.

Dr. Andric stated that the numbers seem low and requested to re-run the numbers and bring it back to the next Board of Directors meeting in October.

Ms. Jackson-Moore asked why the No-Show rate state was the same as the previous month.

Ms. Miranda stated that the No-Show rates range from the high 20% to 31%, and the month present was not unique.

Ms. Jackson-Moore asked if we reach out to patients via phone call or text to remind them of their upcoming appointment.

Ms. Miranda stated we provide phone calls, text messages and packets to confirm their upcoming appointments.

Mr. Smith stated that there is a tremendous amount of data on our patients. He sees trends but would like to know what we are doing about them.

Mr. Gibbons asked for a customized report from Epic.

Dr. Andric stated that in the Quality Council Meeting minutes, you could find more trends in detail. She requests that the Board review the minutes so they can see the trends.

Ms. Jackson- Moore would like to see the No-Show trend from this year compared to last year.

Mr. Smith asked about the mental health visits being down from last year and would like to know the reason for the decrease.

	<p>Dr. Andric stated that we didn't do well with telehealth and struggled with primary care. We are in the process of hiring more behavioral health providers to resolve the decrease.</p>	
<p>8E. QUALITY</p>		
<p>8E-1. Staff Recommends a MOTION TO APPROVE Quality Reports</p>	<p>This agenda item presents the updated Quality Improvement & Quality Updates: Quality Council Meeting Minutes September 2021 Provider Productivity – July 2021</p> <p><u>PATIENT SAFETY & ADVERSE EVENTS</u> Patient safety and risk, including adverse events, peer review and chart review, are brought to the board "under separate cover" on a quarterly basis.</p> <p><u>PATIENT SATISFACTION AND GRIEVANCES</u> Patient relations are to be presented as a separate agenda item.</p> <p><u>QUALITY ASSURANCE & IMPROVEMENT</u> We are collaborating with the American Cancer Society on FL HPV QI Learning Collaborative. As part of this project, we have analyzed our pediatric HPV vaccination rates and have created our AIM statement to outline our desired improvement outcomes. We are currently working on identifying barriers to improving our HPV vaccination rates and creating a plan to implement solutions for the pediatric clinics.</p> <p><u>UTILIZATION OF HEALTH CENTER SERVICES</u> Individual monthly provider productivity is stratified by the clinic.</p> <p>Ms. Jackson-Moore asked if the report was accurate.</p> <p>Dr. Chibar stated that the report was extracted from Epic Q3, Q4, Q1 was in Athena and not captured in Epic.</p>	<p>VOTE TAKEN: Mr. Gibbons made a motion to approve the Quality Reports as presented. Ms. Bullard duly seconded the motion. A vote was called, and the motion passed unanimously.</p>
<p>9. A.V.P. and Executive Director of Clinic Services Comments</p>	<p>None.</p>	<p>No action necessary.</p>

<p>10. Board Member Comments</p>	<p>Mr. Gibbons stated his appreciation for the service we do. Ms. Jackson-Moore thanks Dr. Andric and her team for their work in Belle Glade's mobile vaccine site.</p>	<p>No action necessary.</p>
<p>11. Closed Meeting</p>		<p>No action necessary.</p>
<p>12. Establishment of Upcoming Meetings</p>	<p><u>October 27, 2021 (HCD Board Room)</u> 12:45 p.m. Board of Directors <u>November 30, 2021 (HCD Board Room)</u> 12:45 p.m. Board of Directors <u>December 14, 2021 (HCD Board Room)</u> 12:45 p.m. Board of Directors</p>	<p>No action necessary.</p>
<p>13. Motion to Adjourn</p>	<p>There being no further business, the meeting was adjourned at 1:52 p.m.</p>	<p>VOTE TAKEN: Mr. Mullen made a motion to adjourn. Ms. Tammy Jackson-Moore duly seconded the motion. A vote was called, and the motion passed unanimously.</p>

Minutes Submitted by: Julia A. Bullard 10/27/21
Signature Date