

# Carolina Health Centers



Meeting Minutes by:

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## Board of Directors Meeting

Date: 4-24-17

Attending Chair: John Britt

<b>Board of Directors:</b>			<b>Staff</b>		
Name:	Present	Absent	Name:	Present	Absent
Nathan Andrews	X		Louie Brown	X	
Abby Banks	X		Rachel Davis		X
John Britt, Chairperson	X		Miriam Ferguson	X	
Greg Bullard	X		Paul Grogan	X	
Gail Ferguson	X		Brooke Holloway	X	
Geneva Harris	X		LuAnn Holmes	X	
Kim Kapetanacos	X		Dom Mellette	X	
Mario Luna	X		Locke Simons	X	
Deb Natvig	X		Sue Veer	X	
Malcolm O'Neal		X	<b><u>Guests:</u></b>		
Walter Ridgely	X		Amy Satterwhite	X	
Mary Stackhouse		X	Nikki Richard	X	

<b><u>Agenda Item</u></b>		<b><u>Discussion</u></b>	<b><u>Decision/Action</u></b>
Call to Order	John Britt	Called to order at 6:05 PM.	
Invocation	Greg Bullard		
Roll Call/Quorum	LuAnn Holmes	Quorum was confirmed.	
Board Resolution and Special Presentation	Sue Veer	<p>Sue Veer called attention to a resolution in the board folders. She asked for board approval of this resolution.</p> <p>Louie Brown was asked to come to the front of the room for presentation of the board resolution which was in recognition and appreciation of his distinguished service to Carolina Health Centers. Mr. Brown was given a framed copy of the resolution, and other tokens of appreciation.</p> <p>A Copy of the resolution is retained with the original minutes.</p>	Resolution was approved on a motion by Ferguson/Ridgely.
Board Training Brief:	FTCA Deeming – What is that?	Sue Veer provided and reviewed a document excerpted from giving the background, benefits	

		and eligibility related to the Federal Tort Claims Act and how in certain circumstances it applies to health center employees. A copy of this document is retained with the original board minutes.	
Approval of Board Minutes			The March 27, 2017 minutes were approved on a motion by Luna/Natvig.
Management Team Reports	Monthly Organizational Performance Report – Paul Grogan	<p>Paul Grogan presented the organizational performance report, noting that March was a good month.</p> <ul style="list-style-type: none"> <li>The total number of encounters was up 9443 from 8907 for the previous March. FY17= 86,268 up from FY 16 = 81,733.</li> <li>Family Medicine and Pediatric Encounters were both up.</li> <li>Visits by Payor all were up except for Commercial.</li> <li>Collections were up over prior year.</li> <li>Average Days in A/R is satisfactory remaining below 50 days.</li> <li>CCP NW filled less prescriptions than prior year – volume is pretty much maxed out</li> <li>CCP V filled 132,108 FY 17 over prior year 120,403 for FY 16</li> <li>Accounts receivable went up due to growth in revenue.</li> <li>Net Income for March = \$552,158</li> <li>Net Income June – March = \$1,436,113</li> <li>Total liabilities &amp; Equity = \$12,890,020</li> </ul> <p>A copy of the presentation and the supporting documents will be retained with the official copy of the minutes and are available to board members on the board portal.</p>	
	Monthly Summary of Quality Measures- Locke Simons, MD	<p>Dr. Locke Simons provided his regular monthly report.</p> <ul style="list-style-type: none"> <li>Recruitment and Staffing</li> <li>Production Highlights</li> <li>Quality/ Population Health Compliance</li> </ul> <p>Dr. Simons attested to the verification of credentials and requested full privileges for Danielle Towns, MD, locum tenens doctor for LC4.</p> <p>Dr. Simons also noted that the QI Plan had been internally reviewed and there were no changes from last year. This will be posted on the board portal.</p>	Motion to grant full privileges by Ridgely/Andrews approved by unanimous vote.

	Quarterly Operations Report – Miriam Ferguson	<p>Miriam Ferguson gave her quarterly report.</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Saluda and Ridge Spring renovation is almost complete.</li> <li>• TCC – Adolescent waiting room and additional space for clinical support is underway.</li> </ul> <p>IT:</p> <ul style="list-style-type: none"> <li>• Penetration testing of firewall is complete.</li> <li>• Assisting with the evaluation of a new pharmacy computer system.</li> </ul> <p>Operations:</p> <ul style="list-style-type: none"> <li>• Introduction of Nikki Richard, MSN, RN, Director of Clinical Support Services. Nikki gave a brief account of her first 45 days and her goals.</li> </ul> <p>Copy of quarterly report will be kept with the original minutes.</p>	
	Quarterly Pharmacy Services Report – Dr. Dominic Mellette	<p>Dom Mellette noted:</p> <ul style="list-style-type: none"> <li>• pharmacy deliveries were up</li> <li>• 1.1 million in revenue</li> <li>• 30,000 scripts were filled</li> <li>• Jack Cooper, a pharmacy student that worked at the pharmacy while he was in school will now become a part of the pharmacy team.</li> </ul>	
	Monthly President's Report – Sue Veer	<p>Sue recognized Amy Satterwhite, Pharmacy Operations Manager. Amy was invited to the meeting for Mr. Louie Brown's resolution presentation. Amy came to work at the Pharmacy around the same time Mr. Brown did and is an integral member of the Pharmacy Leadership Team serving as Pharmacy Operations Manager under Director of Pharmacy Dr. Dominic Mellette. Dr. Sarah Minick is the 3<sup>rd</sup> member of the leadership team serving as Clinical Coordinator and responsible for developing programs that integrate clinical pharmacy into the medical practice sites.</p> <p>Sue Veer called attention to her President's Report:</p> <p><u>Advocacy and Health Policy:</u></p> <p>Federal:</p> <ul style="list-style-type: none"> <li>• Activity continues around securing support for health center funding and protection of Medicaid PPS reimbursement methodology.</li> <li>• Along with CHC's Governmental relations</li> </ul>	

		<p>consultant met with Congressman Jeff Duncan at the April meeting of the SC Business Council in Washington, DC. Congressman Duncan affirms his confidence in CHC but is opposed to signing on to letters of support that may not fully align with his overall political ideology.</p> <p>State:</p> <ul style="list-style-type: none"> <li>• The budget passed both the House and the Senate with a \$5 million appropriation for FQHCs and there is no expectation of a veto of this provision.</li> <li>• The Medicaid Director of Pharmacy has scheduled a meeting with the 340B Workgroup convened by the SCPHCA to discuss the state's plan for 340B reimbursement changes. Meeting is scheduled for Thursday, May 11, 2017.</li> <li>• CHC hosted a luncheon for the SCPHCA to present Senator Floyd Nicholson with the 2017 Community Health Champion Award. Senator Nicholson remains a strong supporter of Carolina Health Centers.</li> </ul> <p><b><u>CHC Staff and Leadership Development:</u></b></p> <ul style="list-style-type: none"> <li>• Held bi-annual corporate-wide staff meeting on Tuesday, April 11, 2017. Agenda is attached.</li> <li>• In collaboration with the Director of Pharmacy, a mid-April leadership team departmental planning meeting to be followed by a full Department meeting in early May. Still working to confirm dates.</li> <li>• Initiated leadership/team development process with senior management team. The first meeting is Tuesday, April 25<sup>th</sup>. All of the senior managers have completed the individual assessment tool.</li> </ul> <p><b><u>Miscellaneous CEO Activities:</u></b></p> <ul style="list-style-type: none"> <li>• Finalized the contract with Dr. Clairssa Reynoso, a pediatrician from the Dominican Republic who will join the team at The Children's Center as soon as navigation of the immigration process to secure her H1B work visa is completed. In order to apply for the H1B work visa there will have to be a waiver of the J1 requirement that she return to her country for 2 years before applying to work in the US. There are 2 ways to secure the J1 waiver: A federal waiver</li> </ul>	
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		<p>application directly to HHS or through securing what is called a Conrad 30 slot. The Conrad slots are designated to states and usually are a faster route to getting the waiver. One of SC's Conrad Waiver slots has been secured. The fully executed contract is one of the necessary documents for the Conrad application and everything else is pretty much in process. There may still be a delay once the J1Waiver is received because the processing of H1B work visas has been suspended and CHC will have to demonstrate a need for expedited processing.</p> <ul style="list-style-type: none"> <li>Previously reported change in family medicine staffing at GHS practices in Laurens is creating a challenging hospital call schedule for the pediatricians at HomeTown Pediatrics and CHC is working with GHS to find a solution. Dr. Simons and Sue have met with the pediatricians at HTP who feel that we may be on the cusp of readiness to expand the practice to include a 3<sup>rd</sup> pediatrician; however, the current leased space will not support expansion. Paul Grogan and Sue began exploring available office space and were able to execute a contract on a medical office building in Clinton.</li> </ul>	The Board approved the purchase of the medical facility in Clinton on a motion by Andrews/Ferguson.
	Items for distribution only:	The Monthly Early Childhood Services Dashboard wasn't available for distribution at tonight's meeting.	
Committee Reports	Executive Committee-	No report	
	Finance Committee	No report	
	Board Development Committee	No report	
	Strategic Planning Committee – Chair: Deborah Natvig	Acting on behalf of Deb Natvig, Sue Veer presented a proposed Strategic Planning Framework. Copy to be kept with the original minutes.	The Strategic Planning Committee made the recommendation to accept the Strategic Planning Framework report and the Board unanimously approved.
Standing Agenda Items:	Grassroots Advocacy Report	Rachel Davis was ill and unable to be at the meeting tonight.	

		<p>Mr. John Britt gave a report of the NACHC P &amp; I in Washington, DC. He and Malcolm O'Neal attended the Board Member Boot Camp and met with the congressional delegation on the hill.</p> <p>The Boot Camp for board members is held twice a year, in the Spring and Fall and is very informative. Gail Ferguson is interested in attending the next boot camp if possible.</p>	
Old Business:			
New Business:	Proposed purchase of medical office building in Clinton, SC.	Included in the President/CEO Report.	
	Annual Review and Approval of Quality Improvement Plan	Presented earlier during the CMO's report.	
	Annual Review and Approval of Corporate Compliance and Risk Management Plan	Deferred to May 2017.	
	Board Resolution	<p>A resolution approving the CEO's Service on NACHC Board of Director's for the unexpired term of a member who resigned was signed by Board Chair John Britt.</p> <p>Ms. Veer has asked for clarification to make sure there is no conflict of interest in serving in this capacity.</p> <p>A copy of the resolution will be kept with the original board minutes.</p>	<p>Approved on a motion by Bullard/Luna.</p> <p>Deb Natvig had to leave the meeting and gave her proxy of a no vote to John Britt for this motion.</p>
Next Meeting		Mr. Britt will possibly be on vacation and asked Vice Chair Greg Bullard to take his place if he is unavailable.	May 22, 2017
Adjournment			Adjourned on a motion by Ridgely/Harris.
Electronic Signature	Board Chairman John Britt		Electronically signed: 5/ /17