*Meeting Minutes by:*
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# Carolina Health Centers

# Board of Directors Meeting

Date: Monday, October 16, 2017

Attending Chair: John H. Britt

| **Board of Directors:** | | | **Staff** | | |
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| Name: | Present | Absent | Name: | Present | Absent |
| Andrews, Nathan | X | | | | |
| Banks, Abby | X | | Rachel Davis | X | |
| Britt, John | X | | Miriam Ferguson | | X |
| Bullard, Greg | X | | Paul Grogan | X | |
| Ferguson, Gail | X | | Brooke Holloway | | X |
| Harris, Geneva | X | | LuAnn Holmes | X | |
| Kapetanakos, Kim | X | | Dom Mellette | X | |
| Luna, Mario | X | | Locke Simons | X | |
| Natvig, Deb | X | | Sue Veer | X | |
| O'Neal, Malcolm | X | | **Guests:** | | |
| Ridgely, Walter | X | | | | |
| Stackhouse, Mary | | X | | | |

| Agenda Item | | Discussion | Decision/Action |
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| Call to Order | Greg Bullard | Called to order at 6:20 pm. | |
| Roll Call/Quorum | LuAnn Holmes | Quorum was confirmed. | |
| Approval of Board Minutes | | | The September 25, 2017 board meeting minutes were approved on a motion by Banks/ Ridgely. |
| Management Team Reports | Monthly Organizational Performance Report – Paul Grogan | Paul Grogan presented the organizational performance report.<br><br>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. | |
| | Monthly Summary Of Clinical Quality Measures - Medical Officer's | Dr. Locke Simons provided his regular monthly report.<br>• Recruitment and Staffing<br>▪ Current Vacancies | |

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| | Report – Dr. Locke Simons | ➢ FP physician needed for LC4<br>➢ Peds physician for HTB<br>▪ Recruiting/Plans<br>➢ New PA in Laurens interested<br>➢ Current LT physician possible long term solution?<br>➢ Peds and FP recruiting continues at full pace<br>• <u>Production Highlights</u><br>▪ Overall for month<br>➢ Last month's FP patients per day: 15.8<br>➢ Last month's Peds patients per day: 16.2<br>▪ "Real" Range - 8.4-21.0 Patients per day<br>• <u>Quality Population Health</u><br>▪ Patient-Centered Medical Home (PCMH)<br>➢ Organization-wide at level 2<br>➢ TCC now PCMH level 3<br>➢ Working on new PCMH standards for global level 3<br>▪ Meaningful Use<br>➢ Successfully submitted Stage 2 for 2016<br>➢ End to AIU $ for newly hired physicians and NPs<br>▪ Population Health<br>➢ Most efforts going into data gathering, compiling and gap resolution<br>➢ Support position in McCormick (grant supported)<br>➢ Working with insurance groups to get better usable data<br>➢ CIMS dashboard<br>• <u>Quality Measures</u><br>▪ Control of diabetes (A1C levels)- Small worsening of numbers<br>▪ Control of hypertension (blood pressure) – slight decrease | |

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| | | ▪ Cervical cancer screening (pap tests) – very close to goal<br>▪ Breast cancer screening (mammograms) – Small decrease<br>▪ Colon cancer screening (colonoscopies) – no change<br>▪ Vaccination rates (children) – increased, back up again<br>• <u>Compliance</u><br>▪ Peer Review – results all in, hopefully presented in coming months<br>▪ Patient Satisfaction Survey – Presented for CY17<br>▪ Dismissals for the month- 1, rude and disruptive<br>▪ Delinquent notes – Only 1 at 431 (LT) – no longer seeing patients and final invoice(s) not payable until notes are complete<br>• <u>Action Items</u> - None<br>Copies of Dr. Simons report will be retained with the original minutes and on the board portal. | |
| | Monthly President/CEO Report – Sue Veer | Sue Veer distributed copies of her President's Report calling attention to:<br>• <u>Advocacy and Health Policy</u><br>▪ Federal:<br>Much of the month has been spent on the 340B front as the House Energy and Commerce "oversight" of the 340B Drug Pricing Program continues, with the second hearing – this one involving testimony from five 340B covered entities, including CHC – regarding implementation of the program and use of the savings attained. A copy of the written statement and supporting documents along with a link to the video of the hearing will be posted on the board portal.<br>• <u>CHC Staff and Leadership Development:</u><br>▪ Fall corporate wide staff meeting was held on October 10th at which Kelly Jolley conducted annual corporate- | |

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| | | wide HIPAA training.<br>• <u>Strategic and Operational Activities</u><br>▪ Department of Pharmacy: A team comprised of the CMO, Director of Pharmacy, Director of Family Medicine, CFO, and CEO traveled to a 2-day site visit with Penobscot Community Health Care PCHC) in Bangor, Maine to learn of the work that organization has done in the area of integration of the clinical pharmacy into the primary care sites.<br>• <u>2018-21 Strategic Planning and Service Area Competition Grant Application:</u><br>▪ The SAC grant application is underway.<br>Copies of the President's report are kept with the original minutes and on the board portal. | |
| | Annual Department of Pharmacy 2016-17 Report- Dom Mellette | Dominic Mellette began his report with<br>• The Strategic Imperative for 340B<br>• Carolina Community Pharmacy: Developmental Timeline<br>• 2016-17 Pharmacy Dashboard<br>• Year End Data<br>▪ Total Dispensed with Distribution route<br>▪ 340B versus retail – 57% Retail and 43% 340B<br>▪ Total net revenue, Gross Sales-Pharmaceuticals, Margin-Pharmaceuticals and Gross Sales - Merchandise<br>• Profit and Loss statement for both pharmacies<br>• Key Pharmacy Metrics<br>▪ Capture Rate = 38%<br>▪ Savings/Revenue = $561,620<br>▪ 340B Prescriptions not reimbursed by 3rd party payors = 68%<br>• 340B Prescriptions delivered to Rural Communities<br>• % of Prescriptions not 3rd Party Covered<br>• Use of 340B Savings –Total Savings<br>• Rx Sent to CCP – Only Rx called in or | |

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| | | Escribed by Sites, September 2017<br>• Where the Rxs are Being sent – September 2017<br>• The Path Ahead for the Department of Pharmacy<br>Copies of the Pharmacy report is included he original minutes and on the board portal. | |
| | Quarterly Operations Report | Deferred due to absence of Miriam Ferguson. | |
| | Annual Report – Early Childhood Services | Deferred due to absence of Senior Manager, Brooke Holloway. | |
| | Items for Distribution Only | • Monthly Pharmacy Dashboard<br>• Monthly Early Childhood Services Dashboard | Will be posted on the board portal. |
| Committee Reports | Executive Committee- Chair: John H. Britt | No meeting/No Report | |
| | Board Development Committee Report- Malcolm O'Neal Chair | Board Candidates and Slate of Officers presented at the Annual Meeting.<br>These were presented and voted on during the Annual meeting before the regular board meeting. | |
| | Finance Committee – Chair: Nathan Andrews | Nate Andrews stated that it is again the time to vote on the Staff bonus for 2017. The Finance Committee is recommending the same guidelines as 2016.<br>• $400 for non-provider staff<br>• Pro-rated according to the time period worked. | Unanimous |
| | Strategic Planning Committee – Deborah Natvig Chair | A document was distributed that included the 2018-21 Strategic Plan Framework.<br>• The Vision, Mission and Values<br>• The 10 Strategic Plan Pillars<br>• The Goals and Objectives for 2018-21 (Fiscal Years) | This document will be sent out to Board Members electronically and they will be able to comment on any changes or additions |
| Standing Agenda Items | Monthly Grassroots Advocacy Report – Rachel Davis | Included in the President's Report. | |
| Old Business | SCPHCA Annual Conference and Board Training | • Greg Bullard is attending<br>• Malcolm O'Neal volunteered to go if needed. | |
| Adjourn for Executive Session | | | A motion was made to close the meeting by Ridgely/Ferguson. |
| Executive Session | | Regarding personnel issue. | Motion was made to go into Executive Session |

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| | | | by Andrews/Ridgely. Motion to come out of Executive Session by Bullard/Natvig was unanimously approved. No action was taken in Executive Session which required ratification. |
| Next Meeting | | | November 27, 2017 |
| Adjournment | | | Adjourned on a motion by unanimous consent. |
| Board Chairman Greg Bullard | Electronic Signature | | Electronically signed: November |