

**Falls Community Health Governing Board Minutes**  
**Thursday, December 20, 2018 at 12:00 pm**

**Present:** Susy Blake, Gwendolyn Martin-Fletcher, Jim Kellar, Bruce Vogt, Tracy Johnson, Bernie Schmidt, Cindy Binkerd, Bernie Schmidt

**Absent:** Linda Karnof, Jonathon Ott, Dr. Katie Skinner, Nicholas Thompson

**Staff Present:** Jill Franken, Alicia Collura, Amy Richardson, Dr. Jennifer Tinguely, Erin Hartig, Kelly Piacentino, Lisa Stensland

Call to Order: The meeting was called to order by Bruce Vogt at 12:00 pm.

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated November 15, 2018 and the QA/QI minutes from November 28, 2018, supported by Bernie, seconded by Susy, motion carries.

**OLD BUSINESS:**

Focus Group- Tracy and Jim met with the patients in the waiting room at three different times and will come back again after the first of the year. So far they have met with 15 patients.

**NEW BUSINESS:**

**FINANCIAL REPORT:**

The Falls Community Health reports attached are through the month ending November 30, 2018. We are 92% through the fiscal year. The last financials presented were through the month of October 2018.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for November came in at \$337,153 which is 69% of the YTD actuals to annual budget.
- Total Grant Revenue of \$235,127 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention, Family Planning and Refugee grants.
- Total Other Revenue of \$43,256 includes the quarterly South Dakota Managed Care payment.

Total Operating Revenues YTD November is \$6,827,361 which is 78% YTD actuals to annual budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$715,882 for the month of November.

- Personnel expenses are at 80% of the budget. 2018 is \$805K favorable to YTD budget.
- Professional Services are at 89% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 106% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 110% of the YTD budget.
- Supplies and Materials are at 79% of YTD budget. Category includes general medical and dental supplies, immunization & pharmaceuticals as well as the monthly maintenance of the electronic medical and dental software systems. 2018 is \$99K favorable to YTD budget.
- Training is at 112% of the YTD budget. The majority of expense are continuing education expenses and out of state travel. Majority of non-continuing education is paid through quality and expansion grants.
- Utilities are at 83% YTD budget. The majority of this expense occurs quarterly, payment was made in October, and next payment is expected in December 2018.

**Non-operating Revenue (Expense):**

- Other Revenue is at 163% of the budget and includes USD dental lease payments and recovery of prior year revenue.

**Net Income (Loss):**

November actuals are showing net loss of (\$68,856) and November YTD net loss of (\$969,576).

A motion was made to accept the financial report as presented, supported by Jim and seconded by Susy, motion carries.

**QUALITY:**

The Clout team has been working on a FMEA (Failure Modes and Effects Analysis) to help track the workflow for follow up and referrals. This model helps track the work flow and monitor failures and how they are mitigated. The team then develops a processes to fix the issues and then allows staff to provide solutions for each work flow.

**ACCESS:**

The 340 B policy allows us to purchase medications at a discounted price. As an example, insulin that would cost someone with insurance \$200-300 will cost a patient on 340B \$10.14. This is a highly scrutinized program and we have been working on the policy for 6 months to a year with a consultant for auditing and policy improvements. The policy will define eligibility, prevent duplicates, train staff, audit inventory and oversee our contract pharmacy.

**CREDENTIALLING:**

A motion was made to accept the re-credentialing and grant re-privileging for Megan Nagel, supported by Jim, and seconded by Tracy, motion carries.

A motion was made to accept the credentialing and grant privileging for Dr. Dan Kohler, DDS, supported by Gwen, and seconded by Bernie, motion carries.

A motion was made to accept the re-credentialing and grant re-privileging for Dr. Stephanie Schmitz, DDS, supported by Susy, and seconded by Jim, motion carries.

A motion was made to accept the re-credentialing and grant re-privileging for Dr. Elizabeth Naber, DDS, supported by Bernie, and seconded by Tracy, motion carries.

**FAMILY PLANNING UPDATE:**

These services are provided to all people capable of reproduction who need and desire family planning. It includes education, counseling, direct contraceptive services. Preventative services including breast and cervical cancer screening and sexually transmitted disease screening. As well as infertility counseling services, pregnancy testing; referrals to appropriate care for women confirmed to be pregnant. Patients directly benefit from receiving these services at a discounted rate.

In 2018 the program expanded to increase patient eligibility. In 2018 we served greater than 200 patients (previously around 50per year). This was addressed at the site review findings from State – all findings remediated included financial reports, documentation enhancements, staff education and a marketing plan. The next steps include expansion to patients of all child bearing age.

A motion was made to approve the Family Planning policy, supported by Tracy, and seconded by Bernie, motion carries.

**STRATEGIC PLAN UPDATE:** Deferred

**BOARD SELF ASSESSMENT:**

The self-assessment was handed out and if the board will fill it out and bring it back next month we will tally and get everyone a copy of the results.

**EXECUTIVE DIRECTOR'S REPORT:**

See report below:

**PUBLIC INPUT:**

None at this time

A motion was made to move to Executive session to discuss personnel issue pursuant to SDCL 1-25-2(3), supported by Jim, seconded by Tracy, motion carries.

A motion to end executive session, supported by Jim, seconded by Susy, motion carries.

A motion to adjourn, supported by Cindy, seconded by Bernie, motion carries.

12:45 pm



H. Bruce Vogt- Board Chair January 17, 2019

## December 2018 FCH Executive Director Board Update

**SAC Grant-** Great news! We received our notice of grant award for three years funding for total of about \$2.8M annually. There were no conditions noted, and they accepted our patient target of 13,412.

**Dentist Vacancy-** Dr. Lacayo is in the process of completing all of her employment screenings and paperwork for credentialing and licensure, and is scheduled to begin employment with us on 2/4/2019. She came to a dental potluck on Monday and attended the dental staff meeting.

Dr. Dan Kohler and Steph Schmitz are now being scheduled to help us out part-time and fill-in, which has been a tremendous in assuring dental patient access.

**APP Vacancies-** We are very close to being able to announce a hire to replace Leah Mergen, APP. We continue to search for a candidate to replace Jac's upcoming retirement at the end of the month. Jac's retirement celebration is today from 12:30-2pm. Please stop upstairs to the 2<sup>nd</sup> Floor Classroom to wish her all the best!

**Board Recruitment-** While we have been challenged with recruitment for this board, I have been advised that we are actually very successful in maintaining an active, engaged board with a full slate of members. Other boards and commissions struggle with board recruitment to an even greater degree than you as a board. After listening to Pete talk about his experience serving on this board, it brought to my mind the idea of seeing if we could host a CityLink City Scene show to include a panel of various city board members who could talk about what it means to serve on a board and what the experience is like. More to come on this!

As we close out 2018, on behalf of the Health Department team I thank you for your tremendous service to our City!

