

Carolina Health Centers



Meeting Minutes by:

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Board of Directors Meeting

Date: April 26, 2021

Attending Chair: Abby Banks

Board of Directors:			Staff		
Name:	Present	Absent	Name:	Present	Absent
Banks, Abby – Chairperson	X		Veer, Sue	X	
Andrews, Nathan – Vice Chair		A	Simons, Locke	X	
Britt, John	X		Ferguson, Miriam		A
Bullard, Greg,	X		Grogan, Paul	X	
Ferguson, Gail	X		Holloway, Brooke	X	
Wright, Edward Earl	X		Davis, Rachel	X	
Kapetanakos, Kim		A	Mellette, Dominic	X	
Luna, Mario	X		Waters, Alyson	X	
Natvig, Deb	X				
O’Neal, Malcolm	X		Guests:		
Hutchinson, Donna	X				
Stackhouse, Mary (ex-officio)		A			

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Abby Banks	Ms. Banks called the meeting to order at 5:03 PM	
Invocation		Mr. John Britt led with a brief invocation.	
Attendance	Alyson Waters	Quorum was confirmed.	
Special Presentation: Patient Experience Survey	Rachel Davis	Rachel presented a summary of the online tool that has been developed to allow patients the opportunity to provide “real-time” information on their patient experience. She explained how patients are informed of the online survey tool, using the last month’s report demonstrated how the data is organized, and explained how CHC uses the data for staff recognition as well as performance improvement. This online patient experience survey is available to all patients and is in	

		addition to the retrospective survey that is sent to a sample of patients. .	
Approval of Board Minutes		Approval of the March 2021 Minutes.	Unanimously approved on a motion by Donna Hutchinson and second by Deb Natvig.
Leadership Team Reports:			
President's Report (Monthly)	Sue Veer	<p>Sue Veer provided her monthly report covering the following standing categories:</p> <ul style="list-style-type: none"> • Legislative, Health Policy and Advocacy • Leadership and Staff Development • Strategic and Operational Updates • Partnership and Affiliations • Consulting Activities <p>Of note:</p> <ul style="list-style-type: none"> • State appropriation remains solid at \$8 million in health center funding. • We are following the progress of 6 bills in the SC General Assembly, one of which would expand scope of practice for Advance Practice Providers (APP) to include home health. • The DHEC Upstate region CARES (Community Assessment Review and Equity) Panels for Covid 19 vaccine is meeting weekly and is beginning to generate a lot of recommendations for addressing vaccine concerns and reaching communities with low rates of vaccination. • Leadership team held a planning session around allocation of ARPA funds a summary of which is included in the report. • CHC applied for a \$10,000 Workforce Development Grant focusing on reducing racial and ethnic health disparities. 	
		Ms. Veer noted that Mr. Earl Wright has been attending regularly and suggested action be taken to move	Unanimously approved on a motion by Greg Bullard and

		<p>him out of medical leave status.</p> <p>A copy of the full report will be retained with the official copy of the minutes.</p>	<p>second by Gail Ferguson.</p>
Organizational Performance report (Monthly)	Paul Grogan	<p>Mr. Grogan provided the Monthly Organizational Performance Report covering utilization and financial performance for the month of March.</p> <p>A copy of the report and attachments will be retained with the official copy of the minutes.</p>	
CMO Repot (Monthly)	Dr. Locke Simons	<p>Dr. Simons presented a newly revised and streamlined version of his report including:</p> <ul style="list-style-type: none"> • Monthly Update on Covid 19 Response and Vaccine Plan • Monthly review of Quality Measures <p>In response to questions raised, Dr. Simons noted that the review and approval of the QI plan has been moved to the May meeting on the Board Annual Operating Plan. Similarly the review and approval of the Risk Management and Compliance Plans has been moved to July.</p>	
		<p>Annual Reappointment and Privileging Renewal FY2022: Dr. Simons attested to that all of the licensed clinical (medical, pharmacy, and behavioral health) providers on the included list have met all credentialing requirements and requested Board approval for the renewal of privileges for each consistent with their scope of practice. Dr. Simons noted that this list include one new provider: Sarah Rudder, FNP, who will be at Calhoun Falls Family Practice.</p> <p>Dr. Simons' full report will be retained with the official copy of the minutes.</p>	<p>Unanimously approved by the full board on a motion by John Britt and second by Mario Luna.</p>
Operations Division (Quarterly)	Miriam Ferguson	<p>Sue Veer presented the quarterly Operations Division report on Miriam Ferguson's behalf. Ms. Veer reported on Facilities, covering TCC plans for renovation and the continued plans for Lakelands Family Practice to be</p>	

		<p>expanded to include Pediatrics.</p> <p>Sue also reviewed the continued efforts to vaccinate in the Greenwood area, noting that numbers of people signing up are slowing down. CHC is working on options to mobilize in order to reach pockets of people with NO access to the vaccine.</p> <p>Of note, on April 10th CHC vaccinated close to 1,000 migrant farmworkers.</p> <p>A copy of the Operations Division Report will be retained with the official copy of the minutes.</p>	
<p>Department of Pharmacy (Quarterly)</p>	<p>Dr. Dominic Mellette</p>	<p>Dom provided the Department of Pharmacy Quarterly Report with the following notable highlights:</p> <ul style="list-style-type: none"> • Drive-Thru Lane at CCP Village is PAVED! • NEW Pharmacy Dispensing Robot is installed at CCP-NW. • LIVE w/ Par80 – a platform that will qualify referral prescriptions sent to contract pharmacies based on data feeds we send to Par80. This requires no direct access to our EHR and will increased the compliant capture of referral prescriptions. • 340 B EPIPEN/INSULIN regulation has been delayed until July and hopefully will be vacated. • The attack on contract pharmacy continues and there is movement on the HRSA Administrative Dispute Resolution process, but it remains a long process. • Hudson Headwaters external audit was conducted on March 24th with no major findings and minor recommendations for improvement. 	
<p>Distribution Only:</p>	<ul style="list-style-type: none"> • Quality and Population Health Measures • Monthly RX Dashboard • Beckman Center for Mental Health • CHC Behavioral Health 		

	Coordinator's Report		
Committee Reports:			
Executive Committee	Abby Banks	<p>The Executive Committee held an in-person meeting on Thursday, April 14th with all members of the committee present. The following topics were covered:</p> <ul style="list-style-type: none"> • CEO contract renewal and plan to coordinate with HR/Compliance to secure objective legal counsel with appropriate scope of practice. • Reviewed CEO Emergency Leadership Transition Plan and made recommendations for minor changes. Plan to review annually or if any changes in leadership team. • Sue reviewed progress report on her performance goals. • Discussed ongoing board development efforts. Notably discussed whether former employees should be excluded and the EC suggested that it be subject to no concern being raised by senior leadership. • EC is suggesting the Board consider a hybrid meeting in June in a venue that would allow those who prefer to attend virtually. Sue and Aly will be looking for a venue that will accommodate the video set up for a hybrid meeting. • Sue reviewed Leadership's recommendations regarding strategic allocation of American Rescue Plan Act (APRA) funding to be covered by Strategic and Program Planning report. 	Aly searching for meeting space for June meeting to be face to face.
Development Committee	John Britt	No Report though the Development Committee plans to meet in the upcoming month.	

Finance Committee	Donna Hutchinson	Action Item: A revised Investment Policy recommending the threshold of 90 days of operating cash before long term investments may be considered was distributed for review last month. The Finance Committee recommends approval.	Approval of this policy comes as a recommendation by the Finance Committee and unanimously approved by the full board.
Strategic Planning Committee	Deb Natvig	<p>The Committee met prior to the meeting of the full board. Following a review of progress on the strategic initiatives, the second item of business was the plan for allocation of the American Rescue Plan Act (ARPA) funding. Following is the recommended allocation strategy:</p> <p>Guiding Principles: Funds will be used to support purchases, projects, and initiatives that are:</p> <ol style="list-style-type: none"> I. Based on identified need; II. Included in strategic and program plans; and III. Sustainable beyond ARPA project period. <p>Proposed financial management of funds includes:</p> <ol style="list-style-type: none"> I. Allocation to one time necessary expenditures, including but not limited to: <ul style="list-style-type: none"> - Roll out of AccuShelf to all practices (drives accuracy and efficiency in medication administration); - Update vehicle fleet; - Complete system-wide implementation of digital x-ray; - Generators for vulnerable locations; and - Allocation of \$500K allowable capital to LFP modification for 	Approval of the recommended framework for allocation of ARPA funds comes as a recommendation from the Strategic and Program Planning Committee, seconded by John Britt and unanimously approved by a vote of the full Board.

		<p>pediatrics.</p> <p>II. Allocate remaining funds to supporting salaries not covered by HRSA grant or other funds, allowing for retained program income to be allocated to strategic priorities identified in the Board approved Strategic Plan.</p> <p>Committee discussed a proposed schedule for 2022-25 Strategic Planning process to include:</p> <ul style="list-style-type: none"> • 60-90 minute planning session (apart from regular Board meeting) in July to review external needs assessment data; • 60-90 minutes planning session (apart from regular Board meeting) in August to conduct internal performance analysis; and • Board “retreat” in early September to draft strategic priorities and objectives. Suggested board and leadership development component to be included. 	
<u>Discussion Action Items:</u> Standing Agenda items			
Grassroots Advocacy Report	Summary included in President’s Report		
Review of Corporate Policies	Compensation Policy – Brooke Holloway	The revised Compensation Policy was distributed for review prior to the meeting with a request for Board approval.	The policy was unanimously approved on a motion by John Britt seconded by Greg Bullard.
Old Business		None raised.	
New Business		None raised	
Next Meeting	May 24, 2021 via Zoom	The next regular meeting of the Board of Directors for Carolina Health Centers will be held via Zoom.	

Adjournment			The board unanimously voted to adjourn on a motion by John Britt and second by Mario Luna.
Board Chairman Abby Banks	Electronic Signature		