

Carolina Health Centers



Meeting Minutes by:

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Board of Directors Meeting

Date: July 22, 2019

Attending Chair: Greg Bullard

| <u>Board of Directors:</u> | | | <u>Staff</u> | | |
|----------------------------|---------|--------|-----------------------|---------|---------|
| Name: | Present | Absent | Name: | Present | Absent |
| Andrews, Nathan | X | | Sue Veer | X | |
| Banks, Abby | | A | Rachel Davis | | Excused |
| Britt, John | X | | Miriam Ferguson | | Excused |
| Bullard, Greg, Chairperson | X | | Paul Grogan | | Excused |
| Ferguson, Gail | X | | Brooke Holloway | | Excused |
| Stackhouse, Mary | | A | Alyson Waters | X | |
| Kapetanakos, Kim | X | | Dom Mellette | | Excused |
| Luna, Mario | X | | Locke Simons | | Excused |
| Natvig, Deb | | A | | | |
| O'Neal, Malcolm | X | | <u>Guests:</u> | | |
| Wright, Edward Earl | | A | | | |

| <u>Agenda Item</u> | | <u>Discussion</u> | <u>Decision/Action</u> |
|---------------------------|---------------|--|--|
| Call to Order | Greg Bullard | Mr. Bullard called the meeting to order at 6:10PM. | |
| Invocation | John Britt | Mr. Britt offered the invocation. | |
| Attendance | Alyson Waters | Quorum was confirmed. | |
| Approval of Board Minutes | | The July 2019 minutes were presented for approval. | July minutes were unanimously approved on a motion by John Britt/Nathan Andrews. |

Leadership Team Reports: *Leadership team members are excused from the July meeting.

Sue Veer presented a summary report for all divisions of the organizations, the highlights of which are outlined below.

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| President's Report | Sue Veer | National Community Health Center week is August 8-12. In addition to internal staff communication, games, and prizes, CHC has the following two events scheduled. *August 6 th Cookout for National Ag Day *August 8 th Community Ice Cream Bash @ CCP-NW | |
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| | | <p>Status of the HRSA¹ Integrated Behavioral Health Services grant: CHC has received a request to amend the budget and notice of awards is expected in early August.</p> <p>Federal funding for the Consolidated Health Center Program expires on Sept. 30th if Congress doesn't act. While there is universal bi-partisan support for at least level funding for the program, political realities may impede progress on the passage of a funding bill. Consequently, continued advocacy is necessary and NACHC² is planning a high level Congressional fly-in as the funding cliff approaches.</p> <p>The 340B Coalition 2019 Summer Conference was well attended and the programming well received. Amy Satterwhite, Pharmacy Operations Manager presented at two sessions and did an exceptional job demonstrating the growth and development opportunities for a pharmacy technician, as well as representing CHC and Carolina Community Pharmacy.</p> | |
| Finance/Organizational Performance | | <p>Sue Veer reviewed the financial reports provided by Paul Grogan, CFO, noting that we ended June with an operating loss of \$182,000, which is slightly higher than projected. YTD performance is tracking at about the same level as the prior year; however, Sue noted that the revenue enhancements included in the Financial Improvement Plan will not begin to yield results until the 2nd quarter of the fiscal year.</p> <p>*Auditors will present all findings to the Board at the August meeting.</p> | |
| Quality Measures and CMO action items | | <p>Quality measures were distributed. On behalf of Dr. Simons, Sue attested to the verification of credentials for Rachel Robinson, APRN and requested the Board approved the granting of full privileges consistent with scope of practice.</p> | <p>The request was unanimously approved on a motion by John Britt/Gail Ferguson.</p> |

¹ Health Resources and Services Administration of the United States Department of Health and Human Services

² National Association of Community Health Centers

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| Operations | | Sue noted that the EHR conversion is proceeding as planned with the expected slow-down in productivity as workflows are modified and users develop familiarity with the system. Sue also commended the work of the IT team and the group of “super-users” who have been trained to support the conversion. | |
| | For Distribution Only | <ul style="list-style-type: none"> • Monthly RX Dashboard • Quality Measures | |
| <u>Committee Reports:</u> | | | |
| | Executive Committee | No Report. | |
| | Development Committee – Malcolm O’Neal | <p>An interview with potential Board member candidate is scheduled for August 5th and the Committee generated a list of topics to focus on during that interview.</p> <p>The Committee recommended three changes to the Bylaws:</p> <ol style="list-style-type: none"> 1. Adjusting the membership of the Board to 9-15 members; 2. Allowing for the Board Chair to excuse absences beyond the allowable 3 per year when extenuating circumstances warrant; 3. Add Program Development to the charge of the Strategic Planning Committee; and 4. Eliminating the requirement for a standing Personnel Committee in light of the preference that those issues be elevated to the Executive Committee. It is acknowledged that an ad hoc committee could be convened around personnel issues as deemed necessary. | <p>The Committee recommendation was seconded by John Britt and approved unanimously by the Board.</p> <p>Staff will draft and distribute the proposed changes twice and at least 15 days in advance of the next meeting at which they will be presented for approval.</p> |
| | Finance Committee | No Report. | |
| | Strategic Planning Committee – Deborah Natvig | No Report. | |
| <u>Discussion Action Items:</u> | | | |
| Standing Agenda Items | <p>Grassroots Advocacy Report:</p> <p>Policy Review & Recommended Revisions:</p> | <p>Included in the compiled Leadership Team Report presented verbally by Sue Veer.</p> <p>No Policies for review.</p> | |

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| Old Business | Amicus follow up: | Sue noted that CHC ceased utilization of the Amicus laboratory as of Tuesday, July 23, 2019. The wind-down of the business is proceeding as planned and the employees are receiving severance based upon tenure. | |
| New Business | | John Britt announced he will miss the August meeting due to his last American Legion meeting. | |
| Next Meeting | | The next regular meeting of the Board of Directors for Carolina Health Centers will be held at The Inn on the Square on Monday, August 26, 2019. | |
| Executive Session | | The Board Chair requested an Executive Session to address the CEO performance appraisal and contract renewal. | <p>The Board went into ES following a motion by O'Neal/Britt.</p> <p>The Board came out of ES following a motion by _____</p> <p>The Board ratified decisions and actions taken in ES on a motion by _____</p> |
| Adjournment | | | The board unanimously voted to adjourn on a motion by _____ |
| Board Chairman Greg Bullard | Electronic Signature | | |