

Carolina Health Centers



Meeting Minutes by:

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Board of Directors Meeting

Date: Monday, January 22, 2018

Attending Chair: Greg Bullard

Board of Directors:			Staff		
Name:	Present	Absent	Name:	Present	Absent
Andrews, Nathan	X				
Banks, Abby	X		Rachel Davis	X	
Britt, John	X		Miriam Ferguson	X	
Bullard, Greg Chairperson	X		Paul Grogan	X	
Ferguson, Gail	X		Brooke Holloway	X	
Harris, Geneva	X		LuAnn Holmes	X	
Kapetanacos, 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				

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Greg Bullard	Called the meeting to order at 6:05 p.m.	
Invocation	Walter Ridgely		
Attendance	LuAnn Holmes	Quorum was confirmed.	
	Greg Bullard	<ul style="list-style-type: none"> Thank you note from John Britt for honoring him for his years of service as Chairman of the CHC Board at the December meeting. Greg Bullard commented on his attendance at the recent CIMS, noting that it increased his understanding of many of the care management strategies the organization is implementing. 	
Approval of Board Minutes			The December 19, 2017 Board meeting minutes were approved on a motion by Ridgely/O'Neal.
Management Team	Monthly	Paul Grogan presented the Organizational	

Reports	Organizational Performance Report – Paul Grogan	<p>Performance Report for December noting that CHC is continuing to have a strong year. Items noted:</p> <ul style="list-style-type: none"> • Encounters were up over last year. • Family Practice encounters for the year were slightly under last year. • Pediatric encounters were slightly above last year. • Average Visits Per Day and Shifts Worked decreased although the number is still higher than other community health centers. The average across the country is 13 visits per day. • December was another good month for collections. • Continued growth in the Pharmacies for prescriptions filled. • \$125,074 Gain in December • Even though December was a three pay-period month, which can result in a loss, this year there was not a negative impact to operating cash. <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</p>	
	Monthly Report of Quality Measures – Dr. Locke Simons	<p>Dr. Simons presented a summary of the organization’s performance in achieving the quality measures.</p> <p>Dr. Locke Simons attested to the verification of credentials and requested full privileges for Tommy Scott Whitehead, PA to work as LC4 resource pool.</p> <p>A copy of Dr. Simons’ presentation will be retained with the official copy of the minutes and are available to board members on the board portal.</p>	Motion to grant full privileges by Britt/Ridgely approved by unanimous vote.
	Quarterly Department of Pharmacy Report – Dr. Dom Mellette	Dr. Dom Mellette provided a quarterly pharmacy report beginning with a summary of the 340B Summit held this past Saturday 1/13/18. This was a mandatory training for all pharmacists and members of the leadership team. It was a very productive workshop and set the stage for policy and procedure improvements to enhance compliance. Auditors from BKD, an accounting firm that specializes in 3400B	

		<p>audits attended the training and were able to provide valuable input.</p> <p><u>340B Summit: The Basics and Beyond</u></p> <ul style="list-style-type: none"> • Program Framework – The history of 340B • Compliance Requirements • Auditing • Current legislative/regulatory issues relating to 340B <p>Chris Christian, newly hired Financial Analyst and 340B Program Compliance Manager summarized the information after the summit in order for staff to have information on what they need to focus on.</p> <p>Recruiting efforts are underway for vacant pharmacist positions.</p> <p>The Pharmacy Dashboard will be posted on the board portal for board members.</p>	
	Quarterly Operations Report – Miriam Ferguson	<p>Miriam Ferguson gave the Operations, Technology and Facilities quarterly report.</p> <p>Copies of the report are retained with the official board minutes and are available on the board portal.</p>	
	Monthly President’s Report – Sue Veer	<p>Sue Veer presented a slide with December/January priorities in lieu of a written President’s report.</p> <p>Copies are retained with the official board reports.</p>	
	Monthly Early Childhood Services Dashboard	<p>Board members requested more frequent Reporting from Early Childhood Services, possibly quarterly. An overview with audits of the different programs managed under this Department would be helpful. Sue announced that the Department was being incorporated into the Department of Pediatrics with the Director reporting to Dr. Chuck Whitley, Director of Pediatrics. This will ensure that Early Childhood Services is included at the table in departmental meetings.</p>	
Committee Reports	Executive Committee	No report.	
	Finance Committee – Walter Ridgely	<p>The Finance Committee brought 3 recommendations to the board.</p> <p>1) HRSA has issue with Pricing for</p>	The Finance Committee is recommending that Levels B, C, and D Copay

		<p>Sliding Fee Scale on Dental Visits. Level A is 100% below poverty level and has a \$30 Copay. Levels B, C, and D also have a \$30 Copay.</p> <p>2) Medicare – Underpricing of Services. Fees are currently at 185%. Finance Committee recommending 190% to cover our costs.</p> <p>3) Signature Authority – Paul will email this recommendation out to board members before the next meeting in order that they will have time to look over it before it is voted on.</p>	<p>amounts be raised to \$35. Unanimously approved.</p> <p>Recommendation to Raise the fee structure to 190%. Unanimously approved.</p>
	Development Committee – Malcolm O’Neal	The Board Development Committee will be meeting with a possible board candidate from Abbeville County, Mr. Edward Earl Wright. Mr. Wright is a patient at Calhoun Falls Family Practice and has been recommended as a candidate to the board by staff.	
	Strategic Planning Committee – Deborah Natvig	<p>A handout of The Management Team Recommendations to the Board of Directors for the 2018-21 Strategic Plan was presented. An addition to the plan under Goal # 5:</p> <ul style="list-style-type: none"> • A Strategic analysis will be done 1st to evaluate Contract pharmacy services. 	
Discussion Action Items			
Standing Agenda Items	Grassroots Advocacy Report	Included in the President’s Report.	
Old Business		None	
New Business	2018 Calendar and Operating Plan	This plan was emailed to Board Members. Sue will add to that plan that quarterly reports be given from Early Childhood Services.	
	Presentation re: Board of Directors for April 10 th Corporate Staff Meeting	Sue Veer and Board Chair Greg Bullard have visited some of the sites. The April corporate-wide staff meeting will include a presentation of the board members roles and responsibilities. Board members who would like to attend are welcome. The meeting is scheduled for Tuesday, April 10, 2018 at Northside Baptist Church.	
Executive Session		Review of 990.	<p>Motion to go into Executive Session was made by Britt/O’Neal.</p> <p>Motion to come out of</p>

			Executive Session was made by Ridgely/Andrews and unanimously approved. No action in Executive Sessions requiring ratification.
Next Meeting			February 26, 2018
Adjournment			Adjourned by consensus.
Board Chairman Greg Bullard	Electronic Signature		Electronically signed: February , 2018