

# Carolina Health Centers



Meeting Minutes by:

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## Board of Directors Meeting

Date: November 23, 2020

Attending Chair: Greg Bullard

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

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Greg Bullard	Mr. Bullard called the meeting to order at 5:03 PM.	
Invocation	Nate Andrews	Mr. Andrews lead with a brief invocation.	
Attendance	Alyson Waters	Quorum was confirmed.	
Approval of Board Minutes		October 26, 2020 Minutes were approved.	On a motion made by Mario Luna and second by Gail Ferguson.

### **Leadership Team Reports:**

President's Report ( <b>Monthly</b> )	Sue Veer	<p>Sue provided her monthly reporting with the following highlights: <b>Advocacy &amp; Health Policy:</b></p> <ul style="list-style-type: none"> <li>• 340B remains a truly critical priority resulting in an "all hands on deck" advocacy approach. CHC/SV continue to function in a key role in this area.</li> <li>• Continued focus on federal funding</li> </ul>	
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		<p>for both the sustainability of health centers and Covid relief.</p> <ul style="list-style-type: none"> <li>• On the State level the focus is educating new members of the General Assembly</li> </ul> <p><b><u>Leadership and Staff Development:</u></b> Announcement of bonus and focus on limiting staff gatherings over the holidays.</p> <p><b><u>Covid 19 Response:</u></b> Regular and ongoing meetings of the Covid 19 Response Team and new focus on vaccine deployment plan</p> <p><b><u>Departments of Family Medicine and Pediatrics:</u></b> Focus on framework for ongoing recruitment strategies.</p> <p><b><u>Department of Pharmacy:</u></b> Good work by RX, HR, and Finance to conduct market research and adjust salary scales for Customer Service Representative (CSRs).</p> <p><b><u>Funding:</u></b> Providing input as needed for HRSA Budget Period Renewal application as well as new opportunity to apply for supplemental funding for technology driven solutions for hypertension control.</p> <p><b><u>Board Development:</u></b> Ongoing effort to recruit from targeted practices.</p> <p><b><u>External Partnerships and Affiliations:</u></b> Reviewed activities over past month including participation as a panelist on inclusion and racial justice and appointment as Chair of the SCPHCA Legislative Committee.</p> <p><b><u>Consulting:</u></b> No new projects to report.</p> <p>A copy of the full presentation will be maintained with the official minutes.</p>	
Organizational Performance Report (Semi-Annual)	Paul Grogan	<p>Mr. Grogan provided a quarterly Organizational Performance Report covering utilization, financial performance, days of operating cash, and year end projections.</p> <p>A copy of Mr. Grogan’s full presentation will be maintained with the official</p>	

		minutes.	
		Mr. Grogan presented a policy on “maxed out employees” for board consideration and approval. This policy had been sent out for review prior to the meeting. Mr. Grogan explained the rationale for and parameters of the policy. Deborah Natvig suggested that the title be revised.	The policy was unanimously approved with the recommended title change on a motion by Donna Hutchinson and second by Malcolm O’Neal.
CMO Report (Quarterly)	Dr. Locke Simons	Dr. Simons reported his monthly CMO Report covering the areas of: Recruitment & Staffing, Quality/Population Health, Quality Metrics, UDS and HEDIS changes, Quality Improvement Committee, Compliance, Risk Management.	
		As it relates to Risk Management, Dr. Simon’s discussed an incident report involving a dog threatening the Lakelands Family practice site and explained CHC’s intervention and future prevention. Report and slides will be retained with official Minutes.	
		Dr. Simons summarized the guidance for the supplemental grant for Hypertension Control requesting Board approval to submit an application.	Approved on a motion by Malcolm O’Neal and second by Gail Ferguson second
<b>Distribution Only:</b>	<ul style="list-style-type: none"> <li>Quality and Population Health Measures</li> <li>Monthly RX Dashboard</li> <li>Beckman Center for Mental Health Services Report</li> <li>CHC Behavioral Health Coordinator’s Report</li> </ul>		
<b><u>Committee Reports:</u></b>			
Executive Committee	Greg Bullard	Mr. Bullard reported that the Executive Committee met on November 9, 2020 and the action items, discussion, and recommendations included in meeting minutes distributed to the full Board.	
		The Executive and Development Committees jointly presented the	

		<p>following recommended revisions to the Bylaws:</p> <ol style="list-style-type: none"> <li>1. The Committees recommend that the Immediate Past Chair be added to Executive Committee. Discussion ensued regarding voting versus ex officio status and the need for a tie break vote if the Executive Committee is increased to an even number of members.</li> <li>2. The Committees recommend that the delayed 2020 Annual Meeting of the Board of Directors be held in conjunction with the December meeting - date to be determined.</li> </ol>	<ol style="list-style-type: none"> <li>1. As to the first recommendation, Sue suggested that this item be deferred to the delayed 2020 Annual Meeting. In the meantime she will seek legal counsel as to how best to handle the potential for a tie break.</li> <li>2. Recommendation was unanimously approved on a motion by Britt/Andrews.</li> </ol>
Development Committee	Greg Bullard/John Britt	<p>Recommendation re: Annual Meeting addressed in the above motion.</p> <p>John Britt, Chair of the Development Committee is proposing the following nominees for the slate of officers for the modified two-year term that will run from January 1, 2021 through August 31, 2022:</p> <ul style="list-style-type: none"> <li>• Board Chair – Abby Banks</li> <li>• Board Vice-Chair – Nathan Andrews</li> <li>• Board Treasurer/Secretary – Donna Hutchinson</li> </ul> <p>In addition the following Board members whose terms are expiring are proposed for re-election to additional 3-year terms:</p> <ul style="list-style-type: none"> <li>• John H. Britt</li> <li>• Malcolm</li> <li>• Mario Luna</li> </ul>	<p>No action required. Nominations to be presented and elections conducted at the December Annual Meeting.</p>
Finance Committee		No Report.	
Strategic Planning Committee	Deborah Natvig	<p>The Committee met prior to the Board meeting and reviewed progress on the Strategic Plan. The information reviewed reflects adequate progress and is consistent with reports already provided by Ms. Veer and Dr. Simons. A copy of the Strategic Planning spreadsheet report will be maintained as minutes of the</p>	

		meeting.	
<b>Discussion Action Items: Standing Agenda items</b>			
Grassroots Advocacy Report	Summary included in President's Report		
Review of Corporate Policies		No policies for review.	
Old Business			
New Business	Annual Report on Employee Benefit Plan- Brooke Holloway /Paul Grogan	Ms. Holloway and Mr. Grogan reported that we have experienced an increase in the cost of employee health insurance. With the assistance our Benefits Administrator we are evaluating options and will provide a final report to the Board in December.	
	HRSA Budget Period Renewal – Brooke Holloway	Brooke reminded the Board that we would normally be scheduled to submit our comprehensive 3-year competitive Service Area Competition for our HRSA grant; however, due to the pandemic HRSA has extended all grant project period by one year. We are in the process of compiling an abbreviated Budget Period Renewal Report to be submitted in January. Brooke has sent the narrative out to the Board for their review and will call for approval at the December meeting.	
Next Meeting	December 14, 2020	By consensus the Board agreed that the next regular meeting of the Board of Directors for Carolina Health Centers will be held on December 14, 2020. The delayed 2020 Annual Meeting will be held in conjunction and both meetings will be held in a virtual format.	
Adjournment			The board unanimously voted to adjourn on a motion by Deb Natvig and second by Luna.
Board Chairman Greg Bullard	Electronic Signature		