

Carolina Health Centers



Meeting Minutes by:

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Board of Directors Meeting

Date: February 21, 2022

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	X		Simons, Locke	X	
Britt, John	X		Ferguson, Miriam	X	
Bullard, Greg,	X		Grogan, Paul	X	
Ferguson, Gail	X		Holloway, Brooke	X	
Kapetanakos, Kim	X		Davis, Rachel	X	
Luna, Mario	X		Mellette, Dominic	X	
Natvig, Deb	X		Waters, Alyson	X	
O’Neal, Malcolm	X				
Hutchinson, Donna	X		<u>Guests:</u>		
Bishop, Johanna		A	Kim Anderson, Financial Assistant	X	
Brown, Rodriguis	X				
Jennings, Sojourner	X				
Stackhouse, Mary (ex-officio)	X				

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Abby Banks	Ms. Banks called the meeting to order at 6:00 PM	
Invocation	Nathan Andrews	Mr. Andrews led with a brief invocation.	
Attendance	Alyson Waters	Quorum was confirmed.	
Introduction: Kim Anderson, Financial Assistant	Paul Grogan	Mr. Grogan gave a quick introduction of Kim Anderson and her role at Carolina Health Centers. Ms. Anderson (Kim) will be the board’s point of contact while Alyson Waters is on maternity leave.	
Approval of Board Minutes		Approval of January 2022 Minutes.	The January minutes were unanimously approved on a motion by Britt/O’Neal.

Leadership Team Reports:			
President's Report (Monthly)	Sue Veer	<p>Ms. Veer presented her monthly report covering the following domains of work:</p> <ul style="list-style-type: none"> • Advocacy & Health Policy • Strategic & Operational Updates • Board Development & Engagement • External Partnerships, Affiliations, and Civic Activities • Consulting Activities • CEO Leave Time <p>Of note, Ms. Veer discussed the following:</p> <p>The annual NACHC Policy and Issues Forum was held virtually and CHC participated in 5 of the virtual Hill visits with congressional staff. Ms. Veer will be making follow up visits focusing on PROTECT 340B in March.</p> <p>A corporate-wide staff meeting has been scheduled to be held virtually on April 5th.</p> <p>Dr. Simons continues to find supplemental funding opportunities for enhanced clinical services. These opportunities will be evaluated by the leadership team; and if determined to be applicable to CHC's plans, presented to the board for approval to apply.</p> <p>The full report will be retained with the official copy of the meeting minutes.</p>	
Organizational Performance report	Paul Grogan	<p>Mr. Grogan provided the monthly Organizational Performance Report, covering productivity and financial performance for the past month. It was noted that the HRSA COVID relief funding is projected to be fully allocated by the end of May 2022.</p> <p>The full report will be retained with the official copy of the meeting minutes.</p>	
CMO Report	Dr. Locke Simons	<p>Dr. Simons provided his monthly CMO report reviewing the Quality Measures, Risk Management Goals, and COVID-19 data.</p> <p>The full report will be retained with the official copy of the meeting minutes.</p>	
Operations Division Report	Miriam Ferguson	<p>Ms. Ferguson provided the quarterly report from the Operations Division covering the following:</p> <ul style="list-style-type: none"> • 2021-22 Annual HIPAA Report 	

		<ul style="list-style-type: none"> • Realignment of the IT staff under a newly appointed Director of IT, Mr. Tim Anderson. • Report on facilities improvements including: <ul style="list-style-type: none"> ○ TCC redesign: Phase 1 to be complete by May 2022. ○ Pendergrass Family Practice: new cabinets and counters were installed. ○ Lakelands Family Practice and Pediatric Center: plans complete and close to putting the project out to bid. ○ Bethany Center: move to the new Cambridge Ave. location is complete. • DEI Initiative: <ul style="list-style-type: none"> ○ Report on Employee Survey: Ms. Ferguson reviewed the results of the companywide employee survey, reporting that 1) employees indicate that there is racism observed in the workplace; and 2) the majority of employees would like additional training. ○ Initial training provided for a core group of leaders and managers. ○ Equity Committee comprised of a multidisciplinary group of employees has been formed. <p>The full report will be retained with the official copy of the meeting minutes.</p>	
Distribution Only:	I. Quality and Population Health Measures II. Monthly RX Dashboard III. Behavioral Health Report		
<u>Committee Reports:</u>			
Executive Committee	Abby Banks	The Executive committee is continuing to work on the CEO evaluation and contract renewal.	
Development Committee	John Britt	No Report.	

Finance Committee	Donna Hutchinson	No Report.	
Strategic Planning Committee	Deborah Natvig	<p>Ms. Natvig reported that the Strategic and Program Planning Committee met prior to the full board and reviewed the Strategic Plan Semi-Annual Progress Report. She remarked on the excellent progress that has been made in several areas.</p> <p>The 2022-25 Strategic Plan and the Semi-Annual Progress Report will be distributed to the full board as well as uploaded to the Board Portal. Ms. Natvig suggested everyone review the new Strategic Plan.</p> <p>The Committee is recommending that specific financial objectives be Goal # 12 in the Strategic Plan. Ms. Natvig will coordinate with the Finance Committee to develop proposed objectives.</p>	
Discussion Action Items: Standing Agenda items			
Grassroots Advocacy Report	Summary included in President's Report		
Review of Corporate Policies	Student Addendum to Employee Leave Policy	<p>This Addendum allows paid leave to accrue for employees who are working part time to continue their education in a job-related field. This is proposed as a recruitment and retention strategy under the workforce development initiatives of the Strategic Plan.</p> <p>Action Item: Approval of the Addendum for Employee Leave Policy comes on a recommendation by the Strategic committee based on the payroll system. (Prorated by the hours worked).</p>	Approved by a unanimous vote of the board
	Revision of Employee Leave and Time and Attendance Policies - Brooke Holloway	Ms. Holloway reported that we are awaiting final draft from counsel.	Carried over to March 2022.
Old Business	None.		
New Business	None.		
Executive Session	Executive Session cancelled; however, the Executive committee was asked to remain for a brief meeting.		
Next Meeting	March 28, 2022	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 Malcolm O'Neal.
Board Chairman Abby Banks	Electronic Signature		