



Board Meeting Minutes

January 12, 2016
2:30 p.m. – 3:30 p.m.
DOC Room, 635 N. Erie Street, Toledo, Ohio 43604

Call to Order

The meeting was called to order at 2:35 p.m.

Roll Call

Present:

Al Stephens
Elworth Turner
Jacky Dale
Joseph Dake
Kathy Vasquez
Linda Parra
Nancy Brown-Schott
Melisa Blasingim
Richard Meeker

Staff

Barbara Gunning, Director of Health Services
Jennifer McCloskey, Biostatistician
Joanne Melamed, CFO
Rebecca Anderson, Clinic Supervisor
Eric Zgodzinski, Environmental Health Director
Shannon Lands, PIO

Guest

Mallory Rinckey, Public Health Student

Absent:

Ann Cipriani
Carol Shull
Mina Aiad
Patricia Chatman

Introductions

Approval of Minutes

December meeting minutes were emailed to Board Members for their review. A vote was taken. Minutes approved as written.

Motion: Approve December Meeting Minutes			
Made: J. Dake		Second: E. Turner	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Executive Director Report

B. Gunning reported that we are finalizing our Outreach and Enrollment Report. We were able to recruit and hire Community Health Workers who started on January 4th. They will be providing outreach and inreach to our clients.

J. McCloskey is working on UDS data process for automated data downloading from Allscripts EHR. She has been working on best practices for patient outcomes and protocols for patient care.

Clinic Activity Report

J. McCloskey summarized the charts distributed regarding patient visits per provider at both Health Center locations. B. Gunning made a comment regarding the new providers and their adjustment effected numbers. J. Dake questioned the daily goal of two patients/hour. It is an internal goal although has been researched and that is the weighted average.

Finance and Budget Report

J. Melamed summarized the Profit/Loss Comparison report, Clinic Usage for August – December for both Health Center locations, Billable Visits by Month and Revenue report.

Motion: Approve Finance and Budget Report			
Made: J. Dake		Second: A. Stephens	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Marketing Report

S. Lands gave an update on marketing efforts to advertise the health center. She discussed the new color scheme for all flyers in addition to social media, website, and television advertisements.

Documentation in the Health Record Policy

J. McCloskey emailed the Documentation in the Health Record Policy to the Board Members prior to meeting. No additions or deletions were suggested.

Motion: Approve Documentation in the Health Record Policy			
Made: J. Dale		Second: E. Turner	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Committee Development

B. Gunning discussed the need for two committees per the bylaws, Performance Improvement and Coordinating Committees and asked for volunteers.

Quality Improvement Plan

J. McCloskey emailed the Quality Improvement Plan to the Board Members prior to meeting. No additions or deletions were suggested.

Motion: Approve Quality Improvement Plan			
Made: J. Dake		Second: N. Brown-Schott	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Scope of Practice

Changes to move diagnostic radiology from column II: Formal Written Contract/Agreement (Health Center Pays) to Column III: Formal Written Referral Arrangement (Health Center Does Not Pay) and additions of dental and vision services to be added to the scope.

Motion: Approve Scope of Practice			
Made: A. Stephens		Second: R. Meeker	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Items to be Tabled Until Next Meeting

Quality Improvement

Patient Intake Form Study.....J. McCloskey
WLCC – Breakdown of Residents by Age.....M. Rinckey
Attendance – Conference Call or other Technology.....B. Gunning
UDS Overview..... J. McCloskey
Patient Centered Medical Home Overview..... J. McCloskey
Board Member Forum – TLCHC.Boards.net.....J. McCloskey

Adjournment

Motion: Adjournment			
Made: J. Dale		Second: N. Brown-Schott	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	9	0	0

Next Meeting

Tuesday, February 9, 2016, 2:30 – 3:30 p.m.

Nancy Brown-Scott, Secretary

Date