



Toledo-Lucas County Health Center Board Meeting Minutes

April 27, 2017

3:00 p.m. – 4:30 p.m.

DOC Room, 635 N. Erie Street, Toledo, Ohio 43604

Call to Order

Joe Dake called the meeting to order at 3:00 p.m.

Roll Call

Present:

Ann Cipriani
Joseph Dake
Jacky Dale
Nancy Brown-Schott
Richard Meeker
Melisa Blasingim
Mary Duncan – On Phone
Elworth Turner
Rodney King – NEW
Paul Crosby - NEW

Staff

Tina Stokes, Billing Supervisor
Rebecca Anderson, CEO/Clinic
Supervisor
David Grossman, Medical Director
Jennifer McCloskey, Biostatistician
Jodi Sheaves, Secretary
Carolyn Beck, Student

Absent:

Noha Dawod - Excused
Patricia Chatman - Excused

Introductions

J. Dake asked for introductions. Board members and those in attendance not on the board introduced themselves. Two new Board members were in attendance at this meeting. This is the second meeting for both Rodney King and Paul Crosby. They both expressed their interest in continuing to serve on the Toledo-Lucas County Health Center Board.

Topic: April Meeting Minute Approval

Discussion: April meeting minutes were emailed and/or mailed to members prior to the meeting. J. Dake asked for corrections or edits. One correction was mentioned. Meeting time to be changed to 3:00 – 4:30 p.m. J. Dake asked for a motion to approve March meeting minutes with noted correction.

Action:

Motion: Approve April Meeting Minutes			
Made: J. Dale		Second: M. Blasingim	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	8	0	0

Topic: Further Waive and Reduce Policy – E-VOTED

Discussion: An email was sent to FQHC Board Members on 3/7/17 which read:

Board Members,

After submission of our grant condition, Documentation of Billing and Collections Policies and Procedure, our HRSA Project Officer has requested that the addition of "documentation of decisions" be added to our Further Waive and Reduce Policy. Approval of this change (which can be **reviewed in yellow in the attached document**) can be made through an e-vote.

If you can please respond to this e-mail with decision of change as soon as possible, we can re-submit the condition for removal from the grant. Final documentation of this decision will be presented at the next Board meeting for inclusion in the meeting minutes.

I. Policy

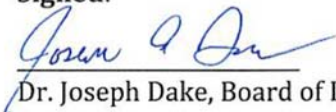
A hardship application will be available to any patient. When hardships applications are returned, verification of information will be completed and the CEO will determine if the patient qualifies for the waiver. The hardship application decision will be documented in the application which is scanned into the patient's chart, and the hard copy is given to the billing department. At the subsequent Board of Directors meeting, the CEO will review the decision with the Board of Directors and notation will be made in the meeting minutes. Discretion must not be used in determining eligibility in each individual case.

March 7, 2017

Due to the immediate need for approval of the record of change of the Further Waive and Reduce policy, an electronic vote of the Further Waive and Reduce Policy was taken. The following Board of Directors approved this policy: Ann Cipriani, Melisa Blasingim, Jewell Lightner, Patricia Chatman, Richard Meeker, Mary Duncan, Jacky Dale, and Joseph Duke. At the subsequent Board of Directors Meeting on March 23, 2017, this document will be noted in the meeting minutes.

Motion: Approve the changes as noted in the record of change for the Further Waive and Reduce Policy. Motion carries. 8 Yeas, 0 Nays.

Signed:



Dr. Joseph Duke, Board of Directors President

Action:

No Action needed. E-vote was accepted and discussed with Board members.

***N. Dawod joined meeting at 3:10 p.m.**

Topic: Finance Committee Report

Discussion: T. Stokes distributed the following reports: Charges 2017, Practice Performance Indicator Dashboard, February 2017 Year to Date analysis by Departments, FQHC Expenditures and Revenue graphs, Net Income and Loss graph, and Profit and Loss Comparison report.

T. Stokes reported that since the start of the new billing system (8 weeks) a total of \$756,680.38 has been billed to the insurance companies. FQHC Profit/Loss Comparison statement on a cash basis identifies income from medical services and expenses for staff, supplies, and other materials. February 2017 receipts were \$156,286.03. Revenue is not as high in February due to the new Allscripts system being established including training for all staff. February expenses were \$343,785.35. February 2017 net loss is \$-187,499.32. The committee also reviewed Practice Performance Indicator Dashboard spreadsheet that summarized charges, payments, adjustments and total account receivable made in February. Year to date Analysis by Departments report provides the same information as the Performance Indicator Report however this report shows charges, payments, adjustments and total account receivable in detail per each clinic.

J. Dake mentioned that spreadsheets will be modified to show how many full -time employees are in each clinic so that the numbers are presented to Board members.

Action:

Motion: Approve February Finance and Budget Report			
Made: R. Meeker		Second: E. Turner	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	8	0	0

Topic: March Quality Improvement Committee Report

Discussion: R. Meeker reported that the Quality Improvement committee met March 23rd at 2:00 p.m. The committee members in attendance were Melisa Blasingim, Richard Meeker, Rebecca Anderson, David Grossman Carolyn Beck and Jennifer McCloskey.

Topics discussed included: Clinical Quality Measures, Credentialing, Risk Management, Depression Screen and Clinical Meetings.

Credentialing spreadsheet delineates who needs recertification. One person license is due to expire at the end of March. Credentialing of six clinical staff was completed. All files were reviewed and verified that they reached all requirements of credentialing policy.

R. Meeker submitted the names of six employees for approval by Board.

<ul style="list-style-type: none">• Sharhonda Gilbert, MA• Erica Howard, MA• Gail Koonce, CHW	<ul style="list-style-type: none">• Lavelle Livingston, CHW• Phyllis Autry, SW• John Pluto, Medical Technologist
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At upcoming Board meetings, the Quality Improvement Committee will be submitting 6-10 employees that need credentialing for approval until all have been certified.

Action:

Motion: Approve March 2017 Quality Improvement Committee Report			
Made: J. Dale		Second: A. Cipriani	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	8	0	0

Topic: CEO Report

Discussion: R. Anderson submitted an annual report to the Board members. Topics covered in the reports were:

- Board and Executive Changes
- FQHC Grant Site Visit
- Technical Assistance
- Supplemental Grants
- Staffing Changes
- Grant Submission
- UDS Report
- EHR Contract

Dr. Ilo submitted her resignation and Velda Coleman has been approved by the Board of Health to be hired. R. Anderson will assign Velda at the Western location 3 days per week and downtown 2 days per week.

Action:

No Action Needed

Presentation by Mary Sheehy – Adult and Travel Immunization Program

Mary Sheehy, Public Health Nurse, provides all the adult and International travel immunizations (19 years and older) at the health center. She presented to the board members the services provided to the patients. Mary collaborates with the City of Toledo and vaccinates all sewer and water divisions. Employees. Outreach Flu vaccination clinics are offered throughout the community from October – January. Mary explained that the cost for the vaccines is cheaper than one administered at your primary care offices. Early hours are offered for convenience to our working population.

Topic: Approval of New Board Members

Discussion: J. Dale added an item to the agenda. Two potential board members were present at the meeting. J. Dale explained the process of adding Board Members to the Executive Board.

1. Potential Board Members attend first meeting
2. Vote to ask them to come back to next meeting
3. Third meeting current members vote to have them become Board members.

J. Dale asked for a motion to approve Rodney King and Paul Crosby to be invited back to April 2017 meeting.

Action:

Motion: Approve New Board Members return to April 2017 meeting			
Made: J. Dale		Second: R. Meeker	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	8	0	0

Topic: Adjournment

Discussion: J. Dale asked for a motion for adjournment at 4:00 p.m.

Action:

Motion: Adjournment			
Made: J. Dale		Second: R. Meeker	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	8	0	0

Next Scheduled Meetings:

Thursday, April 27, 2017 – 3:00 – 4:30 p.m.

Thursday, May 25, 2017 – 3:00 – 4:30 p.m.

Thursday, June 22, 2017 – 3:00 – 4:30 p.m.

Nancy Brown-Schott, Secretary

Date