



Toledo-Lucas County Health Center Board Meeting Minutes

February 23, 2017

2:30 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 2:35 p.m.

Roll Call

Present:

Ann Cipriani
Joseph Dake
Jacky Dale
Nancy Brown-Schott – by phone
Richard Meeker
Mary Duncan
Melisa Blasingim

Staff

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

Absent:

Carol Shull
Jewell Lightner
Elworth Turner - Excused
Noha Dawod
Patricia Chatman

Introductions

J. Dake asked for introductions. Board members and those in attendance not on the board introduced themselves.

Topic: February Meeting Minute Approval

Discussion: February meeting minutes were emailed and/or mailed to members prior to the meeting. J. Dake asked for corrections or edits. No additions or edits were recommended. J. Dake asked for a motion to approve February meeting minutes as written.

Action:

Motion: Approve February Meeting Minutes			
Made: R. Meeker		Second: A. Cipriani	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Topic: Patient Appointment Policy

Discussion: The patient appointment policy was distributed and reviewed by members. The corrections/revisions suggested were:

- Under C. No-Show Patients: 2. A ~~no-show~~ patient with three missed appointments will only be seen as a walk-in patient at the next visit...
- Under IV. Background: Last sentence reads “Sexually transmitted disease (STD) **services are conducted** as a walk-in

J. Dale asked for a motion to approve the Patient Appointment Policy with the above said edit changes.

Action:

Motion: Approve Patient Appointment Policy			
Made: M. Blasingim		Second: J. Dale	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Topic: Finance Committee Report

Discussion: T. Stokes distributed the following reports: FQHC Expenditures and Revenue graphs, Net Income and Loss graph, Profit and Loss Comparison report, Patients Seen per Day report, Total Patients Seen report, and Billed Visits per Month report.

FQHC Profit/Loss Comparison statement on a cash basis identifies income from medical services and expenses for staff, supplies, and other materials. January 2017 receipts were \$186,864.61. January expenses were \$297,642.03. January 2017 net loss is \$-110,777.42. The committee also reviewed number of patient visits by providers. In January, patients seen were 2,436.

In Joanne Melamed’s absence, the Health Department has retained Clarence Coleman. Mr. Coleman is a CPA, retired from the City of Toledo, who will be managing the budget in the interim.

Action:

Motion: Approve December Finance and Budget Report			
Made: M. Blasingim		Second: J. Dale	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Topic: February Quality Improvement Committee Report

Discussion: R. Anderson reported that the Quality Improvement committee met February 23rd at 1:30 p.m. The committee members in attendance were Mary Duncan, Richard Meeker, Rebecca Anderson, David Grossman and Jennifer McCloskey.

Patient Appointment Policy- The Patient Appointment Policy was reviewed with changes made. R. Anderson made the suggested revisions by the committee and presented to the Board for approval.

Clinical Quality Measures - J. McCloskey reviewed the clinical quality measures for January.

D. Grossman asked why the childhood immunization rates were so low. J. McCloskey replied that HRSA's guidelines state that two flu immunizations must be completed by two years of age.

Credentialing and Privileging- C. Beck reviewed the credentialing spreadsheet and noted that there is no formal action for any credentialed employee of the Health Center. The Community Health Workers have licenses expiring at the end of March.

Recommendations: Review in April to ensure that licenses are up to date.

Risk Management –

1. Dental complaint about seeing only one provider. Status: Patient scheduled with different provider. Will monitor.
2. Complaint about physical not being performed. Status: Medical Director will follow-up and maintain ongoing monitoring.

UDS Quality Measures 2016 - J. McCloskey reviewed the comparison of 2015 UDS clinical quality measure from table 6B which comprises the clinical quality to the 2016 measures.

Clinic Meetings and Huddles - J. McCloskey updated the committee on the progress of the clinic meetings and huddles which are daily meetings. Clinic meetings will take place once a month for both providers and all remaining staff. Topics will include charting in Allscripts, meeting measures, etc.

Action:

Motion: Approve February 2017 Quality Improvement Committee Report			
Made: M. Duncan		Second: N. Brown-Schott	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Topic: Board Meeting Time Change

Discussion: Due to a conflict in some member's schedules, the Board proposed to move the meeting time to 3:00 – 4:30 p.m. J. Dake asked if that time would be appropriate for all Board Members. He asked for a motion to approve the new meeting time of 3:00 p.m. The Quality Improvement Committee will meet an hour prior to Board Meeting time (2:00 p.m.)

Action:

Motion: Approve New Board Meeting Time to 3:00 – 4:30 p.m.			
Made: A. Cipriani		Second: J. Dale	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Topic: CEO Report

Discussion: R. Anderson reported that the UDS report was submitted on February 15th to HRSA.

Clarence Coleman will serve as interim for Joanne Melamed, CFO in her absence.

Board members are needed. We are in need of an African American male patient representative. M. Blasingim suggested that a criteria list be developed for requirement to serve as a Board Member.

Seven out of the 8 requirements that were unmet at the 2016 June site visit will be met this week. The Credentialing and Privileging is still being finalized. There were 10,675 unduplicated patients which made us qualify for full funding in the amount of \$650,000/yr. for 3 years starting on June 1st.

Through the USD report the total cost per patient is \$198 from the previous \$295. Dental cost per patient is \$75 and vision is \$90. Medicaid pricing that can be charged for visits is up over \$160/visit after the cash analysis was completed in October 2016. The cash analysis is reviewed once a year.

R. Anderson reported to the Board of Health that there needs to be an additional co-applicant meeting scheduled. R. Reinbolt, Dr. Woodson and Ted Rowen to meet with J. Dake, M. Duncan and N. Brown-Schott.

R. Anderson presented to the Board the signed letter from the Board supporting hiring of Family Nurse Practitioner. The Board chose to not act at this time.

In the Children's Dental Clinic Dr. Gerald Knierim is on sabbatical and plans to return at the end of the summer and Dr. Kevin Knierim has decided to leave his position by June. There will be a need of 1.5 days to find coverage. Dr. Aouthmany is willing to accept more hours. R. Anderson presented this to the Board of Health. J. Dake asked for a motion to support the recommendation to increase the hours of Dr. Bushra Aouthmany.

Action:

Motion: Support increased hours of Dr. Aouthmany			
Made: R. Meeker		Second A. Cipriani	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Presentation by Norma Lake, NP – Sexually Transmitted Disease Clinic and Women's Health Program

Norma Lake, Certified Nurse Practitioner serves as the provider in the sexually transmitted disease clinic and women health program. She presented to the board members the services provided to the patients. Norma explained that the cost for a visit is \$30.00. The patients' insurance can be billed for services provided. Blood draws, cultures and exams are done during the visit. John Pluto, the on-site Phlebotomist can examine the specimens at the time of the obtained sample. Diagnosis and treatment can be administered immediately. We are one of the few Health Centers that have a

Pharmacy on-site to dispense medication. The entire clinic visit including the medication is covered for \$30.

Topic: Adjournment

Discussion: J. Dake asked for a motion for adjournment at 4:10 p.m.

Action:

Motion: Adjournment			
Made: J. Dale		Second: A. Cipriani	
Members	Aye/Yea	No/Nay	Abstain
All Members Present	7	0	0

Next Scheduled Meetings:

Thursday, March 23, 2017 – 3:00 – 4:30 p.m.

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

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

Nancy Brown-Schott, Secretary

Date