

**Falls Community Health Governing Board Minutes**  
**Thursday, July 18th, 2013 at 12:00 PM**

**Present:** Linda Karnof, Arlene Olson, John Peterson, Kari Benz, Jim Richardson, Mary Greenlee, Rick Kiley, Tim Roti, Etienne Mulenda, Ryon Reckling

**Staff Present:** Amy Richardson, Alicia Collura, Dr. Charles Shafer, Briget Klein, Lisa Stensland

Call to Order: The meeting was called to order by Dr. Richardson

Minutes: Minutes from the June 20th, 2013 were approved with corrections to the Financial report. Motion to approve by Mary, Rick seconded, motion carried unanimously.

**NEW BUSINESS:**

**Nominating Committee-** Rick, Mary and Kari would be willing to serve as board Chair and Vice Chair, so due to the willingness to serve a motion was made to not form a committee by Mary and seconded by Ryon. Motion carried unanimously. Voting will take place in September.

**Executive Director Report-** Alicia

An application has been submitted for a grant to provide outreach and enrollment for insurance for those who are not currently insured. Our role will be to get information to patients, help educate, and enroll them in some sort of insurance product. Not only will we be able to help our patients but also those in the community. We will be posting 2 temporary positions to inform and enroll the current patients and community.

We just received notification for dates of our annual grant update. Next year we will have a site visit and then complete a competing grant application.

The Lab has performance reviews every two years and scored 99.5 out of 100.

The Mayor is hosting breakfasts/lunches with each city department, ours will be held in September.

EHS- The medical records software was recently reviewed with the help of a consultant from EHS.

The change of Scope for Hayward was approved in July and can now begin billing credentialing process.

**Financial Report-Amy/Briget**

Cash collections through June 30<sup>th</sup> - was \$265,225. The monthly budget is 402,000. If visits would be on budget, we would be ahead of 2012.

Expenses- are at 3.2 million YTD, which is 46% of the budget, but an increase of 10% over last year. Some reasons for the increase include the wages and benefits are up due to raises and step increases. Expenses for physicians and mental health providers have increased over last year. Small tools and equipment were purchased for the Hayward site. IT expenses are paid once for the entire year. Pharmacy sales have not been reimbursed yet.

Total charges are 3.74 million, about 3.8% lower than 2012. Adjustments are 1.7 million, also down from last year 17%. Accounts receivable- 1.95 million and 255,000 was sent to collections. Another list will be ready to go next month.

Motion made to accept financial report. Ryon motioned, Mary seconded. Motion approved.

**Access- Alicia**

Discussions of what options we have to improve encounters with providers have taken place. With the staff turnover impacting the number of patient visits (2,200 short) we have made up about 1,100. Steps will be brought before CFM and the board to increase provider productivity, hoping to make up the shortage of 1,100 appointments.

Whitney White, the new Nurse Practitioner, started this week and on her second day here began seeing patients. She completed a clinical rotation here and knows the computer program. CFM is doing interviews for another Nurse Practitioner, since Dr. Meyer has retired and the new doctor won't be here till January 2014.

**Quality-Alicia**

PCMH is making progress – started with the 6 areas of requirements. We are implementing and training for the mandatory requirements and looking at how to measure and report before applying in August 2014.

Motion made to move into executive session- discussion of 2014 Budget-personnel, first- Arlene, seconded by Mary. Motion carried.

Motion made to adjourn executive session- first- Ryon, seconded by Mary. Motion carried.

There being no further business motion to adjourn, first Kari, seconded by N/A. Motion carried unanimously.