

**Falls Community Health Governing Board Minutes**  
**Thursday, February 20, 2014, 2014 at 12:00 PM**

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

**Staff Present:** Jill Franken, Alicia Collura, Dr. Charles Shafer, Amy Richardson, Briget Klein, Lonna Jones, Dr. Jeremy Johnson, Lisa Stensland

Call to Order: The meeting was called to order by Kari Benz.

Minutes: Minutes from January 16, 2014 meeting were approved. Motion to approve by Ryon, Mary seconded, motion carried unanimously.

**NEW BUSINESS:**

**FCH/CFM Consultant Visit and Next Steps:** Kiki Nocella was here January 23 and 24 and made recommendations to continue to move the process forward. Some things for consideration are:

- Expectations: our grant requirements and CFM's expectations
- Accreditation requirements
- A legal document for accountability to both parties
- Creation of a steering committee for guiding the contracts, financial questions, and the Care Team model

Kiki acknowledged that both entities are compassionate and passionate about serving the patients. She also suggested working on the small issues first and then the bigger ones.

**PCMH Construction Grant:** Through the PCMH grant there is an opportunity to apply for a grant to help meet the needs of the program. With the Medical records having all been archived now we have room for some expansion in that area creating more usable space. Then the perimeter offices could be converted to patient counseling areas. This is a one time and competitive grant.

Motion to approve the grant submission. First – Rick, seconded- Mary. Motion carries.

**Financial Report:**

Cash collections for the month of December - was \$350,558. The monthly budget is \$400,000.

YTD program income collected for 2013 was 3.6 million a decrease from last year of 97,000.

The City contribution for 2013 was \$1.01 million which was an increase from last year of \$624,911, due to starting Hayward and not being able to process Medicare and Medicaid from the Hayward site.

Expenses for 2013- were 6.6 million, which was 93% of the budget, but was an increase of 7.44% over last year, but still under budget.

Total charges for 2013 were 7.7 million, about .5% above 2012. Adjustments were 4.2 million; this was an increase of 6.32% for the year. Accounts receivable for 2013- 1.5 million and \$466,441 was sent to collections with another \$150,000 in process for 2014.

Motion made to accept financial report. Mary first, Tim seconded. Motion carries.

**Access:**

All four advance practice providers have been hired. Karissa Miller will start March 3<sup>rd</sup>, Whitney White and Charlotte Dohn April 7<sup>th</sup>, and Judy Jacobson July 7<sup>th</sup>. The interviews for the Clinical Services Manager will be next month. Michaela Gasca has filled our Social worker position, and the PST and Billing Specialist positions will be filled soon. Phase II of the CMO recruitment is beginning. Jill and Alicia have each met with recruitment agencies and experts to get the lay of the land. Next week we meet with our HR department to put a plan in place.

**Quality:**

Dental Update

School based clinics –students seen from September 1<sup>st</sup> – January 31<sup>st</sup>, Hayward 308, Hawthorne 134, Terry Redlin 118. 405 fluoride varnishes were provided to the students at no charge in the schools.

Payer mix for 2013 4<sup>th</sup> quarter: 63% Medicaid, 14% sliding fee, 16% self-pay, 7% insurance.

Chart Audit was 91% correct last month and is the best month recorded so far.

Completed treatment plans for 4<sup>th</sup> quarter was at 60%.

In 2013 the dental clinic saw 2781 emergency patients which came out to an average of 11.2 per day. The dental assistant position was filled and a temporary employee was also hired.

UDS report will be deferred to next month

Operational report: The phone call abandon rate was 12% in January, which also was the highest volume of calls recorded, 5,129. No show rate was 13% at the main site, working on improving the no show rate at the schools.

**Executive Director Report- Jill**

- Legislative discussion is on hold in Pierre as SB120 could have required certain assisters to be certified like insurance agents
- The clinic was recognized by LSS as a Distinguished Partner of the Year
- Jill will be in Washington DC next month to meet with health center partners and with our senators and representative.
- Etienne Mulenda has not been able to make the meetings and we will be looking for a new board member to replace him to adhere to the membership policy.

There being no other business Motion to adjourn. First-Mary, seconded- Rick. Motion carries unanimously.