

**Falls Community Health Governing Board Minutes**  
**Thursday, July 16, 2015, at 12:00 pm**

**Present:** Kari Benz, Jim Kellar, John Peterson, Ryon Reckling, Arlene Olson, Tracy Johnson

**Absent:** Susy Blake, Steve Miller, Bruce Vogt, Gwendolyn Martin-Fletcher, Linda Karnof

**Staff Present:** Jill Franken, Alicia Collura, Amy Richardson, Dr. Jen Tinguely, Lisa Stensland

Call to Order: The meeting was called to order by Kari Benz at 12:05 pm.

Minutes: Motion made to approve the minutes for June 18, 2015, by Ryon, Arlene seconded, motion carried.

**OLD BUSINESS:**

**Nominating Committee:** Jim will volunteer to be nominated for board chair. Kari has also been approached by a board member to nominate Jim as well. We will continue nominations next month and will vote in September with the newly elected officers to take over in October.

**NEW BUSINESS:**

The Falls Community Health reports attached are through the month ending May 31, 2015. We are 42% through our fiscal year. The last financials presented were through the month of April 2015.

**Operating Revenues:** Net patient revenue consists of all patient charges/fees. Total net patient revenue for May came in at \$310,990, which is 39% of the YTD May actuals to budget. Total grant revenue of \$239,696 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention and Refugee grants. Total Other Revenue is \$32,363; this is the first quarter Medicaid Health Home payment. Total Operating Revenues YTD May budget is \$3.2M, which is close to budget at 40%.

**Operating Expenses:** Operating expenses are classified within 7 categories.

- Personnel expenses are at 35% of the budget, expenses are less than budget due to vacancies in positions this year.
- Professional Services are at 37% of the YTD budget. This category includes payments to Center for Family Medicine, interpreter services and laboratory expenses.
- Rentals will stay low in actuals until a one-time payment of \$107K is processed for annual computer and software expense.
- Repair and Maintenance is at 49% of the YTD budget. Dental repair and maintenance and installation of security equipment at the school based sites account for the majority of the increase.
- Supplies and Materials are at 28% of YTD budget. This category includes general medical and dental supplies, immunization and pharmaceuticals as well as the monthly maintenance of the electronic medical and dental software systems.
- Training is at 34% of the YTD budget. The majority of YTD actuals are from Continuing Education expenses for the medical and dental providers and out of state travel expense.
- Utilities are at 32% YTD budget. The majority of this expense occurs quarterly.

**Non-operating Revenue (Expense):**

- Other Revenue is at 56% of the budget and includes USD dental lease payments and recovery of prior year revenue.
- Estimated Uncollectible Revenue is at 96% to YTD budget. This line will continue to exceed the YTD throughout the year due to a change in expense allocation. For May, estimates are \$103K of the Net Patient Revenue.

**Net Income (Loss):** May actuals are (\$53,071) and YTD (\$174,251), 19% of YTD budget.

Motion made to approve the financial report made by Ryon, John seconded, motion carried.

Due to Quorum being lost by a member having to leave the rest of the board meeting was informational.

**ACCESS:**

Expanded Services Grant in the amount of \$273,814 will help cover the personnel requested including a dentist, a dental hygienist, and 2 dental assistants all being full time positions.

We have been able to secure another 8 hours per month with our psychiatric nurse practitioner, and the substance abuse counselor will increase to 20 hours per week, to help patients who are on controlled medications and those who are addicted to opioid type medications.

**QUALITY:**

Work is continuing with PCMH to get the right work to the right people, including a focus group for the staff most affected. This effort has resulted in useful feedback.

The upcoming remodel will help centralize patient check out.

Clinical pharmacy will increase to 24 hours per week, this is still in process.

The scheduling policy is being updated that if a patient no-shows 4 or more times the social worker will try to meet with them to figure out why they have not made it to their appointments.

Policy approval will be deferred to next month due to lack of quorum.

**EXECUTIVE DIRECTOR'S REPORT:**

Leah Mergen, our new APP hire, will be starting on August 3<sup>rd</sup>. We were prepared for her start date to be in September; however she was able to be released from her contract with Avera sooner than expected. Locum tenens agency contract continues to be negotiated to optimize access through Leah's onboarding period and to recover from decreased access through the APP vacancy time period.

Main site clinic remodel- The final design was received, and pre-bid meeting occurred on July 6<sup>th</sup>. The plan is to award contractor project mid-August. Staff has met with the furniture designer July 10.

Service Area Competition application preparation is moving along well, with credit being given to Alicia, Amy and Jane Bruggeman our grant writer. The previous ED update indicated this application is required every five years, which was the prior schedule, however for clarification it is now due every three years and is due mid-August.

Clinical Pharmacy Services will be increased to 24 hours per week per the contract agreement that has been executed with SDSU College of Pharmacy.

Board Member Update- Ryon Reckling is now completing his term with the FCH Governing Board. Ryan has been a member of this board since 2012, and we appreciate his faithful service! Ryan has assisted in recruiting Dr. Katie Reardon, a community Dentist who has submitted an application to the Mayor's office. Thank you for your service Ryon!

There being no other business Motion to adjourn, supported by Ryon, seconded by Jim. Motion carries.

Adjourned at 1:10 pm



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Kari Benz- Board Chair

August 20, 2015