

**Falls Community Health Governing Board Minutes**  
**Thursday, January 15, 2015, at 12:00 pm**

**Present:** Kari Benz, Suzy Blake, John Peterson, Tracy Johnson, Jim Keller, Arlene Olson, Gwendolyn Martin-Fletcher, Steve Miller, John Peterson

**Absent:** Ryon Reckling, Linda Karnof, Bruce Vogt

**Staff Present:** Jill Franken, Alicia Collura, Amy Richardson, Kimberly Huff, Dr. Jen Tinguely, Lonna Jones, Vanessa Sweeney, Dr. Jeremy Johnson

Call to Order: The meeting was called to order by Kari Benz at 12:00 pm.

Minutes: Motion made to approve the minutes for December 18<sup>th</sup>, 2014, by Susy, Arlene seconded, motion carried.

Jill welcomed the new board members: Gwendolyn Martin-Fletcher, Steve Miller and Dr. Bruce Vogt. A motion was made for an affirmative vote for the new board members by Tracy, Jim seconded, motion carried.

**OLD BUSINESS:**

Old business was not presented at this time.

**NEW BUSINESS:**

Amy presented the financial report for November 30, 2014. The cash collections for the month were up approximately \$10,000. The Grant Revenue had increased for November. The Expenses also increased for the month. Amy noted that visits for both the Dental Office and Medical office were up for the month. In January we will have a new budget format and Amy reviewed that

Motion made to approve the financial report made by Jim, Steve seconded, motion carried.

**QUALITY:**

**Annual peer review report:**

Dr. Tinguely manages the medical provider peer review process and explained that it is done quarterly. The doctors, APP's and residents are evaluated using the same standard tool. They are each required to complete two peer reviews per quarter and the completion rate of return has increased in each quarterly cycle. These are kept on file for four years. No clinical quality concerns were reported.

Dr. Johnson manages the dental provider peer review process which is also completed quarterly; this includes the dentists and dental hygienists. Last cycle, 10-12 chart reviews using a standard tool were completed and 100% were returned. The dentists review each other, and Dr. Jeremy reviews the hygienist charts. In the future the hygienists will review each other. No clinical quality concerns were reported.

Vanessa Sweeney manages the behavioral health provider peer review process which is also done quarterly; it includes the behavioral health counselors and substance abuse counselor. The evaluation tool is based on the South Dakota state regulations. 20 charts were reviewed for current charting practices and looking for ways to improve and standardize documentation in the charts.

**ACCESS:**

Lonna Jones announced that Dr. Jeremy Johnson has turned in his resignation as the Dental Director. Dr. Johnson has accepted a position in Colorado.

Lonna also handed out some statistics for the board to review. The dental clinic has appointments booked out three weeks. The dental no-show rate used to be between 20-25% is now at 17%. Two part-time dentist have been hired Dr. Thomas Hajek has over 20 years of experience and Dr. Elizabeth Naber. The school based clinics have seen 2017 students and were all screened and given patient education, including toothbrushes. Hayward has seen 249 patients from September 1 through December 31; Hawthorne 104, Terry Redlin 84 and 369 free fluoride varnishes were provided to the schools. Payor mix for 2014 is: Medicaid – 60%, Sliding Fee- 16%, Self-pay – 14%, and insurance – 9%. The chart audit was 97% accurate for 2014. Completed treatment plans are at 65%. No show rate is at 17%. In 2014 the dental clinic saw 2735 emergency patients for an average of 11.1 per day.

Dr. Jeremy Johnson presented the Credentialing and Privileging for Dr. Thomas Hajek.

Motion is to grant credentialing and privileging for Dr. Thomas Hajek, as recommended by Dr. Johnson, supported by Suzy, seconded by Arlene. Motion carries.

Dr. Jeremy Johnson presented the Credentialing and Privileging for Dr. Elizabeth Naber.

Motion is to grant credentialing and privileging for Dr. Elizabeth Naber, as recommended by Dr. Johnson, supported by Jim, seconded by Tracy. Motion carries.

**POLICY APPROVAL:**

The Falls Community Health Governing Board Policy was submitted for update. Item 4.2 had read- Members of the board shall be selected by the Mayor after review of applicants recommended by board members, with the advice and consent of the City Council and Health Director. Now will read – Members of the board shall be selected by the Mayor after review of applicants recommended by board members, with the advice and consent of the City Council and Health Director. An affirmative vote of new board members will coincide with council approval at a board meeting immediately preceding or following the council meeting.

Motion made to accept the changes to the Falls Community Health Governing Board Policy made by Tracy and seconded by Suzy. Motion Carries.

The Sioux Falls Health Department Standard Operating Policy/Procedure for Clinical Privileges was submitted for update. Item 6.3 had read- It is the responsibility of the CEO to privilege and make board recommendations for the privileging of the CMO and Dental Director. Now will read- It is the responsibility of the CEO to ensure a staff dentist and physician review privileges and make board recommendations for the privileging of the CMO and Dental Director.

Motion made to accept the changes to the Sioux Falls Health Department Standard Operating Policy/Procedure for Clinical Privileges made by Steve and seconded by Jim. Motion carries.

These changes were made to the policies as a result of the OSV visit in August, and there will be more in the near future.

**EXECUTIVE DIRECTOR'S REPORT:**

Jill thanked Dr. Jeremy Johnson for his service to the clinic and the community and how much we will miss him.

The position has been posted and is in the hiring process.

Main site remodel- The architect agreement is being routed through the City process, and once approved, meetings can be set for final design completion. Bids/contracts plan to go out February/March with construction start date of April 2015.

**OTHER:**

In recognition of the Level 3 PCMH, the board is welcomed to attend a round table discussion at 11:00am on January 21, 2015 with Nancy Wakefield, HRSA Administrator from the Department of Health and Human Services. Then following will be a press conference.

May 5-7, 2015 there will be a site visit for the Ryan White Program. The board will have the opportunity to participate in site review.

There being no other business Motion to adjourn, supported by Arlene, seconded by Suzy. Motion carries.

Adjourned at 1:05 pm

