

**Falls Community Health Governing Board Minutes**  
**Wednesday, September 28, 2016, at 12:00 pm**

**Present:** Susy Blake, Gwendolyn Martin-Fletcher, Jim Kellar, John Peterson, Jonathon Ott, Linda Karnof, Katie Reardon, Tracy Johnson

**Absent:** Joyeuse Urwibutso, Bruce Vogt, Cindy Binkerd

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

**Guests:** Jill Kesler, Jennifer Genua

Call to Order: The meeting was called to order by Jim Kellar at 12:05 pm

Minutes: Motion made to approve the consent agenda items including:

1. The minutes for Falls Community Health Governing Board dated August 18, 2016
2. The QAQI minutes for August 15, 2016, supported by Suzy and seconded by Gwen. Motion carried.

**NEW BUSINESS:**

**BOARD MEMBER APPROVAL:**

A motion was made to accept the appointment of Cynthia Binkerd, supported by Linda, seconded by Suzy, motion carried.

**CHAIR/VICE CHAIR VOTE:**

A motion was made to accept the nomination for Chair of Jim Kellar, and the nomination for Vice-Chair of Bruce Vogt, supported by Suzy, seconded by Linda, motion carries.

**FINANCIAL REPORT:**

The Falls Community Health reports attached are through the month ending August 31, 2016. We are 67% through the fiscal year. The last financials presented were through the month of July 2016.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges/fees. Total Net Patient Revenue for August came in at \$434,576 which is 62% of the YTD actuals to annual budget. 2016 Net Patient Revenue is unfavorable \$286K to YTD budget.
- Total Grant Revenue of \$302,735 includes grant drawdowns from the Community Health Center, Ryan White Part C, and HIV Prevention and Refugee grants.
- Total Other Revenue is \$38,930. The quarterly Medicaid Health Home payment is included here as well as Lewis Drug pharmacy reconciliation.

Total Operating Revenues YTD August is \$5.8M, which is 66% YTD actuals to annual budget. 2016 Total Operating Revenues are unfavorable \$49K to YTD budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$678,632 for the month of August.

- Personnel expenses are at 58% of the budget. 2016 is \$573K favorable to YTD budget.
- Professional Services are at 67% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses. 2016 is \$5K unfavorable to YTD budget. Laboratory expenses are higher in 2016 due to change of outside lab billing which was not in effect first half of 2015.
- Rentals are at 95% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 50% of the YTD budget. 2016 is favorable \$11K to YTD budget.

- Supplies and Materials are at 60% of YTD budget. Category includes general medical and dental supplies, immunization & pharmaceuticals as well as the monthly maintenance of the electronic medical and dental software systems. 2016 is \$50K favorable to YTD budget.
- Training is at 74% of the YTD budget. The majority of expense are continuing education expenses and out of state travel. 2016 is \$10K unfavorable to YTD budget.
- Utilities are at 32% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in July.

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

- Other Revenue is at 71% of the budget and includes USD dental lease payments and recovery of prior year revenue.
- Estimated Uncollectible Revenue is (\$131,834) for August. 2016 is \$79K unfavorable to YTD budget.

**Net Income (Loss):** August actuals are (\$18,778) and YTD (\$291,911). 2016 is \$503K favorable to budget.

Motion made to approve the financial report for June, supported by Gwen and seconded by John, motion carried.

**ACCESS:**

A motion was made to accept the credentialing and grant the privileging of Dr. Brad Kamstra as presented by Dr. Tinguely supported by Linda and seconded by Tracy, motion carried.

**EXECUTIVE DIRECTOR'S REPORT:**

See attached report

**BOARD TRAINING:** by Jennifer Genua, Chief Executive officer of Genua Consulting.

“How Falls Community Health Board of Directors Can Be Effective” training presented by Jennifer Genua for 90 minutes. Jennifer is touring the Dakotas and providing training at numerous health centers. Topics included:

- What does it mean to govern?
- Roles and responsibilities of board members
- Roles and responsibilities of CEO and staff
- Public Entity health centers

Motion to adjourn, supported by Tracy, seconded by Suzy, motion carries. 1:55 pm



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Jim Kellar- Board Chair  
October 20, 2016

## September 2016 Falls Community Health Executive Director Board Update

<b>Board Composition Updates</b>	<ul style="list-style-type: none"> <li>• Arlene Olson's last meeting was in August, and Cynthia Binkerd has been appointed by City Council to replace her on the FCH Board.</li> <li>• Linda Karnoff's second term will end in December, so recruitment for a new board member is ongoing.</li> </ul>
<b>FCH Budget Update</b>	<ul style="list-style-type: none"> <li>• Council approved the 2017 Health Department budget on September 20<sup>th</sup> with no revisions.</li> <li>• City as a whole is monitoring departments' expenses due to sales tax growth lower than projected.</li> <li>• FCH budget will be held to usual level of fiscal accountability- Amy working closely with Finance.</li> </ul>
<b>Provider Updates</b>	<p>APP position update:</p> <ul style="list-style-type: none"> <li>• Whitney Larsen leaving in November</li> <li>• 1<sup>st</sup> round interviews were finished last week</li> <li>• 2<sup>nd</sup> interviews are taking place this week with position to be filled end of November at the earliest</li> </ul> <p>CFM Faculty position:</p> <ul style="list-style-type: none"> <li>• Welcome to Dr. Brad Kamstra as the most recent family medicine physician to join FCH</li> <li>• Dr. Kamstra fills the faculty position vacated by Dr. Jim Wilde</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Rick Pudwill, FCH Lab Manager, received a very well deserved CLMA (Clinical Lab Management Association) Leadership Award this month at the SDAHO meeting.</li> <li>• Dr. Tinguely and Schmitz will be speaking about the health effects of meth use at a press conference panel discussion tomorrow, 9/29.</li> <li>• School based collaboration with school district continues to be successful- FCH clinic student registrations are up and clinics overall are trending up in patient visits.</li> <li>• Flu shots are now being offered at FCH sites, as well as in the community- get your flu vaccination!</li> <li>• Health and Parks have teamed up to propose tobacco free Parks and all City property. Presented draft ordinance to City Council Land Use Committee on 9/20, aim to have approved ordinance by end of 2016.</li> </ul>