

Falls Community Health Governing Board Minutes
Thursday, October 20, 2016, at 12:00 pm

Present: Gwendolyn Martin-Fletcher, Jim Kellar, John Peterson, Jonathon Ott, Linda Karnof, Katie Reardon, Tracy Johnson, Bruce Vogt, Cindy Binkerd

Absent: Susy Blake, Joyeuse Urwibutso

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

Guests: Dr. Mark Huntington

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

A motion was made to approve the minutes for Falls Community Health Governing Board dated September 28, 2016, supported by Bruce, seconded by Gwen, motion carries.

FINANCIAL REPORT:

The Falls Community Health reports attached are through the month ending September 30, 2016. We are 75% through the fiscal year. The last financials presented were through the month of August 2016.

Operating Revenues:

- Net Patient Revenue consists of all patient charges/fees. Total Net Patient Revenue for September came in at \$388,674 which is 68% of the YTD actuals to annual budget. 2016 Net Patient Revenue is unfavorable \$381K to YTD budget.
- Total Grant Revenue of \$319,791 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention and Refugee grants.
- Total Other Revenue is \$4,015.

Total Operating Revenues YTD September is \$6.5M, which is 74% YTD actuals to annual budget. 2016 Total Operating Revenues are unfavorable \$72K to YTD budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were \$890,786 for the month of September.

- Personnel expenses are at 69% of the budget. September included 3 pay periods. 2016 is \$410K favorable to YTD budget.
- Professional Services are at 74% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses. 2016 is \$11K favorable 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 59% of the YTD budget. 2016 is favorable \$10K to YTD budget.
- Supplies and Materials are at 68% 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 \$49K favorable to YTD budget.
- Training is at 80% of the YTD budget. The majority of expense are continuing education expenses and out of state travel. 2016 is \$4K unfavorable to YTD budget.
- Utilities are at 33% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in July. Next payment will occur in October.

Non-operating Revenue (Expense):

- Other Revenue is at 80% of the budget and includes USD dental lease payments and recovery of prior year revenue.
- Estimated Uncollectible Revenue is (\$154,283) for September 2016 is \$149K unfavorable to YTD budget.

Net Income (Loss): September actuals are (\$317,837) and YTD (\$609,749). 2016 is \$285K favorable to 2016 budget. Motion made to approve the financial report supported by Bruce, and seconded by Gwen, motion carried.

QUALITY: Deferred

ACCESS:

School Based Health Update: The staff has been working on a three year sustainability and improvement plan. In the last 10 years we have been working on getting all three sites up and operational year round. One concern is to make sure we are fulfilling our mission to improve student health and readiness to learn, currently more adults than children are being seen at the school based sites.

After reviewing the data, and discussing with different focus groups with the schools and our staff; the results show a need for improved information sharing between us and the schools, remove barriers to registration, better coordination of care to meet highest need, better communication between school and clinic staff, and the need for a marketing plan.

The improvement plan includes:

- Amending the contract to allow for better information sharing
- Implement an online registration process by 2017-2018 (in progress)
- Conduct a behavioral health pilot at Terry Redlin (in progress)
- Conduct a primary care pilot at Horace Mann (planning)
- Develop school based advisory committee (progress)
- Write a marketing plan (planning stage)
- Provide training to provider staff (complete)

The next steps include completing tasks, monitor the progress and optimize the advisory committee.

Whitney Larsen's last day is in early November. Her position will be filled by Megan Nagel a PA-C, she has 3 years of experience with school based clinics and will start in early December.

EXECUTIVE DIRECTOR'S REPORT:

See attached report

Motion to adjourn, supported by Katie, seconded by John, motion carries. 12:55 pm



Jim Kellar- Board Chair
November 17, 2016

October 2016 Falls Community Health Executive Director Board Update

<p>Board Activities/ Updates</p>	<ul style="list-style-type: none"> • Linda Karnof's 2nd term ends in December. • CEO evaluation is on the board calendar for November. Per board policy it is finalized in December. <p>7.1 Annual performance review of FCH Program Director:</p> <ol style="list-style-type: none"> a) FCH Program Director functions of the Health Director will be reviewed annually by the Board at the December board meeting. b) Health Center 19 Key Requirements will serve to guide the Board in reviewing prior year's performance. c) This will be completed in executive session to include only the Board and HR as requested. d) The Board chair will submit a letter to the current mayor with an overview of the program director's performance throughout the prior year.
<p>Team Updates</p>	<p>New APP announcement:</p> <ul style="list-style-type: none"> • Megan Nagel, PA-C, will be joining our team in early December. • Megan is a Sioux Falls native who has been working at an FQHC in Kansas for the past 3 years. • She has extensive experience in school-based clinics and is currently the Director of the Coffeyville/Montgomery School Based Health Clinics. • She brings with her strong leadership skills, excellent clinical skills, and a desire to continue working within the FQHC world. <p>Dental Manager position:</p> <ul style="list-style-type: none"> • Lonna Jones is retiring in January 2017. • Lonna has been with FCH since the beginning of our dental services program and has guided the clinics through tremendous growth. She has a lot to be proud of. • Soon we will announce plans for celebrating her well-deserved retirement.
<p>Miscellaneous</p>	<ul style="list-style-type: none"> • Please remember to get your flu shot! • Save the Date: Health Department Employee Holiday Breakfast on 12/20