

Falls Community Health Governing Board Minutes
Thursday, July 20, 2017, at 12:00 pm

Present: Susy Blake, Linda Karnof, Gwendolyn Martin-Fletcher, Jim Kellar, Bruce Vogt via phone, Tracy Johnson, Jonathon Ott, John Peterson, Cindy Binkerd, Brent Christiansen,

Absent: Katie Reardon,

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

Call to Order: The meeting was called to order by Jim Keller at 12:03 pm.

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated June 15, 2017, and the QA/QI minutes dated June 19, 2017 supported by Tracy, seconded by Susy, motion carries.

FINANCIAL REPORT:

The Falls Community Health reports attached are through the month ending June 30, 2017. We are 50% through the fiscal year. The last financials presented were through the month of May 2017.

Operating Revenues:

- Net Patient Revenue consists of all patient charges/fees. Total Net Patient Revenue for June came in at \$461,834 which is 49% of the YTD actuals to annual budget.
- Total Grant Revenue of \$288,728 includes grant drawdowns from the Community Health Center, Ryan White Part C, and HIV Prevention and Refugee grants.
- Total Other Revenue is \$1,654.

Total Operating Revenues YTD June is \$4,578,484, which is 50% YTD actuals to annual budget. 2017 Total Operating Revenues is \$16K less than YTD budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were \$752,749 for the month of June.

- Personnel expenses are at 44% of the budget. 2017 is \$363K favorable to YTD budget.
- Professional Services are at 52% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 7% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 37% of the YTD budget.
- Supplies and Materials are at 48% 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. 2017 is \$17K favorable to YTD budget.
- Training is at 44% of the YTD budget. The majority of expense are continuing education expenses and out of state travel.
- Utilities are at 41% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in June.

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 (\$111,920) for June 2017.

Net Income (Loss): June actuals are showing a net loss of (\$92,874) and YTD net loss of (\$403,999). 2017 is 35% YTD actuals to annual budget.

A motion was made to accept the financial report as presented, supported by Tracy and seconded by Cindy, motion carries.

2018 Proposed Budget

The proposed budget for the entire health department was presented for 2018.

A motion was made to accept the Sioux Falls Health Department 2018 budget, supported by Brent and seconded by Tracy, motion carries.

2016 Financial Audit

The 2016 Financial Audit presented no finding for the Health Department or the grants.

A motion was made to accept the 2016 Financial Audit, supported by Linda and seconded by John, motion carries.

QUALITY:

Deferred

ACCESS:

FY 2017 Grant Supplemental Funding will be used to provide increased access in Mental Health and Substance Abuse Services (AIMS)

Purpose: Expand access to mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse.

Funding: \$150,000 maximum

- \$75,000 eligible for ongoing funding (added to base funding each year)

 - Mental health counseling-additional 24 hrs. / week

 - CD counseling-additional 10 hrs. / week

 - Psychiatry services-additional 4 hrs. / week

- \$75,000 eligible for one time funding

 - Training/Education for psychiatry services

 - Training/Education for providers and management at national conferences

 - Consulting services for medication management and brief interventions

 - Software enhancements/interfaces

A motion was made to accept the FY 2017 Grant Supplemental Funding, supported by Bruce and seconded by Tracy, motion carries.

Dr. Tinguely presented the credentialing and re-privileging for Leah Mergen. Her peer reviews found no issues.

Motion to accept the credentialing and grant re-privileging of Leah Mergen, PA-C, as presented by Dr. Tinguely supported by Suzy, seconded by Tracy, motion carried.

POLICY REVIEW:

Motion to accept the Sioux Falls Health Department Standard Operating Policy/Procedure for Code of Conduct supported by Brent, seconded by Susy, motion carried.

Motion to accept the Sioux Falls Health Department—Falls Community Health Standard Operating Policy/Procedure for Compliance & Auditing supported by Susy, seconded by Linda, motion carried.

Motion to accept the Sioux Falls Health Department—Falls Community Health Standard Operating Policy/Procedure for Billing & Collections supported by Tracy, seconded by Cindy, motion carried.

Motion to accept the Sioux Falls Health Department—Falls Community Health Standard Operating Policy/Procedure for Program Director appointment, evaluation, and succession plan supported by Bruce, seconded by Tracy, motion carried.

STRATEGIC PLAN UPDATE:

FCH Board Approved Strategic Plan 2016-2019		Progress Report July 2017
Item	Status	Notes
Medicaid Expansion	On hold	Monitor legislation
Comprehensive Marketing Plan	In progress	Added school based logo and document design. Additional school based events to increase engagement with school staff and families.
Comprehensive retail/clinical pharmacy on site	In progress	Attended 340B training, purchased 340B policy manual, meetings with Lewis Drug and SDSU coming up. Note - lost 16 hours of on site clinical pharmacy.
Urgent care and extended hours	On hold	Have discussed scenarios. Will query patient population during next patient satisfaction survey.
Behavioral health integration	In progress	Completed evaluation of services against SAHMSA/HRSA integration matrix and identified action plan. Also transitioning contracted staff to employed. Applying for 2017 BH ES grant.
Increased quality performance	In progress	Submitted PCMH on 7/6 - awaiting recognition, dental dashboard complete.
Develop patient retention measure	On hold	Have done some initial research and working document.
Maximize billable services	In progress	Continuuing to implement DSME. Pilot moved to Q3.
Decrease general fund dependence	In progress	2017 YTD below budget. 2018 budget projectections show further decrease.
Increase productivity and decrease no shows	In progress	Implemented new no show policy. Productivity increasing through a variety of interventions.
Continue full partnership with City Well Being	In progress	Many improvements due to staff feedback in solution box. (Recycling bin, picnic tables, lactation room, clinical coverage over noon. Next step - improved fitness room)

OSV Prep:

The reviewers will be here August 15-17th and will focus on the 19 Key Requirements. They have requested to meet with the board on Wednesday August 16th, we will plan to have a short board meeting then they will meet with the board. Please check your schedules for availability and let Lisa know if you have any conflicts. The board was given the board policy and the Program Director appointment, evaluation, and succession plan policy for review before next month.

Nominating Committee:

Consensus is that the board will be the nominating committee for chair and vice chair and will present names of interested parties next month.

EXECUTIVE DIRECTOR'S REPORT:

Deferred

Motion to adjourn, supported by Tracy, seconded by Susy, motion carries. 1:08 pm



Jim Kellar- Board Chair August 16, 2017