

Falls Community Health Governing Board Minutes
Thursday, December 19, 2019 at 12:00 pm

Present: Patricia (Annie) Bolds, Jim Keller, Dr. Katie Skinner, Bernie Schmidt, Cindy Binker, Jonathon Ott, Linda Barkley, Angela Landeen, Brenda Parker, Dr. Bruce Vogt,

Absent: Susy Blake,

Staff Present: Jill Franken, Amy Richardson, Alicia Collura, Erin Hartig, Lisa Stensland

Guest: Dr. Mark Huntington

Call to Order: The meeting was called to order by Jonathon Ott at 12:00 pm.

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated November 21, 2019 and the QA/QI minutes from November 27, 2019 supported by Jim, seconded by Bernie, motion carries.

FINANCIAL REPORT:

The Falls Community Health reports attached are through the month ending November 30, 2019. We are 92% through the fiscal year. The last financials presented were through the month of October 2019.

Operating Revenues:

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for November came in at \$381,775, which is 66% of the YTD actuals to annual budget.
- Total Grant Revenue of \$361,638 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention, Family Planning, Colorectal Cancer and Refugee grants.
- Total Other Revenue is \$119 for November.

Total Operating Revenues YTD November is \$6.6M, which is 77% YTD actuals to annual budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were \$841,007 for the month of November.

- Personnel expenses are at 84% of the budget. November had 2 pay periods. 2019 is \$552K favorable to YTD budget.
- Professional Services are at 81% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 99% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 83% of the YTD budget.
- Supplies and Materials are at 91% 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. 2019 is \$7K favorable to YTD budget.
- Training is at 124% of the YTD budget. The majority of expense are continuing education expenses and out of state travel. Majority of non-continuing education is paid through quality and expansion grants.
- Utilities are at 88% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in October, next payment is in December 2019.

Non-operating Revenue (Expense):

- Other Revenue is at 94% of the budget and includes USD dental lease payments and recovery of prior year revenue.

Net Income (Loss):

- November actuals are showing net loss of (\$78,744) and YTD net loss of (\$1,737,726).

A motion to approve the financial statement as presented supported by Bruce, seconded by Katie, motion carries.

Productivity:

Productivity has remained consistent at 81 % of goal compared to last year through November. The physicians, dentists, dental hygiene, mental health/substance abuse, and case management/social work are all ahead of last year. The overall total is at 82% of goal.

BILLING POLICY:

The billing policy will have the additional dental fees relating to denture services included in the policy. Motion to accept the change to the Falls Community Health Billing Policy as presented, supported by Bernie, seconded by Cindy, motion carries.

QUALITY:**QAQI:**

2019 Review

The order tracking workflow was completed and implemented. This workflow was for both the PST's and Nursing staff to ensure patients were followed up with when sent for outside imaging (CT's, MRI's etc.) as well as referrals to outside providers.

Diabetic Management supply pilot update. The supplies have been ordered and the policy/workflow has been drafted. The next steps are to figure out all the documentation in the new EMR and then train nursing staff. Roll out tentatively scheduled for the end of January.

The Quality Work Plan work continues. Many of the tasks were completed in 2019 and when the Quality Team meets next week, the discussion will be around developing new tasks for the 2020 work plan.

Evidence based protocols are being created. Diabetes has been rolled out. The first round of peer reviews for providers and nurses will be in the first quarter of 2020. The draft for the hypertension protocol has been started.

This will also include peer review for both providers and nursing staff.

January is Cervical Cancer Screening Awareness month. We will be promoting an Add-A-Pap campaign with incentives in January, and there will be some type of celebration if the overall screening rate is improved from 50% to 53% by July 2020. Cervical cancer screening dashboards will be added to the Care Team meeting dashboard rotation in 2020.

With the new EMR, we will be able to set up "campaigns" that will allow us to send electronic reminders as well as mail letters to patients that are overdue for particular screenings. This includes immunizations etc. This will be very useful for multiple different items for Patient Centered Medical Home (PCMH).

Annual Family Planning Report:

Services include:

- Exams and screenings for breast and cervical cancer
- STI testing
- Education, counseling, and access to contraceptive services
- Pregnancy testing and OB care referral
- Eligible patients: men or women of childbearing age

Annual update: patients served 194 pts to 534 pts 2018 - to 2019 (275% increase)

Marketing: website and pamphlets

Program notes:

- Numerous requirements for billing, training and documentation
- Will work with new eMR module to streamline processes

Program increases patient access to affordable options and provides more patient choice

ACCESS:

Credentialing and Privileging:

A motion was made to accept the re-credentialing and grant re-privileging for Cheri Kovalenko, supported by Bruce, and seconded by Jim, motion carries.

BOARD SELF-ASSESSMENT:

The board can fill out and turn in their assessment surveys and we will report the results next month.

EXECUTIVE DIRECTOR'S REPORT:

See report below:

PUBLIC INPUT:

None at this time

A motion was made to move to Executive session to discuss personnel issue pursuant to SDCL 1-25-2(3), supported by Jim, seconded by Cindy, motion carries.

A motion to end executive session and adjourn, supported by Bernie, seconded by Cindy, motion carries.

1:00 pm



Susy Blake - Board Vice Chair January 16, 2019

December 2019 FCH Executive Director Board Update



- **EMR “Go Live”**- was this week and while it has been stressful for our team, they have done a the fantastic job in managing their work in new electronic medical record.
- **Holiday Party**- the breakfast this week was one of the best yet! I thank the board members who stopped by to celebrate with our team.
- **Holy Spirit Donation**- Holy Spirit church has donated \$3,000 to increase our Medication Assistance Fund. This donation was the idea of John Erpenbach who was our Psych NP for a few years and is a member of Holy Spirit.
- **Congress Provides Short-Term CHC Funding Extension through May 2020**- great progress was made this year to put health centers in a good position to secure long-term funding for the CHC Fund and the NHSC. Congress needs more time to reach an agreement on how to pay for a long-term extension. This extension will give Congress more time to work through issues related to surprise billing measures and high drug prices, which could serve as ways to pay for a long-term extension of CHC funding.



As we close out 2019, we want you to know you are valued as a key part of our team. Your support, encouragement and guidance is part of what makes this a terrific safety net service in our community. We wish you a Happy Holidays, and we look forward to a very successful 2020, in partnership with you.

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