

**Falls Community Health Governing Board Minutes**  
**Thursday, October 17, 2019 at 12:00 pm**

**Present:** Jim Keller, Dr. Katie Skinner, Dr. Bruce Vogt, Bernie Schmidt, Cindy Binkerd, Jonathon Ott, Linda Barkley, Angela Landeen

**Absent:** Susy Blake, Patricia (Annie) Bolds,

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

Call to Order: The meeting was called to order by Jonathon Ott at 12:03 pm.

A motion was made to approve the minutes for Falls Community Health Governing Board dated September 19, 2019 supported by Bruce, seconded by Jim, motion carries.

**FINANCIAL REPORT:**

The Falls Community Health reports attached are through the month ending September 30, 2019. We are 75% through the fiscal year. The last financials presented were through the month of August 2019.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for September came in at \$361,898, which is 54% of the YTD actuals to annual budget.
- Total Grant Revenue of \$281,150 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 \$4,766 for September.

Total Operating Revenues YTD September is \$5.4M, which is 62% YTD actuals to annual budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$681,643 for the month of September.

- Personnel expenses are at 69% of the budget. September had 2 pay periods. 2019 is \$441K favorable to YTD budget.
- Professional Services are at 63% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 95% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 38% of the YTD budget.
- Supplies and Materials are at 62% 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 \$103K favorable to YTD budget.
- Training is at 97% 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 58% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in August, next payment is in October 2019.

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

- Other Revenue is at 81% of the budget and includes USD dental lease payments and recovery of prior year revenue.

**Net Income (Loss):**

- September actuals are showing net loss of (\$15,777) and YTD net loss of (\$1,278,316).

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

**QUALITY:**

The three-year strategic plan was reviewed. The priorities of the board were: a retail/clinical pharmacy, a school based 3-year plan, along with others. Alicia is completing a feasibility study and preparing to add the pharmacy to the 2021 budget cycle if findings are positive.

Alicia and Kayla are working on the 3year school based plan. They have held a school based meeting with FCH staff and the school staff. The next step is prioritization and development of a work plan.

On December 16<sup>th</sup> the implementation of the new electronic medical records (EMR) will go live. We will have two trainers on site the week before. We are hoping this will be really smooth since Center for Family Medicine (CFM) staff are familiar with the new program and two of our APP's have worked with it as well.

We have received another round of Behavioral Health Grant; this has been awarded to us for the last 3-4 years. We will be posting job positions to be compliant with that grant.

Since there is a lot going on right now we are wondering if we could extend this plan into 2020.

Motion to extend the current strategic plan to December 31, 2020, supported by Bernie, seconded by Jim, motion carries.

**ACCESS:**

Credentialing and Privileging:

A motion was made to accept the credentialing and grant privileging for Dr. Daniel Reardon, DDS, supported by Jim, and seconded by Cindy motion carries.

A motion was made to accept the credentialing and grant privileging for Sara Fuerstenberg, CNP, supported by Bernie, and seconded by Bruce motion carries.

**ANNOUNCEMENT:**

Due to the upcoming site visit we will most likely move the board meeting to the week of the site visit. Once we have the date we will let everyone know.

**EXECUTIVE DIRECTOR'S REPORT:**

See report below:

**PUBLIC INPUT:**

None at this time

A motion to adjourn, supported by Jim, seconded by Bernie, motion carries.

12:55 pm



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Jonathon Ott - Board Chair November 21, 2019

## October 2019 FCH Executive Director Board Update

### Board

- We are working through the appointment process to replace Gwen's board position. We have an applicant who should be appointed by the next board meeting.

### Operational

- **OSV in 2020-** though it is hard to believe, our next HRSA Operational Site Visit has been scheduled for March 24-26, 2020. We recommend that the board meeting that month be moved to the 4<sup>th</sup> Thursday to allow you to coordinate both the regular board business and the meeting with the site reviewers on the same day.
- **Provider recruitment complete:** Suzanne Tarver, PA, and Sarah Fuerstenberg, CNP have both started in their positions in the past couple weeks, and Dr. Iyad Alyo began on Tuesday this week.
- **EMR Update:** Last week our eCW EMR Business Analyst was on site. This person observed clinical, scheduling and front desk workflows, identifying areas of improvement to incorporate into the new EMR. This week is a kick off call with the Billing Business Analyst, the beginning of bi-weekly calls, and getting started on workflows and system tables. So far plans are to have onsite training the week of Dec 9<sup>th</sup> and GO LIVE on Dec 16<sup>th</sup>.
- **USD and the City are collaborating** in a new partnership in which their data analytics majors are working on a couple of predictive analytics projects. They were pitched a number of ideas and they chose two, one being to provide us with analytics to predict clinic no-shows. We are excited to see what they are able to present to us and will keep the board updated on their progress.
- **Security Update:** Security cameras have been installed throughout the main site building as well as at our school-based sites. County will manage the security cameras for the main site, to include the monitoring aspect. Management of the cameras at the school sites will be through our staff.

### Miscellaneous



### **Community Conversation About Opioids (held 9/25)**

This was a terrific event! It exceeded our expectations in the content of the speakers, the number of people attending, and the networking that occurred throughout.

- 143 people attended the morning session
- 81 people attended the lunch

Sponsors included Helpline Center, Avera, Southeastern Behavioral Health, CHAD, Sanford, Keystone, Carroll Institute, Facelt Together, SD DSS, Sioux Falls P.D

HD Priorities through 12/31/2019			
<b>FCH Governing Board Priorities</b>	<b>Lead</b>	<b>Status</b>	<b>Notes</b>
Comprehensive retail/clinical pharmacy	Alicia/Katie	In progress	Alicia completing feasibility study. Preparing for 2021 budget cycle if findings are positive.
Behavioral health integration	Vanessa	Complete	
Increased quality performance	Alicia	In progress	Need analysis and plan for Medicaid HH quality improvement.
SUD treatment accreditation	Vanessa	In progress	Vanessa setting up 90 day implementation plan.
Maximize billable services	Amy	In progress	Need to align billing with care management and enabling services.
Urgent care and extended hours	Erin/Kelly	In progress	Will meet on study findings early 2020.
School based 3 year strategic plan	Alicia/Kayla	In progress	Held school based meeting. Next step is prioritization and development of work plan.
<b>Additional FCH Priorities</b>	-		
EMR selection and implementation	Amy	In progress	Go live December 16th.
HCCN	Amy	In progress	CHAD has initiated communication
Ryan White evaluation	Alicia/Amy/Vanessa	In progress	Work plan has been completed. Fiscal compliance is highest priority.
Behavioral Health Grant	Vanessa/Alicia	Complete	
Compliance Program	Amy	Initiated	FCH has compliance activities, but does not have a documented compliance program. Need to align efforts and identify/address any gaps.
Interpreter Analysis	Alicia/Amy	Initiated	Audit being completed by staff. Alicia will create project work plan.
New Behavioral Health Grant	Vanessa	Initiated	Next step is hiring of nurse and support staff for behavioral health.
Population Health software	Amy	Initiated	Aligning with EMR implementation work plan.
<b>City and other initiatives</b>	-		
Triage Center Pilot Implementation	Jill	In progress	Focus on funding and governance.
Triage Center BHAG	Julie	In progress	Inviting others to join project team.
AARP Livable Cities Recognition	Mary	Complete	
Peakon	Jill/Alicia/Amy	In progress	Facilitating "Culture Code" at October in-service
Transit Project	Alicia/Amy	In progress	Phase #1 complete. Planning pilot for early 2020.
Family Daycare Inspection program	LuAnn	Complete	
Microblading	Alicia	In progress	Next steps - City Council Informational late Oct or early Nov.