

Falls Community Health Governing Board Minutes
Thursday, June 18, 2020 at 12:00 pm

Present: Via Phone: Cindy Binkerd, Brenda Parker, Dr. Bruce Vogt, Jim Keller, Madeline Shields

In Person: Bernie Schmidt,

Absent: Linda Barkey, Patricia (Annie) Bolds, Angela Landeen, Dr. Katie Skinner, Jonathon Ott,

Staff Present: Jill Franken, Alicia Collura, Dr. Jen Tinguely, Amy Richardson, Erin Hartig, Lisa Stensland

Guest: Dr. Mark Huntington

Call to Order: The meeting was called to order by Jonathon Ott at 12:00pm. Roll call ___ Annie, yes_ Jim, ___ Katie, _yes_ Bruce, _Jon, _yes_ Cindy, ___ Linda, ___ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated May 21, 2020 and the QA/QI minutes from May, 2020 supported by Bruce, seconded by Cindy, motion carries.

Roll call ___ Annie, yes_ Jim, ___ Katie, _yes_ Bruce, _Jon, _yes_ Cindy, ___ Linda, ___ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

FINANCIALS:

The Falls Community Health reports attached are through the month ending May 31, 2020. We are 42% through the fiscal year. The last financials presented were through the month of April 2020.

Operating Revenues:

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for May came in at \$52,533, which is 24% of the YTD actuals to annual budget.
- Total Grant Revenue of \$399,812 includes grant drawdowns from the Community Health Center, Ryan White Part C, HIV Prevention, Family Planning, Colorectal Cancer and Refugee grants.
- Total Other Revenue of \$68,271 includes the Medicaid Health Home quarterly payments for the first two quarters of 2020.

Total Operating Revenues YTD May is \$2,728,306, which is 31% YTD actuals to annual budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were \$654,536 for the month of May.

- Personnel expenses are at 36% of the budget. May had 2 pay periods. 2020 is \$423K favorable to YTD budget.
- Professional Services are at 23% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 9% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 31% of the YTD budget.
- Supplies and Materials are at 36% 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.
- Training is at 17% 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 32% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in April 2020.

Total Operating Expenses YTD May is \$3,569,064 which is 33% YTD actuals to annual budget.

Non-operating Revenue (Expense):

- Other Revenue is at 27% of the budget and includes USD dental lease payments and recovery of prior year revenue.

Net Income (Loss):

➤ May actuals are showing net loss of (\$103,503) and YTD net loss of (\$736,577).

A motion to approve the financial statement as presented supported by Jim seconded by Bruce, motion carries. Roll call ___Annie, _yes_ Jim, ___Katie, _yes_ Bruce, ___Jon, _yes_ Cindy, ___Linda, ___Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

Productivity

May saw a decrease in productivity as the CFM residents were assisting elsewhere. The APP’s are exceeding last year as we were down two providers. The dentists were only seeing emergency patients, and there were no hygiene visits. Mental health visits finally were coded in May so some are from prior months. Clinic volumes are increasing weekly, dental opened June 1st and hygiene will begin on June 15th for regular appointments.

QUALITY:

A motion was made to accept the Standard Operating Policy/Procedure for Order Tracking; supported by Jim, seconded by Cindy, motion carries. Roll call ___Annie, yes_ Jim, ___Katie, _yes_ Bruce, _Jon, _yes_ Cindy, ___Linda, ___Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

QAQI: The updated FTCA application will be submitted at the end of the month. The “add a PAP” program was reintroduced in January and has been successful. Over the last 5 months, 70 Pap Smears have been added to a regular appointment. Staff will continue to encourage “add a Pap’s” with a goal of increasing our cervical cancer screening rate to 53% by the end of 2020. A hypertension (HTN) dashboard has been created out of the EMR and the current rate is at 60% with approximately half of the HTN patient population having been seen so far this year. Our goal is 66%. This report is only looking at 2020 data due to the EMR conversion, typically the data is run with a year look back. PCMH application is due for renewal in July, work is being done to create the new reports. There is a one question patient satisfaction survey happening right now where a random selection of patients recently seen in clinic are being asked if their phone call to the clinic was answered in a timely manner. The plan is to distribute a full patient survey in the fall.

ACCESS:

Credentialing and Privileging:

A motion was made to accept the re-credentialing and grant re-privileging for Dr. Jamie Kohler, DDS supported by Bruce, and seconded by Jim, motion carries. Roll call ___Annie, yes_ Jim, ___Katie, _yes_ Bruce, _Jon, _yes_ Cindy, ___Linda, ___Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

Hours of operation were reviewed

Medical Main Site

	Mon	Tues	Wed	Thurs	Fri
Pre COVID	8am-9pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm
COVID	7:30am-3pm	7:30am-3pm	7:30am-3pm	7:30am-3pm	7:30am-3pm
Proposed	7:30am-6pm	7:30am-6pm	7:30am-5pm	7:30am-5pm	7:30am-3pm

Patient appointments starting at 7:30 am, over the noon hour and until 5:30 on Monday/Tuesday. Pre-COVID appointment availability started at 8:15, no noon hour and until 4:15, Monday evenings started at 5:45. Phone scheduling to begin at 7:15, doors open at 7:15, pre COVID 8am phone scheduling and 7:30 doors. Walk in acute care clinic in the mornings and lab only walk ins starting at 7:30.

Patient satisfaction survey from January 2020, 60% would like noon hour appointments, 49% were likely to schedule an appointment before 8am and 70% would schedule if availability until 7pm. 130 patients were surveyed.

Staff satisfaction survey from June 2020-strong focus on work/life balance, access to care for patients and residency requirements. 75 medical/dental/CFM staff participated in the survey, a 70% participation rate!

Dental Main Site

	Mon	Tues	Wed	Thurs	Fri
Pre COVID	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-1pm
COVID	7:30am-3pm	7:30am-3pm	7:30am-3pm	7:30am-3pm	7:30am-1pm
Proposed	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-1pm

Keep dental hours the same as they were pre COVID.

Changed emergencies from walk in to scheduled. Emergency scheduling was tested during COVID and was very successful for both patients and staff. The dental team will have one dentist working emergencies all day, every day!

EXECUTIVE DIRECTOR REPORT:

See Below.

PUBLIC INPUT:

None at this time

A motion to adjourn, supported by Bernie, seconded by Jim, motion carries. Roll call ___Annie, yes_ Jim, ___ Katie, _yes_ Bruce, _Jon, _yes_ Cindy, ___ Linda, ___ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

12:51 pm



Bernie Schmidt – Vice Chair July 16, 2020

June 2020 FCH Executive Director Board Update

Operational

Operational Site Visit: HRSA has continued to suspend all operational site visits that have been scheduled during COVID at least through September. It is possible we could see this process revised and will update you when any official information is provided.

Service Area Competition: Every three years FCH is required to submit a competing grant application for our federal funding. In the years in between, we submit a report call a Budget Period Renewal. Due to COVID, HRSA has announced that they are extending the project periods for those health centers who have a SAC due in 2021 for an additional year. Therefore FCH will not need to submit a competing SAC application, but rather a BPR report in 2021 and our grant period will extend an additional year.

Colonoscopy Access: Freenome, a clinical research firm, approached FCH with an opportunity for patients to access colonoscopies. The cost of this procedure can sometimes be out of reach for our patients. By agreeing to provide a blood sample, up to 75 patients who have a positive colorectal cancer screening result will be able to receive a colonoscopy at no charge. This study has been reviewed and approved by our local institutional review board at USD. During the course of the study, which will end this fall, FCH has access to limited funding if there are patients who need this procedure but do not want to participate in the study.

Additional

Triage Center Update:

- City leadership for this project has been transitioned to Alicia- thank you!!!
- Non-profit partner agreement is officially approved
- Annex remodel design underway, lease agreement between City and non-profit finalized in July
- Service provider selection through RFP is ongoing
- Slight delay in project due to COVID, working towards goal of being operational end of 2020

COVID: latest data below. Attached is the most recent Situation Report of the COVID EOC.

