

**Falls Community Health Governing Board Minutes**  
**Thursday, March 18, 2021 at 12:00 pm**

**Present:** Virtually, Linda Barkey, Kari Benz, Dr. Katie Skinner, Brenda Parker, Angela Landeen,

**In Person:** Bernie Schmidt, Dr. Bruce Vogt, Moses Pessima, Lee Jensen

**Absent:** Cindy Binker, Madeline Shields,

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

Call to Order: The meeting was called to order by Dr. Bruce Vogt at 12:01 pm. Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

A motion was made to approve the minutes for Falls Community Health Governing Board dated February 18, 2021 supported by Bernie, seconded by Kari, motion carries.

Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

**NEW BOARD MEMBERS:**

Dr. Vogt welcomed our new board members Lee Jensen and Moses Pessima.

**FINANCIALS:**

The Falls Community Health reports attached are through the month ending February 28, 2021. We are 17% through the fiscal year. The last financials presented were through the month of December 2020.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for February came in at \$230,763, which is 11% of the YTD actuals to annual budget.
- Total Grant Revenue of \$341,338 includes grant drawdowns from the Community Health Center, COVID, Ryan White Part C, HIV Prevention, Colorectal Cancer, and Refugee grants.
- Total Other Revenue is \$31,323 for February.

Total Operating Revenues YTD February is \$1,134,865, which is 13% YTD actuals to annual budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$701,521 for the month of February.

- Personnel expenses are at 13% of the budget. February had 2 pay periods. 2020 is \$277K favorable to YTD budget.
- Professional Services are at 6% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.
- Rentals are at 3% of the YTD budget. Technology charges occur in July of every year.
- Repair and Maintenance is at 9% of the YTD budget.
- Supplies and Materials are at 13% 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 7% 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 1% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in December 2020.

Total Operating Expenses YTD February is \$1,262,839 which is 11% YTD actuals to annual budget.

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

- Other Revenue is at 9% of the budget and includes payments from USD dental lease payments, recovery of prior year revenue, and interest.

**Net Income (Loss):**

- February actuals are showing net loss of (\$80,110) and YTD net loss of (\$92,707).

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

Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

**Productivity:**

The provider category will now include all providers our APP's, CFM residents and faculty. They are at 83% of goal through February. Nursing visits are at 75% of goal. The dentists are at 77% of goal and missing a dentist. Dental Hygiene is at 93% of goal. Dietitian is at 91 % of goal. Mental health/Substance Abuse is at 86% of goal. Case management/social work is at 49% of goal.

**Poverty Guidelines:**

Motion to approve the Falls Community Health Sliding Fee Schedule based on Poverty Guidelines Published January 26, 2021. Motion supported by Bernie, seconded by Katie, motion carries.

Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

**QUALITY:**

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Ryan White program will receive technical assistance from HRSA the end of March. This was requested after the site visit 2 years ago.

The patient surveys went out last week and the majority that have come back in have had amazing comments.

The ECW (electronic medical records) has better reporting capabilities and work is being done to utilize that module.

Last quarter key metrics for RW patients:

104 out of 106 (98%) patients with HIV receiving antiretroviral therapy (ART) - goal: 90%

102 out of 106 (92%) patients with HIV with Viral load suppression (less than 200 copies) - goal: 90%

**Quality Initiatives/Risk Management (QI/RM):**

These were two separate reports and committees but the purpose of the change is alignment of initiatives, including the Federal HRSA grant, FTCA, and PCMH. It helps create efficiencies of time, people and money. It also creates accountabilities and decreases risk. The role of the QI/RM team is to monitor organizational performance on clinical and operational quality as well as safety and risk management activities:

- Assure the data and chosen metrics are being collected and monitored
- Identify quality and risk related problems and see through to resolution
- Incorporates evidence based practices
- Reviews and recommends changes to policies/procedures that impact patient care
- Reviews, addresses and approves subcommittee reporting

There will be 6 sub-committees with a phased implementation:

- Safety: responsible for monitoring safety at FCH - current
- Ryan White: HIV grant compliance -current
- Pharmacy & Therapeutics: 340B compliance – current

- PCMH: sustaining PCMH recognition – had first meeting in February
- HIT/EMR: EMR optimization – rollout end of 2021/beginning of 2022
- Finance/Access: maximize revenue/minimize financial risk - rollout 3<sup>rd</sup> quarter of 2021

#### Safety Report for 2020

COVID 19 had a profound effect on the clinics including the hours of operation. The medical side changed the hours the clinic was open and how they processed patients needing routine labs and care. The hours of the school based sites were reduced and the dental clinic moved to emergencies only. The policies and procedures put into place were for the safety of the patients and the staff. During this time there was a significant reduction in occurrence reports. In 2020 there were 21 near misses and in 2019 there were 74. The COVID team met daily to make sure everything was being met in the daily routine measures.

Motion to approve the Quality Assurance/Risk Management plan as presented. Motion supported by Bernie, seconded by Brenda, motion carries.

Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

#### ACCESS:

Deferred

#### UDS REPORT:

Deferred

#### EXECUTIVE DIRECTOR / BOARD CHAIR REPORT:

The interview process has begun for the Executive Director/Public Health Director position. There are 5 members of the interview panel representing HR, the mayor's office, both boards of the health department and the clinic. There were 36 applicants, seven being interviewed and two on hold. Interviews will start tomorrow and then the mayor will interview. We hope to make and offer by April 2<sup>nd</sup> and go to council either April 20<sup>th</sup> or May 4<sup>th</sup>. After that HRSA will be notified, we may need to implement an Interim Director.

The board thanked Jill for her service and dedication to the clinic and to Sioux Falls in general.

#### PUBLIC INPUT:

None at this time

#### EXECUTIVE SESSION:

Deferred

Motion to adjourn, support supported by Bernie, and seconded by Moses, motion carries.

Roll call: Yes Katie, yes Bruce, A Cindy, yes Linda B, Yes Angela, Yes Brenda, A Madeline, yes Bernie, yes Kari, Yes Lee, Yes Moses

1:04 pm



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Dr. H. Bruce Vogt –Chair March 18, 2021