Falls Community Health Governing Board Minutes  
Thursday May 16, 2019 at 12:00 pm

Present: Susy Blake, Jim Kellar, Dr. Katie Skinner, Tracy Johnson, Dr. Bruce Vogt, Bernie Schmidt, Cindy Binkerd,  
Absent: Gwendolyn Martin-Fletcher, Jonathon Ott  
Staff Present: Jill Franken, Amy Richardson, Alicia Collura, Kelly Piacentino, Dr. Elizabeth Naber, Lisa Stensland

Call to Order: The meeting was called to order by Dr. Bruce Vogt at 12:02 pm.

A motion was made to approve the consent agenda items including the minutes for Falls Community Health Governing Board dated April 18, 2019 and the QA/QI minutes from April 24, 2019 supported by Jim, seconded by Tracy, motion carries.

NEW BUSINESS:

FINANCIAL REPORT:
The Falls Community Health reports attached are through the month ending April 30, 2019. We are 33% through the fiscal year. The last financials presented were through the month of March 2019.

Operating Revenues:

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for April came in at $316,617, which is 25% of the YTD actuals to annual budget.
- Total Grant Revenue of $291,588 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 $4,268 for April.

Total Operating Revenues YTD April is $2.3M, which is 27% YTD actuals to annual budget.

Operating Expenses:

- Operating expenses are classified within 7 categories. Total expenses were $780,000 for the month of April.
  - Personnel expenses are at 29% of the budget. April had 2 pay periods. 2019 is $334K favorable to YTD budget.
  - Professional Services are at 25% 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 18% of the YTD budget.
  - Supplies and Materials are at 25% 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 $63K favorable to YTD budget.
  - Training is at 33% 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 31% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in April, next payment is in July 2019.

Non-operating Revenue (Expense):

- Other Revenue is at 43% of the budget and includes USD dental lease payments and recovery of prior year revenue.

Net Income (Loss):

- April actuals are showing net loss of ($130,505) and YTD net loss of ($369,295).

A motion to approve the financial statement as presented supported by Tracy, seconded by Bernie, motion carries.
Productivity as a whole is still at 80%. Physicians are at 103%, APP’s are at 52% (staff openings), Nursing is at 97%. Dentist are at 82% with one vacancy, Dental Hygiene is at 102%, Dietitian are at 93%, Mental Health/Substance abuse is at 77%, and case management/Social Work is at 79%.

POLICIES:
The Billing and Collections policy was reviewed again and a few minor changes had to be made.

A motion to approve the Falls Community Health Standard Operating Policy/Procedure for Billing and Collections as presented, supported by Bernie, seconded by Jim, motion carries.

QUALITY:
Dental report:
The dental clinic is finishing at the school clinics. Caries at recall has been going up the past few months, and will need some review. Sealants on 6-9 year olds and 10-14 year olds is above the goal of 60%. Completed treatment plans within six months is consistently at 80%.
Looking forward: renovations at the Terry Redlin School will enable more on site treatment as we will not have to transport the students.
Emergency visits for the first four months of 2019 totaled 723 or 8.8 per day. The search continues for a fourth dentist, in the meantime we are working on finding a locum provider to help cover a leave in July. Dr. Velgersdyk will help onboard staff and provide guidance through the denture process. A newly equipped dental operatory will help the clinic maintain provider efficiency and productivity. Since we have been down a dentist, the staff have found creative ways to schedule the hygienists and have taken advantage of staffing resources and available operatories to increase visits. Postcards have been mailed to 3,781 addresses in the 57107 zip code (Hayward school district) to share information about the clinic and increase access to dental services at the school clinic.

ACCESS:
HRSA has released grant money for substance abuse, about 145,000 per year in additional funding. These funds will allow us to increase psychiatric visits one day per month and expand support staff for mental health providers, along with additional training money. This application was submitted on Monday.

Motion to approve the IBHS Grant Supplement supported by Jim, seconded by Susy, motion carries.

CREDENTIALLING:
A motion was made to accept the credentialing and grant privileging for Dr. Scott Velgersdyk, DDS, supported by Bernie, and seconded by Susy, motion carries.

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 Bernie, seconded by Tracy, motion carries.

A motion to end executive session, supported by Susy, seconded by Katie, motion carries.

A motion to adjourn, supported by Bernie, seconded by Tracy, motion carries.
1:02 pm
May 2019 FCH Executive Director Board Update

Board Update: Tracy Johnson’s term ends in May, however she has agreed to stay on until we secure a replacement for her.

Next week the following will be approved as FCH board appointments:
- Linda Barkey- patient member to replace Nicholas Thompson (Pete’s replacement)
- Patricia Bold- patient member to replace Linda Karnof
- Jonathan Ott- reappointment

Provider Updates

- FCH leadership continues to seek and respond to leads to fill the dentist position through locum or part-time dentist recruitment, as well as using paid recruitment firms
- CFM contract draft was reviewed at their Operations Committee meeting last week and a draft will be presented to FCH Board in June.
- Dr. Heisler, CFM faculty and provider at FCH, will be retiring in June after 10 years of service of committed service to many patients.
- CFM resident graduation will take place mid-June, and new residents will be starting in July

Operational Updates

FCH 2020 Budget: Health Request for Results documents have been scored and the for the Community Triage Center received very high ranking and the Health Information Technology Specialist position was in the top tier of rankings as well. 2020 budget being finalized and will be presented to FCH board in July.

Electronic Health Records: Efforts have been underway for clinic leadership to explore what are our current and future needs regarding our health records, coinciding with Greenway Health’s notice that EHS was being consolidated into another electric record product. This change was planned by them for 2020, however we were notified that Greenway is accelerating their end of life to the latter part of 2019. This changes our plan significantly as well as will necessitate adjustment of the timeline for other priorities of the clinic.

Sites Visits: Ryan White Part C Program site visit is scheduled for May 21-22. We also have an upcoming site visit from the state for our DMSE (Diabetes program) as well as for our Title X services.

June Board Meeting: it will be important to have a quorum for the June meeting to assure approval of the annual FTCA application renewal. Thank you!!!