Falls Community Health Governing Board Minutes  
Thursday, August 20, 2020 at 12:00 pm

Present: Via Phone: Dr. Bruce Vogt, Jim Keller, Madeline Shields, Angela Landeen, Linda Barkey, Dr. Katie Skinner,  
In Person: Bernie Schmidt, Cindy Binkerd, Brenda Parker,  
Absent: Patricia (Annie) Bolds, Jonathon Ott,  
Staff Present: Jill Franken, Dr. Jen Tinguely, Amy Richardson, Lisa Stensland, Kelly Piacentino, Dr. Liz Naber

Call to Order: The meeting was called to order by Bernie Schmidt at 12:01 pm. Roll call _Annie, yes_ Jim, __ Katie,  
_yes_Bruce, _Jon, __ Cindy, ____ Linda, _yes_ 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 July 16, 2020 and the QA/QI minutes from July, 2020 supported by Cindy, seconded by Brenda, motion carries. 
Roll call _A_ Annie, yes Jim, __ Katie, _yes___ Bruce, __A__ Jon, yes Cindy, ____ Linda, _yes_ Angela,  
__yes__ Brenda, yes Madeline, __yes___ Bernie

FINANCIALS:  
The Falls Community Health reports attached are through the month ending July 31, 2020. We are 58% through the fiscal year. The last financials presented were through the month of June 2020.

Operating Revenues:  
- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for July came in at $135,995, which is 31% of the YTD actuals to annual budget.  
- Total Grant Revenue of $437,672 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 $366 for July.  
Total Operating Revenues YTD July is $3,882,152, which is 44% YTD actuals to annual budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were $1,115,458 for the month of July.  
- Personnel expenses are at 54% of the budget. July had 3 pay periods. 2020 is $344K favorable to YTD budget.  
- Professional Services are at 33% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, interpreter services and laboratory expenses.  
- Rentals are at 92% of the YTD budget. Technology charges occur in July of every year.  
- Repair and Maintenance is at 33% of the YTD budget.  
- Supplies and Materials are at 51% 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 24% 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 34% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in April 2020.  
Total Operating Expenses YTD July is $5,358,315 which is 49% YTD actuals to annual budget.

Non-operating Revenue (Expense):  
- Other Revenue is at 39% of the budget and includes payments from USD dental lease payments and recovery of prior year revenue.
Net Income (Loss):
➢ July actuals are showing net loss of ($521,261) and YTD net loss of ($1,328,973).

A motion to approve the financial statement as presented supported by Jim seconded by Bruce, motion carries. Roll call: Annie, Jim, Katie, Bruce, Jon, Cindy, Linda, Angela, Brenda, Madeline, Bernie.

Productivity:
Appointment availability is increasing and over all we are at 62%. The physicians are at 58% of goal, because in March the CFM doctors left to help with the hospitals and in July we usually switch out the 2nd and 3rd year residents. One of the APP’s was on maternity leave so they are at 72% to goal. The dentists are ramping up production from June to July, and hygiene is moving along. The dietician is coming on line soon, as we are working on tracking in the EMR. As of August 3rd there has been more access with the adjustment of hours.

Accounts Receivable Proposal:
In December a new EMR was brought on line and there is a group of patients that have outstanding bills in the old system that have been consistently paying on those old bills from prior to 2018. We are proposing a one-time adjustment to those accounts rather than bringing the balances forward. These would go into the uncollectable fees. If we did move them, it is very time consuming as they each have to be done manually.

A motion to approve the proposal to remove the charges prior to 2018, supported by Bruce, seconded by Jim, motion carries. Roll call: Annie, Jim, Katie, Bruce, Jon, Cindy, Linda, Angela, Brenda, Madeline, Bernie

QUALITY:
Dental Report: We don’t have a typical data as patients were seen on an emergency basis only, no routine exams. In June 2020 there was 214 emergency visits with an average of 9.7 per day, July saw 236 emergency visits and 10.7 per day average, so far in August 134 for an average of 10.4. This compares to 2016 with 11 on average per day, 2017-10, 2018-9.7, and 2019’s average was 8.2. We are working to schedule into the day to reduce the number of walk-ins. Hygiene is averaging around 72 patients since re-opening. The appointments are taking longer and also allowing more time to clean between patients.

Hayward re-opened July 6th and the school sites are planning on opening on September 8th. They will start off where they left off in the spring. Sealants, fluoride treatments and other treatments programs will not be happening this year.
Dr. Kohler’s last day was August 11th, the position has been posted.

ACCESS:
Credentialing and Privileging:
A motion was made to accept the re-credentialing and grant re-privileging for Dr. Jennifer Tinguely supported by Jim, and seconded by Angela, motion carries. Roll call: Annie, Jim, Katie, Bruce, Jon, Cindy, Linda, Angela, Brenda, Madeline, Bernie

A motion was made to accept the re-credentialing and grant re-privileging for Dr. Amy Hogue supported by Cindy, and seconded by Brenda, motion carries. Roll call: Annie, Jim, Katie, Bruce, Jon, Cindy, Linda, Angela, Brenda, Madeline, Bernie

A motion was made to accept the re-credentialing and grant re-privileging for Dr. Charles Shafer supported by Brenda, and seconded by Angela, motion carries. Roll call: Annie, Jim, Katie, Bruce, Jon, Cindy, Linda, Angela, Brenda, Madeline, Bernie
A motion was made to accept the re-credentialing and grant re-privilege for Dr. James Wilde supported by Cindy, and seconded by Katie, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to accept the re-credentialing and grant re-privilege for Andrea Eben, supported by Cindy, and seconded by Madeline, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to accept the re-credentialing for Dr. Mary Watson supported by Jim, and seconded by Linda, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to accept the re-credentialing for Dr. Tara Geis, supported by Brenda, and seconded by Jim, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to accept the re-credentialing for Dr. Wesley Nord supported by Bruce, and seconded by Cindy, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

**NOMINATING COMMITTEE:**

Jonathon has agreed to serve as chair again, but is also willing to step aside as his schedule is a bit busier that when he first started. Bernie has also agreed to serve as vice chair for another year.

A motion was made to accept the nomination of Jonathon Ott as board chair, supported by Cindy, and seconded by Jim, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

A motion was made to accept the nomination of Bernie Schmidt as board vice chair, supported by Jim, and seconded by Angela, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

**EXECUTIVE DIRECTOR REPORT:**

See Below.

**PUBLIC INPUT:**

None at this time

A motion to adjourn, supported by Brenda, seconded by Cindy, motion carries. Roll call _A_ Annie, _yes_ Jim, _yes_ Katie, _yes_ Bruce, _A_ Jon, _yes_ Cindy, _yes_ Linda, _yes_ Angela, _yes_ Brenda, _yes_ Madeline, _yes_ Bernie

1:10 pm

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Jonathon Ott – Chair  September 17, 2020
Board: The City Council has reappointed Bernie to the FCH Governing Board for a second term.

Chair and Vice-chair nominations- as I noted in a recent email to the board:

At the last meeting on July 16th, you discussed the annual process of selecting the Chair and Vice-chair for the board beginning in October.

4.3 The Board shall annually hold an election of officers and elect such officers as needed to carry out the functions of the Board, including the chairperson.
   a) A nominating committee will be named in July by the Board.
   b) A slate of new officers shall be presented and voted upon in September to take office in October.
   c) The term of office shall be for a period of one year.
   d) No member shall be elected to the same office for more than two consecutive terms.
   e) The officers elected by the Board shall constitute the executive committee of that Board.

You asked me to reach out to both Jonathan and Bernie to gauge their interest in serving in this capacity for another year. I have contacted both of them and Jon is willing and happy to serve as chair for a second term, and Bernie is happy to serve as vice-chair another term.

When you all meet next month, on August 20th, you can decide at that time if you wish to enter Jon and Bernie’s names into nomination for these positions. Then in September, you could vote on these nominations and they would then assume another year in these roles starting in October.

Operational

2021 Proposed FCH Budget: On Tuesday The Health Department budget proposed for 2021 was presented to the SF City Council. This budget included the FCH budget which the board approved in July. Next steps are City Council approval of the budget, scheduled to take place in September.

Virtual OSV: The Bureau of Primary Health Care has postponed all onsite Operational Site Visits through the remainder of the year and as a result has developed a virtual OSV process of assessing compliance consistent with the traditional, onsite approach. Elements include:

- Similar three-day period using video conferencing and to include virtual interaction with the site visit team.
- Virtual activities will be conducted to include meeting with the board, as well as with key management team.
- A final report will be issued at the conclusion of the virtual visit.
- It is possible we will only get a 4 week notice when it is scheduled.

COVID Lab Testing: FCH is purchasing five additional COVID rapid test machines to deploy to the school based sites as well as to expand drive through testing capabilities (to be piloted in the next few weeks).
Additional Updates

Community COVID: latest data below as of 8/19/2020. You can access this and additional data updated daily for our area by going to [https://siouxfalls.org/covid19](https://siouxfalls.org/covid19).