

**Falls Community Health Governing Board Minutes**  
**Thursday, June 15, 2023, at 12:00 pm**

**Present:** Bernie Schmidt, Moses Pessima, Madeline Shields, Brenda Parker, Lee Jensen, Kari Benz, Bill Earley-V 12:45, Angela Landeen-v,

**Absent:** Linda Hunt, Delmi Lopez-Cruz,

**Staff Present:** Alicia Collura, Amy Richardson, Lisa Stensland, Dr. Jen Tinguely, Lori Hestad

**Guests:** Mayor Paul Ten Haken, Bill O'Toole, Dave Pfeifle, Dr. Mark Huntington

Call to Order: Bernie Schmidt called the meeting to order at 12:05 pm. Roll call:   A   Bill E,   A   Delmi,   Y   Angela,   Y   Brenda,   Y   Madeline,   Y   Bernie,   Y   Lee,   Y   Moses   Y   Kari   A   Linda

A motion was made to approve the minutes for Falls Community Health Governing Board dated May 18, 2023, supported by Bernie seconded by Lee, motion carries. Roll call:   A   Bill E,   A   Delmi,   Y   Angela,   Y   Brenda,   Y   Madeline,   Y   Bernie,   Y   Lee,   Y   Moses   Y   Kari   A   Linda

**EXECUTIVE SESSION:**

A motion to move to executive session to discuss the qualifications, competence, performance, character or fitness of any officer or employee or prospective officer or employee, pursuant to SDCL 1-25-2(1); and to consult with legal counsel or review communications from legal counsel about proposed or pending litigation or contractual matters, pursuant to SDCL 1-25-2(3), was supported by Kari, and seconded by Moses, please reply yes or no as we call your name, Roll call:   A   Bill E,   A   Delmi,   Y   Angela,   Y   Brenda,   Y   Madeline,   Y   Bernie,   Y   Lee,   Y   Moses   Y   Kari   A   Linda, motion carries. 12:07 pm.

Adjourned out of exec at 12:32 pm.

A motion to approve Amy Richardson as the Interim Falls Community Health Program Director, supported by Moses, seconded by Lee, please reply yes or no as we call your name, Roll call:   A   Bill E,   A   Delmi,   Y   Angela,   Y   Brenda,   Y   Madeline,   Y   Bernie,   Y   Lee,   Y   Moses   Y   Kari   A   Linda, motion carries.

**FINANCIALS:**

The Falls Community Health reports attached are through the month ending May 31, 2023. We are 42% through the fiscal year. The last financials presented were through the month of April 2023.

**Operating Revenues:**

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for May came in at \$498,206, which is 51% of the YTD actuals to annual budget.
- Total Grant Revenue of \$471,111 includes grant drawdowns from the Community Health Center, ARPA, Community Health Worker, Ryan White Part C, and Colorectal Cancer grants.
- Total Other Revenue for May is \$21,078, which includes the quarterly Medicaid Health Home incentive payment.

Total Operating Revenues YTD May is \$4,013,503 which is 47% YTD actuals to annual budget.

**Operating Expenses:** Operating expenses are classified within 7 categories. Total expenses were \$1,073,201 for the month of May.

- Personnel expenses are at 31% of the budget. May had 2 pay periods. 2023 is \$946K favorable to YTD budget.
- Professional Services are at 44% 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 March of every year.

- Repair and Maintenance is at 6% of the YTD budget.
- Supplies and Materials are at 86% 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 43% of the YTD budget. The majority of expenses are continuing education expenses and licensure renewals.
- Utilities are at 25% YTD budget. The majority of this expense occurs quarterly. Last payment occurred in May 2023.

Total Operating Expenses YTD May is \$4,962,844 which is 35% YTD actuals to annual budget.

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

- Other Revenue is at 30% of the budget and includes payments from USD dental lease payments, recovery of prior year revenue, and interest.

**Net Income (Loss):**

- May actuals are showing a net loss of (\$55,907) and YTD net loss of (\$833,431).

A motion was made to accept the financial report as presented, supported by Moses, seconded by Kari, motion carries. Roll call: \_A\_ Bill E, \_A\_ Delmi, \_Y\_ Angela, \_Y\_ Brenda, \_Y\_ Madeline, \_\_Y\_\_ Bernie, \_Y\_ Lee, \_Y\_\_ Moses \_Y\_\_ Kari \_A\_\_ Linda, motion carries.

**Productivity:**

The providers had 1599 visits in May bringing them to 84% to goal. The nurses had 11 visits (new tracking method) and are at 65% to goal. Medical visits are at 84% to year-to-date goal. The dentists had 797 visits in May and at 89% to goal. Hygiene had 132 visits and over goal at 109%. The dietitian is holding steady at 22 visits and 78% to goal. Mental Health had 193 visits and 34% to goal. CD Counselor had 14 visits and 55% to goal. Case Management/ Social work is at 368 visits and 267% to goal. May's numbers are 88% to goal.

**QUALITY:**

Quality and Risk Management plan:

Some minor updates to the policy were reviewed, including title changes and reporting structure, and added addendums.

Motion to accept Quality and Risk Management Plan as presented, supported by Madeline, seconded by Moses, motion carries. Roll call: \_A\_ Bill E, \_A\_ Delmi, \_Y\_ Angela, \_Y\_ Brenda, \_Y\_ Madeline, \_\_Y\_\_ Bernie, \_Y\_ Lee, \_Y\_\_ Moses \_Y\_\_ Kari \_A\_\_ Linda motion carries.

Quality Updates:

New Quality Insider newsletter has been created and has been received by staff with positive comments, and even a few suggestions.

UDS measures:

Tobacco Screening and Cessation is up to 85%, goal is 80%.

Depression Screening and follow up is increasing steadily from January- up to 45% from 27%.

Adult BMI and Follow up is currently 58% and goal is 63%.

The health center must have an ongoing quality Improvement/assurance (QA/QI) system that includes clinical services and clinical management. It includes a summary of our annual work plan (measures we want to focus on) review and reporting schedule for Quality Council meetings and training calendar.

This month the Patient Centered Medical Home (PCMH) recognition submission is due, as well as the FTCA (Federal Torts Claims Act) malpractice insurance submission.

The Ryan White Quality measures include tracking syphilis testing for the Ryan White patients. Currently there is 79.5% compliance with 2023's goal being 85%. The national average is 37% tested annually. 2022 Ryan White patient survey results: A new method of asking the patient to complete survey during the appointment was tried. The rooming nurse would remind patient of mailed survey and discuss the importance of completing the survey. It was then offered to them to fill out during the appointment. Overall response rate was 42/123 (34%). Those completed in person was 14/42 or 33%, those mailed back were 28/42 or 66%. The program received very positive comments.

**ACCESS: Deferred**

**Board Membership:**

Motion to accept the reappointment of Madeline Shields, supported by Kari, seconded by Lee, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

Motion to accept the reappointment of Moses Pessima, supported by Madeline, seconded by Brenda, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

Motion to accept the appointment of Dr. Bill Schultz to fulfill the unfinished term of Dr. Jeff Feiock, supported by Kari, seconded by Moses, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

Motion to accept the appointment of Gwendolyn Fletcher to replace Delmi Lopez- Cruz, supported by Brenda, seconded by Moses, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

Motion to accept the appointment of Amanda Willard to replace Linda Hunt, supported by Madeline, seconded by Kari, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

**PUBLIC INPUT:**

None at this time

Motion to adjourn supported by Brenda seconded by Madeline, motion carries. Roll call:   Y   Bill E,   A  Delmi,   Y  Angela,   Y  Brenda,   Y  Madeline,   Y  Bernie,   Y  Lee,   Y  Moses   Y  Kari   A  Linda motion carries.

1:10 pm



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Bernie Schmidt – Chair July 20, 2023