

Falls Community Health Governing Board Minutes
Thursday, December 21, 2023, at 12:00 pm

Present: Moses Pessima, Kari Benz, Bill Earley-V, Madeline Shields-V, Amanda Willard, Dr. Bill Schultz, Angela Landeen, Gwen Fletcher,

Absent: Lee Jensen, Brenda Parker

Staff Present: Amy Richardson, Dr. Jen Tinguely, Lisa Stensland, Michelle Jarding

Call to Order: Kari Benz called the meeting to order at 12:07 pm. Roll call: _V__ Bill E, _P__Angela, _A__Brenda, _V__ Madeline, _A__ Lee, __Moses _P__Kari __P__ Gwen _P__ Amanda _P__ Bill S

A motion was made to approve the minutes for Falls Community Health Governing Board dated November 16, 2023, supported by Madeline seconded by Gwen, motion carries. Roll call: _Y__ Bill E, _Y__Angela, _A__Brenda, _Y__ Madeline, _A__ Lee, __Moses _Y__Kari __Y__ Gwen _Y__ Amanda _Y__ Bill S

FINANCIALS:

The Falls Community Health reports attached are through the month ending November 30, 2023. We are 83% through the fiscal year. The last financials presented were through the month of October 31, 2023.

Operating Revenues:

- Net Patient Revenue consists of all patient charges and adjustments. Total Net Patient Revenue for November came in at \$276,750, which is 105% of the YTD actuals to annual budget.
- Total Grant Revenue of \$466,166 includes grant drawdowns from the Community Health Center, Community Health Worker, Ryan White Part C, HIV Prevention, and Colorectal Cancer grants.
- Total Other Revenue for November is \$21,937 which consists mostly of the quarterly Medicaid Health Home Incentive payment.

Total Operating Revenues YTD November is \$8,631,290 which is 101% YTD actuals to annual budget.

Operating Expenses: Operating expenses are classified within 7 categories. Total expenses were \$939,223 for the month of November.

- Personnel expenses are 73% of the budget. November had 2 pay periods. 2023 is about \$1.7M favorable to YTD budget.
- Professional Services are 99% of the YTD budget. This category includes payments to Center for Family Medicine, locum providers, Minnehaha County quarterly shared facility costs, interpreter services, transportation for patients, and clinic security.
- Rentals are 99% of the YTD budget. Technology charges occur in March of every year.
- Repair and Maintenance is 79% of the YTD budget.
- Supplies and Materials are 175% 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 96% of the YTD budget. Most expenses are continuing education expenses and licensure renewals.
- Utilities are at 74% YTD budget. Most of this expense occurs quarterly and the last payment occurred in September 2023.

Total Operating Expenses YTD November is \$11,948,361 which is 85% YTD actuals to annual budget.

Non-operating Revenue (Expense):

- Other Revenue (Expense) is at 67% of the budget and includes payments from USD dental lease payments, recovery of prior year revenue via AAA collections, and interest.

Net Income (Loss):

- November actuals are showing a net loss of (\$149,837) and YTD net loss of (\$3,062,885).

A motion was made to accept the financial report as presented, supported by Bill E, seconded by Angela, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari __Y_ Gwen __Y_ Amanda __Y_ Bill S

Dental Fee Update:

A health center is required to develop a fee schedule that includes all in scope services covering reasonable costs and consistent to local rates.

For the fee schedule review, below is the dental cost per patient, dental cost per visit, average charge per patient and average charge per visit. Dental costs are all the expenses incurred to run the dental clinic, average charges are those you would see on a patient statement or sent to insurance.

	2019	2021	2023
DENTAL COST PER PATIENT	\$555	\$611	\$665
DENTAL COST PER VISIT	\$245	\$272	\$295

Average charge per patient is \$576 currently and proposed fee schedule is \$711. The average charge per visit is currently \$255 and proposed is \$315.

	Current Fee 4/2019-today	Proposed Fee
Cleaning	\$95	\$113
X-rays	\$65	\$80
Exam	\$52	\$64
Filling	\$234	\$287
Emergency Exam	\$87	\$107
Extraction	\$168	\$212

A motion was made to accept the Dental Fee changes as presented, supported by Bill S, seconded by Moses, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari __Y_ Gwen __Y_ Amanda __Y_ Bill S

Productivity:

The providers had 1183 visits in November, which puts them at 83% to goal. The nurses had 4 visits (new tracking method) and are at 55% to goal. Total medical visits are 83% to year-to-date goal. The dentists had 592 visits in November and are 80% to the goal. Hygiene had 77 visits and still short one hygienist, leaving them at 84% to goal. The dietitian had 15 visits and 77% to goal. Mental Health had 59 visits and 29% to goal. CD Counselor had 18 visits and 52% to goal. Case Management/ Social work is at 118 visits and 108% to goal. This has been audited and found a few issues with reporting. They will be audited, and adjustments made as the reporting is fixed. November totals are 77% to goal. The Clinics still have vacancies in the RN, PST, and a Health Manager position.

QUALITY:

UDS-These are the measures that we need to meet to meet the requirements of the grant. We are meeting 7 out of 18 measures and a couple measures are close. The goal is to have met 9 of the 18 by year end. This will then be reported to the Federal Team.

The team is kept up to date with Quality Insider, this will give updates and measure definitions to keep the staff informed on current situations.

Quality Projects includes updates to emergency procedures (update policy, crash cart inventory and inspection schedule and a fast response kit), a nursing dashboard and a provider dashboard to track referrals, unreviewed documents and unlocked encounters. One goal for 2024 is to practice emergency exercises in different situations or areas of the building.

A digital binder has been created for policies and will be available on employees’ desktops, it will be kept current and the official copy for reference. The staff will have to attest to reading it or potentially be quizzed. Planned roll out for January 2024.

HRSA on site visit will be February 26-29th. Staff is going through and finalizing policies, procedures and workflows while working through the OSV check list.

FTCA Training goals. The completion rate is at 76% right now for the FTCA Courses. The hope is to have the required courses done by June 2024 so that we can move on to other training.

Ryan White annual grant has been submitted. Data update: Increase of syphilis screenings for HIV patients is continuing. The baseline data for syphilis testing was at 76.5%. The current rate for 2023 Q3 is 74%. The goal is to have a compliance rate of 83%. In February the Ryan White patient satisfaction surveys will be sent out. They will be mailed, available on the portal and in the clinic. We are actively seeking a board member to represent this patient population.

ACCESS:

Deferred

CREDENTIALING:

A motion was made to accept credentialing and grant privileging for Dr. Clay Pavlis, MD, supported by Angela and seconded by Madeline, Motion carries. Roll call: Bill E, Angela, Brenda, Madeline, Lee, Moses Kari Gwen Amanda Bill S

A motion was made to accept re-credentialing and grant re-privileging for Sarah Fuerstenberg, CNP, supported by Amanda and seconded by Moses, Motion carries. Roll call: Bill E, Angela, Brenda, Madeline, Lee, Moses Kari Gwen Amanda Bill S

A motion was made to accept re-credentialing and grant re-privileging for Kristi Jacobsma, CAC, supported by Moses and seconded by Bill E, Motion carries. Roll call: Bill E, Angela, Brenda, Madeline, Lee, Moses Kari Gwen Amanda Bill S

BOARD SELF-ASSESSMENT:

Please fill out the questionnaire and return it to Lisa. We will review the results in the near future.

POLICIES:

A motion was made to accept the Grants Management policy as presented, supported by Bill S, seconded by Moses, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari _Y_ Gwen _Y_ Amanda _Y_ Bill S

A motion was made to accept the Hospital Tracking Policy as presented, supported by Angela, seconded by Amanda, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari _Y_ Gwen _Y_ Amanda _Y_ Bill S

A motion was made to accept the Tracking Lab and Radiology Orders Policy as presented, supported by Moses, seconded by Bill S, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari _Y_ Gwen _Y_ Amanda _Y_ Bill S

PUBLIC INPUT:

Update on Ruth, who has been having thyroid issues and will have surgery on December 8th, she is grateful for the care that she received from the staff. The surgery went well.

Started at 1:04 pm

A motion was made to move to executive session to discuss personnel issue, supported by Angela, and seconded by Madeline, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari _Y_ Gwen _Y_ Amanda _Y_ Bill S

Time Executive Session Ended: 1:30 pm

Motion to adjourn supported by all, motion carries. Roll call: _Y_ Bill E, _Y_ Angela, _A_ Brenda, _Y_ Madeline, _A_ Lee, _Y_ Moses _Y_ Kari _Y_ Gwen _Y_ Amanda _Y_ Bill S



Kari Benz – Chair January 18, 2023