

Carolina Health Centers



Meeting Minutes by:

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Board of Directors Meeting

Date: July 25, 2022

Attending Chair: Abby Banks

Board of Directors:			Staff		
Name:	Present	Absent	Name:	Present	Absent
Banks, Abby – Chairperson	X		Veer, Sue	X	
Andrews, Nathan – Vice Chair		A	Simons, Locke	X	
Britt, John		A	Ferguson, Miriam	Virtual	
Bullard, Greg,	X		Grogan, Paul	X	
Ferguson, Gail	Virtual		Holloway, Brooke	X	
Kapetanakos, Kim	Virtual		Davis, Rachel	Virtual	
Luna, Mario	X		Mellette, Dominic	X	
Natvig, Deb	X		Waters, Alyson	X	
O’Neal, Malcolm	X				
Hutchinson, Donna		A	Guests:		
Bishop, Johanna	X				
Brown, Rodriguis	X				
Jennings, Sojourner	X				
Stackhouse, Mary (ex-officio)		A			

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Abby Banks	Ms. Banks called the meeting to order at 6:01 PM	
Invocation	Sojourner Jennings	Ms. Jennings opened with a brief invocation.	
Attendance	Alyson Waters	Quorum was confirmed.	
Approval of Board Minutes		Approval of June 2022 Minutes.	Unanimously approved on a motion by Mario Luna and second by Sojourner Jennings.

Leadership Team Reports:

President’s Report (Monthly)	Sue Veer	Ms. Veer presented her monthly report covering the following domains of work:	
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		<ul style="list-style-type: none"> • Advocacy & Health Policy • Strategic & Operational Updates -Leadership Development • Board Development & Engagement <p>Announced NACHC Board Member Boot Camp is available virtually, Saturday, August 27th 9:00AM – 2:45PM. If any board members are interested in participating, they should notify Ms. Veer or Alyson Waters.</p> <p>Discussion items: <u>Threats to 340B</u>: Ms. Veer was invited to the PhRMA Board of Directors at their Annual Planning Meeting held in DC on July 21st. This provided an opportunity to outline the critical role 340B plays in the health center model of care. Follow-up meetings indicate some progress may have been made toward reaching common ground.</p> <p><u>Leadership and Staff Development</u>: Initiated the process of assessing and updating the Provider Compensation Plan consistent with market demand and in alignment with the recent 3% Col increase for non-provider staff. Target is to roll out updated plan by August 31st.</p> <p>Ms. Veer’s full report will be retained with the official copy of the meeting</p>	
Organizational Performance report	Paul Grogan	<p>Mr. Grogan provided his monthly Organizational Performance Report covering productivity and financial performance for the past month. CHC continues to focus on increasing productivity and meeting cash on hand goals.</p> <p>Mr. Grogan’s full report will be retained with the official copy of the meeting.</p>	
CMO Report	Dr. Locke Simons	<p>Dr. Simons presented his regular monthly CMO report with the following topics:</p>	

		<ul style="list-style-type: none"> • Monthly Quality Metrics • Quality Improvement/Improved Minutes • Risk Management/Risk Assessment Annual Report <p>Dr. Simon's also noted that all sites are PCMH certified, having passed their annual review.</p> <p>Dr. Simon's full report will be retained with the official copy of the minutes.</p>	
		<p>Action Item: Review of Risk Management Plan</p> <p>Dr. Simons is seeking approval of the Annual risk Assessment for 2022</p>	Unanimously approved on a motion by Deb Natvig and second by Malcolm O'Neal.
Division of Corporate Compliance and Business Development	<p>Brooke Holloway</p> <p>Patient Survey Options Older people?</p>	<p>Ms. Holloway presented her Division report summarizing activities in: Human Resources; Marketing/Development; Credentialing, Privileging, and Contracts Management; and Community Health (Marketplace).</p> <p>Working to ensure all NP practice agreements and PA scope of practice documents are revised since the law to delegate duties to CMA's went into effect 7/15/2022.</p> <p>Quarterly Patient Satisfaction: A more accessible survey was requested; discussion around a QR code survey and a paper survey for each office. Board also discussed need for survey options that reach older adults.</p> <p>Noted to Benefit First (from EmpowHR) benefit enrollment platform.</p> <p><u>Action Item</u>: Review and Approvals of Corporate Compliance Plan – Plan has been distributed and approval deferred to August 2022 Meeting.</p>	
Department of Pharmacy Report	Dr. Dominic Mellette	Dr. Mellette provided a quarterly report on the policy, operations, and performance of the Department of	

		Pharmacy including: <ul style="list-style-type: none"> • Current events impacting health center pharmacies. • Review of the Pharmacy Dashboard • New Hires: <ul style="list-style-type: none"> -PRN Staff Pharmacist, Sandie Hayes -Pharmacy Graduate Intern, Monique Robinson -Full Time Pharmacist starting Aug. 1st, Laura Price 	
		<u>Action item:</u> Dr. Mellette attested to the credentials and requested privileges for the three licensed pharmacists noted above.	Unanimously approved on a motion by Malcolm O’Neal and second by Mario Luna.
Distribution Only:	I. Quality and Population Health Measures II. Monthly RX Dashboard III. Behavioral Health Report		
<u>Committee Reports:</u>			
Executive Committee	Abby Banks	Combined report from Executive /Development and Advocacy committee. Ms. Banks and Ms. Natvig lead a discussion around recruitment of Board members.	
Development Committee	John Britt	No Report.	
Finance Committee	Donna Hutchinson	No Report.	
Strategic Planning Committee	Deb Natvig	Ms. Natvig announced that Ms. Johanna Bishop will be taking her place as Chair of Strategic Planning committee as of next months meeting.	
<u>Discussion Action Items:</u> Standing Agenda items			
Grassroots Advocacy Report	Summary included in President’s Report		

Review of Corporate Policies	Time and Attendance Policy	Distributed. Brooke is seeking approval for the Time and Attendance Policy from the board. Noting this is for NON-exempt employees only.	Unanimously approved on a motion by Malcolm O'Neal and second by Gail Ferguson.
Old Business			
New Business		Mr. Greg Bullard announced his retirement from the CHC Board as of December 3, 2022.	
Next Meeting	August 22, 2022	The next regular meeting of the Board of Directors for Carolina Health Centers will be held via Zoom.	
Executive Session			The board unanimously voted to go into Executive Session adjourn on a motion by _____ and second by _____.
			The board unanimously voted to come out of Executive Session on a motion by _____ and second by _____.
			The board ratified action taken in Executive Session on a motion by _____ and seconded by _____.
Adjourn			The board adjourned by consensus vote.
Board Chairman Abby Banks	Electronic Signature		