

# Carolina Health Centers



Meeting Minutes by:

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## Board of Directors Meeting


Date: July 27, 2020

Attending Chair: Greg Bullard


<b>Board of Directors:</b>			<b>Staff</b>		
Name:	Present	Absent	Name:	Present	Absent
Andrews, Nathan	X		Veer, Sue	X	
Banks, Abby	X		Simons, Locke	X	
Britt, John	X		Ferguson, Miriam	X	
Bullard, Greg, Chairperson	X		Grogan, Paul	X	
Ferguson, Gail	X		Holloway, Brooke	X	
Wright, Edward Earl		A	Davis, Rachel	X	
Kapetanakos, Kim	X		Mellette, Dominic	X	
Luna, Mario	X		Waters, Alyson	X	
Natvig, Deb	X				
O'Neal, Malcolm	X		<b>Guests:</b>		
Hutchinson, Donna	X				
Stackhouse, Mary (ex-officio)		A			

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Greg Bullard	Mr. Bullard called the meeting to order at 5:01 PM	
Invocation	Nathan Andrews	Mr. Nathan Andrews lead with a brief invocation.	
Attendance	Alyson Waters	Quorum was confirmed.	
Approval of Board Minutes	Greg Bullard	Mr. Bullard, Chair called for approval of the June 2020 Board Meeting Minutes.	The minutes were unanimously approved on a motion by John Britt and second by Malcolm O'Neal.

### **Leadership Team Reports:**

President's Report (Monthly)	<p>Sue Veer</p>  <p>PR July 20.pdf</p>	<p>Ms. Veer reported on the following focus areas:</p> <p><b>Advocacy and Health Policy</b></p> <ul style="list-style-type: none"> <li>- Federal: Health Center funding and 340B Drug Pricing Program remain the priorities. There is growing concern about a possible</li> </ul>	
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		<p>move on the part of manufacturers to limit the use on contract pharmacies.</p> <ul style="list-style-type: none"> <li>- State: 2020 legislative agenda for the South Carolina Primary Care Association funding decision continues.</li> </ul> <p><b>CHC Staff and Leadership Development Activities:</b></p> <ul style="list-style-type: none"> <li>- Formatting a customized self-evaluation questionnaire for the 2020 performance reviews of the senior leadership.</li> </ul> <p><b>Strategic and Operational Activities:</b></p> <ul style="list-style-type: none"> <li>- Administration: The Covi-19 Response Team meets twice a week and a weekly meeting w/all providers. We have currently finalized the framework to ensure that CDC guidelines specific to health care workers are applied consistently to all decisions regarding potential employee exposures. This was vetted by both the providers and the Covid-19 Response Team (on 7/27/20) to be rolled out effective immediately.</li> <li>- Department of Pharmacy: Dr. Dominic Mellette, Amy Satterwhite, and SV are all participating in the 340B Coalition 2020 Summer Conference. Dom is presenting at three sessions and SV will be a panelist in two other sessions.</li> <li>- Department of Family Medicine/Department of Pediatrics: Both are operating close to capacity. They are focused on balancing the demands of operation with Covid-19 response and continuing to manage Covid related staff shortage.</li> <li>- Behavioral Health: No Report.</li> </ul>	
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		<p>Behavioral Health Coordinator, Jessica Jacobs is on maternity leave.</p> <p><b>Partnerships and Affiliations:</b></p> <ul style="list-style-type: none"> <li>- NACHC, CIMS, and SCPHA continue meeting virtually.</li> <li>- Apexus Advisory Council meetings have been suspended through the end of the year.</li> <li>- Apexus 340B University Faculty: ALL in-person sessions have been cancelled through the end of the year.</li> <li>- OCHIN CEO Advisory Council: meeting virtually and OCHIN has launched several ad-hoc peer support groups.</li> </ul> <p><b>Consulting:</b></p> <ul style="list-style-type: none"> <li>- 340B Coalition Summer Conference planning and coordination complete and invoice for services submitted. No other projects currently underway.</li> </ul> <p>A copy of SV written report and slides will be maintained with the official copy of the minutes.</p>	
Organizational Performance Report (Monthly)	<p>Paul Grogan</p>  <p>Organization Performance June 2020</p>	<p>Paul provided a report on organizational performance including utilization, financial performance and cash on hand. Paul provided the annual review of the provider compensation plan, noting that adjustments had been made to the RVU incentive compensation calculations to accommodate the drop in volume caused by the pandemic.</p> <p>A copy of the Organizational Performance Report will be retained with the official copy of the minutes.</p>	
		Action Item: Approval requested for the Operating Budget for 2020-21.	Unanimously approved on a motion by Mario Luna and second by Donna Hutchinson.
CMO Report	Dr. Locke Simons	Dr. Simons provided his monthly	

<b>(Monthly)</b>		<p>report with the following areas of focus:</p> <p><b>Summary of Quality Measures:</b></p> <ul style="list-style-type: none"> <li>- Indicated that while some measures are worsening (likely impacted by the pandemic), diabetic eye exams and diabetic kidney screenings improving</li> </ul> <p><b>Coronavirus Update:</b></p> <ul style="list-style-type: none"> <li>- Optimistic that cases in SC seem to be trending down. In our service area, Saluda is the highest, then Newberry County, Laurens, Greenwood.</li> <li>- 2 Providers are out with Covid-19 Positive test result.</li> <li>- 13 Employees to date have tested positive with Coronavirus.</li> </ul> <p>A copy of the CMO Report will be retained with the official copy of the minutes.</p>	
<b>Operations Report (Quarterly)</b>	Miriam Ferguson	<p>Miriam provided the quarterly Operations Report on the following areas of focus:</p> <p><b>Information Technology:</b></p> <ul style="list-style-type: none"> <li>- CHC will be transitioning to Office 365, which is cloud based, team oriented, and has better security with email encryption.</li> </ul> <p><b>Facilities –</b></p> <ul style="list-style-type: none"> <li>- Uptown: new paint</li> <li>- TCC: new area to segregate sick patients from well</li> <li>- Hometown: planning for the addition of a modular unit to accommodate increased volume and new workflows associated with Covid—19</li> <li>- Hepa Filters with UV light have been installed</li> </ul> <p><b>Operations –</b></p> <ul style="list-style-type: none"> <li>- Mobile Testing sites are occurring regularly on Wednesdays partnering with County Councilwoman Edith Childs, DHEC, Emergency Management</li> </ul>	

		<p>and National Guard.</p> <ul style="list-style-type: none"> <li>- DHEC is assisting with PPE, test kits and some personnel</li> <li>- The majority of staffing is provided by CHC with the cost applied to the grant for Covid testing.</li> <li>- This widespread mobile community testing is creating a great deal of name recognition for CHC.</li> </ul> <p><b>Early Childhood Services:</b></p> <ul style="list-style-type: none"> <li>- MIECHV increased funding that allowed 2 additional people to be hired for Healthy Families.</li> </ul> <p><b>Other Covid 19 Impact on Operations:</b></p> <ul style="list-style-type: none"> <li>- Increased cases among employees and close contact to employees.</li> <li>- Staff shortage because of Covid and childcare issues.</li> <li>- We are not seeing Covid spread employee to employee, but rather community transmission.</li> </ul>	
Pharmacy Services Report ( <b>Quarterly</b> )	Dr. Dominic Mellette	<p>Dom provided the quarterly Pharmacy Services Report on the following areas of focus:</p> <p><b>Recent Developments – Covid-19</b></p> <ul style="list-style-type: none"> <li>- Pharmacies have been operating with Drive-thru and curbside Service only since mid-March.</li> <li>- Walkie-talkies with a private frequency to help expedite service</li> <li>- On July 5<sup>th</sup> the pharmacies reopened for walk in traffic with social distancing measurements</li> </ul> <p><b>Medication sync program going well</b></p> <ul style="list-style-type: none"> <li>- Increasing our meds adherence scores with Medicare part patients</li> <li>- NEW texting format to remind patients that RX is ready for pickup.</li> <li>- NEW program where customers receive a call when they have a</li> </ul>	

		<p>medication the is 2-7 days past its refill date</p> <p><b>Coming Soon</b></p> <ul style="list-style-type: none"> <li>- Door to door home delivery for local patient</li> <li>- Medication Adherence Packaging</li> </ul>	
<b>Distribution Only:</b>	<ul style="list-style-type: none"> <li>I. Quality and Population Health Measures</li> <li>II. Monthly RX Dashboard</li> <li>III. Behavioral Health Report <ul style="list-style-type: none"> <li>i. Beckman Center for Mental Health</li> <li>ii. CHC Behavioral Health Coordinator's Report</li> </ul> </li> </ul>	*Deferred Due to Maternity Leave	
<b><u>Committee Reports:</u></b>			
Executive Committee		<p>Recommendation to continue through the end of the year by conference call for all board meetings.</p> <p>Recommendation to adopt all committee positions stay in active.</p>	<p>Ratified by all</p> <p>Ratified by all</p>
Development Committee		No Report.	
Finance Committee		No Report.	
Strategic Planning Committee	Deborah Natvig	<p>The Strategic and Program Planning Committee met immediately prior to the full meeting of the Board of Directors and reviewed the Strategic Plan Semi-Annual Progress Report – a summary of which was provided in the member's packets. Deb Natvig provided a summary of that meeting and report noting the following:</p> <ul style="list-style-type: none"> <li>- Though the pandemic has delayed some strategically focused action, progress is still being made on many items.</li> <li>- The Committee has requested that an objective be added to</li> </ul>	

		<p>reflect the activities around the Covid 19 pandemic.</p> <ul style="list-style-type: none"> <li>- The objective regarding the homeless population has been expanded to encompass other segments of the vulnerable populations in our service area.</li> <li>- The Finance Committee is asked to recommend an objective related to the organization's financial performance.</li> </ul>	
<b>Discussion Action Items:</b> Standing Agenda items			
Grassroots Advocacy Report	Summary included in President's Report	See President's Report.	
Review of Corporate Policies	<p>Holiday Pay</p>  <p>Holiday Pay Policy Draft 7 SV.pdf</p>	The Holiday Pay policy that was previously distributed was presented for approval.	The board unanimously approved on a motion by Deb Natvig and second by Mario Luna.
Old Business	None.		
New Business	None.		
Next Meeting	August 24, 2020 via Zoom	The next regular meeting of the Board of Directors for Carolina Health Centers will be held VIA ZOOM.	
Adjournment			The board unanimously voted to adjourn on a motion by John Britt and Gail Ferguson.
Board Chairman Greg Bullard	Electronic Signature		