

# Carolina Health Centers



Meeting Minutes by:

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## Board of Directors Meeting

Date: October 28, 2024

Attending Chair: Abby Banks

<b>Board of Directors:</b>			<b>Staff</b>		
Name:	Present	Absent	Name:	Present	Absent
Banks, Abby – Chairperson	X		Veer, Sue	X	
Bishop, Johanna	X		Simons, Locke	X	
Britt, John – Vice Chair	X		Ferguson, Miriam		X
Brown, Rodriguis		X	Grogan, Paul	X	
Ferguson, Gail	X		Holloway, Brooke	X	
Gale, Julian	X		Mellette, Dominic	X	
Jennings, Sojourner	X		Manner, Rachel	X	
Kapetanakos, Kimberly	X		Jones, Takeria	X	
Luna, Mario		X			
O’Neal, Malcolm	X				
Otabor, David	X		<b>Guests:</b>		
Ramage, Bonnie (Boo)	X		McAllister, David	X	
Bullard, Greg (ex-officio)	X				

<u>Agenda Item</u>		<u>Discussion</u>	<u>Decision/Action</u>
Call to Order	Abby Banks	Ms. Banks called the meeting to order at 6:00pm	
Invocation	Greg Bullard	lead with a brief invocation.	
Attendance	Takeria Jones	Quorum was confirmed.	
Approval of Board Minutes		Approval of September Meeting Minutes.	Unanimously approved on a motion by Malcolm O’Neal and seconded by Boo Ramage.

### **Leadership Team Reports:**

President’s Report (Monthly)	Sue Veer	Ms. Veer presented her monthly CEO Report by discussing the Community Health Center Funding:  Advocacy and Health Policy Federal Focus	
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		<ul style="list-style-type: none"> <li>• NACHC board and leadership discussed the next budget cycle, with a resource deficit (shortage) analysis developed by Dr. Peter Shin, NACHC Chief Science Officer.</li> <li>• The total resource deficit for health centers is \$17.354 billion.</li> <li>• Upcoming Federal and State Advocacy Activities included: <ul style="list-style-type: none"> <li>○ FQHCs and 340B issues will be addressed during virtual meeting with Tim Scott.</li> <li>○ Communicating with Senator Graham's office regarding Laurens Spending Request.</li> <li>○ Participating a NACHC "Fly in" the first week of December.</li> <li>○ CoverSC was held on Tuesday, September 24<sup>th</sup> and they seeks to strengthen the health and economy of South Carolina through affordable sustainable healthcare coverage.</li> </ul> </li> </ul> <p>Strategic &amp; Operational Updates</p> <ul style="list-style-type: none"> <li>• The Annual Corporate Staff Meeting was held on Thursday, October 24<sup>th</sup> and several food and dessert trucks came and served delicious meals to the staff.</li> <li>• Takeria Jones, Administrative Assistant, helped plan this event for the staff and staff have notably thanked her for her hard work!</li> <li>• Brooke Holloway, Chief Compliance and Development Officer, has been coordinating the HRSA Service Area</li> </ul>	
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		<p>Competition application.</p> <ul style="list-style-type: none"> <li>• Finalizing the Admin Annex and reallocating office space in the main Admin Building.</li> <li>• Rachel Manner and Brooke Holloway have been developing an Outreach CREW (Community, Resource, Education, Work) that would inform staff about several events within the CHC sites.</li> <li>• 2024 Board Retreat has been cancelled due to Hurricane Helene.</li> <li>• Executive Committee for 2024-26 Term: <ul style="list-style-type: none"> <li>○ Board Chair: Abby Banks</li> <li>○ Secretary Treasurer and Chair of Finance Committee: Boo Ramage</li> <li>○ The Chair of Development and Advocacy Committee has yet to be announced.</li> </ul> </li> </ul> <p>External Partnerships, Affiliations, and Civic Activities</p> <ul style="list-style-type: none"> <li>• The NACHC Executive Committee meets on 2<sup>nd</sup> Tuesday of each month.</li> <li>• Ms. Veer has been reelected to a second two-year term as Secretary of the Board of Directors. Ms. Veer is also a member of several NACHC committees and is the Chair of the Membership Committee and Subcommittee for Pharmacy Policy and Operations.</li> <li>• Self-Regional Healthcare CEO, Matt Logan, has requested a joint meeting of our leadership team on November 6th.</li> <li>• CHC has been contracted the plan the health center specific</li> </ul>	
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		<p>sessions at the 2025 Coalition Winter Conference.</p> <p>A copy of the full report will be retained with the official copy of the minutes.</p>	
Organizational Performance Report/Annual Financial Audit Report	Paul Grogan	<p>Mr. Grogan provided the Organizational Performance Report covering the following metrics: Total Encounters, Average Visits, Collections, Days in Total Accounts Receivable, Prescriptions Filled, FQHC Vs. Retail, Profit/Loss, and Cash on Hand.</p> <p>David McAllister, from Marvin Garvin, presented to the board the Annual Financial Audit Report. Mr. McAllister did point out some items to the board. He stated that there has been a file extension for the upcoming tax return, receiving the HRSA grant, and all paperwork pertaining to this report has been sent out and to reached out to Paul Grogan if anyone has questions.</p> <p>A copy of the full report will be retained with the official copy of the minutes.</p>	<p><b>Action Items:</b></p> <p>The Annual Financial Audit Report were unanimously approved by Boo Ramage and seconded by Malcolm O’Neal.</p>
CMO Report	Dr. Locke Simons	<p>Dr. Locke Simons presented his monthly CMO report.</p> <ul style="list-style-type: none"> <li>• Quality metrics are overall are improving, except for Breast Cancer Screening Rates and Well Child Visit 3-21. Diabetic Eye Exams &amp; Kidney Screenings reporting methods are changing using Epic dashboard numbers.</li> <li>• Next Quality Improvement Committee meeting is on October 29, 2024.</li> <li>• Dr. Simons presented the Peer Review Results Spring 2024: <ul style="list-style-type: none"> <li>○ These reviews now include behavioral health providers.</li> <li>○ The areas of focus include follow up</li> </ul> </li> </ul>	

		<p>scheduled, appropriate diagnostic tests, billing reviews, and many more.</p> <ul style="list-style-type: none"> <li>○ All providers were reviewed, and 14 providers were found with no issue at all. There were three providers passing with reservations.</li> <li>○ Issues that were found were missing documentation, coding issues, ordering appropriate tests, and much more.</li> </ul> <ul style="list-style-type: none"> <li>● The Risk Management Committee meeting is on December 17, 2024. All Risk Management goals have been met.</li> </ul> <p>Dr. Simons will not include Risk Management Action Items and Dashboard in his reports to see the progress with the department.</p> <p>A copy of the full report will be retained with the official copy of the minutes.</p>	
<p>Quarterly Report: Development and Corporate Compliance Division</p>	<p>Brooke Holloway</p>	<p>Mrs. Brooke Holloway presented her quarterly report by discussing:</p> <ul style="list-style-type: none"> <li>● There have been 16 new hires since July 24, 2024, and 11 new hires since April 22, 2024.</li> <li>● There have been 8 separations July 24, 2024, and 6 separations since April 22, 2024.</li> <li>● Human Resources have been attending job career/fairs</li> <li>● Currently working on a supervisor resource guide.</li> <li>● Early Childhood Services have been added to the Onboarding presentations.</li> <li>● Open Enrollment will be</li> </ul>	

		<p>underway during the two weeks in November.</p> <ul style="list-style-type: none"> <li>• 363 people have been registered into the voter registration campaign, Vot-ER.</li> <li>• Donny Davis from the IT department added an after-visit text with the Patient Experience Survey link. The response rate has tripled over the last couple of months.</li> <li>• The department is working on revisions for the benevolence fund expenditures to ensure appropriate flexibility and oversight.</li> </ul> <p>A copy of the full report will be retained with the official copy of the minutes.</p>	
<b>Distribution Only:</b>	<p>I. President's Report</p> <p>II. Quality and Population Health Measures</p> <p>III. Monthly RX Dashboard</p>		
<b><u>Committee Reports:</u></b>			
Executive Committee	Abby Banks	No Report.	
Development Committee	TBA	No Report.	
Finance Committee	Boo Ramage	Finance Committee Chair, Boo Ramage, stated that the committee discuss more detailed information regarding the financial audit and reports. Also sated that End-Of-Year bonuses will be electronically approve.	
Strategic Planning Committee	Julian Gale	No Report.	
<b><u>Discussion Action Items:</u> Standing Agenda items</b>			
Grassroots Advocacy Report	Sue Veer	Included in in CEO Report.	
Review of Corporate Policies	No Report.		
Old Business	Discussion: Post Helene status, recovery, and	Ms. Veer speaks about the aftermath of Hurricane Helene. Behavioral	

	community action plans.	Health has been advocating for therapy, letting staff know the partnership with Cornerstone for therapy sessions available through CHC.  Ms. Veer also mentioned that leadership is still looking for ways to help the community. The Community Specialist at CHC have been helping patients with their FEMA applications.	
New Business	No Report.		
Next Meeting	November 25, 2024 (Monday before Thanksgiving)	The next regular meeting of the Board of Directors for Carolina Health Centers will be attentively held at the Inn on the Square with a virtual option available on Teams.  Reminder: December meeting of the Board of Directors will be held on Monday, December 16, 2024, in conjunction with a holiday celebration at Pascal's Café and Grill in Greenwood.	
Adjournment			The board unanimously voted to adjourn on a motion by Boo Range and seconded by Malcolm O' Neal.
Board Chairman Abby Banks	Electronic Signature		