



CHCB Public Meeting Minutes

April 8, 2024

6:00-8:00 PM (Via Zoom)

Health Center Mission: Bringing services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.

Board Members:

Tamia Deary – Chair

Darrell Wade- Treasurer

Kerry Hoeschen – Secretary

Brandi Velasquez – Member-at-Large

Susana Mendoza- Member-at-Large

Alina Stircu – Board Member

Harold Odhiambo - Board Member

Jenna Green - Interim Executive Director

Board Members Excused/Absent: Darrell Wade

Topic/Presenter	Discussion / Recommendations	Action	Responsible Party	Follow-up Date
Call to Order / Welcome Tamia Deary, CHCB Chair	Meeting called to order at 6:17 PM. We <u>do have a quorum</u> with 5 members present. Darrell and Kerry are absent. Kerry joined at 6:48 PM.			
Minutes Review - VOTE REQUIRED Tamia Deary, CHCB Chair <ul style="list-style-type: none"> ● March 11, 2024 Public Meeting Minutes ● March 14, 2024 Special Public Meeting Minutes ● March 21, 2024 Special Public Meeting Minutes 	No changes to March 11, 2024, Public Meeting minutes. No changes to March 14, 2024, Special Public Meeting minutes. No changes to March 21, 2024, Special Public Meeting minutes.	Motion to approve: Harold Second: Susana Yays: 5 Nays: Abstain: Decision: Approved		

<p>Ryan White Part D Funds Renewal - VOTE REQUIRED Nick Tipton, Regional Manager Senior</p>	<p>The request for approving the Ryan White Part D funds renewal was reviewed and explained. We receive grant monies from parts A, B, C, D and F through the Ryan White Fund. Each year we are required to submit a continuance for Part D. Part D funds care for women, infants, children and youth living with HIV and receiving care from HHSC. This will fund the medical provider, medical assistant, and case management positions.</p> <p>Q: Susana asked-What percentage of non white people receive these services? A: Nick responded - 1587 clients: 77.5% are white, 22.5% other. Q: Harold asked - After referring children and youth to Dornbecker for services do we follow up when they come of age to receive services from us? A: Nick responded - It is common for Dornbeckers to refer them back to us. Q: Susana asked - Is this a new service? A: Nick responded -No, this is existing/ongoing work (Susana responded to request additional information in a separate forum) A: Tamia advised she would work with Susana to explain the full program.</p>	<p>Motion to approve: Harold Second: Bee Yays: 5 Nays: Abstain: Decision: Approved</p>		
<p>HRSA School Based Services Expansion (SBSE) Renewal - VOTE REQUIRED Katie Strawn, SHC Site Medical Director Ryely Wilpone, SHC Behavioral Health Supervisor</p>	<p>HRSA SBSE provides behavioral health services through BHP's. This application will be a non competitive continuation and is required by the funder. The grant funded two culturally specific providers and a BHP supervisor which increased our capacity.</p>	<p>Motion to approve: Kerry Second: Harold Yays: 6 Nays: Abstain: Decision: Approved</p>		

<p>ADM.01.04 ICS: Vision, Mission and Values - VOTE REQUIRED Adrienne Daniels, Strategy & Policy Director</p>	<p>This policy is typically reviewed and updated during the strategic retreat. As there has not been one recently and there is not one scheduled for April, this policy was brought for renewal now with short term recommendations. It can be fully reviewed at the next strategic retreat if desired. The executive committee met and has provided these short term recommendations that include a minor grammatical edit: Listed under the Health Center Vision, a hyphen added between whole and person (whole-person).</p>	<p>Motion to approve: Harold Second: Bee Yays: 6 Nays: Abstain: Decision: Approved</p>		
<p>ICS.04.08 Patient No-Show Policy - VOTE REQUIRED Debbie Powers, Deputy Director Clinical Operations and Integration</p>	<p>Changes:</p> <ul style="list-style-type: none"> ● Moved procedures out of policy and into separate procedures/attachments ● Late is now explained as anytime after the appointment time. ● Removed penalty for medical no show appointments. ● Ensuring support to clients that arrive late to provide services as possible and appropriate. <p>Q: Susana asked - what if the no show is beyond one's control? A : Debbie responded - that they will be more proactive by calling the patient when late to discuss options such as a telemed appointment, a reschedule, or shortened appointment time, depending on the client's needs and the clinic/provider's capacity.</p> <p>Q: Harold asked - how training will happen? A: Debbie responded - it will begin on the phones and then from the front office back. We are trying out a couple of different approaches to see what might work best, and will be discussing and sharing</p>	<p>Motion to approve: Harold Second: Kerry Yays: 5 Nays: Abstain: 1 Decision: Approved</p>		

<p>Budget Modifications (ARPA/Seeding Justice) - TWO VOTES REQUIRED Charlene Maxwell, Medical Director Adrienne Daniels, Strategy & Policy Director</p>	<p>ARPA H8F41450 - grant that was previously accepted and an extension for \$1.25m (of the total \$11m) was approved by the board in December 2023. However, the federal budget extension was just approved in March by HRSA, which requires us to document a new vote for approval to be able to access these funds during this fiscal year (FY24).</p> <p>Seeding Justice Grant - Received approval from this Board one year ago to fund the grant. The first group of fellows all stayed within the Health Center. The second fellowship group is about halfway through their fellowship. A yes vote would allow continuation of the Advanced Practice Fellowship and to improve reproductive health equipment.</p>	<p>ARPA: Motion to approve: Harold Second: Kerry Yays: 6 Nays: Abstain: Decision: Approved</p> <p>Seeding Justice: Motion to approve: Susana Second: Harold Yays: 6 Nays: Abstain: Decision: Approved</p>	Harold	
<p>Finance Policy Reviews ICS 12.01-ICS 12.12 - VOTE REQUIRED Jenna Green, Interim Executive Director</p>	<p>Twelve policies are due for renewal and have no suggested language changes beyond updating policy owners to reflect Jenna Green, Interim Executive Director and Tamia Deary, CHCB Chair. Jenna shared these policies met all requirements during the OSV. Board confirmed their understanding that all twelve policies were included in the approval vote.</p> <ul style="list-style-type: none"> ● Health Center Budget and Performance Monitoring - Policy #: ICS.12.01 ● Health Center Budget Compliance - Policy #: ICS.12.02 ● Health Center Budget Development and Approval - Policy #: ICS.12.03 ● Health Center's Contracts Review and Compliance - Policy #: ICS.12.04 	<p>Motion to approve: Harold Second: Susana Yays: 6 Nays: Abstain: Decision: Approved</p>		

	<ul style="list-style-type: none"> ● Health Center Financial Accounting Systems and Controls - Policy #: ICS.12.05 ● Health Center Financial Accounts Access - Policy #: ICS.12.06 ● Health Center Financial Management and Reporting - Policy #: ICS.12.07 ● Health Center Financial Performance Reporting - Policy #: ICS.12.08 ● Health Center Patient Collections and Write-offs - Policy #: ICS.12.09 ● Health Center Program Monitoring - Policy #: ICS.12.10 ● Health Center Program Patient Accounts Management - Policy #: ICS.12.11 ● Health Center Surplus and Reserves - Policy #: ICS.12.12 <p>Q: Tamia asked - who will replace the red lined Jeff Perry as Finance Manager</p> <p>A: Jenna responded - Hasan Bader as Finance Manager.</p>			
<p>School Based Health Center Update Alexandra Lowell, Program Manager, Student Health Centers</p>	<p>Reviewed FY23 vs FY24 YTD comparisons of:</p> <ul style="list-style-type: none"> ● Visits, unique clients, and budget targets ● Race and ethnicity of clients ● Clients by age <p>FY24 YTD has 507 new clients vs 395 in FY23; 28% increase with Q4 remaining.</p> <p>BH recruitment of 5 positions all positions filled by Jan 2024.</p> <p>We are two years into the telemed pilot and continue to have low appointment numbers. With one more year of funding we</p>	<p>Provide updated slides to the board members.</p>	<p>Anna Johnston</p>	

	<p>continue to do targeted outreach.</p> <p>Future note: We are in need of capital construction funds, as we are constricted by space. Our goal is to grow BH services to capacity and to determine if telehealth is viable.</p>			
<p>Joint Commission Debrief Tamia Deary, CHCB Chair</p>	<p>Tamia reports great feedback and positive energy regarding the feedback we received. TJC was complimentary of our staff and highlighted the passion of our board.</p>			
<p>HRSA OSV Updates - TWO VOTES REQUIRED Brieshon D'Agostini, Quality and Compliance Officer</p>	<p>Changes to be made to policy:</p> <ul style="list-style-type: none"> ● AGN.10.03 Community Health Center Sliding Fee Discount Policy: Some commercial payer contracts do not allow discounts on copays which must be included in this policy. ● FIS.01.06 Uncollectible Client Accounts and Payment Plans: The policy must include specific criteria for reducing or writing off patient balances due to hardship. ● HRS.04.03 Health Center Licensing, Credentialing, and Privileging Policy: The policy must add “other clinical staff” as a 3rd clinical staff category. <p>Changes to scope:</p> <ul style="list-style-type: none"> ● Remove 5 Oak Building Site, we no longer offer in scope services there. ● Remove neurology specialty service from scope due to provider retirement. Patients already transitioned as appropriate through the standard specialty referral process. ● Remove “additional substance use disorder services” as an unpaid referral” (Column III). 	<p>Policies: Motion to approve: Harold Second: Kerry Yays: 6 Nays: Abstain: Decision: Approved</p> <p>Changes in scope: Motion to approve: Harold Second: Susana Yays: 6 Nays: Abstain: Decision: Approved</p>		

	<ul style="list-style-type: none"> Remove “mental health services” as a “paid referral” (Column II). <p>Q: Harold asked - what are the services being offered at 5 Oak?</p> <p>A: Brieshon responded- none. Other County Administrative offices and other Health Department divisions occupy the building.</p>			
<p>Board Succession Planning vote-- VOTE REQUIRED Tamia Deary, CHCB Chair</p>	<p>Tamia advised that per bylaws our succession plan says that if any officers leave their position the person below will step up to fill that vacancy.</p> <p>The motion to appoint Darrel to vice chair did not receive a second.</p>	<p>Motion to approve: Kerry Second: None Yays: Nays: Abstain: Decision: Motion not carried.</p>		
<p>Meeting Adjourns</p>	<p>Meeting adjourns 8:20 PM</p>			<p>Next public meeting scheduled on May 13, 2024</p>

Signed: _____ Date: _____
Kerry Hoeschen, Secretary

Signed: _____ Date: _____
Tamia Deary, Board Chair

Minutes approved, virtually, at the May 13, 2024 Public Meeting

Scribe: Edie Honesto // Email: edie.honesto@multco.us