

**LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT
 PRIMARY CARE CENTER
 GOVERNING COUNCIL
 April 19, 2007
MINUTES**

MEMBERS:		PRESENT	ABSENT
	Carolyn Benford	X	
	Toni Brown		X
	Lynne Flynn	X	
	Linda Johns	X	
	Marge Keller	X	
	Dennis Kelly, MD	X	
	Samuel Matheny, MD		X Excused
	William Rasinan	X	
	Helen Reese	X	
	James Sleet	X	
	James Reese	X	
	Andrea Tapia	X	
	Judith Rodriguez		X Resigned

STAFF PRESENT: Melinda Rowe, MD, MBA/MPH, Commissioner
 Rodger Amon, COO
 Stephen Castle, CFO
 Rice Leach, MD, PC Executive Director
 Deborah Stanley, MD, PC Medical Director
 Kyle Black, PC Business Officer
 Karen C. Jones, PC Administrative Grants Manager
 Linda Phelps, PC Executive Assistant

GUEST: Julie Perry, ARNP, Bluegrass Regional
 Susie Lawrence

April 19, 2007 at 5:35 PM Chairperson, Marge Keller called the Primary Care Governing Council meeting to order.

CALL TO ORDER

Chairperson Marge Keller did not declare a quorum at role call but shortly afterward.

DECLARATION OF QUORUM

Dr. Rice Leach requested the chair to add an Executive Session to discuss his evaluation. Governing Council Members present approved the amended agenda.

ADOPTION OF AGENDA

After a quorum was obtained Lynne Flynn moved to accept the minutes from the meeting of February 22, 2006. Dr. Dennis Kelly seconded the motion. Motion carried.

APPROVAL OF MINUTES

Bill Rasinen moved to accept the minutes of March 15, 2007 GC meeting. Dr. Dennis Kelly seconded the motion. Motion carried.

Dr. Leach began his report by introducing Julie Perry, Project Manager for the Blue Grass Mental Health Grant. The grant coordinates mental health and primary care medical services for a group of patients that utilizes both agencies for health care. A copy of her handout is attached. Ms. Perry explained how the components and focus of the partnership would benefit patients. A significant part of the funds will support a clinical psychiatrist who would address traditional mental health and behavioral aspects of patients. Other funds will support a registered nurse and a case manager to work with the 50 diabetic collaborative patients. Other funds will support telemedicine consultation between a patient at LFCHD and Psychiatrist supplied by Bluegrass Regional.

**EXECUTIVE DIRECTOR'S
REPORT**

Dr. Leach highlighted on:

- A few patients have complained about the Scheduled Drug Policy.
- The Board Training plan was accepted by HRSA.
- The GC Board Membership Requirements
- The need for a plan to complete Strategic Planning by May 1ST.
- RFP being developed for the Practice Management System
- HRSA Performance Review
- First Phase of Staff Training began yesterday.
- Adding a Triage Nurse
- GC Committee Meetings w/Minutes
- Upgrade Fee Schedule
- Options to increase early Prenatal Visits
- Need detailed analysis of options for to splitting PC from PH
- Broad Banding
- Primary Care All-Staff Meeting yesterday went well

Dr. Leach offered some details on the school based clinic program. We spend a million one hundred thousand dollars a year in our four School Based Clinics. This is a very expensive operation that does a lot of good but...the program lowers our HRSA productivity measures. We lost about a hundred thousand out of the Grant because we couldn't get the numbers up. The Board of Health appointed a Task Force to look for ways to improve school health in the county and the department is working with the College of Nursing toward that end. After significant discussion, **Carolyn Benford moved that Dr. Leach report progress at May's meeting. James Reese seconded. Motion carried.**

Dr. Leach introduced Karen Jones to present information on hiring an outside facilitator for moving forward with Strategic Plan. Mr. Amon has appropriated monies. **Lynne Flynn motioned we proceed with a**

facilitated strategic planning process involving the Primary Care Governing Council, individual to be determined. Bill Rasinен seconded the motion. Motion carried. Scheduling discussed. Dr. Kelly moved for adoption of Lynne Flynn motion with scheduling to be determined. James Reese seconded. Motion carried.

Dr. Leach recommended tabling discussion of the KY PTA By-laws and Standing Rules information until another meeting because of the lengthy agenda.

Mr. Castle announced the finance committee did not meet. Dr. Leach said we need to do a lot of work on our budget and noted that the finance staff would reconcile the budget next week so it can be presented on time. **James Reese moved to accept minutes from March's Finance Committee meeting. Bill Rasinен seconded. Motion carried.**

FINANCE REPORT

Dr. Stanley presented the 2007 Quality Improvement Plan, which had been included in April's Governing Council mailing. **Dr. Dennis Kelley moved to accept the 2007 QI plan. Bill Rasinен seconded the motion. Motion carried. There were no abstentions.**

MEDICAL DIRECTOR'S REPORT

Dr. Stanley handed out provider's productivity sheet for March that showed improvement from previous month. Much discussion on clinic flow, appointment scheduling, patient no shows (25%). Dr. Stanley noted Primary Care is in the process of expanding clinic hours to 6:30pm four days per week.

Dr. Leach announced the clinic is using the updated Federal Poverty Guidelines.

OLD BUSINESS

Lynne Flynn stated she was assigned to look at committee assignments and offer suggestions by April's Governing Council meeting. Ms. Flynn said the program committee did not meet but she personally did take a look at responsibilities of this committee. Ms. Flynn suggested the Program Committee segment on evaluation of Center's Director be assigned to Executive Committee or to a new Personnel Committee. She recommended items such as quality improvement, productivity, and discussion of effectiveness of SBC from this evening's meeting would be more Program committee types.

James Reese requested Committee roster, scope and responsibility be clarified. Much discussion. Responsibilities are in By-Laws but need more clearly defined. **James Reese was appointed by Chairperson to serve on Program Committee.**

Bill Rasinen reported Nominating Committee did not meet but he does have an interested party (Mr. Hardesty).

Resolution and plaque for Dr. Allen Grimes presented by James Reese and reviewed by GC Members. **Carolyn Benford made a motion to move forward with purchase. Bill Rasinen seconded. Motion carried.**

Dr. Leach announced he had received Judith Rodriguez’s resignation letter. Dr. Leach announced with the resignation we now have three openings on the Governing Council. Please keep in mind HRSA’s requirements to get more representatives from the Latin American and the homeless population. **Dr. Leach was asked to send note to GC members of all requirements needed.**

ANNOUNCEMENTS

Helen Reese introduced Dr. Susie Lawrence as being interested in membership. **Application to be sent to Ms. Reese.**

Bill Rasinen made a motion to move to Executive Session. Lynne Flynn seconded. Motion carried.

Following the executive session, the chair appointed Andrea Tapia to the program committee.

Chairperson, Marge Keller declared meeting adjourned at 7:35 PM.

ADJOURNMENT

EXECUTIVE SESSION

APPROVED: _____

Chairperson

Secretary

Date