

**LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT
PRIMARY CARE CENTER
GOVERNING COUNCIL**

July 19, 2007

MINUTES

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

STAFF PRESENT: Melinda Rowe, MD, MBA/MPH, Commissioner
Rodger Amon, COO
Rice Leach, MD, PC Executive Director
Deborah Stanley, MD, PC Medical Director
Kyle Black, PC Business Officer
Karen C. Jones, PC Grant Manager
Natalie Bentley, PC Business Service Coordinator
Linda Phelps, PC Executive Assistant

July 19, 2007 at 5:45 PM Chairperson, Marge Keller called the Primary Care Governing Council meeting to order.

CALL TO ORDER

Chairperson Marge Keller declared a quorum at role call and the agenda was adopted.

**DECLARATION OF
QUORUM & ADOPTION
OF AGENDA**

A motion to accept June 21, 2007 minutes was made by Helen Reese. James Sleet seconded. Motion carried.

APPROVAL OF MINUTES

Dr. Leach asked our Commissioner, Dr. Melinda Rowe to address Governing Council Members:
She began by saying our goal is to improve the health of this community with. Primary Care and Public Health working together side by side to achieve this goal.

**EXECUTIVE DIRECTOR'S
REPORT**

Dr. Rowe continued with background information by saying the competitive HRSA FQHC grant cycle is coming up in the Fall of 2008. There are a lot of reasons why we need to meet HRSA requirements of autonomy, practice and financial data. Some benefit reasons are PC will be able to see everyone regardless of ability to pay by receiving the grant money, fall under FTCA, 340B drugs, and cost base reimbursement.

Dr. Rowe said the August 2006 resolution to split from LFCHD requested by PCGC was tabled by the Mayor on June 11, 2007 for lack of detailed information and concerns at the June 29th meeting of BOH regarding “separation” and the continued use of health tax for indigent care.

Dr. Rowe continued that the July 9, 2007 BOH/PCGC Coordinating Committee met presenting this motion to the BOH:

In follow up to discussions of the past nine months relating to the Board of Health (BOH), the Primary Care Governing Council (PCGC), and the Primary Care Center (PCC), the BOH approves the motion to authorize the development of a written plan to work collaboratively with the PCGC to define and implement an organizational structure that will meet the Health Resources and Services Administration (HRSA) requirement for PCGC autonomy on policy, finance, etc and that will meet other performance requirements of Federally Qualified Health Centers (FQHC).

The BOH directs the Commissioner of Health and the Executive Director of the Primary Care Center (PCC) and their respective staff members to present a written description of the manner in which the organizational structure will meet the goals and objectives inherent in the mission statement of the PCC. Moreover, the staff are to coordinate and present a written plan to define the action steps required to complete the transition and creation of the organizational structure to operate the PCC.

The Commissioner and PC Executive Director are directed to provide a verbal presentation on the status of the site visits and progress of developing the plan at the September 2007 BOH meeting September 10, 2007. Finally the Commissioner and PC Executive Director are directed to provide the written plan with action steps as mentioned above and be prepared to make a presentation of the foregoing no later than the December 2007 BOH meeting December 10, 2007.

Dr. Rowe said this motion passed and BOH asks that we visit sites recommended by HRSA with Health Departments who are Federally Qualified Health Centers. Mobile County, Alabama and Lake County, Illinois are two such facilities. Stephen Castle, Dr. Deborah Stanley, Kyle

Black & Dr. Rowe will visit the Mobile County site August 6, 7, and 8 th, 2007. Lake County, Illinois site visit is pending.

Dr. Rowe announced Fred Brown, CPA, Brown & Dougherty has successfully bid again to do our annual audit. Rodger Amon, COO has commissioned Stephen Castle, CFO to work with Mr. Brown to provide more detailed information on Primary Care in the LFCHD annual audit.

Dr. Rowe said the BOH changed officers at their July meeting. Dr. Marcia Stanhope is BOH Chair and Dr. William Parker is Vice-Chair. BOH will follow GC lead and start its strategic planning process in the near future also using Joel Medendorp as facilitator.

Dr. Rowe asks Mr. Black to explain where we are with Finance Manger and Practice Management System:

- Mr. Black said August 1st interviews are set up for PC Finance Manager.
- Mr. Black thanked the GC Members that participated in the trade show set up for the Practice Management Systems. We are now in the process of reviewing the bids page by page. After some site visits we should be ready to make a decision.

Dr. Leach continued with: When I was in the meeting with Mayor Newberry, he said he could see some advantages to having Primary Care in a more independent role but that he wanted to see a lot more detail before agreeing to a major change. The Mayor also noted that he was under the impression that the vote to approve a public health tax assumed that some of that revenue would be to provide primary care for the medically indigent. He wanted to be sure that the Primary Care Center would be appropriately accountable to the Board of Health and county government, especially if something went awry. Dr. Leach took these comments to mean that the Governing Council and his office need to work on our aggregate behavior to show that we would be accountable. Dr. Steve Davis agreed to waive many of the state accounting requirements, particularly counting activities that were not state funded and accounting for resources using the public health model. Steve Castle and Kyle Black say that this relief will enable the Department to provide the needed information without needing an army of accountants. Mr. Amon has asked the auditor to go into more detail on the PC finances than has been the case in the past. Mr. Brown noted that he would like to come before this group possibly in September to let you know what was in the audit. Also, Mr. Amon suggested that since the grant is due October 14th if we could change the September meeting to the 4th Thursday instead of the 3rd. the money guys could have the budget ready

for GC before it goes to BOH and this would give Primary Care more time to send to HRSA on time.

Dr. Leach said, “Kudos to everybody who has acknowledged that there has got to be a better way and to everybody that is trying to make that better way come to a reality.”

James Reese motioned September’s meeting be changed to the 4 th Thursday in September instead of the regularly schedule 3 rd Thursday. James Sleet seconded. Abstentions. Motion carried.

Lynne Flynn motioned Governing Council write a letter to the BOH along the lines Dr. Leach indicated we would like to join them for their September 10th meeting to hear the presentation from Dr. Rowe and Dr. Leach and be able to participate in the discussion of that report. Dr. Rowe commented BOH Meetings are public. James Sleet seconded. Abstention. Motion carried.

Karen Jones presented Safety Net update by saying BOH and GC Chairs met with Steering Group and the stake holders made up of free clinics such as Nathaniel Mission, Salvation Army, Comp Care, KY North, Bluegrass Farmworker and Saint Joseph and mapped zip codes of needs assessment. The assessment showed North side has barrier on receiving care. Karen also stated the Strategic Plan Grid had been finalized as well as the Health Business Plan which has objectives and measures. These will be presented for first phase of \$40 thousand grant for people and a broader base of services to try to cut down on unnecessary use of emergency rooms.

Mental Health Staff are learning their way around. The psychologist was here today to see how the clinic functions. Evelyn Jones, RN and former PCC employee is interviewing patients to see what our patients’ mental health needs are down in Central Registration area. This team is likely to move to space next to the pharmacy cashier for their consultation space.

HRSA Performance: We are making progress on nearly all of the objectives identified in the plan to respond to at February’s review.

Head Start is off the agenda for now because they have acceptable services elsewhere.

Extended hours have begun with a few minor bumps.

The training plan sent in to HRSA was approved and has been updated ready to submit to the Program Committee. GC Members need to decide

how they want to participate after or during board meetings. Dr. Matheny stated he had no finance report. Chair, Dr. Keller asked if Dr. Matheny was getting the kind of information he wanted pertaining to the budget? He said it was the same status as before.

Policy no report per Dr. Kelly

Ms. Karen Jones said the training plan sent in to HRSA in June was approved and has been updated. GC Members need to decide how you want to participate after or during board meetings
Lynne Flynn distributed an updated draft of our mission, value and goals developed at strategic planning. She requested that the group review it and send comments to Karen Jones by August 13th. Karen will incorporate them and send it back to the Program Committee to review and present to Governing Council at August meeting.
Ms Flynn said the Program Committee met July 17th and reviewed the draft strategic plan objectives and strategies. The Committee agreed to assume responsibility for regular oversight of progress toward reaching the following objectives in the plan:

(1) Increasing patient users, (2) preparing the GC for additional responsibilities, and training in the policy governance model and (3) improve the health status of the community.

The Committee recommended (1) Governing Council Chair assign responsibility for oversight of increasing the uncompensated care ratio to the Finance Committee (2) review and revise GC structure and function to an ad hoc committee composed of the Council Officers plus standing Committee Chairs (3) work collaboratively with the BOH through the committee process to meet HRSA autonomy requirements with the joint GC/BOH Committee which has already been established.

Nominating – Ms. Brown said she had invited guests but they did not show tonight. Mr. Rasinen working to find person for candidate for Homeless representation of the Governing Council.
Chair Marge Keller ask that Nominating Committee to bring back nominations for Chair, Vice and Secretary to our next meeting which is the Annual Meeting.

Dr. Stanley presented graphs of patient visits, targeted visits and explained variances. Dr. Stanley said she hoped with our new extended hours which increased number of appointments and gives patients more flexibility time to choose our numbers will go up. Also restrictions we had when we were down on Medical Staff have been lifted on making new patient appointments. New appointment patient appointments are about 1 month out. Dental Clinic graph shows they are exceeding their goal which is terrific. The Pharmacy graph shows number of prescription

FINANCE REPORT

POLICY COMMITTEE

PROGRAM COMMITTEE

NOMINATING COMMITTEE

MEDICAL DIRECTOR'S REPORT

filled here. Dr. Stanley said in May we became a retail Pharmacy and that means we can fill any prescription even though it was not written by one of our providers. Dr. Rowe asks, "Can I move my script from Wal-Mart's?" "Yes", Dr. Stanley replied.

Dr. Stanley also asks Governing Council reviewed and consider Consent to Treat Policy and Missed (DNKA) and Rescheduled Appointment Policy.

Dr. Leach as Acting Risk Manager summarized 2007 Risk Management Report. Summary is analysis of data collected such as comments/complaints and/or accidents/incidents used to evaluate quality improvement in terms of risk reduction for human behavior.

OLD BUSINESS

Karen Jones passed out an article that was in USA Today about qualified Health Centers

ANNOUNCEMENTS

Dawn Marshall, RN was nominated and elected by her peers as July's Employee of the Month.

Mr. Black introduced Ms. Natalie Bentley, PC Business Service Coordinator.

Across the Board application included in packet which is for training to help members hear from an outside group how boards become effective.

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

ADJOURNMENT

APPROVED: _____
Chairperson

Secretary

Date