

**LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT  
 PRIMARY CARE CENTER  
 GOVERNING COUNCIL  
 March 15, 2007  
MINUTES**

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

**STAFF PRESENT:** Melinda Rowe, MD, MBA/MPH, Commissioner  
 Rodger Amon, COO  
 Roger Reynolds, Finance Manager  
 Rice Leach, MD, Executive Director  
 Deborah Stanley, MD, Medical Director  
 Karen C. Jones, Administrative Grants Manager  
 Linda Phelps, Executive Assistant  
 Jeanie Dassow, MD  
 Tonya Allen, RN

**GUEST:** Mr. Herman H. Hardesty  
 Kent Coogle

Chairperson, Marge Keller on March 15, 2007 at 5:35 PM, called the Primary Care Governing Council meeting to order.

**CALL TO ORDER**

Chairperson Marge Keller did not declare a quorum.

**DECLARATION OF QUORUM**

**James Reese made a motion to adopt the Agenda. Bill Rasinén seconded. The Governing Council Agenda was adopted without additions.**

**ADOPTION OF AGENDA**

**The minutes from the meeting of February 22, 2006 were acknowledged but not voted on due to not having a quorum.**

**APPROVAL OF MINUTES**

**acknowledged but not voted on due to not having a quorum.**

Dr. Leach began by introducing our March Employee of the Month, Ms. Tonya Allen. She is here with us this evening and also pictured in the Healthy Times with Dr. Stanley who she has worked with closely for years.

**EXECUTIVE DIRECTOR'S  
REPORT**

Dr. Leach informed the Council of plans for Primary Care to provide prenatal services for uncomplicated pregnancies. Provision of prenatal care is a HRSA requirement. Currently Primary Care has 4 physicians (on staff and/or joining staff soon) who are trained in providing prenatal care and are very interested in providing these services. Dr. Jeanie Dassow, Primary Care staff obstetrician and gynecologist, was present and voiced her excitement about the Prenatal Clinic. Dr. Dassow stated having prenatal care onsite would improve continuity of care and thus would increase quality of care being provided.

Foundation for Healthy Kentucky Grant Steering Committee met in February after the last GC meeting. The steering committee has asked for consultation from Kentucky Primary Care Association (KPCA) on the best models for organizing a health care delivery system capable of meeting the grant requirements. Information from KPCA is due by our next steering committee meeting April 9<sup>th</sup>.

Bluegrass Mental Health received notification that their grant application was approved. We are moving forward on working out the agreement between Bluegrass Mental Health and Primary Care in regards to implementation of the grant activities. The grant coordinates mental health and primary care medical services for a group of patients that utilizes both agencies for health care. Coordinating the mental health and medical care of these patients should keep the patients out of emergency rooms and hospitals and provide the opportunity to do a better job taking care of our patients.

BUILD, an interfaith organization made up of 20 plus churches, each year identifies issues to be addressed. This year, healthcare is one of the issues the group has chosen. Dr. Rowe and myself will be attending BUILD's annual meeting on March 19<sup>th</sup>. BUILD has asked the health department to complete a needs assessment for under-insured and to increase access to care for adult patients. Dr. Rowe has agreed to commit to these requests on behalf of the health department. We feel the return will be positive and we will be able to deliver more services to more people more quickly.

Dr. Leach made a Strategic Planning PowerPoint presentation. After the

presentation discussion was focused on articulating the next steps. Comments included the following:

- Define where we are
- Decide what population we are going to serve
- Environmental scanning
- Committee
- Group endeavor
- Stakeholders
- We need a plan
- What do we do about competition?
- What's our nitch?
- Agree on a vision
- Retreat would help remove and focus
- Need full commitment and energy of participants
- Need a Strategic Plan Manager to coordinate
- Champion to run the process
- Need a facilitator (from somewhere else-maybe UK).
- Mission> long term goal> develop strategy> then place of action
- We need mission statement that everyone can remember

Lynne Flynn suggested the next step should be a plan for strategic planning so board can react. **Dr. Leach to work on proposal.**

Dr. Leach noted Mr. Reynolds, Mr. Castle, Mr. Amon and other staff have put together the budget in a format that is a major step forward on how the Finance Committee would like to see budget information reported. Dr. Leach stated the accountant may have to change his procedure to satisfy HRSA but we are closer than ever before. Mr. Reynolds stated there are budget spreadsheets available for the next packet. Dr. Leach asked that the spreadsheets go to the Finance Committee Chair for approval before going out in the packets.

#### **FINANCE REPORT**

Dr. Stanley announced Primary Care physician recruitment is going very well. We have interviewed a physician candidate who is a Harvard graduate and will be in available to begin work in April 2007. We have another physician that is highly recommended who has committed to join the medical staff in July 2007.

#### **MEDICAL DIRECTOR'S REPORT**

Productivity handouts showed providers doing well in January but dropping down in February. We are looking at ways to get numbers up; one possibility is extending clinic hours.

The Medical Staff is very excited about our new prenatal clinic. Agree with Dr. Dassow that this will improve continuity of care and increase patient satisfaction. Also, opens the door for more newborns to get back to us, which will increase Medicaid dollars and help our productivity.

Next month Dr. Stanley said she would present QI Plan.

Karen Jones presented training plan for Governing Council members, which is a HRSA requirement. The action plan time frame to begin at the next Governing Council meeting April 19<sup>th</sup> with Andrea Adams from Kentucky Primary Care Association identifying members' roles and their responsibilities.

## OLD BUSINESS

Health Disparities Collaborative recently celebrated success receiving Award Plaque for Phase I on diabetic patients. The Plaque will be hung in Corridor A. Karen Jones stated the plaque was awarded in Orlando at HDC Summit to the disparities team headed by Dr. Dake. The team has partnered with HAP and the YMCA to improve management of diabetes. The data is showing we have better control of our diabetic patients than we did one year ago. Ms. Jones announced the team is now going into Phase II. Phase II will involve spreading to involve the diabetic patients of another provider, which will be approximately 170 more diabetic patients.

Discussion on Governing Council members' absenteeism. Chairperson Marge Keller asked Toni Brown to gather her committee to address this issue at February's meeting. Toni Brown was absent. **Dr. Leach and Chairperson Keller to contact Ms. Brown regarding her committee.** Handouts are included in GC packet showing attendance of each GC member, when their term began and how long they have served.

Governing Council members' attendance and active participation was discussed. Attendance Policy to be reviewed by Policy Committee. Present Attendance Policy reads letter from Chairperson of inquiry at two consecutive unexcused absences and termination after three consecutive unexcused absences. **Decision to send the Attendance Policy to Dr. Kelly's Policy Committee for review/revision.**

**Lynne Flynn assigned to look at committee assignments and offer suggestions by April's Governing Council mailing.**

**Request for By-laws to be included in next mailing.**

**Lynne Flynn acknowledged for the second time the Governing Council has had an opportunity to review Poverty Guidelines that bring the Primary Care Center sliding fee scale up to Federal requirements.**

Both drafts of resolution and plaque for Dr. Allen Grimes reviewed. **James Reese volunteered to head up this recognition for Dr. Grimes.**

Dr. Leach announced he was in receipt of Linda Robinson's resignation letter.

**ANNOUNCEMENTS**

Dr. Leach stated to keep in mind we have a requirement to get more Latin American as well as the homeless population to serve as members on the Governing Council.

Kent Coogle, counselor of Hope Center present. He was given an application and Governing Council handbook to read and an invitation to come to our next meeting.

Mr. Herman H. Hardesty was in attendance again. The Governing Council thanked him for his interest in becoming a member and welcomed him to continue to attend our meetings

Dr. Stanley, Andrea Tapia, and Pat Bond were highly praised by Chairperson Marge Keller for the Primary Care Appointment Brochure they created to use as an informational appointment tool in Primary Care.

Chairperson, Marge Keller declared the meeting adjourned at 7:05 PM.

**ADJOURNMENT**

APPROVED: \_\_\_\_\_

Chairperson

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date