

**LEXINGTON-FAYETTE COUNTY HEALTH DEPARTMENT
 PRIMARY CARE CENTER
 GOVERNING COUNCIL
 May 17, 2007
MINUTES**

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

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
 Cynthia Hidalgo, Dental Assistant
 Linda Phelps, PC Executive Assistant

GUEST: John Riley, MD, BOH Chair
 Allen Grimes, Jr. MD
 Andrea Adams, MBA-MPH, KPCA Deputy Director
 Herman Hardesty

May 17, 2007 at 5:30 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.

DECLARATION OF QUORUM

Chairperson Marge Keller asked that the Agenda be amended to reflect a short announcement at the end of the meeting. The amended agenda was adopted.

ADOPTION OF AGENDA

Chairperson Marge Keller asked for a motion to approve the minutes from the April 19, 2007 meeting. James Reese move to

APPROVAL OF MINUTES

minutes from the April 19, 2007 meeting. James Reese move to accept the minutes of April 19, 2007. Lynne Flynn asked that the minutes be amended to reflect that the Chair made no appointments to the Program Committee and Dr. Leach wanted to clarify that the March Finance Committee minutes Governing Council accepted were “draft” minutes. Lynne Flynn seconded the amended motion. Motion carried.

Dr. Leach introduced Dr. Allen Grimes and Ms. Cynthia Hidalgo, PC Dental Assistant. Dr. Grimes received recognition award for his service as a surgical consultant for the Primary Care Center for over a decade and Ms Hidalgo was recognized as May’s Primary Care Employee of the Month.

EXECUTIVE DIRECTOR’S REPORT

Dr. Leach introduced Andrea Adams, Deputy Director of the Kentucky Primary Care Association who presented an overview of board responsibilities for our Governing Council members. She discussed roles, responsibilities, and liabilities associated with being a council member. Following the finance committee report and the subsequent discussion, she noted that the issues facing the Governing Council reflected one of the challenges inherent in a co-applicant agreement.

Dr. Leach reported the Primary Care workload has dropped partly because patients that use to come to Primary Care are using the Public Health Clinic. Staff is moving forward with plans for a prenatal clinic and a group is studying the best way to provide school based services. One consideration is for the School Based Clinics to transfer some of the work to the School Health Program. Any changes will be included when we submit the grant renewal.

Dr. Matheny reported the Finance committee met May 15, 2007. **Dr. Matheny asked that the GC accept the amended March Finance Meeting minutes. Helen Reese seconded. Motion carried.**

FINANCE REPORT

Dr. Matheny said he supported revised fee schedule. The increases would have minimal impact on self-pay patients; mainly the increase will impact 3rd party payers. Dr. Matheny also stated there will be no change in the co-pay at this time.

Dr. Matheny said at May’s meeting the budget was reviewed with LFCHD Administration. Dr. Matheny made several requests regarding his need as Chair of Finance Committee for a more specific Primary Care Budget (May’s Finance Committee Meeting minutes attached with his request). Dr. Matheny stated he would like the PC budget to begin with a starting reserve clearly identified instead of starting with a “0” reserve. It

appears any Primary Care reserve is going back to the Department's reserve every year.

Mr. Amon, Chief Operating Officer confirmed that the Primary Care Center has no reserve allocated to it and that any deficits were made up by using the tax dollars in a fashion approved in the Board of Health Budget. He also reported that the Department was unable to provide the financial information requested by the Governing Council because the State System does not collect it that way, the State considers the Primary Care Center as a program of the Health Department, that the data sets are incompatible, that there are different definitions for the kinds of financial data being entered, and that the accountant time needed to tease this data out of the other system was prohibitive. He suggested that changing the Primary Care Center to a tax exempt organization would enable the system to do the needed accounting. Short of that change, the task is impossible.

Dr. Matheny recommended GC accept the budget but noted that the Council needed the appropriate financial information before accepting any mid-year budget adjustments. Dr. Matheny added that this budget was better than previous ones. Lynne Flynn thanked Dr. Matheny for sharing and at Dr. Matheny's recommendation seconded his motion to accept budget for Fiscal Year 2008. Motion carried.

Policy Committee:

- Carolyn Benford presented recommendations for GC Attendance Policy. **Bill Rasinen moved to accept the Attendance Policy as written effective July 1, 2007. James Reese seconded. Motion carried.**
- Ms. Benford made recommendation from the Policy Committee that Poverty Guidelines, Sliding Fee Scale, Medical Fee Scale, and Dental Fee Scale be reviewed by GC and updated annually in February. Also, Pharmacy 340B charges approved annually in March. **James Reese motioned to accept the annual review recommendations. Bill Rasinen seconded. Motion carried.**
- Dr. Leach said that recommendations and positions from the Policy Committee could serve as documentation that the committee met but in time formal minutes would need to be taken.

Program Committee:

- Lynne Flynn reported that the Program Committee met and has established a set meeting times for the Program Committee to meet. **Ms. Flynn proposed a change in Program Committee's responsibilities for consideration to retain programmatic evaluation, center activity evaluation and transfer the**

COMMITTEE REPORTS

responsibility of preparing preliminary evaluation of the Executive Director to Executive Committee. This would require a By-law change but Program Committee would appreciate if Council would indicate through a motion their agreement in principle. James Reese moved. Carolyn Benford seconded the motion. Motion carried.

Nominating Committee:

- Toni Brown reported that the Nominating Committee is having a tough time with retention and trying to find the correct mix of people to serve. Much discussion. Andrea Adams said the Bureau recognizes how difficult it is finding special population such as Latino or Homeless. We may use advocate that can represent a particular population. Suggested a flyer in our lobby to solicit for need of specific type of member.
- Dr. Leach asks Nominating Committee to submit plan of recruitment.
- **Ms. Brown stated she was in receipt of formal application from Herman Hardesty and would like to nominate him pending approval by the Nominating Committee at June's meeting. Ms Flynn seconded. Motion carried.**

Dr. Stanley reported on Provider's productivity and PC Clinic's appointment show rate. She recommended that the Council approve the proposal to extend the hours of operation for the Primary Care Clinic (Medical, Dental and Pharmacy) to be implemented July 2nd. She stated that this plan would provide patients more appointment options, allow more patients to be served increasing revenue, and allow Staff a more flexible schedule. Monitoring of this plan will be done with patient satisfactory surveys, clinic show rate, and increase number of patients. **James Reese motioned to approve extended hours. Ms. Flynn seconded. Motion carried.**

MEDICAL DIRECTOR'S REPORT

Karen Jones reported on the need for strategic planning by listing the kinds of questions that suggest when it is needed:

- Are board responsibilities, goals, and objectives reviewed annually?
- Do the goals and objectives reflect the Center's mission?
- Are your goals and objectives realistic?
- What does your annual plan say?
- Has your interaction with the Executive Director been positive?
- Does one or two of your board members dominate the hold meeting?
- Is there tension between certain members?
- Do members understand and follow basic parliamentary procedures?

OLD BUSINESS

- Do your Board members receive initial orientation?
- Do your members effectively receive training?
- Do you work in the areas of building your skills so you can be a better steward?

First board training session for the Primary Care Governing Council members is scheduled for May 23, 2007 at 6 PM to be presented by Joel Medendorp, PHD MBA with Crown Medical Management Group.

Dr. Leach stated there is a lot of group effort going on inside of Primary Care and requested that the Council authorize him to select teams to be recognized for internal collaboration, special initiatives, and outstanding work. The information on the proposed recognition was distributed for consideration at the June meeting.

**NEW BUSINESS/
ANNOUNCEMENTS**

Dr. Leach said he learned of an opportunity to receive up to \$200 thousand recurring funds to be used for meaningful activity to help the medically indigent in a Primary Care mode. He requested that the Council consider the idea of adding more mental health and substance abuse support because we have people everyday that cannot afford any counseling. Some of the patients who misuse scheduled drugs may need counseling to avoid misusing the drugs. In addition mental health issues may contribute to some of the acting out going on in our clinic. Marge asked Dr. Leach to look into it but he stated he might have to act quickly.

The Agency Draft Dress Code Policy was distributed for your information. No action needed.

Chairperson Keller requested donations of new stuffed animals, mainly bears to Donna Eustice, LFCHD Front Desk Operator. She is giving them away to children in the lobby while waiting for appointment time.

Chairperson, Marge Keller declared meeting adjourned at 8:05 PM.

ADJOURNMENT

APPROVED: _____
Chairperson

Secretary

Date