

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

**Annual Meeting  
August 16, 2007**

**MINUTES**

<b>MEMBERS:</b>	<b>PRESENT</b>	<b>ABSENT</b>
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 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  
 Stephen Castle, CFO  
 Roger Reynolds, FO  
 Rice Leach, MD, PC Executive Director  
 Deborah Stanley, MD, PC Medical Director  
 Karen C. Jones, PC Grant Manager  
 Natalie Bentley, PC Business Service Coordinator  
 Linda Phelps, PC Executive Assistant

**GUEST:** Randy Breeding, Dulworth, Breeding & Karns, CPA  
 Ninfa Floyd, Spanish Professor, Bluegrass Community & Technical  
 College  
 Richard Mohn, Armani Electronics

August 16, 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. William Rasinen asks for open discussion before election of Officers. The Agenda was adopted.

**DECLARATION OF  
QUORUM & ADOPTION  
OF AGENDA**

**A motion to accept July 19, 2007 minutes was made by Toni Brown. Dr. Rowe requested “to provide more detail information on Primary Care in the LFCHD annual audit” be added to her statement regarding Mr. Amon commissioning Mr. Castle to work with Mr. Brown. William Rasinen seconded motion w/amendment. Motion carried.**

**APPROVAL OF MINUTES**

Introductions of BOH representative Dr. Cindy Derer; and guest Randy Breeding, Nifa Floyd and Richard Mohn potential Governing Council members.

**CHAIR’S ANNUAL REPORT**

Dr. Marge Keller, Chair highlighted her **Annual Report** (below in it’s entirety) included in Governing Council’s mailed-out packet:

We have had two busy, but productive years. Probably the most critical move was in August 2006 when the Governing Council moved to request the Board of Health to allow the Primary Care Center to split from the Health Department in order to comply with the governance, autonomy, and operational requirements under which it is expected to manage. This led to a Board of Health (BOH) vote allowing the Primary Care Center to restructure its operations while the BOH and the Governing Council explored options for accomplishing this. After numerous meetings and gradual progress, the BOH moved in July to have a detailed report available by the fall of 2007 including options for governance, autonomy, and operations. While this process has been slow moving, it is addressing issues that have faced the Primary Care Center for a number of years.

Visits by our HRSA project officer in December 2006 and a HRSA program review team in February 2007 stimulated the Governing Council to initiate a formal strategic planning process in the spring and initiate training for board members to strengthen board performance. The mission and values have been articulated and the goals and objectives inherent in responding to the HRSA program review have become the basis for the strategic plan. The BOH is undertaking a similar process in the near future.

The Health Department was awarded a grant by The Foundation for A Healthy Kentucky to develop an approach for a "safety net" of primary care services for the community's medically indigent and the Primary Care Center’s leadership and members of the Governing Council have played major roles in this process along with other local primary care providers. The Employee of the Month and the Above and Beyond Recognition Programs authorized by the Governing Council were implemented in early 2007. As a result several deserving Primary Care team members have been formally recognized. Needless to say, the honored employees were very pleased.

The Council continues to work on filling vacant council positions with the proper mix of users and community representatives. Some vacant positions are more difficult to fill than others.

#### Program Operations:

The Center moved from a Public Health Clinic model to a Medical model during the first quarter of the year. This led to many staff transfers to the public health division and recruitment of many new staff for the clinic with the inherent training and organizational issues.

Primary Care Center management was also restructured with the addition of new members and some transfers. The center has a full medical staff for the first time in nearly 4 years and the physical plant renovations were completed early in the fiscal year. Bids for a practice management system are being evaluated and the center is gradually increasing the number of privately insured patients using both the clinics and the pharmacy. In late 2006, a new Dental Clinic was opened which doubled the clinic space, updated all dental equipment, and allowed for a market increase in access for the dental patients.

We know that there is still much to do in this increasingly competitive health service delivery arena, but I am pleased to say that this Governing Council and the center's staff are taking the kind of positive steps that will keep it in the delivery of health care. Speaking for the Governing Council and Staff of the Primary Care Center, I believe we can be justly proud of our work in the past two years.

**William Rasinen moved for the Governing Council to fill the position of Treasurer and Lynne Flynn seconded the motion to permit discussion. After much discussion of the pros and cons of such an action the group referenced the by-laws (see below). Following the discussion, the motion passed.**

#### OFFICERS ELECTION

##### *Article VI, Section 10. Treasurer: Powers and Duties:*

- The Treasurer shall oversee the fiscal affairs of the Center and report on the financial condition of the Center to the Council at its regular meetings, the annual meeting, and at such other times as the Council may require. The Treasurer shall function as Chairperson of the Finance Committee. The Treasurer shall perform any additional duties the Chairperson or the Council may from time to time prescribe.

##### *Article VII, Section 2. The Executive Committee:*

- **Consists** of the Chairperson, the Vice-Chairperson, the **Treasurer**, and the Secretary of the Council.

Toni Brown, Nominating Committee Chair announced Mr. Rasinen and Mr. Sleet beg to be excused from nominating committee due to their interest in be nominated as an Officer and ask for volunteers to take their place to help with vote count. Linda Johns and Andrea Tapia graciously agreed. Ms Brown presented slate of candidates and Chair Marge Keller asks for nomination from the floor for Officers. Multiple candidates for Chair and Vice Chair. Votes were counted.

**Dr. Matheny motioned to accept James Sleet as Secretary by acclamation. James Reese seconded. Motion carried.**

**Herman Hardesty motioned to except Dr. Samuel Matheny as Treasurer by acclamation. James Reese seconded. Motion carried.**

**GC Officers are Lynne Flynn, Chair and Dr. Dennis Kelley, Vice Chair by popular vote; James Sleet, Secretary and Dr. Sam Matheny, Treasurer by acclamation.**

Dr. Matheny – no report until September.

Carolyn Benford presented the *Missed and Rescheduled Patient Medical Appointment Policy* in which Policy Committee had previously reviewed. Policy Committee recommended policy for approval to be in the best interest of the patients to insure continuity of care. **Dr. Matheny motioned Missed and Rescheduled Medical Appointment Policy be approved. William Rasinen seconded. Motion carried.**

*Consent for Treatment Policy* pending Health Department’s attorney review and comments.

Lynne Flynn reported that the Program Committee had carefully reviewed the Draft Strategic Plan at Program Committee’s August 14th meeting. Ms. Flynn handed out an updated draft of the plan for consideration by the Council. The types of revisions reflected in the updated draft included: adding "responsible party" and "progress" to the plan; clarifying the target numbers in the objectives and adding baseline data; deleting a few objectives which did not have any strategies identified; and adding strategies to a few objectives. Ms. Flynn reported that the Program Committee had reviewed the progress reported in the draft plan at its August 14th meeting, and plans to review progress related to Goal 3, Health Status Improvement at its next meeting. Ms. Flynn moved that the Governing Council adopt the Strategic Plan. **Dr. Matheny questioned if objective 1A, increasing patients by 3000 over 2006 UDS report baseline was realistic figure. Dr. Stanley felt by adding a full time doctor and a triage nurse this could be accomplished. Dr. Matheny seconded motion. Motion carried.**

Dr. Stanley requested the Council to vote to approve Clinical privileges for four providers. **James Reese motioned Dr. Linda Cornett, Dr. Clara Auty, Dr. Jennifer Beck and Dr. Aaron Ronald Gravil, DMD be given the requested clinical privileges. Dr. Sam Matheny seconded. Motion carried.**

Dr. Rowe announced Kyle Black, Stephen Castle, Dr. Deborah Stanley and she went to Mobile Alabama on site visit of Federal Qualified Health Center to see their governance, practice management system, etc. She stated “stay tuned” detailed summary to follow. Dr. Rowe also said another site visit is

**2007-2009 ELECTED OFFICERS**

**FINANCE COMMITTEE**

**POLICY COMMITTEE**

**PROGRAM COMMITTEE**

**OLD BUSINESS**

being scheduled to Lake County, Illinois September 5<sup>th</sup> and 6<sup>th</sup>.

Dr. Rowe said HRSA deadline was the 21<sup>st</sup> of September and in order to meet the deadline a Joint BOH & PCGC meeting has been scheduled for Wednesday, September 19, 2007 at 5:30 PM to approve HRSA budget.

**James Reese motioned GC change their regular meeting time for September's meeting to immediately follow the Joint BOH/GC Meeting. James Sleet seconded the motion. Motion carried**

Angela Brown, RN was nominated and elected by her peers as August's Employee of the Month.

**ANNOUNCEMENTS & AWARDS**

Dr. Leach presented awards of recognition to Carolyn Benford for 6 years of service to the Governing Council who is rotating off the Council, the Chair, who will be returning to the Board of Health and the Vice-Chair.

Chairperson, Marge Keller declared meeting adjourned at 7:50 PM.

**ADJOURNMENT**

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date