

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

**Annual Meeting
September 19, 2007**

MINUTES

MEMBERS:	PRESENT	ABSENT
Toni Brown	X	
Lynne Flynn	X	
Linda Johns	X	
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 Excused
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 Grants Manager
 Natalie Bentley, PC Business Service Coordinator
 Linda Phelps, PC Executive Assistant

GUEST: Randy Breeding, Dulworth, Breeding & Karns, CPA

September 19, 2007 at 5:30 PM Chairperson, Lynne Flynn called the Primary Care Governing Council meeting to order concurrently with BOH Chair Marcia Stanhope for the Joint PCGC//BOH Meeting.

CALL TO ORDER

Quorums were declared at role call for both PC Governing Council and BOH.

DECLARATION OF QUORUM

Joint Meeting minutes by Vivian Gaines attached with Mobile, Alabama site visit slideshow presented by Dr. Rowe and Kyle Black. BOH Members were adjourned at 6:30 PM. Governing Council members stayed to continue their October Meeting.

JOINT BOH & PCGC

Herman Hardesty made a motion to accept August 16, 2007 minutes. Seconded by James Sleet. Motion carried

APPROVAL OF MINUTES

On behalf of Dr. Leach - Kyle Black reported:

- Extended hours have added 15-20 appointment slots.
- Dental Clinic's productivity great! (6800 visits this calendar year)
- Patient Satisfactory Survey results coming in November
- Blue Grass Mental Health Grant Psychiatrist is working 4 days a week downstairs in our clinic. Dr. Martorano, will see both adults and children.
- Interviews are ongoing for a PC Finance Manager.
- Practice Management Software candidates still being reviewed.

EXECUTIVE DIRECTOR'S REPORT

Dr. Stanley explained the productivity graphs handouts. She said, In August the providers were closer to the HRSA goals of 4300 encounters per FTE than in past few months. A couple things that may have helped are Dr. Jennifer Beck who recently joined our team has been extremely productive and the fact that we have extended our hours four nights a week from 4:30 until 6:30 PM. Also, not showing on the graphs; September 10th we implemented our face to face nurse triage procedure that is working really well averaging 14 patients a day. Dr. Stanley said, The implementation of having walk-in face to face nurse visits not only increases are numbers but more importantly increases are quality of service making us more available to meet the needs of our patients.

MEDICAL DIRECTOR REPORT

Dr. Matheny-no report.

FINANCE COMMITTEE

Dennis Kelly presented three policies for approval:

1. Consent for Treatment
2. Pregnancy Testing
3. Face to Face Triage
 - Add guidelines on assessing patient problems and symptoms prior to going to Financial Manager.

POLICY COMMITTEE

Dr. Kelly moved that the three policies be approved with guidelines added to Face to Face Triage. James Sleet seconded. Motion carried.

Lynne Flynn- Committee members reviewed the GC Training Plan and the progress in carrying it out. Several excellent training sessions for Council members have been completed – some in specially scheduled meetings and some as part of regular Council meetings. At this point, the plan includes eight additional training topics to be completed by January 2008. Options for completion are:

- Two training topics after the next four GC meetings.
- Schedule separate time for next four months.

PROGRAM COMMITTEE

- One long day for all topics
- Two half days

Consensus to delay decision after Kentucky Primary Care Association Meeting October 15th and 16th in which James Sleet, James Reese, Herman Hardesty and she will be attending.

Toni Brown reported she has received and reviewed two applications. **Toni moved that the GC accept Randy Breeding’s application. He is a CPA with Dulworth, Breeding & Karns and presently serves as the Hope Center Board Chair. James Sleet seconded the motion. Motion carried.**

Toni Brown moved that the GC accept Rosa Martin’s application as a member representing the Hispanic Community. James Sleet seconded the motion. Motion carried.

NOMINATING COMMITTEE

Karen Jones is leaving us to join the KPCA and we all will miss her. Sarah Peshek, CMA was chosen by her peers as August’s Employee of the Month.

ANNOUNCEMENTS

Toni Brown motion to adjourn. Helen Reese second. Motion carried. Chairperson, Lynne Flynn declared meeting adjourned at 7:35 PM.

ADJOURNMENT

APPROVED: _____

Chairperson

Secretary

Date

JOINT BOARD OF HEALTH & PC GOVERNING COUNCIL MINUTES

The Lexington-Fayette County Board of Health and Primary Care Governing Council convened for a special meeting Wednesday, September 19, 2007 at 5:30 pm. in the Health Department Conf. Rm. C.

BOH MEMBERS PRESENT:

Marcia Stanhope, RN, DSN, Chairperson
Kathryn Bolton, DC
Patricia Burkhart, PhD
Marge Keller, DNS
Robert Lynch, DVM
William Parker, PhD
John Riley, MD
Gary Wallace, MD

BOH MEMBERS ABSENT:

Cindy Derer, DMD
Marta Hayne, MD
Mayor Jim Newberry
Douglas Scutchfield, M.D
David Stevens, MD

PCGC MEMBERS PRESENT:

Lynne Flynn, Chairperson
Toni Brown
Herman Hardesty
Linda Johns
Dennis Kelly, MD
Samuel C. Matheny, MD, MPH
William Rasinen
Helen Reese
James Reese
James Sleet

PCGC MEMBERS ABSENT:

Andrea Tapia

OTHERS PRESENT:

Melinda G. Rowe, MD, Commissioner
Phil Scott, Attorney at Law
Ted Martin, Attorney at Law
Rice Leach, MD, Executive Director for Primary Care
Other Health Department Staff

Dr. Stanhope called the joint meeting to order at 5:30 p.m. The roll was called of the BOH and PCGC and a quorum was present. Dr. Stanhope turned the meeting over to Lynn Flynn, PCGC Chairperson to direct discussion regarding the grant application. Following that discussion there will be a vote by PCGC and then the BOH.

HRSA GRANT REVIEW/APPROVAL

Ms. Flynn led the discussion regarding the grant application, asking Dr. Leach to give a brief overview.

Dr. Leach presented the following:

The mission of the Primary Care Center is to provide quality health care to all who need us.

Mission Critical Activities:

- Increase revenue
- Increase the number of encounters
- Increase the number of patients enrolled in the system
- Maintain Compliance with the requirements of regulatory and funding agencies
 - HRSA Notice of Grant Award
 - HRSA Performance Review
 - HRSA Grant Renewal Criteria
- Keep staff motivated

The grant renewal document identifies operational issues that must be addressed to accomplish the mission.

- Governance
 - How the Board of Health and the Primary Care Center Governing Council will work in the future
 - Governing Council training
 - Governing Council Strategic plan
 - Governing council membership characteristics
- Revenue enhancement
 - Finance officer
 - Practice management system
 - Private health insurance
- Increase the number of patient visits
 - New patient enrollment
 - Hope Center Expansion—new building
 - Expanded service hours
 - Private pharmacy—accept private insurance
 - Expanded “Sharing the Care” program
 - Medicare Part D patients
 - Expanded service staff
 - Mental health
 - Triage nurse in clinic
 - Full complement of physicians
 - Modified service delivery system—different staffing for primary care
 - Increase preventive dental visits for all ages

The Health Care Plan Narrative describes accomplishments and plans in the areas of:

- Quality Improvement
 - Continued work on key indicators—preventive, chronic disease management
- School Based Health Centers
 - Improved enrollment in Medicaid and KCHIP
 - Improved dental health screening
- Homeless Grant
 - Improved case management
- Preventive Services

- Increased screening for risk factors and immunization in all patients
- Improved case management for heart disease,
- Reduce Low birth weight

The Business Plan incorporates the center's responses to:

- Program Improvement Options noted in the HRSA Performance Review
- The Strategic Plan approved by the Governing Council and specific action items that are expected to occur during the grant year
 - Staff training
 - Governing Council training
 - Information system procurement and installation
 - Pharmacy expansion
 - Dental expansion
 - Improved revenue generation
- The proposed budget lists the following revenue and expenditures:
 - Revenues

▪ HRSA Grant	\$2,036,704
▪ Local Tax	2,025,000
▪ Collections	5,308,918
 - Expenditures

▪ Community health center (main clinic)	\$8,446,815
▪ Health Care for the Homeless	442,885
▪ School based health centers	1,029,420
 - Expenditures by object class

▪ Personnel	\$4,394,000
▪ Fringe	1,318,200
▪ Travel	62,000
▪ Equipment	330,000
▪ Supplies	454,500
▪ Contract services	1,025,350
▪ Other	2,006,320
▪ Indirect charges	328,750

Motion was made by Dr. Matheny and second by Helen Reese to approve the submission of the Primary Care grant budget and narratives with edits, approval was unanimous.

Motion was made by Marge Keller and second by Dr. Riley to approve the submission of the Primary Care grant budget and narratives with edits, approval was unanimous.

STATUS OF PLAN FOR PC GOVERNANCE

Dr. Rowe reported that only one site visit has been made to present. The visit to Mobile County Health Department, Mobile, Alabama was August 6 – 8, 2007. Others visits scheduled are to Family Health Center in Louisville on September 27, 2007 and Lake County Illinois the 1st week in October.

Kyle Black and Dr. Rowe gave a slide presentation on the Mobile County Health Department site visit. (Presentation attached) Much discussion occurred regarding likes and differences between our agency and their agency. Dr. Rowe reported that the next steps are to conduct site visits to the other places mentioned with health department ties to primary care and to other practice management sites; continue financial/operational work groups to improve systems before automating them; and to develop a plan to seek funding for practice management/electronic health record system.

Motion was made by Dr. Parker and second by Dr. Bolton to adjourn the special call meeting of the BOH & PCGC.

Marcia Stanhope, RN, DSN, Chairperson

Melinda G. Rowe, MD, MPH/MBA, Secy.

Lynn Flynn, Chairperson

James Sleet, Secretary

