

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

**December 10, 2007**

**MINUTES**

<b>MEMBERS:</b>		<b>PRESENT</b>	<b>ABSENT</b>
	Lynne Flynn	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	
	Randy Breeding	X	
	Rosa Martin	X	
	Roberta Harding		X Excused

**STAFF PRESENT:** Melinda Rowe, MD, MBA/MPH, Commissioner  
 Stephen Castle, CFO  
 Rice Leach, MD, PC Executive Director  
 Deborah Stanley, MD, PC Medical Director  
 Kyle Black, PC Business Officer  
 Linda Phelps, PC Executive Assistant

**GUEST:** Joel Medendorp, PHD/MBA, Crown Medical Management. Group, LLC

December 10, 2007 at 5:42 PM the Joint BOH/Primary Care Governing Council meeting was called to order by Vice Chair Dr. Parker after the joint Holiday reception. The BOH called their roll and determined they had a quorum. Several members of the PCGC were present as observers prior to the official roll call for the subsequent council meeting.

**JOINT BOH/PCGC  
MEETING**

Presentation of the annual audit at the joint meeting by Fred Brown consisted of a review of the findings, sharing management letters, and assuring the members of the Board of Health and the Governing Council that the audit met the federal requirements and that there were no Material Weaknesses or Reportable Conditions.

**JOINT ANNUAL AUDIT**

The BOH acting Chair, Dr. Parker called for a motion from the PC Governing Council.

**James Sleet moved to accept the annual audit. Bill Rasinen seconded. Motion carried.**

BOH moved and seconded to accept annual audit and their motion carried.

PC Governing Council moved to the training room for their separate meeting. A quorum was declared at roll call. Chair Flynn asks for adoption of Agenda. **Bill Rasinen moved to adopt the Agenda. Herman Hardesty seconded. Motion carried.**

**Herman Hardesty moved to accept November 15, 2007 minutes as amended. Bill Rasinen seconded. Motion carried**

Dr. Leach said he was pleased at the way the GC members have become involved in the policy issues facing us and the way they have attended so many important meetings. He noted that there are more members of the BOH becoming interested in primary care issues.

The Primary Care Center is projecting a \$450 thousand excess of expenses over revenue at this time. We must spend less and generate more revenue by finding more paying patients such as Medicaid patients and collect \$10 co-pay. We plan to bring more pediatric patients into the clinic to raise revenue and that will displace some of the middle aged patients until we generate enough revenue to expand our base.

Expenses related to anticipated retirements, contributions to the state retirement fund and other uncontrollable increases mean that we need to hang on to every dollar for fiscal year 2009.

The Department has decided to turn over old debts to a collection agency where patients have made no effort to pay on their bill. There are still a few glitches to work out before we start this process. Mr. Rasinen suggested training to encourage staff to collect money.

Dr. Stanley began by thanking the Council for being a committed Board. The productivity graphs for Medical, Dental and School Based Clinic encounters were reviewed. She explained variances of total patient encounters per month are accountable to work days in each month.

Dr. Matheny said he had no additional report from the audit report earlier.

Dr. Dennis Kelly reported no activity by the committee.

Helen Reese stated Program Committee did not meet but she still needs an answer on board training for members that HRSA requires to be done before January 1<sup>st</sup>. Chair stated recommendation was for full board training and most likely expensive. James Reese highly recommends *Get on Board* in which he is currently attending. You can register now for

**DECLARATION OF QUORUM & ADOPTION OF AGENDA**

**APPROVAL OF MINUTES**

**EXECUTIVE DIRECTOR'S REPORT**

**MEDICAL DIRECTOR REPORT**

**FINANCE COMMITTEE**

**POLICY COMMITTEE**

**PROGRAM COMMITTEE**

Spring classes through *Get on Board* or James Reese can give then your name if interested.

**There was a Consensus to table the board training decision until January's meeting.**

Bill Rasinen reported James Sleet nominated and voted him to be chair of the Nominating Committee. Chair Flynn concurred.

Nominating committee has decided to change process on how members will be brought on board. Procedure in the works.

Mr. Rasinen also stated the committee has a couple interested people but would like to get procedure in place first.

Chair Flynn announced the appointment of Rosa Martin to the nominating committee.

**NOMINATING  
COMMITTEE**

Chair Flynn stated the Joint BOH/GC Coordinating Committee met December 5<sup>th</sup> on governance presenting models and principles previously discussed in November's GC meeting. Revised implementation plan past out for review. Chair Flynn stated her take was that the BOH is moving in the right direction. They are not pursuing our preferred model and we will not get everything we want but unless there are significant and critical issues, she recommends that the PCGC shouldn't slow BOH down.

**OLD BUSINESS**

Dr. Matheny agreed but was not comfortable with whether PC has control of finances. Also, he would prefer input of some degree on self appointment of board members. Dr. Matheny said that he couldn't conceive how this would be better than what we are currently doing and thirdly, clinical preventive services if connected to PC should stay. Why is OB GYN contract to UK? Dr. Leach noted that the Kentucky Department for Public Health was paying the obstetric fees for these patients and wanted the prenatal care to be done at UK and not at the primary care center.

Dr. Kelly felt from a practical point of view this implementation is going to be adopted by BOH. He thinks it is workable, 501(c)(3) but will not have any assets, license or certificate of need. He views it as a captive department of the BOH; "just get the financials right". He added that we can't lose money of reimbursement of Medicaid services. Need to take in to consideration reimbursement rate is going to change and can't rely on specific dollar amount. Mr. Black explained the budget was based on specific reimbursement rate.

Stephen Castle asks if GC members would like to receive financials (Departmental income statements) in their meeting's packet. Consensus "yes".

There was a consensus to form a small committee made up of Dr. Matheny, Dr. Kelly, Lynne Flynn and Kyle Black to make draft comments to deliver back to BOH by their January meeting. Rhonda Patterson was December's Employee of the Month. Dr. Dennis Kelly said he would be unable to attend January's meeting.

**RECOGNITION**  
**/ANNOUNCEMENTS**

Chairperson, Lynne Flynn declared meeting adjourned at 7:55 PM.

**ADJOURNMENT**

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

Chairperson

\_\_\_\_\_

Secretary

\_\_\_\_\_

Date