

**SUNSHINE COMMUNITY HEALTH CENTER
MISSION STATEMENT**

*Sunshine Community Health Center is committed to accessible, proactive, quality health care,
promoting community wellness through outreach and education.*

BOARD OF DIRECTORS MINUTES

Tuesday, January 26, 2016 6:45 p.m. Willow Clinic

ADMINISTRATIVE PROCESS

1. **Call to Order:** 6:55PM

2. **Appointed Timekeeper:** Richard Burgener

3. **Attending:** Billy FitzGerald, Sue Morgan, Richard Burgener, David Sutton, Amanda Simpson, Carla Kelly by phone

4. **Absent:** Harold Conrad, Waneta Redmond

5. **SCHC Staff attending:** Melody West, Executive Director; Valera Brickel, Finance Director; Stephanie Stanley-Harrell, HR Manager; Shelis Jorgensen, Medical Director; Bill Frantz, Dental Director; Kim Schlosser, Sunshine Transit Manager, Scott Gross, Sunshine Transit Assistant Manager; Jenise McGraw, Exec. Admin to the ED

6. **Correspondence:** Billy had an e-mail from Patrick Sweeny in regards to impact investment; Finance Committee will continue correspondence

7. **Persons to be heard:**

INFORMATION ITEMS ONLY (5 minutes per report)

Committee Meeting Reports

1. **Finance Committee:** Richard Burgener, Chair
 - Finance Committee reviewed the financial report and recommends it for approval to the board.
 - Finance Committee will meet on Tuesday, February 16th at 5:30 p.m. at the Talkeetna Clinic to continue investment discussion.

2. Advocacy Committee: Sue Morgan, Chair

- The Advocacy Charter was reviewed and will be updated
- A draft form for a non-committee member will be done; would like to publish 'good comments' from patients on webpage
- Would like to ask clinical staff to continue attending and representing the clinics at community events by setting up a table, when time allows.
- Advocacy Committee will meet quarterly.

3. Board Development Committee: Waneta Redmond, Chair

- Board Development Charter has been developed; will continue to review and make adjustments.
- Billy FitzGerald and Kathy Ernst met to discuss and organize the new member board packets and binders; would like modifications made on the website for new prospects.
- Board Retreat was discussed. A date will be discussed when goals for the meeting have been determined. This will help decide if the retreat will be a one or two-day retreat and then, a date, time and place will be determined. Items for discussion will be how/when/what to do for/with ED and Board evaluations. Board training will also be discussed.

4. Bylaws/Policy Committee: Richard Burgener, Chair

- Bylaws minutes reviewed and recommend the two policies for approval to the board, Clinical Credentialing, Privileging, Supervision and Re-credentialing policy and the Sliding Fee Policy
- New and next meeting time: Tuesday, February 16th at 4:30pm at the TKA Clinic

5. PIQARM Committee: Richard Burgener, Chair

- Two reports reviewed and recommended for board approval.

6. Transit Committee: Amanda Simpson, Chair

- Transit Committee meets quarterly
- Next meeting is Thursday, February 18th at 10:30 at the Talkeetna Clinic. Amanda, Kim and Scott will be attending.

7. Board Strategic Plan Committee: Richard Burgener, Chair

- Minutes reviewed; board education is needed, possibly a platform with tools

NEW BUSINESS (10 minutes)

Board Committee Policy

The Bylaws will be reviewed to assist in defining board descriptions; disclosures and confidentiality forms will be reviewed and updated, along with drafting a policy and form for non-members serving in place of a board member, if needed.

Review Board Committees

Each board committee description and member will be reviewed to eliminate too many members on one committee and help members decide about other committees they could serve on.

Board Webpage Login

Richard and Billy will meet with Melody, Wednesday, January 27th at 10 a.m. to discuss what information the Board would like to have on the webpage for the member, as well as, for public review, as Board minutes from the meetings are already on the webpage for the public. Suggestions for tabulations: calendar, board education tools, listing of members and committees, board bylaws, reference materials, new board member applications and packet information

OLD BUSINESS (5 minutes)

Committee member lists need to be reviewed and updated

ACTION ITEMS (5 minutes per item)

1. Motion to approve December 2015 Minutes

Discussion: Correction(s) (2) are new applicant's name to VITES; Advocacy did not meet at the Flying Squirrel.

Motions made by: Richard Burgener, first; David Sutton, second

Call for vote: Approved: Yes Failed: Abstentia:

2. Motion to approve December 2015 Financial Report

Discussion: Thank you for your hard work, Valera

Motions made by: Amanda Simpson, first; David Sutton, second

Call for vote: Approved: Yes Failed: Abstentia:

3. Motion to approve January 2016 Executive Director's Report

Discussion: David Sutton asked if our HR interviews the HealthQuest Physical Therapy therapist; they are not our employees. Sue asked about protocol for dental assistants; there is no protocol at this time. Noting the new dental equipment has arrived for the Willow Clinic; will let public know as soon as appointments are available. CPR will be offered to board members on at the February 10th All Staff Day at 9 a.m. Kim suggested

that she would like to do a separate report from the Executive Director's Report to give the Board a better review of all the transit information and its progression.

Motions made by: Richard Burgener, first; Sue Morgan, second

Call for vote: Approved: Yes Failed: Abstentia:

4. Motion to approve November and December 2015 PIQARM Report

Discussion:

Motions made by: Richard Burgener, first/David Sutton, second

Call for vote: Approved: Yes Failed: Abstentia:

5. Motion to approve the Clinical Credentialing, Privileging, Supervision and Re-credentialing Policy

Discussion: Supervision policy

Motions made by: Amanda Simpson, first; Sue Morgan, second

Call for vote: Approved: Yes Failed: Abstentia:

6. Motion to approve the Sliding Fee Policy

Discussion:

Motions made by: Richard Burgener, first; Amanda Simpson, second

Call for vote: Approved: Yes Failed: Abstentia:

7. Motion to approve the 2015 Annual Meeting minutes

Discussion:

Motions made by: Amanda Simpson, first; Richard Burgener, second

Call for vote: Approved: Yes Failed: Abstentia:

FOR THE GOOD OF THE ORDER

Board Retreat: Billy spoke with Andy Manning, discussing the possibility of her doing the leadership training for the board retreat; Shelis also has others to suggest for this duty will send the list to Billy. A one day retreat would be from 9 a.m. to 5 p.m.; if the retreat is held for two days, there would be time to include strategic planning. Other goals need to be determined in order to decide the duration of the retreat. Items for discussion at this time are: board evaluation, executive director evaluation, board training, patient satisfaction surveys and strategic planning; last review of the strategic plan was March.

ANNOUNCEMENTS

Upcoming Committee Meetings

Next Board of Directors Meeting: Tuesday, February 23rd, 2016, 6:30 p.m., Talkeetna

Finance Committee: Tuesday, February 16th at 5:30 and Tuesday, February 23rd, 2016, 6:00 p.m., Talkeetna

PIQARM Committee: Thursday, February 11th at 4:00 p.m. and Tuesday, February 23rd, 4:30 p.m., both in Talkeetna

Advocacy Committee: quarterly

Board Development Committee: Thursday, February 11th, 3:00 p.m.

Bylaws/Policy Committee: Tuesday, February 16th, 4:30 p.m., Talkeetna

Board Strategic Plan Committee: TBA

Transit Committee: Thursday, February 18th, 2016, 10:30 a.m., Talkeetna

Food provided by:

Executive Session

Session in Order:

Session Adjourned:

BoD Meeting Adjourned: 8:18 p.m.