

Sunshine Community Health Center

Mission Statement

Sunshine Community Health Center offers accessible, proactive, quality health care regardless of an ability to pay.

BOARD OF DIRECTORS MEETING

Tuesday, October 28, 2014 6:30 p.m. SCHC, Talkeetna

MINUTES

Administrative Process

- A. Call to Order: 6:47pm
- B. Attendance: David Sutton, Harold Conrad, Dottie Leonard, Amanda Simpson, Waneta Redmond, Richard Burgener, Vivian Munson, Billy FitzGerald

Absent: Kathleen Huston (proxy to Waneta Redmond), Jenna Rich, Carla Kelly

- 1. Appointed Timekeeper: Richard Burgener
- 2. Appointed Minute Taker: Jenise McGraw
- 3. Staff present: Melody Palermo, Executive Director; Valera Brickel, Finance Director; Bill Frantz, Dental Director; Stephanie Stanley-Harrell, HR Manager; Jenise McGraw, Adm. Asst. to ED; Shelis Jorgensen, Medical Director; Kim Schlosser, Transit Manager
- C. Correspondence: Kathleen Huston letter of absence
- D. Persons to be heard: David Porter, BDO Auditors
David presented two documents (included) while giving thanks to Valera and others for their diligent work in assisting BDO with information. Comparable revenues to last year with higher expenditures and losses. Year-end looks very well. Good current ratio and debt to equity ratio.
- E. Guest: Mike Walsh, The Foraker Group
Susan Morgan, new applicant

1. Information Only Items

- 1) **Committee Meeting Reports (10 minutes)**
 - a. **Finance Committee:** Richard Burgener, Chairperson
Time in: 5:58 Time out: 6:07

- b. **Advocacy Committee:** Dottie Leonard, Chairperson
Time in: Time out:
- c. **Board Development Committee:** Waneta Redmond, Chairperson
Time in: Time out:
New applicant
- d. **Bylaws/Policy Committee:** Richard Burgener, Chairperson
Time in: Time out:
- e. **PIQARM Committee:** Richard Burgener, Chairperson
Time in: Time out:
- f. **Transit Committee:** Amanda Simpson, Chairperson
Time in: Time out:
Kim Schlosser, Transit Manager, gave brief presentation discussing training

2. New Business (10 minutes)

- Discuss VisDental software program
Presently, SCHC is using two separate programs, one for medical patients (Centricity) and one for dental patients (Dentrix); there is no communication between the programs for SCHC patients. VisDental, a software program thru Centricity, will allow the medical and dental clinics the ability to communicate about a patient, seeing one record and eliminates duplication. The cost is approximately \$43,000 for data transfer, training, and installation. funds will come from cash reserves.

3. Old Business (5 minutes) (revised 10.28.14)

- Strategic Planning
Agreed to move forward with assistance from Professional Growth Systems. PGS will present at next BoD meeting in November. If the presented strategic plan is accepted, it can be put into action in December. Billy FitzGerald reiterated HRSA's comment, saying this board needed to update the strategic plan. Cost will be approximately \$10-13,000.
- Old Willow Building
Vivian called and left messages for prospective clients and realtors concerning the purchase of the old clinic building; at this time, no response. ABS Inc. sent a letter of intent to purchase \$35,250; Melody Palermo, SCHC Executive Director, will respond to ABS that the offer was not accepted due to terms for cost allowance of moving and setting up of site.

4. Action Items (5 minutes per item)

- 1) Motion to approve September 2014 meeting minutes

Discussion:

Motion made by Harold Conrad to accept September 2014 meeting minutes; seconded by Vivian Munson

Call for vote: Approved - Yes Failed - Abstentia

- 2) Motion to approve September 2014 Financial Report

Discussion: Excellent work, Valera!

Motion made by Harold Conrad to accept 2014 Financial Report; seconded by Amanda Simpson

Call for vote: Approved - Yes Failed - Abstentia -

- 3) Motion to approve October 2014 Executive Director's Report

Discussion: 401K being moved to Mutual of America; proposal for dental department thru APCA; received PCMH accreditation by NQAC, level 2, many thanks to Crickett Stankowitz and staff for their hard work!

Upcoming HRSA grant deadline is November 5th; presently APAC is performing a technical review; anticipating sending grant earlier than the deadline.

Motion made by Harold Conrad to accept October 2014 Executive Director's Report; seconded by Amanda Simpson

Call for vote: Approved - Yes Failed - Abstentia –

- 4) Motion to approve BDO Auditor's report

Discussion: Richard thanks the staff for their work!

Motion made by Richard Burgener to accept BDO Auditor's report; seconded by Waneta Redmond

Call for vote: Approved - Yes Failed - Abstentia –

- 5) Motion to approve the purchase of the VisDental software program

Discussion: Questions concerning viability

At a recent dental convention, Dr. Frantz was able to see how VisDental would be extremely beneficial to the clinic in improving patient quality of care for medical and dental patients. VisDental personnel gave a demonstration to the ED and FD showing it is adequate for our patient numbers. This would also allow us to decommission the Dentrix server. A quote will possibly be lower as it was based on higher patient encounters than SCHC has.

Motion made by Richard Burgener to purchase the VisDental software program; seconded by Dottie Leonard

Call for vote: Approved - Yes Failed - Abstentia –

- 6) Motion to approve the plan of sell of the old Willow Clinic building

Discussion: Melody Palermo, Executive Director, will respond to offers received from public

Call for vote: Approved - Yes Failed - Abstentia –

5. **Announcements**

Upcoming Committee Meetings (provide dates/time/place)

- a. **Finance Committee:** Nov 25th, 6:00pm, Willow Clinic
- b. **Advocacy Committee:** Nov 19th, 5:00pm, Talkeetna Clinic
- c. **Board Development Committee:** Nov 17th, 3:00pm, Willow Clinic
- d. **Bylaws/Policy Committee:** Nov 11th, 4:30pm, Talkeetna Clinic
- e. **PIQARM Committee:** Nov 19th, 4:30pm, Talkeetna Clinic
- f. **Transit Committee:** Dec 11th, 10:30am, Talkeetna Clinic
- g. **Succession Planning Committee:** ???

Next BOD Meeting: Tuesday, November 25th, 2014, 6:30 p.m., Willow

Snacks provided by: Willow Members

BoD Meeting Adjourned Time: 8:30pm

Executive Session: In Session: 8:35pm
8:52pm

Session Adjourned:

Potential applicant: Susan Morgan, accepted. Membership will begin after successful completion of the background check.

Motion was made by Billy Fitzgerald to accept Susan Morgan as a member to the Board; seconded by Richard Burgener

Call for vote: Approved - Yes

Failed -

Abstentia -