

**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 MINUTES**

Thursday, December 19, 2013    6:30 p.m.    SCHC, Willow

**Administrative Process**

A. Call to Order: 6:45 p.m.

B. Attendance: David Sutton, Sarah Richardson, Richard Burgener, Kathy Ernst, Kathleen Huston, Waneta Redmond, Proxy for Tom Phillips.

Absent:

1. Appointed Timekeeper: Sarah Richardson

2. Appointed Minute Taker: Kathleen Huston

3. **Staff present:** Dave Bryant, Executive Director; Valera Brickel, Finance Director; Dr. Bill Frantz, Dentist gave a little talk about himself and his practice at Talkeetna Clinic and his participation with the sealant program at Big Lake Elementary.

C. Correspondence: New application for prospective board member

**1. Information Only Items**

**1) Committee Meeting Reports**

a. **Finance Committee:** Richard Burgener, Chairperson  
Board recommended that the finance report not be approved

b. **Advocacy Committee:** Kathy Ernst, Chairperson  
Committee met on December 14; Kathy Ernst gave a synopsis of meeting.

c. **Board Development Committee:** Waneta Redmond, Chairperson  
Bruce Gunderson withdrew his application, Amanda did not attend meeting. Report attached.

d. **Bylaws/Policy Committee:** Richard Burgener, Chairperson  
Committee went through policies and bylaws. The committee settled on the August 20, 2013 version of Bylaws. The only Policy that was accepted was the Management of Chronic Non-malignant Management. All the other policies were sent back for changes and the changes have to be typed in red-showing the changes.

e. **PIQARM Committee:** Richard Burgener, Chairperson  
The committee re-initialize the new policy that we made before HRSA. We will have a staff **and** a Board PIQARM committee. Staff will send the recommendation to Board PIQARM committee and then it is presented to the board. Richard would like to have the PIQARM meeting in January with Dr. Hess present.

f. **Transit Committee:** Continuing to advertise for a program director. One person interviewed. Wayne King is running the program. They have been very busy and have done 21 Medicaid runs in this month. SCHC will approach the Mat-Su Health foundation for a grant.

## 2. New Business

1) Review of ED, MD, COD, CDD Reports  
Discussion about receiving reports. Do we want to continue getting individual reports, then the staff should attend the meeting. There needs to be a discussion with the leadership team. Acronyms should not be used in the reports unless it is in () next to the word that it means.

2) Policy on after hour clinical visits  
Richard questioned the policy on after hours and it was sent back for review. It has been the policy of the clinic to have after hour coverage visits. HRSA prefers that we have after hour phone triage, which is mandatory. Kathy did research on the costs of an ambulance and going to the emergency room. \$690 base pay plus costs from Trapper Creek plus ER costs. As a board we need to talk about this after hour policy. Providing these services to the community is a cost savings. We need to talk with Dr. Hess, the Medical Director, about this issue.

3) Bonuses and salary discussion  
Salaries went up by about 10% above the budget. Salaries are above the budget even though the positions are not filled. The board needs a detailed salary report.

### 3. Old Business

#### What should we do with the Old Willow Clinic?

We are paying rent every month on the old clinic. Kathy Ernst and Waneta Redmond will have a meeting to discuss this situation.

#### Strategic Planning meeting got canceled.

When can we have it? Can we do it ourselves? David Sutton will take care of strategic planning.

### 4. Action Items

#### 1) Motion to approve November meeting minutes

Richard Burgener moved, Kathy Ernst second with changes. Meeting time should be changed to 6:30

Tom Phillips by proxy

Call for vote: **Approved** Failed - Abstention -

#### 2) Motion to approve November Financial Report

Richard Burgener moved, Kathleen Huston second. Committee agreed not to approve the report. Not approving simply means that a correction of business practices need to be made.

Tom Phillips by Proxy

Call for vote: Approved **Failed** Abstention -

#### 3) Motion to approve November Executive Director Report

Richard Burgener moved, Waneta second.

Discussion: Richard would does not like all the acronyms that were used in report. PIQARM never received the reports that are stated in the Executive Directors report. Richard was expecting incident reports and baseline data from the medical director which was not included. No reports were received for at least six months. Dave Bryant asked that Richard write down the information that he wants written into the reports.

Tom Philips by proxy 1 opposed

Call for vote: **Approved** Failed - Abstention -

#### 4) Motion to approve November Chief Operations Director Report

Richard Burgener moved, Sarah Richardson second

Discussion: Is the system working better? Also, discussion on benefits for employees.  
Tom Phillips by proxy 1 opposed  
Call for vote: **Approved** Failed - Abstention -

5) Motion to approve November Chief Dental Director Report  
Richard Burgener moved, Kathy Ernst second.  
Discussion: The dental report was well presented.  
Tom Phillips by proxy  
Call for vote: **Approved** Failed - Abstention -

6) Motion to approve November Medical Director Report  
Richard Burgener moved, Kathy Ernst second.  
Discussion: Talkeetna will be covered by Keith through January. Immediate needs are covered by LOCUM companies.  
Interviews for a doctor, one candidate to be interviewed; position may also include Medical Director.  
Tom Phillips by proxy. 1 opposed  
Call for vote: **Approved - 5** Failed - Abstention -

7) Motion to approve Management of Chronic Non-Malignant Pain Policy  
Richard Burgener moved, Waneta Redmond second.  
Discussion: Kathy Ernst asked if this policy will cover people with dental problems, etc. David Bryant said that prescriptions will be given before the procedures. The providers can still prescribe narcotics but not dispense them at the clinic.  
Tom Phillips by proxy.  
Call for vote: **Approved** - Failed - Abstention -

## 5. Announcements

### Upcoming Committee Meetings

- a. **Finance Committee:** January 28th, 2014 at 6:00 p.m. Talkeetna
- b. **Advocacy Committee:** To be announced after Strategic Planning.
- c. **Board Development Committee:** January 21st, 2014 at 3:00 p.m at Willow.
- d. **Bylaws/Policy Committee:** January 14th, 2014 at Talkeetna clinic at 4:05
- e. **PIQARM Committee:** January 15th, 2014 at 4:00 Talkeetna
- f. **Transit Committee:** TBA

**Next BOD Meeting:** - Tuesday, January 28th, 2014 at 6:30 p.m. in  
Talkeetna

**Executive Session:** - In Session: 8:50 p.m.; Session Adjourned: 9:55 p.m.

**Snacks for next meeting:** Kathy Ernst

**BOD Meeting Adjourned Time:** 8:22 p.m.; 10:15 p.m.