

**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 MEETING

Tuesday, December 29, 2015 6:30 p.m. Talkeetna Clinic

ADMINISTRATIVE PROCESS

1. **Call to Order:** 6:55pm (PIQARM and Finance Committee went overtime)
2. **Appointed Timekeeper:**
3. **Attending:** Billy FitzGerald, David Sutton, Sue Morgan, Amanda Simpson, Carla Kelly via phone; Richard Burgener via phone; Waneta Redmond via phone
4. **Absent:** Harold Conrad
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; Jenise McGraw, Executive Admin to the ED
6. **Correspondence:**
7. **Persons to be heard:** Sue Morgan – letter from Vivian Munson concerning a behavioral health facility; Billy sending a note to Vivian thanking her for her correspondence

INFORMATION ITEMS ONLY (5 minutes per report)

Committee Meeting Reports

1. **Finance Committee:** Richard Burgener, Chair
 - Report review and recommended for approval to the board
 - NOTE: Thursday, January 14th, 4:30pm – Finance Committee will meet to discuss investments.
2. **Advocacy Committee**
 - No December meeting
 - Sue Morgan volunteered to be the new chair for Advocacy
 - A new member board packet has been given to the new school nurse.
 - Next meeting: Thursday, January 21st, 2016, Flying Squirrel, Talkeetna
3. **Board Development Committee:** Waneta Redmond, Chair
 - No December meeting; next meeting Thursday, January 14th, 5:30pm

4. Bylaws/Policy Committee: Richard Burgener, Chair

- Reviewed and recommend to the board, Medical Insurance Policy, Policy No. 2015-04. The policy will eliminate dependents from medical insurance for employees to financially assist the employee. Next meeting is Friday, January 15th, 2016, 3:00, Talkeetna

5. PIQARM Committee: Richard Burgener, Chair

- November and December reports will be reviewed in January for recommendations to the board for approval; next meeting is Tuesday, January 26th at 5:30pm, Willow

6. Transit Committee: Amanda Simpson, Chair

- Transit Committee meets quarterly; next meeting is Thursday, February 18th at 10:30 at the Talkeetna Clinic

7. Board Strategic Plan Committee: Richard Burgener, Chair

- Report reviewed; calendar set-up and will discuss with Melody concerning the website; TBA for next meeting, possibly in February

NEW BUSINESS (10 minutes)

Food Pantry grant – want to remodel pantry for plumbing for rest room/sink. Board is in agreement to assist in writing the grant and investigative process. Motion: Billy FitzGerald, first motion, Richard Burgener, second motion

OLD BUSINESS (5 minutes)

Strategic Plan Update – Melody

- Health Quest Physical Therapy – presently at the Talkeetna clinic, will not be able to accommodate the Willow clinic. SCHC will continue to reach out to other physical therapy companies for the Willow clinic.
- Funding opportunities – SCHC has applied for several grants: ACES (Alaska Child Emergency Services) concerning child experience; also applying for funding to support local trainings to Strengthen Families and support Parent Cafes; and emergency funds/transportation for patients
- MEA has a grant for assistance in transportation and assistance for courses concerning diabetes.
- Alaska Primary Care Association (APCA) is developing bylaws for criteria for being in the network; administrative issues are being consolidated at this time.
- A statewide databank is being established in one location; each entity will own their databank.
- Medicaid Reform 2 Proposal has been finalized for January 15th expansion.
- Tele-psychiatry – API (Alaska Psychiatric Institution) has no space for more patients/outpatient services; presently working with e-Psych to begin tele-psych service. Psychiatrist wanting to participate in this must have an Alaska license; a peer review will be established to monitor.

- SCHC is volunteering for community outreach thru patient education on the local radio station, SCHC website and FaceBook page; local post offices and stores
- Vendor support, hope to eliminate some vendors and integrate;
- HRSA has given SCHC a mandatory break till 2019. HRSA stated that our encounters must be increased to keep the same amount funding or to get more; if not, the present funding amount will decrease.
- SCHC Policies and Procedures – making minor adjustments to the policies to be reviewed by the board.
- Leadership/Structure – Shelis now has two assistants to help with her case load and administrative duties; Stephanie also has an assistant to help with her administrative needs and the assistant will also be available for payroll services when needed.
- Staff development – continuing to work with staff on training and continuing to adjust the budget to accommodate the needs.
- Talkeetna remodel – demolition will be done first; the remodel should take four to six weeks. Accommodations will be made to keep the patient entrance accessible and safe during this period.

ACTION ITEMS (5 minutes per item)

1. Motion to approve November 2015 Minutes

Discussion: correction on transit committee date (February)

Motions made by: first, David Sutton; second, Sue Morgan

Call for vote: Approved: Yes Failed: Abstentia:

2. Motion to approve November 2015 Financial Report

Discussion: Form 990 to Billy

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

Call for vote: Approved: Yes Failed: Abstentia:

3. Motion to approve December 2015 Executive Directors Report

Discussion: Billy appreciates the inside upgrade of employees; local EMTs possible for employment; Providence for triage phone responses; concern why tele-psych isn't moving faster, hope to use Mat-Su same folks; excited about applying for the CAFÉ program; potential needs for transit garage

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

Call for vote: Approved: Failed: Abstentia:

4. Motion to approve the Medical Insurance Policy, policy no. 2015-04

Discussion:

Motions made by: first, David Sutton; second, Sue Morgan

Call for vote: Approved: Yes Failed: Abstentia:

5. Motion to approve the Talkeetna reception remodel and proposal

Discussion:

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

Call for vote: Approved: Yes Failed: Abstentia:

FOR THE GOOD OF THE ORDER

- SCHC board must have 51% of the board members served as SCHC patients.
- Sue asked the Whites from Willow about being members and they have declined.
- Board member and meeting evaluation and evaluation for the ED in January

ANNOUNCEMENTS

Upcoming Committee Meetings

Next Board of Directors Meeting: Tuesday, January 26th, 2016, 6:30 p.m., Willow

Regular Finance Committee: Tuesday, January 26th, 2016, 6:00 p.m., Willow

PIQARM Committee: Tuesday, January 26th, 2016, 5:00 p.m., Willow

NOTE: Special Finance Committee: Thursday, January 14th, 2016, 4:30 p.m., Talkeetna

Board Development Committee: Thursday, January 14th, 2016, 5:30 p.m., Talkeetna

Bylaws/Policy Committee: Friday, January 15th, 2016, 3:00, Talkeetna

Advocacy Committee: Thursday, January 21st, 2016, 1:00, Flying Squirrel, Talkeetna

Board Strategic Plan Committee: TBA (January)

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

Food provided by: Willow Ladies

Executive Session

Session in Order:

Session Adjourned:

BoD Meeting Adjourned: 9:05pm