

**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 14<sup>th</sup>, 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 21<sup>st</sup>, 2016, Flying Squirrel, Talkeetna
3. **Board Development Committee:** Waneta Redmond, Chair
  - No December meeting; next meeting Thursday, January 14<sup>th</sup>, 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 15<sup>th</sup>, 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 26<sup>th</sup> at 5:30pm, Willow

**6. Transit Committee:** Amanda Simpson, Chair

- Transit Committee meets quarterly; next meeting is Thursday, February 18<sup>th</sup> 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 15<sup>th</sup> 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 26<sup>th</sup>, 2016, 6:30 p.m., Willow

**Regular Finance Committee:** Tuesday, January 26<sup>th</sup>, 2016, 6:00 p.m., Willow

**PIQARM Committee:** Tuesday, January 26<sup>th</sup>, 2016, 5:00 p.m., Willow

**NOTE: Special Finance Committee:** Thursday, January 14<sup>th</sup>, 2016, 4:30 p.m., Talkeetna

**Board Development Committee:** Thursday, January 14<sup>th</sup>, 2016, 5:30 p.m., Talkeetna

**Bylaws/Policy Committee:** Friday, January 15<sup>th</sup>, 2016, 3:00, Talkeetna

**Advocacy Committee:** Thursday, January 21<sup>st</sup>, 2016, 1:00, Flying Squirrel, Talkeetna

**Board Strategic Plan Committee:** TBA (January)

**Transit Committee:** Thursday, February 18<sup>th</sup>, 2016, 10:30 a.m., Talkeetna

**Food provided by:** Willow Ladies

### **Executive Session**

Session in Order:

Session Adjourned:

**BoD Meeting Adjourned:** 9:05pm