

### AGENDA

Thursday, February 23, 2023 12:30 PM

**CONSENT AGENDA:** ALL ITEMS MARKED WITH A SINGLE ASTERICK (\*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE GOVERNING BOARD. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

### ***PROCEED TO BOTTOM OF THIS DOCUMENT FOR APPEARANCE & EXECUTIVE SESSION GUIDELINES***

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation in order to participate in this proceeding should, within two (2) days prior to the proceeding, request necessary accommodations by contacting CHW's Executive Assistants at 409-949-3406, or via email at [trollins@gchd.org](mailto:trollins@gchd.org) or [ahernandez@gchd.org](mailto:ahernandez@gchd.org)

ANY MEMBERS NEEDING TO BE REACHED DURING THE MEETING MAY BE CONTACTED AT 409-938-2288

### REGULARLY SCHEDULED MEETING

#### **Meeting Called to Order Pledge of Allegiance**

Item #1 .....Comments from the Public

\*Item #2**ACTION**.....Agenda

\*Item #3**ACTION**.....Excused Absence(s)

\*Item #4**ACTION**.....Consider for Approval Minutes from January 26, 2023 Governing Board Meeting

\*Item #5**ACTION**.....Consider for Approval Minutes from February 7, 2023 Executive Committee Special Meeting

\*Item #6**ACTION**.....Consider for Approval Quarterly Compliance Report for the Period Ending 12/31/22

\*Item #7 .....Informational Report: Credentialing & Privileging Committee Reviewed and Approved the Following Providers Privileging Rights

- a) Khadija Brooks, NP
- b) Dr. Loretta Grumbles - Geriatric Contractor
- c) Pamela Cable, NP - Geriatric Contractor

Item #8**EXECUTIVE SESSION**.....**The Coastal Health & Wellness Governing Board will enter into Executive Session as permitted under Chapter 551 of the Texas Government Code, pursuant to Section 551.074, Personnel Matters, specifically, to facilitate annual board member evaluations;**

Item #9.....Reconvene into Regularly Scheduled Meeting

Item #10**ACTION**.....Possible Action from Executive Session

- Item #11.....Coastal Health & Wellness Updates
- a) Updates Submitted by Executive Director
  - b) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
  - c) Dental Updates Submitted by Dental Director
  - d) Medical Updates Submitted by Medical Director
- Item #12**ACTION**.....Consider for Approval January 2023 Financial Report Submitted by Trish Bailey
- Item #13**ACTION**.....Consider for Approval the Use of an Insurance Broker not to Exceed the Amount of \$50,000 to be Split Between CHW and GCHD Taken out of Fund Balance Submitted by Trish Bailey
- Item #14**ACTION**.....Consider for Approval Coastal Health & Wellness Policy and Procedure Regarding the Functions of the Coastal Health & Wellness Governing Board Submitted by Ami Cotharn
- Item #15.....Comments from Board Members

## **Adjournment**

***Next Regular Scheduled Meeting: March 30, 2023***

## **Appearances before the Coastal Health & Wellness Governing Board**

A speaker whose subject matter as submitted relates to an identifiable item of business on this agenda will be requested by the presiding officer to come to the podium where they will be limited to three minutes (3). A speaker whose subject matter as submitted does not relate to an identifiable item of business on this agenda will be limited to three minutes (3) and will be allowed to speak before the meeting is adjourned. Please arrive prior to the meeting and sign in with Galveston County Health District staff.

## **Executive Sessions**

When listed, an Executive Session may be held by the Governing Board in accordance with the Texas Open Meetings Act. An Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting Coastal Health & Wellness advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Governing Board shall announce the basis for the Executive Session prior to recessing into Executive Session. The Governing Board may only enter into Executive Session if such action is specifically noted on the posted agenda.



# COASTAL HEALTH & WELLNESS

## GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**Governing Board**

**February 2023**

**Item#3**

**Excuse Absence(s)**

**Governing Board**

**February 2023**

**Item#4**

**Consider for Approval Minutes from  
January 26, 2023 Governing Board Meeting**

**Coastal Health & Wellness  
Governing Board  
January 26, 2023**

**Board Members:**

Samantha Robinson  
Elizabeth Williams  
Kevin Avery  
Rev. Walter Jones  
Clay Burton  
Flecia Charles  
Sergio Cruz  
Cynthia Darby  
Sharon Hall  
Donnie VanAckeren  
Ivelisse Caban  
Victoria Dougharty  
Dr. Thompson

**Staff:**

Ami Cotharn, Chief Operations Officer  
Hanna Lindskog, Dental Director  
Dr. Choi  
Trish Bailey  
Neal Pathak  
Tiffany Carlson  
Jennifer Koch

Lacey Venable  
Judie Olivares  
Wendy Jones  
Jonathan Jordan  
Tikeshia Thompson-Rollins  
Anthony Hernandez

**Excused Absence:** Dr. Tello

**Unexcused Absence:** Miroslava Bustamante

**Items#1 Comments from the Public**

There were no comments from the public.

**Items#2-10 Consent Agenda**

A motion was made by Ivelisse Caban to approve the consent agenda items two through ten with deferment of item nine until the February meeting. Cynthia Darby seconded the motion, and the Board unanimously approved the consent agenda.

**Item#11 EXECUTIVE SESSION**

The Governing Board will enter into a closed meeting as permitted under Section 551.074(b) of the Texas Government Code, Personnel Matters, to hear a complaint or charge against an officer or employee; specifically, a Governing Board member.

**Item#12 Reconvene into Regularly Scheduled Meeting**

Meeting reconvened at 12:49

**Item#13 Possible Action from Executive Session Regarding a Governing Board Member**

A motion to remove consumer Board member Miroslava Bustamante was made by Sergio Cruz. Ivelisse Caban seconded the motion and the Board unanimously approved.

**Item#14 Coastal Health & Wellness Updates**

- a) Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- b) Dental Updates Submitted by Dental Director
- c) Medical Updates Submitted by Medical Director

Ami Cotharn, Chief Operating Officer, presented the January 2023 Coastal Wave.

Ami Cotharn, Chief Operating Officer, updated the Board on clinical operations.

- Ami briefly highlighted the accomplishments of CHW in the Strategic Health Plan.

#### **Outreach**

- Three outreach events scheduled for the month of December.
  - GCHD National World Aids Day-McGuire Dent Recreation Center Gym (Galveston)
  - GCHD National World Aids Event-Ends Sports Bar & Grill (La Marque)
  - Combined Arms Veteran Food Drive – Coffee Shop

Hanna Lindskog, DDS, updated the Board on Dental services in the Coastal Health & Wellness Clinic:

- Current projects, plans, department overview for dental
  - Teledentistry Collaborative – We are participating in the Teledentistry Collaborative with NNOHA. We are finalizing our consent process. There are two types of visits that can be provided with teledentistry. Asynchronous visits are where the patient comes to the office and a dental hygienist or assistant collects the diagnostic information (x-rays, charting, intraoral photos, etc.) and then the dentist does the exam at another time. This helps when there is not a dentist present in the office. Synchronous visits are when the patient is on the phone/video with the dentist and the dentist can triage the patient at that time. These visits are harder as the dentist only has a photo/video image and not a diagnostic x-ray. We plan to focus on asynchronous visits first.
  - First Dental Home – The First Dental Home is a Medicaid visit for children under the age of 3. This visit provides the child with a toothbrush or rubber cup prophylaxis (cleaning), fluoride varnish, dental exam and anticipatory guidance. The anticipatory guidance is very important as it provides the parent with education about oral health that they might not receive otherwise. We want to be able to provide these First Dental Home visits in the medical clinic when the children come for medical visits to reduce the number of times parents need to bring their child to the clinic.
- Provider Education Opportunities
  - Dental assistants are starting the sealant and coronal polishing course this weekend on January 28<sup>th</sup>. This will increase our efficiency by certifying dental assistants to place sealants and complete coronal polishing.
  - Dr. Shetty and Dr. Keiser are scheduled to take their CEREC course. Dr. Bishai, Dr. Nguyen and Dr. Lindskog already completed theirs. This course provides training for using our Primescan intraoral scanners.
  - All providers also continue to select and participate in CE of their choice.
- Barriers or Needs (if applicable)
  - Staffing: New dental hygienist position open

Maryann Choi, MD, MPH, MS, updated the Board on Medical services in the Coastal Health & Wellness Clinic:

#### **Item#15 Consider for Approval Financial Report Submitted by Trish Bailey**

- November 2022
- December 2022

Trish Bailey, Chief Finance Officer, presented the November and December 2022 Financial Report. A motion to accept the financial report as presented was made by Sergio Cruz. Ivelisse Caban seconded the motion and the Board unanimously approved.

#### **Item#16 Consider for Approval Quarterly Visits and Analysis Report Including Breakdown of New Patients by Payor Source for Recent New Patients Submitted by Ami Cotharn**

Ami Cotharn, Chief Operating Officer, presented the quarterly visits and analysis report including the breakdown of new patients by payor source for recent new patients. A motion to accept the quarterly report as presented was made by Kevin Avery. Rev. Walter Jones seconded the motion and the Board unanimously approved.

**Item#17 Consider for Approval Coastal Health & Wellness Policy and Procedure Regarding the Functions of the Coastal Health & Wellness Governing Board Submitted by Ami Cotharn**

Samantha Robinson, Board Chair, asked the Board to defer the CHW policy and procedure regarding the functions of the CHW Governing Board until the March 2023 meeting. A motion to defer was made by Ivelisse Caban. Cynthia Darby seconded the motion and the Board unanimously approved.

**Item#18 Consider for Approval Purchase for Badge System Upgrade and Additions for Galveston Clinic in the Amount of \$20,000-\$30,000 Submitted by Ami Cotharn**

Ami Cotharn, Chief Operating Officer, asked the Board to consider for approval purchase for badge system upgrade and additions for the Galveston Clinic in the amount of \$20,000-\$30,000. A motion to accept the badge system upgrades and additions for the Galveston clinic was made by Ivelisse Caban. Sharon Hall seconded the motion and the Board unanimously approved.

**Item#19 RCM Quality Project Update Submitted by Ami Cotharn**

Jonathan Jordan, Revenue Cycle Manager, updated the Board on the RCM Quality Project and will keep the Board informed.

**Item #20 Comments from Board Members**

Samantha Robinson, Board Chair, informed the Board Miroslava Bustamante is no longer a Governing Board member and we now have two positions open one consumers and one community.

Samantha informed the Board of the passing of emeritus Board member Dorothy Goodman and shared service arrangements. Dorothy Goodman was a dedicated Board member and has been a part of the Governing Board for sixteen years.

Cynthia Darby, will share tax information with Coastal Health & Wellness. Samantha asked that we put in the lobby.

The meeting was adjourned at 1:43p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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# **COASTAL HEALTH & WELLNESS**

## **GOVERNING BOARD**

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**Governing Board**

**February 2023**

**Item#5**

**Consider for Approval Minutes from February 7, 2023 Executive  
Committee Special Meeting**



**Coastal Health & Wellness  
Governing Board  
February 7, 2023**

**Executive Committee Members (Zoom):**

Samantha Robinson (Chair)  
Dr. Tello (Vice Chair)  
Elizabeth Williams (Secretary/Treasurer)

**Staff (Zoom):**

Ami Cotharn, Chief Operations Officer  
Tikeshia Thompson-Rollins  
Anthony Hernandez  
Maria Aguirre

**Items#1 Consider for Approval One-Time Expense List in the Estimated Amount of \$355,613.32 from the HRSA American Rescue Plan Grant and Budget**

Samantha Robinson, Board Chair, asked the Board to consider for approval one-time expense list in the estimated amount of \$355,613.32 for the HRSA American Rescue Plan Grant and Budget. A motion to accept the one-time expense list as presented was made by Dr. Tello. Elizabeth Williams seconded the motion and the Executive Committee unanimously approved.

The meeting was adjourned at 11:20a.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Governing Board**

**February 2023**

**Item#6**

**Consider for Approval Quarterly Compliance Report  
for the Period Ending 12/31/2022**

**Coastal Health & Wellness Governing Board**  
**Quarter 4th (October, November, December), FY2022 Compliance Report**

<b>Internal Audits</b>		
<b>AUDITOR- DATE CONDUCTED</b>	<b>TYPE OF AUDIT &amp; FINDINGS</b>	<b>ACTION TAKEN</b>
<b>Nursing Director</b> October 1, 2022 - December 31, 2022	<b>340B Medication Audit:</b> <ul style="list-style-type: none"> <li>An audit of the 340B medications was conducted to determine fullness of charting 340B medications that was ordered. Documentation requires consistency with medication logs, NextGen and billing activities.</li> <li>Of the 20 charts analyzed (ten at each of the two sites), no discrepancies were discovered, yielding a clean audit.</li> </ul>	<ul style="list-style-type: none"> <li>Continue operating under current protocol.</li> </ul>
	<b>Abnormal PAP Audit:</b> <ul style="list-style-type: none"> <li>239 charts were audited by the Nursing Director to determine compliance with record documentation from PAP smear exams.</li> <li>Texas City documentation was 89% compliant with follow up documentation. Of the 155 charts, (3) were found to be out of compliance.</li> <li>Galveston was 86% compliant with follow up documentation. Of the 84 charts (2) were found to be out of compliance</li> </ul>	<ul style="list-style-type: none"> <li>The Nursing Director followed up with patients to inform the of results from their PAP exam.</li> <li>The Nursing Director reported the findings to the Director of Innovation and Clinical Quality for follow up with the medical providers.</li> </ul>
<b>Nursing Director</b> October 1, 2022 - December 31, 2022	<b>Title V Well Child Audit</b> 30 charts from Well Child appointments were randomly pulled and audited form compliancy with standards. <ul style="list-style-type: none"> <li>0-4 yrs. = 98% Compliancy</li> <li>5-11 yrs. = 96% Compliancy</li> <li>12-19 yrs. = 94% Compliancy</li> </ul> An over all compliancy of 96 % was obtained for the 4 <sup>th</sup> quarter	<ul style="list-style-type: none"> <li>Continue operating under current protocol.</li> <li>Due to compliancy Biannual audits are required. Next audit is due July 2023</li> </ul>

## Coastal Health & Wellness Governing Board

### Quarter 4th (October, November, December), FY2022 Compliance Report

<b>Patient Services Manager</b> October 1, 2022 – December 31, 2022	<b>Health Access</b> - Texas Ryan White QCR Dental Services <ul style="list-style-type: none"> <li>Ten charts were randomly pulled and audit for eligibility compliancy with the Texas Ryan White program</li> <li>The overall percentage of compliance was 100%</li> </ul>	<ul style="list-style-type: none"> <li>Continue operating under current protocol.</li> </ul>
<b>External Audits</b>		
<b>AUDITOR – DATE OCCURRED</b>	<b>TYPE OF AUDIT &amp; FINDINGS</b>	<b>ACTION TAKEN</b>
	None	
<b>HIPAA Breach Reports</b>		
<b>DEPARTMENT – DATE OCCURRED</b>	<b>SUMMARY</b>	<b>FOLLOW-UP</b>
	None	
<b>Warning and Termination Letters</b>		
<b>REASON</b>	<b>TYPE OF LETTER</b>	
Verbally abusive and inappropriate language (1)	Warning Letter	

**NOTE:** Various issues were discussed in peer review.

*Incidents involving quality of care issues, In accordance with Section 161 et seq., Health and Safety Code, are reviewed such that proceedings and records of the quality program and committee reviews are privileged and confidential.*

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### Governing Board

February 2023

Item#7

### **Informational Report: Credentialing & Privileging Committee Reviewed and Approved the Following Providers Privileging Rights**

- a) Khadija Brooks, NP
- b) Dr. Loretta Grumbles - Geriatric Contractor
- c) Pamela Cable, NP - Geriatric Contractor

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### Governing Board

February 2023

Item#8

**The Coastal Health & Wellness Governing Board will enter into Executive Session as permitted under Chapter 551 of the Texas Government Code, pursuant to Section 551.074, *Personnel Matters*, specifically, to facilitate annual board member evaluations; and**

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**Governing Board**

**February 2023**

**Item#9**

**Reconvene into Regularly Scheduled Meeting**

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**Governing Board**

**February 2023**

**Item#10**

**Possible Action from Executive Session**

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**Governing Board  
February 2023  
Item#11  
Coastal Health & Wellness Updates**

- a)** Updates Submitted by Executive Director
- b)** Operational Updates/Coastal Wave Submitted by Chief Operating Officer
- c)** Dental Updates Submitted by Dental Director
- d)** Medical Updates Submitted by Medical Director



## **CHW remembers Dorothy Goodman**

We are saddened to share the recent passing of our long-time friend and CHW Governing Board member Dorothy Goodman. Dorothy served on the Governing Board as a consumer member June 2006-May 2022 and then as an emeritus member June 2022-January 2023. Serving as a Governing Board member was one of Dorothy's proudest roles and she holds a special place in our hearts. Our thoughts and prayers are with Dorothy's family and friends.

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## **CHW partners with Hitchcock Hometown Pharmacy**

Coastal Health & Wellness is pleased to announce it has partnered with Hitchcock Hometown Pharmacy to meet patients' prescription drug needs.

All major insurances are accepted and best prices are guaranteed as low as \$7, plus a dispensing fee. Hitchcock Hometown Pharmacy offers free delivery, medication consultation and medication reconciliation and more!

Talk to your provider or call us at 409.938.2234 for more information!

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## **Dr. Bishai named Editor of the Houston Academy of General Dentistry**

Join us in congratulating Coastal Health & Wellness Dentist Dr. Shady Bishai who was recently installed as Editor of the Houston Academy of General Dentistry. Dr. Bishai will be responsible writing, researching, editing, proof reading and publishing the scientific facts that are to be posted by the Academy in the different social media platforms and - sometimes- magazines.



## **Regular screenings key in fight against colorectal cancer**

Did you know that screening is the No. 1 way to prevent colorectal cancer? Screenings can often help detect cancer early when it's small, hasn't spread and may be easier to treat.

March is National Colorectal Cancer Awareness Month. Men and women ages 45-75 should be screened for colorectal cancer regularly. Those older than 75 should ask their doctor if they should be screened and how often.

Coastal Health & Wellness offers an easy at-home screening to eligible patients that tests for hidden blood in the stool, a symptom of colorectal cancer. Patients may take the test home to complete and then bring back the sample to the clinic for testing. Depending on results, patients may be referred for a colonoscopy.

Have questions about CHW colorectal cancer screening? Call us at 409.938.2234. [Learn more](#) about colorectal cancer.



## GCHD, CHW celebrates National #WearRedDay



**NATIONAL  
WEAR RED  
DAY!**

02.03.22



MARCH 22 IS AMERICAN

**DIABETES  
ALERT DAY**

Are you at risk? Click to take the test.





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**Governing Board**

**February 2023**

**Item#12**

**Consider for Approval January 2023**

**Financial Report Submitted by Trish Bailey**



# COASTAL HEALTH & WELLNESS

Governing Board



## FINANCIAL SUMMARY

For the Period Ending

*January 31, 2023*

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

**CHW - BALANCE SHEET***as of January 31, 2023***ASSETS**

	Current Month Jan-23	Prior Month Dec-22	Increase (Decrease)
Cash & Cash Equivalents	\$6,692,308	\$6,852,531	(\$160,223)
Accounts Receivable	4,682,498	4,335,709	346,790
Allowance For Bad Debt	(1,572,554)	(1,529,857)	(42,697)
Pre-Paid Expenses	537,911	546,420	(8,510)
Due To / From	35,902	(646,758)	682,660
<b>Total Assets</b>	<b>\$10,376,065</b>	<b>\$9,558,045</b>	<b>\$818,020</b>

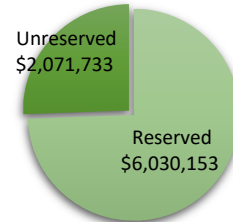
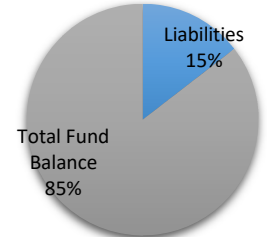
**LIABILITIES**

Accounts Payable	\$244,023	\$294,904	(\$50,880)
Accrued Salaries	684,353	484,584	199,768
Deferred Revenues	580,420	24,642	555,778
<b>Total Liabilities</b>	<b>\$1,508,795</b>	<b>\$804,129</b>	<b>\$704,666</b>

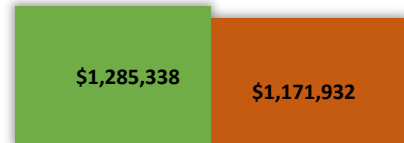
**FUND BALANCE**

Fund Balance	\$8,131,580	\$8,131,580	0
Current Change	735,689	622,336	113,354
<b>Total Fund Balance</b>	<b>\$8,867,270</b>	<b>\$8,753,916</b>	<b>\$113,354</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$10,376,065</b>	<b>\$9,558,045</b>	<b>\$818,020</b>
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**Total Fund Balance****Current Period Assets****Current Month Actuals**

■ Revenue ■ Expenses

**CHW - REVENUE & EXPENSES***as of January 31, 2023***REVENUE**

	MTD Actual Jan-23	MTD Budgeted Jan-23	MTD Budget Variance	YTD Actual thru Jan-23	YTD Budget thru Jan-23	YTD Budget Variance
County Revenue	\$229,364	\$311,222	(\$81,858)	2,930,364.18	\$3,112,223	(181,858)
DSRIP Revenue	0	62,500	(62,500)	712,500	625,000	87,500
HHS Grant Revenue	499,645	269,783	229,862	4,521,345	2,697,833	1,823,511
Patient Revenue	544,057	290,952	253,105	3,120,851	2,909,519	211,331
Other Revenue	12,272	4,976	7,296	116,099	49,757	66,342
<b>Total Revenue</b>	<b>\$1,285,338</b>	<b>\$939,433</b>	<b>\$345,905</b>	<b>11,401,158</b>	<b>\$9,394,332</b>	<b>2,006,827</b>

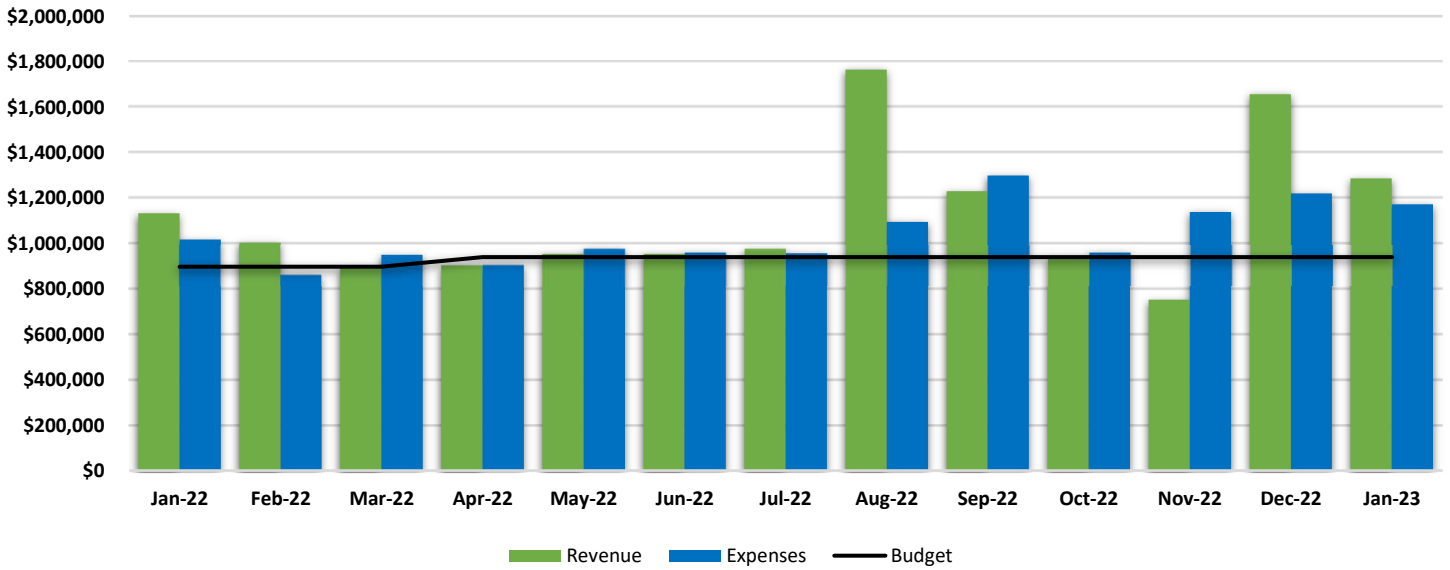
**EXPENSES**

Personnel	\$786,258	\$618,574	(\$167,684)	6,965,747.99	\$6,185,736	(\$780,012)
Contractual	81,032	77,767	(3,265)	960,606	777,668	(182,938)
IGT Reimbursement	0	20,569	20,569	235,125	205,688	(29,438)
Supplies	118,536	84,323	(34,213)	841,617	843,233	1,616
Travel	69	3,278	3,209	11,865	32,779	20,914
Bad Debt Expense	42,697	33,454	(9,243)	402,095	334,538	(67,557)
Other	138,674	101,469	(37,205)	1,248,413	1,014,689	(233,724)
<b>Total Expenses</b>	<b>\$1,171,932</b>	<b>\$939,433</b>	<b>(\$232,498)</b>	<b>10,665,469</b>	<b>\$9,394,332</b>	<b>(\$1,271,137)</b>
<b>CHANGE IN NET ASSETS</b>	<b>\$113,406</b>	<b>\$0</b>	<b>\$113,406</b>	<b>735,689</b>	<b>\$0</b>	<b>735,689</b>

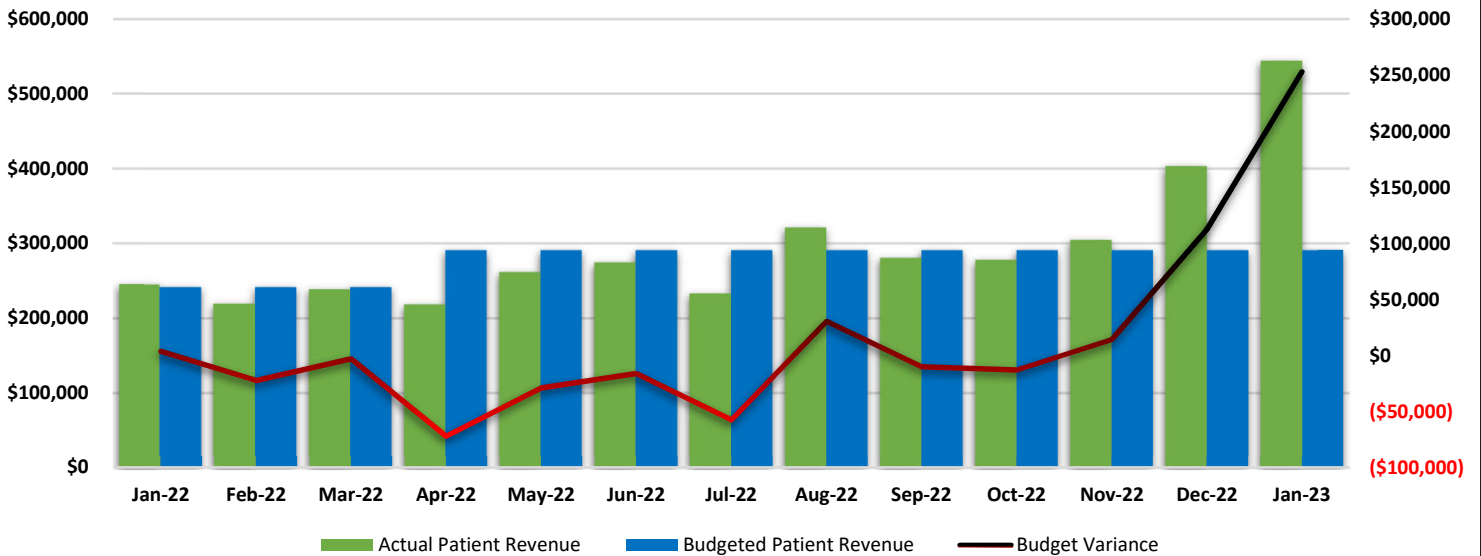
**HIGHLIGHTS**

- **Fund Balance:** For the month of January the total fund balance was \$8,867,270, an increase of \$113,354 from December.
- **Revenue:** MTD revenue was \$1,285,338 which is over budget by \$345,905. YTD revenue was \$11,401,158 and is over budget by \$2,006,827. The large difference between actual and budget for YTD is due to the extra funding from HHS.
- **Expense:** MTD expenses were \$1,171,392 which is \$232,498 over budget. YTD expenses were \$10,665,469 which are \$1,271,137 over budget. This difference between actual and budget is due primarily from the increase in personnel from the extra funding from HHS and is offset by revenue from the HRSA ARP grant.

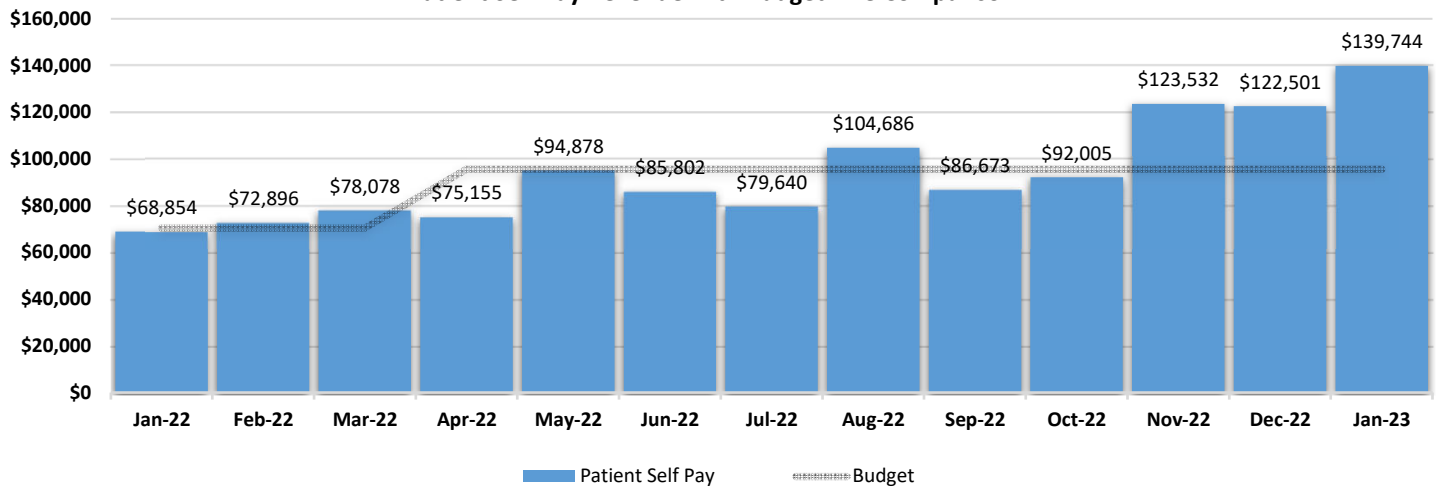
Actual Revenue & Expenses in Comparison to Budget



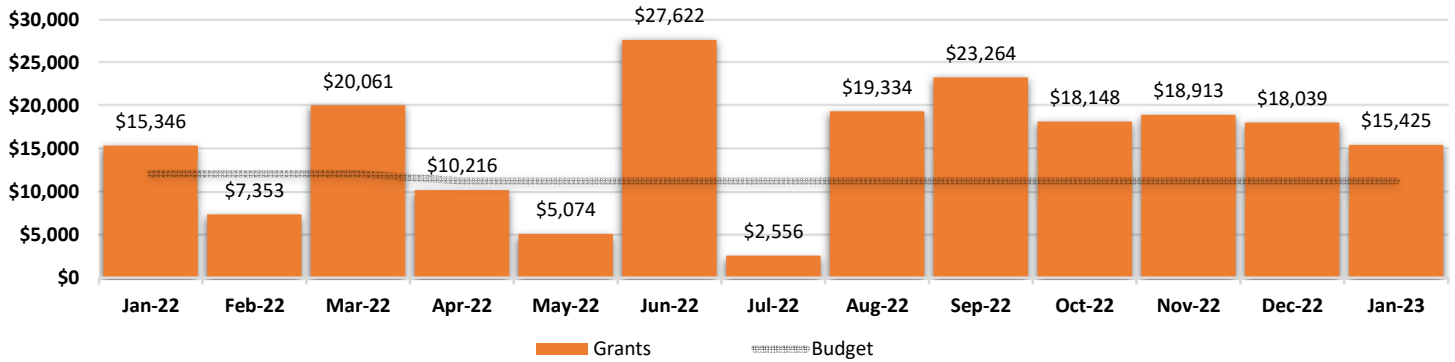
Actual Patient Revenue Rec'd vs Budget with Variance



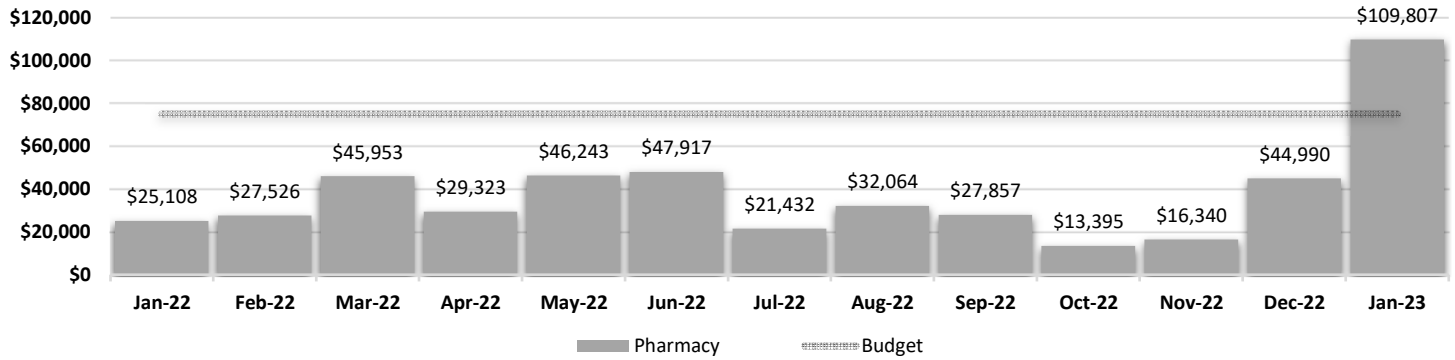
Patient Self Pay Revenue with Budget Line Comparison



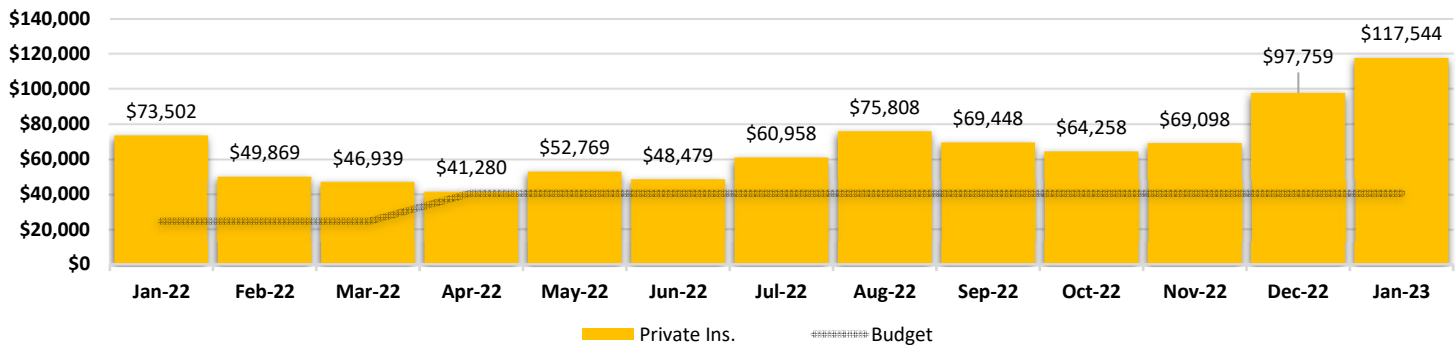
**Title V & Ryan White Revenue with Budget Line Comparison**



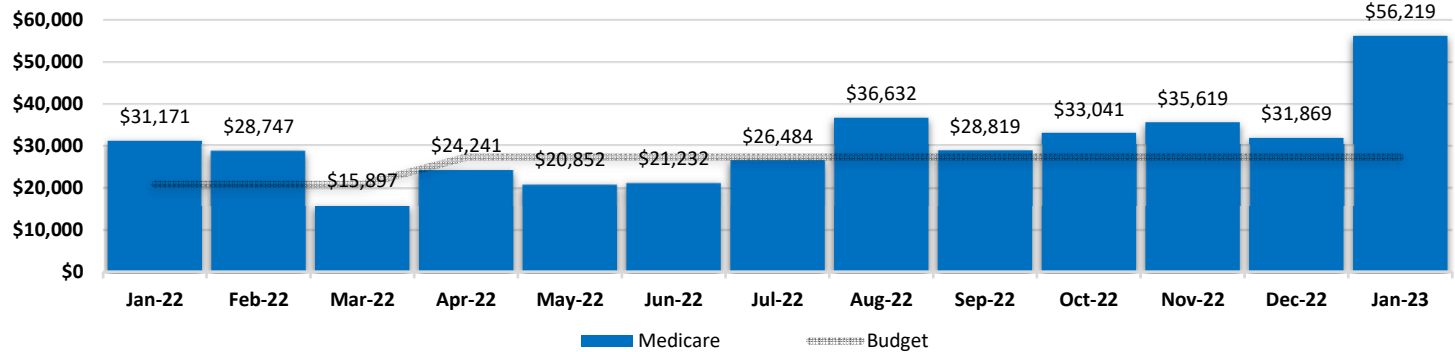
**Pharmacy Revenue with Budget Line Comparison**



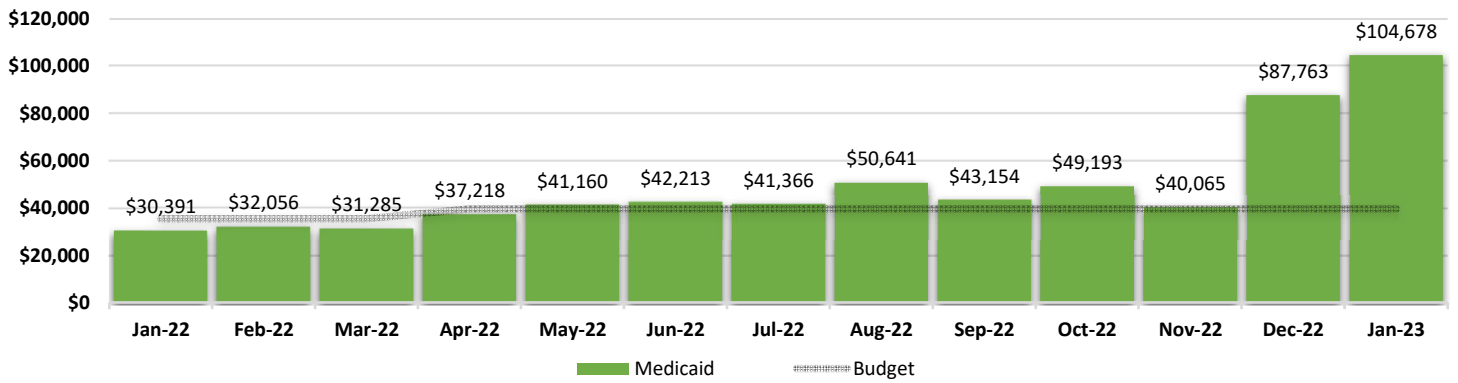
**Private Insurance Revenue with Budget Line Comparison**



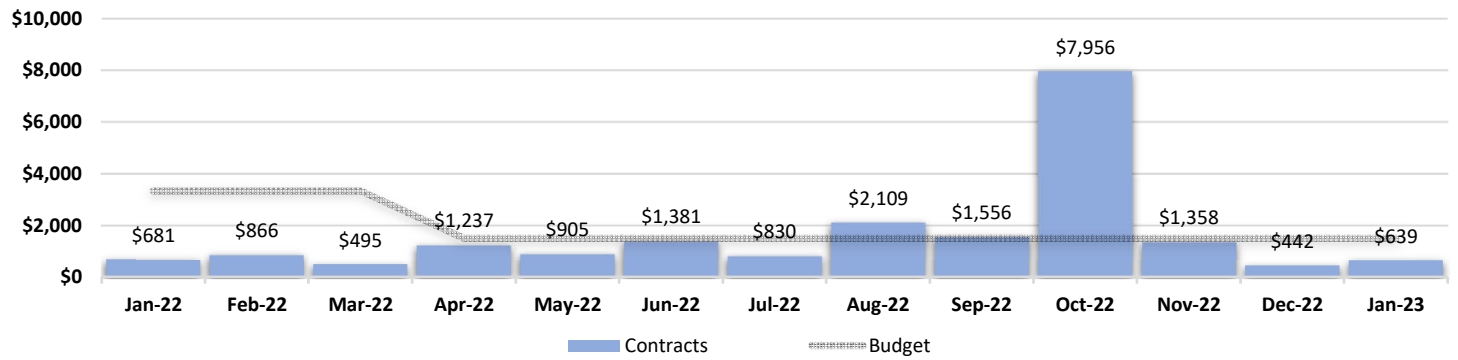
**Medicare Revenue with Budget Line Comparison**



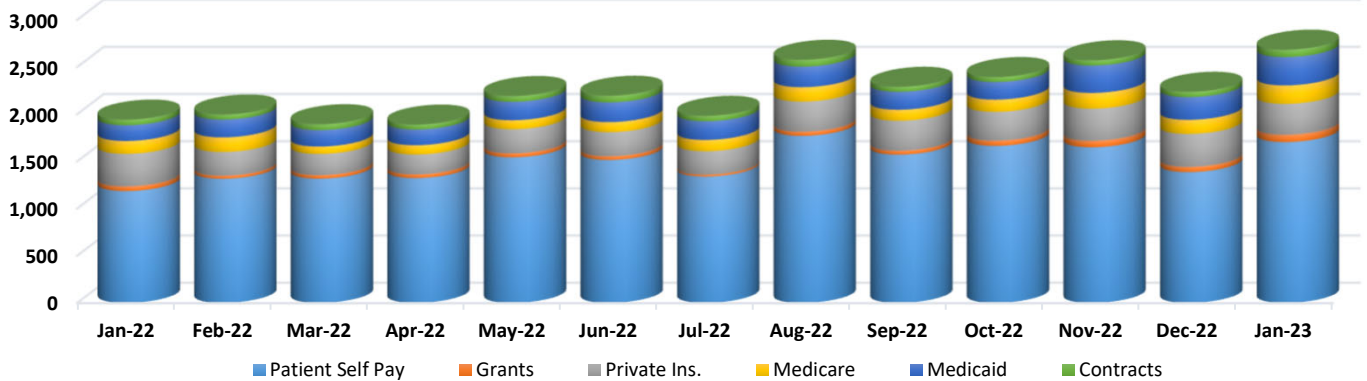
Medicaid Revenue with Budget Line Comparison



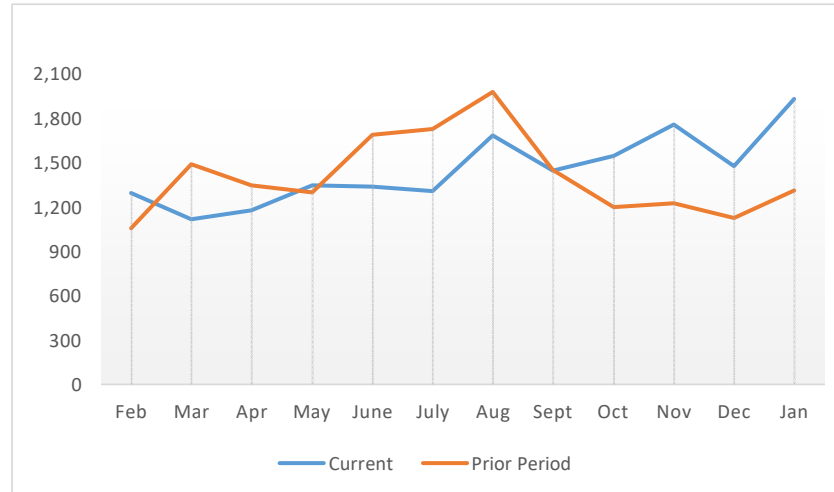
Contract Revenue with Budget Line Comparison



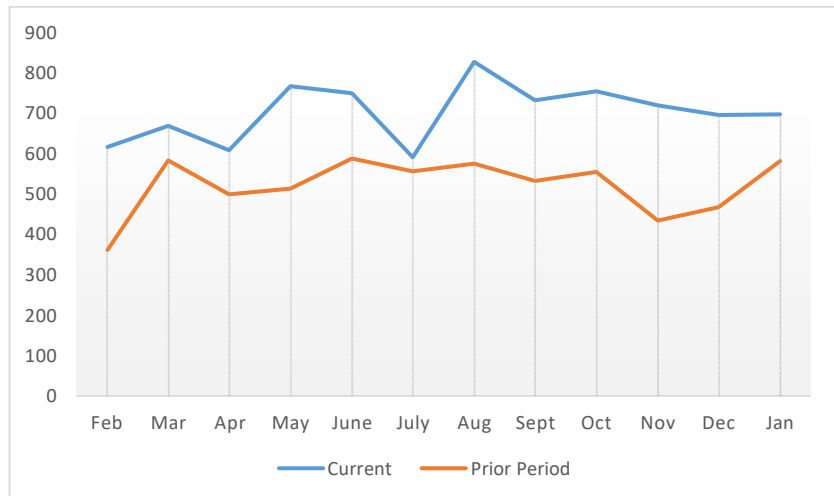
Total Number of Patient Visits



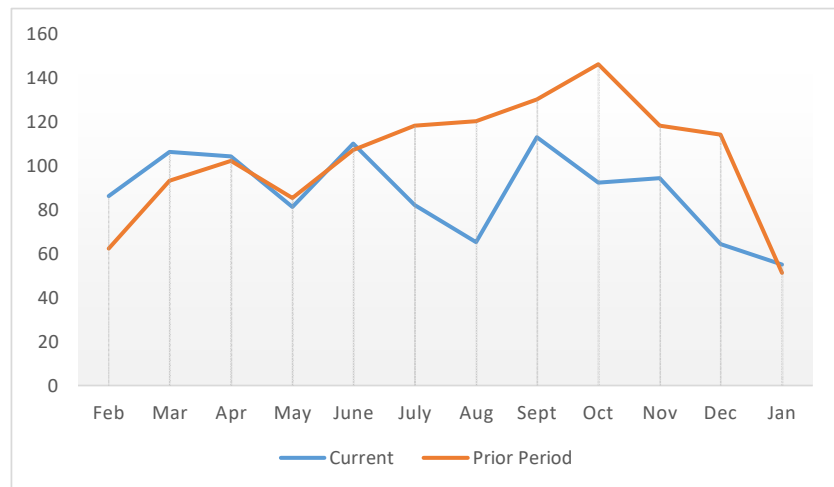
	<b>Medical Visits</b>	
	<b><u>Current</u></b>	<b><u>Prior Period</u></b>
Feb	1,294	1,058
Mar	1,119	1,488
Apr	1,178	1,345
May	1,345	1,299
June	1,337	1,689
July	1,309	1,727
Aug	1,684	1,980
Sept	1,445	1,450
Oct	1,547	1,198
Nov	1,759	1,227
Dec	1,478	1,124
Jan	1,932	1,311
	<b>17,427</b>	<b>16,896</b>



	<b>Dental Visits</b>	
	<b><u>Current</u></b>	<b><u>Prior Period</u></b>
Feb	616	361
Mar	668	582
Apr	607	499
May	766	512
June	748	587
July	591	555
Aug	827	574
Sept	732	532
Oct	754	554
Nov	718	433
Dec	695	466
Jan	696	580
	<b>8,418</b>	<b>6,235</b>



	<b>Counseling Visits</b>	
	<b><u>Current</u></b>	<b><u>Prior Period</u></b>
Feb	86	62
Mar	106	93
Apr	104	102
May	81	85
June	110	107
July	82	118
Aug	65	120
Sept	113	130
Oct	92	146
Nov	94	118
Dec	64	114
Jan	55	51
	<b>1,052</b>	<b>1,246</b>



**Vists by Financial Class - Actual vs. Budget**  
**As of January 31, 2023 (Grant YTD 04/01/22 - 01/31/23)**

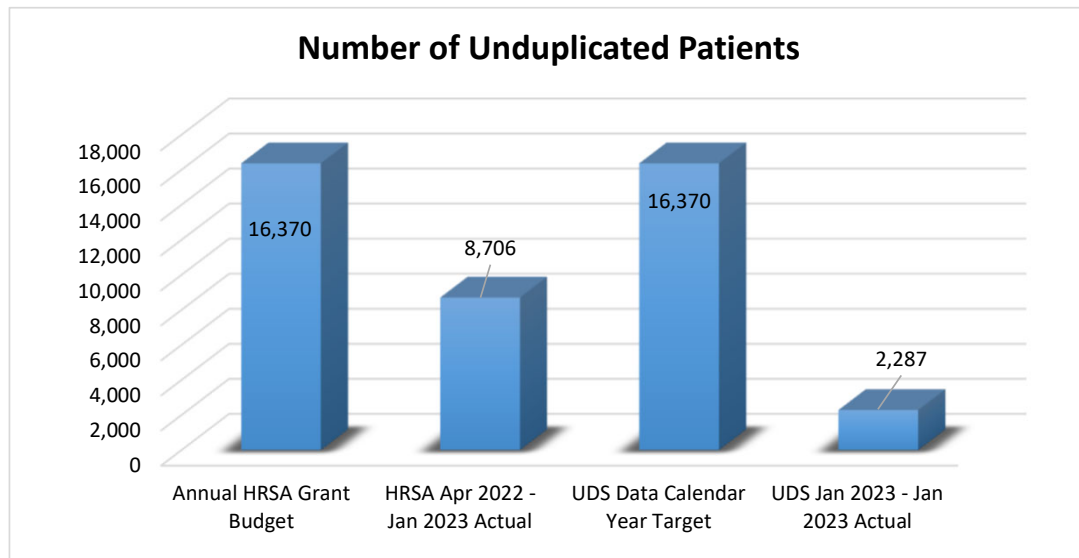
	Annual HRSA Grant Budget	MTD Actual	MTD Budget	Over/(Under) MTD Budget	YTD Actual	YTD Budget	Over/(Under) YTD Budget	% Over/(Under) YTD Budget
Medicaid	3,400	300	283	17	2,548	2,833	(285)	-10%
Medicare	2,425	196	202	(6)	1,381	2,021	(640)	-32%
Other Public <i>(Title V, Contract, Ryan White)</i>	993	156	83	73	1,114	828	287	35%
Private Insurance	4,435	327	370	(43)	3,023	3,696	(673)	-18%
Self Pay	24,404	1,704	2,034	(330)	15,380	20,337	(4,957)	-24%
	<b>35,657</b>	<b>2,683</b>	<b>2,971</b>	<b>(288)</b>	<b>23,446</b>	<b>29,714</b>	<b>(6,268)</b>	<b>-21%</b>

**Unduplicated Patients - Current vs. Prior Year**  
**UDS Data Calendar Year**  
**January through December**

	Current Year Annual Target	Jan 2022 - Jan 2022 Actual	Jan 2023 - Jan 2023 Actual	Increase/ (Decrease) Prior Year	% of Annual Target
Unduplicated Patients	16,370	1,749	2,287	538	14%

**Unduplicated Patients - Current vs. Prior Year**  
**HRSA Grant Year**  
**April through March**

	Annual HRSA Grant Budget	Apr 2021 - Jan 2022 Actual	Apr 2022 - Jan 2023 Actual	Increase/ (Decrease) Prior Year	% of Annual Target
Unduplicated Patients	16,370	7,856	8,706	850	53%



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### Governing Board

February 2023

Item#13

**Consider for Approval the Use of an Insurance Broker not to Exceed  
the Amount of \$50,000 to be Split Between CHW and GCHD Taken  
out of Fund Balance Submitted by Trish Bailey**

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**Governing Board**

**February 2023**

**Item#14**

**Consider for Approval Coastal Health & Wellness Policy and  
Procedure Regarding the Functions of the Coastal Health & Wellness  
Governing Board Submitted by Ami Cotharn**

## **COASTAL HEALTH & WELLNESS**

### **Policy and Procedure**

#### **Regarding the Functions of the Coastal Health & Wellness Governing Board**

##### **I. Background**

The CHW Governing Board (Board) acts as the oversight authority for the health center. The Board of a not-for-profit organization is responsible for ensuring that the not-for-profit organization meets its legal and compliance requirements and is operating in accordance with its mission, code of conduct, and charitable purposes.

Centers are required to have a Board that is responsible and accountable for the oversight of the center, its finances, implementation of programs and services, and compliance with various laws and requirements. The center organizational documents and Bylaws determine the number and qualifications of the Board members; however, at least fifty-one percent (51%) of the Board members must be users of the center.<sup>1</sup> Board members are selected by the Board consistent with the Bylaws. Board members volunteer their time and services.

##### **II. Policy<sup>2</sup>**

The Board will provide leadership and oversight to the center, following the center Bylaws and establishing and following center policies and procedures.

##### **III. Procedure**

###### **Expectations of Board members:**

- A. The Board will be engaged, informed and independent. The Board must assure proper use of and safeguard its assets (policies and practices) that:
  - 1. Protect against conflicts of interest.
  - 2. Support independent financial reviews.
- B. An organization must be transparent via:
  - 1. Board's decisions reflected in minutes.
  - 2. Records retained for a reasonable time.
  - 3. Whistleblowers protected.
- C. Board members will sign a Board Roles and Responsibilities form. Board members are expected to:
  - 1. Attend all meetings of the Board.
  - 2. Attend orientation and training provided.
  - 3. Review materials and participate in discussion of issues.

<sup>1</sup> See [42 USC 254b\(k\)\(3\)\(H\)](#). This supports requirements for NCQA PCMH 2017 TC 04. Centers should also include Board Bylaws and Board roster displaying consumer members as evidence. Last accessed March 2018.

<sup>2</sup> This policy and procedure meets the requirements for the Joint Commission Element of Performance LD.01.01.01 CAMAC Update , July 2016 "The organization has a leadership structure." Last accessed March 2018.

4. Represent the interests of all persons served by the center.
5. Endorse the Code of Conduct and sign the confidentiality acknowledgement statement.
6. Follow appropriate channels through the Executive Director to secure information and to resolve issues.
7. Exercise authority as a Board member only as delegated by the Board.

### **Duties of Governing Board:<sup>3</sup>**

Duties of the Governing Board include, without limitation, to be informed, loyal to the center mission and free of conflicts of interests, such that the members are working in the best interests of the organization to do the following<sup>4,5</sup>:

#### **A. Govern**

1. Meet once a month.<sup>6</sup>
2. Board meeting minutes taken.
3. Establish general policies for the center, except in the case of a public center.
4. Must adopt and periodically review Bylaws.
5. Must have authority to establish clinic policies and procedures.
6. Must evaluate its performance annually.

#### **B. Handle select personnel matters**

1. Grant privileges to providers (usually done through approval of provider agreement and a following recommendation by Executive Director upon credentialing)<sup>7</sup>.
2. Review and represent Personnel policies & procedures including:
  - a. Salary and benefit scales;
  - b. Personnel management procedures; and
  - c. Provisions for compliance with Equal Opportunity Laws<sup>8</sup>.

#### **C. Monitor center finances<sup>9</sup>**

1. Adopt policies for financial management.
2. Adopt system for fiscal accountability.
3. Approve annual budget.
4. Establish fiscal priorities.
5. Must have conflict of interest and whistleblower policies.
6. Must review audit.

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<sup>3</sup> See [42 CFR §51c.304\(d\)](#); also review [Health Center Program Compliance Manual ch. 19](#) on Board Authority for more detail. Last accessed March 2018.

<sup>4</sup> This policy and procedure meets the requirements for The Joint Commission Element of Performance LD.01.07.01, CAMAC Update July 2016 "Individual leaders have the knowledge needed for their roles in the organization or they seek guidance to fulfill their roles".

<sup>5</sup> This policy and procedure meets the requirements for The Joint Commission Element of Performance APR.01.03.01, CAMAC Update 1, July 2016.

<sup>6</sup> "The organization reports changes in the information provided in the application for accreditation and any changes made between surveys".

<sup>7</sup> [42 CFR §51c.304\(d\)\(2\)](#).

<sup>8</sup> Please review [Chapter 5: Clinical Staffing](#) of [the Health Center Compliance Manual](#) and the Physician Employment Agreement tool in this manual.

<sup>9</sup> See [42 CFR §51c.304\(d\)\(3\)\(ii\)](#).

<sup>9</sup> This policy and procedure meets the requirements for The Joint Commission Element of Performance LD.04.01.03 CAMAC Update July 2016. "The organization develops an annual operating budget and when needed, a long term capital expenditure plan".

**D. Evaluate clinic operations<sup>10</sup>**

1. Adopt policies & procedures for referral, after hours care, protocols, and a medical record system.
2. Adopt Patient's Bill of Rights & Responsibilities.
3. Assure that center is compliant with applicable laws and regulations.
4. Select the scope, location, and availability of services to be provided by the center.
5. Schedule hours during which such services are provided.
6. Review productivity.
7. Establish Quality of Care Audit Procedures, including peer review, credentialing, and competency procedures.
8. Review health care services plan.
9. Review utilization patterns.
10. Review patient satisfaction.
11. Ensure achievement of program objectives.
12. Review patient grievances.

**E. Oversee compliance and performance improvement**

1. Be informed – request reports.
2. Adopt resolution to establish QA Board Program.
3. Adopt a center Code of Conduct.
4. Designate Board Chair in QA Board.
5. Oversight of center policies and procedures
  - a. The Board has ultimate responsibility for center policies and procedures. However, the center policies and procedures are formulated with input from both the Board and its staff.
  - b. The Board should be knowledgeable about the intent and effect of center policies and procedures established by the Board and through review of policies and procedures developed by the staff.
  - c. The Board should have input on what types of policies require Board approval and what policies do not require Board approval and may be approved by the Executive Director.
  - d. The Board will review the effectiveness of center policies and procedures.
6. Ensure representation at training sessions.
7. Follow up on actions -- must enforce the discipline.

**Board meeting process:<sup>11</sup>**

- A. Meetings of the Board are set in advance consistent with the entity's Bylaws.
- B. Meetings of the Board should follow an agenda.
- C. The Board will follow the rules of order, as set forth in its Bylaws.

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<sup>10</sup> This policy and procedure meets the requirements for The Joint Commission Element of Performance LD.04.04.05 CAMAC Update July 2016 "The organization has an organization-wide integrated patient safety program".

<sup>11</sup> All nonprofit Board activities in Texas must conform to the requirements in [Texas Business Organizations Code Chapter 22](#).

- D. The Board will receive reports for information and may receive recommendations that require Board action.
- E. The Chair of the Board may invite visitors to Board meetings. Should there be visitors at the meetings, the Board should go into executive (private) session to consider litigation, personnel, or other confidential or proprietary matters.

**Decisions of Board or administration:**

The Board and Executive Director should establish guidelines for identifying issues that require Board involvement and those that are managed through the administration. The Board guides center policy and the Executive Director and staff implements the policy.

Generally, the Board is involved in decisions regarding:

- A. Issues that affect the whole center (as opposed to an individual);
- B. Issues concerning fiscal responsibility and accountability;
- C. Issues that are basic policy issues (dictating what the center will or will not do);
- D. Actions required by law (such as expenditure of resources and granting clinical privileges); and
- E. Recommendations presented to the Board by the Executive Director.

**Board evaluation:**

As a function of the center's QAPI Program, the Board annually reviews and audits critical components of its oversight responsibilities. The Board must confirm that essential functions of the center are performed in a satisfactory and efficient manner consistent with the law, accepted administrative and operational practices, and requirements of the funding entities. This review includes the annual reports of the QAPI Program and the approval of the QAPI Plan for the next year.

The Board evaluates its functioning and effectiveness annually along with other center QA Board evaluations and monitors. The Board evaluation should be recorded in the minutes with reviews of other annual reports and actions.

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**Governing Board  
February 2023  
Item#15  
Comments from Board Members**

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