

**Coastal Health & Wellness
Governing Board Meeting
June 1, 2017 (May Meeting)**

Board Members

Present:

Dr. Milton Howard
Jose Boix
Jay Holland
David Delac
Dorothy Goodman
Virginia Valentino
Helene Little
Miroslava Bustamante

Staff:

Mary McClure, Interim Executive Director	Kathy Barroso, CEO
Dr. Foster	Pisa Ring
Dr. Alhassan	Paul Salvo
Andrea Cortinas	Richard Mosquera
Mary Orange	Scott Packard
Michelle Peacock	Kristina Garcia
Eileen Dawley	Tiffany Carlson
Sandra Cuellar	Laura Walker
Tikeshia Thompson Rollins	Anthony Hernandez
	Mario Acosta

Excused Absence: Mario Hernandez

Unexcused Absence:

***Approval of Consent Agenda**

Upon a motion by Jose Boix, seconded by Jay Holland, Consent Agenda items one through five were unanimously approved.

- Dr. Howard, Board Chair, informed the Board that the 340B Policy and Procedure Manual was in the packet simply because of the HRSA site visit. There were no revisions on the policy just added Southside pharmacy and new provider information.
- Jay Holland, requested to work the Coastal Health & Wellness Staff on the 340B Policy and Procedure Manual during the annual review process.

Item #6 Executive Report

Mary McClure, Interim Executive Director/Business Director, presented the May 2017 Executive Report to the Board.

Prostate exams

- Jose Boix, Vice Chair, inquired on men's health and wants to know why prostate exams are not included in the Coastal Health & Wellness article. Dr. Alhassan, Medical Director, stated there is a cut off in terms of ages to run prostate labs, or if the patient has symptoms related to prostate. Dr. Alhassan also informed the Board that men ages 40-60 prostate exams are included in the wellness checkup and above 60 generally it is not checked. Mary McClure, Interim Executive Director/Business Director, stated something prostate related can be added to the Men's Health display table in the clinics as requested by Jose Boix.

Outreach Screening

- Dr. Howard, Board Chair, suggested that someone contact the Lowry Center regarding having someone come out for screening.
- Mary McClure, Interim Executive Director/Business Director, stated she will have someone contact the Lowry Center to see if they are interest in having the Mobile Clinic come out.

Item #7 Consider for Approval Financial Committee Report April 2017

Kathy Barroso, Chief Executive Officer, asked the Board to consider for approval financial committee report for April 2017. Kathy pointed out to the Board that this is the beginning of the new grant period; MTD increased in Fund Balance of \$27,008. Revenues were \$91,561 lower than budgeted this month. Revenues related to Private Insurance were higher than budgeted while revenues from Self Pay, Medicare, and Medicaid were lower than budgeted. Expenses were \$118,569 lower than budgeted. Kathy also informed the Board that the Personnel expenses were lower than budgeted by \$147,996. IT Software/Licenses-includes \$30,692 for Microsoft licenses which was approved by the Board in March to be expended funds balance reserves. YTD increased in fund balance of \$27,008. Total fund balance \$4,243,189 as of 4/30/2017. Upon a motion made by Jay Holland, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#8 Consider for Approval Quarterly Access to Care Report

Mary McClure, Interim Executive Director/Business Director, asked the Board to consider for approval quarterly access to care report. Mary pointed out to the Board that the QA Board Committee started meeting in April 2017 and at the committee meeting it was discuss that we would look at the quarterly access to care on an ongoing bases and comparing last year's to this year's. The no show rate are pretty consistence in both Texas City and Galveston for all three areas Counseling, Dental and Medical. Mary also informed the Board that Coastal Health & Wellness is now down to one counselor and is actively looking for two part time counselors for Behavior Health and Mental Health. Mary also pointed out to the Board that there is a locum agency that offers counseling that both she and Sandra, HR Manager, are looking into to see what the cost will be and to also see if it would be beneficial.

- Jay Holland, requested that the provider productivity goal be added to the chart. Mary stated the productivity will be add to the next quarterly access to care

Upon a motion made by Virginia Valentino, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#9 Consider for Approval Quarterly Customer Service Survey

Mary McClure, Interim Executive Director/Business Director, asked the Board to consider for approval quarterly customer service survey. Mary pointed out to the Board that the quarterly customer service survey was also brought to the QA Board Committee and this is another quarterly report we will look at the comparison and also other ways to survey the patients. This patient survey was first introduced back in December 2015 and at first we had a lot of patient participation but over the last six months not as much participation from the patients. Mary stated that we did get some feedback from HRSA stating maybe not giving the surveys every day and maybe giving it to the patients every other month also, the QA Board Committee had some input about not giving the survey every time the patient comes in and maybe changing up the questions. Upon a motion made by Virginia Valentino, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#10 Consider for Approval Re-Privileging Rights for Lisa Tigrett, M. ED., LPC, LBSW Counselor

Dr. Alhassan, Medical Director, asked the Board to consider for approval re-privileging rights for Lisa Tigrett, M. ED., LPC, LBSW Counselor. Upon a motion made by Virginia Valentino, seconded by Jay Holland, the consideration was unanimously approved by the Board.

Item#11 Consider Governing Board Nominee Wendol Flowers Bazile to fill Consumer representative Vacancy

Jose Boix, Vice Chair, asked the Board to consider for approval Governing Board nominee Wendol Flowers Bazile, to fill consumer representative vacancy.

- Dr. Howard, Board Chair, requested that orientation be setup prior to the next meeting.

Upon a motion made by Jose Boix, seconded by Jay Holland, the consideration was unanimously approved by the Board.

Item#12 Update on HRSA Site Visit

Mary McClure, Interim Executive Director/Business Director, updated the Board on the HRSA site visit. Mary informed the Board that there were five things not met and a few suggestion the HRSA site visit.

Required and additional Services

- OB contract needs to have a sliding fee discount offered to pts which Richard Mosquera, Director of Compliance and Contracts, has already reached out to UTMB prior to the HRSA site visit.

Hospital Admitting Privileges and Continuum of Care

- Richard Mosquera, Director of Compliance and Contracts, has submitted agreements to both UTMB and Mainland and we are waiting to hear back from them.

Sliding Fee Discounts

- Denture fee schedule needs to include all levels of the sliding fee scale.
 - Mary McClure, Interim Executive Director/Business Director, stated HRSA suggested that all five categories be listed. Once changes has been made it will be brought back to the Board.
- When and who can waive charges needs to be established
 - Mary McClure, Interim Executive Director/Business Director, suggested getting some Board members on a subcommittee to look at waiving charges, how we are going to determine how we waive charges, who those charges are waived for, and who has the authority to waive the charges. Dr. Howard, Board Chair, suggested new verbiage and requirements on how we will do it and who can we delegate the authority to.
- Termination needs to be a last resort
 - Dr. Howard, Board Chair, stated that HRSA suggested not using the word terminate in the policy. Instead Dr. Howard suggested changing the wording to suspension.
- Proof of Galveston County residency cannot be a requirement
 - Mary McClure, Interim Executive Director/Business Director, suggested that proof of Galveston County resident be removed from the policy. Jay Holland, suggested not removing but changing the wording from proof to documentation of residence.

- Lab and x-ray fees need to be stated as included in the sliding fee
 - Mary McClure, Interim Executive Director/Business Director, stated labs and x-ray fees need to be added to the policy stating that they are in the slide.

Quality Improvement/Assurance Plan

- Mary McClure, Interim Executive Director/Business Director, stated that HRSA suggested that the minutes reflect more of the clinical information.

Financial Management and Control Policies

- Financial statements are on cash basis recording and needs to be on a accrue basis.

Billing and Collections

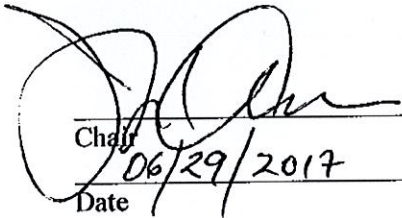
- Need set of Billing & Collection procedures even though the billing is outsourced monitoring still needs to be done.

Board Authority

- Mary McClure, Interim Executive Director/Business Director, stated that HRSA suggested more documentation in the meeting minutes of the discussion during the meetings.

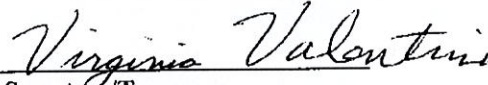
Adjournment

A motion to adjourn was made by Dorothy Goodman, seconded by Jay Holland. The Board adjourned at 12:48 p.m.



Chair
06/29/2017

Date



Secretary/Treasurer
June 29, 2017

Date

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