

**Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS**

Date: June 18, 2019

Time: 5:30 pm

Location: Muskogee West

Present: In-office: Beth Acree, Shirley Herring, Alan Parnell, Ben Harmon, Wade Rousselot, Yolanda Harmon, Bill Waggoner, Sonya Smith, Ashley Aldrich, Roger Schilling, Dedra Shipman

Phone:

Quorum Met: YES or NO

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
Call meeting to order	Yolanda Harmon called the meeting to order at 5:30 PM.	N/A	N/A	N/A
Roll Call	Yolanda Harmon-Present Alan Parnell-Present Beth Acree- Present Shirley Herring- Present Ben Harmon- Present Euva Dill-Porter-Not Present Chad Marshall-Not Present Bill Waggoner-Present Martha Diaz DeLeon-Not Present Wade Rousselot-Present Misty Pickard-Not Present	N/A	N/A	N/A
Introduction of guests	No guests present	N/A	N/A	N/A
Approval of May 28, 2019 meeting minutes	Board members are unavailable. Tabled until July meeting.	Shirley Herring makes a motion to table the May 28, 2019 meeting minutes until the July meeting	Bill Waggoner	Motion passes 7-0
CEO's report	Sonya reported to the board that interviews were conducted today, 6/18/19 for the Accounts Payable Clerk. There were 2 good candidates and she hopes to have a decision soon so that an offer can be made. As soon as we get someone hired we will begin training and reviewing processes and job responsibilities.	Alan Parnell makes a motion to approve the CEO's report as presented	Beth Acree	Motion passes 7-0

**Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS**

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
	<p>Alan Brokenicky is now approved for Medicare and BCBS. Johnson Gourd is approved for Medicare. We are still waiting for BCBS for Johnson Gourd and Kendra Seccombe.</p> <p>Coweta saw 19 patients this week on Monday! Coweta continues to increase patient load and we are excited to get the clinic full.</p> <p>QI has been a main focus for Admin for the last few weeks. Sonya and Dr. Aldrich have worked closely with QI to get past hurdles and get programs going. You will see a lot of forward movement and hear more in the QI update.</p> <p>Sharon and Sonya have been working with Cleta to make sure all duties are covered. There are some items that have been reassigned to staff that are able to take care of the duties. Cleta is still part-time until the position is filled.</p> <p><u>Porter</u> avg 20.6 <u>East</u> avg 24.1 <u>West</u> avg 25.3 <u>Coweta</u> avg 8.0 <u>Dental</u> avg 10 Encounters 9539 Billable 8098 Patients 3388</p> <p><u>Discussion:</u> <i>BM-I would like for everyone to look at the bottom of the 2019 encounters and see where we are in 5 months. This is very impressive and we are excited to see these numbers continue to grow.</i></p>			

Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
Financial Report	<p>Sharon Bertram is not present.</p> <p>Sharon arrives after CCO report. Due to already tabled, Financials updates are discussion only. Sharon notifies the board that she does not have February financials completed yet due to uncontrolled circumstances. She has started on March. The Auditors should be finished with report soon and would like to present at the July meeting. All 4 cost reports were completed and submitted by the deadline. Next year we will have 6 cost reports to complete.</p>	Alan Parnell makes a motion to table the Financial Report until next month	Beth Acree	Motion passes 7-0
CCO's Report (including risk management, safety, emergency preparedness)	<p>Roger notified the board that he is currently working on the FTCA (Federal Tort Claim Act) application for our malpractice insurance. The report is almost complete. Submission is due by July 1.</p> <p>HRSA is really pushing Risk Management. The RM team is meeting regularly to review incidents, accidents, and other items as presented to them. There has been 1 incident that needs to be brought to the board's attention. We recently had a needle stick of an MA after she had completed an injection for a patient. Labs were conducted on both the staff member and the patient. Those lab results have not been received yet, but will be soon. Both parties will be retested at 6 & 12 months.</p> <p>There is a new tracking system for Pain Management dismissals. In the past, clients were trying to clinic hop and miss the clinic they were dismissed from. Now Roger is keeping an updated list of patients to ensure this does not happen.</p> <p>OB & Postnatal care had been a topic of discussion</p>	Alan Parnell makes a motion to accept the CCO's report as presented	Beth Acree	Motion passes 7-0

**Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS**

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
	<p>to see if we could offer those services since we have Kendra Seccombe who is a NP for Women’s Health. We will not be offering those services unless we have an OB on staff.</p> <p>There is new form that RM is looking at to use for “Occurrence Reporting”. The form is attached.</p> <p><u>Discussion:</u> MA, is that Medical Assistant? Yes Does that [needle sticks] happen often? No, this is the 2nd one in the last 10 years. After the incident, Lindsey Macareno, Clinic Manager, reviewed safety measures & protocols with clinic staff. Is the MA suspended from work? No, it was not intentional; it would be considered a non-occupational incident. Labs, were they a blood test? Yes, HIV and Hep panel are main concerns, but the likelihood is low for either. Do we offer counseling for these types of instances? Yes, we have Green Country Behavioral Health that we can utilize if the staff member is interested.</p>			
Medical Director’s Report	<p>Dr. Ashley Aldrich updated the board on QI progress. As Sonya stated, she and Aldrich are both working diligently on QI and getting Annual Wellness Visits for Medicare going. While doing this, we are trying not to put too much strain on current staff.</p> <p>Credentialing providers is ongoing. We are just waiting to hear back from insurance on a few of the providers to get them approved.</p>	Alan Parnell makes a motion to accept the Medical Director’s Report as presented	Bill Waggoner	Motion passes 7-0
QI Report	Rachael is out this evening, Roger will be presenting the QI report.	Alan Parnell makes a motion to accept the QI	Beth Acree	Motion passes 7-0

Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
	<p>Rachael has gone through the ACO list of AWV patients. We have 12 currently scheduled, 16 have changed providers, and she has sent out 39 letters to patients needing to be scheduled. She has altered the automatic blurb in Athena to include documentation Kelli mentioned and waiting to hear how the one Jennifer is doing today goes. Kelli and Rachael have also went through and added the CPT 2 codes to the billing back side so we will see if those populate as we do more visits as well. Rachael has started going through the list of 259 dual eligible patients to evaluate what chronic conditions they have and creating a table with them listed out. So far, the most common is Type 2 Diabetes, Hypertension, Hyperlipidemia. Marcus is going to see if he can pull a report from Athena to identify how many of our CCM eligible patients have those 3. We may have to pull them by ICD codes but he wasn't sure yet. We are still awaiting some other switches in Athena to be activated to allow us to have access to the reports/tracking needed for CCM.</p> <p>PCMH-We are focusing on the remainder of the core items needed which include Chronic Care Management and Quality Improvement. We are aiming for the next large submission to be done in mid-September. And our third submission to be estimated for mid-December.</p> <p><u>Discussion:</u> <i>Do we have someone in place to make the calls and take care of these tasks? Yes and no. Rachael is currently going through each process to see exactly how Annual Wellness Visits, Chronic Care Management, and Transitional Care Management</i></p>	Report as presented		

**Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS**

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
	<i>work. As she does that, we are assessing what licensure is required at minimum to complete these processes. From there we will evaluate to see how many of what position is needed and fill those from within if possible, then hire to fill those that transition into the care management team.</i>			
Discuss and possible action: Policy and Procedure Table of Contents update	Sonya presented the board with the old policy and procedure table of contents and the newly updated table of contents. There have not been any changes to the actual policies, just renumbered and re-organized to have a better sequential order.	Alan Parnell makes a motion to approve the update to policy and procedures	Beth Acree	Motion passes 7-0
Approve or Disapprove Board of Director Meeting date change. Proposed dates for immediate are as follows: a. Move 7-9-19 to 7-16-19 b. First Tuesday of each month for remaining 2019 meetings	Sonya will be on vacation during the week of the 8 th and asked the meeting to be moved to the following week. Roger will also be out some during that time. Dr. Aldrich will be available if any problems arise and Dr. Turner has agreed to be on call as well.	Wade Rousselot makes a motion to approve the meeting dates to be 7-9-19 and the first Tuesday of each month for remaining 2019 meetings	Beth Acree	Motion passes 7-0
Discuss and consider approval moving to executive session as authorized by Title 25, Section 528 of Oklahoma Statutes - Article II: Oklahoma Open Meeting Act, Section 307 (B) (1) to discuss and consider employment of an individual salaried employee.	Confidential	Alan Parnell makes a motion to move into executive session Wade Rousselot makes a motion to resume open meeting Alan Parnell makes a motion to approve new CEO contract as discussed in executive session	Beth Acree Ben Harmon Wade Rousselot	Motion passes 7-0 Motion passes 7-0 Motion passes 7-0

Arkansas Verdigris Valley Health Centers, Inc.
MEETING MINUTES OF BOARD OF DIRECTORS

Agenda	Findings/Analysis/Discussion/ Conclusions Recommendations/Actions	Motion	Second	Action
Old Business	Certified Board Member applications are open through NACHC. Yolanda, Alan, and Wade are eligible to apply, but must apply within the week for the March Bootcamp to apply towards requirements. CHI is August 18-20 in Chicago, IL.	Ben Harmon makes a motion to approve Yolanda, Alan, and Wade applying for Certified Board Members	Beth Acree	Motion passes 7-0
New Business	No new business at this time.	N/A	N/A	N/A
Adjournment	Meeting is adjourned at 6:47 PM	N/A	N/A	N/A
President's signature				