



City of Cincinnati Board of Health Finance Committee

Wednesday, January 17, 2018

Room 324

Mr. Robert Schlanz, Division Director of TRD, called the January 17, 2018 finance committee meeting to order at 4:09.

Roll Call

City of Cincinnati Primary Care (CCPC) Board members present: Robert Brown, Ashley Colmenero

Senior Staff present: Marilyn Crumpton, Robert Schlanz

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	Mr. Schlanz asked the Committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Robert Schlanz
Review of Contracts for the 1/23/18 BOH Meeting	<ul style="list-style-type: none"> • Greater Cincinnati Behavioral Health Services- Mr. Schlanz explained that this a payable of \$100,000.00 for adult behavioral health services for a term of 4/1/18-3/31/19. We will bill for these services. • Children’s Home of Cincinnati- This is a payable of \$ 100,000.00 for pediatric behavioral health services for a term of 4/1/18 - 	The group discussed these services and the Medicare Collaborative Care Agreement. Ms. Colmenero agreed to check and follow-up with more information about our ability as a FQHC to participate in the agreement.	Robert Schlanz

3/31/19. We will also bill for these services.

- **Hamilton County Mental Health and Recovery Services Board (ADAS)** - This is an information only item for the BOH. It is a payable of \$ 6,600.00 for 10 parking spaces at ADAS for B&K overflow parking. The term runs from 1/1/18-12/31/18.
- **Ohio Public Health Association (OPHA)** – This is another item that is an information only item for the BOH. This contract amendment will extend the term of the existing contract for another year. No money will be added. The new term will run from 4/1/18-3/31/19.
- **UC Physicians-** This is a payable contract of \$400,000.00 for RHWP staff for a term of 3/31/18-4/1/19. This money is paid for through the RHWP grant.

Mr. Schlantz explained that this agency gives us assistance with the accreditation process. The Committee asked about the timelines for this process and Dr. Crumpton responded saying that the process will take place in phases. The first phase is uploading the documentation which is happening now. The target date for completion of this phase is 2/24/18. The next phase is the review phase, then the acceptance phase and the site visit. Each phase can take weeks or months. The ODH deadline is 2020.

	<ul style="list-style-type: none"> UC Family Medicine/Global Health Fellowship- This is a payable of \$ 130,720.00 for a PT physician at Elm St. and at Price Hill. For a term of 7/1/18-6/30/20. 	<p>Mr. Schlanz explained that this contract provides a PT physician which will mean that we will officially have a full staff of providers soon. The committee discussed the Avondale site and staffing there as well. Dr. Crumpton discussed our scope as a FQHC and funding and the future of the Clement Site.</p> <p>The Committee recommended approving all contracts as written.</p>	
Dashboard Review	Mr. Schlanz said that he sent out the dashboard for everyone's review.		Robert Schlanz
2018 Budget Update	Mr. Schlanz shared that the City is projecting a 21-23 million dollar shortfall in the general fund going into the second year of the biennial budget. There are currently no public hearings scheduled until after the mayor releases his budget. By mid-February the budget instructions should be sent out to the departments with the numbers for this year. Dr. Crumpton shared that Council Member Mann asked us to present at the Budget and Finance Committee Meeting Monday about our Community Health Assessment and that she plans to use that time to deliver a specific ask for funding. Mr. Schlanz explained the City Budget Process/politics and the increased costs for union employees due to the raises. Mr. Schlanz also shared that a hiring freeze went into effect		Robert Schlanz

	today for all general fund positions.	The Committee concluded the meeting congratulating Mr. Schlantz on the 3.4 million dollars received in Medicaid money. Mr. Schlantz explained that the 3.4 million covered the time period through June 2016 and that we currently have auditors in the building reviewing our data through June 2017.	
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Meeting Adjourned 5:03 p.m.
Next Meeting February 21, 2018 at 3:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, February 21, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the February 21, 2018 Finance Committee meeting to order at 3:04.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

Senior Staff present: Robert Schlanz

Ex-Officio Members present: Tim Collier, Chair of the Board of Health and Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Review of Contracts for the 2/27/18 BOH Meeting	Mr. Robinson began the group discussion by commenting that the two representatives from the CCPC Board: Mr. Brown and Ms. Colmenero will no longer be members of the Finance Committee because they are no longer members of the CCPC Board. Mr. Collier added that he has "no word yet" on replacements from the CCPC board. <ul style="list-style-type: none"> • Health Collaborative- This is a first amendment of a payable contract to 		Robert Schlanz

<p>Dashboard Review/ Financial Update</p>	<p>add \$ 5,448.00 carry-over money from CRI.</p> <ul style="list-style-type: none"> Hamilton County Public Health - This is a first amendment to a receivable contract to add \$ 5,448.00 of carry-over money from ODH through HCPH for CRI. <p>Mr. Schlanz explained the history of this ODH grant and the agreement for the services. He also clarified that these agreements will be presented to the board as “for information only” items and do not require BOH approval because they are under the \$ 25,000.00 threshold needed for board approval.</p> <p>Mr. Schlanz reviewed the excel dashboard with the group starting with the restricted funds. He shared that for the 2019 continuation budget there is not only the challenge of funding the non-funded wage increases that we saw last year but a 28% increase in employee health insurance costs as well. The Committee asked many questions about the City health insurance costs and Mr. Schlanz explained that this cost is a flat fee charged at either a single rate or a family rate. He explained that a family plan cost an employee \$ 140.00 monthly and cost the City \$1,300.00 monthly. Mr. Schlanz went on</p>	<p>The Committee was informed of the content of the two amendments going to the Board of Health this month. No approval or recommendation was needed.</p>	<p>Robert Schlanz</p>
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	<p>to explain each grant in the restricted funds and how each works explaining timing issues, quarterly vs. monthly draws and grant history.</p> <p>The conversation moved on to the health centers and a problem CHD had this year because CHD was low on both dental and medical providers. The Committee questioned why there wasn't a savings in expenses since there is missing revenue from a lack of providers and the conversation segwayed into a discussion on position vacancy allowance (PVA). Mr. Schlanz explained that the City budget office requests that each department calculate in an allowance for PVA at 3.5%. This is money saved when a vacant position is not immediately filled. CHD's PVA for 2018 is much higher than 3.5% due to the difficulties in filling provider positions. CHD has been instructed to reduce our PVA for the 2019 continuation budget. Mr. Robinson asked how each CHD grant was managed and Mr. Schlanz explained that each program had someone to administer it within the program and that Jim Wimberg in Fiscal manages the grant budget/payment side. Mr. Schlanz confirmed that our grant portfolio has remained static during the last few years and shared that we lost the HUD grant this year which</p>	<p>The Committee asked Mr. Schlanz to please look into the possibility of renegotiating our target PVA with the budget office.</p>	<p>All</p>
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	<p>was 3.4 million dollars over a 3 year time period. (Another City department got the HUD grant instead but some of our staff people will still be paid from that money).</p> <p>The Committee asked if CHD can use carry-over money in the restricted funds from 2018 to offset the gap in 2019 and had a discussion about some of the department's staffing models. The Committee also looked into the possibility of bridging the budget gap with increased revenue. The current gap is 2.5 million dollars. Mr. Schlanz shared that we are adding a total of four providers and focusing on provider productivity to increase revenue in 2019. The Committee recognized the huge task that Mr. Schlanz has before him and commended him on his work. The budget office has instructed CHD to respond by March 9, 2018 with budget recommendations. The Committee asked that the department recommendations come from the department administration and the Finance Committee as a team.</p> <p>Chronic Care Management- Mr. Robinson opened this topic with the group explaining that as CHD was looking to add more revenue, this plan may be a new revenue stream for the Department. The reason CHD</p>	<p>Mr. Schlanz and Dr. Crumpton assured the Committee that there would be communication with the Committee through-out the budget process and that the department recommendations will come from the team.</p>	<p>Ronald Robinson</p>
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	<p>may be eligible is that in Medicare adopted new rules in January for FQHCs. If a patient is on Medicare and is eligible (has two chronic conditions) then it is possible that with verbal consent in EPIC, an individualized care plan and 20 minutes of non-face-to-face time CHD can bill for these services at a rate of \$61.00/\$49.00 per patient. The Committee discussed the program and the best way to move forward.</p>	<p>The Committee agreed that this opportunity is worth exploring and may help drive revenue and improve outcomes.</p>	
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Meeting Adjourned 5:04 p.m.
 Next Meeting March 7, 2018 at 3:00 p.m.
 Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, March 7, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the March 7, 2018 Finance Committee meeting to order at 3:02.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

Senior Staff present: Robert Schlanz

Ex-Officio Members present: Joyce Tate, Assistant Health Commissioner and Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Dashboard Review/ Financial Update	Mr. Robinson welcomed everyone to the meeting and clarified that this was a special meeting that was called to review the progress on budget process that Mr. Schlanz has been working on per the budget instructions from the City budget office. The first deadline is this Friday. Mr. Schlanz shared that he has gone through the whole budget, line by line, and now just needs to finish the 395 fund and finalize the revenue projections. Mr. Schlanz reviewed the		Robert Schlanz

	<p>structurally balanced budget amounts for both the 2018 budget and the 2019 budget including the general fund amounts. Mr. Schlantz shared that in the past ten years the department has taken cuts every year and has cut almost half of its general fund positions. He also said that it is simply not possible to take another two million dollar reduction this year without impacting the services the department provides. Mr. Schlantz explained that per the Ohio Department of Health, the services that we currently provide that are not required by law for a health department are our health centers. This is why these services are recommended to be cut in the proposed reduction scenarios. Scenario one includes savings from closing two health centers and the community nursing program. Scenario two proposes the possibility of negotiating a one-time million dollar transfer of reserves. The Committee was clear that closing health centers was not an option. The Committee went on to discuss provider productivity and revenue projections and the possible restructuring of the community nursing program. Ms. Tate and Ms. Carter were able to answer questions about their respective providers and revenue projections. Dr. Mooney was able to give insight into the</p>		
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	<p>billing issues with the community nursing program and possible solutions/restructuring. The Committee suggested several strategies for motivating the staff and generating ideas. The Committee also discussed the suggestion of a grants development office as a long term recommendation.</p>	<p>The Committee agreed to have more conversation but were in clear agreement that scenario two coupled with the restructuring of the community nursing program and increased provider productivity is the most viable budget reduction plan for the department at this time.</p>	
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Meeting Adjourned 5:11 p.m.
 Next Meeting March 15, 2018 at 3:00 p.m.
 Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, March 15, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the March 15, 2018 Finance Committee meeting to order at 3:03.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

Senior Staff present: Robert Schlanz

Ex-Officio Members present: Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
CCPC Member Update	The Committee Chair updated the Committee on when new CCPC members will be joining the Committee. He said that he understands this is scheduled to happen in April.		Ronald Robinson
Approval of Minutes	The Committee Chair asked the committee members if everyone had the opportunity to review the minutes. The committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Review of Contracts for the 3/20/18 BOH Meeting	Mr. Schlanz presented the two contracts that are scheduled to go to the BOH on March 20, 2018. <ul style="list-style-type: none"> • Ohio Department of Health- This is a receivable contract/grant of \$ 264, 663.00 through the Get Vaccinated Ohio Project grant 	The Committee was informed of the two contracts and recommended approval of the ODH contract by the BOH.	All

	<p>designed to support activities that will increase immunization rates in children.</p> <ul style="list-style-type: none"> • The Voice of Your Customer- This is a payable contract of \$20,000.00 to provide professional marketing services for the Cincinnati STAND anti-tobacco youth group. 		
<p>Dashboard Review/ Financial Update</p>	<p>Mr. Schlantz began the discussion by mentioning the chronic care management proposal and that a group will meet soon on the proposal and keep the Committee posted as to their recommendations.</p> <p>Mr. Schlantz moved on to the budget reduction scenarios that were sent out. Scenario one would move general fund positions to the 395 account for one year. This would cover 10 FTEs and be about one million dollars. Scenario two involves the restructuring of the community nursing program. The group discussed the possible savings of \$ 929,000.00, the importance of no lay-offs, the usage of vacant positions, the bumping system, the DROP program and seniority calculations. The Committee also looked at scenario three which would be the equivalent of 5 or 6 more positions to make up the entire 12% reduction that the department is being asked for by the budget office.</p>		<p>All</p>

	<p>The Committee discussed the timing and content of the scenarios with Mr. Barnes from HR and how to best bring the unions into the discussion. The unions identified to be included were the nurses' union and CODE. The Committee was clear that it was important to manage and engage the process and provide appropriate and timely communication.</p>	<p>Ms. Schroder agreed to edit the Committee's proposal of scenario one and two with the assistance of Mr. Robinson and add the goal of the proposal in preparation for presentation to the BOH next Tuesday. Board members requested talking points from both Dr. Crumpton and Mr. Schlantz for the presentation and both agreed to forward talking points. Ms. Schroder and Mr. Robinson also agreed to coordinate board advocacy so that CHD would hopefully not have to take the entire 12% cut. Scenario three was not recommended to be included at this time.</p> <p>Dr. Crumpton agreed to send the BOH power point presentation template to Mr. Robinson tomorrow.</p>	
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Meeting Adjourned 4:59 p.m.
Next Meeting April 18, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Friday, April 6, 2018

Dr. Crumpton's Office

Mr. Robinson, Chair of the Board Finance Committee, called the April 6, 2018 Finance Committee meeting to order at 12:05.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

Senior Staff present: Robert Schlanz

Ex-Officio Members present: Marilyn Crumpton, Interim Health Commissioner and Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Introductions	The Chair welcomed everyone and asked everyone to introduce themselves since this was a special meeting with guests and two committee members who were joining the meeting via conference call.	Each person in the group shared their name and job title/role at CHD with the group.	Ronald Robinson
Review of Revisions to Budget Reduction Scenarios	The Committee discussed extensively many aspects of the budget reduction scenario for the restructuring of the community nursing program with union leadership from both CODE and AFSCME local 3119 as well as CHD program managers and leadership staff. The discussion included: <ul style="list-style-type: none"> • Results of research on alternatives to sustain services • Transportation options 	The Committee agreed on revisions to the budget reduction scenario that will be submitted to the Budget Office on Monday, April 9, 2018	All

	<ul style="list-style-type: none">• Medicaid rules• Providing FQHC medical visits• Practices of other FQHCs• The increase in communication due to the use of EPIC on these visits• The staffing model and need for both RN visits and NP/RN visits.• The group also discussed the phase-in of the restructured program.		
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Meeting Adjourned 1:45 p.m.
Next Meeting April 18, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, April 18, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the April 18, 2018 Finance Committee meeting to order at 4:08.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Luwana Pettus-Oglesby

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Joyce Tate, Assistant Health Commissioner and Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Introduction	The Committee Chair opened the meeting welcoming a new member, Ms. Pettus-Oglesby, from the CCPC Board. Ms. Tate also informed the committee that a second CCPC representative will be joining the committee as well, Mr. Keith Deaton, and that he hopes to join the committee at the next meeting.		Ronald Robinson
Request for updates on related budget and program meetings since last Finance Committee Meeting	The Committee Chair applauded the Leadership Team on their work with the Budget Reduction scenarios and said that the race is underway but not finished. He asked for an update on the meetings that took place concerning the budget in the		Ronald Robinson/All

	<p>last two weeks. Mr. Schlanz shared that he had met with the budget office last week and that meeting went well. It looks like the proposed 1.4 million dollar reduction is acceptable.</p> <p>Leadership Team members then shared an update from the meeting earlier today with the unions stating that there was a recommendation made to test the changes to make sure they are all viable before the full rollout. A key point that was made at the meeting is to get the N.P. in place as soon as possible.</p>	<p>The Committee discussed the staffing model and agreed that the focus is to have the model in place by July 1, 2018.</p>	
Approval of Minutes	<p>The Committee Chair asked the committee members if everyone had the opportunity to review the minutes from both the March 15, 2018 and the April 6, 2018 meetings. The committee members responded affirmatively.</p>	<p>The Committee approved and accepted the minutes as distributed.</p>	Ronald Robinson
Review of Contracts for the 4/24/18 BOH Meeting	<p>Mr. Schlanz presented the two contracts that are scheduled to go to the BOH on April 24, 2018:</p> <ul style="list-style-type: none"> <p>Cincinnati Children’s Hospital Medical Center - Drug and Poison Information Center – This is an amendment of a payable contract adding \$ 30,000.00 for four years to provide 24/7/365 services of the Infectious Disease Call Center for reporting diseases and transmitting those reports to the 14 local health departments in</p> 	<p>The Committee recommended approval of both contracts by the BOH.</p>	All

	<p>Greater Cincinnati. Funding is provided to CHD through grant funds received from HCPH.</p> <ul style="list-style-type: none"> • UC Physicians LLC- This is a new payable contract of \$114,000.00 to pay for a PT primary care physician, Dr. Michael Jerkins, to serve patients through the SBHC operations for a term of three years. 		
Dashboard Review	<p>Mr. Schlanz pulled up the dashboard and pointed out that CHD's low trend on visits continued in January 2018. He added that all provider vacancies will be filled soon which should greatly improve this trend. Mr. Schlanz also stated that Dr. Gonzales is working diligently with the providers to improve their numbers as needed. The Committee asked for talking points on the restructuring model for the upcoming BOH meeting in hopes of sharing them with the BOH and providing an opportunity for greater engagement of the board members in this process.</p>	<p>The Committee agreed to discuss revenue generating ideas at the next meeting.</p>	<p>Robert Schlanz/ All</p>

Meeting Adjourned 5:10 p.m.
Next Meeting May 16, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, May 16, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the May 16, 2018 Finance Committee meeting to order at 4:04.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Luwana Pettus-Oglesby, Ki Afi Ra Moyo (by phone)

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Joyce Tate, Assistant Health Commissioner, Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
CCPC Member Update	The Committee Chair opened the meeting by welcoming everyone. He also clarified that the Committee is made up of two BOH members, Mr. Schlanz and two CCPC board members. Currently there are three CCPC Board members who have shown interest in participating.	Ms. Tate agreed to check with the interested CCPC board members and clarify the two who will be formal members of the Committee.	Ronald Robinson
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Review of Contracts for the 5/22/18 BOH Meeting	The Chair clarified that there are no contracts for review by the BOH in May.		Ronald Robinson

Dashboard Review	<p>Mr. Schlanz reviewed and explained the February and March Dashboard numbers to the Committee. The focus of the discussion was on the Performance Indicators of the FQHC Health Centers and SBHCs (School Based Health Centers). The revenue at the FQHC Health Centers is way behind this year due to provider vacancies. This situation should be remedied soon as all the provider vacancies are in the process of being filled. The expenses are down as well largely in payroll and fringe benefits again due to lack of providers. The big buckets of expense costs reflected on the dashboard are interpreters, pharmacy supplies, temporary personnel, payroll and laboratory services. As CHD approaches the end of this fiscal year, the CFS system will go down to reconcile the year. The focus with the fiscal year close-out is on the general fund because the revenue funds roll over to the next fiscal year. Mr. Schlanz then provided a review of the dashboards for the SBHCs. This year has been a transitional year to increase visits in the SBHCs. The projections for 2019 with the adjusted staffing models are 39,000 visits.</p> <ul style="list-style-type: none">• Ms. Carter then explained the situation with the dental program in the		Ronald Robinson/Robert Schlanz/All
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	<p>SBHCs. She began by explaining the difference between general dentists and pediatric dentists. She went on to explain how the dental program works in the schools. CHD has three dental sites within CPS and buses all the children to those sites. The focus is to make sure all of the CPS children receive preventative care. The children are primarily enrolled in Medicaid and some are privately insured. Ms. Carter went on to explain how consent is received for the children's treatment and how the communication works with the parents through the school nurses and after visit summaries. In order to increase the visits, CHD needs to be fully staffed. The Committee asked Ms. Carter if she could clearly translate the loss of capacity to the loss of revenue projections and she responded that she could and that the program has a 72% referral completion rate and added that the demand is there. She emphasized that in dental there is an</p>		
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	<p>unrelenting demand and that the cases seen by CHD dentists are much more complicated than the cases seen in private practice. Ms. Carter also explained the salary ranges of CHD dentists saying the range is low comparatively and that merit increases for dentists have been frozen for several years because these positions are non-represented. Ms. Carter explained that this makes it very difficult to retain dentists.</p> <p>Mr. Robinson then asked if the department was ready to project revenue for 2019 based on full staffing by providers and increased visits. The Committee agreed that the projections are advisable now.</p>	<p>Ms. Carter, Mr. Robinson and Ms. Schroder agreed to work on the numerical data to support a case for addressing the salary range and merit increases needed for the dentists.</p> <p>Mr. Robinson and Ms. Schroder agreed to take this information to the BOH using a simple table with medical, dental and vision numbers and a three-year trend. Mr. Robinson will work with Mr. Schlantz this Friday on the table.</p>	
<p>Financial Update</p>	<p>The Committee then discussed the timeline for the approval of the 2019 budget. Mr. Schlantz shared the timeline from the budget office that shows the City Manager will submit his recommended budget to the Mayor by 5/31/18. The Mayor is then scheduled to deliver his recommended budget to City Council by June 6, 2018. Public hearings on the recommended budget will be held in June and City</p>		<p>All</p>

	<p>Council is scheduled to adopt the budget by June 27, 2018. Mr. Schlantz added that he has received no word from the Budget Office on CHD's submitted scenarios. The Committee discussed the importance of moving forward with the restructuring of the Community Nursing Program regardless of the final recommendation from the Budget Office. Many of the steps being put in place are complex and not able to be reversed. The group discussed the working timeline for the transition and that many members of a large team are working together to assure the transition is in place by July 1, 2018. The first step, which is taking place right now, is the credentialing of staff and getting EPIC access. The next step is the on the job training and EPIC training. The EPIC system is now ready for the transition and the billing changes are ready.</p>		
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Meeting Adjourned 5:06 p.m.
Next Meeting June 20, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, June 20, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the June 20, 2018 Finance Committee meeting to order at 4:36.

Roll Call

Board of Health members present: Ronald Robinson

City of Cincinnati Primary Care (CCPC) Board members present: Keith Deaton

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Marilyn Crumpton, Interim Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Review of Contracts for the 6/26/18 BOH Meeting	Mr. Schlanz presented the seven contracts to the Committee: <ul style="list-style-type: none"> • Cincinnati Public Schools- This is a receivable contract from C.P.S. to pay for 17.5 FTEs for PHN 2s for the 2018-2019 school year. The contract is for \$ 1,537,876.29. • The Children’s Home of Cincinnati – This is a second amendment 	The Committee discussed the contract and noted that CPS did cover the COLA increases this year for the staff. The Committee noted that this contract was similar to the CPS contract for PHN 2 services during the 2018-2019 school year.	Robert Schlanz/All

	<ul style="list-style-type: none"> • OCHIN Inc. – This is the 6th amendment to our OCHIN agreement. This amendment amends the terms of the claims management portion of the agreement to reduce the percentage of revenue collected from 8.25% to 6% paid to OCHIN by CHD for third party claims management. • Health Care Access Now- This is an agreement with HCAN for CHD to provide the Pregnancy Pathways program and be reimbursed for those services through pay-points. The term of this contract begins July 1, 2018 and is self-renewing. 	<p>The Committee discussed this contract and asked about the chronic disease patients' portion. Dr. Mooney clarified that this would be a new area for us and that she will be looking into this portion and will provide more information to the Committee when she has it.</p> <p>The Committee agreed to recommend all of the contracts to the BOH for approval.</p>	
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Meeting Adjourned 5:02 p.m.
Next Meeting July 18, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, July 18, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the July 18, 2018 Finance Committee meeting to order at 4:04.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Luwana Pettus-Oglesby

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Marilyn Crumpton, Interim Health Commissioner, Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.	The Committee approved and accepted the minutes as distributed.	Ronald Robinson
Financial Update	The Committee discussed the OCHIN amendment that was discussed and recommended for approval in the last meeting. Mr. Schlanz explained how the negotiations with OCHIN transpired and the savings the amendment will give CHD. Mr. Schlanz also mentioned the upcoming LabCorp contract renewal that is due in March. The Committee discussed options		Ronald Robinson/Robert Schlanz

	<p>for lab services and agreed to further discussions on the topic. The Chair requested additional information be provided in Committee about how costs are introduced into CHD program areas. The Committee discussed the topic and Ms. Tate mentioned several important decisions that she will bring to the Committee for discussion as soon as she has gathered all the needed data. Committee Members clarified that things should come to the Finance Committee for discussion and expressed an interest in being involved when one group within the department finds an issue to be ethically recommended but no funds are available to fund the proposal. The Chair also clarified that he would like the Committee to be a land bridge and would also like the more mundane decisions to be shared with the Committee along with the budget justification so the staff get in the habit of looking at both the expense and the revenue side of each decision.</p>	<p>The Chair clarified that he would like the Committee to focus time on both expense reduction opportunities and revenue generation opportunities.</p> <p>Ms. Tate requested and was granted time each meeting to highlight her program operations.</p>	
<p>Dashboard Review</p>	<p>Mr. Schlantz began by saying the 2019 budget is just now being loaded so he expects to have some information next month on FY 2019. He then showed the dashboard reflecting FY 2018. He commented that the earlier trends continued due to the</p>	<p>The Committee agreed to put together a power point presentation with pictures that would accurately describe the impact if CHD had to cut dental services. This presentation could be used to facilitate discussions with stakeholders</p>	<p>Robert Schlantz/All</p>

	<p>provider shortage and that the impact was reduced in later months.</p> <p>He also reviewed the provider numbers and briefly discussed the problem with keeping good providers. Mr. Schlantz also discussed the dental vacancies and the numbers related to those vacancies as well. Dr. Crumpton shared the FYI Memo that was shared with City Council and the City Manager about the Dentist salary issue. The Committee discussed the issue in depth and the best way to get the information to the City Administration in clear terms. This is an urgent matter as CHD is now facing the real possibility of having to cut dental services for lack of dentists. The Committee also reviewed the information provided by Ms. Carter on 7/17/18 about the Dentist candidates but the need for the salary to be competitive. The Committee brainstormed other stakeholders like CCHMC who can help advocate in this situation</p>	<p>and City Administration in a timely manner</p>	
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Meeting Adjourned 5:08 p.m.
Next Meeting August 22, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, August 22, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the August 22, 2018 Finance Committee meeting to order at 4:07.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Keith Deaton

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Melba Moore, Health Commissioner, Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.	<ul style="list-style-type: none"> The Committee approved and accepted the minutes as distributed. 	Ronald Robinson
Introduction of Ms. Moore to Committee	The Committee Chair welcomed the new Commissioner, Ms. Melba Moore, to the Finance Committee. He also reviewed the charge of the Board of Health and emphasized that the Finance Committee should bring meaningful information and recommendations to the Board of Health. The Commissioner addressed the Committee and clarified who the Committee serves and	<ul style="list-style-type: none"> The Chair asked that a copy of the proposed mission, vision and core values provided by Ms. Moore be included in the minutes and be discussed at a future meeting. 	Ronald Robinson and Melba Moore

	<p>shared a proposed mission and vision statement as well as a list core values for the Finance Committee. She also discussed the type collaborative relationship and engagement she sees as important for the Finance Committee and the Leadership Team.</p>		
<p>Review of Contracts for 8/28/18 BOH Meeting</p>	<p>The Chair asked that the contracts be presented for approval. Mr. Schlantz presented the contracts:</p> <ul style="list-style-type: none"> • Cincinnati Children's Hospital Medical Center Cradle Program – This is a receivable contract of \$ 49, 140.00 to fund a Community Health Worker position at the school-based health center at Aiken High School. The term is from 6/26/18 – 6/30/19. • BrightView – This is an accounts payable contract for \$ 85,000.00 that will be funded through a grant that CHD will receive to consult with BrightView to expand and/or initiate substance abuse treatment and mental health services for patients in our health centers. The term is from 9/1/18 – 8/31/19. 	<ul style="list-style-type: none"> • The Committee approved both contracts for acceptance by the Board of Health. • The Chair requested a brief review of the City purchasing process at the next Finance Committee Meeting. 	<p>Ronald Robinson and Bob Schlantz</p>

	<p>The Committee asked questions and Dr. Mooney provided additional information about each contract.</p> <p>Mr. Schlantz also explained the various ways a contract is processed in the City system and that the BrightView contract has recently been approved by the City Manager as a Single Available Source request and a purchase order will be issued from Purchasing instead of the normal professional services agreement.</p>		
<p>Audit Discussion</p>	<p>The Chair introduced the topic and the Commissioner offered to start the discussion with a brief overview of the steps she has taken so far on learning about the City audit system and the existing CHD performance audits.</p> <ul style="list-style-type: none"> • The Commissioner spoke in detail about the pharmacy performance audit from last year and gave an update of where CHD is on each of the five in-progress items from the audit. The Committee commented on the capital costs for some of the in-progress items and Mr. Schlantz explained some of the additional FTE needs to implement an electronic inventory 	<ul style="list-style-type: none"> • The Committee requested a Cash Handling report of the past 30 days or a statement of cash flow and an update of the 395 funds. • The Committee agreed to put together a list of questions on what the Committee wants an outside perspective on at this time. 	<p>All</p>

control system for pharmacy.

- Ms. Richardson gave an overview of the cash handling audit that was done. She went through each of the eight recommendations from that audit and explained each and any follow-up done since the audit. She mentioned two recommendations that were not completed due to a need for capital dollars. The Committee discussed the allocation of the capital budget and how the department requests capital dollars. The Committee discussed the average daily cash intake from each health center and Ms. Richardson explained the check and balance systems in place within CHD and downtown.

The Committee then discussed the request for a financial audit and asked the Commissioner what questions she wants answered from a financial audit. She explained that she wants to know in clear terms where CHD is financially, what CHD should be doing and how CHD should be doing it. She clarified that

	<p>after speaking with the City Finance Department she understands that CHD will have to pay for the financial audit since the City only provides performance audits.</p> <p>Ms. Schroder shared that the Committee needs to identify all of the questions it has and where the Committee can get the answers. She added that many of the answers may be able to be obtained internally. Mr. Schlantz went on to explain the cost report audits of Clark, Schaefer, and Hackett and the fact that when they do their cost report audit they are actually auditing 70% of the Health Department. Mr. Schlantz explained how the financial audits work and that the auditors express an opinion on the fairness of the cost reports based on their random testing of information.</p> <p>The Chair explained that the answer to the big question of how CHD did financially at the end of the year is very important because CHD can't continue to count on receiving a windfall every year.</p>		
<p>Dashboard Review</p>	<p>Mr. Schlantz began the review with the summary sheet for the department. He reviewed the expense and revenue lines for the report and explained each. The Chair asked how costs are managed when the number</p>	<ul style="list-style-type: none"> • The Chair requested that the schematic and timeline for the new proposal medical visits in the home be forwarded to him. • The Chair requested that Ms. Carlyn, Ms. Richardson and Ms. Colmenero join the 	<p>Bob Schlantz/All</p>

	<p>of visits is down at a specific site. Mr. Schlanz explained some of the plans to reduce the cost of interpreters that are being put in place and that the temporary staff numbers were up to cover for some of the provider vacancies we had this year. The Commissioner shared the request of the unions to explain why we are using temporary staff so much. She has requested a report from the Finance Division on the current temporary staff and consultants and will discuss the report with the unions.</p> <p>The Chair asked Mr. Schlanz to summarize how we did in fiscal year 2018 if we do not count the windfall from Medicaid and he responded that not very well. He also explained some of the decisions for 2019 that were made to address the issues learned in 2018. He said for the revenue side that CHD is working to increase provider productivity and filling the provider vacancies. For the expense side, CHD is looking at cuts to support staff if needed which is something CHD tries not to do.</p> <p>The Committee discussed the variables that CHD can control and which variables CHD does not have full control of as a department.</p>	<p>Committee's meeting next month to further discuss this issue. He specifically asked Ms. Colmenero to give a presentation at the next meeting.</p> <ul style="list-style-type: none">• The Chair asked Dr. Gonzales to provide a calculation of "revenue not captured" to the Committee.	
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The Chair put forward the request that the Committee needs to define CHD's maximum revenue generating capacity at the health centers. He also stated that the Finance Committee needs to bring revenue generating ideas to the BOH and the Commissioner. The Chair then asked that an update be given on both of the revenue generating ideas the Committee has been discussing.

- Medical Visits in the Home is one of those revenue generating ideas. Ms. Carlyn shared that this has not yet been started as there is now a new model that has been developed. She further explained that the new model will expand CHD's reach and allow CHD to bill at FQHC rates for all of these services. The model will also allow CHD to see more patients more often.
- Chronic Care Management Plan is another revenue generating idea that the Committee has been discussing. Ms. Richardson gave an update on the pilot program at the Millvale Health Center and the steps that have been

put in place. She said that the billing just took place over the past few weeks so the team is not sure if CHD will get paid as billed or if some of the claims will be denied. The Chair asked about the potential for the program and Ms. Richardson explained that EPIC has identified that we have 1,294 patients that have two chronic conditions and have Medicare which is the main criteria to be enrolled in this program. Ms. Richardson also explained the challenges of coding with both the providers and nurses and the copay obstacle for some of the patients. Ms. Colmenero shared information about how she has seen the plan work and that it is a win/win because it provides additional revenue to the FQHC and gives patients better access to their providers.

The Chair also asked Dr. Gonzales to look at the **no show** rate of 25% that he reported to the CCPC Board in their last meeting and what we can do to cut this number in half. Dr. Gonzales pointed

	<p>to transportation issues and overbooking and explaining how this number might be misleading. Dr. Gonzales also mentioned the Walnut Health Center has low visit numbers and the Commissioner commented that she is meeting with Talbert House and Kroger's on this issue. The Commissioner said we need to assess that situation and be strategic.</p>		
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Meeting Adjourned 6:19 p.m.
Next Meeting September 19, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich

Cincinnati Health Department

Finance Committee

The Finance Committee of the Cincinnati Health Department (CHD) will Advocate for Accountability and Fiscal Responsibility- PAFF

Mission

(CHD) will cultivate, connect and be empowered to provide the Finance Committee with monthly financial reports. Pursue revenue generating opportunities for sustainability of quality, accessible health services.

There will be a shared/ and sharing of information to ensure good stewardship of the finances.

Sharing information for clarity of operations.

Transparency of the allocation and reporting of financial resources.

Advocacy for increased revenue streams which are in alignment with operations and the delivery of quality health services.

Govern the finances openly effectively, and ethically, and work collaboratively to foster mutual benefit.

Vision

The Cincinnati Finance Committee will pursue financial management functions for the CHD which supports leadership in carrying out Public Health services and the delivery of Health Services, resource rationalization and professional consulting which aids efficient and effective achievement of the CHD strategic plan toward the improvement of the health of the people it serves.

Core Values

Accountability

Advocacy

Integrity

Quality customer service

Professionalism

Innovation and creativity

Teamwork

Responsible corporate citizenship and strong social responsibility

Respect for and conservation of environments

Actions for the next Finance Board Meeting

Mr. Robinson and Vicky,

Please find attached a copy of my remarks relevant to the mission, vision and values that I shared with the Finance Committee last evening. The update regarding the performance audits which were conducted on Vital Records, Inventory of the Pharmacy and Cash Handling in the Health Centers is also attached. Since the committee received a copy already, this document can serve as your copy for record. Of course, if there are members who did not receive a copy, copies can be provided.

I took the liberty to list a few of the items that were requested:

1. Mr. Robinson requested for the next meeting an explanation/overview of the (3) purchasing processes:
 - A. Contractual
 - B. Competition
 - C. Sole Source
2. Mr. Schlanz has been requested to provide available of funding to cover the cost of a financial audit. This should be shared with the committee as well.
3. The Health Center team was requested to provide the average amount of money that is picked up each day from each center.
4. What's the balance in the 395 account from the reimbursement from the cost reports?
 - A. What has been collected in the past 30 days or year?
 - B. Provide the committee with a copy of the cost reports audit- the Executive Summary.
5. What is the calculation of the revenue that is not captured as a result of the no show rate?
6. What is our inability to capture this information?
7. Provide a copy of the A-133 report (most recent one)
8. Where is the flow report which was generated by Dr. Owens?
9. What prohibits us from generating a Finance Committee report to the members and is incorporated into the Board of Health report?
10. Format for the Finance Committee agenda to list action items and for these action items to be reported and discussed in the following meeting.
11. Research potential leadership development opportunities for the team.
12. Mr. Robinson to provide the information regarding the consultant group to assess processes within CHD/FQHC's
13. Additional discussion regarding the financial audit to include the elements which are being sought which the committee can agree upon and that will align. (We want to know If financial statements are stated in accordance with specified criteria. Are there financial statements from the previous year utilizing the cash basis or some other basis of accounting appropriate for the department? Were there any misstatements, material weaknesses, how are we performing? Income statement, balance sheet, cash flow?)
14. Are there office supplies to purchase journals for Board and Committee members?
15. The 5- point process for reporting:

- A. What was the outcome of the previous efforts? What was the outcome of the task last week/previous month?
 - B. What is the task for the next week? Or next month?
 - C. What are the hot button issue (s)/problem (s)/challenge (s)?
 - D. What are you doing to resolve the problem (s) or challenge (s)?
16. Provide the timeline, work plan and flow process to integrate medical home with the home health program. Include the estimated revenue to be generated based on the reimbursement cost and staffing plan and training requirements. Provide date for implementation. This is due next week for discussion with CODE and ASLME.
17. How many potential patients could be billed under the Chronic Disease Management program? How many are enrolled into the program?

I was provided a policy related to the responsibilities of the Board of Health and Board Members and there is some language list:

Fiduciary Responsibilities

- A. Approval of Grants and Contracts
- B. Review and Approval of Financial Information and Budget (I understand the Finance Committee does this, however, it might be good to insert it in the Finance Committee responsibilities) Just a thought.



City of Cincinnati Board of Health Finance Committee

Wednesday, September 19, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the September 19, 2018 Finance Committee meeting to order at 4:03.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Both CCPC members were absent.

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Melba Moore, Health Commissioner, Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Approval of Minutes	<p>The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively.</p> <p><u>Motion:</u> That the Board of Health Finance Committee approve the minutes of the August 22, 2018 Board of Health Finance Committee Meeting.</p>	<p><u>Motion:</u> Schroder <u>Second:</u> Schlanz <u>Action:</u> Passed</p>	Ronald Robinson
Review of Contracts for 9/25/18 BOH Meeting	<p>The Chair asked that the contracts be presented for approval. Mr. Schlanz presented the contracts:</p> <p>Interact for Health This is a grant for \$ 300,000.00 to support the Academy of World Languages Integrated Health Hub. Dr. Crumpton explained the specifics of how the money will be spent and how the grant award process works at Interact for Health.</p>		Ronald Robinson and Bob Schlanz

	<p><u>Motion:</u> That the Board of Health Finance Committee recommend approval of this contract to the Board of Health.</p> <p>Children’s Hospital Medical Center: This is a receivable contract of \$134,250.00 to pay for 3 CHWs for 9 months in support of the of Cradle Cincinnati community partnership. The term runs from 1/1/19 – 9/30/19.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend approval of this contract to the Board of Health.</p>	<p><u>Motion: Schroder</u> <u>Second: Schlanz</u> <u>Action: Passed</u></p> <p><u>Motion: Schlanz</u> <u>Second: Robinson</u> <u>Action: Passed</u></p>	
<p>Dashboard Review</p>	<p>Mr. Robinson commented that the dashboard discussions of the Committee have matured to the point that it is time to begin presenting the dashboard to the BOH at their monthly meetings. The Committee was in agreement.</p> <p>Mr. Schlanz reviewed the Dashboard Summary page and explained each line. He showed the downward trend of the medical visits in the past two years and the how far CHD is currently behind on dental visits. The Committee asked if the dashboard numbers were ever revised.</p> <p>Mr. Schlanz responded saying that Dr. Gonzales is working on provider productivity and said that it would be a good idea to wait a few months and see those numbers and then revise the expense numbers. Mr. Schlanz clarified that we are seeing savings on salaries but added that unfortunately that savings is not enough to offset the shortage in revenue.</p> <p>Mr. Schlanz also added that if CHD is not able to meet its revenue projections that expense reduction plans like hiring freezes in the health centers should be</p>		<p>Bob Schlanz/All</p>

	<p>considered. The Chair asked what tools CHD has to flex expenses. Mr. Schlanz responded that payroll is CHD's biggest expense. IT and Pharmacy are other big expenses but that these two can't really be reduced. The big savings can only come on the payroll side.</p> <p>The Committee analyzed the numbers and the short fall. The Chair suggested that while managing the expense side of the ledger is important, looking for revenue enhancement opportunities is also important.</p> <p>The Committee suggested and discussed the type of financial overview reports that can be created to present to both the BOH and the CCPC Board on a monthly basis. The Chair asked that this item be placed on the agenda at the next meeting.</p>		
Presentation	<p>Ashley Colmenero gave a presentation titled "Phamily-Patient Engagement that Pays"</p> <p>The Chair proposed that the Committee entertain a motion in the next meeting to introduce a three-month pilot program with Phamily and run a comparative study with the current system. The Committee agreed that any proposal will need to be formally presented and approved at the BOH and will need to have approval of the CCPC Board as well. The Chair also asked Ms. Tate and Ms. Richardson to gather information on structural impediments to implementing the Phamily model.</p>		Ashley Colmenero

Meeting Adjourned 5:50 p.m.
Next Meeting October 24, 2018 at 4:00 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, October 24, 2018

Room 324

Mr. Robinson, Chair of the Board Finance Committee, called the October 24, 2018 Finance Committee meeting to order at 4:08.

Roll Call

Board of Health members present: Ronald Robinson, Kate Schroder

City of Cincinnati Primary Care (CCPC) Board members present: Robert Brown

Senior Staff member present: Robert Schlanz

Ex-Officio Members present: Melba Moore, Health Commissioner, Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Welcome	The Chair opened the meeting welcoming everyone and giving a special welcome to Ms. Prentis Wilson, who is the Chair of the CCPC Board. The Chair also clarified that at the last CCPC Board Meeting, the board voted to reinstate Mr. Brown as a CCPC representative to the Finance Committee. Mr. Deaton will be stepping down from his role on the Finance Committee as Mr. Brown joins the Committee.		Ronald Robinson
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively. <u>Motion:</u> That the Board of Health Finance Committee approve the minutes of the September 19, 2018 Board of Health Finance Committee Meeting.	<u>Motion:</u> Schroder <u>Second:</u> Schlanz <u>Action:</u> Passed	Ronald Robinson

<p>Review of Contracts for 10/30/18 BOH Meeting</p>	<p>The Chair asked that the contracts be presented for approval. Mr. Schlanz presented the contracts:</p> <p>Complete Wellness: This is a three-year accounts payable contract of \$ 90,552.00 that would fund a program to continue the work of the Xavier Grant Program with chronic disease self-management. Stephanie Harris, who is a master trainer, would train CHD staff and provide group sessions in both the CCPC program and the Creating Healthy Communities program. The funding would come through the quality improvement award money we have received for training. The Committee asked for the deliverables of the contract.</p> <p>The Hamilton County Board of County Commissioners: This is an accounts receivable contract of \$68,911.00 that will pay CHD for inspections on closed municipal landfills, solid waste transfer stations, composting facilities, and scrap tire transporters. The term of the agreement runs from 1/1/19 -12/31/19.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend approval of these contracts to the Board of Health pending the attachment of the deliverables for the Complete Wellness contract.</p>	<p><u>Motion: Schlanz</u> <u>Second: Schroder</u> <u>Action: Passed</u></p>	<p>Ronald Robinson and Bob Schlanz</p>
<p>Discussion about the Walnut Street Health Center</p>	<p>The Commissioner updated the Committee that the current lease for the Walnut Street Health Center site will expire on 12/31/18. The Commissioner said that she has not had sufficient time to evaluate the previous program design at Walnut</p>		<p>Commissioner Moore</p>

	<p>Street Health Center but that she has met with Talbert House CEO, Mr. Tillow, who agreed that there is an opportunity to work together more in the future to increase the patient population at the Walnut Street site. The Commissioner recommends renewing the lease at Walnut Street for one year. She also recommends entering into a formal MOU with Talbert Services that clearly defines the role of each party in the new lease term. Additionally, the Commissioner met with Interact for Health on a project called "safe stations" that would provide substance abuse treatment services. In a model from Massachusetts, cities are establishing "safe places" where assessment and referral for substance abuse treatment services can take place in neighborhoods. In Massachusetts, the "safe places" are firehouses. The concept would be similar in the proposed Cincinnati model except health centers would be the "safe stations". The Commissioner is proposing that Walnut street be predominately where the assessments and referral for treatment would take place in Cincinnati. The Commissioner is working with a subcommittee on the design for a pilot project on this concept. The Commissioner's recommendation is to enter into a new one-year lease to give CHD sufficient time to assess what works with Talbert House and pilot the "safe spaces" concept with substance abuse treatment services. The Commissioner said she hopes to have a draft of the MOU that will be attached as an addendum to the lease by the third week of November. The Committee asked about the possibility of going month to month for the new lease and</p>		
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	the Commissioner agreed that this would be a good option.		
Phamily Pilot Program Proposal	The Chair asked the Committee to return to the discussion that took place at the previous Finance Committee Meeting about the Phamily Pilot Program. He expressed his concern that CHD does not seem to be able to move forward with the project. Ms. Tate and Ms. Richardson mentioned the importance of getting provider buy-in to the project. Ms. Tate explained that the reason this is important is because this is Medicare. Ms. Colmenero explained that with the Phamily is a fully transparent model with training every step of the way. The Chair asked Dr. Gonzales if there were any champions on his staff that would be interested in the project. Dr. Gonzales said he did have providers interested and would facilitate a meeting with two providers. The specific concerns outlined by Dr. Gonzales at this point are physician testimonials, integration with EPIC and a business plan. The Committee determined that Dr. Gonzales, the Commissioner and Ms. Colmenero will work together to collaborate and remove the barriers to the project.		Ronald Robinson
Dashboard Review	Mr. Schlantz began a review of the dashboard. The Committee noted the shortfall on the revenue side of the dashboard.		Bob Schlantz/All

Meeting Adjourned 5:49 p.m.
Next Meeting December 5, 2018 at 3:30 p.m.
Minutes prepared by Vicky Minnich



City of Cincinnati Board of Health Finance Committee

Wednesday, December 5, 2018

Room 324

Ms. Schroder, Chair of the Board Finance Committee, called the December 5, 2018 Finance Committee meeting to order at 3:34.

Roll Call

Board of Health members present: Kate Schroder, Amar Bhati

City of Cincinnati Primary Care (CCPC) Board members present: Robert Brown, Luwanna Pettus-Oglesby

Senior Staff member present: Jim Wimberg

Ex-Officio Members present: Melba Moore, Health Commissioner, Joyce Tate, Assistant Health Commissioner

Topic	Discussion	Action/Motion	Responsible Party
Welcome	Ms. Schroder opened the meeting and explained that since Mr. Robinson has stepped down from the Finance Committee that she has agreed to step up and now serve as Finance Committee Chair. She also announced that Dr. Amar Bhati from the Board of Health has agreed to join the Finance Committee as a member filling the vacant position left by Mr. Robinson.		Kate Schroder
Approval of Minutes	The Committee Chair asked the Committee members if everyone had the opportunity to review the minutes. The Committee members responded affirmatively. <u>Motion:</u> That the Board of Health Finance Committee approve the minutes of the October 24, 2018 Board of Health Finance Committee Meeting.	<u>Motion:</u> Schroder <u>Second:</u> Bhati <u>Action:</u> Passed	Kate Schroder

<p>Review of Contracts for 12/11/18 BOH Meeting</p>	<p>The Chair began the review of the contract that will go to the BOH as an informational item:</p> <p>Hamilton County Mental Health and Recovery Services Board- Payable contract of \$ 6,600.00 to provide 10 additional parking spaces at the ADAS lot located at 3009 Burnet Avenue for a term of 1/1/19 – 12/31/19.</p> <p><u>Motion:</u> That the Board of Health Finance Committee recommend this contract to the Board of Health.</p>	<p><u>Motion: Schroder</u> <u>Second: Wimberg</u> <u>Action: Passed</u></p>	<p>Kate Schroder/ Jim Wimberg</p>
<p>Discussion about the Walnut Street Health Center</p>	<p>The Commissioner updated the Committee on the viability of a continued month to month lease with Talbert Services for the Walnut Street site. She reviewed the “safe places” model and explained how each step would work. The Commissioner explained that she really has not had enough time to assess what CHD should be at the Walnut Street site yet. The Chair asked about the type of funding available for the safe places model and the Commissioner responded that no money has been identified yet but when the data is available there will be an opportunity to look at the funding as well. The Commissioner also shared that another idea is to promote the Walnut Street location as an urgent care facility. The Commissioner also shared that Talbert Services has agreed to go ahead with a month to month lease but has required a 120 day cancellation notice as a part of the month to month lease. The Commissioner said that the Committee needs data to see what the best option is for the site. The Committee looked at the numbers for Walnut Street so far this fiscal year. There are 158 visits so far but 450 visits were projected. The Committee also asked if there is capacity at the Elm Street location for these patients. The Committee also pointed out a lack of parking and the fact that there are no houses in the vicinity of the Walnut Street site. The Committee discussed that Kroger’s is moving in across the street and may put a “Little</p>		<p>Commissioner Moore/All</p>

	<p>Clinic” in at that location. Ms. Richardson updated the Committee that when there was a full time provider at Walnut Street the number of visits was much higher but right now there is only a part time OB provider and a medical provider only on Tuesday and Wednesday. The site is completely closed on Thursday and Friday. The Chair summarized that the status quo is not working. There has to be more analysis of the numbers and a business plan. The Commissioner recommended a month to month lease which includes the 120 day cancellation notice with a review by this Committee in February. The Committee agreed to recommend this plan to the Board of Health. Ms. Tate shared that the CCPC Board will go with the recommendation of the BOH.</p> <p>The Committee recommended going ahead with the lease for Walnut Street on a month to month basis with the 120 day cancellation notice and an agreement that the Finance Committee will review the data on Walnut street in the February 2019 meeting.</p>	<p><u>Motion: Schroder</u> <u>Second: Wimberg</u> <u>Action: Passed</u></p>	
<p>Dashboard Review</p>	<p>Mr. Wimberg began the discussion with the summary page of the dashboard. The Chair asked for a comparison to last month and how CHD is doing. Mr. Wimberg responded that while some items are off, overall CHD is doing fine. The Committee asked about the low number of visits and Ms. Tate explained that the provider visits are low due to providers being out on FMLA. Ms. Richardson further explained that they discussed this issue with the providers at the provider meeting this month. They also discussed the no show rate and analyzed ways to reduce it. Dr. Crumpton discussed the idea of having back-up providers and shared that Dr. Gonzales has made a recommendation of back filling the schedule with providers to fill the vacancies. The Committee discussed the idea and agreed that there needs to be a laser focus on increasing the number of visits going forward. The Chair noted that</p>		<p>Jim Wimberg/All</p>

	<p>the visit numbers are over forecasted for this year and would like the Committee to focus on looking at the visit numbers month to month to note if they are increasing or decreasing. The Chair asked that the productivity reports be presented at the next Finance Committee Meeting and that revenue information be added to the dashboard for review next month.</p>		
<p>Discussion regarding Financial Audit</p>	<p>The Commissioner shared handouts with proposed language to be added to the RFQ for performance audits. The Commissioner also shared that she looked at the money spent by the Parks Department on their audit and said their audit cost between \$15,000.00 - \$20,000.00. Mr. Wimberg shared information on the various CHD audits that currently take place annually. The Chair asked what we get in the audits now and Mr. Wimberg explained that each health center is audited as well as the internal controls for the complete health department. The audit also includes home office costs. Mr. Wimberg also shared that all of the grants are fine and clarified that he takes care of those. He said ODH audits the grants. The Chair inquired about the type of reports that CHD receives after an audit and Mr. Wimberg clarified that we have not received a full report since 2015 when we had a full HRSA site visit/audit. Dr. Mooney shared that the RHWP was audited last year after being chosen by ODH and the program did very well. Mr. Wimberg said that the program audit reports are often sent directly to the program leadership in that program. The Chair requested copies of the audit reports from Clark Schaefer and Hackett and the reports of the audits from the programs with the recommendations. Mr. Wimberg also said that the State Auditors also audit CHD as a part of their audit. This includes larger grant programs like the HUD grant, Lead Abatement Grant and the WIC Grant. The Chair requested a list of all the audits that have been done and an electronic version of all of the audit reports.</p>		<p>Commissioner Moore/Jim Wimberg</p>
<p>CCPC Update</p>	<p>Ms. Tate shared an update on the open</p>		<p>Joyce Tate</p>

	<p>encounter report and shared that currently there are 2,400 open encounters. The Commissioner gave Ms. Tate a deadline of 12/18/18 to close all of the encounters. Ms. Tate believes her team will be able to meet the deadline.</p>		
Adjournment	<p>The Chair asked the Committee if changing the start time to 3:30 with a hard stop at 5:00 worked for everyone and the Committee responded that those times work for them. The Committee also agreed to consider another day of the week for the meetings as the BOH Chair, Dr. Lichtenstein would like to attend but Wednesdays do not work for him. The Chair will speak with Dr. Lichtenstein and let everyone know if the day changes.</p>		Kate Schroder

Meeting Adjourned 5:13 p.m.
Next Meeting January 15, 2019 at 3:30 p.m.
Minutes prepared by Vicky Minnich