

CCPC Board of Governors
Meeting Minutes
Wednesday January 11, 2017
Delores Bowman Auditorium
Call to order 6:00 pm

Present: Pamela J. Adams, Prencis Wilson, Jerry Bedford Jr., Luwana Pettus-Oglesby, Leroy Mitchell, John Kachuba, Dr. Kimya Moyo, Robert Brown

Absent: Kathleen Clark and Donald Washington

Staff: Joyce Tate, Robert Schlantz, Rosemary Stemerick, Dr. Marilyn Crumpton, and Pat Carlyn

Guest: Karen Bell, Quinton Norman, and Melissa Abbatiello

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			John Kachuba
Roll Call			Rosemary Stemerick
Minutes	December 14, 2016 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Strategic Plan Review	The Strategic Plan was emailed to the CCPC board and no recommendations to change anything at this time. The Strategic Plan was reviewed and will be revisited later this year.	The Strategic Plan was distributed to each CCPC board Member. There were no recommendations for change. Further discussions will take place for a plan to revise.	John Kachuba
Self-Assessment Results	The self-assessment results indicated that we need more mini sessions and education for the CCPC board such as fiscal review, public relations and advocacy. Will be asking individuals from the Health Department to come and speak to the CCPC board to keep them abreast of activities and events. Next assessment will take off the fundraising portion of survey.	Plan is to have mini sessions and education for CCPC board members. Marla Fuller (IPO) to educate board and put information in the Health Department's newsletter and provide a monthly calendar of events. New members will be paired up with current members to help with education of their role on the board/Committees.	Joyce Tate
Term Limits	There have been several CCPC members who have served multiple terms but we wanted them to stay on the CCPC board due to critical issues and growth in the department (accreditation, funding, and SAC)	Reviewed term limits for each member. Will have CCPC members take an Oath of Office at next CCPC board meeting.	Joyce Tate
Board of Directors Functions and Responsibilities	Provide a copy of the Board of Directors Functions and Responsibilities to each CCPC Members.	Encourage members to read and file document in their CCPC Board of Governors Manual.	Joyce Tate CCPC Board Minutes January 2017 Page 1

Topic	Discussion	Action/Motion	Responsibility
New Pharmacy Director	The Health Department named a new Pharmacy Director-Quinton Norman. Jeff Buka will be working in the Health Centers as a Clinic Pharmacist and working on Medication Review Committee and Preparedness activities.	Introduced New Pharmacy Director-Quentin Norman	Joyce Tate
Pharmacy Policies including 340B Policy	The Cincinnati Health Department Pharmacy is working to update the Clinical Pharmacy Policy Manual. The 340B Policy for procurement of medications and compliance was included. The Pharmacy is also working to standardize their policies so all Health Center Pharmacy's function the same.	Correction: This is not a Residency Policy as indicated on agenda. It is a Pharmacy Policy Manual for the Health Department including the 340B program. Motion Passed Motion: Leroy Mitchell 2 nd . Jerry Bedford	Joyce Tate/Quinton Norman
MedChek	MedChek for Dorschea Johnson DA, Kacie Gray DA, and Kristen Carter RN.	Motion Passed Motion Leroy Mitchell 2 nd : Luwana Pettus-Oglesby	Pat Carlyn
Governance Workbook	Will have copies printed and distributed at next CCPC board meeting. Book is developed by NACHC.	Book was sent to City Printing Services to be copied. CCPC Members can add this document to their Board of Governance Manual.	Joyce Tate/Rosemary Stemerick
QI Reports	Controlling High Blood Pressure and Use of Appropriate Medications for Asthma was reviewed per Health Center and Provider.		Pat Carlyn
Bloodborne Pathogen Exposure Control Plan Policy	This is an existing policy that had several upgrades based on a request to include city requirements.	A handout of the Policy was provided to CCPC board members. Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Leroy Mitchell	Pat Carlyn
Status of Home Health	Update on the review and assessment of Cincinnati Health Department Home Health Program. The Home Health Program is not a function of the CCPC, but part of the Cincinnati Health Department.	A CCPC board member requested the review of the Home Health Program.	Dr. Marilyn Crumpton
SBHC Updates	Mercy in Saylor Park and Crossroads in Taft Elementary are open. AWL is adding Vision and Dental in the expansion. AWL is now providing Refugee screening for students.		Dr. Marilyn Crumpton
Relocation of Harrison Site	Crossroads who runs the Harrison Site is moving to a larger building. A motion was accepted to approve the change in Scope of Service to relocate the Crossroad Harrison Site to a larger space in the same complex.	Motion Passed: Motion: Jerry Bedford Jr. 2 nd : Pamela J. Adams	CCPC Board Minutes January 2017 Page 2

Meeting Adjourned 7: 40 p.m.

Next Meeting Wednesday February 8, 2017

_____ Date _____

Rosemary Stemerick, Board Clerk

_____ Date _____

Prencis Wilson, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday February 8, 2017
Delores Bowman Auditorium
Call to order 6:00 pm

Present: Pamela J. Adams, Robert Brown, Prencis Wilson, Jerry Bedford Jr., Luwana Pettus-Oglesby, Leroy Mitchell, John Kachuba, Dr. Kimya Moyo, Melissa Abbatiello, Claudia Velez, and Donald Washington

Absent: Kathleen Clark and George Weatherby

Staff: Joyce Tate, Robert Schlantz, Rosemary Stemerick, Dr. Camille Jones, Phyllis Richardson and Pat Carlyn

Guest: Ki-Afi Ra Moyo, Karen Bell, Nancy Carter, Holly Blackley, Larry Hill DDS, David Maywhoor, Ashley Colmenero,

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			John Kachuba
Roll Call			Rosemary Stemerick
Minutes	January 11, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Presentation-UHCAN Ohio Dental Access and A “New” Workforce Model (Ohio Campaign for Dental Access Now!)	Dental Therapist, a mid-level dental health practitioner can improve access to dental care. They can expand the reach of dentist and provide underserved areas to have access of quality affordable dental care. Described as a cost effective approach to improving access to quality dental care by using “Dental Therapist” for dental care. Currently, Alaska and Minnesota are using Dental Therapists and the profession is endorsed by the American Public Health Association.	There was a request for the Cincinnati Health Department to Endorse/Support the establishment of the dental therapist and dental hygiene therapist for the Ohio Campaign for Dental Access Now!	Dr. Larry Hill, DDS and David Maywhoor
Oath of Office	Melissa Abbatiello was sworn in as a new member to the CCPC board. Term February 2020. Prencis Wilson was sworn in for an additional term to the CCPC board. Term February 2020	Motion Passed Motion: Leroy Mitchell 2 nd . Luwana Pettus-Oglesby	John Kachuba
Board Committees and Assignments	Two new members were added to the board committees. Mr. Robert Brown was added to the Finance Committee and Ms. Melissa Abbatiello was added to the QI committee.	The Board Committee handout was distributed to each CCPC member. It describes the purpose, functions and responsibility of each CCPC Board Standing Committee	Joyce Tate
Board of Directors Functions and Responsibilities	Provide a copy of the Board of Directors Functions and Responsibilities to each CCPC Members.	Encourage members to read and file document in their CCPC Board of Governors Manual.	Joyce Tate CCPC Board Minutes February 2017 Page 1

Topic	Discussion	Action/Motion	Responsibility
Health Commissioner Interim Status	The Board of Health voted to open the Health Commissioner position at last month's Board of Health Meeting.	Will update CCPC board members with any new information.	John Kachuba
Policy for Public Participation at CCPC board meeting	Re-introduce and recognize this policy for the new year.	Review Policy	John Kachuba
New Board Manuals and Calendar of Important Dates	The Health Center Program Governing Board Workbook from NACHC was distributed to board members, as well as, a calendar with important dates for the year.	The Health Center Program Governing Board Workbook was encouraged for members to read and add to their CCPC Board of Governance Manual.	Joyce Tate
HRSA Updates	HRSA site visit will be conducted in mid-April 2017 and they will review areas of: Governance, Finance, and Clinical Review.	Jimmy Brown and our Field Officer Sy Benefield will be here for site visit. CCPC members have been asked to be available for visit.	Joyce Tate
Term Limits for CCPC Board	CCPC Board Members can serve two consecutive three year terms, off one term and then can serve again.		Joyce Tate
Elm Street Dental Change of Hours	Elm Street Dental evening hours on Wed and Thursday each week will be eliminated in order to save money without reducing the number of patient visits or emergency walk in visits. Walk-in emergency patients are higher in morning than evening and evening appointments are not filled to capacity. In addition, three chairs were added to Elm Street Dental allowing for more patients to be seen during daytime hours.	New Hours for Elm Dental Monday 7:30am-6:30pm T-Th 7:30am-5pm and Friday 7:30am-noon. The new hours will begin July 1, 2017, allowing staff and patients to receive adequate notice of the changes. Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Joyce Tate/Nancy Carter
2018 Budget Target and UDS reports 2014,2015 and 2016	The 2018 budget target was reviewed and compared from the 2017 continuation budget. Increase in budget is partly due to personnel cost due to raises. Reviewed UDS reports from 2014-2016. We have had an increase in total patients and patients receiving Medicaid due to outreach and enrollment and the		Robert Schlanz
340B Pharmacy Policy	340B Drug Pricing Program allows eligible patients with lower medicine prices. There are eligibility requirements for participation. This program is administered by HRSA.	Motion to Approve Policy Manual- Motion Passed Motion: Pamela J. Adams 2 nd : Luwana Pettus-Oglesby	Holly Blackley
MedChek	MedChek for: Sarah Fangman DA, Valerie Akins RN, Amanda Montgomery LISW, and Rachel Sigafoose LISW.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Donald Washington	
Cervical and Colorectal Screening Audit	Reviewed both Cervical and Colorectal Screening Audit from December 2016	Provided Handouts	Pat Carlyn CCPC Board Minutes February 2017 Page 2

Meeting Adjourned 8:15 p.m.

Next Meeting Wednesday March 8, 2017

_____ Date _____
Rosemary Stemerick, Board Clerk

_____ Date _____
Prencis Wilson, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday March 8, 2017
Delores Bowman Auditorium
Call to order 6:00 pm

Present: Pamela J. Adams, Robert Brown, Precis Wilson, Jerry Bedford Jr., Luwana Pettus-Oglesby, Leroy Mitchell, John Kachuba, Dr. Kimya Moyo, Donald Washington, George Weatherby and Ashley Colmenero

Absent: Kathleen Clark, Claudia Velez, and Melissa Abbatiello

Staff: Joyce Tate, Robert Schlantz, Rosemary Stemerick, Phyllis Richardson, Dr. Marilyn Crumpton and Pat Carlyn

Guest: Ki-Afi Ra Moyo, Karen Bell, and Ronald Robinson

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			John Kachuba
Roll Call			Rosemary Stemerick
Minutes	February 8, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
HIPAA	A HIPAA video was shown to staff and CCPC board members. It was explained to each attendee that they have a responsibility to respect and maintain the confidentiality of protected health information (PHI) for the Health Center Patients.	Each person signed a Confidentiality Responsibility Acknowledgement form to acknowledge the training and understanding of the HIPAA policy.	Pat Carlyn
MedChek and Delineation of Privileges	We had MedChek and DOP for Shannon Myatt, Nurse Practitioner.	Motion Passed Motion: Precis Wilson 2 nd : Leroy Mitchell	Phyllis Richardson
Oath of Office	Ashely Colmenero was sworn in and accepted as a CCPC board member.	Motion to accept Ashley Colmenero to the CCPC Board was passed. Motion: Luwana Pettus-Oglesby 2 nd : Precis Wilson	John Kachuba
Terms of Office	Updated terms of office for CCPC board members.	CCPC board members were asked to review.	John Kachuba
Nominations for New Officers	Will be asking for nominations for new officers at April 2017 CCPC board meeting.	If there are new nominations a vote will take place at the April 2017 CCPC board meeting.	John Kachuba
			March 2017 CCPC Board Minutes Page 1
Topic	Discussion	Action/Motion	Responsibility

Budget Update	We are facing significant budget reductions in our general fund for 2017-2018 year. This 10 percent reduction which equals a 1.7 million dollar cut puts the Health Department at risk for losing programs, service and staff cuts. In order to meet the City Manager's request, Senior Leadership has identified closing the Community Nursing Program, BCMH Nursing Program and Braxton Cann Health Center. The following proposal for budget cuts have been sent to the City Manager and Budget Office for evaluation.	Senior Leadership has been meeting with City Council Members referencng concern for Cincinnati Citizens if closures occur. It is recommended CCPC Board members and citizens write letters to Council, meet with Council and attend Budget Hearings (TBA). An additional action plan could include a Facebook live campaign.	Robert Schlantz Dr. Marilyn Crumpton
CEO Evaluation	The evaluation was emailed to Executive Committee to review and provide input.	Evaluation will be presented to CEO Joyce Tate before HRSA visit.	John Kachuba
HRSA Visit	Will review information/documents to workgroup at April 2017 meeting.		Joyce Tate
Sliding Scale Fee	Will be provided and reviewed at April 2017 meeting.	Will required a motion at April meeting.	Joyce Tate
Anna Louise Inn	We are working with Anna Louise Inn to provide Health Services for women living there.	Plan is to provide transportation for the women who need access to primary care.	Dr. Marilyn Crumpton
Safety	We have been reaching out to District 3 and 5 about policing health centers.	In the near future, we want to invite Police Chief Isaac Elliott to a CCPC meeting to discuss safety concerns and issues.	Pamela J. Adams
QI Policies-Patient Centered Medical Home	Patient Centered Medical Home Health Care Team Job Description, CCPC Patient Care Team Meeting Procedure, and Same-Day Appointment Policy and Procedure.	Motion Passed Motion: Pamela J. Adams 2 nd : Jerry Bedford Jr.	CCPC Board Minutes March 2017 Page 2

Meeting Adjourned 8:15 p.m.

Next Meeting Wednesday April 12, 2017

_____ Date _____
Rosemary Stemerick, Board Clerk

_____ Date _____
Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday April 12, 2017
Annual Meeting
Delores Bowman Auditorium

Mr. John Kachuba, Chair of the CCPC Board of Governors, called the April 12, 2017 annual meeting of the CCPC Board of Governors to order at 6:00 p.m.

Roll Call

CCPC Board members present: Melissa Abbatiello, Pamela J. Adams, Jerry Bedford Jr., Robert Brown, Kathleen Clark, Ashley Colmenero, John Kachuba, Leroy Mitchell, Dr. Kimya Moyo, Luwana Pettus-Oglesby, Donald Washington, George Weatherby and Prencis Wilson.

Senior Staff Present: Joyce Tate, Rosemary Stemerick, Phyllis Richardson, Pat Carlyn, Dr. Yury Gonzales, Robert Schlanz, Dr. Marilyn Crumpton, and Dr. Camille Jones.

Sworn In: Ki-Afi Ra Moyo

Guest: Ronald Robinson

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			John Kachuba
Roll Call			Rosemary Stemerick
Minutes	March 8, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
CCPC Board Nominations	The nominations for chair was between Mr. Robert Brown and Mr. John Kachuba. Mr. John Kachuba declined the nomination for chair since his term is up February 2018. Mr. Robert Brown accepted the nomination for chair. Mr. Donald Washington accepted the nomination for vice-chair. Prencis Wilson accepted the nomination for secretary.	Thirteen (13) members voted. Votes were collected and tallied. Final vote: Mr. Robert Brown-12 Mr. Donald Washington-13 Ms. Prencis Wilson-13 New Chair- Robert Brown New Vice Chair-Donald Washington Secretary-Prencis Wilson	Rosemary Stemerick
Removal of Reference to FQHC Look-Alike Status	A member vote for the removal of references in the CCPC Bylaws and Co-applicant agreement that indicated City of Cincinnati Health Centers had FQHC Look-Alike status.	Motion Passed Motion: Leroy Mitchell 2 nd : Jerry Bedford	John Kachuba
Executive Session CEO Evaluation	A motion was passed to break into Executive Session for CEO evaluation.	Motion Passed Motion: Jerry Bedford Jr 2 nd Leroy Mitchell	John Kachuba
CEO Evaluation	The CCPC Board evaluation of CEO Joyce Tate was approved by the CCPC Board.	Motion Passed Motion: Leroy Mitchell 2 nd : Prencis Wilson	John Kachuba
Conflict of Interest Policy	Reviewed and reminded CCPC Board members to revisit the Conflict of Interest Policy and Read, Sign and return the Conflict of Interest Disclosure Form.	Conflict of Interest Disclosure forms were filled out by CCPC board members and staff and returned for filing.	Joyce Tate-CEO/Rosemary Stemerick April 2017 CCPC Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Dental Program Procedures and Clinical Guidelines	The CCPC Dental Program procedures and Clinical Guidelines have been approved by CCPC Board and a Motion Passed.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Leroy Mitchell	Joyce Tate, CEO
HRSA Site Visit	A review of the HRSA site visit, agenda, tour and meetings the CCPC Board members have been asked to attend.		Joyce Tate, CEO
MedChek	Recommended to approve the MedChek application for Bessie Clark, MA.	Motion Passed Motion: Leroy Mitchell 2 nd . Dr. Kimya Moyo	Phyllis Richardson, COO
Patient Authorization	The CCPC Board members that are patients in the health centers were asked to fill out a Patient Authorization form. This form allows the Health Department to release/obtain Protected Health Information (PHI) if needed.	The eight (8) CCPC Board members who are consumers of the Cincinnati Health Department, completed, signed and returned the Patient Authorization form. These forms will be scanned into each person's medical chart to be on file.	Phyllis Richardson, COO
Ki-Afi Ra Moyo	Ki-Afi Ra Moyo was sworn into office to become a CCPC member.	Swearing in was conducted by Dr. Kimya Moyo. The Oath of Office was signed and notarized. Oath of Office on File.	John Kachuba/ Dr. Kimya Moyo
Financial Statement of Revenue and Expense	This financial statement was for 8 months, ending February 28, 2017. The report included Revenue, Personnel, Cost of Services, Cost of Supplies and Other Costs. We are missing 4 FTE physicians and our uninsured patients have increased to 29%. These 2 issues are major contributors to our 35K decrease in funds for this period. CCPC approved the financial statement.	The Goals are to hire additional Physicians and increase our outreach and enrollment efforts to get patients enrolled in Medicaid/Insurance to increase revenue Handouts were provided. Motion Passed Motion: Robert Brown 2 nd . Donald Washington	Robert Schlanz, CFO
Sliding Scale Fee Policy 2017	The FQHC Sliding Fee scale and billing policy was amended and approved by the CCPC Board. Page 9, Section 3-Refusal was added to say, "the CCPC Board does not wish to create any barriers to care through adopting a refusal to pay policy". Other amendments will be completed by 4/27/2017.	Motion Passed Motion: Robert Brown	Robert Schlanz, CFO April 2017 CCPC Board Minutes Page 2
Quality Improvement Plan	The Quality Improvement Plan was updated for 2017. It includes Appendix A 2017 Work Plan/Audit Schedule. Handout of the entire document were provided to the CCPC Board.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Pat Carlyn, RN
Nursing Policies and Procedures	Fourteen Policies were reviewed including; Referral Tracking Policy and Procedure, Patient Centered Medical Home Appointment Availability Standards Policy and Procedure, Nurse, Medical Assistant and Provider Documentation Policy, Walk-in Triage Policy and Procedure, Patient Satisfaction Survey Policy, Review of Policies and Procedures,	Motion Passed Motion: Pamela J Adams 2 nd : Robert Brown	Pat Carlyn, RN
			April 2017 CCPC Minutes Page 2

Topic	Discussion	Action/Motion	Responsible Person
Nursing Policies and Procedures Cont....	Health Center Lab Testing and Tracking Policy and Procedure, Health Center Emergency Room, Hospital and Facility Communication and Follow-up Policy and Procedure, Missed Appointment and No Show Policy and Procedure, Provider Satisfaction Survey Policy and Procedure, Peer Review Policy and Procedure, Federal Tort Claims Act Claims Management Policy and Procedure, Medical Record Review Policy. Handouts were provided.	Motion Passed Motion: Pamela J. Adams 2 nd : Robert Brown	Pat Carlyn, RN
Leap Academy/North Fairmont School	Recommended to add the Leap Academy to our Scope of Service. This school will be a community school will start with 300-600 students. The Cincinnati Health Department will receive a planning grant from Interact for Health.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Ki-Afi Ra Moyo	Dr. Marilyn Crumpton April 2017 CCPC Minutes Page 3

Meeting Adjourned 8:29 p.m.

Next Meeting Wednesday May 10, 2017

Minutes Prepared by:

Rosemary Stemerick, Board Clerk

Date _____

Minutes Approved by:

Prencis Wilson, Secretary

Date _____

CCPC Board of Governors
Wednesday May 10, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the May 10, 2017 annual meeting of the CCPC Board of Governors to order at 6:01 p.m.

Roll Call

CCPC Board members present: Pamela J. Adams, Jerry Bedford Jr., Robert Brown, Kathleen Clark, Ashley Colmenero, John Kachuba, Leroy Mitchell, Dr. Kimya Moyo, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, and Donald Washington.

Senior Staff Present: Joyce Tate, Rosemary Stemerick, Phyllis Richardson, Pat Carlyn, Dr. Yury Gonzales, Robert Schlanz, Dr. Marilyn Crumpton, and Dr. Camille Jones.

Guest: Ronald Robinson, Jamailah Maddox, and Bill Madison.

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call			Rosemary Stemerick
Minutes	April 10, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Term Limits	The CCPC Chair (Mr. Brown) and Vice Chair (Mr. Washington) made a recommendation to the CCPC board to form an Ad-hoc Committee that would involve orientation for new members, educating existing board members and organizing site visits to health centers.	Ms. Pamela J. Adams term expired May 2017 will be involved in this committee. Dr. Kimya Moyo was also recognized at this meeting for her commitment to CCPC board and the end of her term.	Robert Brown
HRSA Visit	HRSA will be sending a report from the site visit that should detail the changes/additions we will need to make to our clinical, financial and program policies and procedures. There were also issues in relation to our Co-applicant agreement that will be address due to Audit requirements and audit reports written in current Co-applicant agreement.	This direction that CHD will proceed will be contingent of what is in the HRSA report. Senior staff once they review the report what kind of technical guidance they will require or if a special meeting will be held to resolve the HRSA requirements/changes.	Joyce Tate Robert Schlanz
Board of Health Finance Committee	The Board of Health have approved a finance sub-committee. Mr. Brown, CCPC Board Chair will sit on the finance sub-committee. It was recommended that Ashley Colmenero who is Chair to CCPC finance committee also be part of the BOH finance sub-committee.	Mr. Brown and Dr. Crumpton will take the request to the Board of Health to add an additional CCPC board member-Ashley Colmenero to the finance sub-committee.	Joyce Tate Robert Brown
Committee Assignments	The committee assignments not discussed at this meeting. Mr. Kachuba suggested we add this to the agenda next month to review committees and members.	Add and review committee assignments to meeting agenda for June 2017.	John Kachuba
			May 2017 CCPC Board Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
MedChek	MedChek for Ellen Makris FNP, Megan Meyer CNP, and Pamela Heard MA. The professional summaries for each practitioner are attached. See attachment A.	Motion Passed Motion: Pamela J. Adams 2 nd : Jerry Bedford Jr.	Phyllis Richardson
2017 Dental Fee Schedule	Dental fees are billed by procedure/procedure code. Presented the new (2017) Dental fee schedule. The Cincinnati Health Department fees are based on 60% percentile which is national average. The 2017 Dental fee schedule was approved by the CCPC board. The 2017 dental fee schedule and the dental gross revenue versus the cost for 2016 were distributed to the CCPC board.	Motion Passed: Motion: Jerry Bedford Jr. 2 nd : John Kachuba	Robert Schlanz
Financial Reports	HRSA recommended financial reports be presented to the CCPC board on a more regular schedule. The financial reports are a month behind the CCPC board meeting schedule. Quarterly reports maybe acceptable. Considering monthly dashboards which could capture visits verses projections and cost categories.	It is to be determined what reports and how often they are to be presented to the CCPC board. Input from the finance committee will determine the reporting features. It has been determined from HRSA that we need a consistent process.	Robert Schlanz
Termination of the Physician/Patient Relationship Policy	A revision of the Policy: Termination of the Physician/Patient Relationship 5/04, 3/12 and now 3/17 revision.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Leroy Mitchell	Pat Carlyn
No Show Report	This report compared 3 rd quarter 2016, 4 th quarter 2016 and 1 st quarter 2017. The no show report has improved at each health center except Millvale. Goal is below 30%. Each clinic has improved and is below 30% except Millvale.	Will continue to work with decreasing numbers and focus on Millvale. Handouts provided.	Pat Carlyn
CCPC UDS Measure 1 st Quarter 2017 Report	UDS clinical measures were compared from 2016, 1 st quarter 2017, and CHD goal. First quarter 2017 met CHD goals for Adult BMI, Diabetes A1C>8% and Entry into Prenatal Care. Other clinical measures will be evaluated at 2 nd quarter.	Handouts were distributed	Pat Carlyn
SBHC Updates	Cincinnati Public School will release bids for construction in August, so construction can start for 304K grant for vision center. A restroom will be added at Roberts School to serve community. It relocated restroom to patient/community area.		Dr. Marilyn Crumpton
Audit Updates	Closing the Health Gap Audit revealed nothing illegal took place. Audit showed double billing for services, not enough detail, consultants paid with no active contracts. Individuals were paid on an as is needed bases. It was determined that the City Administration will conduct a yearly audit on CHG. They will not be in the Health Department's budget moving forward.		Dr. Marilyn Crumpton
Budget Updates	The Cincinnati Health Department will have minimum reductions to 2017-18 budget. Through the budget process will have better relationship with City Administration.	We need to increase number of patients who attend Cann Medical Center so we are not in same situation for next budget cycle. The Dental Clinic will increase revenue and patients.	May 2017 CCPC Board Minutes Page 2

Topic	Discussion	Action/Motion	Responsible Party
Lead Poison Prevention	The Cincinnati Health Department, Community Health Services, Lead Prevention program is looking for lead abatement applications. Phone number is 357-7420		Dr. Camille Jones
Produce Perks			

Meeting Adjourned 8:20 p.m.

Next Meeting Wednesday June 14, 2017

Minutes Prepared by:

Minutes Approved by:

_____ Date _____
Rosemary Stemerick, Board Clerk

_____ Date _____
Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday June 14, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the May 10, 2017 annual meeting of the CCPC Board of Governors to order at 6:10 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, Leroy Mitchell, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Prencis Wilson and Melissa Abatiello

Senior Staff Present: Joyce Tate, Rosemary Stemerick, Phyllis Richardson, Dr. Yury Gonzales, Robert Schlanz, Dr. Marilyn Crumpton, and Dr. Camille Jones.

Guest: Ronald Robinson, Denisha Porter, Norah Bertschy, Stephanie Harris, Pamela J. Adams and Anzora Adkins

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call			Rosemary Stemerick
Minutes	May 10, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Annual Audit (HRSA)	Reviewed HRSA audit and the budget policy changes. It was determined by HRSA that the Annual City Audit was sufficient for the HRSA audit requirements.	The City of Cincinnati Annual Financial Report can be found on www.cincinnati-oh.gov Government/Transparency/Financial Reports	Robert Schlanz
Billing and Collections Policy	Discussion and motion to approve the HRSA required Billing and Collection Policy for FQHC.	Motion Passed Motion: Leroy Mitchell 2 nd : Luwana Pettus-Oglesby	Robert Schlanz
Presentation-Denisha Porter	Creating Health Communities-Collaboration to Create a Collective Impact was presented by Denisha Porter, MPH, HHS, RS from the Health Promotion Program. She highlighted the Creating Health Communities Coalition, needs assessments, local data and activities to promote outcomes for a healthy Cincinnati.	The Power Point presentation was emailed to the CCPC board.	Denisha Porter/Rosemary Stemerick
Presentation-Norah Bertschy, RN	Interprofessional Collaborative Practice-HRSA grant project. The purpose of this project is to create and expand existing interprofessional collaborative practice (IPCP) environments to improve patient/family experiences, health outcomes and reducing healthcare costs in our school based health centers and health centers.	A Power Point presentation was presented to the CCPC board at this meeting.	Norah Bertschy
Presentation-Stephanie Harris	Presented the Chronic Disease Self-Management and Diabetes Self-Management Programs. This allows patients the ability to control and manage chronic symptoms, and health problems	The Power Point presentation was emailed to the CCPC board	Stephanie Harris

Topic	Discussion	Action/Motion	Responsible Party
MedChek	MedChek for Abby Pritchard FNP, Alexandra Cunningham RN, and Tosha Moore MA	Motion Passed Motion: Leroy Mitchell 2 nd : Luwana Pettus-Oglesby	Phyllis Richardson
OACHC Dashboard Reports	The first quarter 2017 reports were deferred until next month July 2017.		Dr. Gonzales
Committee Assignments	The Executive Committee approved the committee assignments for CCPC board members. The finance committee will meet quarterly.	Committee assignments were distributed at this meeting.	Joyce Tate
			June 2017 CCPC Board Minutes Page 2

Meeting Adjourned 8:20 p.m.

Next Meeting Wednesday July 12, 2017

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday July 12, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the July 12, 2017 annual meeting of the CCPC Board of Governors to order at 6:01 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, Jerry Bedford Jr., John Kachuba, Donald Washington, George Weatherby, Luwana Pettus-Oglesby, Prencis Wilson, Melissa Abbatiello, Ronald Robinson and Dr. Philip Lichtenstein.

Senior Staff Present: Joyce Tate, Rosemary Stemerick, Phyllis Richardson, Dr. Yury Gonzales, Dr. Marilyn Crumpton, Patricia Carlyn and Dr. Camille Jones.

Guest: Dr. Jennifer Mooney, Dr. Larry Holditch, Pamela J. Adams, Tony Wilson and Jennifer Wittich

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call			Rosemary Stemerick
Minutes	June 14, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Opiate Presentation	Dr. Jennifer Mooney, Division Director, Family Health and active member of the Hamilton County Reginal Task Force for Opiate addiction presented “The Opiate Epidemic and the Impact on the Queen City.” The presentation covered the etiology, communicable disease, pregnancy and birth outcomes, NARCAN, ER visits and treatment and prevention.	PowerPoint presentation were distributed to each CCPC board member.	Dr. Jennifer Mooney
Federal Tort Claims Act (FTCA)	The FTCA provides “free” Federal Malpractice Insurance for health center providers. As part of the 2017 application the City of Cincinnati Primary Care Patient Safety and Risk Management Plan was included in the FTCA application. The Act now requires a yearly application with area of focus: risk management, quality improvement, credentialing and claims management. The current risk management plan is to reduce risk of harm to patients and staff, reduce risk of malpractice and legal claims, and reduce property and monetary loss.	A Motion to approved the City of Cincinnati Primary Care Patient Safety and Risk Management Plan. Motion Passed Motion: John Kachuba 2 nd : Jerry Bedford Jr.	Dr. Larry Holditch
City Audit for HRSA requirements	HRSA determined the annual City of Cincinnati Audit was sufficient for HRSA requirements. The City of Cincinnati Audit was reviewed and approved by the CCPC board.	Motion Passed Motion: George Weatherby 2 nd : John Kachuba	Joyce Tate
MedChek/DOP	Medchek for the following: Holly Blackley RPH., Chantelle Howell RN., Patricia Williams RN and Sandhya Harding. Medchek and DOP for: Sheeba Ali, DO., Anne Adams MD. A copy of the National Provider Database (NPD) was documented for each provider.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Melissa Abbatiello	Phyllis Richardson July 2017 CCPC Board Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
OACHC 1 st Quarter 2017 dashboard	Reviewed the first quarter UDS Measures for Access to Prenatal Care, Adult BMI, Cervical Cancer Screening, Childhood Immunizations, Colorectal Cancer Screening, Depression Screening and Follow-up, Diabetes A1C < 8, Diabetes A1C>9, and Hypertension Control (BP 140/90).	Dashboard distributed	Dr. Yury Gonzales
Letter of Support for Health Commissioner Selection	The CCPC Board is in support of hiring a permanent Health Commissioner. A letter was drafted and given to the Vice Chair of the Board of Health, Dr. Philip Lichtenstein.	The intention of the letter support is to encourage the Board of Health to proceed with a Plan for the Health Commissioner selection.	Joyce Tate
LEAP Academy	CPS requested to delay the LEAP Academy becoming a SBHC until next year. LEAP will have a Full Time RN for the school year.		Dr. Marilyn Crumpton
			July 2017 CCPC Board Minutes Page 2

Meeting Adjourned 7:45 p.m.

Next Meeting Wednesday August 9, 2017

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday August 9, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the August 9, 2017 annual meeting of the CCPC Board of Governors to order at 6:00 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, Jerry Bedford Jr., John Kachuba, Donald Washington, George Weatherby, Luwana Pettus-Oglesby, Prencis Wilson, Melissa Abbatiello, Ronald Robinson

Senior Staff Present: Joyce Tate, Rosemary Stemerick, Phyllis Richardson, Dr. Yury Gonzales, Dr. Marilyn Crumpton, Patricia Carlyn, Robert Schlanz, and Dr. Camille Jones.

Guest: Pamela J. Adams, Dr. Akinlade Akinwale; Mandela Fellow, and Jamila Maddox

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call			Rosemary Stemerick
Minutes	July 12, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Home Health Presentation	Ms. Byrd presented detailed information about the services the Health Department's Home Health Program provides to Cincinnati residents. Skilled Nursing Services, Asthma Project, Prenatal Clients, Medical Social Work, Aide, PT and OT, and Speech Language Pathology. Also, Community Health Worker Program- Prenatal Clients, Post-Partum/Newborn and First Years of Life. HCAN, Cribs for Kids and WIC.	PowerPoint Presentation emailed to CCPC Board	Jill Byrd
By-Law Revision-Final Changes	The By-Laws reviewed, amended and approved by the CCPC board and the Board of Health. Consultation was provided by our City Solicitor.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd . Jerry Bedford Jr.	Joyce Tate
Co-Applicant Agreement	The Co-Applicant Agreement was reviewed, amended and approved by the CCPC board and the Board of Health. Consultation was provided by our City Solicitor.	Motion Passed Motion: Jerry Bedford Jr 2 nd : Leroy Mitchell	Joyce Tate
Budget and Submission of the Service Area Competition Grant	Reviewed the Budget Justification for 2018, 2019 and 2020. Budget descriptions for Federal and Non-Federal revenue, expenses fringe benefits, equipment, supplies, travel and training, contracts and other expenses. Questions arose about the cost of contract for EMR from OCHIN. Was there a way to ask OCHIN if they could reduce contract expenses 1.6M	Motion Passed Motion: John Kachuba 2 nd : Luwana Pettus-Oglesby Robert Schlanz is inquiring about OCHIN contract to see if there is a way to reduce cost.	Robert Schlanz August 2017 CCPC Board Minutes Page 1
Topic	Discussion	Action/Motion	Responsible

			Party
Ad-Hoc Committee Marketing	Met twice, June 26 and August 2, 2017. Working on ideas to promote CHD and Primary Care Health Centers. Working on Corporate Survey, Health Promotion and Social Media Campaign.	Want to meet with City Council to discuss City Employee attending CHD primary health centers.	Ki-Afi Ra Moyo Pamela J Adams
Billing and Collection Policy	Added the Refusal to Pay, "The CCPC Board does not wish to create any barriers to care through adopting a refusal to pay policy". And under payment incentives, add "the only exclusion from the prompt pay discount would be charges for dental prostheses. Also, Attachment A-Financial Hardship Waiver Request and Attachment B CCPC Health Center Payment Plan.	Motion Passed: Motion: Luwana Pettus-Oglesby 2n: Jerry Bedford Jr.	Robert Schlanz
Policies- Pharmacy Drug Recall and Emergency Crash Cart and AED Policy and Procedure		Motion Passed: Motion: Luwana Pettus-Oglesby 2nd: Jerry Bedford Jr.	Patricia Carlyn
MedChek and DOP	16 Providers: Gina Pratt RN, Patricia Sheldon RN, Doris Nelson-Frierson RN, Debra Dreyfus RN, Barbara Wiley-Kroner RN, Kimberly Johnson RN, Margaret Sheldon RN, Ester Forde RN, Manas Usenbaev RN, Kristen Jordan RN, Kathryn Ziegler RN, Alexandra Toole DDS, Anisa Shomo MD, Kellee Haslon CNP, Denise Pattison FNP-C, Cristy Rene Payne APRN. The National Provider Data Base document was provided for each provider to the CCPC Board.	Motion Passed: Motion: Luwana Pettus-Oglesby 2nd: Leroy Mitchell	Phyllis Richardson
QI Report July 2017	The report included Adult BMI, Cervical Cancer Screening and 2-year Immunizations. The reports were designated by Provider and Location.	Power Point was emailed to CCPC board members.	Dr. Yury Gonzales
			August 2017 CCPC Board Minutes Page 2

Meeting Adjourned 8:30 p.m.

Next Meeting Wednesday October 11, 2017

Minutes Prepared by:

Minutes Approved by:

_____ Date _____

_____ Date _____

Rosemary Stemerick, Board Clerk

Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday September 13, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the September 13, 2017 annual meeting of the CCPC Board of Governors to order at 6:00 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, Jerry Bedford Jr., John Kachuba, Donald Washington, George Weatherby, Luwana Pettus-Oglesby, Prencis Wilson, Ronald Robinson and Dr. Phil Lichtenstein.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Yury Gonzales, Dr. Marilyn Crumpton, Patricia Carlyn, Robert Schlanz, and Dr. Camille Jones.

Guest: Angela Robinson, Holly Blackley RPH and Norma Krusling RN, Ms. Davis

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call			Phyllis Richardson
Minutes	August 9, 2017 Minutes	Minutes Approved and Filed	Phyllis Richardson
340B Presentation	Provided an update on the 340B Drug Discount Program, which is a U.S federal government program created in 1992 that requires drug manufacturers to provide outpatient drugs to eligible health care organizations/covered entities at significantly reduced prices.	Holly Blackley is now Interim Pharmacy Director. Articles were distributed to CCPC boards on 340 B discounts.	Holly Blackley, RPH
Outreach and Enrollment	Provided an update on outreach and enrollment. Changes by Federal Government will start September 1, 2017 navigator grants (outreach and enrollment) will be cut by 42% and advertising by 90%. We work mostly with CHD patients but we do not turn away applications. Meets with Molina Family Advisory Council, and thru this meeting we work with JFS to help get applications processed quicker.	It was encouraged to call, write, get message out on social media about the importance of the Affordable Care Act and Outreach and Enrollment.	Angela Robinson
Avondale Project	Update on Avondale Project. CHD is working with UC Health to establish a Health Center in Avondale. Clement patients will be moved to this the new health center. The Health Center will be staffed by UC Health but use CHD EPIC system, CHD patients and FQHC status. UC will provide physicians and staff.	Expected to Open in Fall 2018.	Robert Schlanz
Acronym Cheat Sheet	Handout was provided with commonly used acronyms.		Joyce Tate
City Employee utilizing Cincinnati Health Department Clinic Services	In past, there was a restriction for staff not to use CHD clinics because they were used for patients without insurance. CHD staff had staff. Now a FQHC clinics/status cannot find any indication if staff can currently use CHD clinics.	CHD has 2 Pediatrician positions and 2 adult medicine openings at this time.	Dr. Crumpton Phyllis Richardson September 2017 CCPC Board Minutes Page 1
Topic	Discussion	Action/Motion	

			Responsible Party
Cont... City Employees using Cincinnati Health Clinics	The City has a large number of seasonal employees who do not carry health insurance with the City of Cincinnati. We have reached out to the City of Cincinnati to get a formal ok to have them as patients or offer services to these individuals. This would have to be approved by City Manager. The other issue is being able to increase our capacity in the Health Centers.	We are working to hire staff, we have a possible provider to hire but he is not available for 3 months. The nurse practitioners working is filling in for vacancies. Intent is to have MD positions filled by June 2018. It was recommended to make filling these positions a priority.	Dr. Crumpton Phyllis Richardson
Medchek/DOP	Medchek and DOP for Kim Oberlander DMD, Emily Hudepohl DDS, and Christopher Hayes DDS. Medchek for Pharmacists and Pharm Techs: Andrea Estell, Jawanda Johnson, Sandra Jackson, Laura Lockett, John Landrum, Bridgette Moore, Brandi Morris, Quanna Murphy and Sherisse Williamston.	Motion Passed Motion: Ki-Afi Ra Moyo 2 nd : Luwana Pettus-Oglesby	Phyllis Richardson
Finance Report	Reviewed Health Center Performance Measures for the Month Ending August 31, 2017.	Handout of the report was provided to CCPC board members.	Robert Schlantz
Executive Session for Personnel Matters	The CCPC Board went into executive session at 8:05pm to discuss a personnel matter/issue.	Quorum Vote for Executive Session. 10 of 10 Votes	Phyllis Richardson
Accreditation Update	Conducted a two-day retreat on August 29 and 30 th to accelerate and complete the needed documentation. Approved to hire an Admin. Specialist who will serve as the Accreditation Coordinator and is in the process of interviewing for this position currently. Met with Health Commissioner with Preble County and he is willing to work with the contract process with Ohio Public Health Association. This has accelerated getting several domains completed. Have deadline end of October, then go to review process before we submit application. Sharon Hutchins will be trained as official accreditation coordinator. She may be asked to enter the data for the application. Feel like we are on time without extending deadlines.	By October meeting should have an update about the person hired as an Administrative Specialist/Accreditation Coordinator. Sharon Hutchins was asked to get trained to be an official accreditation coordinator.	Dr. Crumpton.
			September 2017 CCPC Board Minutes Page 2

Meeting Adjourned 8:30 p.m.

Next Meeting Wednesday November 8, 2017

Minutes Prepared by:

_____ Date _____

Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____

Prencis Wilson, Secretary

CCPC Board of Governors
Wednesday October 11, 2017
CCPC Board Meeting
Delores Bowman Auditorium

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the October 11, 2017 annual meeting of the CCPC Board of Governors to order at 6:00 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, Jerry Bedford Jr., John Kachuba, Donald Washington, George Weatherby, Leroy Mitchell Luwana Pettus-Oglesby, Melissa Abbatiello, Prencis Wilson, Ronald Robinson and Dr. Phil Lichtenstein.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Yury Gonzales, Dr. Marilyn Crumpton, , Robert Schlanz, and Dr. Camille Jones.

Guest: Pamela J. Adams

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call		Quorum of 14	Rosemary Stemerick
Minutes	September 13, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Board Member added to September 2017 minutes	Added Dr. Phil Lichtenstein name to September 2017 Board minutes		Rosemary Stemerick
Presentation-Key Elements of a Productive Board Meeting (PowerPoint)	<p>Reviewed key aspects of suggested board meeting. Key Points Meeting should last between 1.5-2 hours. Speakers are limited to 1 presentation per meeting. Look at value and expectations around presentations. Work within the agenda for discussions. Have a limit on discussion and a verbal warning within time frame: Example- you have 2 minutes to left to speak. Recommendation to have a special person for projects. Example: John Kachuba was selected as point person for the Avondale/UC Town Center Project.</p> <p>A power point was discussed, presented and distributed at CCPC meeting.</p>	<p>The suggested meeting outline as follows: CEO Report Strategic Goal Scorecard Financial Report Committee Updates New Business Board Calendar</p> <p>At next CCPC board meeting it was recommended developing a list of meeting Guidelines.</p> <p>Laminate and put Mission and Vision Statement in Auditorium</p>	Ashley Colmenero
Contingency planning-Funding Cliff	HRSA Health Centers could lose 70% of their funding if congress does not pass budget.		Robert Schlanz
Search Committee Update	A national recruiting firm has been hired. They met with BOH, Robert Brown and Ashley Colmenero. Discussed qualifications CHD is looking for in a Health Commissioner.	Tim Collier is assembling a committee to interview applicants. BOH, CCPC board and management staff will encompass committee.	Dr. Phil Lichtenstein

			October 2017 CCPC Board Meeting Minutes Page 1
Topic	Discussion	Action/Motion	Responsible Party
Medchek/DOP	<p>Discussed the need/request for temporary privileging for Michelle Ayres, DDS.</p> <p>DOP-Jillian Magner, NP, Celestain Woodruff DA and Anna Novais DDS.</p> <p>Medchek-Celestain Woodruff DA, Anna Novais DDS, Brandi Campbell RMA, Fredresha Blair RMA, and Keyshia Britton MA.</p> <p>Nurses: Heidi Jost, Nova Hurt, Michelle Lawrence, Kellie Vogelpohl, Karen Thompson, Stacey Willis, William Robb, Mary Ann Roos, Cynthia Ransohoff, Rita Porter, Leah Neiheisel, Nancy Moran, Susan Minton, Caitlyn McKenzie, Mary Ann Gamel, M Katherine Frede, Tieraney Flores, Barbara DeMasi, Alexander Cunningham, Abbie Crookham, Susan Burton, Melissa Bilkasley and Taryn Tegarden.</p>	<p>Motion Passed: Motion: Ki-Afi Ra Moyo 2nd: Leroy Mitchell</p>	Phyllis Richardson
QI Report	Reviewed the Year to Date 8/31/17 Audit for Appropriate Asthma Medications and Depression screenings per Provider.		Dr. Yury Gonzales
Policies: Adult Immunization, Medical Record Review and Administration of Immunization Policy	Updated policies for adult immunization policy and procedure, Medical Record Review Policy and Procedure and CHD/CCPC Administration of Immunizations Policy and Procedure.	<p>Motion Passed Motion: Leroy Mitchell 2nd: Ashley Colmenero</p>	Dr. Yury Gonzales
Avondale Town Center Update	Update on Avondale Town Center- Health Center. The Community Builders had a deadline to get lease signed by October 18 th , 2017, before October BOH meeting so a special meeting was conducted on October 4, 2017. It was determined that the City Manager has to sign the lease agreement for this project. UC Health is committed to this project, will provide staff including Physicians and determine the buildout (services) and UC has agreed to pay for the buildout. UC Health will also provide acceptable documentation to assure the City of its commitment so City can sign the lease with the Community Builder.	The CHD will provide FQHC status for the Health Center and move Ambrose Clement Health Center from its Burnet location once center is completed. The new Health Center will be added to the CHD scope of service to acquire FQHC status.	Dr. Marilyn Crumpton
New Business- Cann Memorial Health Center	They will be breaking ground in December 2017 for the Health Center Expansion. A presentation will be conducted October 26, to the community to update them on project.		<p>Ms. Precis Wilson</p> <p>October 2017 CCPC Board Minutes Page 2</p>

Meeting Adjourned 8:30 p.m.

Next Meeting Wednesday November 8, 2017

Minutes Prepared by:

Minutes Approved by:

_____ Date _____

_____ Date _____

Rosemary Stemerick, Board Clerk

Precis Wilson, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday November 8, 2017
Delores Bowman Auditorium
6pm

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the November 8, 2017 meeting of the CCPC Board of Governors to order at 6:00 p.m.

Roll Call

CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, John Kachuba, Donald Washington, Leroy Mitchell, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Melissa Abbatiello, Prencis Wilson, Ronald Robinson and Dr. Phil Lichtenstein.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Yury Gonzales, Dr. Marilyn Crumpton, , Robert Schlanz, and Rosemary Stemerick.

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call		Quorum of 12	Rosemary Stemerick
Minutes	October 11, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Terms of Office	Reviewed Terms of Office and Board Membership. Will reinforce as stated by-laws as terms are three years. Renewable, for a total of 6 years (2 consecutive terms)	Terms of Office were handed out to each CCPC board member.	Joyce Tate/Robert Brown.
Board Member Application	A board member application is being developed for potential new board members.		Joyce Tate
Board Member Conduct	It was reminded to board members to be conscious of their behavior at board meetings. Be respectful of persons attending including public persons. The board of health is recorded and it is important to be professional at meeting. If violate guidelines board of health can take action.	New protocol is being developed as guidelines for appropriate behavior at meetings. This will be added to orientation booklet for new members and by-laws.	Joyce Tate
Structure of Meeting	The structure of the meeting is currently being discussed and possible changes including reporting. It was suggested an order of business instead of an agenda could provided more clarity. An order of business could be added to the by-laws.	This is being a future topic of discussion.	Joyce Tate, Prencis Wilson
Medchek/DOP	Names of Staff on file.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Prencis Wilson	Phyllis Richardson
			November 2017 CCPC Board Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Financial Reports	Statement of Revenue and Expenses for 12 months ending June 30, 2017. Statement of Revenue and Expenses for 3 months ending September 30, 2017. Summary of Interpreter Costs by Health Center.	Reviewed line items, in 2017 we are good within budget. We are short 4 physicians but staffing has been approved by the Board of Health. We are also working on no show rate, pre-calling patients, and physician productivity to increase revenue.	Robert Schlanz
Avondale Town Center Project	The City Manager signed lease agreement, UC has committed on buildout cost. There was a ground breaking last month. Plan is moving forward. We will seek a management agreement in writing to determine staffing		Dr. Marilyn Crumpton
QI Reports	Were deferred to next meeting.		Dr. Yury Gonzales
Adolescent Immunization Coverage Excellence Awarded	Elm Street and Price Hill Health Center received this award for commitment and dedication of providers to achieve high levels of immunization coverage for the recommended series of vaccines.	The award will be displayed at the health centers	Dr. Yury Gonzales
Pediatric Immunization Coverage Excellence Award	Northside Health Center received this award for commitment and dedication of providers to achieve high levels of immunization coverage for the recommended series of vaccines.	This award will be displayed at the health center	Dr. Yury Gonzales
New Business	It was asked that CCPC board members review Mission/Vision, Values and read By-Laws for next meeting.		Joyce Tate November 2017 CCPC Board Minutes Page 2

Meeting Adjourned 7:28 p.m.

Next Meeting Wednesday January 11, 2018

Minutes Prepared by:

_____ Date _____

Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____

Prencis Wilson, Secretary

**CCPC Board of Governors
Meeting Minutes
Wednesday December 13, 2017
Delores Bowman Auditorium
6pm**

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the November 8, 2017 meeting of the CCPC Board of Governors to order at 6:07 p.m.

Roll Call
CCPC Board members present: Robert Brown, Kathleen Clark, Ashley Colmenero, John Kachuba, Leroy Mitchell, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, George Weatherby, Melissa Abbatiello, Ronald Robinson and Dr. Phil Lichtenstein.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Marilyn Crumpton, Pat Carlyn, Robert Schlanz, and Rosemary Stemerick.

Guest: Shelby Loudon and Pamela J. Adams

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call		Quorum 11	Rosemary Stemerick
Minutes	November 8, 2017 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Health Commissioner Search	The panel is complete and application deadline has been met. The selection process will start soon and updated for next meeting.		Pat Carlyn
Avondale Town Center Project	One meeting has occurred and another meeting planned for late December 2017. Update at next meeting.	The Health Center will include a UC Physician but our Health Center staff will relocate when completed.	Joyce Tate
Proposed Board Format Meeting Changes	Reviewed the proposed board meeting format.	Packets have been provided to CCPC board members.	Ashley Colmenero
Strategic Planning	A strategic planning meeting will be scheduled sometime late January to early February 2018.	A date and place will be selected by next board meeting.	Ashley Colmenero
Health Center Awards	Elm and Price Hill Health Center received awards for achieving immunization that coverage rates of 80% of higher HPV series completion and Elm and Northside Health Center received awards for achieving immunization coverage rates of 90 % for higher for DTAP, Polio, MMR, Hib, Hep B and PCV from 2016 Assessment, Feedback, Incentives and Exchange (AFIX) for quality improvement processes.	The awards have been displayed at the health centers.	Phyllis Richardson
			December 2017 CCPC Board Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Service Area Competition (SAC) Notice of Award	We have received our notice of award for HRSA grant funding from January 1, 2018 thru December 31, 2020. This award is contingent on federal dollars. This grant allows us to continue to work with underserved, uninsured and indigent populations.	All CCPC board members have received this award by email to review.	Joyce Tate
PCMH Level 3 Certification	We have received renewed PCMH level 3 certification.		Pat Carlyn
Medchek	All Medchek initial, and credentialing from this month are on file.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : John Kachuba	Phyllis Richardson
Financial Dashboard	Reviewed the Financial Performance Measures ending October 31, 2017	Handouts provided	Robert Schlantz
QI Reports	Reviewed QI report per provider ending Oct 31, 2017. This is a continuous report with provider expectations to meet improvements monthly.	Handouts provided.	Pat Carlyn
Annual Board Self Evaluation and Mini Board Self Survey	Board members were asked to fill out and return as soon as possible. The Executive Committee will also fill out the Mini Board Self-Assessment and return.	When completed, the results will be tallied and distributed to the board.	Joyce Tate Rosemary Stemerick
			December 2017 CCPC Board Minutes Page 2

Meeting Adjourned 7:30p.m.

Next Meeting Wednesday January 10, 2018

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Prencis Wilson, Secretary