

CCPC Board of Governors
Meeting Minutes
Wednesday January 10, 2018
Delores Bowman Auditorium
6pm

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the January 10, 2018 meeting of the CCPC Board of Governors to order at 6:15 p.m.

Roll Call

CCPC Board members present: Robert Brown, Jerry Bedford Jr., John Kachuba, Leroy Mitchell, Luwana Pettus-Oglesby, George Weatherby, Ronald Robinson, Prencis Wilson and Dr. Phil Lichtenstein.

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

Guest: Pamela J. Adams

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call		Quorum 11	Rosemary Stemerick
Minutes	December 13, 2018 Minutes	Minutes Approved and Filed	Rosemary Stemerick
Board Self Evaluation	Reminder to fill one out if you have not already. Results will be to follow.		Joyce Tate
Board Demographics	A demographics handout was provided to CCPC board members to fill out and return at meeting.	Information will remain confidential and on file.	Joyce Tate
Medchek/Credentialing and Privileging	<p>Medchek for Tara Immele LISW, Tricia Waddell DA, Betsy Clark MA, and Kathy Zix RN.</p> <p>A list from the National Practitioner Data Bank that identifies the name and licensure of each individual credentialed that was verified by MEDCHEK was distributed to CCPC board members.</p> <p>In addition, senior management met with Crossroads Health Center management team. Crossroads presented its Credentialing manual and a listing of all LIPs and OLCPs that were credentialed and privileged.</p>	<p>Motion Passed</p> <p>Motion: Luwana Pettus-Oglesby</p> <p>2nd: Jerry Bedford Jr.</p> <p>This document was distributed to CCPC board members. Copies are available.</p>	Phyllis Richardson
Avondale Update	At this time, issues being discussed include: Design and layout, number of exam rooms, contract and providers, pharmacy, grocery store. Phyllis Richardson and Pat Carlyn will be included in design team.	Updates will be provided at next meeting.	Joyce Tate
Strategic Planning	Saturday February 3 rd will be the strategic planning day held at Children's Home. A site visit will occur before the planning day event. Meeting will be held from 9am – 4pm. Ashley Colmenero will facilitate event. Four areas of discussion will include Patient		Joyce Tate January 2018 CCPC Board Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Strategic Planning cont.	Experience/Customer Service, Finance, Clinical, and Operations.		Joyce Tate, Ashley Colmenero, Phyllis Richardson
YTD Audit Reports	Audit reports discussed included Controlled HTN per provider, Appropriate Medication for Persistent Asthma per provider and CCPC Depression Screening per Health Center.	Audit Reports were provided to CCPC Board Members.	Dr. Yury Gonzales
Robert's Rules of Order	An outline was provided to board for Robert Rules of Order, for regular order of business. It was suggested if we followed this outline we do not need to change structure of CCPC board meeting. Ms. Wilson is presenting on January 27, 2018 from 9am-Noon on Rank and Motions for Robert's Rules of Order at Forest Park Senior Building. She has invited CCPC board to attend register for the event.	Handouts Provided to CCPC board members.	Prencis Wilson
			January 2018 CCPC Board Minutes Page 2

Meeting Adjourned 7:30p.m.

Next Meeting Wednesday February 14, 2018

Minutes Prepared by:

_____ Date _____

Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____

Prencis Wilson, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday February 14, 2018
Delores Bowman Auditorium
6pm

Mr. Robert Brown, Chair of the CCPC Board of Governors, called the February 14, 2018 meeting of the CCPC Board of Governors to order at 6:07 p.m.

Roll Call

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

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

Guest: Pamela J. Adams, Gina Pratt, Jackie Silas

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence			Robert Brown
Roll Call		Quorum 13	Rosemary Stemerick
MedChek and DOP	MedCheck -Credentialing and Privileging- Katherine Redman FNP, Sarah Tarai MD, Serena Collins RN and Natisha Varner MA. Delineation of Privileges- and Re-privileging Candidates Mike Mendoza OD, Michaela Minichello OD, Laura Thiemann OD, Rhonda Baira Optician, Nicole Jones Optician, Crystal Riddell Optician, Cari Van Pelt Optician.	Motion Passed Motion: Luwana Pettus-Oglesby Second: Jerry Bedford Jr.	Phyllis Richardson
Gina Pratt, RN	Gina Pratt is head of Local 3119 Nurses Union and was her to voice her appreciation for Robert Brown. As a city employee, union and citizen she appreciates the support he has provided the City of Cincinnati Health Department Nurses.		Robert Brown
Executive Session	A motion was set forth for the CCPC board to break into an Executive Session.	Motion Passed Motion: John Kachuba Second: Prencis Wilson	Robert Brown
			CCPC February 2018 Board Minutes Page 1

Meeting Adjourned 7:30p.m.

Next Meeting Wednesday February 14, 2018

Minutes Prepared by:

_____ Date _____
 Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
 Prencis Wilson, Secretary

**CCPC Board of Governors
Meeting Minutes
Wednesday March 14, 2018
Delores Bowman Auditorium
6pm**

Mr. Donald Washington, Interim Chair of the CCPC Board of Governors, called the March 14, 2018 meeting of the CCPC Board of Governors to order at 6:02 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Luwana Pettus-Oglesby, George Weatherby, Precis Wilson, Ki-Af Ra Moyo, and Donald Washington.

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

Guest: Pamela J. Adams, Robert Brown, Ashley Colmenero, Mary Tighe and Florence Malone.

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		Donald Washington
Roll Call		Quorum 6	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes January 10 and February 14, 2018		Rosemary Stemerick
Chair, Vice Chair and Secretary nominations	The nominations for the CCPC board appointed positions include a Chair-Ms. Precis Wilson, Vice-Chair- Mr. Donald Washington and Secretary- Mr. Jerry Bedford Jr.	The nominations for these positions will be voted on at the Annual Meeting on April 11, 2018.	Joyce Tate
Ballot for New Board Members	There are three potential board members to be seated at the April 11 th board meeting. They are Caroline Moore, Keith Deaton and Pamela J. Adams. Ballots were passed out at the March Meeting and all candidates were elected as members. They will receive their oath of office at April 11 th meeting to confirm their commitment to membership.	Phyllis Richardson tallied the ballots to confirm selections were approved. Each member received adequate votes to become members of CCPC board.	Phyllis Richardson/Joyce Tate
Preschool Promise Presentation	Preschool Promise is a joint effort with Cincinnati Public Schools and United Way of Greater Cincinnati. It utilizes funds from United Way to expand the number of quality preschools and provide tuition assistance for families who need the services the most.	Preschool Promise is wanting to recruit more qualified families and want to work with CHD to help provide information to families who may qualify for the program.	Mary Tighe and Florence Malone
Budget Update and UDS report update	Reviewed the 2019 Budget Submission for Health Department Community Sites, including Interpreter Costs, Uninsured Lab Costs, Medical Visits, Service Area Competition application for Dental and Medical uninsured patient cost, General Fund Support for Pharmacy and General Fund support for 2019 Continuation Budget. Also reviewed comparison of patient populations per UDS report for 2015, 2016, and 2017. Patients by income, patients by financial	Handouts Provided	Robert Schlanz CCPC March 2018 Board Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
UDS report update cont..	class, patients by age, patients by race and ethnicity and federal poverty level.	Handouts Provided	Robert Schlanz
Policy-Pap Test	The Pap Test Policy was updated to include updates such as the use of electronic medical records.	Motion Passed Motion: Jerry Bedford Jr 2 nd : Prencis Wilson	Patricia Carlyn
Credentialing and Privileging	Medchek and DOP for the following providers: Allison NG, MD; Erica Merriweather RN, Tiya Blye RN, Barbara Brown RN, Patricia Hess RN, Mary Rosenfeldt RN, Anna Nagai LPN and Damber Adhikari RMA.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Prencis Wilson	Phyllis Richardson
Primary Care (CCPC) Patient Experience Survey 2017	The surveys were distributed to patients between Nov 1-Dec 1 2017. There were 1,117 completed surveys returned by patients at 20 school-based health centers, 7 community health centers and 8 dental centers. The surveys comprised of 41 questions divided into 8 categories: Patient information, ease of getting care, facility, front desk, nurse and medical assistants, providers, experience with today's visit and general. The results were compared from 2015-2017. The patient experience action plan is to prioritize issues and improvements that have the greatest impact on the patient experience. Patient access is one of the most critical issues including same day appointments, returning calls promptly and length of wait time.	PowerPoint Handout	Dr. Yury Gonzales CCPC March 2018 Board Meeting Minutes Page 2

Meeting Adjourned 7:30p.m.

Next Meeting Wednesday April 11, 2018

Minutes Prepared by:

_____ Date _____

Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____

Prencis Wilson, Secretary

CCPC Board of Governors
Annual Meeting
Minutes
Wednesday April 11, 2018
Delores Bowman Auditorium
6pm

Mr. George Weatherby, called the April 11, 2018 meeting of the CCPC Board of Governors to order at 6:02 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Kathleen Clark, Dr. Philip Lichtenstein, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, George Weatherby, Precis Wilson, Ki-Af Ra Moyo.

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

Guest: John Kachuba, Ashley Colmenero, Qasim McCray, Jamila Maddox and Makyla Lane.

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		George Weatherby
Roll Call	Roll Call at 6:05pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes March 14, 2018	Made a change to Call to Order from Robert Brown to Donald Washington.	Rosemary Stemerick
New Board Officers	There are three new board member officers: Ms. Precis Wilson-Chair, Donald Washington-Vice Chair (returning position) and Jerry Bedford Jr-Secretary. There was a ballot vote for each person/position. Phyllis Richardson collected and tallied the ballots.	The CCPC board members voted by ballot for each member. There was a quorum of 6 for this vote. The voting was unanimous for each person, the vote was Yes 6 to No 0 for Precis Wilson as Chair, Donald Washington as Vice Chair and Jerry Bedford Jr. as Secretary. Positions will begin in May 2018.	Joyce Tate Phyllis Richardson
Oath of Office	There are three new board members for new terms for the next three years. The new members were voted and accepted at the March 2018 board meeting. The new board members are Pamela J. Adams, Keith Deaton and Caroline Moore.	Each new board members were sworn in and read aloud the Oath of Office, signed and notarized documents. Phyllis Richardson presented to Pamela J. Adams, Kathleen Clark presented to Caroline Moore and Precis Wilson presented to Keith Deaton.	Joyce Tate
New Board Member Orientation		There will be a new board member orientation to be announced at a future date. Possibly in June/July 2018.	Joyce Tate
			CCPC Annual April 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Committee Assignments	A handout was distributed to all CCPC board members with current committee assignments. Members were asked to add their name to categories they were interested in participating in. Categories include: Executive Committee, Clinical Operations (QI), Finance Committee, Personnel Committee and Marketing/Board Development Committee.	Forms were distributed to each member. Changes were made to the CCPC Standing Committee Form. This will be reviewed at the next meeting in May 2018.	Joyce Tate Rosemary Stemerick
Annual Audit	The Annual Audit discussion is a HRSA requirement, so each year we provide a brief explanation of the City of Cincinnati, Annual Audit. The entire Audit is available on www.cincinnati-oh.gov . David Yost State of Ohio Auditor provides audit for City of Cincinnati. For 2017 they indicated a “clean opinion” meaning found no mistakes, page 22 of document. CHD pages will be found on 185-198 in the document.	An email was distributed to each CCPC board member so they may locate the report online. The Consolidated Annual Report can be found at www.Cincinnati-oh.gov/Transparency/Financial Reports (CAFR) form 2001-2017.	Robert Schlanz
Restructuring of Home Health Program.	This model pertains to Ohio Medicaid rules governing services provided by FQHC. Under rule 5101:3-28-04 paragraph (B) 5 (b): Billable encounters may “take place in a patient’s home or outpatient hospital setting for the purpose of providing services to FQHC patients. This would allow FQHC to define a visit as a medical visit vs a visiting nurse visit.	Services have to be evaluated before moving forward. CHD has to develop an understanding of the services offered by each of the programs such as community health workers, Every Child Succeeds, American Mercy Home Health, and Healthy Moms and Babies. This process will be reviewed and reported as soon as possible	Robert Schlanz
Privileging and Credentialing	There were three providers needing approval for Credentialing and Privileging. They include; Lindsey Hartman RN, Angela Martin MA, and Alyssa O’Byrant MA.	Vote Passed Motion: Leroy Mitchell 2 nd : Jerry Bedford Jr.	Phyllis Richardson
Risk Management Report	Provided information on CCPC Risk Management 2017 Summary Report. The plan pertains to clinical risk reduction and patient, staff and visitor safety at the health centers. This report includes provider and staff training, credentialing activity, key controls and mitigating risk activities, cause and effect diagram, and 2017 reported incidents, and 2017 top risk which included HIPAA, Medical Care, Safety and Patient Safety. The Risk Management Improvement Plans, Software Inquiry, Incident Reporting, Education/Training.	PowerPoint was emailed to CCPC board for their review.	Patricia Carlyn
			CCPC Annual April 2018 Meeting Minutes Page 2

Meeting Adjourned 7:27 p.m.

Next Meeting Wednesday May 9, 2018

Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk

Date _____

Jerry Bedford Jr., Secretary

Date _____

CCPC Board of Governors
Minutes
Wednesday May 9, 2018
Delores Bowman Auditorium
6pm

Ms. Prencis Wilson, called the April 11, 2018 meeting of the CCPC Board of Governors to order at 6:05 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, Donald Washington, George Weatherby, Prencis Wilson, Ki-Af Ra Moyo.

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

Guest: Mr. Robert Brown

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		George Weatherby
Roll Call	Roll Call at 6:05pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes April 11, 2018		Rosemary Stemerick
Strategic Planning Priorities	Provided the strategic planning results. There are 4 areas: Patient Experience, Financial, Operations, and Clinical. CCPC board members were asked to pick the top 4 priorities in each category.	Handouts were provided for CCPC board members to identify priorities in each category. CCPC board members filled out form and returned to staff.	Joyce Tate/Rosemary Stemerick
Committee Assignments	The CCPC board standing committees were updated and provided to board members.	Each CCPC board member were to review the committee selection to confirm their desire and role on the committee.	Joyce Tate
Demographics	A demographic form was distributed to CCPC board members who have not completed one to date. This provides basic information about the CCPC board member that is required by HRSA.	CCPC members filled out forms and returned to staff. This will be revisited until all members have fill out the required information on form.	Joyce Tate/Rosemary Stemerick
MedChek	Temporary Privileging for Dr. Frances P. Miller, DDS. This will allow him to provide dental services for 30 days before full credentialing is verified. Re-privileging for Kathy Zix, Marilyn Goldfeder, and Penny Thier.	Motion Passed: Motion: Pamela J. Adams 2 nd : Jerry Bedford Jr.	Phyllis Richardson
QI report April 19, 2018	Reviewed the QI data for each provider on cervical cancer screening, Adult BMI, Colorectal Cancer Screening, and 1 st Quarter UDS 2018 results.	The power point presentation was emailed to each CCPC board member.	Dr. Yury Gonzales
			CCPC May 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Cann Medical Center Expansion Update	Currently, plans may begin late June, early July 2018. Program officer has asked for 3-6-month extension. The RFP is currently being reviewed downtown and building permits are being evaluated.	Updated report at next meeting	Robert Schlanz
Avondale Update	Staff is looking at plans for a Pharmacy which will be staffed by Cincinnati Health Department. Also, looking at logistics, rooms, computers, layout of services. Time frame will be February 2019, hours schedule for 8-5, possibly with one late night.		Phyllis Richardson
Walnut Street Health Center	It was suggested to revisit Walnut Street Health Center services. Discussions are needed to evaluate viability and sustainability of services.	This issue will be discussed at next CCPC board meeting.	Dr. Marilyn Crumpton
Merit Raises for Dentist	Nancy Carter, dental program manager, sent a letter to finance committee to consider merit raises for dentist.	The letter is asking for merit raises for dentist performance was sent to finance committee for CHD. A letter of support is being solicited by dental program manager, from the finance committee to be sent to City Council for support and approval of merit increases for dentist.	Dr. Marilyn Crumpton
Saturday Health Center Hours	CHD will begin Saturday morning hours at Millvale Health Center either May 26, or June 2 nd . The hours will be from 8am-12 noon.	Millvale Health Center will be the first health center to provide Saturday hours, which is a state Medicaid mandate. Other health centers will be will be considered in the near future.	Phyllis Richardson
Support and Solidarity	He spoke in favor of the CCPC board supporting the new health commissioner.		Mr. Robert Brown
			CCPC May 2018 Meeting Minutes Page 2

Meeting Adjourned 7:15 p.m.

Next Meeting Wednesday June 13, 2018

Minutes Prepared by:

_____ Date _____

Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____

Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Wednesday June 13, 2018
Delores Bowman Auditorium
6pm

Ms. Precis Wilson, called the June 13, 2018 meeting of the CCPC Board of Governors to order at 6:01 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, Donald Washington, George Weatherby, Precis Wilson, Ki-Af Ra Moyo, Caroline Moore, Keith Deaton, Dr. Philip Lichtenstein.

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

Guest: Mr. Robert Brown, Ashley Colmenero, Patricia Sheldon

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		George Weatherby
Roll Call	Roll Call at 6:01pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes May 9, 2018		Rosemary Stemerick
CEO Evaluation	The yearly evaluation was completed for Joyce Tate, CEO. Ms. Wilson made a comment for the CCPC board to continue support and assist CHD staff.	The yearly evaluation was completed by the Executive Committee for Joyce Tate.	Precis Wilson
Melissa Abbatiello	An attempt was made to contact Melissa Abbatiello by phone and email about being on the CCPC board. She has missed the last 6 CCPC board meetings (all of 2018).	The CCPC board will need to make decision whether she can continue on the CCPC board.	Precis Wilson and Rosemary Stemerick
“I MOVE”	Precis Wilson conducted an exercise and had each board member stand and say “I Move” as a friendly reminder when making a motion to simply say “I Move”, Roberts Rules of Order.	Roberts Rules of Order, I Move when making a motion.	Precis Wilson
Strategic Planning Priorities	The results from the Strategic Planning session conducted on Feb 3, 2018 were distributed. The strategic plan begins this year and ends by the end of 2020. The results are identified by the top five priorities in each of four categories: Patient Experience, Financial, Operations and Clinical.	Strategic Planning results were distributed at meeting to CCPC board members. Next steps to be discussed at future meetings.	Joyce Tate
Board Training Update	There will be webinars for CCPC board members to participate in for board training.	Will provide updates.	Joyce Tate
Operational Site Visit Update: Governance Section	The HRSA site visit will be 18 months from the beginning of this grant cycle which began January 2018. The site visit will be held in June 2019. HRSA changed guidelines so we do not have to do grant application and site visit at the same year.		Joyce Tate CCPC June 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
HRSA Grantee Conference Call	The semi-annual call with HRSA Project Officer will be in July 2018.	The call is scheduled for July 12, 2018 at 3 pm with all key leadership personnel in attendance.	Joyce Tate
Budget Update	Reviewed Key points to budget proposal for 2018-19. Overall City budget was to be reduced by 9.4 million. The health department was asked to reduce the budget by 1 million, or 9.4 % of the 9.4-million-dollar reduction.	Budget committee meeting scheduled Monday June 18, 2018 and discussed at City Council Meeting June 20, 2018. CCPC board members were provided with key reductions, enhancements from City Manager and Financial Summaries for 2018-2019 Budget.	Robert Schlanz
Merit Raises for Dentist	Dentist merit raises were frozen in 2017 which has become an issue with salary compression and recruitment and retention of Dentist. A letter of support was signed by Board of Health, Nancy Carter and Dr. Marilyn Crumpton to pass merit increases to unrepresented staff in 2018 budget.	This issue was discussed by CCPC board due to the possible impact on the budget.	Robert Schlanz
MedChek	MedChek and Re-privileging. All inquiries are through the National Practitioner Data Bank and confirms no negative reporting. Physicians/Dentist-Marilyn Crumpton, Yury Gonzales, Denise Saker, Kim Toole; Dental Staff-Karen Cook, Kacie Gray, Nicole Hail, Tiffany Brewer Johnson, Kayla Klingenbeck, Jodi (Smith) Tirey; RN Staff- Traci Lewis, Richena Robinson, Latresha Scott, Jacqueline Silas, Charice Johnson; Pharmacy Staff- Jeffrey Buka, Jonathan Burns, and Derrick Stewart.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Pamela J. Adams	Phyllis Richardson
Parking Issues	There are parking availability issues at Elm Street, Price Hill and Walnut Street Health Centers. Patient complaints are increasing and a security guard was added to Price Hill Health Center Monday-Thursday 9am-3pm.	CHD is looking at possible parking solutions with businesses close to health centers to add spaces for patients.	Dr. Marilyn Crumpton
Walnut Street Health Center	CHD needs to evaluate health center operations due to low utilization of the health center. The lease on the building is coming to an end so need to evaluate whether to keep health center open.	Will further discuss the future of Walnut street health center. This issue will be discussed at Finance Committee for review and present the information to CCPC board for a vote.	Dr. Marilyn Crumpton
Regional Community Health Needs Assessment	CHD will be participating in a regional community needs assessment which includes 16 counties. Health Promotion Program, creating healthy Communities meeting is July 11, 2018, they take information from the assessment and use for CHIP (Cincinnati Health Improvement Plan) which sets priorities for CHD.	Results from community needs assessment will be used to determine priorities for CHD. Information will be discussed at future meetings.	Dr. Marilyn Crumpton Denisha Porter
Day of Hope	CHD will provide nurses for Day of Hope Health Fair in South Fairmount.	Nurses will provide Blood Pressure reading for community members in attendance.	Pamela J Adams CCPC June 2018 Meeting Minutes Page 2

Meeting Adjourned 7:35 p.m.

Next Meeting Wednesday July 11, 2018

Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk

Date _____

Jerry Bedford Jr., Secretary

Date _____

CCPC Board of Governors
Minutes
Wednesday July 11, 2018
Delores Bowman Auditorium
6pm

Ms. Precis Wilson, called the July 11, 2018 meeting of the CCPC Board of Governors to order at 6:04 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, Donald Washington, George Weatherby, Precis Wilson, Caroline Moore, and Keith Deaton,

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

Guest: Robert Brown, Ashley Colmenero, Carrie Douglas and Jamila Maddox

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		Precis Wilson
Roll Call	Roll Call at 6:04pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes June 13, 2018		Rosemary Stemerick
Bi-Annual Conference Call	HRSA biannual conference call with all grantees is schedule for Thursday July 12, 2018.	Was scheduled for July 12, 2018 from 3-4pm and will be attend by leadership.	Joyce Tate
Board Training	There is a webinar training for board members that will take 90 minutes to attend.	Due to the length of the webinar a time will be established where CCPC members will be able to participate after hours. The time will be discussed and announced in the near future.	Joyce Tate
HRSA Substance Use Disorder Application and Budget	This grant will involve the expansion of access to mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse. Health centers will enhance these services by increasing personnel. They will also leverage health information technology (IT) and provide training to support the expansion of mental health services, and substance abuse services focusing on the treatment, prevention, and awareness of opioid abuse, and their integration into primary care.	The grant will provide 250K over a two-year period. This money will be used to hire personnel including 1 FTE Clinical Psychologist, .5 FTE Advanced Practice Nurse and 1 FTE Care Coordinator. Other costs will include equipment/computers and contractual agreements for training and identifying patients in need. Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Robert Schlanz
MedChek	MedChek and Re-privileging. All inquiries are through the National Practitioner Data Bank and confirm no negative reporting. Medchek for Adrienne Sirbu RN, Stephane Brown MA, and Jaleeshia Saunders MA.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Leroy Mitchell	Phyllis Richardson CCPC July 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
QI Report June 2018	Year to date provider data for YTD for Colorectal Cancer Screening, UDS Cervical Cancer Screening, Adult BMI was provided.		Dr. Yury Gonzales
Board Membership	A board member (Melissa Abbatiello) has missed all 2018 CCPC board meetings. A letter will be sent to her as a final notice to respond with her intention and interest with staying on CCPC board.	A letter will be developed and sent to her for a response.	Joyce Tate/Prencis Wilson
Dental Salaries	In order to recruit and maintain dentist, it has been determined that dental salaries need to be increased. The CCPC board and Board of Health will continue to address this issue.	A letter was sent to Patrick Duhaney, City Manager from Dr. Marilyn Crumpton, Interim Health Commissioner about the recruitment and retention issues for Dentist, including rational and salary comparison.	Dr. Marilyn Crumpton
Walnut Street Health Center	There has been a request to look at Walnut street health center to determine if it is still a viable health center for CHD to continue.	This will be discussed in detail at next CCPC board meeting.	Dr. Marilyn Crumpton
			CCPC July 2018 Meeting Minutes Page 2

Meeting Adjourned 7:45 p.m.

Next Meeting Wednesday August 8, 2018

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Wednesday August 8, 2018
Delores Bowman Auditorium
6pm

Ms. Precis Wilson, called the August 8, 2018 meeting of the CCPC Board of Governors to order at 6:02 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, George Weatherby, Precis Wilson, Caroline Moore, Ki-Afi Ra Moyo, Dr. Philip Lichtenstein, and Keith Deaton,

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

Guest: Robert Brown, Ashley Colmenero, Carrie Douglas, John Kachuba, Michelle Daniels, Alvenia Ross and Zach Southwood

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		Precis Wilson
Roll Call	Roll Call at 6:05pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes July 11, 2018	Spelling for Luwana Pettus-Oglesby was corrected.	Rosemary Stemerick
Health Commissioner Introductions	Commissioner Moore was welcomed at the CCPC board meeting, introductions of CCPC board members and a reminder of the reception for Commissioner Moore to be held Thursday August 23, 2018 at the Kingsgate Marriott from 5-7 pm.	Reception for Commissioner Moore is to be held at Kingsgate Marriott on Thursday August 23, from 5-7pm. All is invited. The event is sponsored by UC Health.	Precis Wilson
Melissa Abbatiello	Ms. Abbatiello has missed all of 2018 CCPC board meetings to date. Emails and letters have been sent to her to solicit interest in remaining on CCPC board. She has not replied to the request to date. It was recommended by Zach Southwood, City Solicitor to the Health Department, to reach out one more time before we take a vote to remove her from the CCPC board.	Vote for Melissa Abbatiello will be deferred after another attempt for a response from her. Vote will be concluded at the next CCPC meeting.	Precis Wilson Zach Southwood
Solicitor Office	Zach Southwood, City Solicitor for the Health Department attended the CCPC board meeting. He was recently assigned responsibilities with the Health Department and is reviewing the By-laws and the co-applicant agreement for the CCPC board. He will be providing training to the CCPC board at future meetings. Training may include topics such as: Ohio Ethics, Records training, and Open Meeting Act training. The meeting will be 10-15 minutes in length.	Training will be announced as soon as possible.	Zach Southwood
Walnut Street Health Center Update.	The discussion about Walnut Street Health Center was tabled and will be discussed at finance committee later this month.	The finance committee will discuss make a recommendation to the CCPC board at the next meeting.	Joyce Tate CCPC August 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Millvale Health Center	There was a telephone threat at Children's Hospital Medical Center that is located at 2750 Beekman, and adjoining to our Millvale Health Center. Children's called the police, and the building was put on lockdown until the threat was investigated and resolved.	This is a public safety issue/concern for our patient's safety. Commissioner Moore will have a meeting with Police Chief, improve lines of communication and develop a safety plan to keep patients safe.	Michelle Daniels Alvenia Ross
Budget Period Progress Report (BPR)	The Budget Period Progress Report is a requirement from HRSA, to report and update on the progress of Health Center Program award recipients. The budget justification includes 2019 and 2020 budget years. The budget includes revenue, expenses, fringe benefits, equipment, supplies, travel and training, contractual cost, and other cost such as telephone, building rental. A budget justification for 2019 and 2020 was distributed at the meeting.	Motion for the Submission of the Application for the Budget Period Progress Report: Passed Motion: Luwana Pettus-Oglesby 2 nd : Leroy Mitchell Motion for the Budget Approval for the Budget Period Progress Report Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Robert Schlanz
MedChek	MedChek and Re-privileging. All inquiries made through the National Practitioner Data Bank and confirm no negative reporting. Medchek for Shanna Stryker MD, James P Mason LPCC, Michelle Scott MA, JoAnne DE Greg MD, Monel Mehta MD, Paul Abell Raphe. Stacey Watkins RN	Motion Passed: Motion: Lawana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Phyllis Richardson
MedChek	MedChek will no longer be in service as of August 31, 2018 to provide credential verification of physicians and allied health professionals who work in our health centers. The Academy of Medicine is in our contract to provide these services.	It is to be determine through the finance committee and budget considerations how the department will proceed with this requirement. It will be considered to look at other companies or to provide this service in house.	Phyllis Richardson
CCPC QI Meeting June 21, 2018	Reviewed year to date data for Colorectal Cancer Screening, Cervical Cancer Screening, Adult BMI, and UDS Childhood Immunizations from June 2018 per provider.	Handouts provided.	Dr. Yury Gonzales
All Children Thrive	This program with Cincinnati Children's Hospital seeks to emphasize prevention and health promotion and focus on children's development through the age of 9 years of age. Price Hill, Millvale, Northside, Cann, and Elm Street Health Centers are participating with the collaborative. Each Health Center has a different health focus to improve health outcomes. The goal is to get children ready for kindergarten.	www.actnowcincy.org	Dr. Marilyn Crumpton
Cann Health Center	There was unexpected roof work that caused fumes to enter the building. The health center was closed until the issue could be mitigated.		Phyllis Richardson
	Some staff we impacted by the fumes but no patients.		CCPC August 2018 Meeting Minutes Page 2

Meeting Adjourned 8:00 p.m.

Next Meeting Wednesday September 12, 2018

Minutes Prepared by:

Minutes Approved by:

_____ Date _____

_____ Date _____

Rosemary Stemerick, Board Clerk

Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Wednesday September 12, 2018
Delores Bowman Auditorium
6pm

Ms. Precis Wilson, called the September 12, 2018 meeting of the CCPC Board of Governors to order at 6:04 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Leroy Mitchell, Ronald Robinson, Luwana Pettus-Oglesby, George Weatherby, Precis Wilson, Ki-Afi Ra Moyo, Dr. Philip Lichtenstein, and Keith Deaton,

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

Guest: Robert Brown, Ashley Colmenero, Staci Wagner, Zach Southwood and Jennifer Mooney

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		Precis Wilson
Roll Call	Roll Call at 6:05 pm.	Quorum	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes August 8, 2018		Rosemary Stemerick
Substance Use Disorder Update	Substance Use Disorder and Mental Health Services (SUD-MH) supplemental funding opportunity provides support to HRSA-funded health centers to implement and advance evidence-based strategies to expand access to integrated substance use disorder (SUD) and mental health services. The goal of this program is to serve as a Medication Assisted Treatment (MAT) provider in our CCPC health centers. The project will aim to partner with a local treatment program led by Dr. Shawn Ryan, Ohio Chapter President of the American Society of Addiction Medicine, at BrightView. Patients who are stabilized at the “hub” will enter CCPC health centers for maintenance care and continuing MAT and Cognitive Behavior Therapy (CBT). If a patient destabilizes they will be sent back to hub for reassessment and intensive therapy.	This grant will offer 150K one-time funding to promote and market “Hub and Spoke Model” and contract with BrightView to improve baseline knowledge of SUD for CHD staff, create screening tools, educate staff on full spectrum medications and biopsychosocial nature of the disease. An additional 100k continuous funding will all CHD to hire a 1.0 FTE clinical psychologist and a 0.5 FTE Nurse Practitioner to administer MAT in the CCPC health centers. Handout: HRSA SUD-MH Expansion was provided.	Jennifer Mooney
HRSA Compliance Manual	The HRSA Compliance Manual has been update.	The updated manual will be provided at the October 2018 meeting for CCPC board members to add to their board manual.	Joyce Tate Rosemary Stemerick
			CCPC September 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Solicitors Response to CCPC Chair Removal	At the February 14, 2018 CCPC board meeting, the CCPC board voted in Executive Session to remove the CCPC chair. It was determined after review of CCPC by-laws by the City Solicitor that the vote in Executive Session was not sufficient. The vote needed to be a simple majority at the CCPC board meeting and not in Executive Session. It was determined that the board cannot vote or deliberate in Executive Session.	Mr. Brown, the CCPC board chair, will be reinstated as a member of the CCPC board effective immediately. Since there was a vote in April 2018 and a new chair vote, he will resume his board duties but not resume duties as the CCPC chair.	Zach Southwood
Ohio Meeting Act	Reviewed the Ohio Meetings Act, Ohio Revised Code 121.22 describes an Open Meeting as; “All meetings of any public body are declared to be public meetings open to the public at all times.” A “public body” is any board, communication, committee, or similar decision-making body of a state, agency, county, township or municipal corporation and includes subcommittees. Other definitions include; Bylaws, Open Meeting Requirements, Public Access, Recording, Speaking, Voting, Executive Sessions, Personnel Issues, Confidential Matters, Attendance, Mass Emails, and Open Meeting Pitfalls and Violations of Open Meeting Rules.	PowerPoint presentation was distributed to each CCPC board member. Handout filed. It was suggested by the CCPC board chair, Ms. Prencis Wilson for each CCPC board member to review the information provided.	Zach Southwood
MedChek	MedChek and Re-privileging. All inquiries made through the National Practitioner Data Bank and confirm no negative reporting. Medchek for Sean O’Day DMD, Michael Jerkins MD, Brittney Schwartz, DA, Ashley Collins, DA, Marizzel Garcia LPC, Shari Kelly, Pharm Tech, Amber Etzel, Pharm Resident. Dentist: Lindsey Williams, Larry Roberts, Kim Oberlander, Anna Novais, Duane Lewis, Lauren Goldman, Emily Hudepohl, Steven Zaret. Dental Hygienist: Nancy Carter; Felicia Felix, Edith Hess, Amy Hines, Pippa Matthews, Janine Smith, Brittney Schwartz, and Ashley Collins.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Jerry Bedford Jr.	Phyllis Richardson
CCPC QI Meeting Second Quarter 2018	Dr Gonzales reported on UDS Quality Measures including; Asthma, and appropriate medications for Asthma, Depression Screening, UDS Depression Comparison, Controlled Hypertension, UDS Controlled Hypertension Comparison per provider. CHD received the yearly Quality Award from HRSA and will receive a one-time award of 175K. Plaques will be provided to each health center for display.	PowerPoint handout was distributed to each CCPC board member. Quality award plaques will be displayed at the health centers.	Dr. Yury Gonzales
Commissioner’s Comments	Priority is to educate the public about what services CHD does and impact on the community. The Annual Report will be shared with the boards as a communication tool. City Council passed request to increase in dental salaries at a 9-0 vote, thanks to staff and Board of Health working with City Council. This was deemed a necessary accomplishment to acquire		Commissioner Melba R Moore
			CCPC September 2018 Meeting Minutes Page 2

Topic	Discussion	Action/Motion	Responsibility
Commissioner's Comments cont....	obtaining dentist into our department. A special board meeting will be held at BK about the proposed Avondale Health Center Project. Meeting is open to the public.	A press release was announced of this meeting on September 13, 2018 for the public to attend.	Sherlyn Jackson
			CCPC September 2018 Meeting Minutes Page 3

Meeting Adjourned 7:53 p.m.

Next Meeting Wednesday October 12, 2018

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Wednesday October 10, 2018
Delores Bowman Auditorium
6pm

Ms. Precnis Wilson, called the October 10, 2018 meeting of the CCPC Board of Governors to order at 6:05 p.m.

Roll Call

CCPC Board members present: Jerry Bedford Jr., Pamela J Adams, Ronald Robinson, Luwana Pettus-Oglesby, Precnis Wilson, Ki-Afi Ra Moyo, Dr. Philip Lichtenstein, Robert Brown and Donald Washington.

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

Guest: Ashley Colmenero, and Jeff Brewster

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order.		Precnis Wilson
Roll Call		Quorum of 7	Rosemary Stemerick
Minutes	Reviewed and Filed Minutes September 12, 2018	Corrected Luwana-Pettus Oglesby name spelling on page 2.	Rosemary Stemerick
SWOT Analysis	An email was sent to the CCPC board members to participate in a SWOT Analysis for the Health Department. This is through Survey Monkey and answers to questions will be anonymous. Commissioner Moore requested and encouraged the CCPC board members to participate.	Due by end of day Friday October 12, 2018	Joyce Tate
Elm Street Dental Hours	It was requested that the dental hours at Elm Street be changed to align with the other dental sites. The new hours would change Monday hours from 7:30am-6:30pm to 7:30am-5:00pm and extend the hours on Friday from 7:30am-Noon to 7:30am to 1:30pm. The rationale being there is a higher no-show rate between the 5pm-6:30pm hours and to accommodate more emergency walk in patients on Friday.	Commissioner Moore recommended before a CCPC board vote that more data be provided based on number of patients effected by the change. To be tabled until the December 2018 meeting.	Nancy Carter Joyce Tate
Board of Health Meeting	The Board of Health meeting for October 23 was changed due to Mayor Cranley's State of the City address. The Board of Health Meeting will be held October 30, 2018. This was an information announcement for the CCPC board members who may want to attend the meeting at the new time.		Joyce Tate
Finance Committee	The CCPC board has two members Luwana Pettus-Oglesby and Keith Deaton who serve on the Finance Committee. However, Finance Committee is asking for a		CCPC October 2018 Meeting Minutes Page 1

Topic	Discussion	Action/Motion	Responsible Party
Finance Committee cont....	commitment from the CCPC board for at least two members to attend the meetings once a month. Due to the lack of attendance at the Finance Committee by CCPC members, it was suggested by Ronald Robinson, Board of Health Vice Chair, Chair of Finance Committee and CCPC Ex-Officio member that a vote take place to reassign Robert Brown to the Finance Committee. Robert Brown will replace Keith Deaton on the Finance Committee.	Motion Passed Motion: Pamela J Adams 2 nd : Luwana Pettus Oglesby	Joyce Tate
Statement of Pharmacy Revenue and Direct Cost per Health Center 2018	Reviewed pharmacy revenue per health center.		Robert Schlanz
Credentialing/Privileging	Credentialing and Re-privileging. All inquiries made through the National Practitioner Data Bank and confirm no negative reporting. Credentialing/Privileging for Emily Robinson FNP, Terrell Roberts DA, Grace Clausell MA, Jeremy Shapiro MD-Resident, and Re-privileging for Julie Kersting RN, and Ify Mazeli RN.	Motion Passed Motion: Luwana Pettus-Oglesby 2 nd : Robert Brown	Phyllis Richardson
QI Report	Reviewed Colorectal Cancer Screening, Childhood Immunization, Adult BMI rates for September 2018 per provider. Also, reviewed No Show rate per Health Center		Dr. Yury Gonzales
AWL Opening	The new AWL school-based health center expansion (Dental/Vision) will have its grand opening on October 16, 2018 at 10am. Everyone is invited and encouraged to attend.		Dr. Marilyn Crumpton
Avondale Town Center Project	The subcommittee has been selected which includes two Board of Health Members, two Avondale community residents, two CCPC board members, Joyce Tate CEO, Commissioner Moore and Jeffrey Brewster from the community. Conversations have begun about details for the operating agreement with UC. The goal of the agreement is to work as a partner with UC where both sides of the agreement benefit from the partnership. Some talking points being discussed include staffing, billing, hours of operation, and transportation and services.	Communication and meeting schedules will be continued in the near future as a priority after the Accreditation application.	Commissioner Moore
			CCPC October 2018 Meeting Minutes Page 2

Meeting Adjourned 7:47 p.m.

Next Meeting Wednesday November 14, 2018

Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk

Date _____

Jerry Bedford Jr., Secretary

Date _____


CCPC Board of Governors
Minutes
Friday November 16, 2018
Delores Bowman Auditorium
3-6 p.m.

Roll Call

CCPC Board members present: Luwana Pettus-Oglesby, Prencis Wilson, Dr. Philip Lichtenstein, Robert Brown, George Weatherby, Keith Deaton, Caroline Moore, and Donald Washington.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Patricia Carlyn, Dr. Camille Jones, Angela Robinson Nancy Carter, and Dr. Yury Gonzales

Board of Health Members: Carrie Douglas

Topic	Discussion	Action/Motion	Responsible
Call to Order/Moment of Silence	Meeting was called to order.	 We know health matters	1
Roll Call		Quorum of 8	Phyllis Richardson
Board Training Part 1: HRSA Program Requirements and Public Health Centers	The requirements are defined in the Health Center Program Compliance Manual (updated August 2018). Reviewed the functions and authorities that must be performed by the designated Governing Board for the Health Center Program. Key Points: <ul style="list-style-type: none"> • Structure- direct vs co-applicant • Co-applicant Roles. • Co-applicant Agreement. • Board Composition. • Board Authority-Compliance Manual Chapter 19. • Public Agency Policies; Fiscal and Personnel. • Challenges for Public Centers. • Benefits of Public Centers. • Key Points of Collaboration. 	The Health Center Program Compliance Manual August 20, 2018 was provided to all attendees. PowerPoint presentation was distributed to all attendees and board members.	Patricia Fairchild, Vice President John Snow INC. (JSI) Joyce Tate
			CCPC Board Minutes Nov 2018 Page 1

**CCPC Board of Governors
Minutes
Saturday November 17, 2018
Delores Bowman Auditorium
9am-12pm**

Roll Call

CCPC Board members present: Pamela J. Adams, Luwana Pettus-Oglesby, Precis Wilson, Dr. Philip Lichtenstein, Robert Brown, Keith Deaton, and Donald Washington.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Patricia Carlyn, Dr. Camille Jones, Angela Robinson, Dr. Marilyn Crumpton, Commissioner Melba Moore, Sherlyn Jackson and Dr. Yury Gonzales

Board of Health Members: Carrie Douglas, Dr. Amar Bhati, Kate Schroeder, Dr. Joe Hackworth

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order		Precis Wilson
Roll Call			Phyllis Richardson
Board Training Part 2: Federal Health Center Program Requirements	Reviewed Mission and purpose of Health Center Program. Key Points: <ul style="list-style-type: none"> • Reviewed 2017 Health Center data. • Compliance Manual covers clinical, management, finance and governance requirements. • The objective of operational site visit. • Needs assemenet to be conducted at least every 3 years. • Accessible locations and hours. • Quality Improvement/Assurance. • Sliding Fee Discount Program. • Contracts and Sub-awards. • Conflict of Interest. • Collaborative Relationships • Financial Management and Accounting Systems. • Billing and Collections. • Budget Program Monitoring and Data Reporting. • Board Authority. • Public Agency Policies • Board Composition. 	PowerPoint presentation was distributed to all attendees and board members.	Patricia Fairchild, Vice President John Snow INC. (JSI) Joyce Tate CCPC Board Minutes Nov 2018 Page 2

Meeting Adjourned: 12 pm
 Next Meeting Wednesday December 12, 2018
 Minutes Prepared by:

 Rosemary Stemerick, Board Clerk

Minutes Approved by:

 Jerry Bedford Jr., Secretary

Date_____

CCPC Board of Governors
Minutes
Wednesday December 12, 2018
Delores Bowman Auditorium
6 pm

Roll Call

CCPC Board members present: Luwana Pettus-Oglesby, Prencis Wilson, Dr. Philip Lichtenstein, Robert Brown, Pamela J Adams, Leroy Mitchell, Ki-Afi Ra Moyo, Keith Deaton, Caroline Moore, Carrie Douglas, and Donald Washington.

Senior Staff Present: Joyce Tate, Phyllis Richardson, Dr. Camille Jones, Dr. Marilyn Crumpton, Jim Wimberg, D. Jill Byrd, Commissioner Moore, Rosemary Stemerick Angela Robinson, Holly Blackley, Brenda Dixon, and Nancy Carter

Guest: Ashley Colmenero, Casey Kuchera, Chris Heitker

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:02 pm		Prencis Wilson
Roll Call		Quorum of 9	Rosemary Stemerick
Minutes		Minutes approved and Filed from October and November 2018	Rosemary Stemerick
CFO Interview Panel (Added as amendment to original minutes)	A question was raised as to why CCPC board did not have representation at the CFO interview/ CFO interview panel. It is important that the CCPC board members are present for future endeavors and all CCPC members are considered due to availability.	It was discussed that due to personal conflicts and other emergencies, there was no CCPC board representation on the CFO search panel. The importance of having proper representation was discussed at the board meeting and members were encouraged to serve when needed.	Robert Brown Joyce Tate
Open Encounter Report/ Open Encounter Policy Revision (Nurse, Medical Assistant, and Provider Documentation Policy)	It was discovered that CHD had 2400 open encounters since July 2011. A thorough review of the open counters was conducted and it was determined roughly 200 open encounters were billable. Estimated loss was around 10-50K. Due to this loss, the Nurse, Medical Assistant and Provider Documentation Policy was revised to reduce the time to close an encounter. It was changed from 10 days to 3 days or 72 hours.	Policy-Motion Passed: Quorum 9 Policy signed and Filed Motion: Pamela J. Adams 2 nd : Luwana Pettus-Oglesby	Joyce Tate
Elm Street Health Center Name Change	In May/June 2018 the idea of remaining the Elm Street Health center was discussed. The charge was by councilperson David Mann. It was suggested at this time to rename the health center after former Mayor and health department supporter	Elm Street Health Center has been officially renamed to the Bobbie Sterne Health Center in a ceremony on Friday December 14, 2018. Signage was installed to reflect the new name.	CCPC Board Minutes December 2018 Page 1

Topic	Discussion	Action/Motion	Responsible Party
Elm Street Health Center Name Change Cont....	and advocate Bobbie Sterne. This idea was approved by City Council and the City Administration and was discussed with the Board of Health. 1525 Elm Street is owned by the City of Cincinnati.		Joyce Tate Commissioner Moore
Board and Committee Meeting Participation	A friendly reminder that CCPC board members stay committed to their role on the board and committees. Participation is required from each member.		Joyce Tate
Effective Board Meeting-NACHC	A handout was provided to all CCPC board members to review and retain in their board manual.	The handout was titled: Improving the Effectiveness and Conduct of Health Center Board and Committee Meetings.	Joyce Tate
Annual Board Self-Assessment	The Board Self-Assessment was distributed and CCPC board members were asked to fill out and return by January 2019 meeting.	Complete Board Self-Assessment and return to Rosemary by January 2019 board meeting. Will revisit in January 2019.	Joyce Tate/Rosemary Stemerick
Conflict of Interest/Disclosure Form	The annual conflict of interest/disclosure form was distributed to CCPC board members and staff to fill out and return by January 2019 meeting.	Read, sign and return signature page to Rosemary by the next board meeting. Will revisit at January 2019 meeting	Joyce Tate/Rosemary Stemerick
New Board Member Application	The form was distributed to CCPC board members as a reference to make copies and have interested candidates fill out forms	Interested candidates are required to fill out the form and return to the CCPC board.	Joyce Tate/Rosemary Stemerick
Health Center Dashboard/Financial Report	The financial report ending four months October 31 ,2018 was provided and discussed. This included health center and school health performance measures including total medical, dental and vision visits. Summary of Cost for health center and school health including payroll, fringe benefits, medical supplies, dental supplies, pharmacy purchases, grant passthrough, Dental labs, OCHIN costs, Uninsured Lab Costs, and non-personnel costs.	Handouts provided.	Jim Wimberg
			CCPC Board Minutes December 2018 Page 2



Topic	Discussion	Action/Motion	Responsible Party
Credentialing/Delineation of Privileges (DOP)	Credentialing and DOP for Sarah Roberts-Optometrist; Amy Lawrence-Dental Assistant; Keisha Wilson-Dental Assistant; Re-privileging for Helen Weiss-MD; Hazel Kanu-MD; and Lauren Gering-NP. A list from the National Practitioner Data Bank that identifies the name and licensure of each individual was verified and distributed to CCPC board members.	Motion Passed: Quorum 9 Motion: Luwana Pettus-Oglesby 2 nd : Keith Deaton	Phyllis Richardson
Avondale/UC Operating Agreement Update	Proposed Operating Agreement Subcommittee will reconvene, meeting TBD. Subcommittee members from CCPC board include; Robert Brown, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Keith Deaton and Precis Wilson.	Tentative start date of Health Center July 1, 2019	Commissioner Moore

	Other committee members include: Jeff Brewster, Carrie Douglas, Dr. Bhati, Dr. Hackworth, Commissioner Moore, CEO, and representation from Law Department.		
Update CEO/CFO Positions	CEO deadline is December 15, 2018. Currently 59 applicants for the position. Human resources are looking through applications to determine minimum qualifications. Top 3 candidates will be interviewed by CCPC board. Second round of interviews will be conducted by Board of Health and CCPC Executive Committee. CFO interviews were concluded a decision had not been made at this time.	Updates will be provided at next CCPC board meeting.	Commissioner Moore
Walnut Street Health Center Lease Agreement	The health department will sign a month to month lease agreement with Talbert House. This lease agreement will require a 120-day notice (3 months) to exit the lease agreement. This will allow a thorough assessment of providers, hours of operation, services and client population. Also, considering the possibility of an urgent care facility. This will be determined once an assessment is conducted and resources and services are determined.	Motion Passed Quorum 9 Motion: Pamela J Adams 2 nd : Leroy Mitchell	Commissioner Moore
Carrie Douglas	Carrie Douglas is a Board of Health member who has taken Ron Robinson's position as an Ex-Officio member on the CCPC board.	Welcome	Commissioner Moore
			CCPC Board Minutes December 2018 Page 3

Meeting Adjourned: 7:40 pm
Next Meeting Wednesday January 9, 2019
Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk

Date _____

Jerry Bedford Jr., Secretary