

CCPC Board of Governors
Minutes
Wednesday January 9, 2019
Delores Bowman Auditorium
6:00 pm

Roll Call

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

Senior Staff Present: Phyllis Richardson, Dr. Camille Jones, Dr. Marilyn Crumpton, Jim Wimberg, D. Jill Byrd, Commissioner Moore, Angela Robinson and, Rosemary Stemerick

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 10	Rosemary Stemerick
Minutes		Minutes approved and Filed from December 2018 with amendment-added about CFO interview panel.	Rosemary Stemerick
Contact List	The CCPC contact list for 2019 was emailed and handed out at meeting. Staff numbers and emails were included.	A correction for Angela Robinson's email Correct email is Angela.Robinson2@cincinnati-oh.gov	Rosemary Stemerick
2019 Letter/Welcome	The letter included in the packet is a reminder to CCPC board member as to why we are here, why we serve on board and tone we want to create moving forward into the new year. The work moving forward includes CEO selection and evaluation, and budget approval. It was also mentioned that we need to improve new board orientation and training of CCPC board members.		Donald Washington Robert Brown
Health Center Performance Measures for the FIVE Months Ended November 30, 2018	The fiscal report included Total Medical, Dental and vision visits for Community and School Based Health Center sites. It also included summary of cost, such as payroll, fringe benefits, Interpreter cost, medical supplies, dental supplies, pharmacy purchases, grant to Crossroads, Dental labs, OCHIN cost, Uninsured Lab Cost and other non-personnel cost.	The report included June 2018-November 2018 data. Handouts were provided. Our visits are down to due doctor and dentist vacancies. Currently, we are short 4 physicians and 4 dentists. Revenue will increase once those positions are filled.	Jim Wimberg
			CCPC Board Minutes January 2019 Page 1

Topic	Discussion	Action/Motion	Responsible Party
Cann Dental Expansion Update	The dental center at Cann Health Center is currently being renovated, Installation items include, air, furnace, plumbing, dry wall, painting and flooring. Final inspection will be conducted in May 2019. Dental equipment will be installed June 2019.	An extension will be filed with HRSA to extend the grant for 3 months, to June 30, 2019 for completion of project. The Dental center expansion is to be completed June 2019, with a goal of hiring personnel and begin operations in August 2019.	Jim Wimberg
Safe Places Program Policy and Procedure		Motion Passed Motion: Pamela J. Adams 2 nd : Leroy Mitchell	Jennifer Mooney
Credentialing	Credentialing request for Caryn Hogan Registered Nurse, Jeannie Jackson Taylor, Community Health Worker, Jerry Schneider Pharmacist, and Lori Sublett Pharmacist. 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 Motion: Luwana Pettus-Oglesby 2 nd : Robert Brown	Phyllis Richardson
Annual Board Self-Assessment	The Board Self-Assessment was distributed and CCPC board members were asked to fill out and return	Complete Board Self-Assessment and return to Rosemary as soon as possible. Results will be tallied when received by all CCPC board members.	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 by staff and CCPC board members.	Read, sign and return signature page to Rosemary by the next board meeting. Will revisit at February 2019 meeting	Rosemary Stemerick
QI Report	The year to date (2018) QI report by provider was presented. The report included UDS Childhood Immunizations, UDS Adult BMI and Follow-up, and UDS Cervical Cancer Screening and UDS Colorectal Cancer Screening.	The report identified the UDS goal, and each provider percentage and goals met. The effort to reach goals for these measures will be an ongoing responsibility of each provider and assessed monthly.	Dr. Yury Gonzales
School Based Health Center Update AWL	The Academy of World Languages is now open five days a week for medical and dental. The vision center is set to open in February 2019, we are in the process of hiring for that center. On January 15, 2019, staff will present at the Evanston Community strategic planning meeting with Xavier's Community Building Institute.	School Based Health has created a tool to report to each billing provider, the number of visits they complete compared to their daily goal. The tool is emailed to each billing provider each week to help communicate our budgeted visit goal and goals met.	Dr. Marilyn Crompton
			CCPC Board Minutes January 2019 Page 2

Topic	Discussion	Action/Motion	Responsible Party
Interim Appointment of CEO	To name Phyllis Richardson and Angela Robinson interim CEO due to CEO Joyce Tate's resignation on January 4, 2019. Responsibilities will be divided with Angela Robinson having the majority of duties.	Motion Passed: Motion: Pamela J. Adams 2 nd : Ki-Afi Ra Moyo	Commissioner Moore
CFO/CEO Appointments/Hiring	The CFO and CEO positions/hiring are delayed due to the Board of Health requesting a credit check be included for the final candidates. A policy from central HR as not been developed to date and they would have to develop a policy before a final candidate is selected and hired. This is an important issue to have resolved since it is affecting the hiring of essential positions with HRSA.	It was decided that Ms. Wilson, CCPC Chair would contact Dr. Phil Lichtenstein, Board of Health Chair to discuss the hiring of the CFO/CEO in relation to the credit check. The recommendation of CCPC board is to have credit check waived for future hires.	Commissioner Moore Prencis Wilson
Avondale Operating Agreement Update	Continued discussion to the details of the operating agreement with UC Hospital. Staffing may include: Nurse Practitioner Adult, Nurse Practitioner Pediatrics, Clinic Manager, two Customer Relation Representatives, three Medical Assistants, Pharmacist, Pharmacy Technician, Lab Technician. We are continuing working towards an agreement that will benefit both the Health Department and University of Cincinnati.		Commissioner Moore
			CCPC Board Minutes December 2018 Page 3

Meeting Adjourned: 7:45 pm
 Next Meeting Wednesday February 13, 2019
 Minutes Prepared by:

Minutes Approved by:

 Rosemary Stemerick, Board Clerk Date _____

 Jerry Bedford Jr., Secretary Date _____

CCPC Board of Governors
Minutes
Wednesday February 13, 2019
Delores Bowman Auditorium
6:00 pm

Roll Call

CCPC Board members present: Luwana Pettus-Oglesby, Precis Wilson, Robert Brown, Caroline Moore, Carrie Douglas, Ki-Afi Ra Moyo, Pamela J Adams.

Senior Staff Present: Phyllis Richardson, Dr. Camille Jones, Dr. Marilyn Crumpton, Kim Oberlander, Jim Wimberg, D. Jill Byrd, Commissioner Moore, Angela Robinson, Michelle Daniels, Holly Blackley, and Rosemary Stemerick.

Guest: Zach Southwood and Dr. Mona Monsour.

Topic	Discussion	Action	Responsible
Call to Order/Moment of Silence	Meeting was called to order 6:03 pm		Precis Wilson
Roll Call		No Quorum, a special meeting will be scheduled for February 20, 2019 to get vote/motion on urgent issues; CEO selection, Project Director for HRSA grant responsibilities, Credentialing and Privileging and change to the scope of service for address change for Ambrose Clement Health Center.	Rosemary Stemerick
Minutes		Minutes from January 2019 were not approved due to lack of attendance. A motion/approval of the January 9, 2019 minutes will take place on February 20, 2019 meeting.	Rosemary Stemerick
Thrive by Five Collaborative	CHD is partnering with Children's Hospital all children thrive learning network. The vision is to ensure all 5-year old's have healthy mind and body. Other objectives include; eliminating infant mortality, reducing disparity in hospital bed days, eliminating disparities across neighborhoods in the health of children and reading by the third grade. This is being accomplished by community connected primary care. Nine clinics are participating in the program. There are 3 Children Hospital teams and 6 CHD teams. The CHD teams include: Lead Screening at Cann, Dental at Bobbie Sterne, Lead at Hopple, Immunization at Millvale, Lead at Northside, and Ages and Stages Questionnaire at Price Hill.	A PowerPoint presentation was provided, emailed and handed out to the CCPC board members.	Dr. Mona Mansour Dr. Marilyn Crumpton CCPC Board Minutes February 2019 Page 1

Topic	Discussion	Action/Motion	Responsible Party
Financial Report for December 2018	Reviewed December 2018 financial dashboard. Revenue was discussed and means to fill provider vacancies.	Handout provided.	Jim Wimberg
UDS Measures 2015-18	Reviewed UDS Measures from 2015-2018. The Uniform Data System (UDS) is a core system of information appropriate for reviewing the operation and performance of health centers. UDS is a reporting requirement for Health Resources and Service Administration (HRSA) grantees, including community health centers. The data are used to improve health center performance and operation and to identify trends over time. UDS data are compared with national data to review differences between the U.S population at large and those individuals and families who rely on the health care safety net for primary care.	The UDS measures for Controlling High Blood Pressure, Childhood Immunization Status, use appropriate Medications for Asthma, HIV Linkage to Care, and Early Entry into Prenatal Care are below CCPC Goal 2018. Early entry to Prenatal Care policy was created by Dr. Kelly. A patient can walk in for a pregnancy test. If the person does test positive for pregnancy, they are fast tracked to see a provider. The UDS measures are a continuous quality improvement initiative. Colorectal Cancer screening is assessed at each patient visit to determine if the patient is up to date.	Dr. Yury Gonzales
CFO Update	The board of health will be voting on CFO selection at the February 26, 2019 meeting. The new CFO will be named at the next CCPC board meeting.	Jim Wimberg has agreed to stay on as a temporary employee 2-3 days a week to help with transition of new CFO. Also, will be reaching out to the Finance Director for additional support.	Commissioner Moore
Avondale Operating Agreement Update	Will be meeting with Law Department to review information to date. Looking at possible revisions from original document provided by UC.	Goal is still to open July 1, 2019. Angela Robinson will be meeting with UC to work through issues. Update at next CCPC meeting	Commissioner Moore
Walnut Street Health Center	Walnut Street Health Center will be evaluated and is possibly considered being an urgent care.	Discussing possibilities at Walnut Street and needed providers. Will be a Safe Places health center.	Commissioner Moore
PIO (Public Information Officer)	Recommended that CCPC be published in our newsletter.	To invite Marla Fuller to our meetings and get ideas to promote CCPC activities.	Commissioner Moore
			CCPC Board Minutes February 2019 Page 2

Meeting Adjourned: 7:12 pm

Next Meeting Wednesday March 13, 2019

Minutes Prepared by:

Minutes Approved by:

Date _____

Rosemary Stemerick, Board Clerk

Date _____

Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Wednesday February 20, 2019
Delores Bowman Auditorium
Noon

The CCPC Special Board Meeting was called to order at 12:01 pm.

Roll Call

CCPC Board members present: Pamela J. Adams, Jerry Bedford Jr., Robert Brown, Leroy Mitchell, Ki-Afi-Ra Moyo, Luwana Pettus-Oglesby, Donald Washington, George Weatherby, and Precis Wilson.

Senior Staff Present: Angela Robinson, Commissioner Moore, and Phyllis Richardson.

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 12:01pm		Precis Wilson
Roll Call	This meeting was called to order at 12:01 pm. This special meeting was conducted due to agenda items and urgent motions that we were not able to vote on due to a lack of attendance/absence at the regular monthly meeting on Wednesday February 13, 2019.	Quorum of 9 CCPC Board Members	Angela Robinson
Minutes		The Minutes were approved and filed from January 9, 2019 to include this meeting amendment to make Angela Robinson the sole Project Director for the HRSA grant responsibilities. (See Vote and amendment below.)	Precis Wilson
Amended Motion for Interim CEO	The motion was adopted to name Phyllis Richardson and Angela Robinson as interim CEO due to CEO Joyce Tate's resignation on January 4, 2019.	Amended Motion: Angela Robinson shall be sole Project Director to oversee HRSA grant responsibilities and Interim CEO/Executive Director Motion Passed: Quorum of 9 Motion: Ki-Afi Ra Moyo 2 nd : Pamela J. Adams	Precis Wilson
CEO Selection for Primary Care	The CCPC board has selected Mr. Domonic Hopson for the CEO/Assistant Health Commissioner for Primary Care. His resume was distributed and reviewed by all CCPC board members.	Motion Passed: Motion: Pamela J Adams Motion:	Precis Wilson
			CCPC Board Minutes February 20, 2019 Page 1

Topic	Discussion	Action/Motion	Responsible Party
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2018 Summary of Credentialing and Privileging	A historical query/summary of providers who were credentialed in 2018 was provided to CCPC board members. The information was provided by the National Practitioner Data Bank from 1/1/2018 through 12/31/2018.	Report was provided to CCPC board members.	Phyllis Richardson
Credentialing and Privileging	Credentialing for following: Lauren Klein Pharmacist, Brandon McCrea Pharmacy Resident, Grace S Joanita NP, April Abaecherli-Shore NP, Courtney Greenwood Dentist, LaKisha Sanders MA, Catherine Lanzillotta RN and MacKenzie Hoban Dentist.	Motion Passed Quorum of 9 Motion: Pamela J Adams 2 nd Leroy Mitchell	Phyllis Richardson
Credentialing and Privileging	Credentialing for Amy Health RN.	Motion Passed Quorum of 8 Motion: Donald Washington 2 nd Jerry Bedford Jr	Phyllis Richardson
Change to Scope of Service to move the Ambrose Clement Health Center to a new location.	The Ambrose Clement Health Center will be relocating to 3529 Reading Road. This will be in July 2019.	Motion Passed Quorum of 9 Motion: Donald Washington 2 nd Jerry Bedford Jr	Prencis Wilson
			CCPC Board Minutes February 20, 2019 Page 2

Meeting Adjourned: 12: 37 pm
Next Meeting Wednesday March 13, 2019
Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk Date _____

Jerry Bedford Jr., Secretary Date _____

CCPC Board of Governors
Minutes
Wednesday March 13, 2019
Delores Bowman Auditorium
6:00 pm

Roll Call

CCPC Board members present: George Weatherby, Precnis Wilson, Robert Brown, Jerry Bedford Jr., Carrie Douglas, Pamela J Adams and Donald Washington.

Senior Staff Present: Phyllis Richardson, Dr. Camille Jones, Ronald Robinson, Angela Robinson, Holly Blackley, Michelle Daniels, D. Jill Byrd, Commissioner Moore, and Dr. Yury Gonzales

Guest: Zach Southwood, Maxwell Smith and Ashley Colmenero

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 pm		Precnis Wilson
Roll Call		Quorum of 7	Angela Robinson
Minutes		Minutes from February 13, 2019 minutes were approved and filed	Rosemary Stermerick
Welcome New CFO	Mr. Ronald Robinson is new CFO, Division Manger for the Cincinnati Health Department. He will be working closely with CCPC board and received a warm welcome to the department.		Precnis Wilson
Selection of New Officers	Interested persons who would like to be a Chair, Vice Chair or Secretary to the CCPC board.	Please let Angela Robinson know interest by April 3, 2019. Officers will be voted on and selected at the April Annual meeting on April 10, 2019. Selected Officers will take office at April 2019 meeting.	Angela Robinson
Melissa Abbatiello	CCPC by-laws indicate a member is required to attend at least 2/3 of meetings per year to be a board member in good status. Last year Ms. Abbatiello was only able to attend one meeting the entire year.	A certified letter will be sent to Ms. Abbatiello to indicating she will need to respond if she is interested in continuing to serve on CCPC board.	Angela Robinson Precnis Wilson
New Board Member Applications	CCPC board terms are two consecutives three-year terms. Members coming off the board this year but can serve one more term is Luwana Pettus-Oglesby. CCPC members coming off board is Leroy Mitchell and Jerry Bedford Jr. Discussion mentioned waiting until the new CEO started include him in new CCPC board selection.	New Member applications will be reviewed and will meet with the Executive Committee and then will be discussed at the entire CCPC board. There are five new applications/persons who are interested in serving on CCPC board.	Precnis Wilson Angela Robinson CCPC Board Minutes March 2019 Page 1

Topic	Discussion	Action/Motion	Responsible Party
Email Response to Meeting Attendance	It was suggested that CCPC board members reply to the meeting notice so there is indication if we have a	Due to Sunshine laws, it was advised to reply only to sender and not "reply all" since this could be considered a public meeting.	Precnis Wilson Zach Southwood

	quorum each month for the board meeting.	So please reply only to sender with your intentions of making the meeting each month.	
CCPC Board Training and Newsletter	There was discussion of the CCPC board responsibilities and the importance of the role and being a member on CCPC board. Board Training should take priority with current members. It was recommended that staff present at each board meeting their role with Primary Care and duties they provide.	Mr. Brown is working on 3 articles for the newsletter. The Role of CCPC, Relationship of CCPC and Board of Health, and Analysis of Public Health Centers, Quality and 2017 UDS report. It was determined though these are important items they will be discussed with Executive Committee to determine relevance and a timeline to be presented to CCPC board.	Robert Brown Prencis Wilson
Financial Report January 2019	Will be looking at collections to make sure we are getting maximum amount in reimbursement for visits including, coding, closing encounters to receivables (number of days). Also, interested in provider capacity in relation to decline in revenue. Non-Personnel cost will find and identify these cost hope to find savings.		Ronald Robinson
HRSA Site Visit	The telephone conference was rescheduled with HRSA Project Director, Sye Benefield to Friday March 22, 2019. Angela Robinson, Phyllis Richardson and Commissioner Moore will be available for the phone meeting.	The HRSA site visit date is still to be determined. CCPC board will be notified once there is a time scheduled. It is of utmost importance that CCPC members are available for the HRSA visit.	Angela Robinson
Avondale Health Center Update	Have meet with UC multiple times. Had both a walk thru with team at UC and Ambrose Health Center. UC is open to the Health Department leading the project and determining the needs of the health center.	Next steps, is to have our IT department and Facilities Manager walk through the new Health Center to determine where drops will be located, computer equipment, etc. and overall lay of the building. Goal is to open July 1, 2018.	Angela Robinson
Credentialing and Privileging	Credentialing and Re-privileging inquiries made through the National Practitioner Data Bank and confirm no negative reporting for: Jasmine Taylor, Optometric Tech, Dana Harris Optician, Curtis Williams Optician, Aishia Peoples RN, Anna Benjamin RN, Grace Ssali Jonita NP, April Abaecherli-Shore NP, and Quintin Norman	Motion Passed: Motion	Phyllis Richardson
			CCPC Board Minutes March 2019 Page 2

Meeting Adjourned: 7:23 pm
Next Meeting Wednesday April 10, 2019
Minutes Prepared by:

Minutes Approved by:

_____ Date _____
Rosemary Stemerick, Board Clerk

_____ Date _____
Jerry Bedford Jr., Secretary

CCPC Board of Governors
Minutes
Annual Meeting
Wednesday April 10, 2019
Delores Bowman Auditorium
6:00 pm

Roll Call


CCPC Board members present: George Weatherby, Michelle Burns, Precnis Wilson, Robert Brown, Ki-Afi Ra Moyo, Carrie Douglas, Pamela J Adams, Leroy Mitchell, Luwana Pettus-Oglesby, and Donald Washington.

Senior Staff Present: Phyllis Richardson, Rosemary Stemerick, Dr. Camille Jones, Ronald Robinson, Angela Robinson, and Dr. Grant Mussman

Guest: Zach Southwood

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 pm		Precnis Wilson
Roll Call		Quorum of 10	Angela Robinson
Minutes		Minutes from March 13, 2019 minutes were approved and filed	Rosemary Stemerick
Farwell Mr. Mitchell and Mr. Bedford	Term of office expired for Mr. Leroy Mitchell and Mr. Jerry Bedford Jr. April 2019. Mr.	Mr. Mitchell was presented with a certificate of appreciation for all the service and work he has provided to the CCPC board and the Health Centers. Mr. Bedford was not able to make the meeting but the certificate will be provided to him at a future date.	Precnis Wilson
New Officers (April 2019-March 2020)	Nominations for the new officers were distributed and voted on at the meeting. The nominations were Mr. Brown and Ms. Wilson for Chair; Mr. Washington for Vice Chair; and Ms. Pamela J. Adams for Secretary.	Ballots were returned at the meeting and CCPC voted for Mr. Brown as Chair, Mr. Washington as Vice Chair and Pamela J. Adams as Secretary.	Phyllis Richardson
Melissa Abbatiello	Due to lack of attendance (only made one meeting in 16 months) It was advised by our city Solicitor that a CCPC board vote would be required to keep here on the CCPC board.	A vote was taken at the CCPC board meeting and it was decided that Ms. Abbatiello would not hold a position as a CCPC board member. The motion passed to remove her from the CCPC board. It was also mentioned that she is able to apply at a future date. Motion Passed. Motion: Luwana Pettus-Oglesby 2 nd Leroy Mitchell	CCPC Board Minutes April 2019 Page 1

Topic	Discussion	Action/Motion	Responsible Party
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New Board Members	After reviewing the Board Applications, the Executive Committee has vetted and approved recommendations to the CCPC board for a vote. New Members include Michelle Burns, Jerry Davis and Casey Kuchera.	Motion Passed: Motion: Donald Washin; 2 nd : Prencis Wilson	Angela Robinson  We know health matters
Oath of Office	Michelle Burns was approved as a new CCPC board member. Sworn into office on April 10, 2019. Jerry Davis and Casey Kuchera were unable to attend April meeting and will be sworn in at a future meeting.	Oath of Office was conducted and Michelle Burns was sworn into office.	Rosemary Stemerick
Financial Report Ending February 28, 2019	Reviewed dashboard/performance measures ending 2/28/2019. The finance report will focus on revenue for Community, Dental, FQHC, and School Based Health Centers. Mr. Brown suggested educating CCPC board on budget process, YTD performance.		Ronald Robinson
Mock Site Visit	HRSA site visit is June 4-6, 2019, in preparation for this visit, a mock site visit was suggested to CCPC board to allow us to ready ourselves for the Operational Site visit by HRSA. The mock site visit would provide an objective assessment of our compliance with statutory and regulatory requirements of our Health Center Program before HRSA visit. Details of mock visit, including onsite, offsite and costs will be detailed at a future date. Did detail some examples and costs. Also discussed reference for possible contractor.	Motion Passed: Motion: Pamela J. Adams 2 nd Donald Washington	Angela Robinson/Commissioner Moore
CEO Update	Domonick Hopson has accepted CEO position and will start on Monday April 22, 2019.		Angela Robinson
Avondale Project Update	UC is reviewing the operating agreement, once reviewed with any changes will be provided to CHD for review. Items that are being implemented to date include furniture, equipment, IT support, data, signage, exam rooms etc.	Opening Date is expected to be July 1, 2019. Will update on Operating Agreement when presented back to CHD.	Angela Robinson
Credentialing and Privileging	Credentialing and Re-privileging inquiries made through the National Practitioner Data Bank and confirm no negative reporting for: Brittany Allen, FNP; Nicole LaCasse, MD; Shane Satterfield, LSW; Keyshia Britton, MA; and Ann Johnson, MA.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Ki-Afi Ra Moyo	Phyllis Richardson CCPC Board Minutes April 2019 Page 2

Topic	Discussion	Action/Motion	Responsible Party
Policies: FQHC Billing and Collection Policy, Referral Tracking Policy and Procedure, Laboratory Testing and Tracking Policy and Procedure, Imaging Tests Policy and Procedure and Emergency Room, Hospital and Facility Communication and	The FQHC Billing and Collection Policy was tabled until Mr. Robinson has proper time to review. Three policies were reviewed and date was updated with no changes; they include Referral Tracking Policy and Procedure, Laboratory Testing and Tracking Policy and Procedure, and Imaging Tests Policy and Procedure. The final policy Emergency Room, Hospital and Facility Communication	Motion Passed Motion: Ki-Afi Ra Moyo 2 nd : Michelle Burns	Phyllis Richardson

Follow Up Policy and Procedure.	and Follow-Up Policy and Procedure was updated with a few minor changes that included taking out part about calling patient for follow-up. It now requires provider review and made by as needed basis.		
QI Report March 2019 for UDS Asthma Medications, Pediatric BMI, A1c Poor Control and Controlled HTN	Reviewed UDS report by provider information; Asthma Medications are well above average but there are inconsistencies in measures if a patient refuses medicine and or is consistent with taking medicine. Pediatric BMI is recorded in physician notes. However, may not be accurate due to note templates not recorded correctly. Will be looking into how physicians are recording that patient was spoken to about this issue. Most physicians are above goal. A1c Poor Control is an area of ongoing work, but most physicians are above goal of 20%, and Controlled Hypertension most are above 80%.	Handouts were provided to CCPC board members	Dr. Grant Mussman
New Business	CHIP meeting will be held at Health Collaborative 9-noon on May 6, 2019 address 615 Elsinore Place 45202. Tobacco 21- will be needing to enforce ordinance through tobacco 21 law which will require establishment to purchase license to enforce. There will be underage compliance checks to make sure law is being enforced. PHAB will be revised and looking to improve and update strategic plan		Dr. Camille Jones CCPC Board Minutes April 2019 Page 3

Meeting Adjourned: 7:49 pm

Next Meeting Wednesday May 8, 2019

Minutes Prepared by:

Minutes Approved by:

Rosemary Stemerick, Board Clerk

Date _____

Pamela J. Adams, Secretary

Date _____

CCPC Board of Governors
Minutes
Wednesday May 8, 2019
Delores Bowman Auditorium
6:00 pm

Roll Call

CCPC Board members present: George Weatherby, Michelle Burns, Caroline Moore, Precis Wilson, Robert Brown, Luwana Pettus-Oglesby, Pamela J. Adams, Donald Washington, Carrie Douglas, Dr. Phil Lichtenstein, Ki-Afi Ra Moyo,

Senior Staff Present: Phyllis Richardson, Rosemary Stemerick, Commissioner Melba Moore, Domonic Hopson, Ronald Robinson, Angela Robinson, Holly Blackley, and D. Jill Byrd.

Guest: Ashley Colmenero

Topic	Discussion	Action/Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:01 pm		Robert Brown
Roll Call		Quorum of 8	Rosemary Stemerick
Oath of Office	Luwana Pettus-Oglesby was reappointed to CCPC board.	Sworn in as continuing member of CCPC board.	Rosemary Stemerick
Committee review/member selection	Will be tabled for Executive Committee and discussion with members.		Robert Brown
Ms. Wilson	Ms. Precis Wilson, former chair of CCPC board was honored for her dedication and service with CCPC board.	Flowers of appreciation were presented to Ms. Wilson.	Commissioner Moore
HRSA site visit/Special Meeting	The HRSA site visit is scheduled for June 4-6 2019. We are excited for the Health Centers to be reviewed for operations.	We will need to schedule another meeting this month for either the 15 or 22 of May at 6pm to prepare for the visit.	Domonic Hopson
Avondale Health Center	We are on schedule for the new health center to open July 1, 2019. The name will continue to be called Ambrose Clement Health Center. The community room will be named by residents/community.	Opening scheduled for July 1, 2019- Ambrose Clement Health Center. Building is being constructed and facility and IT are contributing final assessment of construction to move operations.	Domonic Hopson
			May 2019 CCPC Minutes Page 1
Topic	Discussion	Action/Motion	Responsible Party

Financial Dashboard February 2019	Reviewed February 2019 financial dashboard that was updated to include location, month, service line and year to date. Patient revenue by health center and month will be reviewed and are goal close gap or break even with billing and revenue.	Will be working with OCHIN to maximize support to aid in reaching our full revenue potential.	Ronald L. Robinson Sr.
2019-2020 Budget	Health Department budget has been submitted to City Manager. City Manager will follow-up with Commissioner Moore for review two possible scenarios for 2.8 M reduction. Commissioner Moore is considering having medical students working in health centers as a potential way of increasing patient care and revenue.	Mayor Cranley will review budget and meet with City Council next week for final approval. Considering a working group to coordinate efforts to be at budget meetings and present to City Council	Commissioner Moore Robert Brown
Credentialing and Privileging	Credentialing for the following providers: Austin Huff Dentist, Kelly Holtel RN, Christina Tarter RN, Mary Rose RN, Re-privileging candidates include: Amanda Dobson NP, Robin Gulley NP, Christine Moore NP, Marianne Dinapoli, MD, Elizabeth Kelly MD, William Moravec MD, Rocco Rossi MD, and Krista Sweeney CMW. 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 Motion: Luwana Pettus-Oglesby 2 nd : Ki-Afi Ra Moyo	Phyllis Richardson
Revised Policies	CCPC QI/QA Plan 2019-2020; CCPC FQHC Sliding Fee and Billing Policy; CCPC Patient Safety and Risk Management Plan; Complaint Reporting Policy and Procedure; Incident Reporting; Medication Incident Assessment; Credentialing and Privileging Policy; Termination of the Physician-Patient Relationship; and Pharmacy Drug Recall.	Motion Passed Motion: Michelle Burns 2 nd : Luwana Pettus-Oglesby See attached description of the revision attached. The Peer Review Policy and Procedure was tabled for special meeting in May 2019 (TBA)	D. Jill Byrd
New Policy	CCPC Grievance Policy/Form	Motion Passed: Motion: Pamela J. Adams 2 nd : Luwana Pettus-Oglesby	D. Jill Byrd May 2019 CCPC Minutes Page 2
Topic	Discussion	Action/Motion	Responsible Party
Policies Reviewed No Changes Pharmacy Policies	Reviewed with no changes: 340B Covered Entity Eligibility; 340B Education and Competency; 340 B Program Enrollment, Recertification and Change Request, Clinic Administered 340B Drugs, Contract Pharmacy Operations, Contract Pharmacy Oversight and Monitoring, Inventory Management, Patient Eligibility Definition, Prevention of Duplicate Discounts Prime Vendor Program (PVP), Enrollment and Update, and Prime Vendor Program (PVP) Enrollment and Change Request.	Motion Passed: Motion: Luwana Pettus-Oglesby 2 nd : Ki-Afi Ra Moyo	D. Jill Byrd
Clinical Policies			

	FTCA Claims Management Policy and Procedure, FTCA Walk-in Policy and Procedure, Nurse, Medical Assistant and Provider Documentation Policy, Provider Satisfaction Policy, Patient Satisfaction Policy, Same Day Appointment Policy and Procedure, Review of Policies and Procedures.	BBP Exposure Control Plan and BBP Post-Exposure Protocol and Flowchart will be reviewed at next special meeting.	
Dental Question	A question as to why a dental exam and cleaning cannot be conducted on the same day. Two separate visits were required.	Domonic Hopson will look into question and determine if this is a policy driven decision. Ask dental director to come to CCPC board meeting and present.	Caroline Moore Domonic Hopson
QI Report	Reported on QI measures for first quarter 2019 from UDS measures to include Adult BMI, Childhood Immunizations, Cervical Cancer Screening and Colorectal Cancer Screening.		Dr. Yury Gonzales
Immunization Action Plan	2018 Comparative Overall Vaccination Rates by IAP (Funded under Get Vaccinated Ohio grant). The data provided is not in UDS. This is conducted through a chart audit and compliance with all vaccines for CHD is at higher rates than public provider for Ohio and National rates. This includes Pediatric range, adolescent range (13-17 year old). See attached handout for specific percentages	Handouts were provided to CCPC board members.	Dr. Camille Jones
Commissioner Updates	Regional needs assessment Improvement Plan have met twice and will vote on focal area to improve within city and resident needs. Focus will include access to care, mental/behavioral, nutrition/food access and infant mortality. Marketing will be key and coordinating with partners	Food Pantry will be assessed for our health centers as well as Pop up produce (as conducted at Millvale Health Center). Power packs for summer meals/snacks.	Commissioner Moore May 2019 CCPC Minutes Page 3

Next Meeting Wednesday June 12, 2019

Minutes Prepared by:

_____ Date _____
Rosemary Stemerick, Board Clerk

Minutes Approved by:

_____ Date _____
Pamela J. Adams, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday, June 12, 2019
Delores Bowman Auditorium
Call to order 6:00 pm

Roll Call

CCPC Board members present: Pamela Adams, Robert Brown, Michelle Burns, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Donald Washington, George Weatherby

CCPC Board members absent: Keith Deaton, Caroline Moore, Precis Wilson

Ex-officio persons present: Carrie Douglas, Dr. Philip Lichtenstein

Other: Commissioner Melba Moore, Domonic Hopson, CEO CCPC, Grant Mussman, Kim Oberlander, Angela Robinson, Zach Southwood, Nancy Carter, Phyllis Richardson, Jill Byrd, Michelle Daniels, Rosemary Stemerick, Angela Bredestege

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	Quorum of 7		Rosemary Stemerick
Minutes	HRSA's recommendations for format changes. Discussion and Action will be combine going forward as well as a more detailed information concerning discussion.		Rosemary Stemerick
HRSA Site Visit	Mr. Brown recognized the superior performance and quality of work done by the individuals that worked on the site visit.		Robert Brown
Standing Committees	Discussion regarding whether Committees must comply with Sunshine Law requiring certain proceedings of government agencies to be open or available to the public. Mr. Southwood informed the board that if majority of the committee is meeting, they must comply and may not turn away the public. Our bylaws indicate we need to adhere to this rule.		Robert Brown
Meeting Minutes	Changes to the May 2019 Meeting Minutes: Friday , May 17, 2019 and Ms. Moyo was present		Rosemary Stemerick

Standing Committees	<p>All committees are currently active and must meet annually. Zach Southwood again indicated all committees are bound by the Sunshine Law and cannot meet without public notification. This requirement can be met by posting the committee meetings on the website calendar. Minutes must be taken of all meetings.</p> <p>Each committee should have a charter.</p> <p>Executive and Finance Committees are fully formed.</p> <p>By next meeting, each standing committee should develop a charter, an outline of goals and designate a chairperson.</p> <p>With respect to the BOH Finance Comm., Mr. Brown would like to increase CCPC representation. Dr. Lichtenstein would like an outline of the rationale for increasing CCPC representation to the BOH Finance Committee.</p>		Robert Brown
Mr. Keith Deaton	<p>Mr. Deaton has attended one meeting (January) in 2019. Additionally, he is not in compliance with the use of the Health Services. He has previously been informed of his non-compliance.</p> <p>Mr. Brown believes he should be notified by mail of his attendance and patient compliance.</p> <p>A certified mail letter will be sent to Mr. Deaton from Mr. Brown.</p>		Robert Brown
Oath of Office	Donald Washington was reappointed to the CCPC Board		Rosemary Stemerick
Dental Services	Dr. Oberlander presented a Power Point presentation to the Board providing an overview of dental services at our facilities.		Dr. Kim Oberlander

<p>HRSA Site Visit Results</p>	<p>HRSA site visit was completed and we had 87 of 93 areas of compliance. 6 areas of non-compliance were: Form 5A Scope of Project; Credentialing and Privileging of Contracted or Referral Providers, Form 5B Documentation of Sites; Subaward Agreements; Documenting use of Federal Funds and Exercising Required Authorities and Responsibilities.</p> <p>Modifications were needed to Form 5A, 5B and Strategic Plan.</p>	<p>Motions:</p> <p><u>Motion to Accept Modifications to Form 5A and 5B</u> Motion - Pettus-Oblesby 2nd – Moyo Passed</p> <p><u>Motion to Accept Modifications to Strategic Plan</u> Motion – Adams 2nd – Pettus-Oblesby Passed</p>	<p>Domonic Hopson</p>
<p><u>Change of Service Details</u></p>	<p>Modifications 5A: Additions to Direct Service – Postpartum Care; Additions to Formal Written Contract/Agreement – General Primary Medical Care, Gynecological Care, Prenatal Care, Postpartum Care, Preventative Dental and Additional Dental Service. Removal from Direct Service – Environmental Health Services; Removal from Formal Written Referral Arrangement – Outreach, Optometry, Recuperative Care Program Services, Occupational Therapy, Physical Therapy, Additional Enabling/Support Services.</p>	<p><u>Motion to Approve Millvale Extended Hours</u> Motion: Burns 2nd – Oblesby Passed</p>	
<p><u>Change of Site Details</u></p>	<p>Modifications to 5B: AWL – change from Administrative to Service Delivery site ; CHD – change from Administrative to Service Delivery Site and Administrative; CHD – Remove one BPS# and combine sites; Millvale – increase total hours of operations from 40 to 44; Mt. Airy – increase total hours of operation from 0 to 40; Withrow Community Learning Center – change from Administrative to Service Delivery site; and Ethel M. Taylor Academy – change from Administrative to Service Delivery Site.</p>		
<p><u>Strategic Plan</u></p>	<p>Modifications to City of Cincinnati/CCPC Strategic Plan – Additions as follows: The addition of Capital Expenditures to the Goals/Key Areas of Focus including complete Braxton Cann and Avondale project and complete a capital needs assessment of all health center sites.</p>		

	<p>Discussion: Dr. Lichtenstein inquired if we have an obligation to bring this Strategic Plan into alignment with CHIP? Mr. Brown agrees that these efforts should be brought into alignment.</p> <p>Millvale – Operating hours were adjusted to open 4 hours on Saturday to serve patients who cannot get to the facility during the week.</p> <p>Discussion: Are we looking to extend hours to other facilities. Mr. Hopson believes additional cost/revenue data is needed and the issue should be revisited in 6 months.</p> <p>Dr. Lichtenstein questioned whether patient surveys indicate a need for Saturday hours. Is a change needed in the survey?</p>		
Avondale Health Center	Health Center construction will be completed next week. We are still actively negotiating the agreement with UC. Target opening is July 1, 2019. The operating agreement will need to be presented to the board upon completion.		Domonic Hopson
National Health Center Week	National Health Center Week is August 4-10. We are planning activities at our health centers and will report on the upcoming events at the July meeting.		Domonic Hopson
Credentialing and Privileging	<p>We will continue to follow current policy of bring individuals to the board for approval until such policy is changed.</p> <p>Credentialing for the following providers: Alex Zumberg, DDS, Heather Schwantes, CNM, Clinique Davis, FNP, JoAnn Martini, CDA. Re-Privileging for the following: Abby Pritchard, NP, Roberta Blistan, RN, Rosa Cama, RN, Amber Kaehler, RN, Melissa Tijmsa, RN, Brenda Waldron, RN, Leslie Barry, MA, Andrea Bilbrew, MA, M’Keva Ferguson, MA, Dawnielle Law, MA, Tosha Moore, MA, Lauren Silas, MA, Antwanette Strawther, MA, LaSheena White, MA.</p> <p>Discussion after vote: Ms. Adams believes although HRSA indicated the CCPC Board no longer must take</p>	<p><u>Motion to Accept the Credentialing and Re-Privileging</u> Motion: Adams 2nd – Burns Passed</p>	Phyllis Richardson

	<p>responsibility for this action, Ms. Adams believes this Board should continue to receive information concerning these actions.</p> <p>Mr. Brown believes the board should take HRSA's recommendation and not vote on these matters and the policy be changed so the Board no longer bears this responsibility.</p> <p>Ms. Richardson indicated the Board can still be presented with the names of the individuals for credentialing and re-privileging, however no vote will be needed.</p> <p>Dr. Lichtenstein recommends a presentation to the Board of the action of Credentialing and Privileging.</p>		
<p>QI Report</p>	<p>Reported on QI measures for 1st quarter 2019 UDS Coronary Artery Disease, Lipid Therapy; UDS Depression Screening and Tobacco Use Screening.</p> <p>Discussion: No-Show Data and Patient Loss. Is there information about no-shows and information indicating why patients are leaving and not returning to our facilities?</p> <p>We are working on an outreach program/campaign to re-establish contact with who have not been in a facility in the last 3 years.</p>		<p>Dr. Grant Mussman</p>

<p>Commissioner Update</p>	<p>May 2019 Commissioners Report from the BOH was presented to CCPC Board.</p> <p>The Commissioner is doing several spots with iHeartRadio and PSA's to highlight CCPC being the healthcare choice for Cincinnati. Including the school-based health centers. She will continue to pursue these types of media spots and continue raise awareness for our facilities.</p> <p>June 19 Comm. Moore will be chairing a meeting with the Mayor regarding opioid use to Nationwide Insurance. The meeting is to discuss second chances in the workplace. Nationwide is building programs in communities to help reduce the opioid addiction in the program areas.</p> <p>We are also working with outside partners in the area of Behavioral and Mental Health.</p>		<p>Commissioner Moore</p>
<p>Recognition</p>	<p>Thank you to the Board Members for their HRSA cooperation.</p> <p>Additional thank you to the Dental Team we have and the quality of care they provide to our patients.</p>		<p>Robert Brown</p>

Meeting Adjourned 8:13p.m.

Next Meeting Wednesday, July 10, 2019

Angela Bredestege, Board Clerk

Date _____

Pamela Adams, Secretary

CCPC Board of Governors
Meeting Minutes
Wednesday, July 10, 2019
Delores Bowman Auditorium
Call to order 6:15 pm

Roll Call

CCPC Board members present: Pamela Adams, Robert Brown, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Precis Wilson

CCPC Board members absent: Michelle Burns, Keith Deaton, Caroline Moore, Donald Washington, George Weatherby

Ex-officio persons present: Dr. Philip Lichtenstein

Other: Domonic Hopson, CEO CCPC, Angela Robinson, Phyllis Richardson, Virginia Scott, Dr. Yury Gonzales, Dr. Camille Jones, Holly Blackley, Ronald Robinson, Jon Lawniczak, Angela Bredestege

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence/Resignation of Mr. Deaton	Meeting was called to order 6:15 p.m. Mr. Keith Deaton submitted his letter of resignation from the Board effective July 10, 2019.		Robert Brown
Roll Call	Quorum of 5 of 9		Angela Bredestege
Minutes	No changes or discussion. Minutes accepted and filed.		Angela Bredestege
Board Applications	There are 4 people who have applied for the board. New board members may only be admitted during the annual meeting. The chair has indicated his intention to amend the bylaws to allow open board membership. Any applications will be held until the bylaws are amended. The minutes of this meeting serve as the 30 days written notice of the intent to amend the bylaws.		Robert Brown
HRSA	We responded to all HRSA findings and are waiting on confirmation of acceptance of our responses.		Domonic Hopson
Avondale Health Center	Health Department staff is moving forward and as of July 15, 2019, will start to provide care without UC. We are still negotiating the agreement with UC. The agreement must be presented to CCPC and BOH before it can be fully executed. We are continuing to negotiate in good faith and want to maintain our relationship with UC. We are waiting on various public relations/marketing matters until we can have all partners involved.		Domonic Hopson

	<p>Discussion: Current patients and any new patients who discover the facility are welcome. Signage: The building manager is working the signage for the facility.</p>		
National Health Center Week	<p>August 4 to 10, 2019. P. Richardson and the marketing team along with various site personnel are working to develop events at the health centers.</p> <p>Proposed activities: School, Behavioral Health Initiatives, Screenings, and Staff Appreciation.</p> <p>Possible kick-off at Avondale and wrap up the week at Braxton Cann.</p>		Domonic Hopson/Phyllis Richardson
Patient Survey Results	<p>Summary of Patient Survey Results. 41 questions on various topics. 1648 completed surveys. Questions focus on a variety of aspects of the health center including cleanliness, ease of getting care, staff, providers and general experience at the health center.</p> <p>Discussion: The responses are mostly positive. The action items are recognized and moving forward will be focus items for improvement.</p>		Domonic Hopson
Walnut Street Site	<p>Walnut Street Center – 3CDC is interested in purchasing the retail space on the ground floor. Talbert House has made no decision to date. They are required to give a 120-day notice if they intend to sell.</p> <p>We are reviewing patient location data from the Walnut Street and Bobbie Stern facilities to make an informed decision about where the greatest need is for a possible new site location</p> <p>We are hoping to form an exploratory workgroup with the Board of Health to evaluate possible locations.</p> <p>Discussion: It is important to know where our patients are coming from as well as where potential patients may be located. 3CDC brought 2 locations to us for consideration. However, they are very near the Bobbie Stern facility.</p>		Domonic Hopson

Board Calendar	HRSA supplied us with a template of a Board calendar. These items are all requirements to be completed by the board each year. We will be assigning each action with a time /month to assure we are in compliance with their requirements.		Domonic Hopson
Virginia Scott	Introduction of Virginia Scott as new Nursing Director. Domonic also recognized Jill Byrd and the work she did while Interim Nursing Director.		Domonic Hopson
Finance	<p>Financial Report/Dashboard continues to be a work in progress with our new accountant. The April, May and June information should be completed by the August meeting.</p> <p>FY19 is closed. Going forward, our objective is to grow our reserves in the 395 account.</p> <p>When we updated our Strategic Plan at the June 2019 meeting we added a Capital Expense Assessment for every health center (building and equipment) in order to track the longevity of our equipment and facilities.</p> <p>Discussion: We have a depreciation schedule on most capital equipment. The 395 reserve account presently has approximately \$2.5 million. An ideal range would be \$4-\$5 million. Grant revenue does not go into 395.</p>		Ronald Robinson Domonic Hopson
Finance	To Accept the City of Cincinnati Primary Care Procurement Procedure.	Motion: Pettus-Oglesby 2 nd : Wilson Passed 5-0	
	To Accept Title Change from Procurement and Oversight of Service Contracts to Oversight of Service Contracts	Motion: Pettus-Oglesby 2 nd : Moyo Passed 5-0	
	To Approve changes to the Cincinnati Health Department Draw Down Policy	Motion: Wilson 2 nd : Oglesby Passed 5-0	
	To Approve the CCPC Legislative Mandatory Restricting the Uses of Federal Grant Funds Policy and Procedure	Motion: Pettus-Oglesby 2 nd : Wilson Passed 5-0	

Credentialing and Privileging	Based on HRSA recommendation that final authority can be vested through the CEO with the CMO. The Board will still be presented with the candidates, but no longer be required to vote on their appointment. Discussion: The process is extremely time consuming and the sooner we can process the applicants for approval, the sooner claims being held for payment can be processed.	Motion: Moyo 2 nd : Pettus-Oglesby Passed 5-0	Phyllis Richardson
Nursing Director	2 items of priority: Getting out and working in the field – aligning physicians and nursing teams and working with payors to utilize their resources and data. Discussion: We are reaching out to our payors to meet with them on a regular basis regarding our patients and follow-up with their on-going care outside our healthcare centers to improve care for our patients. We are also looking to Ms. Scott to take the lead on the HEDIS measures to improve the care and outcome for our patients.		Virginia Scott
QI Report	No Metrics for June 2019.		Yury Gonzales, M.D.
Board Applications	Discussion: Adequacy of the Questionnaire to be discussed at the next Executive Committee Meeting along with the Committee Charters.		Robert Brown
Comment	This is the final meeting for Dr. Camille Jones. She is officially retiring in August 2019.		Camille Jones, M.D.
Comment	Board of Health member, Kate Schroder, is running for congress.		Phil Lichtenstein, M.D.

Meeting Adjourned 7:44 p.m.

Next Meeting Wednesday, August 14, 2019

Angela Bredestege, Board Clerk

Date _____

Pamela J. Adams, Secretary

CCPC Board of Governors
 Special Meeting Minutes
 Monday, August 5, 2019
 Delores Bowman Auditorium
 Call to order 6:00 pm

Roll Call

CCPC Board members present: Pamela Adams, Robert Brown, Michelle Burns, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, George Weatherby.

CCPC Board members absent: **Caroline Moore, Donald Washington, Precis Wilson**

Other: Domonic Hopson, CEO CCPC, Melba Moore, Commissioner CHD, Zach Southwood, Assistant City Solicitor

TOPIC	QUESTIONS	RESPONSES	ACTION/MOTION
Avondale Health Center	<p>Discussion – Professional and Management Services Agreement between University of Cincinnati Physicians Company, LLC and Board of Health of the City of Cincinnati and the City of Cincinnati Primary Care Governing Board.</p> <p>Ms. Adams: What are we getting for the amounts we are paying to UC?</p> <p>Mr. Brown: How frequently will this be monitored:</p>	<p>UC is providing multiple providers as well as management. Our nurse practitioners will also be seeing patients. UC will also provide services we do not offer.</p> <p>Domonic will meet with his counter-part at UC every other month to review the health center’s performance. Internally we will look at the data monthly.</p>	<p>Motion: Adams: 2nd: Pettus-Oglesby Passed: 6-0</p>

	<p>Ms. Adams: Without CCPC, UC is unable to get into HRSA? Is the CCPC Chairman going to be on the board with UC?</p> <p>Dr. Hackworth: BOH and CCPC will provide the clinicians for internal medicine and pediatrics, etc. UC will provide OB/GYN and psychiatric behavioral services through their personnel? Will Dr. Gonzales be providing services? Clarification on referrals.</p> <p>Ms. Yungbluth: Will current city employees be moved over to UC as employee? Will the UC staff be subject to the city's living wage laws? The City of Cincinnati has a living wage ordinance that sets forth the minimum wage. Do you know if the Living Wage Ordinance extends to contracts and would this be covered under that?</p> <p>Dr. Lichtenstein: Exhibit F – Service fees – Column 4 hourly rate amount is a session fee.</p> <p>Ms. Moyo: What is the reason for the Avondale Health Center Advisory Committee. What is the difference between that and CCPC and BOH? Is there an organizational chart?</p>	<p>We are a FQHC. This partnership is to provide needs and care to the residents of Avondale and surrounding area.</p> <p>And family practice. He will be meeting quarterly to discuss clinical aspects. He will be involved in all aspects of care and decisions regarding increase and decrease of services. We only refer within the health center.</p> <p>No employees will be moved either way. All contracts have a requirement that they meet living wage laws. They are providing staff at a higher level of clinic practice management. UC: All of the employees working in the center will be making above \$15 per hour.</p> <p>Mr. Hopson: All providers are a session fee. The only hourly rate is the management fee.</p> <p>The Advisory Committee will focus on operations. This information will be brought back to the CCPC Board. The committee was created for the oversight of this health center. When they use the term CEO or executive director, they are referring to Mr. Hopson. Mr. Robinson has been involved with developing the budget with UC. We will be providing the Boards with a monthly reconciliation. UC will cover the losses of the health-center, but the ultimate goal is to make a profit. Our expectations are</p>	
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	<p>Dr. Hackworth: Can afford the \$525,000 per year?</p> <p>Dr. Mitchell: Do we have any data that can help us project the break-even point?</p> <p>Dr. Hackworth: The agreement says we will have regular updates. What does “regular” mean?</p> <p>Ms. Schroder: Clarification of data timeline/availability. Are we confident that this agreement is in compliance with HRSA?</p> <p>Dr. Hackworth: Who is the Executive Director of the Avondale Health center as referred to in the Agreement?</p> <p>Ms. Moyo – Who owns the building?</p> <p>Ms. Adams: We pay the rent. Does UC pay anything? When is it open? When is the ribbon cutting?</p> <p>Dr. Hackworth: Security Services – what does this look like? Will we reduce our services here (Burnet and MLK) since it has gone away?</p>	<p>that we will be profitable after the marketing and outreach efforts.</p> <p>We know initially that the providers will not be seeing our expected patients per hour. This is a conservative budget with adjustments.</p> <p>We do have a certain number of encounters we need to break-even.</p> <p>Mr. Hopson will be getting information every other month and bringing back to the boards.</p> <p>We are using all the same systems as our other health centers.</p> <p>That is referring to Mr. Hopson.</p> <p>We have the lease since 2014. We start making rent payments in September 2019.</p> <p>UC spent \$1.2 million to build out and furnish the space. It opened today. It was a soft opening. We will have a ribbon cutting at a later date.</p> <p>Security is present at all locations. We added services to this location. Yes.</p>	
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	<p>Ms. Adams: What are the operating hours?</p> <p>Dr. Bhati: Mutually agreed upon performance metrics. Have these been agreed on?</p> <p>Dr. Mitchell: Has a marketing plan been developed?</p> <p>Ms. Moyo: Is there a user requirement for the Advisory Committee?</p>	<p>8:00 to 5:00 p.m. No Saturdays at this time. We will continue to look at the needs of the community and we may pursue that at a later time.</p> <p>We have a meeting scheduled and we will be looking at these quarterly. We will be working with UC and establish targets that are consistent with ambulatory care practices as far as productivity and clinic quality. HRSA gives the format of how you must monitor, but not the specifics of what measures you are looking for. Only recommendations. We have strong metrics and standards for our providers. This will allow us to develop them for a health center. It is an opportunity to look at industry standards and benchmarks to develop something consistent with other ambulatory health centers.</p> <p>There has been a lot of discussion. Historically, the city has not done a good job marketing our services. We will be working with UC to promote the health center. Performance and Marketing will be two items we focus on in the immediate future. UC Representative: UC has a robust marketing department and they are set on this health center. It had been put on hold until this Agreement was finalized.</p> <p>No.</p>	
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	<p>Dr. Mitchell: Are there resident from the community on the committee. How do we get input from the end user?</p> <p>Dr. Bhati – Do we send out Press Ganey surveys?</p>	<p>The Advisory Committee is the VP of Ambulatory Services at UC and Mr. Hopson. The agreement states we can add members from each side as long as there is consistency of how many so there will be the same amount of people from UC and CCPC. Patient Satisfaction Surveys – We collect data in the call center, on-site surveys and our annual patient satisfaction survey. We will also reach out to Community Councils.</p> <p>No.</p>	
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7:28 p.m. Meeting adjourned.

Next meeting: Tuesday, August 27, 2019, 6:00 p.m.

Minutes Prepared by:

Minutes Approved by:

_____ Date _____
 Angela Bredestege, Board Clerk

_____ Date _____
 Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes
Wednesday, September 11, 2019
Delores Bowman Auditorium
Call to order 6:03 pm

Roll Call

CCPC Board members present: Pamela Adams, Robert Brown, Michelle Burns, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, George Weatherby, Prencis Wilson.

CCPC Board members absent: Caroline Moore, Donald Washington

Ex Officio Members Present: Carrie Douglas, Dr. Philip Lichtenstein

Other: Domonic Hopson, CEO CCPC, Melba Moore, Commissioner CHD, Zach Southwood, Assistant City Solicitor, Phyllis Richardson, Yury Gonzales, M.D., Ronald Robinson, Virginia Scott

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:02 p.m.		Robert Brown
Roll Call	Quorum – 7 of 9 with Late arrival of Ms. Moyo and Ms. Adams		Angela Bredestege
Minutes	No changes or discussion. Minutes accepted and filed.		Angela Bredestege
Bylaws	Bylaw Amendment regarding addition of board members. The meeting was open for discussion about the language of the amendment. Discussion was held on various possible changes.	Motion to Approve the Amendment to Article VII Section A of the Bylaws of the City of Cincinnati primary Care Governing Board. Motion: Adams 2 nd Pettus-Oglesby Passed: 7-0	Robert Brown
Board Members	Mr. Brown proposed the addition of Timothy Collier and Ashley Colmenero. Discussion concerning Ms. Colmenero’s conflict of interest that has been resolved with new employment. Mr. Southwood advised the Board that the Amendment to the Bylaws must still be taken to the Board of Health for approval. He advised that a committee review the bylaws and co-applicant agreement and make recommendations for appropriate changes. Dr. Lichtenstein asked for a list of items that the BOH must approve on behalf of CCPC. Is it possible to		

	develop a formal mechanism to allow these votes/types of matters to be handled.		
Presentation	Pregnancy and Low Birth Weight – Home Health Programs		Jill Byrd
Board Calendar	Final Review – including HRSA requirements and other mandatory items.		Domonick Hopson
100 Day Report	Recognition of the strength of the staff. Development of the SWOT Personal Vision: To eliminate Greater Cincinnati social economic and racial health disparities by providing high quality primary and preventative health care services. Clearly define organization priorities, standardized processes and procedures and begin a continuous pursuit of High Reliability. Strategic Priorities, Action Steps.		Domonick Hopson
Strategic Plan	The Health Department and CCPC are moving forward in unison with strategic planning. The BOH and CCPC will individually determine their individual focuses and then come together to finalize their independent strategic plan.		Domonick Hopson
Ambrose Clement Open House	October 24, 2019 from 4:00 to 6:00 p.m.		Domonick Hopson
HRSA Quality Award	Certificate of Achievement - \$129,000.00 Award		Domonick Hopson
Braxton Cann	We are working to expand from a single door to a double door to make the facility accessible to handicapped individual as well as the expansion of the sidewalk to add a ramp. The owner has not agreed to the ramp but we are continuing to work towards a solution. The interior of the building is complete. We will have a grand opening once the work is complete.		
Centerprise	An efficiency study that was completed in 2016. We are reviewing our staffing ratios to make us more efficient. Reviewing the roles of the MA'S and RN's. Working to improve the organization and the levels of clinical service to improve the quality and outcome of our patients.		
Finance		Motion to Approve the 2019-2020 City of Cincinnati Primary Care Budget. Motion: Adams 2 nd : Wilson Passed: 7-0	
Credentialing and Privileging	Handout summary of the staff that were credentialed and privileged as well as Re-privileging Candidates.		Phyllis Richardson

Nursing			Virginia Scott
QI/QA			Dr. Yury Gonzales
Commissioner Report			Commissioner Moore
OTHER BUSINESS	Marketing a FQHC.		Ronald Robinson

Meeting Adjourned 7:50 p.m.

Next Meeting Wednesday, October 9, 2019 – 6:00 p.m.

_____ Date _____
 Angela Bredestege, Board Clerk

_____ Date _____
 Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes
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Bylaws	Bylaw Amendment regarding addition of board members. The meeting was open for discussion about the language of the amendment. Discussion was held on various possible changes. Change to by-law in Article VII Section A – the word “annual” to “a”	Motion to Approve the Amendment to Article VII Section A of the Bylaws of the City of Cincinnati primary Care Governing Board. Motion: Adams 2 nd Pettus-Oglesby Passed: 7-0	Robert Brown
Board Members	Mr. Brown proposed the addition of Timothy Collier and Ashley Colmenero. Discussion concerning Ms. Colmenero’s conflict of interest that has been resolved with new employment. Mr. Southwood advised the Board that the Amendment to the Bylaws must still be taken to the Board of Health for approval. He advised that a committee review the bylaws and co-applicant agreement and make recommendations for appropriate changes. Dr. Lichtenstein asked for a list of items that the BOH must approve on behalf of CCPC. Is it possible to		

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Centerprise	An efficiency study that was completed in 2016. We are reviewing our staffing ratios to make us more efficient. Reviewing the roles of the MA'S and RN's. Working to improve the organization and the levels of clinical service to improve the quality and outcome of our patients.		
Finance	City of Cincinnati Primary Care Fiscal Year 2020 Budget Summary.	Motion to Approve the 2019-2020 City of Cincinnati Primary Care Budget. Motion: Adams 2 nd : Wilson Passed: 7-0	
Credentialing and Privileging	Handout summary of the staff that were credentialed and privileged as well as Re-privileging Candidates.		Phyllis Richardson

Nursing	<p>Call Center Update. As of Monday, there is a nurse in the call center doing triage and chronic care management. The additional staff will come aboard over the next few weeks.</p> <p>We will begin nurse training in the health centers on case management.</p>		Virginia Scott
QI/QA	<p>Presentation of the CCPC and CHD Clinical QI Committee Meeting Summary.</p> <p>Specific Highlights: UDS Measures for Depression have continued to rise since 2016 and are currently at 85%, well above our goal and national average. Coronary Artery Disease: Lipid Therapy continues to increase from 83% in 2016 to 92% in 2018. Tobacco Use Screening is at 96%, above the National average of 88%, with an internal goal of 100%. With a great deal of work and commitment, the no-show rate has seen a 1% decrease and we hope to be below 20% soon.</p> <p>Discussion: Ms. Moyo – is there any surveys concerning vaping considering the heightened awareness on the issues of vaping? Also, there are radio promotions of the Juul product.</p> <p>Commissioner Moore: There is a report, that the Commissioner will share, that Interact produced concerning e-cigarettes. We are looking at pursuing grant opportunities and continuing to push information to the public concerning these products.</p> <p>Discussion: No-Show Rate: Staff is working hard to reach out to individuals about not showing for their appointment and working hard to contact patients to fill the slots. We are also working on counseling patients on their failure to show and what can be done to assist patients in getting to their appointments.</p> <p>Do we know how the no-show rate percentages translates into income? That is something we can calculate and a metric we want to have available. It is important for the staff and patients to know the impact for a no-show appointment. We are also reviewing campaigns for the health centers that show patients how we value them and their importance to our health centers and communities.</p>		Dr. Yury Gonzales
Commissioner Report	<p>Interact for Health, Talbert House and CHD pursuing a Grant with Hamilton County Mental Health Recovery Board. Interact for Health has a Grant opportunity concerning stigma associated with opioids. Continuing the marketing and radio campaigns. HRSA project officer is recommending funding of over \$3 Million. PHAB accreditation – the consultant contract is in process. Her scope of work</p>		Commissioner Moore

	will include a corrective action plan which has been approved.		
New Business	Joint CCPC and BOH Strategic Planning Retreat. First Ladies for Health – Family Health Day October 13, 2019.		

Meeting Adjourned 7:43 p.m.

Next Meeting Wednesday, October 9, 2019 – 6:00 p.m.

_____ Date _____
 Angela Bredestege, Board Clerk

_____ Date _____
 Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes
Wednesday, October 9, 2019
Delores Bowman Auditorium
Call to order 6:03 pm

Roll Call

CCPC Board members present - Pamela Adams, Robert Brown, Michelle Burns, Caroline Moore, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, George Weatherby, Precis Wilson.

CCPC Board members absent - Donald Washington, Precis Wilson

Ex Officio Members Present: Carrie Douglas, Dr. Philip Lichtenstein

Other: Melba Moore, Commissioner CHD, Zach Southwood, Assistant City Solicitor, Phyllis Richardson, Yury Gonzales, M.D., Virginia Scott, Timothy Collier

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:03 p.m.		Robert Brown
Roll Call	Quorum – 7 of 9 with Late arrival of Ms. Adams and Mr. Weatherby		Angela Bredestege
Bylaws	Mr. Brown provided thirty (30) day notice to the Board of the request to Amend April XIII of the Bylaws to delete the last sentence of the Article which requires the Board of Health to approve new Bylaws or Bylaw amendments. The meeting was open for discussion.		Robert Brown
Minutes	No changes or discussion. Minutes accepted and filed.		Angela Bredestege
Domonick Hopson Performance Evaluation	Ohio Department of Medicaid through Ohio CPC has quality and efficiency parameters that are being tracked. These are reasonable metrics in which to hold Mr. Hopson accountable. Discussion/Questions: Those will be the only things that will be used to evaluate this performance? Yes, they are comprehensive and are metrics that support healthy operations of a FQHC. Mr. Brown will prepare a document to describe the range of behaviors that will be reviewed.		Robert Brown
Board Training	Mr. Brown proposes that there be a Board Resource section on the website that includes the co-applicant agreement, bylaws for the Board of Health and CCPC, links to the OACHC and NACHC websites and other board training resources.		Robert Brown

	Discussion/Question: Is going to member only access? No, this is all public information. Will this be part of the Health Department's website. Yes.		
Board Member	<p>Motion to Approve the Application of Timothy Collier as a Member of the Board of Governors of the City of Cincinnati Primary Care.</p> <p>Discussion: None</p> <p>Timothy Collier is sworn in as a member of the CCPC Board of Governors.</p>	<p>Motion: Pettus-Oglesby 2nd: Adams Passed: 7-0</p>	Robert Brown
Patient Account Billing Statements	<p>Update: We need to pursue outstanding balances from our patients. We are currently out of compliance when it comes to HRSA with not making attempt to collect balances. Beginning December 1, 2019, statements will be mailed to our patients with balances. Prior to that date, Mr. Hopson will be sending out a personal letter to the patients thanking them for allowing us to be their provider of choice and explaining our new policy. There will be signs in the health centers and a second letter will be sent to the patients shortly before the statements begin. After the initial statement is sent, the patient will get 2 to 3 more statements and if there is no response over a 6-month period the account is turned over to collections. This move will not impact a patient's credit or go to a credit bureau. This will be done to allow us to take it off of our Account Receivable. OCHIN billing provider will be providing the service.</p> <p>Discussion was held regarding the percentage of funds we will get and asked that Mr. Hopson bring this information to the next meeting along with a retroactive date that billings will begin.</p>		Angela Robinson
Credentialing and Privileging	Handout summary of the staff that were credentialed and privileged as well as Re-privileging Candidates.		Phyllis Richardson
Presentation	<p>City of Cincinnati Primary Care – Patients over 50</p> <p>Patients between the ages of 50-60 are being seen for Immunizations, Various symptoms and Preventative exams and Screenings. 41% of the individuals are being seen for dental services.</p>		Phyllis Richardson
Nursing	<p>Flu vaccines have been delivered to the health centers. There has been a decline in our patients receiving their flu shots and we are working on educating the public on the importance of getting the flu shot.</p> <p>CDC and ODH have sent notice on vaping and e-cigarette. We had no adverse reactions to report. We are nearly 98% assessment on tobacco use/vaping/e-cigarette use.</p>		Virginia Scott

<p>QI/QA</p>	<p>Presentation of the CCPC and CHD Clinical QI Committee Meeting Summary.</p> <p>Specific Highlights: UDS Diabetes: A1c >9; UDS Controlling High Blood Pressure; UDS Pediatric BMI; UDS Asthma Medication.</p> <p>Discussion: There are many assessment criteria when monitoring high blood pressure. Most Primary Care Physicians are handling hypertension. When complications arise such as renal failure or chronic kidney disease, the patient is referred to a specialist. A quality improvement initiative is to double and triple check the blood pressure. We have an aggressive goal as part of our quality improvement plan.</p> <p>Question: What percentage of our patients are dialysis patients? Answer: There are not too many patients. The target group for assessment are the patients with early stage chronic kidney disease to prevent progression.</p> <p>Lead Screening Discussion: The lead screening is a laboratory service. There are 2 mandatory screenings by the age of 24 months. The work we are doing with Confluence is the policy that all children have the screening irrespective of the housing.</p> <p>Is it possible to trend the screenings in previous years and to make sure all children under 24 months that come into the health centers are screened.</p> <p>Dr. Gonzales – we have a great deal of data that we can bring back to the Board.</p> <p>Commissioner Moore: There have been conversations with Confluence, UC and GCWW, regarding pregnant mothers prior to the baby’s arrival and looking at the lead service lines.</p> <p>Ms. Adams: Are we doing lead testing for all patients in our clinics? She believes all patients, when blood is drawn, should be tested.</p> <p>Discussion: We are only doing lead testing for the children. Unless there are symptoms or risk factors, screening is not done. There is also a question of who will pay for the testing. Insurance will likely not pay for testing of all patients without symptoms or risk factors.</p>		<p>Dr. Yury Gonzales</p>

	Lead exposure damage ranges from lowered IQ, ADHD and mood regulation. There is a substantial population of children in Cincinnati that have been exposed to lead.		
Commissioner Report	<p>Ohio Department of Health asked if we would provide reproductive health services in Butler County, however someone else stepped up to provide those services.</p> <p>We are going to receive \$100,000 to from Planned Parenthood offices in Butler County for education and outreach. We are considering the use of this money and whether we want to another FTE.</p> <p>Ribbon cutting ceremony for Avondale is October 24.</p> <p>Walnut Street – 3CDC wants the first floor space. Alternative locations include Race Street. We will need to look at the location details, including parking.</p> <p>Finance Department – Jim Wimberg has returned to help the department. The Finance Manager position has been posted.</p>		Commissioner Moore
Old Business	<p>We are in the process of regulating the committee structure. The Executive Committee is active as well as the blended Finance Committee.</p> <p>There are three other committee: The Planning and Development Committee, the Personnel Committee and the Clinical and Quality Assurance Committee. We also have a Marketing Committee.</p> <p>We need leadership for the committees and a charter drafted for each.</p> <p>Planning and Development Committee: Mr. Washington Personnel Committee: Ms. Burns Clinical and Quality Committee – Mr. Collier Marketing Committee: Ms. Moyo and Ms. Adams.</p> <p>Marla Fuller will be the point of contact for the Marketing Committee and will meet with the committee.</p>		Robert Brown
New Business	<p>Ideas for flu shot reminders for CPS students.</p> <p>First ladies initiative is October 13, 2019.</p>		

Meeting Adjourned 7:15 p.m.

Next Meeting Wednesday, November 13, 2019 – 6:00 p.m.

_____ Date _____
Angela Bredestege, Board Clerk

_____ Date _____
Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes
Wednesday, November 13, 2019
Delores Bowman Auditorium
Call to order 6:02 pm

Roll Call

CCPC Board members present - Pamela Adams, Robert Brown, Timothy Collier, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Donald Washington, George Weatherby, Prencis Wilson.

CCPC Board members absent – Michelle Burns, Caroline Moore

Ex Officio Members Present: Carrie Douglas, Dr. Philip Lichtenstein

Other: Melba Moore, Commissioner CHD, Domonic Hopson, Zach Southwood, Assistant City Solicitor, Phyllis Richardson, Yury Gonzales, M.D., Virginia Scott, Jon Lawniczak

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:03 p.m.		Robert Brown
Roll Call	Quorum – 8 of 9 with Late arrivals		Angela Bredestege
Minutes	No changes or discussion. Minutes accepted and filed.		Angela Bredestege
Modification of the CCPC Bylaws – Article 13	Article VIII of the CCPC bylaws regarding Amendments gives the Board of Health approval rights over CCPC bylaw amendments. Motion to Approve the Modification of the CCPC Bylaws – Article 13. Remove of the last sentence: The Board of Health must approve new Bylaws or any Bylaw amendment for the amendment to take effect. *3 members arrived after vote	Motion: Pettus-Oglesby 2 nd : Wilson Passed: 5-0*	Robert Brown
Board Member	Motion to Approve the Application of Ashley Colmenero as a Member of the Board of Governors of the City of Cincinnati Primary Care. Discussion: None Ashley Colmenero is sworn in as a member of the CCPC Board of Governors. *3 members arrived after vote	Motion: Pettus-Oglesby 2 nd : Washington Passed: 5-0*	Robert Brown
Committee Charters and Assignments	Discussion: One Committee Description has been received by the chair. Prior to the next meeting the board members should indicate their willingness to		

	serve on one or more the committees. The committees need to be populated.		
FY 19 Financial Review	<p>For Dental operations there was a loss of \$1.9 million dollars; Pharmacy made a profit of \$700,000.00; Community Health Centers lost \$3.5 million dollars (including pharmacy and dental); School Based Health Centers lost \$3.2 million dollar. This loss was helped to a degree by HRSA funding. \$1.5 to \$2.0 million is not included in this, but the remainder of the loss was made up for by the city and the general fund support. It will take gradual incremental changes to close this gap. In addressing these financial challenges, we need to identify ways to increase revenue through coding changes and productivity. If we become more efficient, improve our operations and see more patients, we will increase revenue AND expanding access to patients.</p> <p>Mr. Hopson will bring assessments to the board meetings to decide what changes need to be made to service lines to close the gap.</p> <p>Discussion: What has been discovered financially is more than the Board knew and there is more to discover. Information needs to flow to the board along with a visualization of how the leadership will work towards solutions.</p> <p>Mr. Hopson will bring a detailed financial report on a quarterly basis. Also provide monthly personnel actions.</p>		Domonic Hopson
CCPC Transformation	<ul style="list-style-type: none"> • Provider – Care Team development Ratios • Provider Empanelment System Revise empanelment system and establish process for assignment of patients • Slot/Grid Standardization Create templates, increase slots and timeline • Implement Population Management Systems Training, Training Plan, Identify patients • Develop a client outreach plan My Chart, Neighborhood maps, Outreach, Develop Plan. <p>Standardize processes for registration, supply management and coding. Develop standardize training and leverage HMO resources. Expansion of our new patient slots and slots per day.</p> <p>Discussion: Growing our Patient Population. We are seeing new patients every year but have difficulties keeping our old patients. We are reaching out to patients that we have not seen in many years to remind them to return to our centers for well-visits</p>		Domonic Hopson

	<p>as well as their illnesses. We are working to develop a marketing plan to let residents and patients know about all our services.</p> <p>Discussion: Quality Improvement and Lean Programs. We have seven leaders of our organization in training programs to process and quality improvement.</p> <p>Discussion: Neighborhood Maps. How do we reach new residents in developing areas? Why are residents not coming into our health centers in these areas. How do we remove the stigma of the health department and the health centers? Growth in the marketing of the health centers. Consideration to rebranding.</p>		
Patient Satisfaction Survey	Final stages of collecting surveys.		Domonic Hopson
Braxton Cann	We held a soft opening and are still working with the owners of the building on further construction items. There will be a grand opening in January.		Domonic Hopson
Aiken Dental	Tentative completion is late December or early January. Further discussion will be had concerning the financial needs for the facility.		Domonic Hopson
Ambrose Health Center	We have a monthly Advisory Committee Meeting with UC to review the data from the health center. Patient encounter are increasing. Our no-show rate for behavioral health is high. We believe location may be a contributing factor. We are doing same day reminder calls. We will also be implementing telehealth as well to help eliminate the transportation barrier. Initially, we will be expanding our mental and behavioral health services using telehealth with then focus on expanding to medical services as well.		
Credentialing and Privileging	Handout summary of the staff that were credentialed and privileged as well as re-privileging candidates.		Phyllis Richardson
Nursing Director	Lead Testing Update: We are We have roughly 2000 children under the age of 27 months. Evidence shows that we are capturing about 43% of the children for both their first lead screening at 12 months and the follow-up screening at 24 months. Some patients are lost after their initial screening. All health centers are working the Thrive by Five Collaborative for improving lead, ASQ and Immunizations.		Virginia Scott
QI/QA	<p>Update on Hypertension and Diabetes Mellitus – We have 2115 patients being treated with a diagnosis of hypertension and diabetes.</p> <p>Update – we have a total of 50 patients on dialysis.</p>		Yury Gonzales, M.D.

	<p>UDS Childhood Immunization Update – Average for CCPC in 2019 is 42.3%, slightly above the OCHIN Collaborative Performance of 40.3%.</p> <p>Colorectal Cancer Screening Update – The CCPC performance is 55%. The OCHIN collaborative performance is 39.3%.</p> <p>Cervical Cancer Screening Update – The CCPC performance is 71.2%. The OCHIN collaborative performance is 61.3%.</p> <p>Adult BMI – The CCPC performance is 89%.</p> <p>There will be two significant interventions within the department. Hypertension Control and Diabetes Poor Control. We will be working with the AHA for an upcoming funding opportunity.</p> <p>Diabetes Poor Control – We are currently at 30.8% which is 8% less than the OCHIN Collaborative. The lower number is better in this circumstance.</p>		
Commissioner’s Update	<ul style="list-style-type: none"> • Thank you to Dr. Phil Lichtenstein for sending two of our providers to attend a conference hosted by Massachusetts General Hospital. • Commissioner’s Report for October 2019 • Cold Weather Plan in conjunction with CRC. • Discussion with Council Member Landsman regarding lead in East Price Hill and Evanston. • Discussion with Council Member Mann regarding fetal alcohol syndrome disorder. • Health Matters – Marketing Plan 		Dr. Melba Moore
Modification of the CCPC Bylaws – Article 13	<p>Motion to Reconsider the Motion to Approve the Modification of the CCPC Bylaws – Article 13.</p> <p>Motion to Approve the Modification of the CCPC Bylaws – Article 13. Remove of the last sentence: The Board of Health must approve new Bylaws or any Bylaw amendment for the amendment to take effect.</p>	<p>Motion: Pettus-Oglesby 2nd: Washington Passes: 9-0</p> <p>Passes: 9-0</p>	

Meeting Adjourned 7:32 p.m.

Next Meeting Wednesday, December 11, 2019 – 6:00 p.m.

_____ Date _____
Angela Bredestege, Board Clerk

_____ Date _____
Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes
Wednesday, January 9, 2020
Delores Bowman Auditorium
Call to order 6:01 pm

Roll Call

CCPC Board members present - Pamela Adams, Robert Brown, Timothy Collier, Caroline Moore, Ki-Afi Ra Moyo, Donald Washington, George Weatherby, Prencis Wilson

CCPC Board members absent – Ashley Colmenero, Michelle Burns, Luwana Pettus-Oglesby

Ex Officio Members Present: Carrie Douglas, Dr. Philip Lichtenstein

Other: Melba Moore, Commissioner CHD, Domonic Hopson, Zach Southwood, Assistant City Solicitor, Phyllis Richardson, Yury Gonzales, M.D., Virginia Scott, Angelina Burton, Jon Lawniczak

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:01 p.m.		Robert Brown
Roll Call	No Quorum –		Angela Bredestege
Minutes	No changes or discussion. Minutes accepted and filed.		Angela Bredestege
Committees	<ul style="list-style-type: none"> • Planning and Development Committee – Mr. Washington • CCPC Finance Committee – Ashley Colmenero • Marketing – Ms. Moyo • Clinical and Quality – Tim Collier • Membership Committee – Ms. Burns <p>Discussion postponed until January 2020.</p>		Robert Brown
Modification of the CCPC Bylaws – Article 13	<p>The bylaw amendment (Article XIII) was not approved by the Board of Health. Chairman Brown discussed the current Board of Health approval of modifications to CCPC bylaws. CCPC is mandated by HRSA to have a governing board, which became the CCPC Board. The authorities and responsibilities are defined in the Compliance Manual. CCPC responsibility is Primary Care.</p> <p>It was suggested during the BOH meeting that legal look at the bylaws, the co-applicant agreement and the compliance manual then come back to the Board with a decision.</p>		Robert Brown

Millvale Saturday Hours	<p>Saturday hours began June 2018. There are approximately 7 patients visiting Millvale on Saturdays. In order to break even we need to have approximately 12 patients or 3 patients per hour which is higher than our current productivity.</p> <p>Discussion items:</p> <ul style="list-style-type: none"> • Should we consider switching the Saturday hours to Price Hill which is our busiest and fastest growing health center. We are having difficulties getting new patients and newborns into the center. It has the highest wait times. • Parking is an issue at Price Hill. • Have Millvale extended hours been promoted? • Are the correct billing codes for Saturday hours being utilized? • We need to expand access to care at Price Hill • We are not having access issues at Millvale during the week. • Should we have Saturday hours at both locations? • We are moving administrative staff from Price Hill to the B & K location which will allow access to those areas at Price Hill. • Our most critical concern is the newborn appointments. • Is Price Hill aware that Millvale is open on Saturdays? • Have we looked at a shuttle service to take patients from Price Hill to Millvale or remote parking? • We need to better inform our patients of Millvale availability. • There has been concern for staff and patient about parking/walking in the dark during winter months. 		Demonic Hopson
Strategic Planning Retreat	January 18, 2020 or February 8, 2020 from 9:00 a.m. to 12:00 p.m.		Demonic Hopson
CCPC Patient Demographics	<p>We continue to have conversations about Walnut Street and Bobbie Sterne locations. There are individuals interested in purchasing those buildings. Our concerns are CCPC continuing to be in proximity to our patients and meeting their needs.</p> <p>Most patients are on the west side of the city. We are using patient demographic data to make decisions on location of our health centers.</p> <p>Knowing we will have to move from Walnut Street, the BOH and CCPC will form a joint committee for exploratory purposes. Dr. Moore has asked the city to perform a study of the areas within the city as possible future locations.</p>		

Patient Billing Letter	<p>There is a draft letter to our patient notifying them of a change in our billing practices. Invoices will be sent 30 days after initial visit and monthly thereafter. OCHIN will receive the calls and can complete payments, payment plans and hardship waivers.</p> <p>Discussion:</p> <ul style="list-style-type: none"> • This is a change in process not price. Information regarding where to pay and method of payment will be included on the invoice. Invoices will include CHD logo and information. • Invoices and payments may also be accessed through MyChart. • We are adding MyChart to our provider's performance plan to help increase our MyChart users. Our front desk, MA's, RN's and providers all having the MyChart conversation. • Can we add MyChart benefits to the correspondence? 		Domonic Hopson
Internet/Network	We have been experiencing significant network/internet issues across the city. Most issues have been resolved but Northside and Price Hill are still experiencing problems. We are working on our internal processes moving forward in the event this situation reoccurs.		Domonic Hopson
340B Education	Presentation		Holly Blackley
Credentialing and Privileging	Handout summary of staff that were credentialed and privileged as well as re-privileging candidates.		Phyllis Richardson
Nursing Director	<p>Through our partnership with UC we will be receiving flu vaccines. We will establish flu clinics in our health centers and throughout the city.</p> <p>Once the locations are secured, we will begin pursuing media/marketing promotions. In addition to our health centers, we are reaching out to jails, homeless centers and Gabriel's Place.</p>		Virginia Scott
Marketing	We are pursuing various marketing options around health initiatives such as flu season. UC will also provide staff to assist with the administering of the vaccines.		Domonic Hopson
QI/QA	<p>Three Metrics:</p> <ul style="list-style-type: none"> • UDS depression Screening – 88%. UDS has modified the metric and are now including follow-up. • UDS Tobacco – 95% • UDS Coronary Artery Disease and Lipid Therapy – 91% 		Yury Gonzales, M.D.

	Discussion: When doing the Tobacco Use Assessment, are patients asked about e-cigarettes?		
Commissioner's Update	<ul style="list-style-type: none"> Health Commissioner's Report - Handout 		Dr. Melba Moore
Old Business	Has Mr. Hopson re-evaluated his objectives? The Strategic Plan and Objectives will drive the evaluation of the CEO and Senior Leadership.		Ms. Moyo
2020 Census	U.S. census Bureau is recruiting to fill thousands of temporary positions in the area.		Pamela J. Adams

Meeting Adjourned 7:42 p.m.

Next Meeting Wednesday, January 8, 2020 – 6:00 p.m.

_____ Date: 1/8/2020
 Angela Bredestege, Board Clerk

_____ Date: 1/8/2020
 Pamela J. Adams, Secretary