

City of Cincinnati Primary Care Board of Governors Meeting

March 13, 2024 Agenda

Pamela J. AdamsJeffery BrewsterRobert H. BrownMichelle BurnsTimothy CollierRobert CummingsDr. Angelica HardeeDr. Camille JonesDr. Phil LichtensteinLuz SchemmelDebra SellersJen Straw

Erica White-Johnson Dr. Bernard Young

<u>Meeting Reminders</u>: Please raise your virtual hand via Zoom when asking a question and please wait to be acknowledged and always remain muted, unless actively speaking/presenting (With the exception of the Board Chair).

6:00 pm – 6:05 pm Call to Order and Roll Call

6:05 pm – 6:10 pm Vote: **Motion to approve** the Minutes from January 10, 2024, CCPC Board Meeting.

Executive Committee

6:10 pm – 6:20 pm CCPC Upcoming Board Officer Elections – *handout*

Leadership Updates

6:20 pm – 6:35 pm Ms. Joyce Tate, Chief Executive Officer

CEO Report

Personnel Actions - handout

6:35 pm – 6:50 pm Dr. Anna Novais, Dental Director

Roberts Dental Center Update - handout

6:50 pm – 7:00 pm Mr. Mark Menkhaus Jr., Chief Financial Officer

CFO Report – *handout*

New Business

7:00 pm - 7:05 pm Public Comments

7:05 pm Adjourn

Documents in the Packet but not presented.

• Medical Director Update and Efficiency Update is included in the packet. Please contact Dr. Grant Mussman (Medical Director update) or Dr. Geneva Goode (Efficiency Update) with any questions/concerns.

Next Meeting – April 10, 2024 – Annual Meeting

Mission: To provide comprehensive, culturally competent, and quality health care for all.

CCPC Board of Governors Meeting Minutes

Wednesday, January 10, 2024 Call to order at 6:00 pm

Roll Call

<u>CCPC Board members present</u> –Mr. Robert Brown, Ms. Michelle Burns, Mr. Timothy Collier, Dr. Angelica Hardee, Dr. Camille Jones, Dr. Phil Lichtenstein, Ms. Luz Schemmel, Ms. Debra Sellers, Ms. Jen Straw, Ms. Erica White-Johnson, Dr. Bernard Young

CCPC Board members absent - Ms. Pamela J. Adams, Mr. Jeff Brewster, Mr. Robert Cummings

<u>Others present</u> – Ms. Sa-Leemah Cunningham, Ms. Joyce Tate, Mr. Mark Menkhaus Jr, Dr. Geneva Goode, Dr. Denise Saker, Mr. David Miller, Dr. Michelle Daniels, Dr. Edward Herzig, Ms. Angela Mullins, Mr. Ryan Baumgartner



Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	The meeting was called to order at 6:00 p.m. The board gave a moment of silence to recognize our two most important constituencies; the staff and patients.	n/a	Mr. Tim Collier
Roll Call	11 present, 3 Absent	n/a	Ms. Sa-Leemah Cunningham
Minutes	Motion: That the City of Cincinnati Primary Care Board of Governors approves the minutes of the November 8, 2023, CCPC Board Meeting. Dr. Lichtenstein and Ms. White-Johnson joined the meeting after this vote	M: Mr. Robert Brown 2nd: Dr. Camille Jones Action: 9-0 Passed	Mr. Tim Collier
	Old Business		
CEO Update	 Ms. Tate gave her CEO Update and shared the latest CHD Personnel Actions with the Board. Strategic Planning Recap Ms. Tate shared that she felt the December strategic planning session went well. The board was unable to finish strategic planning. Ms. Tate went on to recap that there was enormous participation and thanks staff and board members for pulling together to start the strategic planning process. The SWOT Analysis was not completed and will be scheduled with facilitators Dr. Angelica Hardee and Ms. Denisha Porter. This will take place on February 14, 2024, CCPC Board Meeting at 3pm (which is a special time). All reports will be in the packet and Ms. Tate invited everyone back to the session. Roberts Academy Dental Update Ms. Tate informed the board that Dr. Anna Novais will come and present an update on the Roberts 	n/a	Ms. Joyce Tate

	Academy Dental Center at an upcoming Board meeting.		
	 Ms. Tate informed the board that she spoke with the executive committee regarding capital project updates. Ms. Tate shared that the team has been working on a few federal grants and has had some barriers due to their being several changes in HRSA Project Managers; therefore, when a new project manager is assigned, the process starts over. Ms. Tate's team is working with Mr. Menkhaus and his team, and procurement on these capital projects. Ms. Tate announced that the team does have a letter of intent that they are working on to lease the space in Avondale Towne Center for the Crest Smile Shoppe relocation. The team is also working on a realtor to secure the need for federal interest, which will protect the space (with help from legal). After these things are accepted, then the team can proceed with the process of moving Crest Smile Shoppe. The two additional projects listed in the grant were the waiting room renovation at the Price Hill Health Center and the Call Center expansion at the Burnet & King location. Ms. Tate announced that there is a joint CCPC & Board of Health session being planned, regarding a presentation of the CHD Facility Master Plan by Jensen Partners. 		
CMO Update	Dr. Saker presented her CMO Report to the board. Highlights • See the memo in the agenda packet. • Dr. Saker discussed the 2023 Quality Improvement Steering Committee End-of-Year Celebration. • Opportunity to showcase the depth and variety of clinical and public health initiatives from all the service areas within CHD. • Leaders from several areas presented on QI Projects. There were CCPC representation from Primary Care presenting on Diabetes, Hypertension, and Immunizations; Dental, School Health, and Pharmacy. Additional presentation areas included Epidemiology, Environmental Health, Food licensing, Vital Statistics, and Infant Mortality.	n/a	Dr. Denise Saker

	Dr. Saker gave some of the QI presentation		
	highlights.		
	o Reduction in uncontrolled diabetes in all		
	groups from 27% in 2021 to 23.5% in		
	2023.		
	•		
	with reduction in racial disparity. o Increase in home inspections for		
	o Increase in home inspections for environmental asthma triggers in children		
	with recent hospital admissions.		
	 Collaborative care model for chronic 		
	disease state and medication management		
	for primary care providers and clinical		
	pharmacists.		
	o Improvement in students' access to dental		
	care.		
	 Dr. Saker discussed the impact of these 		
	quality improvements.		
	1		
	 Diabetes and Hypertension: Sustained, system-wide improvement, with 		
	reduction in racial disparity.		
	 Operational Objectives: Access to care, 		
	response to public needs, customer		
	service.		
	o Community Partnerships: Cincinnati		
	Public Schools, Cincinnati Children's		
	Hospital, University of Cincinnati.		
	o Cooperative Efforts within the		
	Organization: Intersection of clinical and		
	public health goals.		
	 No additional commentary from the board. 		
Finance Update	Mr. Mark Menkhaus Jr. reviewed the financial data		
_	variance between FY23 and FY24 for the month of		
	November 2023.		
	 Please see the memo and presentation 		
	attached to the agenda.		
	and to the agencia		
	Highlights		
	• Health Center Disaster hours were down 30%.		
	 School Based Disaster Hours were down 99%. 		
	Revenue decreased 15.59%.		
	o Grant revenue decreased 18.27%.		
	 Self-paid patients decreased 7.74%. 		
	o Medicare decreased 2.04%.	,	Mr. Mark
	 Medicaid decreased by 41.09%. 	n/a	Menkhaus Jr.
	o Private Pay increased 13.68%.		managaria da
	Medicaid managed care decreased		
	24.45%.		
	o 416—Offset decreased 2.48%.		
	• Expenses increased 18.20%.		
	o Personnel expenses increased 16.08%.		
	 Material expenses increased 48.32%. 		
	 Contractual Costs increased 8.24%. 		
		Ī	
	 Fixed costs increased 22.23%. 		
	 Fringes increased 23.08%. 		
	Fringes increased 23.08%.Net Gain was \$380,983.89; decreased		
	 Fringes increased 23.08%. 		

0	Invoices greater than 120 days are at 4 (below 10% is the goal). Days in Accounts receivable were 12.8 days. Mr. Menkhaus discussed the Board of Health Contract that pertains to CCPC. Mr. Menkhaus discussed the Greater Cincinnati Behavioral Health Services contract which was an amendment. They provide licensed independent social workers with experience in behavioral health to the Health Department. They also are working on a pilot project with the city involving a partnership with law enforcement. The 4 th Amendment to this contract that was approved extended those services through June 2025 and increases CCPC's portion by \$70,000. Mr. Menkhaus discussed the Ohio Department of Health (ODH) contract that is providing CCPC up to \$50,000 for the placement and training of students in the areas of medical, dental, and behavioral health. ODH agreed to provide funding to place those students in FQHCs. This was approved by the Board of Health. Mr. Menkhaus discussed the amendment to the OACHC Subcontractor agreement CHD has with them for Hep C; to increase screening, diagnosis, and treatment of Hep C. This contract would bring in \$70,000. The amendment that was approved extended that contract by one year. Mr. Menkhaus discussed a grant received from the Delta Dental Foundation. This was related to purchasing dental equipment for the Roberts Academy Dental Center. This grant was in the amount of \$324,500 and was approved by the Board of Health. New Business		
Public Comments •	No Public Comments.	n/a	Mr. Tim
		,	Collier
Documents in the Packet but not presented.	• Efficiency Update is included in the packet.	n/a	n/a

Meeting adjourned: 6:53 pm

Next meeting: February 14, 2024, at 3:00pm (special time)

The meeting can be viewed and is incorporated in the minutes: https://fb.watch/qFvFjgzYDu/

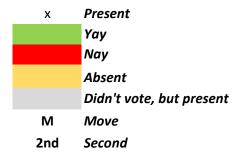
Date: 1/10/2024	Date: 1/10/2024
Clerk, CCPC Board of Governors	Dr. Angelica Hardee, Secretary

CCPC Board of Governors

Cincinnati Health Department January 10, 2024

Board Members	Roll Call	11/8/23 Minutes
Ms. Pamela J. Adams		
Mr. Jeff Brewster		
Mr. Robert Brown	Х	М
Ms. Michelle Burns	Х	
Mr. Timothy Collier-Chair	Х	
Mr. Robert Cummings		
Dr. Angelica Hardee	Х	
Dr. Camille Jones	X	2nd
Dr. Philip Lichtenstein	Х	
Ms. Luz Schemmel	Х	
Ms. Debra Sellers	Х	
Ms. Jen Straw	Х	
Ms Erica White-Johnson	X	
Dr. Bernard Young	Х	
Motion Result:	Quorum	Passed

STAFF/Attendees			
Sa-Leemah Cunningham (clerk)	Х		
Joyce Tate, CEO	Х		
Geneva Goode, DNP	Х		
Mark Menkhaus Jr	Х		
Denise Saker, MD	Х		
David Miller	Х		
Michelle Daniels, DNP	Х		
Dr. Ed Herzig	Х		
Angela Mullins	Х		
Ryan Baumgartner	Х		



CCPC Board members eligible for CCPC Elections March 2024

Name	Term
Ms. Michelle Burns	2 nd Term
Mr. Tim Collier	2 nd Term
Dr. Angelica Hardee	2 nd Term
Dr. Camille Jones	2 nd Term
Dr. Phil Lichtenstein	1 st Term
Ms. Luz Schemmel	1 st Term
Ms. Debra Sellers	1 st Term
Ms. Jen Straw	1 st Term
Ms. Erica White-Johnson	1 st Term
Dr. Bernard Young	1 st Term

According to the <u>CCPC Board By-Laws</u>, *Article IX-Officers*, *Executive Director*, and *Staff Assistance*.

- Section II: Election and Terms of Office. The officers shall be elected by the Governing Board during the annual meeting (April) and shall take office immediately thereafter. A majority vote of the total Governing Board members shall be necessary to elect an officer. Terms of office shall be for one (1) year or until their successors are elected. Officers shall be elected at the first meeting of the Governing Board and shall serve until the first annual meeting thereafter.
- Section II: Experience Required. Any Board Member seeking election as an officer of the Governing Board shall have served at least one (1) year as a non-office-holding Board Member

April CCPC Positions

• Board Chair: The Chairperson shall preside at all meetings of the Governing Board.

The Chairperson shall make appointments to committees, with the approval of a majority of Governing Board members. The Chairperson shall be kept advised of the affairs of the FQHCs and ensure that all directives and policies are carried into effect. The Chairperson shall perform

such other duties as from time to time may be assigned by the Governing Board. Non-User Board Members appointed by the Board of Health are ineligible to serve as Chairperson.

- Board Vice-Chair: The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and shall perform such other duties as from time to time may be assigned by the Governing Board.
- Board Secretary: The Secretary shall perform other duties as assigned by the Governing Board.

Interdepartmental Correspondence Sheet



Date: 2/27/2024

To: MEMBERS of the BOARD of HEALTH

From: Grant Mussman, MD MHSA, Health Commissioner

Copies: Leadership Team, HR File

Subject: PERSONNEL ACTIONS for February 27, 2024 BOARD of HEALTH MEETING

NON-COMPETITIVE APPOINTMENT -pending EHS and/or background check

ESTHER ALEJANDRA **HEALTH CLINIC CCPC COORDINATOR**

LARAURRI

(Retirement vacancy)

Salary Bi-Weekly Range: \$2,502.59 to \$3,363.28 Revenue Fund The City of Cincinnati Primary Care would like to hire Esther A. Larrauri as a Health Clinic Coordinator. Ms. Larrauri earned her master's degree with a focus in Health Psychology from the University of Valencia. In a previous position, Ms. Larrauri served our patients as a Spanish interpreter. Esther has a desire to serve the community and her skills, knowledge, and empathy will be an asset to the CCPC Operations team.

CCPC JOHN MONAHAN **HEALTH COUNSELOR**

(Retirement vacancy)

Salary Bi-Weekly Range: \$2,229.07 to \$2,995.68 Grant Fund

The City of Cincinnati Primary Care would like to hire John W. Monahan as a Health Counselor. Mr. Monahan earned his Master of Social Work from Northern Kentucky University in 2018. He is licensed by the State of Ohio as a Counselor, Social Worker, and Marriage & Family Therapist and is a LISW. Mr. Monahan has a desire to serve the community and his skills, knowledge, and empathy will be an asset to CCPC.

SR. COMPUTER/PROGRAMMER REVELL SHERRER, JR. **INFORMATION ANALYST TECHNOLOGY**

(Promotional vacancy)

Salary Bi-Weekly Range: \$2,968.79 to \$3,989.81 General Fund

Revell joins the IT staff after a brief retirement. He previously worked for 34+ years as both a team member and manager of the IT staff with the Cincinnati Department of Transportation & Engineering. He brings a wealth of experience in the IT field and knowledge of the city's processes to the team.

PERSONNEL ACTIONS for February 27, 2024, BOARD of HEALTH MEETING Page 2 of 2

KIRA SOBKE MEDICAL ASSISTANT CCPC

(Transfer vacancy)

Salary Bi-Weekly Range: \$1,992.47 to \$2,104.80 Grant Fund

The City of Cincinnati Primary Care would like to hire Kira Sobke as a Medical Assistant. Ms. Sobke earned her Medical Assistant Certificate from Fortis College. Kira completed her clinical externship rotation at Millvalle Health Center so is familiar with the health center and the population served. Her passion for the patients and personal attributes would be a great asset to the Cincinnati Health Department-City of Cincinnati Primary Care and directly aligns with the core values of excellence, commitment, communication, accountability, leadership, collaboration, and quality.

JOHN VINCENT SR. COMPUTER/PROGRAMMER INFORMATION ANALYST TECHNOLOGY

(New Position)

Salary Bi-Weekly Range: \$2,968.79 to \$3,989.81 General Fund

John joins the IT staff from Total Quality Logistics where he has worked as an IT Support Specialist. His ability to provide timely technical support and serve as a trusted resource on projects will serve John well as a member of this team.

KIARA WHITE HEALTH CLINIC CCPC COORDINATOR

(Transfer vacancy)

Salary Bi-Weekly Range: \$2,502.59 to \$3,363.28 Revenue Fund

The City of Cincinnati Primary Care would like to hire Kiara S. White as a Health Clinic Coordinator. Ms. White earned her master's degree in medical physiology from Case Western University. She is a highly skilled and enthusiastic professional with more than 12 years of medical office setting experience. Ms. White has a desire to serve the community and her skills, knowledge, and empathy will be an asset to the CCPC Operations team.

PROMOTION

BRITNIE HERNDON SR. ADMINISTRATIVE NURSING SPECIALIST

(New Position)

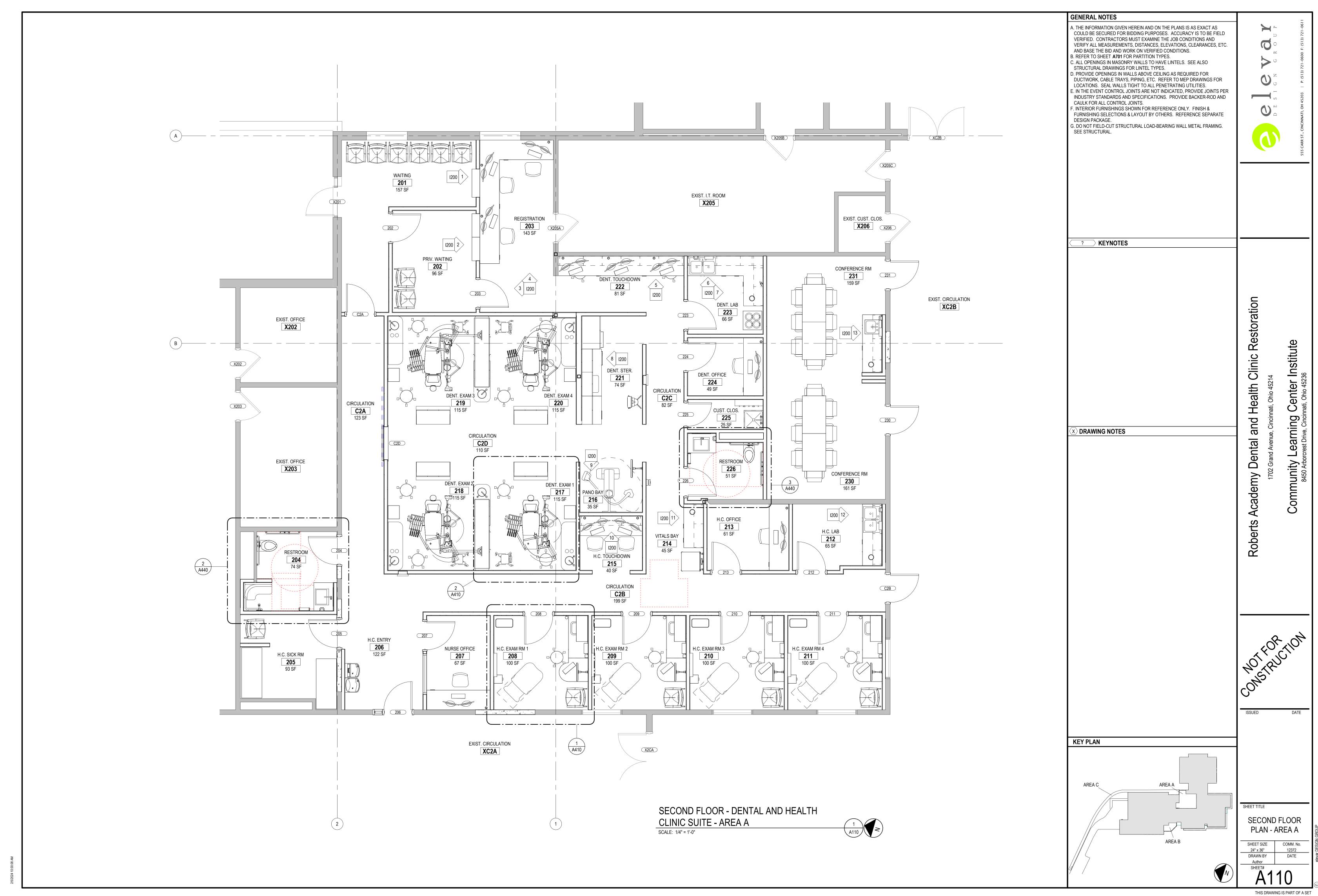
Salary Bi-Weekly Range: \$2,624.29 to \$3,989.81 General Fund

Nursing Administration wishes to hire Britnie T. Herndon as a Senior Administrative Specialist. Her current role with Cincinnati Recreation Commission is an Administrative Specialist. Prior to transferring to CRC in 2019, Ms. Herndon worked as a Health Clinic Coordinator with CHD at Braxton Cann Health Center. Transferring to Nursing Administration is a promotional opportunity for Ms. Herndon. She brings a great wealth of experience in public health and a willingness to expand her knowledge of the program.

ERICA MERRIWEATHER PUBLIC HEALTH NURSE 3 NURSING

(Resignation vacancy)

Salary Bi-Weekly Range: \$3,256.66 to \$3,603.77 Contract





DATE: March 13, 2024

TO: City of Cincinnati Primary Care Governing Board

FROM: Mark Menkhaus, Jr., CFO

SUBJECT: Fiscal Presentation January 2024

Fiscal Presentation

Fiscal Presentation for January 2024.

• For FY24, as of January 2024, Cincinnati Primary Care had a net gain of \$162,202.73.

- In FY23, January had a net gain of \$5,270,698.06. Comparing FY24 with FY23 shows a decrease of \$5,108,495.33. This decrease is due in part to the Medicaid Maximization payment from FY21 that was received in October 2022 in the amount of \$4,831,974.95.
- Revenue decreased by \$1,750,485.98 from FY23. This was mainly due to the Medicaid Maximization payment.
- Expenses increased by \$3,358,009.35 from FY23. The increase is due to having more filled positions and a corresponding increase in Fringe benefits. The increase is also due to Harm Reduction Services and document storage fees from FY23 being paid in FY24.
- Here are charges for disaster regular hours and overtime as it relates to COVID-19 for FY23 and FY22 for January.

Clinics					
Type Labor Cost FY24 FY23					
Disaster Regular	\$12,7	50.34	\$38,939.51		
Disaster Overtime	\$	0.00	\$ 4,260.68		
Total	\$12,7	50.34	\$43,200.19		

School Based					
Type Labor Cost FY24 FY22					
Disaster Regular	\$2,297.30	\$36,856.40			
Disaster Overtime	\$ 0.00	\$ 6,778.57			
Total	\$2,297.30	\$43,634.97			

January Payor Mix Highlights:

	Medicaid	Commercial	Medicare	Self-Pay
Medical	-8%	1%	0%	4%
Dental	-2%	-1%	0%	3%
School-Based Medical	-12%	2%	0%	7%
School-Based Dental	-8%	0%	0%	4%
Behavioral Health	-14%	-4%	-2%	9%
Vision	-11%	0%	0%	11%

Accounts Receivable Trends:

• The accounts receivable collection effort for January for 90-days is 17% and for 120-days is 3%. Our aim for the ideal rate percentage for 90-days is 20% and our 120-days is 10%. The rate for 90-days increased by 7% and the rate for 120-days remained constant from the previous month.

Days in Accounts Receivable & Total Accounts Receivable:

• The days in accounts receivable have increased slightly from the month before by 0.6 days. The days have increased slightly for the past two months.

CCPC-related Contracts Recently Approved by the Board of Health:

- Hamilton Co. Public Health (Dollars for Dentures Program) 45x10614 (Lauren Thamann-Raines)
 - o Hamilton County Public Health will pay the City of Cincinnati Health Department the cost of the laboratory fee for removable appliances fabricated for low-income (under 200 percent poverty) patients. These appliances include dentures and partials (including flippers).



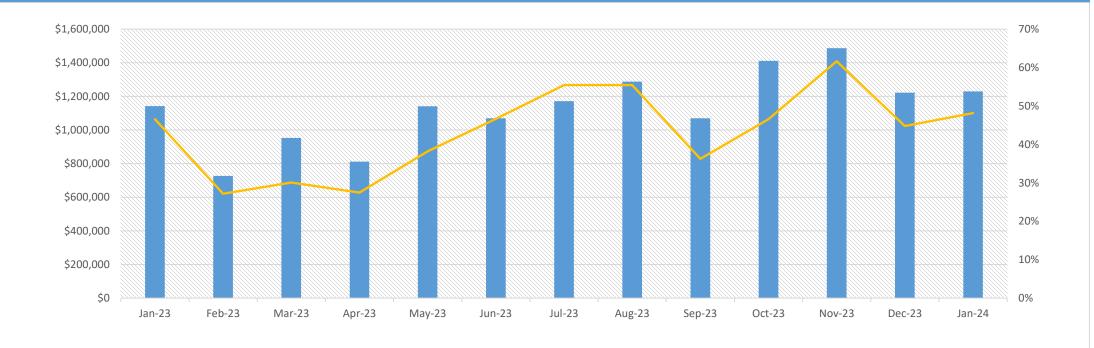
City of Cincinnati Primary Care Profit and Loss with fiscal year comparison January 2023 - January 2024

_	FY24 Actual	FY23 Actual	Variance FY24 vs F23
Revenue			
8536-Grants\State	\$50,000.00	\$0.00	\$0.00
8556-Grants\Federal	\$2,363,293.36	\$3,841,810.00	-38.48%
8563-Board of Ed Svc (School Nurses Sal.)	\$2,669,061.21	\$0.00	0.00%
8571-Specific Purpose\Private Org.	\$0.00	\$0.00	0.00%
8617-Fringe Benefit Reimbursement	\$0.00	\$0.00	0.00%
8733-Self-Pay Patient	\$518,629.87	\$574,412.12	-9.71%
8734-Medicare	\$3,011,335.47	\$3,058,873.91	-1.55%
8736-Medicaid	\$6,298,690.53	\$8,840,206.30	-28.75%
8737-Private Pay Insurance	\$703,024.31	\$731,387.62	-3.88%
8738-Medicaid Managed Care	\$3,465,829.80	\$3,696,858.56	-6.25%
8739-Misc. (Medical rec.\smoke free inv.)	\$639,169.33	\$134,540.00	375.08%
8932-Prior Year Reimbursement	\$29,945.25	\$481,127.26	-93.78%
416-Offset	\$3,027,976.33	\$3,168,225.67	-4.43%
Total Revenue	\$22,776,955.46	\$24,527,441.44	-7.14%
Expenses			
71-Personnel	\$11,858,718.67	\$10,028,258.03	18.25%
72-Contractual	\$3,462,890.03	\$3,166,568.51	9.36%
73-Material	\$1,241,919.98	\$1,182,814.79	5.00%
74-Fixed Cost	\$1,202,514.30	\$925,416.85	29.94%
75-Fringes	\$4,848,709.75	\$3,953,685.20	22.64%
Total Expenses	\$22,614,752.73	\$19,256,743.38	17.44%
Net Gain (Losses)	\$162,202.73	\$5,270,698.06	-96.92%

CHD/CCPC Finance Update March 13, 2024

Revenue Presentation

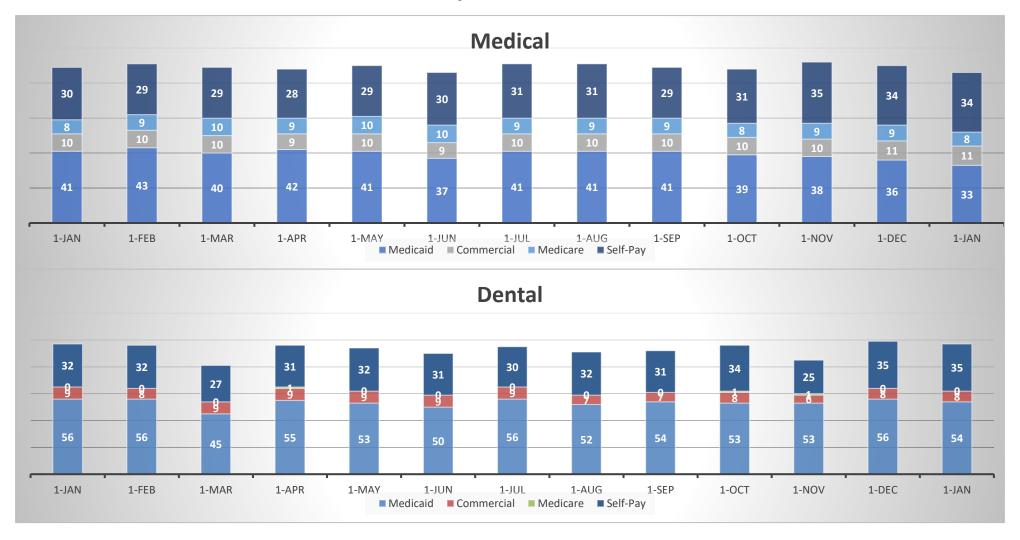
Monthly Visit Revenue



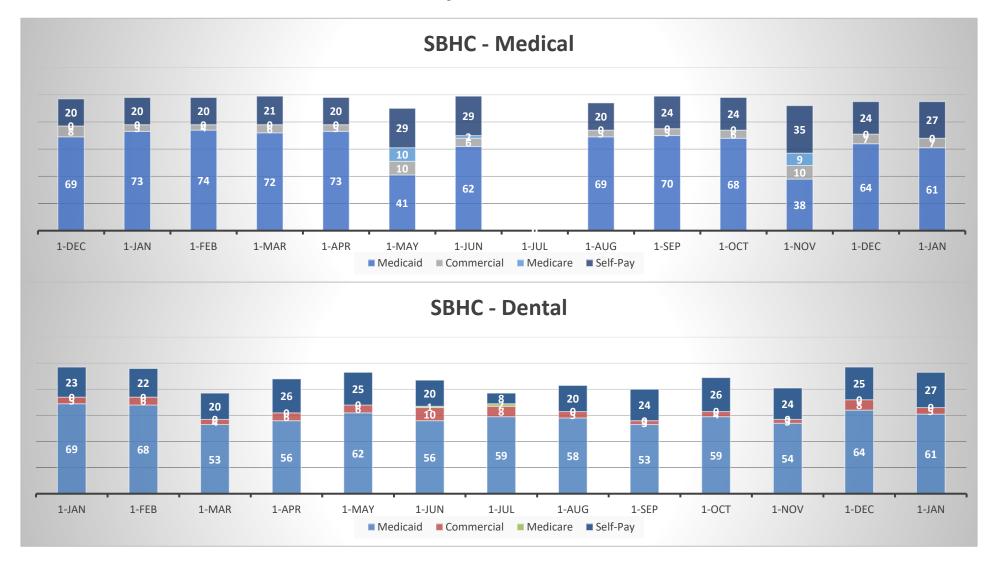
Collections ——% Gross

Collections

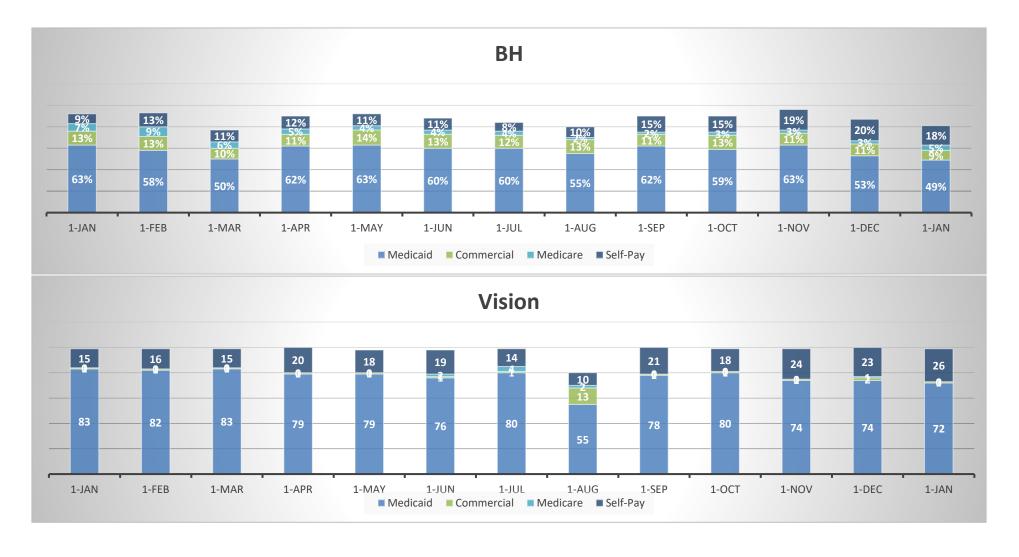
Payor Mix



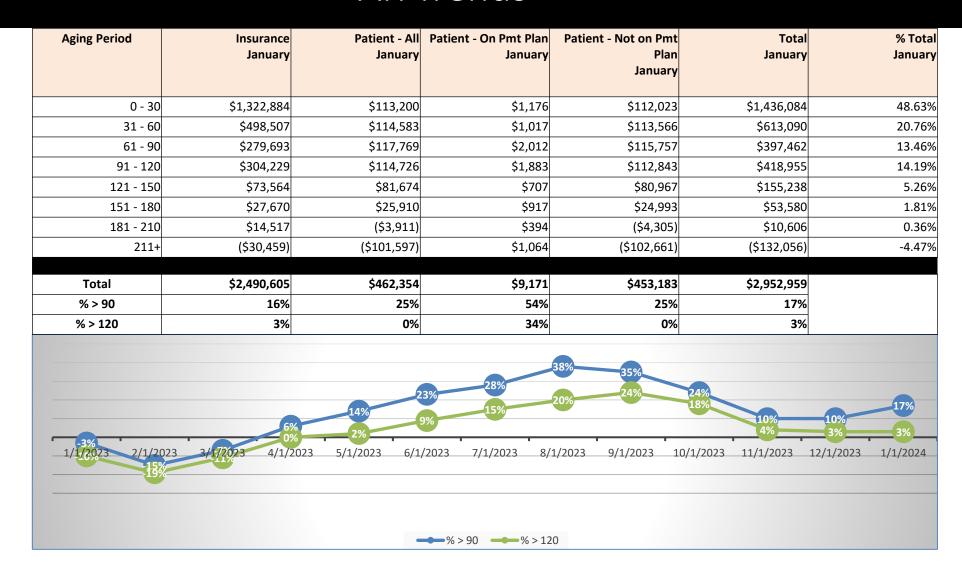
Payor Mix



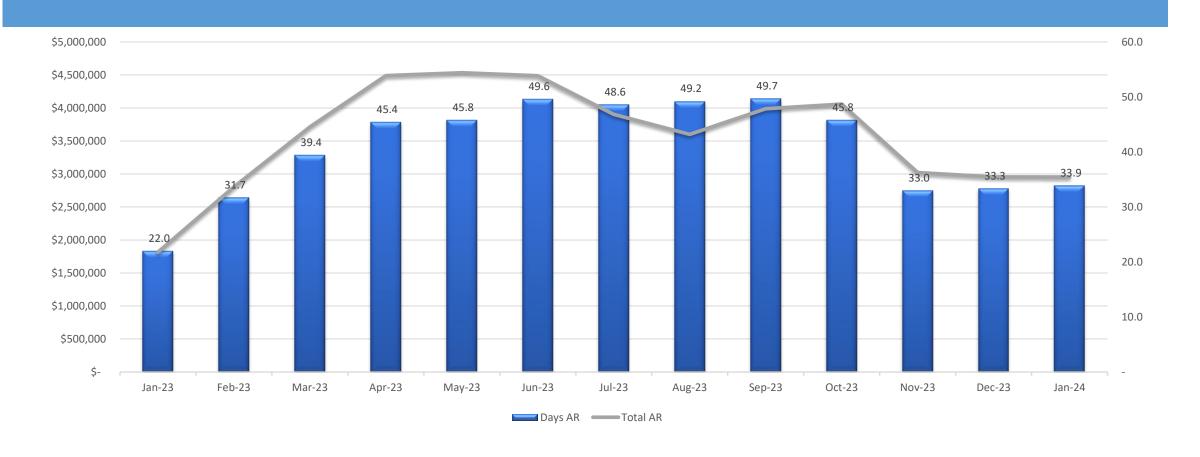
Payor Mix



AR Trends



Day in AR & Total A/R





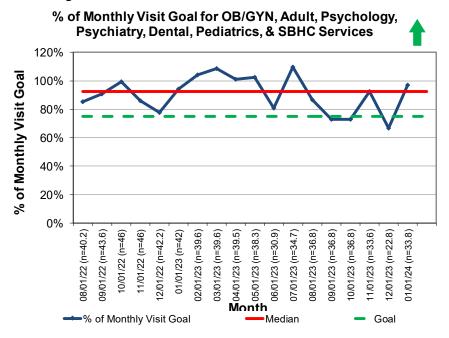
DATE: March 11, 2024

TO: CCPC Board Members

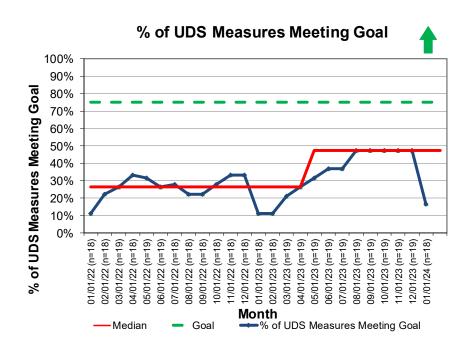
FROM: Dr. Grant Mussman, Health Commissioner

SUBJECT: Medical Director Executive Summary

Productivity: Goal is 75th percentile for FQHCs nationally. Monthly productivity very close to goal.



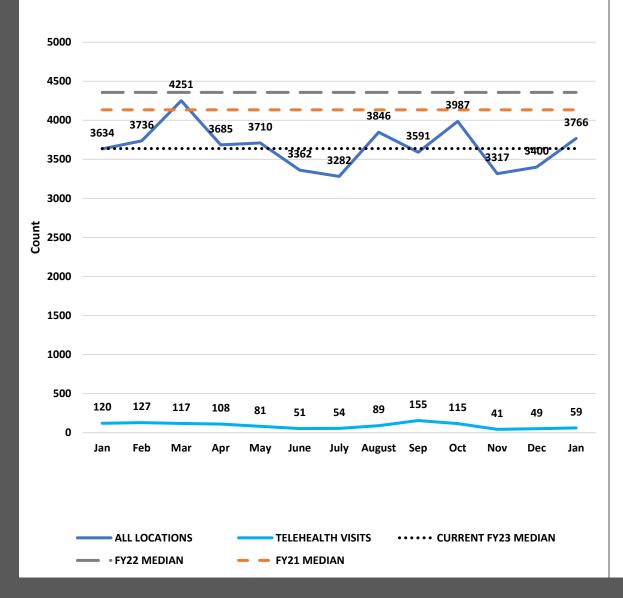
Clinical Quality: At end of year 2023, 50% of UDS were meeting goal. Measures reset at the beginning of the year leading to fluctuation in the first few months.

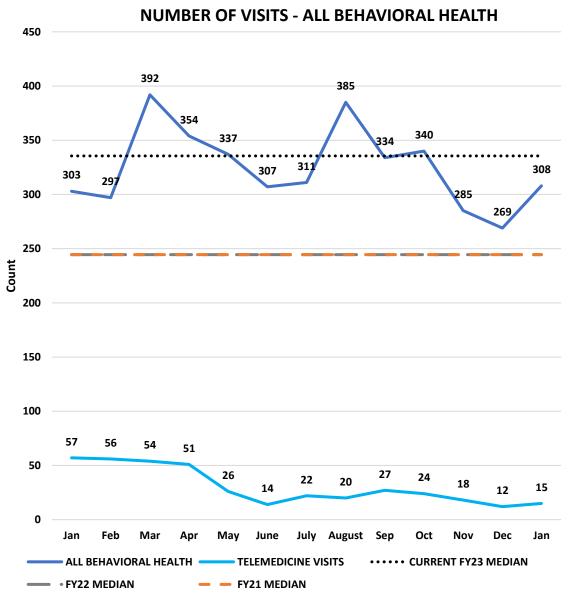


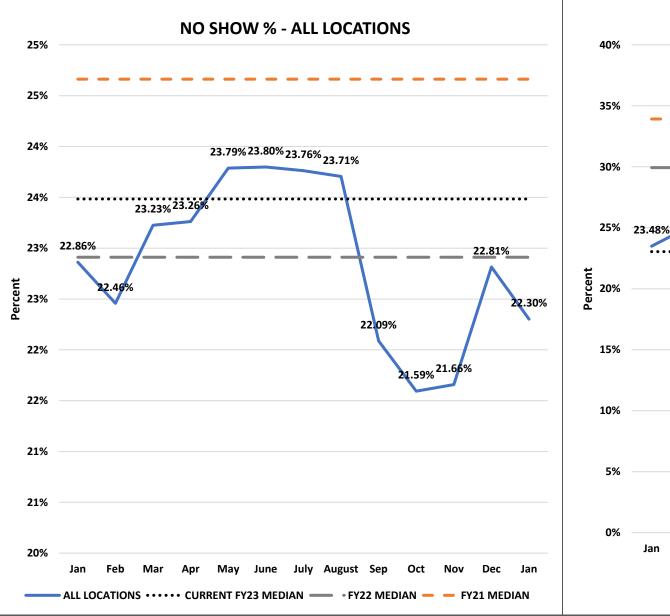
CCPC Board Meeting – Efficiency Update March 2024

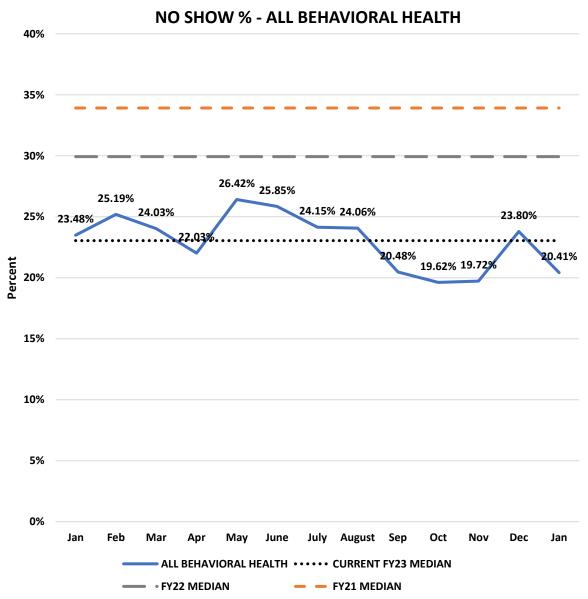
Medical/Behavioral Health

NUMBER OF VISITS - ALL LOCATIONS

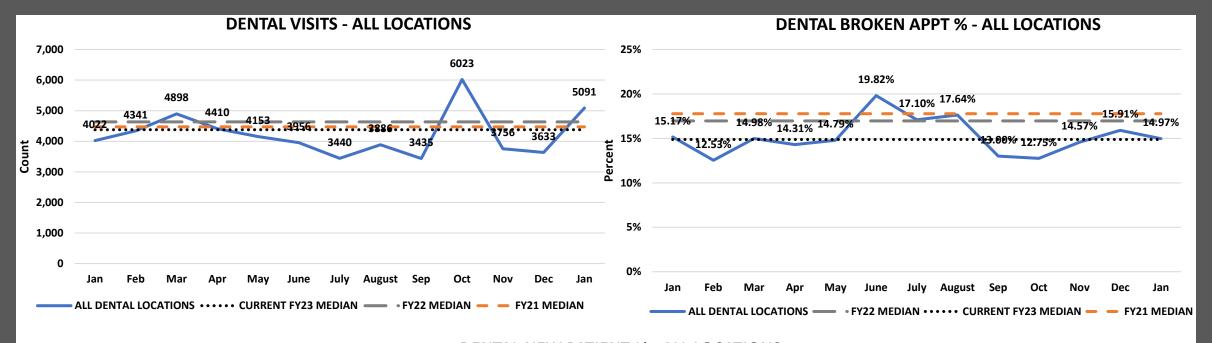




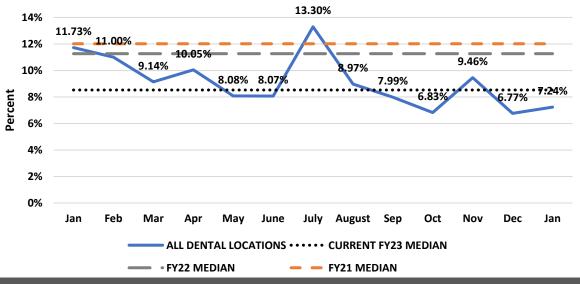




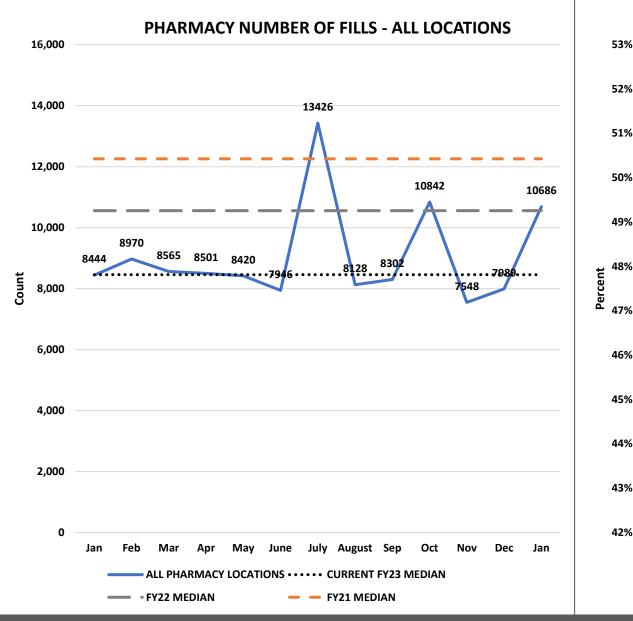


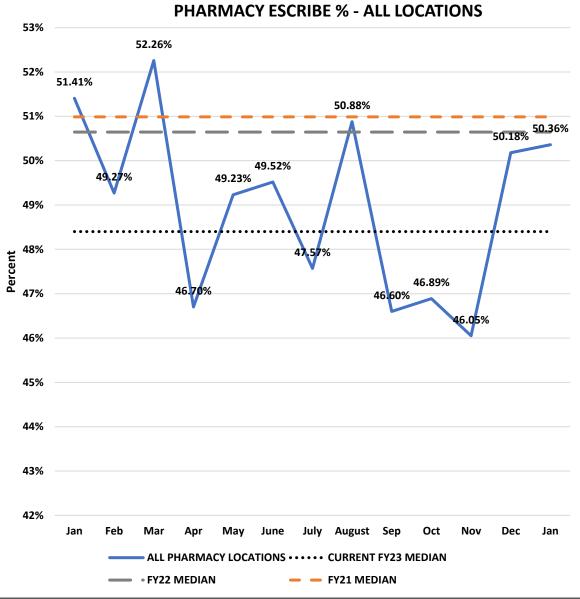




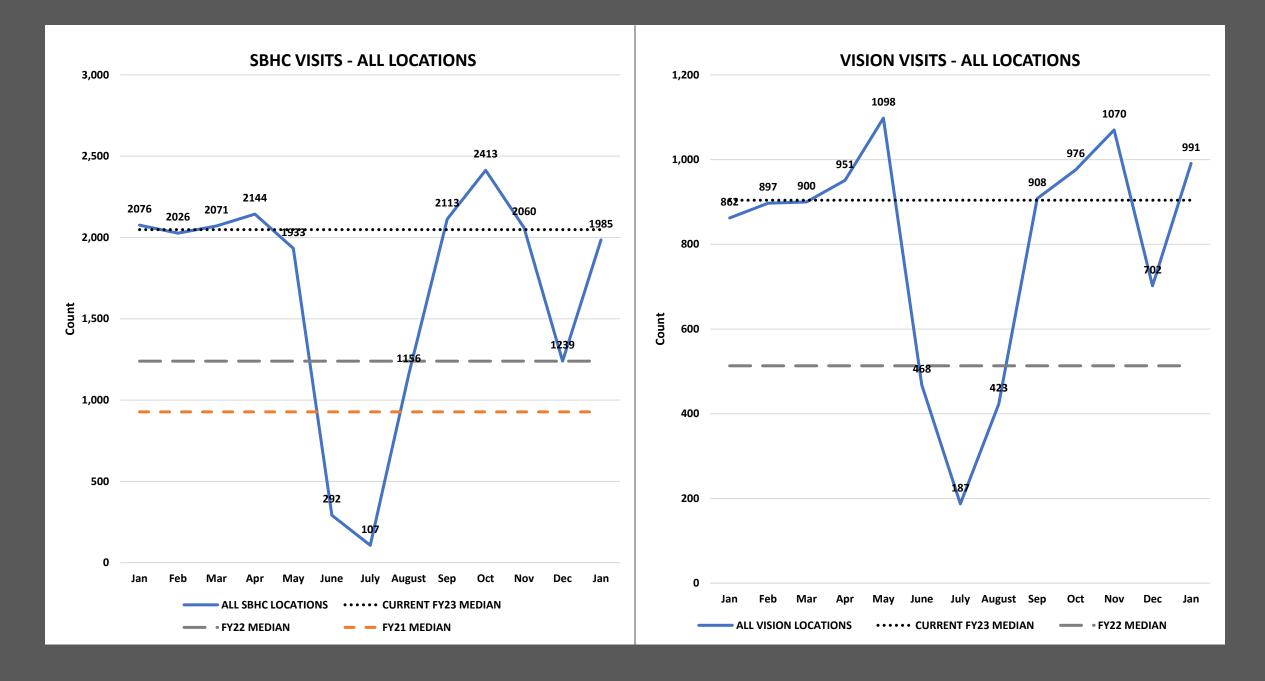




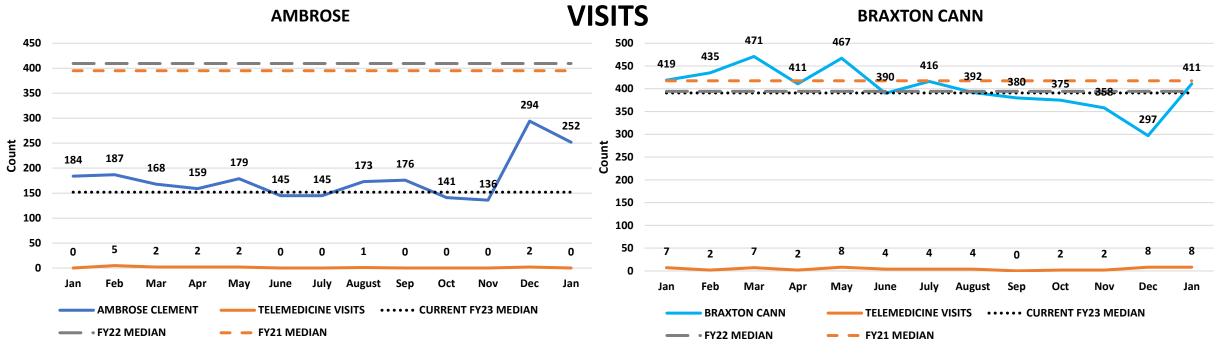




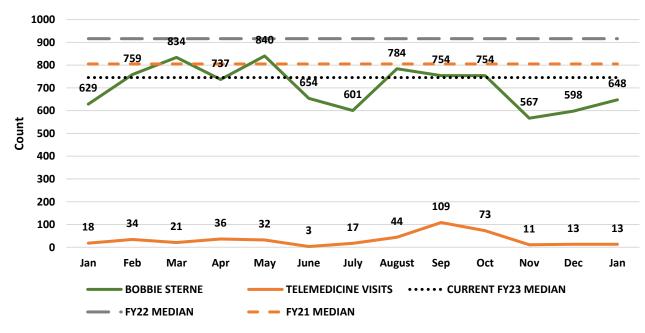
School Based Health Centers

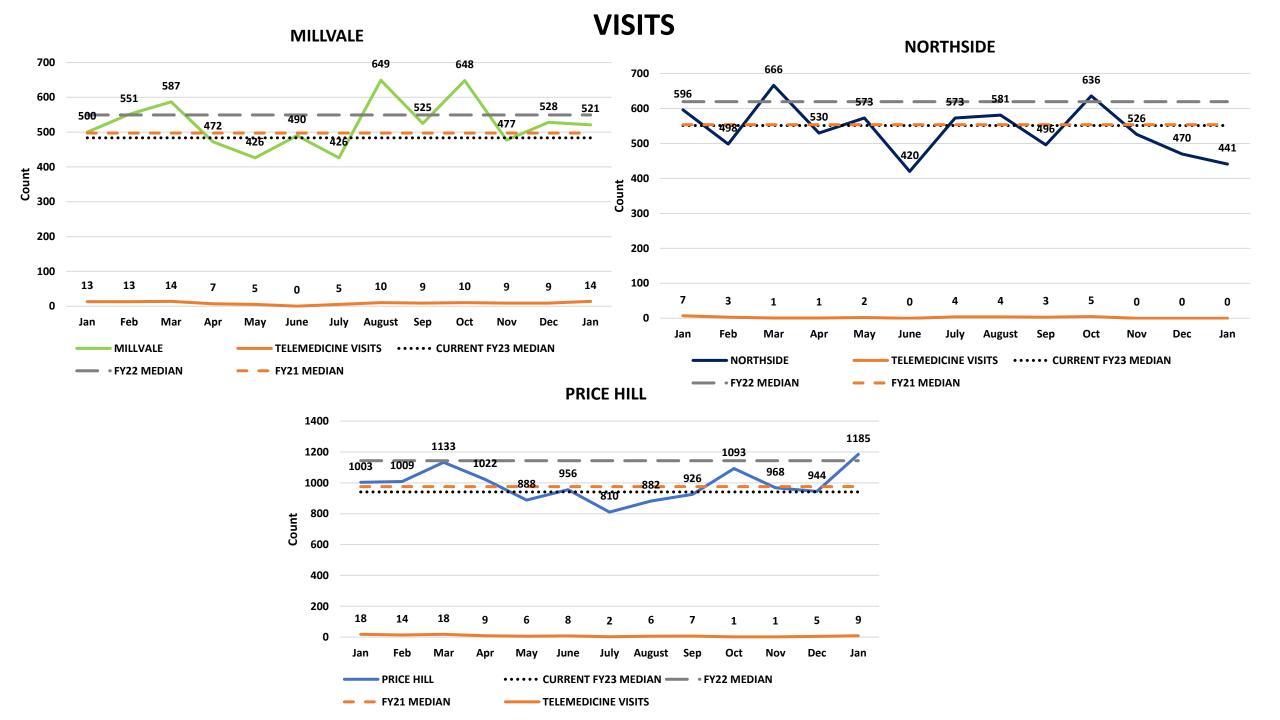


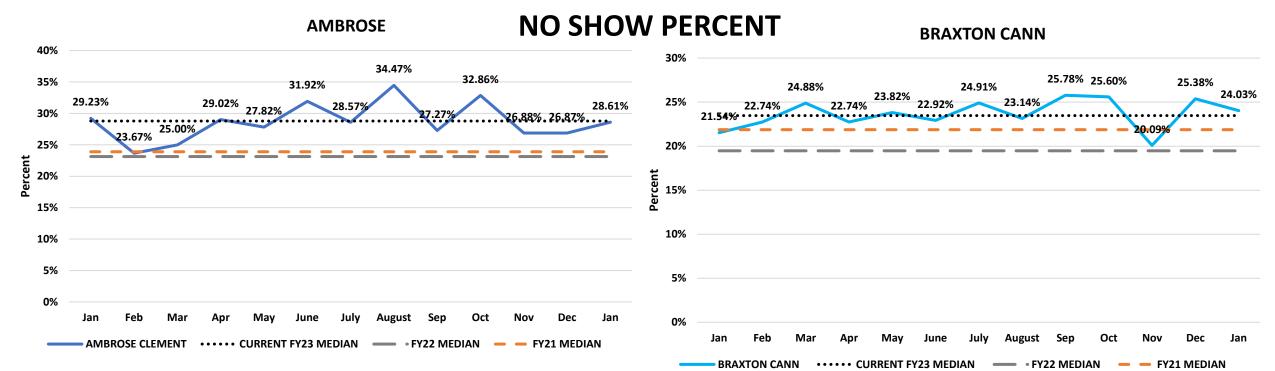
Supplemental Slides



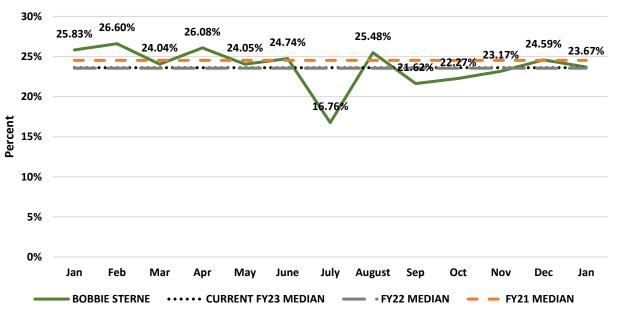




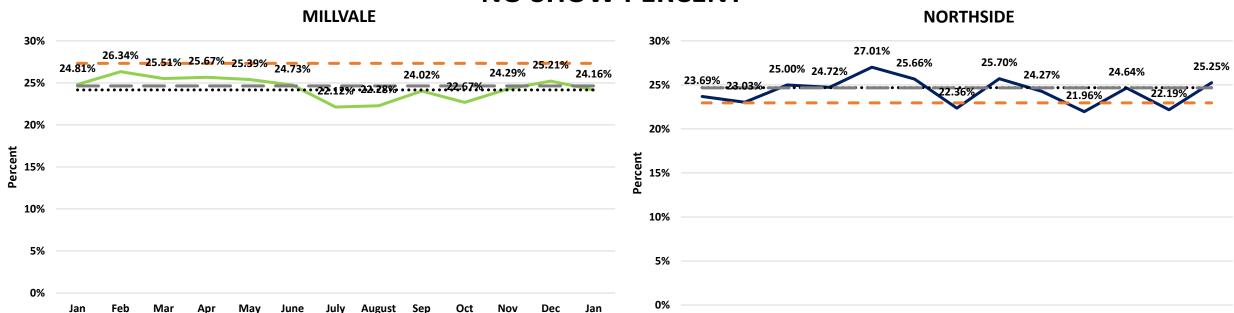








NO SHOW PERCENT





NORTHSIDE

•••• CURRENT FY23 MEDIAN

FY22 MEDIAN

— FY21 MEDIAN

— FY21 MEDIAN

•••• CURRENT FY23 MEDIAN

- FY22 MEDIAN

