

REDWOODS RURAL HEALTH CENTER
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, May 23, 2018

In Attendance: Erica Boyd, Marcia Mendels, Janet Fitzgerald, Pamela Moore, Ralph Emerson, Sheila O'Toole (arrived @ 3:37), Tina Tvedt Schaible, Michele Hernandez, Kelly Ward, Dr. White, Dr. Morris

1. Called to Order at 3:35
2. Assign Time-Keeper – Marcia and Janet
3. Approve Agenda – The following Action item was added to the Agenda:
 - Approve privileging of Susan Bowles, Dental Hygienist
 - *Marcia moved to approve the amended agenda, Janet seconded and all were in favor.**
4. Correspondence/Public Comment –
 - Marcia shared that she received very positive feedback regarding a special needs patient from Eureka who has been receiving care at RRHC Dental.
5. Update from Board Members &/or Staff Members –
 - RRHC Dental Hygienist Kelly Ward began by thanking the Board members for their service. She shared research she has done on scheduling and compensation. She is requesting 5 additional chair minutes per patient; reduction of current patient load and a fair wage assessment. She presented a letter summarizing this to the Board.
 - Dr. Morris, DDS also spoke to the work she does via multiple sites throughout Humboldt County and the comparison of compensation. She also expressed appreciation for RRHC housing.
 - Dr. White, DDS and RRHC Dental Director shared that her peers fresh out of school receive higher wages as an entry dentist than she receives as Dental Director.
6. Executive Director Update – Additions/highlights of ED Report
 - Tina received a message from our HRSA program officer regarding our Board composition being out of alignment with our client base. As we recruit additional Board members we are looking for male and Spanish speaking members.
7. Consent Agenda *Includes Minutes of the April 2018 Board & Finance Committee meeting; Special Board Meeting Minutes; May 2018 Medical, Dental, Behavioral Health, Quality Improvement, Facilities Departments; April 2018 Productivity; April 2018 Financials*
***Pamela moved to approve the consent agenda, Ralph seconded and the motion passed.**
8. Recruiting Update
 - Physician – Via Nomad, an online recruiting organization Tina found three physicians to interview. While none of them were a fit it is exciting to identify candidates. It is also appreciated that using Nomad is cost free unless a candidate is hired.
 - Nurse – We just hired a full time RN/CPSP Coordinator who should be starting in July.
 - MA – We have hired Heather Scott to help cover when Samantha goes out on maternity leave.
 - Dental Hygienist – Hired Susan Bowles one day a week.
 - Dental Assistant – We are looking to hire a Dental Assistant to cover for Emily when she goes out on maternity leave, and hopefully stay on as we expand dental.
9. Action Items for Review and Approval
 - A. Approve Bylaws Modifications –After a brief recap of the changes ***Marcia moved to approve the Bylaws as modified. Sheila seconded and the motion passed unanimously.**
 - B. Recruitment Firm Selection – Tina shared that when checking references of Medicus Firm they did not have positive feedback. When we last worked with Merrit Hawkins (the agency who helped us recruit Dr. Scheel) Tina felt a bit pressured. Jackson Physician Search offers less cost up front and more when a physician is signed. There is also a cap of the monthly fees at 6 months which none of the other agencies offer. Both Ralph and Tina lean towards Jackson Physician Search. ***Ralph made a motion to use**

Jackson Physician Search. Janet seconded and the motion passed unanimously.

C. Auditor Selection – Following a brief review of the Finance Committee discussion of the Audit proposals ***Janet made a motion to select CHW LLP as the RRHC Auditor.**

Ralph seconded and the motion passed unanimously.

D. Salary Scale Spreadsheet – During review of the proposed RRHC Compensation Scale FYE 2019 Marcia asked if the proposed Dental Hygienist wage would meet the salary request of our current hygienist. Tina said that it would not as she is already at the maximum end of the salary scale. Tina did mention that the current hygienist also receives loan repayment. - ***Ralph moved to approve. Pamela seconded and the motion passed unanimously.**

E. Billing Waiving Fees Policy - ***Janet moved to approve. Ralph seconded and the motion passed unanimously.**

F. Tracking Outsourced Lab & Diagnostic Tests P & P - ***Janet moved to approve. Pamela seconded and the motion passed unanimously.**

G. Test Follow-up P & P - ***Janet moved to approve. Sheila seconded and the motion passed unanimously.**

H. Federal Grant Drawdown P & P - ***Janet moved to approve. Marcia seconded and the motion passed unanimously.**

I. Federal Grant Expenditure - ***Marcia moved to approve. Sheila seconded and the motion passed unanimously.**

J. Approve privileging for Susan Bowles, Dental Hygienist - ***Marcia moved to approve. Pamela seconded and the motion passed unanimously.**

10. Discussion Items

- Board Training Topic(s) of the Month: Financial Management of Health Centers
- RRHC Facility Tour & Feedback Forms – Facilities Manager Terri Klemetson led the Board on a tour of both the Dental and Medical buildings, including interiors, exteriors and the basement. Board members were given a Facility Tour Survey to complete and return to Terri.
- Board Self Evaluation Results and Action Plan Development – Janet shared that Christina has suggested restructuring the Board Agenda and clinic activities to follow the RRHC strategic plan. The topic of board recruitment was also discussed.
- Quality Improvement Committee Recap – The Board appreciated receiving the QI report as part of the Board Packet. Tina shared that we received \$140,000 in QI funding. This is great, though our future requirements will likely be more stringent.
- Facility Expansion & Renovation, Opportunities and Next Steps –
 - 59 Shady Grove Lane – A PowerPoint presentation regarding the condition of 59 Shady Grove Lane was viewed.
 - Architect RFQ & Interviews – It is important for Board members to be involved in the Architect interview process. Both Sheila and Ralph will be out of town. Tentative interview dates are Wednesday, June 27th before the Board meeting and Thursday, June 28th.
- Legislation & Policy Updates, CPCA CA Budget – May Budget Revision – Tina shared that the Senate rejected the Governor's proposal to cut 340B funding. Also, MFT's will still become billable on July 1.

11. Future Agenda Items

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| • Updated Lab and Records P&Ps | • Updated High Risk Patients P&P |
| • Board Recruitment Committee | • Stand-by Appointments P&P |
| • Restructuring of Board Agenda | • Updated Minor Consent P&P |
| • Updated Mandatory Reporting | • Water Storage Tank |
| • Updated Chaperone P&Ps | |

12. Next Board Meeting will be held Wednesday, June 27, 2018 at 3:30 pm after the Finance Committee meeting at 3:00. SAVE THE DATES: June 27 & 28, Tentative Architect Interviews & July 11th, Staff Appreciation
13. Executive Session
14. Adjourn Meeting