**­REDWOODS RURAL HEALTH CENTER**

BOARD OF DIRECTORS MEETING  
**Wednesday, January 26 at 3:00 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/87454276763?pwd=V3hQcUdGMkdpMHBFS0I2Y25DbFFsQT09>

1-669-900-9128 US (San Jose)

Meeting ID: 874 5427 6763

Passcode: 878241

***Board Members Present:****Christina Huff, Erica Boyd, Marcia Mendels, Shanon Taliaferro, Janet Fitzgerald, Elise Sauer* ***Staff Members Present:****Tina Tvedt, Terri Klemetson, and Cheri Swan taking meeting minutes.*

***MISSION:*** *Redwoods Rural Health Center will provide responsive, preventive, high quality primary health care services, through a variety of healing disciplines, to all people without regard to social or economic status.*

**Agenda**

* **Call to Order & Assign Time-Keeper**

Christina Huff called the meeting to order at 3:23 pm

* **Approve Agenda**

**Marcia moves to approve the Agenda, Erica seconds with the additional Action and Discussion items and the motion passed unanimously.**

* **Correspondence/Public Comment**
* **Update from Board Members &/or Staff Members**: Erica discussed the removal of the prompt pay dental discount. Tina clarified that the policy was modified to comply with HRSA requirements but will look into other options to reestablish the Prompt Pay Discount program.
* **Executive Director Update** *(pgs. 1-2)* Tina updated the Board on new staff, prospective staff and CLC.
* **Consent Agenda** Includes Minutes of the December 2021, Board & Finance Committee *meetings (pgs. 3-7);* Program Manager *(pg. 8-9),* Dental *(pg. 10),* Operations *(pgs. 11-15),* HR *(pgs. 16-18),* Behavioral Health *(pgs. 19-20),* and Compliance Coordinator *(pg. 21)* Department Reports.  
  **ACTION: Janet moves to approve the Consent Agenda, Marcia seconds and the motion passed unanimously.**
* **Recruiting Update** – Tina updated the board on recruitment including Controller/CFO position.
* **Action Items for Review and Approval**

1. **Approve Updated Charge Master** *(pgs. 22-34) –* Tina summarized the Updates to the Charge Master. The fees have not been updated since 2017 and the increase is still 20% lower than market rate.  **ACTION: Marcia moves to approve the Updated Charge Master, Janet seconds and the motion passed unanimously.**
2. **Approve Updated Federal Draw Down P&P** *(pgs. 35-37)* The updated Federal Draw Down P&P adds verbiage designee.   
   **ACTION: Erica moves to approve the Updated Federal Draw Down P&P, Marcia seconds and the motion passed unanimously.**
3. **Approve NextGen Upgrade Training Package** *(pgs. 38-41)* Complete the upgrade which includes project management, medical & dental end user training, testing and live support. Comparison between vendors revealed that NexGen was the most affordable solution. Tina informs the Board about the timeline which starts in March and hope to implement during 101 Dental remodel to maximize staffing during that time. Terri also went over the timeline during the Leadership meeting earlier this month.   
   **ACTION: Janet moves to approve the NextGen Upgrade Training Package, Erica seconds and the motion passed unanimously.**
4. **Katy Allen Privileging Request** –  
   **ACTION: Marcia moves to approve the Katy Allen’s Privileging Request, Elise seconds and the motion passed unanimously.**

* **Discussion Items**

1. **Board Training Topic(s) of the Month** – Chapter 3 – Strategic Planning and Strategic Thinking *(sent previously)*
2. **COVID Operational Impact, Testing & Vaccinations** – Tina summarized the data, 25% increase in vaccine appointments (2731 vaccine appointments, 2461 COVID tests. There was a 13% increase in testing and positivity rate. Shanon asked about testing for Covid variants. Tina clarified that the County does variant testing.
3. **Membership Ballots** - Janet made calls to members encouraging them to return their ballots. Blank ballots will be available for employees who have not yet voted. Deadline for voting is February 18th 2022. Next Board meeting will include recording the Membership Ballots results, approval by the Board and ratifying the results.

* **Future Agenda Items & Next Board Meeting**
  1. Approve Bylaws Change
  2. Approve Contracted Billing Service
  3. Approve Annual Financial Audit Service
  4. Approve Diversity, Equity, and Inclusion policy
  5. Approve updated Risk Management policy
  6. Balance on the Housing Support Fund
  7. Reevaluate Prompt Pay
  8. Follow up with Billing Inquiries

Next Board Meeting will be held Wednesday, February 23, 2022 at 3:15 pm after the Finance Committee meeting at 4:14pm. Strategic Planning in Shelter Cove – March 18-19, 2022

* Adjourn Meeting