**REDWOODS RURAL HEALTH CENTER**

BOARD OF DIRECTORS MEETING MINUTES  
Wednesday, September 23, 2020 at 3:30pm

Join Zoom Meeting

<https://us02web.zoom.us/j/81034349599?pwd=QmVacEI3by9jdnNLTThDQmQxR0xxdz09>

Meeting ID: 810 3434 9599

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***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.*

***Board Members Present:*** *Scott Bliss, Christina Huff, Erica Boyd, Janet Fitzgerald. Pamela Moore, Marcia Mendels, Ralph Emerson, Sheila O’Toole, Elise Sauer.* ***Staff Members Present:***  *Tina Tvedt, Terri Klemetson; Aleksandra Jaksic taking meeting minutes.* ***Public Members Present:*** Sarah Diaz Lourenzo.

Agenda

1. Call to Order & Assign Time-Keeper

The meeting was called to order at 3:35pm by Erica.

1. ***ACTION: Janet moved to Approve the Agenda, Sheila seconded and the motion passed unanimously.***
2. Correspondence/Public Comment – Sarah Diaz Lourenzo

BOD members thanked Sarah for joining us, and Sarah thanked the board for consideration and invitation. Ralph received and read the letter from Carolyn Hino-Bourassa, from the So Hum Health Foundation. So Hum Health is moving away from using the world Clinic, as it was problematic to RRHC. They are considering other names and are hopeful RRHC and the community will contribute to the discussion.

1. Update from Board Members &/or Staff Members

Christina attended the Council meeting where correlation of opioid use and dental problems was discussed. Christina inquired if RRHC is addressing this issue. Tina will reach out Barb and Carolee to assure that the collaboration between Suboxone patients and dental department is still ongoing. Sheila informed the team that KMUD is working on producing a show for specifically for Spanish speaking listeners. Sheila inquired if we have anyone at RRHC who could partake and give regular health and RRHC updates.

1. Executive Director Update *(pgs. 3-4)*

We have designed a drive-up flu clinic for current patients (those seen within a year). Flu shot is about $55 for private pay patients; anyone insured incurs no fee. For those that are not current patients, face-to-face provider appt is required (e.g. to ensure health, and no contraindications). 340B will see about 20% cut come January of next year, though the state has come up with the grant revenue to close this gap. Some HC may be overpaid however and would be asked to voluntarily give this overpay to the fund, which would then be distributed to those HC that were underfunded by the state. All BOD members were in support of voluntary giving away the overpay. Our new Transit Driver volunteered driving services to residents of Redway, Garberville and surrounding areas, should another evac order comes under mandate. Kelly Ward is currently acquiring extra certifications which would enable her to expand on her role and services provided (e.g. fillings). As part of the DTI grant revision, she will be able to buy 150 electric toothbrushes for her DTI patience. RRHC has some funding to help providers with continuing education, licenses and fees, and Tina will look into the details to see if any such funds are available to Kelly, since she is currently covering the education at her own expense.

1. Consent Agenda *Includes Minutes of the August 2020 Board & Finance Committee meetings; September 2020 Facilities, Behavioral Health and Dental Reports; August 2020 Financial Statements including Productivity.*

***ACTION: Ralph motioned to approve the Consent Agenda, Scott seconded and the motion passed unanimously.***

1. Recruiting Update

Two dentist interviews were conducted, and the dentists’ site visit will be scheduled soon. Dental Director would ideally start a month ahead of the Satellite Dental clinic opening to assure proper training and smooth opening. We have identified LCWS and IBHS Care Manager and are looking forward to hiring. We are also partnering with HSU for interns, to join us virtually. Tina is investigating increasing via brief therapy model by instituting 30-minute sessions with a 10-minute chart follow up. This would expand access to care to our patients, as we currently have a waiting list. New Back Office Manager is starting soon. Dr. Levet was an ER MD in the past and brings a lot of expertise; we are fortunate to have him on our team. He will oversee QI, 340B, referrals, med records, and telehealth. This will free up Tawnya on front end, and Mandi to see more patients (half day more, or around 10 more patients a week). Dr. Cook started yesterday. Christina proposed to have a virtual meeting with the new providers. We are evaluating MAs and DAs pay scale.

1. Action Items for Review and Approval
2. ***ACTION: Christina moved to approve Dr. George Cook Privileging Request, Marcia seconded and the motion passed unanimously.***
3. ***ACTION: Christina moved to approve CalFresh Grant Application, Marcia seconded and the motion passed unanimously.***
4. ***ACTION: Janet moved to approve submission of Henry Schein Cares grant application (***[***https://youtu.be/oHCNRMV1aqQ***](https://youtu.be/oHCNRMV1aqQ)***), Marcia seconded and the motion passed unanimously.***
5. ***ACTION: Christina moved to approve PHC Video Visit Grant, Scott seconded and the motion passed unanimously.***
6. ***ACTION: Janet moved to accept HRSA QI and IBHS Supplemental funding, Scott seconded and the motion passed unanimously.***
7. ***ACTION: Christina moved to approve purchase of new computer server and storage, Ralph seconded and the motion passed unanimously.***This was not a budgeted expense, but we do have some extra funds to cover it. We hope that updating IT infrastructure will help with connectivity and speed issue (unrelated to the internet provider, since we are self-hosted). This would also address the space issue.
8. Discussion Items
9. Board Training Topic(s) of the Month: Developing and Maintaining Effective Health Center Boards of Directors & Improving the Effectiveness and Conduct of Health Center Board and Committee Meetings. Discussion ensued on Board Self-Evaluation. It was decided to complete this this March 2021.
10. Terri discussed Dental Satellite Clinic & HRSA Capital Assistance for Disaster Response & Recovery Efforts (CADRE) grant and process*.* Permits and design have been completed for Satellite Dental, so now we are moving towards the bid process. Bids will be presented at the next BOD meeting in October for approval. Satellite Dental includes the generator installation, using the CADRE grant. HVAC replacement will necessitate closing sections of the current medical/dental buildings, and Satellite Dental may be used to house operations temporarily.
11. Tina discussed the PPS Rate Change Outcomes*.* Rate is increasing by $40 per visit. Retro-billing, we are hoping to see half a million dollars collected in additional revenue due to this, though it may take up to 3 years. Tina thanked Jeanie for her work on this project.
12. Tina brief the group on the QI Meeting Action Items; focus is on staff training.
13. In discussing Homeless Case Management Services & Collaboration, Tina welcomed BOD members to attend and see how much value AHHA shower van adds to the community. Christina provided update on So Hum Housing project: next meeting is in October and Tina will be joining the group. Christina and the team are interviewing So Hum community organization leaders to gauge their interest and start the conversation regarding the public housing in the area. The group is further looking for additional funding for the Project Manager so that this position can be a full-time position for the duration of 3 years. They are hoping to be able to hire by the end of this year.
14. Tina provided brief CPCA Legislative and Policy Priorities update.
15. PHC Acupuncture TAR Policy Update (MCUG3002). There is no longer requirement for TAR for Partnership patients. Two appointments are covered per month.
16. Future Agenda Items & Next Board Meeting

* Updated High Risk Patients P&P
* Electronic Records P&P
* Patient Identification P&P
* Homeless Housing Fund
* Advertising (general direction and priorities)

Tina further informed the group that the five iPads will be deployed soon. In medical they will be used for provider video visits, in dental for translation, and one will be utilized by IBHS Care Manager. The board decided to discuss the reply to Carolyn Hino-Bourassa via email.

Next Board Meeting will be held Wednesday, October 28, 2020 at 3:30 pm after the Finance Committee meeting at 3:00pm.

1. Executive Session
2. The meeting was adjourned at 4:44pm.