

**Coastal Health & Wellness
Governing Board Meeting
July 28, 2016**

Board Members

Present:

Dr. Milton Howard
Dorothy Goodman
Jose Boix
Virginia Valentino
Helene Little
David Delac
Jay Holland
Mario Hernandez

Staff:

Tammy Babcock, Executive Director	Kathy Barroso, CEO
Dr. Foster	Sergio Barrera
Dr. Alhassan	Loretta Johansen
Mary McClure	Pisa Ring
Laura Walker	Paul Salvo
Sandra Cuellar	Scott Packard
Mary Orange	Richard Mosquera
Kristina Garcia	Malek Bohsali
Eileen Dawley	Peri Bluemer
Tikeshia Thompson	Mario Acosta
Anthony Hernandez	

Excused Absence: Cassandra Arceneaux

Unexcused Absence:

***Approval of Consent Agenda**

Upon a motion by Virginia Valentino, seconded by Dorothy Goodman, Consent Agenda items one through six were unanimously approved with the exception of item four the annual policies.

- Anti-Fraud Policy: Jose Boix, Vice Chair pointed out to the Board a requested change on page 3 paragraph
- Employee Complaint/Issues Resolution: Jose Boix, Vice Chair pointed out to the Board on page 2 under Time Frame the last sentence was missing a period.
- Coastal Health & Operational Policy: Kathy Barroso, GCHD CEO, suggested that the policy be removed and rewritten. Dr. Milton Howard also suggested sometime in the near future that the Bylaws are review and rewrite to line up with the HRSA requirements.
- Communication Policy: Peri Bluemer, COFO, requested a change on page 4 last paragraph, second sentence that expected be removed and encouraged be added.

Upon a motion made by Dorothy Goodman seconded by Mario Hernandez the Anti-Fraud Policy, Employee Complaint/Issues Resolution Policy and the Communication Policy were unanimously approved by the Board with the corrections.

Item #7 EXECUTIVE SESSION The Governing Board will convene into Executive Session as Permitted under provisions of the Texas Open Meeting Act, pursuant to Section 551.074 of the Texas Government Code. The purpose of this Executive Session regards a personnel matter, during which the Board will perform the Executive Director's six-month evaluation

Item #8 Reconvene Regular Open Meeting

The board reconvened regular meeting at 12:58p.m.

Item #9 Possible Action for Executive Session

Dr. Howard, Chair, requested a Board motion concerning the Executive Session. Virginia Valentino motion that Tammy Babcock be removed from her six months probationary period and be given a 3% raise seconded by Dorothy Goodman the consideration was unanimously approved by the Board.

Item #10 Executive Report

Tammy Babcock, Executive Director, presented the July 2016 Executive Report to the Board

Item #11 Consider for Approval Financial Committee Report for July 2016

Kathy Barroso, CEO, asked the Board to consider for approval the financial committee report for July 2016. This month there was an increase in fund balance in the amount of \$21,390. Revenue from patient services was lower than budgeted from all sources, with the exception of Medicaid and pharmacy revenue. YTD patient revenue from all sources was \$63,100 lower than budgeted through this period. Kathy also pointed out Title V grant funds has been expended for this year and future funding will not be available until the new grant period (9/1/16). PTD expenses were \$20,682 less than budgeted for this period. Expenses this month included Building Improvements of \$7,159 for CHW's portion of the electronic sign and \$6,619 in promotional supplies (both expenditures previously approved to be expended from unreserved fund balance in prior months). Expenses this month also included \$3,360 for a new vaccine refrigerator purchased with QI funds. YTD expenses were lower than budgeted by \$38,225 primarily due to lower personnel costs reported through this period. Lease expense is currently over budget YTD by \$22,592 based on projected reduction of lease space in current year budget. Month closed with total fund balance of \$2,799,583. Upon a motion made by Dorothy Goodman, seconded by Mario Hernandez the consideration was unanimously approved by the Board.

Item #12 Consider for Approval HIPAA Policy

Tammy Babcock, Executive Director, asked the Board to consider for approval the HIPAA policy. Tammy informed the Board that the HIPAA policy was a break out policy from the policy that was inclusive with CHW & GCHD. This policy will now be specific to CHW and has also been put in the CHW new format. Upon a motion made by Virginia Valentino, seconded by Dorothy Goodman the consideration was unanimously approved by the Board to approve the HIPAA policy.

Item #13 Consider for Approval Quarterly Compliance Report

Richard Mosquera, Compliance Auditor, asked the Board to consider for approval quarterly compliance report. Upon a motion made by Virginia Valentino, seconded by Mario Hernandez the consideration was unanimously approved by the Board.

Item #14 Quarterly Visits and Analysis Report Including Breakdown Payer Source for Recent New Patients

Kathy Barroso, CEO, asked the Board to consider for approval the quarterly visits and analysis report including breakdown by payer source of recent new patients. Kathy pointed out to the Board the year to date average totals, the visits went down about .3% in comparison to last year however, there were some changes private insurance went down by 27% and Medicaid went up by 36% and some of the contractors are down by 70%. The year to date total visits by department, the Dental visits are down by 1%, Medical up by .23%, and Counseling down by 9%. The year to date payer mix continues to move in the right direction. The self-pay is going down in comparison to last year and it was down by .7%, private insurance went down by 1.6%, Medicare went up by 2.8%, and Medicaid at .8%. The year to date users total went up by 1.4%, Medical and Dental going up but Counseling going down by 25%. Kathy, also pointed out that the accounts receivable aging in comparison to last quarter total changes are down by 33%. Upon a motion made by Virginia Valentino, seconded by Jose Boix, the consideration was unanimously approved by the Board.

Item #15 Consider for Approval E Tobacco Program Through UT

Tammy Babcock, Executive Director, asked the Board to consider for approval E Tobacco program through UT. Tammy informed the Board that the E Tobacco would be making referrals from our electronic medical records to UT Austin which is a smoking sensation counseling program. This request is just for the funding to put the interface in place in the amount of \$5000.00 which will be given back to CHW by UT Austin as long as everything is in place by August 31, 2016. Tammy also stated that CHW would have an out of pocket that will affect the budget in the amount of \$237.50 quarterly of maintenance fees to keep the interface current. Jay Holland, asked that Tammy Babcock to contact Jose to see why CHW can't sign a BAA as requested by Richard Mosquera Compliance Auditor. Dr. Howard, chair asked that this item be tabled and an Executive Session can be called once Tammy gathers all information. Upon a motion made by Jay Holland, seconded by Jose Boix the consideration was unanimously approved by the Board.

Item #16 Consider Forming a Subcommittee to Plan for the Remodel of the Galveston Clinic Site

Dr. Howard, Chair, asked the Board to consider forming a subcommittee to plan for the remodel of the Galveston clinic. Dr. Howard suggested that Helene Little, and Jay Holland work with Tammy Babcock and staff on working on the remodel of the Galveston clinic. Upon a motion made by Jose Boix, seconded by Mario Hernandez the consideration was unanimously approved by the Board.

Item #17 Discuss Regarding Security at the Mid County Annex

Kathy Barroso, CEO, updated the Board on security concerns at the Mid County Annex. Kathy informed the Board that CHW only has security on Saturday's and evening clinic. Kathy also informed the Board that the security concerns went to the United Board of Health last night and they took action to say they would like to issue a letter to Commissioner Court with their concerns. Commissioner Holmes is also aware of the situation and stated once the sheriff gets some information back to GCHD/CHW then it can be brought to Commissioners Court. The Sheriff did state that he wouldn't be able to get any information back to GCHD/CHW until late this week or next week. Dr. Howard, Chair, asked that the Governing Board be included in the United Board of Health letter to Commissioners Courts on the security issues. Dr. Howard also asked that the Board make a motion to make funds necessary to secure security in the building Monday through Friday in the amount of \$35.00 per hour with a minimum of \$15000.00 of CHW portion for a period of 10 weeks or until the Sheriff and Commissioners Court determine what funds and security is needed and will be provided. Dr. Howard is also authorizing that the security needs be meet as soon as possible. Upon a motion made by Virginia Valentino, seconded by Jose Boix the consideration was unanimously approved by the Board.

Item #18 Update on Website

Dr. Howard, Chair, asked that the update on the website be tabled until the next meeting.

Adjournment

A motion to adjourn was made by Virginia Valentino, seconded by Mario Hernandez. The Board adjourned at 2:26 p.m.

Chair

Secretary/Treasurer

Date

Date