

**Coastal Health & Wellness  
Governing Board Meeting  
December 8, 2016**

**Board Members**

**Present:**

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

**Staff:**

Tammy Babcock, Executive Director  
Dr. Foster  
Dr. Alhassan  
Laura Walker  
Malek Bohsali  
Mary McClure  
Peri Bluemer  
Sandra Cuellar  
Tikeshia Thompson Rollins

Kathy Barroso, CEO  
Pisa Ring  
Paul Salvo  
Richard Mosquera  
Sergio Barrera  
Scott Packard  
Eileen Dawley  
Mario Acosta  
Anthony Hernandez

**Excused Absence:** Dorothy Goodman, Cassandra Arceneaux

**Unexcused Absence:**

**\*Approval of Consent Agenda**

Upon a motion by Virginia Valentino, seconded by Mario Hernandez, Consent Agenda items one through five were unanimously approved.

**Item#6 Executive Report**

Tammy Babcock, Executive Director, presented the December 2016 Executive Report. Tammy stated due to the number of employees having to work over, the medical schedules were changed to reflect patients being seen from 8:30a.m. to 4:15 p.m. to ensure that employees were off on time and no overtime. Jay Holland, stated he thought patients were seen in the clinic from 8:30 a.m. to 4:45p.m. and that Tammy should look at this really careful because we are cutting out at least one patient slot. Dr. Howard asked was there some way on a day to day bases Monday through Friday that the employee lunches can be staggered so that we can get more quantity in the time frame that we are working without taking the employees over the time. Tammy stated she would get with Sergio regarding staggering shifts for the employee's lunch. Dr. Howard, stated we need to look at having the provider schedules out 90 days at all times. Mary McClure, Business Director, stated that we need to look at the schedule on a Monday after a holiday when the clinic is closed on a Friday and Saturday. Mary suggested maybe adding a third provider because in the past we had to turn some patients away.

**Item#7 Consider for Approval Financial Committee Report for October 2016**

Malek Bohsali, Chief Financial Officer, asked the Board to consider for approval financial committee report for October 2016. Malek informed the Board of the monthly fund balance decreased \$29,874. YTD fund balance increased \$1,829,200. Revenue from patient services lower

than budget, except pharmacy revenue. YTD patient revenue \$189k lower than budget. October expenses were underbudget by \$21,016. Misc. Contract Services is overbudget \$4,477 MTD for additional security coverage approved by the Board and temp staffing. Malek also pointed out to the Board Pharmaceutical Supplies is overbudget MTD \$48,218, and YTD \$50,240. Training out of Town is overbudget \$2,628 for travel for OC3 training and annual TACHC conference. Lease expense is currently over budget YTD by \$52,711 based on prior space reduction projection. Upon a motion made by Jay Holland, seconded by Mario Hernandez, the consideration was unanimously approved by the Board.

**Item#8 Consider for Approval Proposal Submitted by Inventure Design Regarding Renovation of the Coastal Health & Wellness Galveston Clinic**

Dr. Howard, Chair, stated that the consideration for approval proposal submitted by Inventure design regarding renovation of the Coastal Health & Wellness Galveston Clinic is not an action item. Kathy Barroso, CEO, informed the Governing Board that this item was presented to the United Board of Health last night and there were a lot of questions. The UBoH like the fact that the project cost went down from the previous proposal however, the UBoH would like for us to renegotiate the lease before we proceed with the MEP. All the drafting of the plans the UBoH would like for us to contact the Housing Authority and get a commitment or a draft lease in place based on the square footage to get more of a firm number and look at the lease agreement before we would proceed with the drafting plans and or the MEP. Per Jay Holland, the UBoH would like to look at a least agreement. Jay Holland, made a motion to table this item it was second by Virginia Valentino, the consideration was unanimously approved by the Board.

**Item #9 Consider for Approval Revisions to Coastal Health & Wellness Governing Board Bylaws**

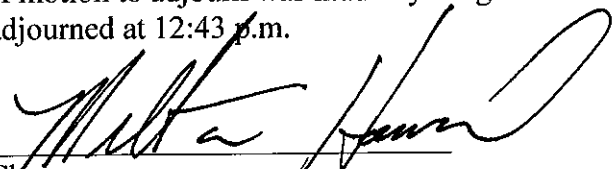
Jay Holland, stated that section 13 of the current bylaws requires that the Board members receive copies of changes 10 days before the meeting. Jay Holland, made a motion to table the discussion and action on the bylaws, second by Virginia Valentino, the consideration was unanimously approved by the Board.

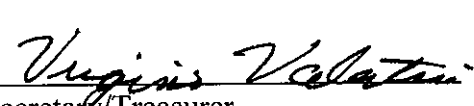
**Item #10 Update on “No Show” Numbers by Clinic Site**

Mary McClure, Business Director, presented an updated on the “no show” numbers by clinic site. David Delac, suggested that the percentages be added to the graphs.

**Adjournment**

A motion to adjourn was made by Virginia Valentino, seconded by Mario Hernandez. The Board adjourned at 12:43 p.m.

  
Chair  
26 JAN 2017  
Date

  
Secretary/Treasurer  
26 JAN 2017  
Date