

AGENDA

Thursday, June 29, 2017 – 12:00 PM

CONSENT AGENDA: ALL ITEMS MARKED WITH A SINGLE ASTERICK (*) ARE PART OF THE CONSENT AGENDA AND REQUIRE NO DELIBERATION BY THE GOVERNING BOARD. ANY BOARD MEMBER MAY REMOVE AN ITEM FROM THIS AGENDA TO BE CONSIDERED SEPARATELY.

PROCEED TO BOTTOM OF THIS DOCUMENT FOR APPEARANCE & EXECUTIVE SESSION GUIDELINES

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding contact the Administrative Office at 9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City 77591 (409) 949-3406.

ANY MEMBERS NEEDING TO BE REACHED DURING THE MEETING MAY BE CONTACTED AT 409-938-2288

REGULARLY SCHEDULED MEETING

Meeting Called to Order

- *Item #1 Agenda
- *Item #2**ACTION** Excused Absence(s)
- *Item #3**ACTION** Consider for Approval June 1, 2017 (May) Minutes
- *Item #4**ACTION** Annual Policy/Plan Review
 - Americans with Disabilities Policy
 - Attendance Policy
 - Customer Service Policy
 - Family & Medical Leave Policy
 - Hiring Process Policy
- *Item #5**ACTION** Informational Report
 - Notification of Board Resignation
- Item #6 Executive Report
- Item #7**ACTION** Consider for Approval Financial Committee Report May 2017
- Item #8**ACTION** Consider for Approval Recommendation from Finance Committee for FY17-FY19 Audit Engagement
- Item #9**ACTION** Consider for Approval Medical Records Fee Schedule
- Item #10**ACTION** Consider for Approval one Adult Digital X-Ray Sensor in the Amount of \$5301.00
- Item #11**ACTION** Assess Board Member Whose Terms Expire June 2017 and Their Willingness to Serve Another 3 Years
 - Jose Boix
 - Mario Hernandez
- Item #12**ACTION** Consider Privileging Rights for Christina Harris, DDS
- Item #13 Update on HRSA Notice of Grant Award with Program Specific Conditions based on HRSA Site Review

Adjournment

Tentative Next Meeting: July 27, 2017

Appearances before Governing Board

A citizen desiring to make comment to the Board shall submit a written request to the Executive Director by noon on the Thursday preceding the Thursday Board meeting. A statement of the nature of the matter to be considered shall accompany the request. The Executive Director shall include the requested appearance on the agenda, and the person shall be heard if he or she appears.

Executive Sessions

When listed, an Executive Session may be held by the Governing Board in accordance with the Texas Open Meetings Act. An Executive Session is authorized under the Open Meetings Act pursuant to one or more the following exceptions: Tex. Gov't Code §§ 551.071 (consultation with attorney), 551.072 (deliberation regarding real property), 551.073 (deliberation regarding a prospective gift or donation), 551.074 (personnel matters), 551.0745 (personnel matters affecting Coastal Health & Wellness advisory body), 551.076 (deliberation regarding security devices or security audits), and/or 551.087 (deliberations regarding economic development negotiations). The Presiding Officer of the Governing Board shall announce the basis for the Executive Session prior to recessing into Executive Session. The Governing Board may only enter into Executive Session if such action is specifically noted on the posted agenda.

The Galveston County Health District's Boardroom is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need accommodations, auxiliary aids, or services such as interpreters, readers, or large print are requested to contact GCHD's Compliance Officer at 409-938-2213, or via e-mail at rmosquera@gchd.org at least 48 hours prior to the meeting so that appropriate arrangements can be made.



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**Governing Board
June 2017
Item #2
Excused Absence(s)**



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #3

Consider for Approval June 1, 2017 (May) Minutes

**Coastal Health & Wellness
Governing Board Meeting
June 1, 2017 (May Meeting)**

Board Members

Present:

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

Staff:

Mary McClure, Interim Executive Director	Kathy Barroso, CEO
Dr. Foster	Pisa Ring
Dr. Alhassan	Paul Salvo
Andrea Cortinas	Richard Mosquera
Mary Orange	Scott Packard
Michelle Peacock	Kristina Garcia
Eileen Dawley	Tiffany Carlson
Sandra Cuellar	Laura Walker
Tikeshia Thompson Rollins	Anthony Hernandez
	Mario Acosta

Excused Absence: Mario Hernandez

Unexcused Absence:

***Approval of Consent Agenda**

Upon a motion by Jose Boix, seconded by Jay Holland, Consent Agenda items one through five were unanimously approved.

- Dr. Howard, Board Chair, informed the Board that the 340B Policy and Procedure Manual was in the packet simply because of the HRSA site visit. There were no revisions on the policy just added Southside pharmacy and new provider information.
- Jay Holland, requested to work the Coastal Health & Wellness Staff on the 340B Policy and Procedure Manual during the annual review process.

Item #6 Executive Report

Mary McClure, Interim Executive Director/Business Director, presented the May 2017 Executive Report to the Board.

Prostate exams

- Jose Boix, Vice Chair, inquired on men's health and wants to know why prostate exams are not included in the Coastal Health & Wellness article. Dr. Alhassan, Medical Director, stated there is a cut off in terms of ages to run prostate labs, or if the patient has symptoms related to prostate. Dr. Alhassan also informed the Board that men ages 40-60 prostate exams are included in the wellness checkup and above 60 generally it is not checked. Mary McClure, Interim Executive Director/Business Director, stated something prostate related can be added to the Men's Health display table in the clinics as requested by Jose Boix.

Outreach Screening

- Dr. Howard, Board Chair, suggested that someone contact the Lowry Center regarding having someone come out for screening.
- Mary McClure, Interim Executive Director/Business Director, stated she will have someone contact the Lowry Center to see if they are interest in having the Mobile Clinic come out.

Item #7 Consider for Approval Financial Committee Report April 2017

Kathy Barroso, Chief Executive Officer, asked the Board to consider for approval financial committee report for April 2017. Kathy pointed out to the Board that this is the beginning of the new grant period; MTD increased in Fund Balance of \$27,008. Revenues were \$91,561 lower than budgeted this month. Revenues related to Private Insurance were higher than budgeted while revenues from Self Pay, Medicare, and Medicaid were lower than budgeted. Expenses were \$118,569 lower than budgeted. Kathy also informed the Board that the Personnel expenses were lower than budgeted by \$147,996. IT Software/Licenses-includes \$30,692 for Microsoft licenses which was approved by the Board in March to be expended funds balance reserves. YTD increased in fund balance of \$27,008. Total fund balance \$4,243,189 as of 4/30/2017. Upon a motion made by Jay Holland, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#8 Consider for Approval Quarterly Access to Care Report

Mary McClure, Interim Executive Director/Business Director, asked the Board to consider for approval quarterly access to care report. Mary pointed out to the Board that the QA Board Committee started meeting in April 2017 and at the committee meeting it was discuss that we would look at the quarterly access to care on an ongoing bases and comparing last year's to this year's. The no show rate are pretty consistence in both Texas City and Galveston for all three areas Counseling, Dental and Medical. Mary also informed the Board that Coastal Health & Wellness is now down to one counselor and is actively looking for two part time counselors for Behavior Health and Mental Health. Mary also pointed out to the Board that there is a locum agency that offers counseling that both she and Sandra, HR Manager, are looking into to see what the cost will be and to also see if it would be beneficial.

- Jay Holland, requested that the provider productivity goal be added to the chart. Mary stated the productivity will be add to the next quarterly access to care

Upon a motion made by Virginia Valentino, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#9 Consider for Approval Quarterly Customer Service Survey

Mary McClure, Interim Executive Director/Business Director, asked the Board to consider for approval quarterly customer service survey. Mary pointed out to the Board that the quarterly customer service survey was also brought to the QA Board Committee and this is another quarterly report we will look at the comparison and also other ways to survey the patients. This patient survey was first introduced back in December 2015 and at first we had a lot of patient participation but over the last six months not as much participation from the patients. Mary stated that we did get some feedback from HRSA stating maybe not giving the surveys every day and maybe giving it to the patients every other month also, the QA Board Committee had some input about not giving the survey every time the patient comes in and maybe changing up the questions. Upon a motion made by Virginia Valentino, seconded by Dorothy Goodman, the consideration was unanimously approved by the Board.

Item#10 Consider for Approval Re-Privileging Rights for Lisa Tigrett, M. ED., LPC, LBSW Counselor

Dr. Alhassan, Medical Director, asked the Board to consider for approval re-privileging rights for Lisa Tigrett, M. ED., LPC, LBSW Counselor. Upon a motion made by Virginia Valentino, seconded by Jay Holland, the consideration was unanimously approved by the Board.

Item#11 Consider Governing Board Nominee Wendol Flowers Bazile to fill Consumer representative Vacancy

Jose Boix, Vice Chair, asked the Board to consider for approval Governing Board nominee Wendol Flowers Bazile, to fill consumer representative vacancy.

- Dr. Howard, Board Chair, requested that orientation be setup prior to the next meeting.

Upon a motion made by Jose Boix, seconded by Jay Holland, the consideration was unanimously approved by the Board.

Item#12 Update on HRSA Site Visit

Mary McClure, Interim Executive Director/Business Director, updated the Board on the HRSA site visit. Mary informed the Board that there were five things not met and a few suggestion the HRSA site visit.

Required and additional Services

- OB contract needs to have a sliding fee discount offered to pts which Richard Mosquera, Director of Compliance and Contracts, has already reached out to UTMB prior to the HRSA site visit.

Hospital Admitting Privileges and Continuum of Care

- Richard Mosquera, Director of Compliance and Contracts, has submitted agreements to both UTMB and Mainland and we are waiting to hear back from them.

Sliding Fee Discounts

- Denture fee schedule needs to include all levels of the sliding fee scale.
 - Mary McClure, Interim Executive Director/Business Director, stated HRSA suggested that all five categories be listed. Once changes has been made it will be brought back to the Board.
- When and who can waive charges needs to be established
 - Mary McClure, Interim Executive Director/Business Director, suggested getting some Board members on a subcommittee to look at waiving charges, how we are going to determine how we waive charges, who those charges are waived for, and who has the authority to waive the charges. Dr. Howard, Board Chair, suggested new verbiage and requirements on how we will do it and who can we delegate the authority to.
- Termination needs to be a last resort
 - Dr. Howard, Board Chair, stated that HRSA suggested not using the word terminate in the policy. Instead Dr. Howard suggested changing the wording to suspension.
- Proof of Galveston County residency cannot be a requirement
 - Mary McClure, Interim Executive Director/Business Director, suggested that proof of Galveston County resident be removed from the policy. Jay Holland, suggested not removing but changing the wording from proof to documentation of residence.

- Lab and x-ray fees need to be stated as included in the sliding fee
 - Mary McClure, Interim Executive Director/Business Director, stated labs and x-ray fees need to be added to the policy stating that they are in the slide.

Quality Improvement/Assurance Plan

- Mary McClure, Interim Executive Director/Business Director, stated that HRSA suggested that the minutes reflect more of the clinical information.

Financial Management and Control Policies

- Financial statements are on cash basis recording and needs to be on a accrue basis.

Billing and Collections

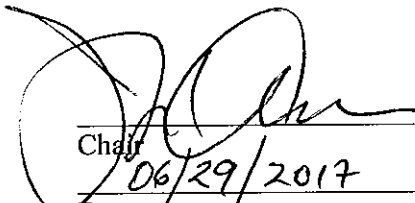
- Need set of Billing & Collection procedures even though the billing is outsourced monitoring still needs to be done.

Board Authority

- Mary McClure, Interim Executive Director/Business Director, stated that HRSA suggested more documentation in the meeting minutes of the discussion during the meetings.

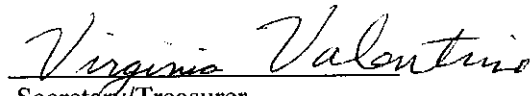
Adjournment

A motion to adjourn was made by Dorothy Goodman, seconded by Jay Holland. The Board adjourned at 12:48 p.m.



 Chair
 06/29/2017

 Date



 Secretary/Treasurer
 June 29, 2017

 Date

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COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**Governing Board
June 2017
Item #4
Annual Policy/Plan Review**

**Annual Update of Board Approved Policies
June 2017**

Name of Policy	Outline of Changes
• Reasonable Accommodations Under the Americans with Disabilities Act (ADA)	▪ Pg. 1 - Updated Audience
• Attendance	▪ Pg. 1 - Updated Audience
• Customer Service	▪ Pg. 1 - Updated Audience
• Family and Medical Leave	▪ Pg. 1 - Updated Audience
• Hiring Process	▪ Pg. 1 - Updated Audience; revised job offer process

Reasonable Accommodations Under the Americans with Disabilities Act (ADA)

-Approved
UBOH 06/28/17
GB 06/29/17
-Effective 05/28/04

Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees.

Policy

The Health District will comply with the Americans with Disabilities Act. The Health District does not discriminate against persons with disabilities, persons with a record of disability, or persons regarded as having a disability. This policy applies to all aspects of the employment process including, but not limited to, employment application, testing, hiring, assignments, evaluation, disciplinary actions, training, promotion, medical examinations, layoff/recall procedures, termination, compensation, leave and benefits, and employee interaction with GCHD customers.

Accommodations

The Health District will make reasonable accommodations to enable a qualified individuals with a disability to perform the essential functions of his or her job. To be eligible for a reasonable accommodation, an applicant or employee must be a “qualified person with a disability.” The Health District will accommodate the functional limitations of a qualified employee or applicant unless to do so would cause an “undue hardship” upon the Health District, as defined by the ADA and its implementing regulations. If a current employee cannot be accommodated without undue hardship, or if the Health District concludes that a current employee, because of a disability, cannot perform the essential functions of his or her position, with or without reasonable accommodation, the Health District may determine whether a vacant position, which is scheduled to be filled, exists for which the employee is qualified and which the employee can perform with or without reasonable accommodation. If such a position exists, the Health District possesses the discretion to reassign the employee to the position with a salary concurrent to that position. The Health District will not create a new position for an employee with a disability, nor will the Health District “bump” another employee out of a position in order to find placement for an employee with a disability.

The Health District may terminate or deny employment, transfer or promotion where an individual poses a “direct threat” to the health and safety of himself or herself or others as a result of the adverse effects rendered upon designated tasks as a result of his or her disability. An assessment of a “direct threat” will be based only on valid medical analyses and/or other objective evidence, and not on speculation.

NOTE: The law does not require the Health District to lower performance or conduct standards to make an accommodation, nor is the Health District obligated to provide personal equipment such as glasses, or hearing aids, as accommodations.

Requesting an Accommodation

The individual who wishes an accommodation to be made on his or her behalf must submit the *Employee Request for Accommodation Under the Americans with Disabilities Act* form along with the *Health Care Provider Information - Authorization to Release Medical Records* form to his/her supervisor and provide a supplementary copy of the form to the Human Resources Manager.

The Human Resources Manager will evaluate the request, the essential job functions, and review the case with executive officers for final determinations.

Policy Regarding Service Animals for Customers with Disabilities

In compliance with the Americans with Disabilities Act, the Health District is committed to providing services for customers with disabilities, including those accompanied by service animals. By policy, the Health District welcomes any service animal into its facilities.

What is a Service Animal?

Per the Americans with Disabilities Act, service animals are defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals, which are often but not always dogs, come in all breeds and sizes, may be trained either by an organization or by an individual with a disability, need not be certified or licensed, and provide a wide range of services that may or may not be identifiable, including but not limited to: (1) assisting persons with mobility impairments by balancing, carrying, and recovering dropped or mislaid belongings, as well as other functions; (2) assisting people who are deaf or hard of hearing by alerting them to sounds, obstacles, and the presence of others; (3) assisting people who are blind or have poor vision by alerting them to danger, guiding them, and performing other related functions; and (4) assisting people susceptible to seizures by alerting them to the onset of a seizure, cushioning their fall, reviving them, keeping others at a safe distance, and mitigating any possible injury.

Health District's Requirements with Regard to Service Animals

If an employee is uncertain whether an animal is a service animal, the employee may ask the individual accompanying the animal if it is a service animal required because of a disability, and what service the animal is trained to perform. However, an employee is prohibited from asking a customer for proof of his or her disability or for any information about his or her disability, nor may an employee request proof or certification of the animal's training or vaccination records. Service animals do not always have a sign or symbol indicating they are service animals, and it is the Health District's policy that its employees, contractors, and volunteers are educated that it is illegal and against Health District policy to:

- 1) ask a customer or potential customer if he or she has a disability or is accompanied by a service animal before agreeing to provide service to that customer;
- 2) refuse provision of service to a customer or potential customer with a disability because the customer is accompanied by a service animal;
- 3) ask or require a customer or potential customer accompanied by a service animal to pay any charges not imposed on customers generally because that individual is accompanied by a service animal; or

- 4) require a customer or potential customer accompanied by a service animal to comply with any additional conditions of service not imposed on customers generally. Prohibited conditions of service include, but are not limited to, policies or practices suggesting that customers or potential customers accompanied by a service animal are any less welcome than are other customers.

Direct Threats to Health or Safety

In the event that a particular service animal's behavior poses a direct threat to the health or safety of others, the Health District has the right to exclude the animal from its facilities at that time, but may not refuse service to the individual when he or she is not accompanied by the excluded animal. Moreover, the Health District will not deny services to a person with a disability accompanied by a service animal based upon fear of animals. Should an employee believe that he or she cannot provide adequate service to an individual accompanied by a service animal as a result of a fear of the animal, the employee shall immediately notify his or her supervisor of the situation so that suitable provisions can be rendered to the customer in a timely and appropriate fashion.

All decisions to exclude a service animal from the facility require consultation with the Compliance Auditor or the senior supervisor on duty at the time of the occurrence

Customer Complaints and Questions Regarding Service Animals

Customer inquiries or complaints about this policy are to be directed to the Compliance Auditor or the Human Resources Manager.

Law

It is the intent of this policy to be in compliance with the Americans with Disabilities Act of 1990 and the Department of Justice's 2010 revised regulations for Titles II and III of the Americans with Disabilities Act.

Forms

-Employee Request for Accommodation Under the Americans with Disabilities Act
-Health Care Provider Information - Authorization to Release Medical Records

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Attendance

Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees.

Policy

Because the Galveston County Health District depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on all scheduled workdays, during all scheduled work hours, and to report to work on time.

Employees are expected to maintain satisfactory attendance as defined by their program or service area standards. The consistent application of attendance standards is essential to promoting fair employment practices.

Non-Compliance

The following are subject to corrective disciplinary action up to and including dismissal:

- not achieving program or service area attendance standards and procedures;
- reporting to work after the established starting time;
- failing to obtain prior supervisory approval for scheduled absences; and
- failing to report to work for three consecutive business days (or two consecutive shifts for GAAA field employees) without notifying supervisor.

Violation

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension or dismissal.

Exceptions

Absences related to the Family and Medical Leave Act and/or Workers’ Compensation are not subject to corrective disciplinary action.

-Approved
UBOH 06/28/17
GB 06/29/17
-Effective 07/16/03

Customer Service

Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees, volunteers, students and contractors (business associates)

Policy

Public service is a public trust. As public servants, we will be fair, open, ethical, responsive, accountable, and dedicated to the public we serve. In addition, employees are expected to demonstrate courtesy, respect, and cultural competency. Customers are best served by being directed in the most immediate fashion to the program, service area, or individual who has the most knowledge about the issue, complaint, or service needed.

The Galveston County Health District, in compliance with applicable federal and state laws and regulations, does not discriminate against individuals on the basis of race, color, national origin (including limited English proficiency), sex, age, religion, disability, sexual orientation, veteran status or genetic information. This includes, but is not limited to, employment and access to Health District programs, facilities and services.

Customer Service Issues/Complaints

It is the Health District’s policy that customer service issues/complaints are addressed and resolved at the lowest possible level. Each executive manager is expected to ensure staff and systems are in place to promptly receive, track, and respond to customer inquiries and complaints.

Customer complaints or issues that come to the executive office will be tracked and assigned to the appropriate manager. The manager is responsible for addressing the issue and following up with an e-mail summary within ten business days, unless specified otherwise.

In some circumstances, the Health District may be required to notify state and federal offices of discrimination allegations and/or complaints.

Violation

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension or dismissal.

Family and Medical Leave

Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees.

Policy

An employee who meets the eligibility criteria for leave under the Family and Medical Leave Act of 1993 is entitled to 12 workweeks of job-protected leave per 12-month period pursuant to that Act for specific family and medical reasons and 26 workweeks of job-protected military caregiver leave in a “single 12-month period” to care for a covered service member (i.e. military) with a serious injury or illness. At the Health District, the 12-month period for FMLA will be measured backward from the date on which an employee uses any FMLA leave. This is referred to as a rolling 12-month period.

Eligibility Criteria

To be eligible for FMLA, an employee must have been employed by the Galveston County Health District:

- for at least 12 months (this time does not have to be consecutive or continuous and does not count employment periods prior to a break in service of seven years or more), and
- worked a minimum of 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave.

FMLA may be used for the following reasons:

- birth and care of a newborn child of the employee (*entitlement expires 12 months after birth of child*);
- placement with the employee of a son/daughter for adoption or foster care (*entitlement expires 12 months after placement of child*);
- to care for a spouse, son, daughter, or parent with a serious health condition; or
- serious health condition of the employee that makes the employee unable to perform his or her essential job functions; or
- for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard, Reserves, or Regular Armed Forces in support of a contingency operation.

A “**serious health condition**” is defined as an illness, injury, impairment, or physical or mental condition that involves either:

- 1) Inpatient care (i.e. overnight stay) in a hospital, hospice or residential medical-care facility, including any period of incapacity (defined as an inability to work, attend school or perform other regular daily activities), or any subsequent treatment in connection with such inpatient care; or
- 2) Continuing treatment by a health care provider, which includes:

- a) A period of incapacity of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that **also** includes:
 - i) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - ii) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
- b) A period of incapacity due to pregnancy or for prenatal care; or
- c) Any period of incapacity or treatment for a “chronic” serious health condition which continues over an extended period of time, requires periodic visits for treatment by a health care provider (at least twice per year), and may involve episodic occasional episodes of incapacity; or
- d) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member need not be receiving active treatment by a health care provider (i.e. Alzheimer’s Disease, severe stroke, terminal cancer); or
- e) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely *result in a period of incapacity of more than three days if not treated*.

Military Family Leave Entitlements

Qualifying Exigencies

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard, Reserves, or Regular Armed Forces in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver Leave

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 workweeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty and active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retirement list.

Medical Certification

An employee must provide medical certification from a health care provider when FMLA is used for a serious health condition. Certification must be provided within 15 calendar days or as soon as possible if circumstances beyond the employee's control prevent him/her from providing the certification within 15 days. The *Certification of Health Care Provider* form may be used.

An updated medical certification may be required if an extension of the leave is needed or circumstances described by the original certification change significantly.

An employee returning to work following leave for his/her own serious health condition must provide certification from a health care provider stating the employee's ability to resume work (fitness-for-duty).

If the employee fails to provide the required medical certification, the Human Resource Manager may delay the taking or continuation of leave or may delay the employee's restoration to duty.

Use of Paid Leave

The Health District requires employees to use and/or exhaust accrued leave (i.e. personal, vacation or compensatory time) for any situations covered by FMLA, with the exception of Workers' Compensation. (Reference: *Workers' Compensation* policy)

Maintenance of Elective Health Insurance Benefits

While on FMLA leave, the Health District must maintain the employee's coverage under any elective insurance plan on the same condition as coverage would have been provided if the employee had been continuously employed during the entire leave period.

Any share of elective insurance premiums which had been paid by the employee prior to the leave must continue to be paid by the employee during the leave period. If premiums are increased or decreased, the employee will be required to pay the new rates.

If an employee's FMLA leave is paid, the employee's portion of elective insurance premiums will be deducted from the employee's paycheck. However, if the employee has exhausted all leave while on FMLA and elective premiums cannot be withheld, it is the responsibility of the Employee to make arrangements with the Accounting Department for payment of the premiums.

If the employee's elective insurance premiums are more than 30 days late, the Health District will discontinue elective insurance coverage upon notice to the employee.

The Health District will attempt to recover the employer portion of the premium costs if the employee fails to return to work following FMLA covered leave, unless the reason the employee does not return is due to a continuation of a serious health condition that entitled the employee to FMLA leave, or other circumstances beyond the employee's control.

Job Status / Reinstatement

Upon return from FMLA, the employee is entitled to be restored to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment held when the leave commenced.

The Health District reserves the right to deny reinstatement to salaried, eligible employees who are among the highest paid 10 percent of the Health District's employees employed within 75 miles of the work site ("key employees") if such denial is necessary to prevent substantial and grievous economic injury to the operations of the Health District.

Intermittent Leave / Reduced Work Schedule

If medically necessary, leave covered by the FMLA may be taken intermittently or on a reduced work schedule. If needed, the employee must consult with the supervisor and Human Resources prior to the need for leave and make a reasonable effort to schedule such leave to minimize disruption at work. An employee may be placed in an equivalent position to better accommodate intermittent leave or a reduced work schedule.

Unless it meets the above criteria regarding medical necessity, leave covered by the FMLA may not be taken on an intermittent or reduced work schedule basis for the birth/placement of a child.

Husband and Wife Employed by the Health District

A husband and wife who are eligible for FMLA and are employed by the Galveston County Health District may be limited to a combined total of 12 workweeks* of leave during any 12-month period if the leave is taken:

- birth and care of a newborn child of the employee;
- placement with the employee of a son/daughter for adoption or foster care; or
- to care for the employee's parent with a serious health condition.

*Or 26 workweeks of military caregiver leave if leave is to care for a covered service member with a serious injury or illness.

If the husband and wife both use a portion of the total 12-week family and medical leave entitlement for one of the purposes listed above, the husband and wife would each be entitled to the difference between the amounts he or she has taken individually and 12 workweeks for FMLA leave for a purpose other than those purposes above. (For example, if each spouse took 6 workweeks of leave to care for a healthy, newborn child, each could use an additional 6 workweeks due to his or her own serious health condition or to care for a child with a serious health condition.)

Substance Abuse

Treatment of substance abuse may be included under the FMLA. However, absences because of an employee's use of a substance without treatment do not qualify for the family and medical leave. The inclusion of substance abuse does not prevent the Health District from taking any employment action against an employee who is unable to perform the essential functions of the job, provided the Health District complies with the Americans with Disabilities Act (ADA) and does not take action against the employee because such employee exercises his/her rights under the Family and Medical Leave Act (1993).

Workers' Compensation

FMLA leave may run in conjunction with Workers' Compensation resulting from a work-related injury or illness. (Reference: *Workers' Compensation* policy)

Employee Responsibilities

It is the employee's responsibility to:

- provide 30 days' notice and obtain approval in advance of taking FMLA, if the need to use leave covered by FMLA is foreseeable;
- provide the supervisor and Human Resources with notice as soon as practicable for the situation, if FMLA is required because of a medical emergency or other unforeseeable event;
- while on FMLA, periodically update Human Resources on status and intent to return to work; if possible, provide Human Resources or the supervisor with reasonable notice (i.e. within two business days) regarding changed circumstances (i.e. the employee's ability to return to work earlier);
- consult with the supervisor prior to the need for intermittent FMLA and make a reasonable effort to schedule such leave to minimize disruption at work;
- if FMLA is unpaid, make arrangements with Accounting to pay elective insurance premiums; and
- complete all required forms with Human Resources.

Supervisor Responsibilities

It is the supervisor's responsibility to:

- notify Human Resources as soon as possible of an employee's absence from work that may require designation of FMLA (including any absence from work for five (5) consecutive days due to injury or illness);
- forward any documentation relating to the employee's need for FMLA to Human Resources;
- notify Human Resources when the employee returns to work;
- forward original medical release to return to work (fitness-for-duty) to Human Resources; and
- keep FMLA related records and information confidential.

Human Resource Responsibilities

It is Human Resources' responsibility to:

- notify an eligible employee of his/her eligibility to take leave and of his/her rights and responsibilities under the FMLA;
- designate if leave is to be counted toward an eligible employee's FMLA entitlement;
- provide notice, in writing, to the employee that the leave has been designated toward the FMLA entitlement within five business days;
- Notify the employee in writing at least 2-workweeks before FMLA is exhausted, informing them that their job-protected status is expiring;
- communicate with employee's supervisor;
- ensure required notices are posted in facilities; and
- ensure a copy of the FMLA policy is distributed to each employee upon hiring.

Accounting Responsibilities

It is Accountings' responsibility to:

- Assist eligible employees with making arrangements to pay elective insurance premiums when FMLA is unpaid;
- Notify the employee in writing at least 15-days in advance that payment of premiums will discontinue and elective insurance will be cancelled if payment is more than 30-days late; and
- Cancel the employee's elective insurance when payment of premiums is more than 30-days late and employee has been properly notified.

Record Keeping

All original requests for FMLA and FMLA related documentation will be filed in a separate confidential file in Human Resources.

Law

It is the intent of this policy to be in compliance with the Family and Medical Leave Act of 1993.

Forms

GCHD will utilize forms provided by the Department of Labor.

Hiring Process

Audience

This policy applies to all Galveston County Health District, Galveston Area Ambulance Authority, and Coastal Health & Wellness (collectively “the District”) employees and those seeking employment with the Health District.

Policy

The Galveston County Health District, in compliance with applicable federal and state laws and regulations, does not discriminate against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, veteran status or genetic information. This includes employment policies, practices, and procedures, including, but not limited to, hiring and firing; compensation, assignment, or classification of employees; transfer, promotion, layoff, or recall; job advertisements; recruitment; testing; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; or other terms and conditions of employment.

In some circumstances, the Health District may be required to notify state and federal offices of discrimination allegations and/or complaints.

The Health District believes that hiring competent and qualified employees is a fundamental business need that must be met in order to effectively perform its mission. Nothing in this policy alters the Health District’s status as an at-will employer, or the status of all Health District employees as at-will employees.

Vacant positions will be marketed as extensively as possible and financially feasible. Vacant position notices will be posted for a minimum of a one-week period (5 business days). Exceptions to the posting requirements will be approved by the Chief Executive Officer or designee for Public Health and GAAA employees or the CHW Executive Director for Coastal Health & Wellness employees based on business requirements.

Prior to a formal job offer being made, HR will check references including a background check and drug/alcohol screening. Formal offers of employment will be made by the Human Resources Manager, Chief Executive Officer, CHW Executive Director or designee.

Applications and resumes received for vacant positions posted will be kept on-site for the remainder of the calendar year in which they are received.

Executive Management Responsibilities

Executive staff will develop expectations and responsibilities for Human Resources and Interviewing Supervisors to insure a Fair and Consistent hiring process.

Violation

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension or dismissal.

**Governing Board
June 2017
Item #5
Informational Report**

- Notification of Board Resignation
-
-

Helene Little
PO Box 1230
Kemah, Texas 77565

June 27, 2017

RE: Resignation

Dear Dr. Howard, Board Members and Staff of Coastal Health and Wellness,

It is with great regret that I present my resignation from the Board of Directors due to moving out of Galveston County.

I have enjoyed my time serving on the board and will miss it greatly. There has been so much positive change since I've been involved and I know there are great things in store for the future.

I will miss each of you and wish you the best of luck.

Sincerely,
Helene Little

[Back to Agenda](#)



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

**Governing Board
June 2017
Item #6
Executive Report**



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #7

Consider for Approval Financial Committee

Report May 2017

The Coastal Wave



A monthly newsletter about Galveston County's Community Health Center, **Coastal Health & Wellness**.

July is Ultraviolet (UV) Safety Month

The skin is the body's largest organ. It protects against heat, sunlight, injury, and infection. Yet, some of us don't consider the necessity of protecting our skin.

It's just smart to take good care of your skin

The need to protect your skin from the sun is supported by several studies linking overexposure with skin cancer. The harmful ultraviolet rays from the sun and indoor tanning "sunlamps" can cause many other complications besides skin cancer - such as eye problems, a weakened immune system, age spots, wrinkles, and leathery skin.

How to protect your skin

There are simple, everyday steps you can take to safeguard your skin from the harmful effects of UV radiation from the sun.

- **Wear proper clothing:** Wearing clothing that protects your skin from harmful ultraviolet (UV) rays is very important. Examples of protective clothing include long-sleeved shirts and pants. Remember to also protect your head and eyes with a hat and UV-resistant sunglasses. You can fall victim to sun damage on cloudy days and in the winter, so dress accordingly all year round.
- **Avoid the burn:** Sunburns significantly increase one's lifetime risk of developing skin cancer. It is especially important that children be kept from sunburns.
- **Go for the shade:** Stay out of the sun, if possible, between the average peak burning hours of 10 a.m. and 4 p.m. You can head for the shade, or make your own shade with protective clothing - including a broad-brimmed hat.
- **Use extra caution when near reflective surfaces, like water, snow, and sand:** Water, snow, sand, even the windows of a building can reflect the damaging rays of the sun. That can increase your chance of sunburn, even if you're in what you consider a shady spot.
- **Use extra caution when at higher altitudes:** You can experience more UV exposure at higher altitudes, because there is less atmosphere to absorb UV radiation.
- **Apply broad-spectrum sunscreen** Generously apply broad-spectrum sunscreen to cover all exposed skin. The "broad spectrum" variety protects against overexposure to ultraviolet A (UVA) and ultraviolet B (UVB) rays. FDA recommends using sunscreens that are not only broad spectrum, but that also have a sun protection factor (SPF) value of at least 15 for protection against sun-induced skin problems.
- **Re-apply broad-spectrum sunscreen throughout the day:** Even if a sunscreen is labeled as "water-resistant," it must be reapplied throughout the day, especially after

sweating or swimming. To be safe, apply sunscreen at a rate of one ounce every two hours. Depending on how much of the body needs coverage, a full-day (six-hour) outing could require one whole tube of sunscreen.

When to protect your skin

Since UV rays are generally their strongest from 10 a.m. to 4 p.m., seek shade during those times to ensure the least amount exposure. When applying sunscreen be sure to reapply to all exposed skin at least 20 minutes before going outside. Reapply sunscreen every two hours, even on cloudy days, and after swimming or sweating.

Protecting your eyes

UV rays can also penetrate the structures of your eyes and cause cell damage. According to CDC, some of the more common sun-related vision problems include cataracts, macular degeneration, and pterygium (non-cancerous growth of the conjunctiva that can obstruct vision).

- **Wear a wide-brimmed hat:** To protect your vision, wear a wide-brimmed hat that keeps your face and eyes shaded from the sun at most angles.
- **Wear wrap-around style sunglasses with 99 or higher UV block:** Effective sunglasses should block glare, block 99 to 100% of UV rays, and have a wraparound shape to protect eyes from most angles.

Using the UV index

When planning your outdoor activities, you can decide how much sun protection you need by checking the EPA UV index online. This index measures the daily intensity of UV rays from the sun on a scale of 1 to 11. A low UV index requires minimal protection, whereas a high UV index requires maximum protection.

what's your
UV:IQ?

TRUE or FALSE?

Find the answers from the United States Dept. of Health and Human Services on page 2.

- 1) One American dies of melanoma, the most deadly type of skin cancer, every hour. **True or False?**
- 2) Effective sunscreen protects your skin against ultraviolet A (UVA) and ultraviolet B (UVB) rays. **True or False?**
- 3) If I have a darker complexion, I don't need to use sunscreen. **True or False?**
- 4) If staying in the sun all day, you should apply an entire tube (6 oz.) of sunscreen throughout the day. **True or False?**



Provider Profile: Caroline Olson, PA-C

What medical school did you go to and what made you choose that school?

"I went to Baylor College of Medicine. The size and expertise of the TMC, the high quality of rotations, and the friendly nature of the staff and students is what sold me on the program."



Where are you from and how long have you lived in this area?

"I am originally from Wichita, KS and attended the University of Kansas for undergrad. I have been living in Houston for just over three years. I have come to thoroughly enjoy the area, the diversity of cuisine, and the nice weather (most) all year round."

What made you want to go into medicine?

"I originally wanted to be a veterinarian but while working at a veterinary hospital I found I wanted to talk with the owners more than the animals (though I LOVE animals). I realized that I have a desire to help people and medicine has the unique ability to positively impact people in many different areas of life."

How do you feel about starting your medical career at a Community Health Center?

"Working at CHW has been the perfect job out of PA school. I am using every penny of education I paid for at BCM. The variety of illnesses and disease progression is unmatched. My fellow providers and staff have been so welcoming and a joy to work with."

What else do you want people to know about you?

"I love being outdoors. You will often see me eating lunch outside the front of the building. Feel free to say hi and introduce yourself!"

“ Quotes from Comment Cards ”

"Love the clinic promptness and concerns. All great."

"Hilda is excellent worker."

"Bueno (good)."

"Saturday availability and late open hours on Monday is awesome."

"Everything was excellent."

"Thank you for the great service you provide us. You all are awesome."

"Keep up the good work!!!"

"LuAnn is the best you have."

"Excellent care from Ninova, the nurse, and lab tech."

"My doctor [Garrison] and staff are very good."

"Danita went over and beyond to help me with being seen."

CHW Expands OBGYN Service Availability

Coastal Health & Wellness is happy to announce the expansion of obstetrics and gynecology (OBGYN) services and new referral options.

Three UTMB specialists will now offer OBGYN services at CHW. Previously one CHW provider offered these services on a limited basis.

CHW patients who receive OBGYN services can be referred to UTMB for follow-up and prenatal care.

Learn more by asking during your next visit or calling 409-938-2234.

Know Your UV IQ ANSWERS from page 1

1. **TRUE:** Melanoma is kills a person every hour in the United States.
2. **TRUE:** Protection against both types of UV rays is necessary.
3. **FALSE:** Even though people with light complexions are at highest risk for skin cancer, people with darker complexions are still at risk.
4. **TRUE:** It is advised you put on an ounce of sunscreen and reapply this same amount about every two hours when exposed to the sun. Don't wait until you start to burn!

Providing high-quality medical, dental, and counseling services to all Galveston County residents.

TEXAS CITY CLINIC

Mid-County Annex
9850-C Emmett F. Lowry Expy.
Texas City, TX 77591

GALVESTON CLINIC

Island Community Center
4700 Broadway F100
Galveston, TX 77551

Appointments and Information

(409) 938-2234 or (281) 309-0255

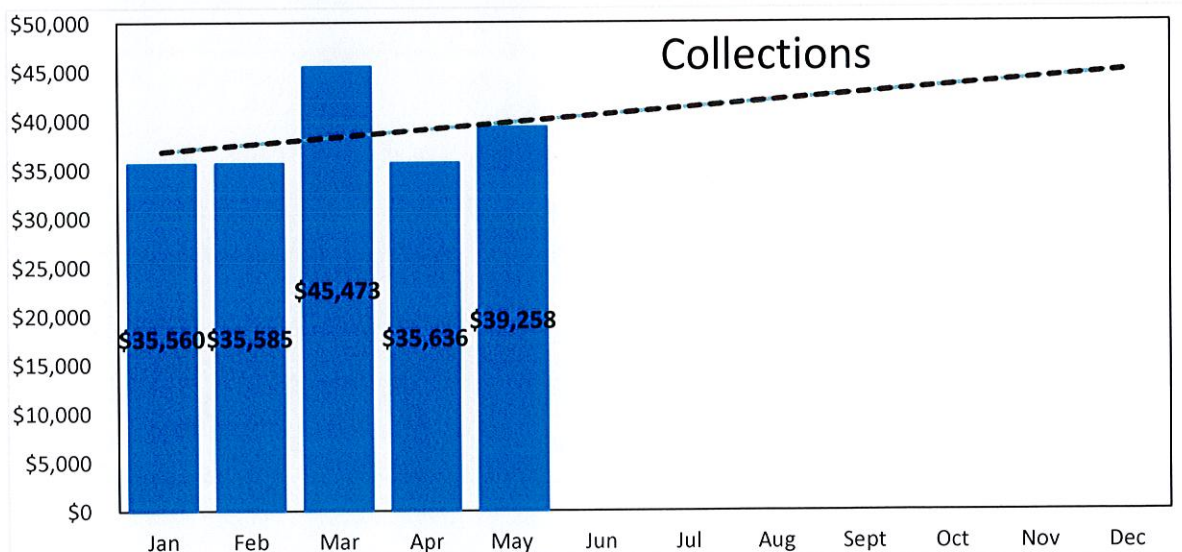
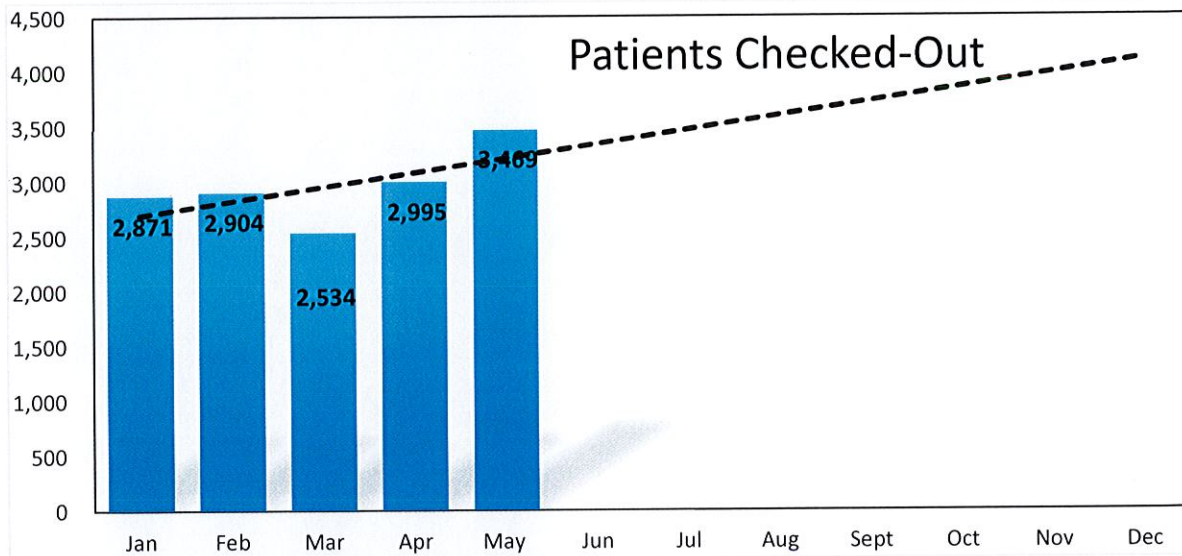
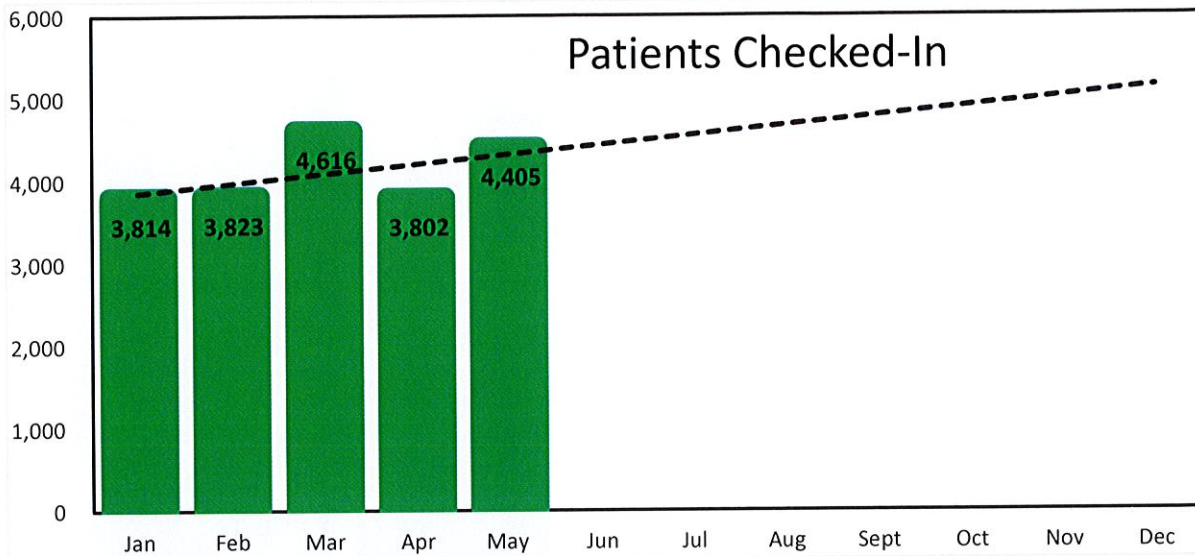
NurseLine

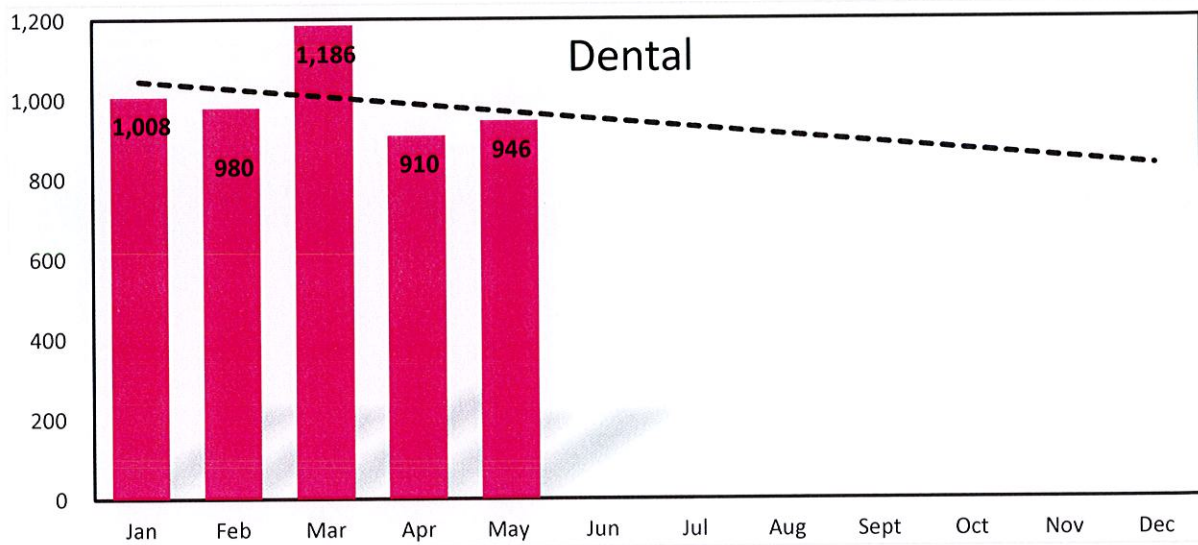
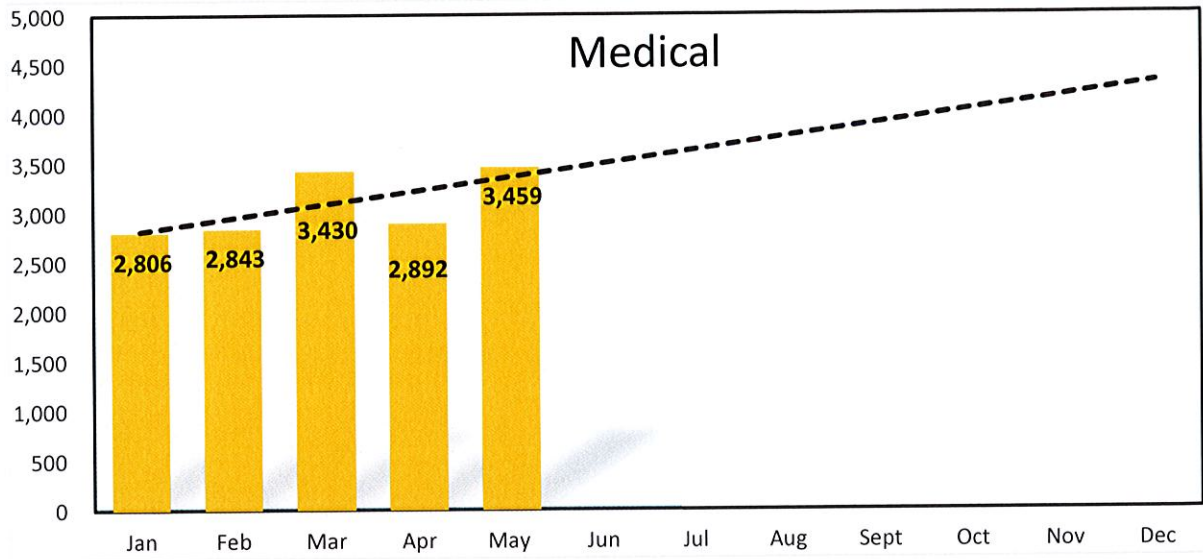
(409) 978-4213

GB Executive Report

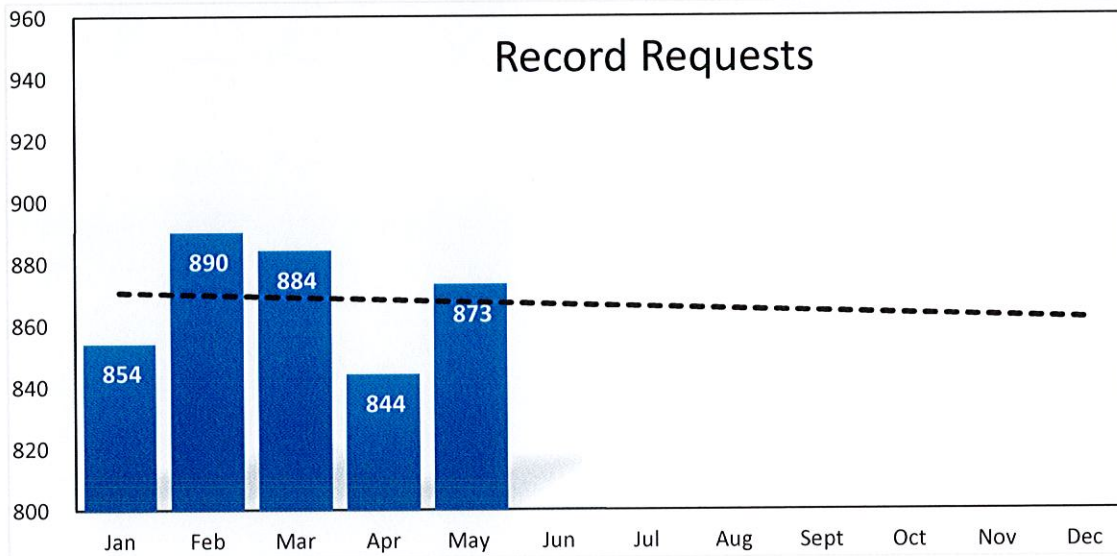
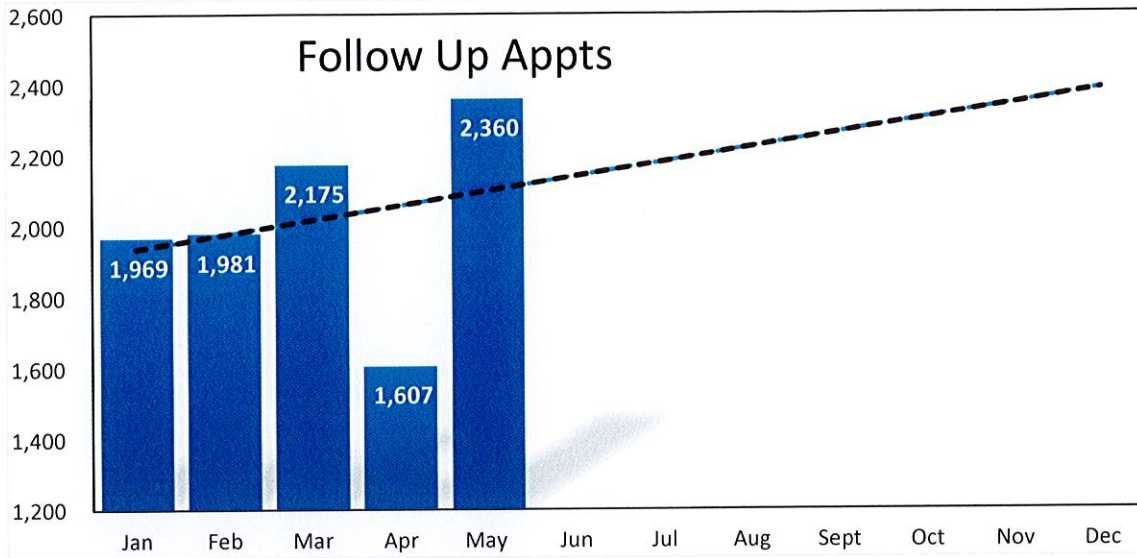
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>
Patient Services												
Pts Checked-in	3,814	3,823	4,616	3,802	4,405							
Medical	2,806	2,843	3,430	2,892	3,459							
Dental	1,008	980	1,186	910	946							
Collections	\$35,560	\$35,585	\$45,473	\$35,636	\$39,258							
Contact Center												
Calls	13,824	12,651	15,515	12,647	15,044							
Wait Time (< 2:30)	01:23	01:31	01:01	01:00	01:01							
Electronic Records												
Record Requests	854	890	884	844	873							
Pts Checked out	2,871	2,904	2,534	2,995	3,469							
F/U appts	1,969	1,981	2,175	1,607	2,360							
County Indigent												
Applied	118	123	128	122	148							
Referrals	226	275	336	388	370							
Total Patients	246	233	236	281	245							
Case Management												
Referrals	685	778	1,212	889	1,031							

Patient Services

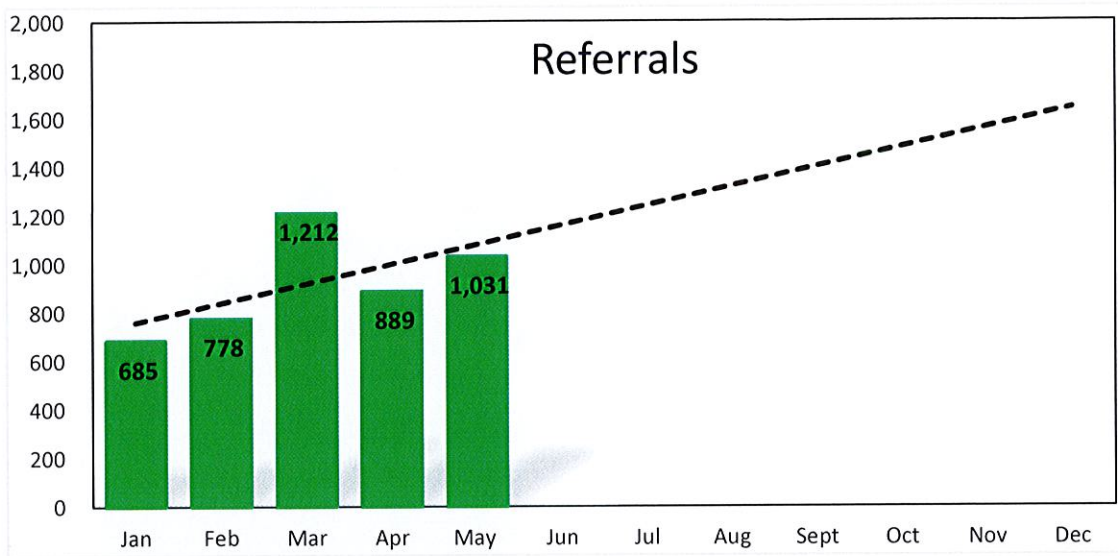




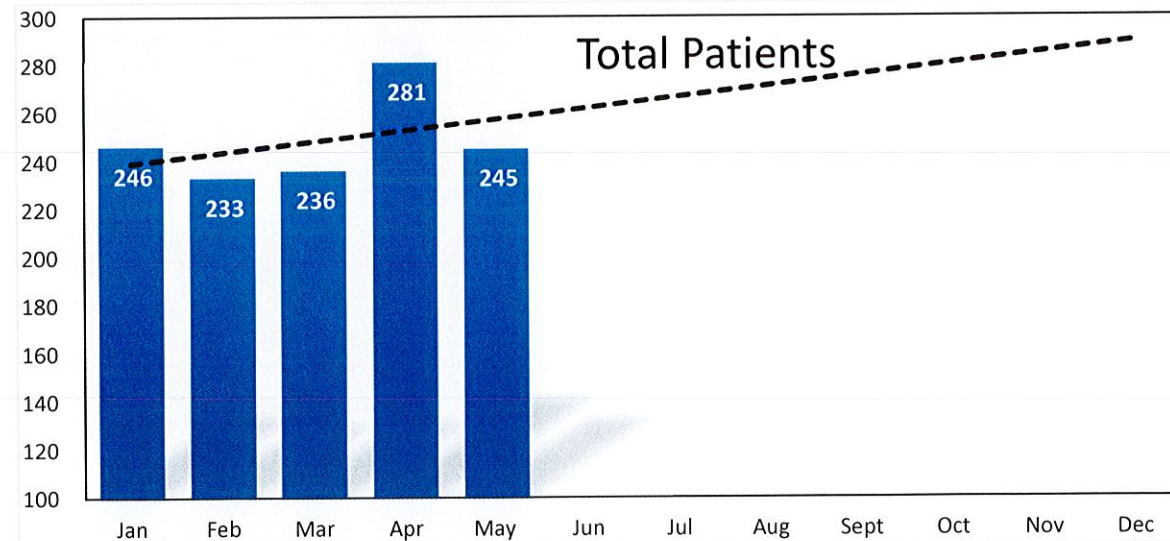
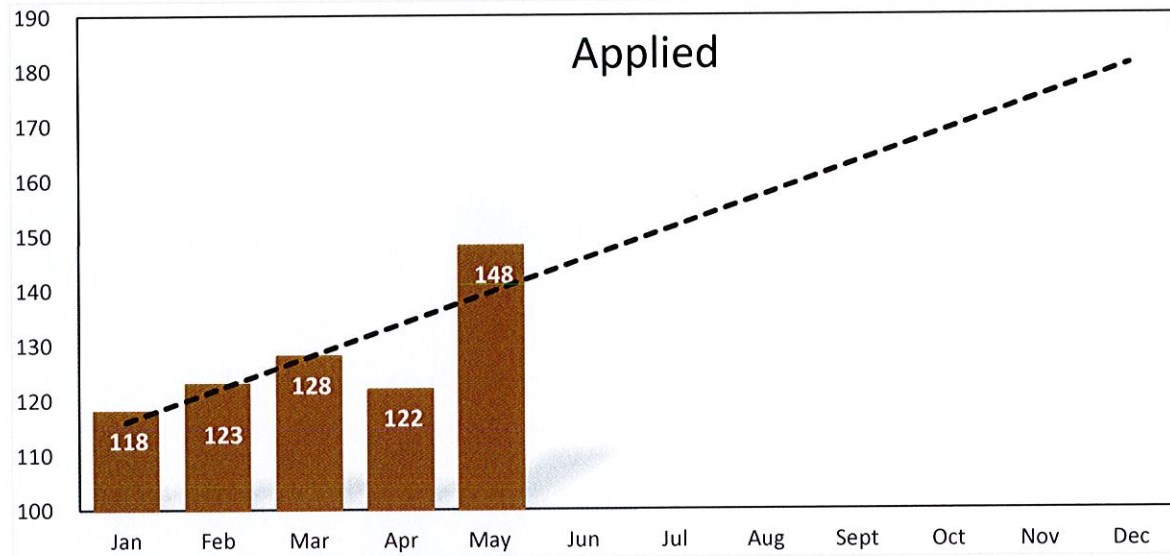
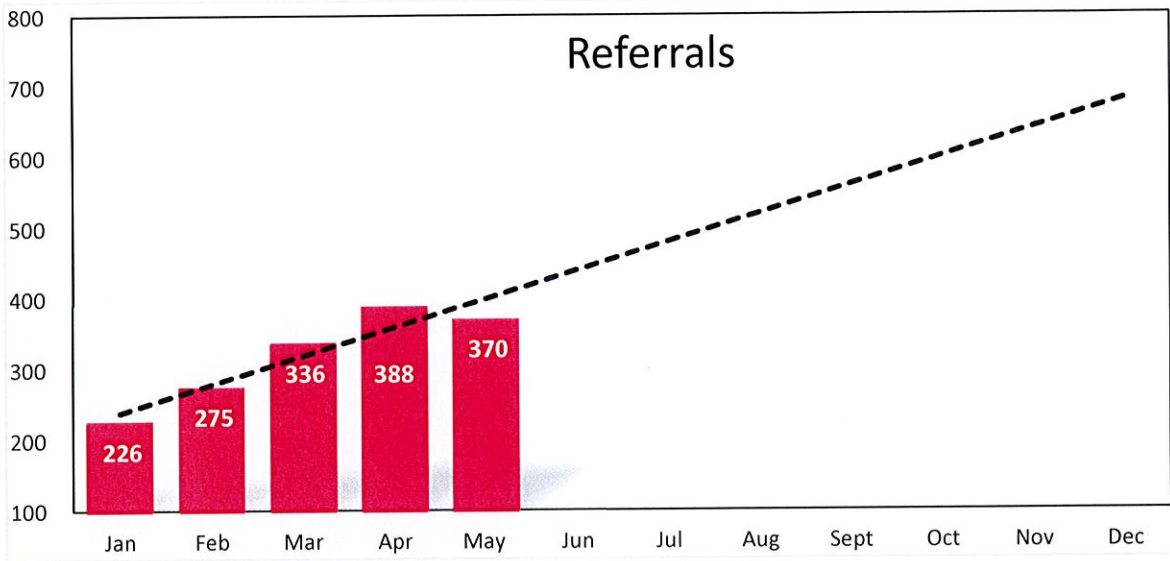
Electronic Records



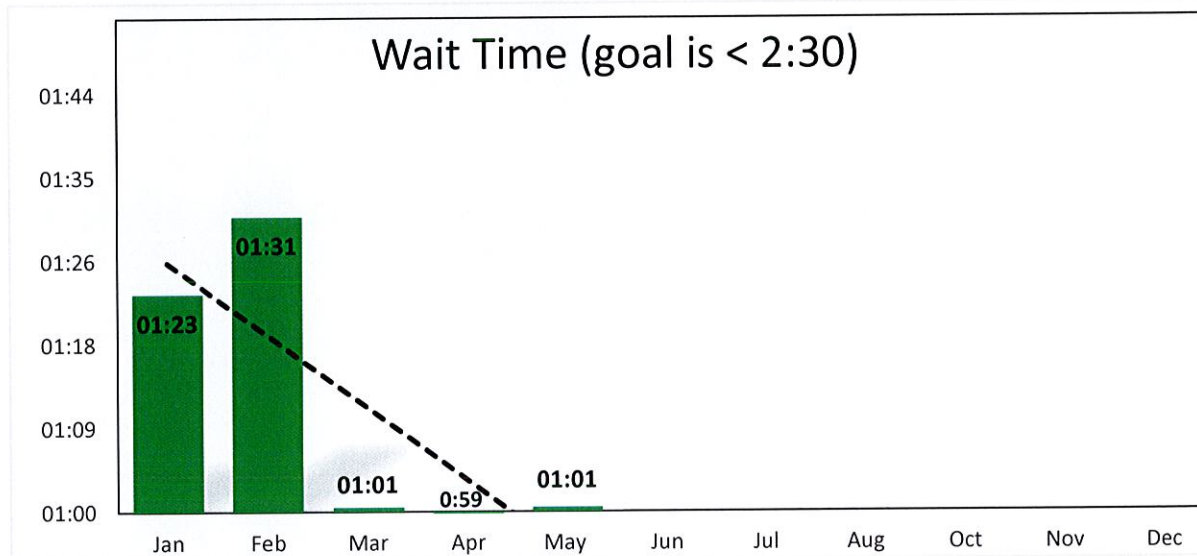
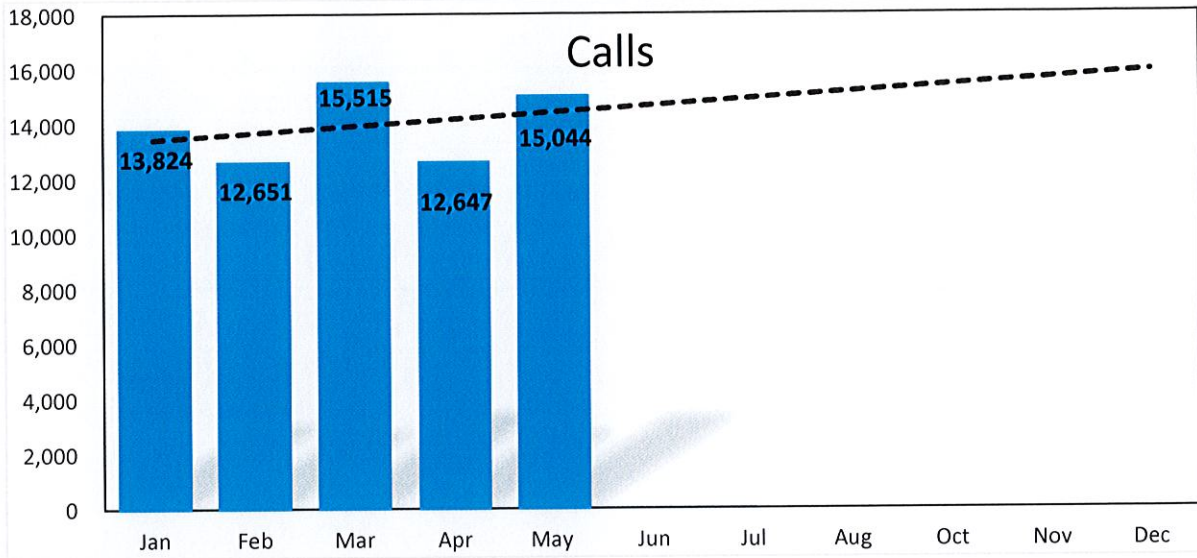
Case Management



County Indigent



Contact Center



CHW 2017 OUTREACH INITIATIVES (Mobile, Health Events, Presentations)

MAY

<u>DATE</u>	<u>LOCATION</u>	<u>TYPE of outreach</u>	<u>Number of BP, Glucose & A1c screenings</u>	<u>Number of contacts made by Community Health Worker</u>	<u>Number Hrs. of outreach</u>
2-May	The Jesse Tree-Texas City	MOBILE	11	11	4
4-May	The Salvation Army - Galveston	MOBILE	20	30	4
5-May	Texas Ciy Employee Health & Safety Fair	Health Event	76	100	3
18-May	Holy Rosary Church - Galveston	MOBILE	24	40	3.5
19-May	United Methodist Church - League City	Mobile	56	70	3
20-May	First Baptisit Chuch - Texas City	Health Event	25	30	4
Total # of screenings			<u>212</u>	<u>281</u>	
Total # of CHW contacts					
Total # of Outreach Hrs					<u>21.5</u>

Human Resources Update

CHW Career Opportunities:

- **Employee Onboarding** - Human Resources conducted new employee orientation for the following employee(s):
 - Jessica Garza – Dental Assistant/Receptionist
 - Carolina Rivas – Dental Assistant/Receptionist
 - Rebecca Meyers – Patient Services Specialist
 - Adelina Gomez – Patient Services Specialist
 - Carissa Michael – Patient Services Specialist Team Leader

- **Job Offers** – The following candidates were extended job offers and have future start dates:
 - Celestine Johnson – Registered Nurse
 - Aicha Martinez – Electronic Records Specialist
 - Megan Woodling - LVN

- **Current Vacancies:**
 - CHW Clinical vacancies:
 - Dental – Dentist, Full-time Dental Assistant, Part-time Dental Assistant,
 - Medical – Mental Health Counselor, Behavioral Health Counselor
 - Nursing – LVN (2), Medical Aide
 - Lab & X-Ray – Lab & X-Ray Technician

 - CHW Business vacancy:
 - Patient Services – Patient Services Specialist

CHW Contract Reports: June 2017

1. The Dental Equipment and Supplies bid, approved for a one (1) year term beginning on June 23, 2017, was awarded to two different bidders: AMI Dental and Darby Dental. This bid will permit for Coastal Health & Wellness to receive discounted rates for equipment and supplies manufactured by or distributed through these companies.

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COASTAL HEALTH & WELLNESS

Governing Board



FINANCIAL SUMMARY

For the Period Ending May 31, 2017

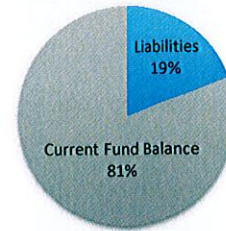
June 29, 2017

GCHD Board Room | 9850-A Emmett F. Lowry Expy. | Texas City, TX 77591

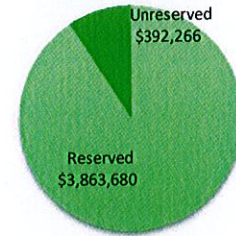
CHW - BALANCE SHEET as of May 31, 2017

	Current Month May-17	Prior Month Apr-17	Increase (Decrease)
ASSETS			
Cash & Cash Equivalents	\$5,172,857	\$5,181,915	(\$9,057)
Accounts Receivable	93,208	91,636	1,572
Pre-Paid Expenses	42,378	63,098	(20,720)
Due To / From	(29,349)	(100,748)	71,399
Total Assets	\$5,279,095	\$5,235,901	\$43,193
LIABILITIES			
Accounts Payable	\$60,729	\$88,302	(\$27,574)
Accrued Salaries	261,890	201,179	60,711
Deferred Revenues	700,530	703,231	(2,701)
Total Liabilities	\$1,023,148	\$992,712	\$30,436
FUND BALANCE			
Prior Year Fund Balance	\$3,319,277	\$3,319,277	\$0
Current Change	936,669	923,912	12,757
Total Fund Balance	\$4,255,946	\$4,243,189	\$12,757
TOTAL LIABILITIES & FUND BALANCE	\$5,279,095	\$5,235,901	\$43,193

Current Period Assets



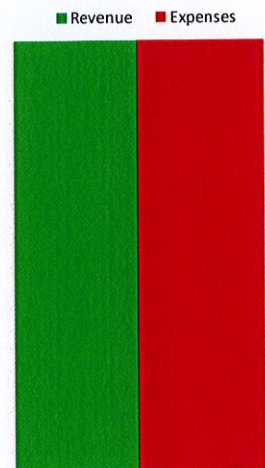
Current Fund Balance



CHW - REVENUE & EXPENSES as of May 31, 2017

	Actual May-17	Budgeted May-17	PTD Budget Variance	YTD Budget Variance
REVENUE				
County Revenue	\$307,896	\$307,896	(\$0)	(\$0)
DSRIP Revenue	0	22,995	(22,995)	(45,990)
HHS Grant Revenue	260,617	260,617	0	0
Patient Revenue	221,734	277,192	(55,458)	(124,136)
Other Revenue	27,857	5,918	21,940	22,052
Total Revenue	\$818,104	\$874,617	(\$56,513)	(\$148,074)
EXPENSES				
Personnel	\$556,641	\$636,952	\$80,311	\$228,307
Contractual	54,841	58,751	3,910	10,648
IGT Reimbursement	0	0	0	0
Supplies	98,939	98,190	(749)	1,093
Travel	1,055	2,265	1,210	822
Equipment/Capital	0	0	0	0
Other	93,870	78,459	(15,411)	(53,031)
Total Expenses	\$805,347	\$874,617	\$69,270	\$187,839
CHANGE IN NET ASSETS	\$12,757	\$0	\$12,757	\$39,765

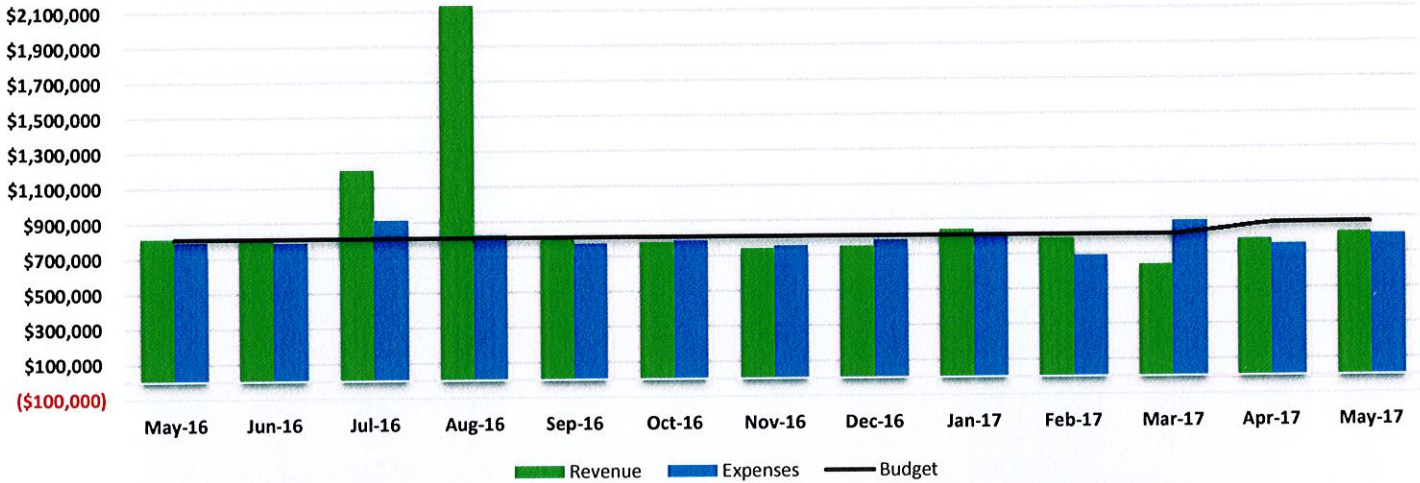
Current Month Revenue & Expenses



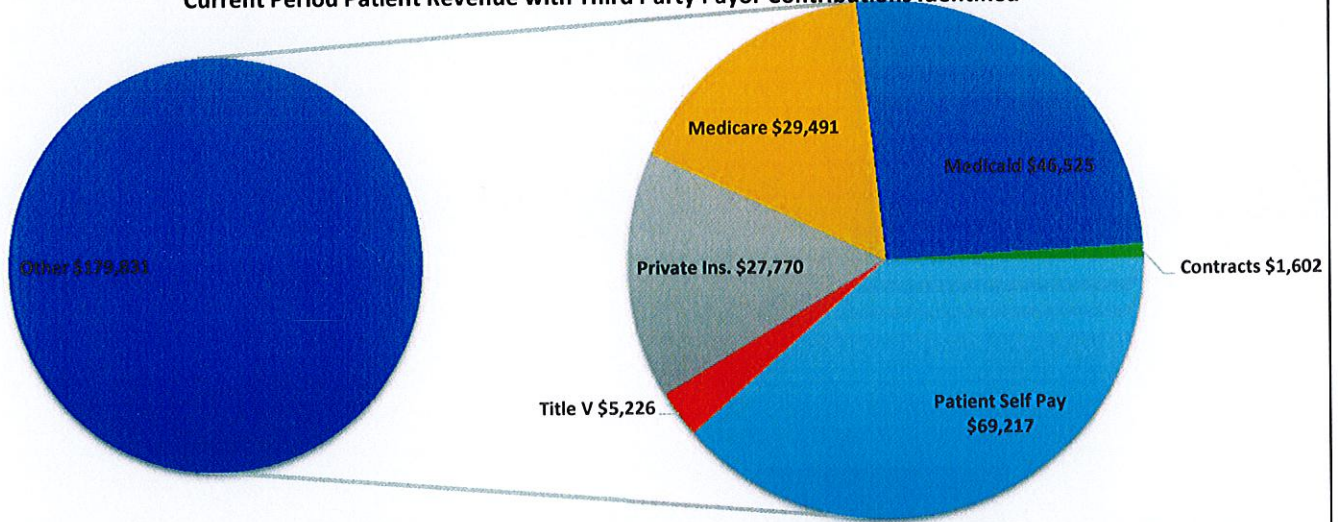
HIGHLIGHTS

- MTD increase in Fund Balance of \$12,757.
- Revenues were \$56,513 lower than budgeted this month. MTD revenues related to Medicaid Incentive Payments and Private Insurance were higher than budgeted while revenues from Self Pay, Medicare, and Medicaid were lower than budgeted.
- YTD revenues were \$148,074 lower than budgeted due to lower Self Pay, Medicare, and Medicaid revenue.
- Expenses were \$69,270 lower than budgeted this month, and \$187,839 lower than budgeted YTD due mostly to savings in personnel.
- MTD IT Software/Licenses - includes \$12,160 for Microsoft licenses which was approved by the Board to be expended from fund balance reserves.
- YTD increase in fund balance of \$39,765. Total fund balance \$4,255,946 as of 5/31/17.

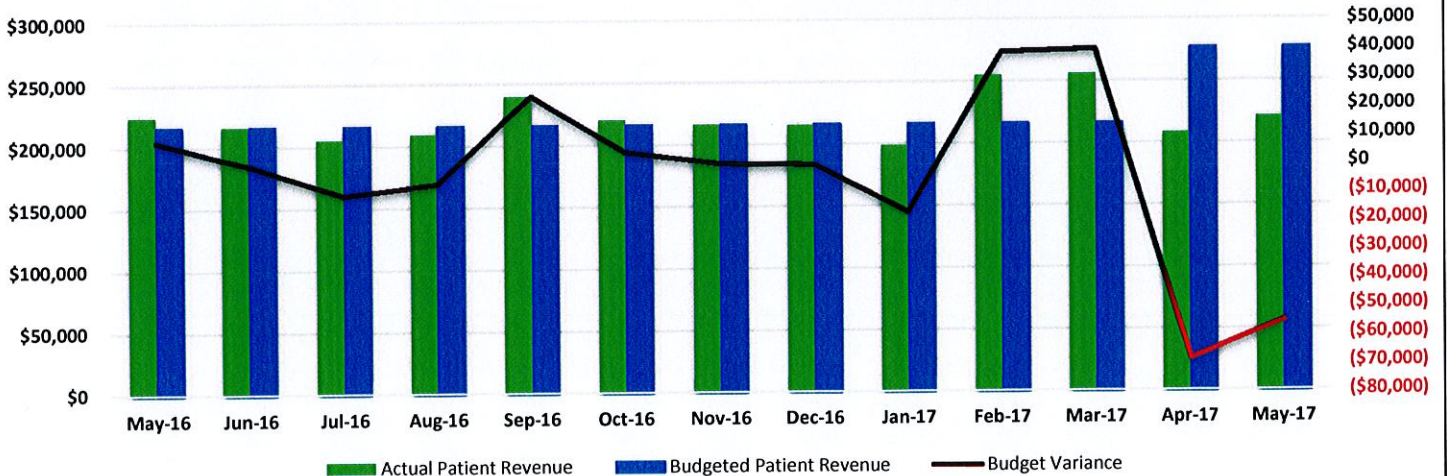
Actual Revenue & Expenses in Comparison to Budget



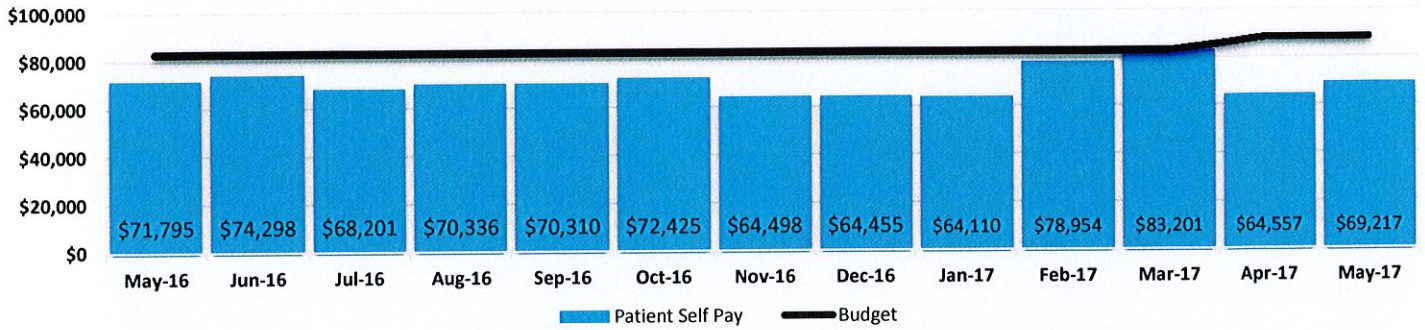
Current Period Patient Revenue with Third Party Payor Contributions Identified



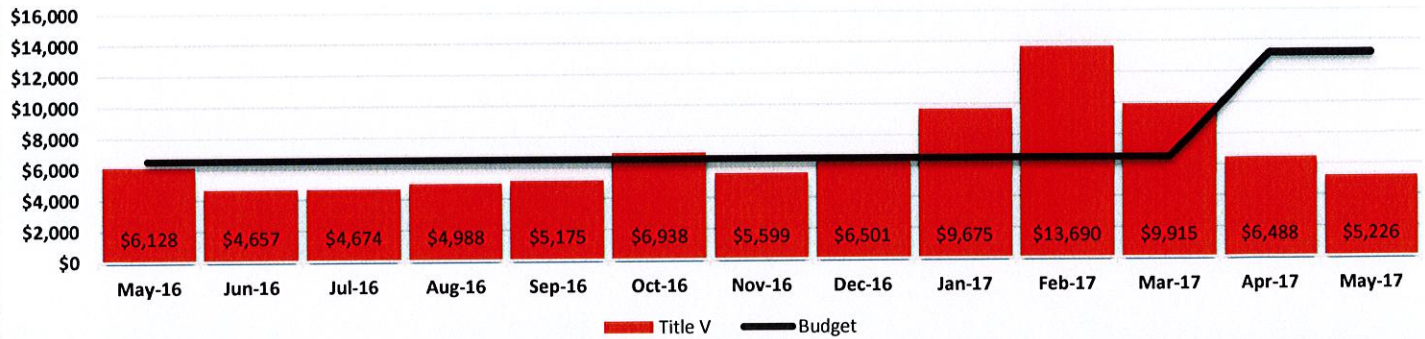
Actual Patient Revenue Rec'd vs Budget with Variance



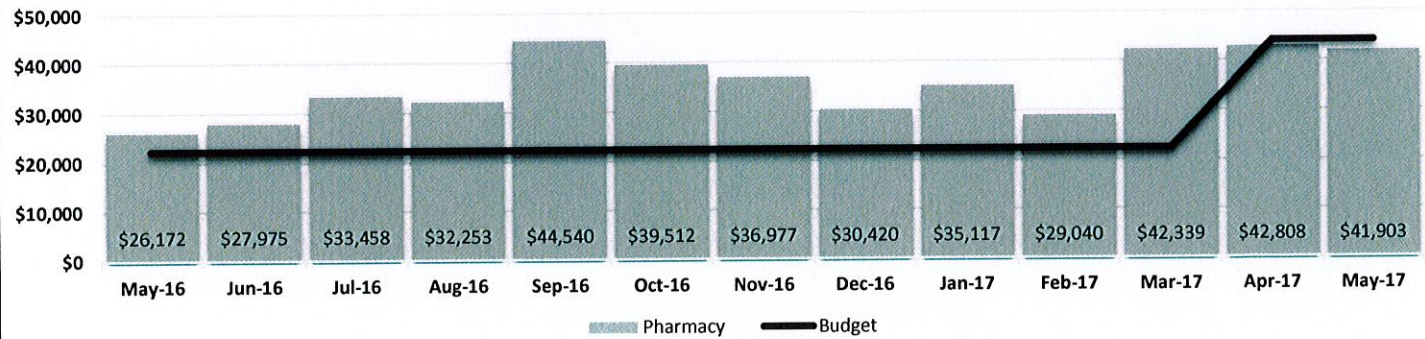
Patient Self Pay Revenue with Budget Line Comparison



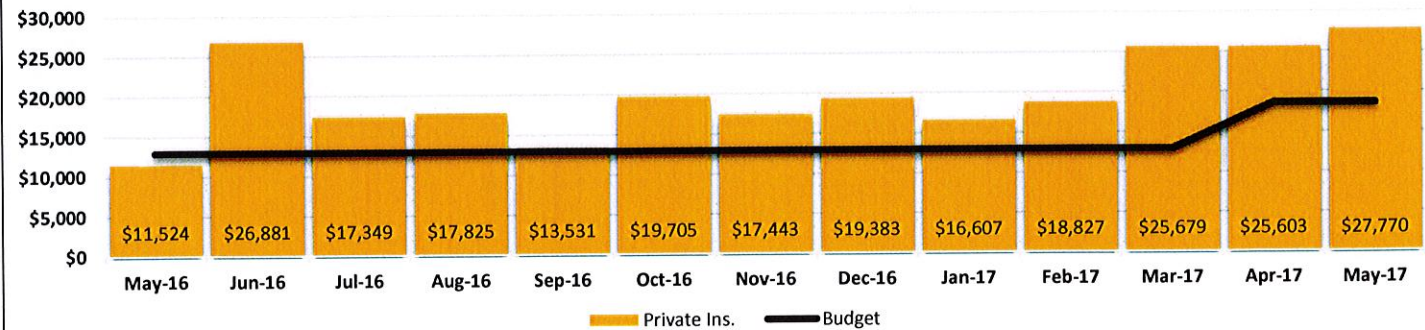
Title V Revenue with Budget Line Comparison



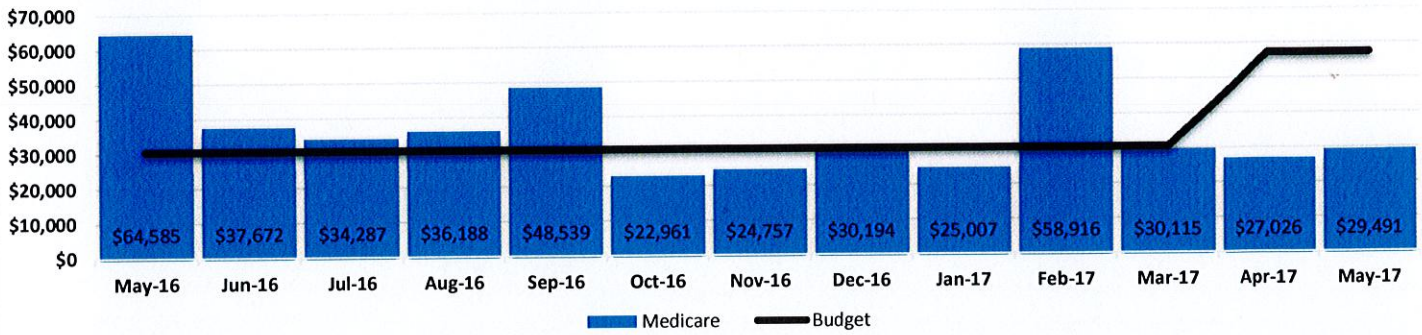
Pharmacy Revenue with Budget Line Comparison



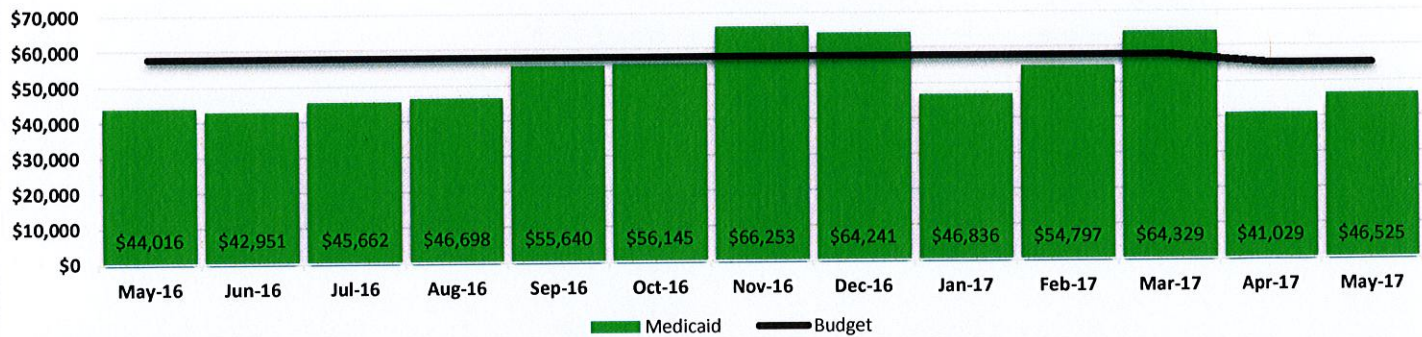
Private Insurance Revenue with Budget Line Comparison



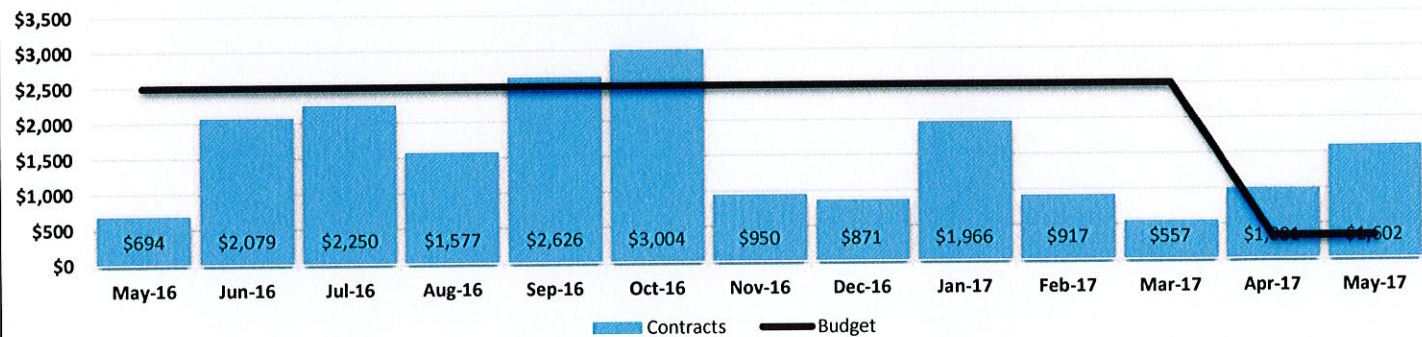
Medicare Revenue with Budget Line Comparison



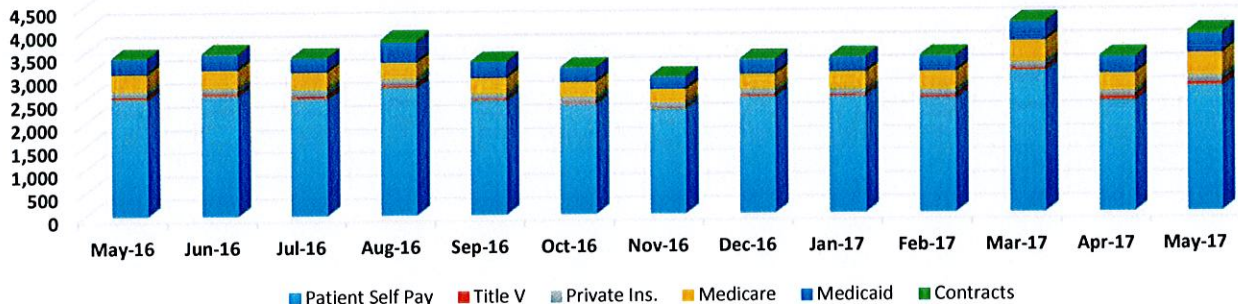
Medicaid Revenue with Budget Line Comparison



Contract Revenue with Budget Line Comparison



Total Number of Patient Visits



Coastal Health & Wellness
Statement of Revenue and Expenses for the Period ending May 31, 2017

		Period Ending	MTD	MTD Budget	YTD	YTD	YTD Budget	Annual
	Description	5/31/17	Budget	Variance	Actual	Budget	Variance	Budget
Grouping	REVENUE							
HRSA	HHS GRANT REVENUE - Federal	\$260,617	\$260,617	(\$0)	\$521,233	\$521,233	(\$0)	\$3,127,400
Patient Rev	GRANT REVENUE - Title V	\$5,226	\$13,207	(\$7,981)	\$11,714	\$26,414	(\$14,699)	\$158,481
Patient Rev	PATIENT FEES	\$69,217	\$88,309	(\$19,092)	\$133,774	\$176,619	(\$42,844)	\$1,059,712
Patient Rev	PRIVATE INSURANCE	\$27,770	\$18,615	\$9,155	\$53,373	\$37,230	\$16,143	\$223,382
Patient Rev	PHARMACY REVENUE - 340b	\$41,903	\$44,040	(\$2,137)	\$84,711	\$88,080	(\$3,368)	\$528,477
Patient Rev	MEDICARE	\$29,491	\$57,412	(\$27,921)	\$56,517	\$114,825	(\$58,307)	\$688,950
Patient Rev	MEDICAID	\$46,525	\$55,275	(\$8,750)	\$87,554	\$110,550	(\$22,996)	\$663,299
Other Rev.	LOCAL GRANTS & FOUNDATIONS	\$2,701	\$2,668	\$34	\$5,403	\$5,335	\$68	\$32,010
Other Rev.	MEDICAL RECORD REVENUE	\$1,049	\$1,583	(\$535)	\$2,052	\$3,167	(\$1,115)	\$19,000
Other Rev.	MEDICAID INCENTIVE PAYMENTS	\$21,480	\$0	\$21,480	\$21,480	\$0	\$21,480	\$0
County	COUNTY REVENUE	\$307,896	\$307,896	(\$0)	\$615,792	\$615,792	(\$0)	\$3,694,754
DSRIP	DSRIP REVENUE		\$22,995	(\$22,995)	\$0	\$45,990	(\$45,990)	\$275,938
Other Rev.	MISCELLANEOUS REVENUE		\$0	\$0	\$0	\$0	\$0	\$0
Other Rev.	OTHER REVENUE - SALE OF FIXED ASSET		\$0	\$0	\$0	\$0	\$0	\$0
Other Rev.	INTEREST INCOME	\$2,129	\$1,667	\$463	\$4,071	\$3,333	\$737	\$20,000
Patient Rev	CONTRACT REVENUE	\$1,602	\$333	\$1,269	\$2,603	\$667	\$1,937	\$4,000
Other Rev.	LOCAL FUNDS / OTHER REVENUE	\$498	\$0	\$498	\$881	\$0	\$881	\$0
	Total Revenue	\$818,104	\$874,617	(\$56,513)	\$1,601,160	\$1,749,234	(\$148,074)	\$10,495,403
	EXPENSES							
Personnel	SALARIES	\$439,207	\$500,475	\$61,268	\$823,936	\$1,000,950	\$177,014	\$6,005,699
Personnel	SALARIES, Merit Compensation		\$0	\$0	\$0	\$0	\$0	\$0.00
Personnel	SALARIES, PROVIDER INCENTIVES	\$1,000	\$4,400	\$3,400	\$2,000	\$8,800	\$6,800	\$52,800.00
Personnel	SALARIES, O/T	\$4,696	\$5,000	\$304	\$9,818	\$10,000	\$182	\$60,000.00
Personnel	SALARIES, PART-TIME	\$24,410	\$23,559	(\$852)	\$46,415	\$47,117	\$702	\$282,702.00
Personnel	Comp Pay	\$45		(\$45)	\$45	\$0	(\$45)	\$0.00
Personnel	FICA EXPENSE	\$35,483	\$40,808	\$5,325	\$66,250	\$81,615	\$15,365	\$489,691.89
Personnel	TEXAS UNEMPLOYMENT TAX	\$23	\$1,672	\$1,650	(\$1,555)	\$3,344	\$4,899	\$20,066.85
Personnel	LIFE INSURANCE	\$1,298	\$1,195	(\$103)	\$2,559	\$2,390	(\$169)	\$14,339.39
Personnel	LONG TERM DISABILITY INSURANCE	\$936	\$1,101	\$165	\$1,845	\$2,202	\$357	\$13,212.54
Personnel	GROUP HOSPITALIZATION INSURANC	\$27,535	\$43,220	\$15,685	\$54,105	\$86,440	\$32,335	\$518,638.94
Personnel	WORKER'S COMP INSURANCE	\$1,700	\$2,667	\$967	\$3,205	\$5,334	\$2,129	\$32,006.01
Personnel	HRA EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00
Personnel	PENSION / RETIREMENT	\$11,172	\$12,856	\$1,684	\$20,979	\$25,711	\$4,733	\$154,268.95
Contractual	OUTSIDE LAB CONTRACT	\$31,625	\$22,000	(\$9,625)	\$57,443	\$44,000	(\$13,443)	\$264,000.00
Contractual	OUTSIDE X-RAY CONTRACT	\$3,300	\$3,000	(\$300)	\$7,104	\$6,000	(\$1,104)	\$36,000.00
Contractual	MISCELLANEOUS CONTRACT SERVICES	\$4,988	\$12,961	\$7,973	\$12,848	\$25,921	\$13,073	\$155,528.00
Personnel	TEMPORARY STAFFING	\$9,137	\$0	(\$9,137)	\$15,996	\$0	(\$15,996)	\$0.00
Contractual	CHW CONTRACT BILLING SERVICE	\$8,319	\$10,045	\$1,726	\$17,472	\$20,090	\$2,618	\$120,540.00
IGT	IGT REIMBURSEMENT		\$0	\$0	\$0	\$0	\$0	\$0.00
Contractual	JANITORIAL CONTRACT	\$2,725	\$3,000	\$275	\$5,292	\$6,000	\$708	\$36,000.00
Contractual	PEST CONTROL	\$80	\$100	\$20	\$160	\$200	\$40	\$1,200.00
Contractual	SECURITY	\$3,804	\$7,645	\$3,841	\$6,533	\$15,290	\$8,757	\$91,740.00
Supplies	OFFICE SUPPLIES	\$3,590	\$6,690	\$3,100	\$6,420	\$13,380	\$6,960	\$80,282.49
Supplies	OPERATING SUPPLIES	\$17,626	\$20,375	\$2,749	\$35,362	\$40,750	\$5,388	\$244,500.00
Supplies	OUTSIDE DENTAL SUPPLIES	\$600	\$2,500	\$1,900	\$1,927	\$5,000	\$3,073	\$30,000.00
Supplies	PHARMACEUTICAL SUPPLIES	\$76,687	\$68,000	(\$8,687)	\$150,560	\$136,000	(\$14,560)	\$816,000.00
Supplies	JANITORIAL SUPPLIES	\$177	\$375	\$198	\$283	\$750	\$467	\$4,500.00
Supplies	PRINTING SUPPLIES	\$35	\$250	\$215	\$47	\$500	\$453	\$3,000.00
Supplies	UNIFORMS	\$225	\$420	\$195	\$688	\$840	\$152	\$5,040.00
Other	POSTAGE	\$542	\$733	\$191	\$1,122	\$1,467	\$345	\$8,800.00
Other	TELEPHONE	\$1,271	\$1,525	\$254	\$2,690	\$3,050	\$360	\$18,300.00
Other	WATER	\$31	\$31	\$1	\$61	\$62	\$1	\$372.00
Other	ELECTRICITY	\$1,592	\$2,083	\$492	\$2,874	\$4,167	\$1,292	\$25,000.00
Travel	TRAVEL, LOCAL	\$173	\$381	\$208	\$547	\$763	\$216	\$4,575.00
Travel	TRAVEL, OUT OF TOWN		\$0	\$0	\$0	\$0	\$0	\$0.00
Travel	LOCAL TRAINING	\$0	\$417	\$417	\$245	\$833	\$588	\$5,000.00
Travel	TRAINING, OUT OF TOWN	\$882	\$1,467	\$584	\$2,915	\$2,934	\$18	\$17,602.00
Other	RENTALS	\$5,369	\$5,935	\$566	\$10,823	\$11,870	\$1,047	\$71,220.00
Other	LEASES	\$43,702	\$38,522	(\$5,180)	\$87,404	\$77,044	(\$10,360)	\$462,262.00
Other	MAINTENANCE / REPAIR, EQUIP.	\$6,577	\$7,563	\$986	\$12,264	\$15,125	\$2,861	\$90,750.00
Other	MAINTENANCE / REPAIR, AUTO		\$42	\$42	\$0	\$83	\$83	\$500.00
Other	FUEL	\$60	\$42	(\$19)	\$60	\$83	\$23	\$500.00
Other	MAINTENANCE / REPAIR, BLDG.	\$33	\$417	\$384	\$33	\$833	\$800	\$5,000.00
Other	MAINT/REPAIR, IT Equip.	\$0	\$125	\$125	\$1,600	\$250	(\$1,350)	\$1,500.00
Other	MAINTENANCE / Preventative, AUTO	\$0	\$42	\$42	\$0	\$83	\$83	\$500.00
Other	INSURANCE, AUTO/Truck	\$168	\$168	\$0	\$336	\$336	\$0	\$2,016.00
Other	INSURANCE, GENERAL LIABILITY	\$784	\$833	\$49	\$1,568	\$1,667	\$99	\$10,000.00
Other	INSURANCE, BLDG. CONTENTS	\$1,368	\$1,333	(\$34)	\$2,735	\$2,667	(\$68)	\$16,000.00
Other	COMPUTER EQUIPMENT		\$0	\$0	\$0	\$0	\$0	\$0
Other	OPERATING EQUIPMENT		\$0	\$0	\$0	\$0	\$0	\$0
Other	BUILDING IMPROVEMENTS		\$0	\$0	\$0	\$0	\$0	\$0
Other	NEWSPAPER ADS	\$967	\$1,250	\$283	\$1,193	\$2,500	\$1,307	\$15,000.00

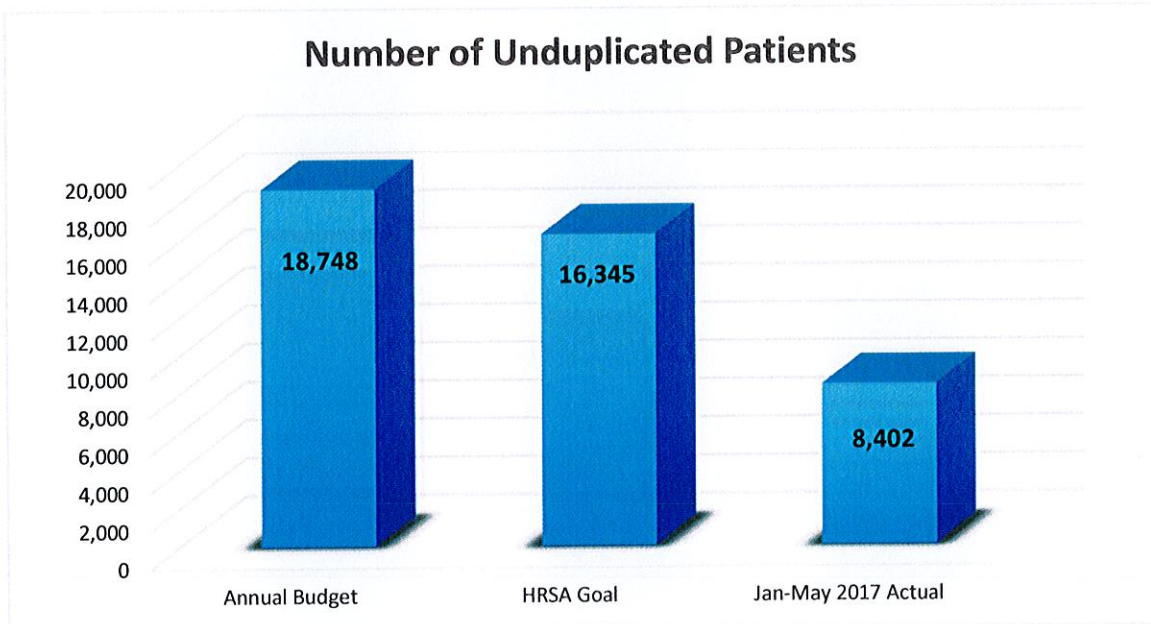
Coastal Health & Wellness								
Statement of Revenue and Expenses for the Period ending May 31, 2017								
		<i>Period Ending</i>	<i>MTD</i>	<i>MTD Budget</i>	<i>YTD</i>	<i>YTD</i>	<i>YTD Budget</i>	<i>Annual</i>
	<i>Description</i>	<i>5/31/17</i>	<i>Budget</i>	<i>Variance</i>	<i>Actual</i>	<i>Budget</i>	<i>Variance</i>	<i>Budget</i>
Other	SUBSCRIPTIONS, BOOKS, ETC	\$0	\$750	\$750	\$0	\$1,500	\$1,500	\$9,000.00
Other	ASSOCIATION DUES	\$2,667	\$2,833	\$167	\$5,333	\$5,667	\$333	\$34,000.00
Other	IT SOFTWARE, LICENSES, INTANGIBLES	\$26,201	\$9,258	(\$16,943)	\$68,107	\$18,517	(\$49,590)	\$111,100.00
Other	PROF FEES/LICENSE/INSPECTIONS	\$235	\$1,467	\$1,232	\$235	\$2,933	\$2,698	\$17,600.00
Other	PROFESSIONAL SERVICES	\$305	\$1,208	\$903	\$7,511	\$2,417	(\$5,094)	\$14,500.00
Other	MED/HAZARD WASTE DISPOSAL	\$486	\$458	(\$28)	\$972	\$917	(\$55)	\$5,500.00
Other	TRANSPORTATION CONTRACT	\$708	\$813	\$104	\$1,417	\$1,625	\$208	\$9,750.00
Other	BOARD MEETING OPERATIONS	\$154	\$29	(\$125)	\$154	\$58	(\$95)	\$350.00
Other	SERVICE CHG - CREDIT CARDS	\$650	\$579	(\$71)	\$1,457	\$1,158	(\$299)	\$6,950.00
Other	CASHIER OVER / SHORT	\$0	\$0	(\$0)	\$0	\$0	(\$0)	
Other	LATE CHARGES	\$0	\$0	\$0	\$0	\$0	\$0	
Other	BAD DEBT EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	
Other	MISCELLANEOUS EXPENSE	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Expenses	\$805,347	\$874,617	\$69,270	\$1,561,395	\$1,749,234	\$187,839	\$10,495,403
	Net Change in Fund Balance	\$12,757	(\$0)	\$12,757	\$39,765	(\$0)	\$39,765	(\$0)

Vists by Financial Class - Actual vs. Budget
As of May 31, 2017 (Grant Year 4/1/17-3/31/18)

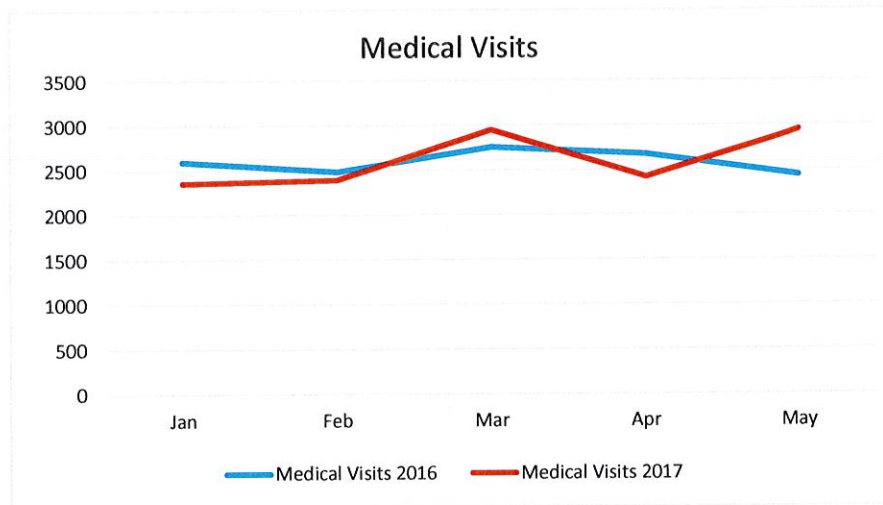
	Annual Budget	MTD Actual	MTD Budget	Over/(Under) MTD Budget	YTD Actual	YTD Budget	Over/(Under) YTD Budget	Over/ (Under) YTD Budget %
Medicaid	4,810	410	401	9	755	802	(47)	-6%
Medicare	5,086	473	424	49	845	848	(3)	0%
Other Public (Title V, Contract)	1,364	129	114	15	242	227	15	6%
Private Insurance	2,187	160	182	(22)	293	365	(72)	-20%
Self Pay	35,801	2,671	2,983	(312)	5,042	5,967	(925)	-15%
	49,248	3,843	4,104	(261)	7,177	8,208	(1,031)	-13%

Unduplicated Patients - Current vs. Prior Year
January through May

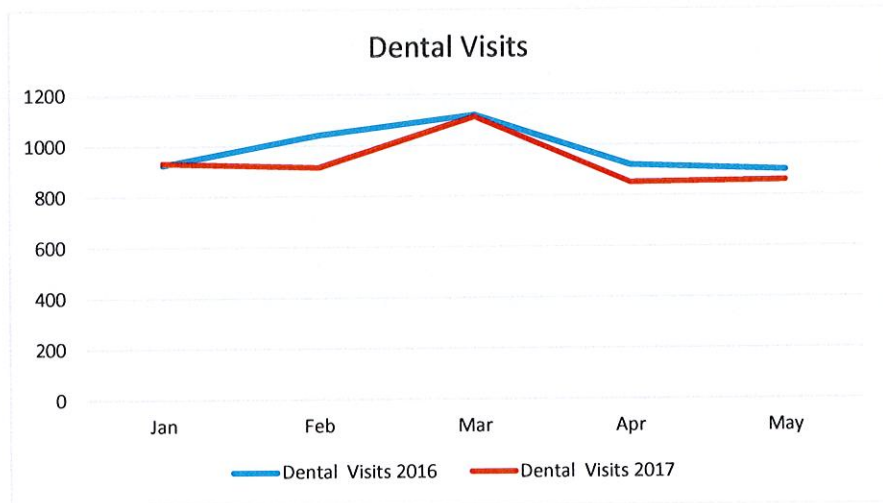
	Current Year Annual Budget	Jan-May 2016 Actual	Jan-May 2017 Actual	Increase/ (Decrease)	% Increase/ (Decrease)
Unduplicated Patients	18,748	8,641	8,402	(239)	-3%



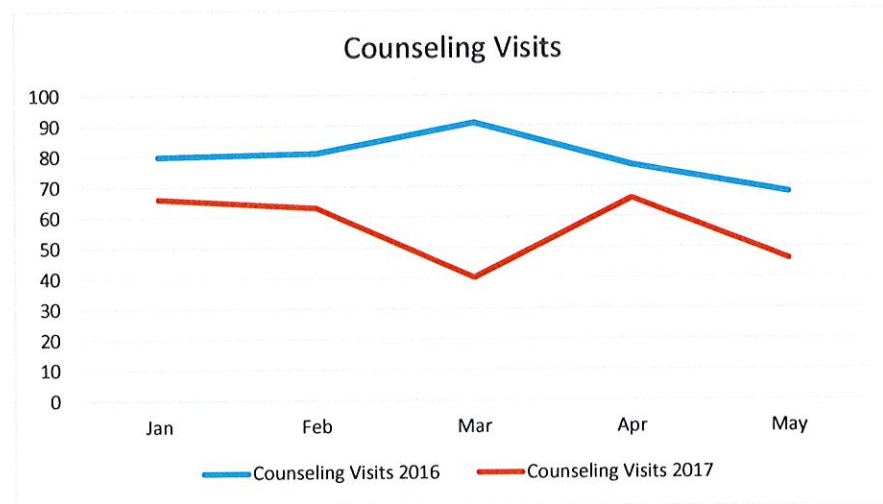
Medical Visits		
	<u>2016</u>	<u>2017</u>
Jan	2599	2353
Feb	2485	2390
Mar	2756	2943
Apr	2673	2417
May	2435	2939
	<u>12,948</u>	<u>13,042</u>



Dental Visits		
	<u>2016</u>	<u>2017</u>
Jan	925	931
Feb	1042	913
Mar	1120	1111
Apr	921	851
May	900	858
	<u>4,908</u>	<u>4,664</u>



Counseling Visits		
	<u>2016</u>	<u>2017</u>
Jan	80	66
Feb	81	63
Mar	91	40
Apr	77	66
May	68	46
	<u>397</u>	<u>281</u>



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COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #8

**Consider for Approval Recommendation from Finance Committee
for FY17-FY19 Audit Engagement**



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #9

Consider for Approval Medical Records Fee Schedule



COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #10

**Consider for Approval one Adult Digital X-Ray Sensor
in the Amount of \$5301.00**

Consider for Approval Dental Sensor Replacement in the Amount of \$5,301.00

The Texas City Clinic requires one additional stationary adult size sensor to be placed between operatory 1 and operatory 2 to bring the clinic up to optimal operations. This will replace the defective sensor which is approximately five years old and is no longer under warranty. It has been tested by IT and will not capture any images and is irreparable due to normal wear and usage.

Without the sensor, there is an impact on patient care when all eight operatories are being utilized by providers scheduled to work.

Bid pricing for the adult sensor is \$5301.00.

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Governing Board

June 2017

Item #11

**Assess Board Member Whose Terms Expire June 2017 and Their
Willingness to Serve Another 3 Years**

- **Jose Boix**
- **Mario Hernandez**

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COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #12

Consider Privileging Right for Christiana Harris, DDS



Date: June 29, 2017

To: CHW Governing Board

Thru: Mary McClure *MM*
CHW Business Director
Interim Executive Director

From: Beverly Foster, DDS, MHA *B.F. DDS, MHA*
Dental Director

Re: Privileging

Upon review of the completed credentialing file of Christiana Harris, DDS, by Sandra Cuellar, HR manager, and myself (Beverly Foster, DDS, MHA), we would like to recommend that Coastal Health & Wellness Governing Board approve privileging for Christiana Harris, DDS based on the following information.

- Christiana Harris, DDS, is a licensed dentist requesting general dental privileges in the Coastal Health & Wellness Dental Clinic. Christiana Harris, DDS, graduated in 2013 from Meharry School of Dentistry. Dr. Harris will be working in both CHW locations and is requesting Dental privileging.

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COASTAL HEALTH & WELLNESS

GOVERNING BOARD

9850-A.106 Boardroom Emmett F. Lowry Expressway, Texas City

Governing Board

June 2017

Item #13

**Update on HRSA Notice of Grant Award with Program Specific
Conditions based on HRSA Site Review**

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