

**Neighborhood Health Clinics, Inc.**  
**BOARD OF DIRECTORS AGENDA/MINUTES**

June 3, 2021, at 12:00 pm			
<b>A. Attendance:</b>			
<b>Board Members present:</b>			
Heidi Fowler	Melissa Bradberry	Ben Eisbart	
Denita Washington	Renetta Williams	Ben Yoder	
Kate LaPierre	Johnathan Liechty	Matt Sprunger	
<b>Board Members absent:</b>			
Pamela Messman	Mindy Kurtz	Cynthia Villanueva	
Marcella Jackson			
<b>Staff present:</b>			
Angie Zaegel	Sharon Singleton	Trisha LaRowe	
Rick Yergler	Cindy Geisman	Mark Dixon	
Tyler Kimmel	Tiann Aughinbaugh	Bruce Hamilton	
<b>Staff Absent:</b>			
<b>Guests:</b>			
	Michael Earls	Brian LeGalley	
<b>B. Call to Order</b>			
<ul style="list-style-type: none"> <li>Melissa Bradberry called the meeting to order at 12:00 p.m. roll call was conducted in effort to determine attendance. A quorum was recognized with 8 out of 12 members present and regular business could be conducted.</li> </ul>			
<b>C. Patient Impact/Employee Spotlight</b>			
<ul style="list-style-type: none"> <li>Angie shared a patient impact story, a gentleman from the rescue mission was able to obtain insurance and eyeglasses which allowed him to obtain a job.</li> <li>Angie highlighted a WIC Register Dietician, Mary Miller, who recently retired, we were able to host a COVID safe retirement party onsite. The WIC supervisors were very creative when it came to organizing the party. Mary will be helping us out in the vaccine clinic this summer.</li> </ul>			
<b>D. Consent Agenda</b>			
The Consent Agenda includes May 2021 BOD meeting minutes, April Financials and May Financial Committee Meeting Minutes.			
Discussion: Trisha reported a typo in the May 2021 BOD meeting minutes. The time needs to be 12:00 p.m. instead of 12:00 a.m. Given the typo the May 2021 BOD meeting minutes were removed from the Consent Agenda			
Motion to remove 1 <sup>st</sup> - Heidi Fowler 2 <sup>nd</sup> - Ben Eibart			
Motion to approve 1 <sup>st</sup> - Heidi Fowler			

	2 <sup>nd</sup> - Ben Eibart
	Approval: <b>YES</b>
<b>E.</b>	<b>May 2021 BOD Meeting Minutes</b>
	Discussion: The typo in the May 2021 BOD meeting minutes will need to be corrected to state 12:00 p.m.
	Motion to approve 1 <sup>st</sup> - Heidi Fowler 2 <sup>nd</sup> - Renetta Williams
	Approval: <b>YES</b>
<b>F.</b>	<b>2020 Audit Report</b>
	Facilitator: Michael Earls & Brain LeGalley
	Discussion: Michael shared the finance committee of the board reviewed the full audit report in detail. Near final draft were submitted to management with one subsequent change discussed due to the capital grant not being awarded to date. The audit revealed an unmodified opinion. Michael indicated if any board member wanted a copy of the audit to please reach out to Trisha. The finance committee presented the 2020 audit report to the full board for approval.
	Approval: <b>YES</b>
<b>G.</b>	<b>Proposed Changes in Scope</b>
	Facilitator: Angie Zaegel
	Discussion: Angie presented the following changes to the Form 5A: <ul style="list-style-type: none"> <li>• Add Column I, Form 5A on Transportation for bus passes,</li> <li>• Add Column III, Form 5A on Gynecology for ultrasounds provided by contracted referral arrangement.</li> </ul> <p>Angie explained these changes were recommended in the HRSA OSV final report. Angie shared the other two findings from the HRSA OSV final report were the board composition- the personnel committee recently met and has started working on a recruitment plan and then we need to add patient utilization data to sliding fee discount scale policy. Angie expressed we have 13 days from today to resolve the issues before they become official findings. The board of directors discussed allowing the Executive Committee of the Board to vote on the HRSA OSV finding resolution.</p>
	Motion to approve 1 <sup>st</sup> - Kate LaPierre 2 <sup>nd</sup> - Heidi Fowler
	Approval: <b>YES</b>
<b>H.</b>	<b>ARPA Grant Opportunities Discussion</b>
	Facilitator: Angie Zaegel
	Discussion: Angie shared the H8F 4.6 million grant is a two-year grant, she expressed we would be spending a portion of the money of staff expansion. Since our extension was approved the grant budget needs to be submitted by the end of June. Discussion ensued on Executive Committee reviewing and approving the grant budget and then providing the full board with a copy of the grant budget at the July meeting. Angie shared we did not receive an extension of the C8E \$712,000 grant the grant budget needs to be submitted by June 25, 2021. Once again discussion ensued on Executive Committee reviewing and approving the grant budget and then providing the full board with a copy of the grant budget at the July meeting.

<b>I.</b>	<b>Finance Report</b>
	Discussion: Dr. Sprunger recapped the April finances, the finance committee feels we are in a financially good spot. Dr. Sprunger reported our cash on hand is up by approximately \$715K over one year ago.
<b>J.</b>	<b>Personnel Committee Update</b>
	Discussion: Johnathan shared the personnel committee is composing a board recruitment plan via a board matrix tool. The personnel committee has scheduled their future meetings to allow them to meet one week prior to the board packet distribution. The committee discussed website redesign to include a board portal and would like to incorporate a board member spotlight on future board agendas.
<b>K.</b>	<b>Future Board Meeting Discussion</b>
	Discussion: Melissa shared Trisha will be sending a survey out as to future board meetings being in-person, virtual and location. Please complete the survey.
<b>L.</b>	<b>Board Training Topic-WIC Program Updates, How COVID has impacted services</b>
	Discussion: Tiann shared an overview of WIC services. Tiann expressed WIC has been offering remote services since March 17, 2020, although we have been opened to offer in person support for breastfeeding moms, but those visits have declined from 20 per day to 2-3 per day. To allow for social distancing some WIC staff worked from home via state provided laptops, however all staff returned to onsite work on May 3, 2021. The state WIC waivers are set to expire on August 19, 2021. Our case load over the past year has grown by 1,000. WIC has partnered with Community Harvest Food Bank and Neighborhood Health Behavioral Health Staff to aid in food insecurities. This partnership allows us to offer 5 food boxes per week to our patients. The Behavioral Health staff are having a hard time with the patients answering the phone calls to setup delivery of the boxes. WIC also received a United Way grant in the amount of \$7,500 to offer incentives for kids who are fully immunized, the remaining monies will be used for 5-10 lbs food boxes to be distributed to patients on-site, no requirements needed to receive.
<b>M.</b>	<b>President Report</b>
	<ul style="list-style-type: none"> <li>• Angie shared the IPHCA Special Project Award the Dental Sealant Team received. The dental sealant team along with FWCS continued to see school age children throughout the pandemic.</li> <li>• Angie shared we will be officially launching the Mobile Unit on Tuesday. June 15<sup>th</sup> at 10:00 a.m. at the Southeast location. Senator Braun, Congressman Banks, and Senator Youngs offices have been invited as well as the BOD. A formal invite will be forthcoming.</li> <li>• The BOD congratulated Dr. Kimmel on the award and would like a social media campaign highlighting the award and the relationship with FWCS.</li> </ul>
<b>N.</b>	<b>Adjournment—Time: 12:54 p.m.</b>

Minutes Approved by Board of Directors:

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Secretary Signature

Date