

**Governing Board Meeting  
Health Services of North Texas  
March 16, 2016  
HSNT HQ**

	<b>Agenda</b>		P.1
<b>I.</b>	<b>Call to Order</b>	<b>Martin Mainja</b>	
	<b>Introduction of Visitors</b>	<b>Martin Mainja</b>	
<b>II.</b>	<b>Board Training</b>	<b>Christopher Redden</b>	
	IT Update		
<b>III.</b>	<b>*Consent Agenda</b>	<b>Martin Mainja</b>	
	February 2016 Board Minutes		P.2
	February 2016 Financial Committee Minutes		P.5
	February 2016 Financials		P.6
	Development Department Report		P.10
<b>IV.</b>	<b>CEO Report</b>	<b>Doreen Rue</b>	P.14
	Investing HSNT Resources		
	Capital Campaign Options		
	Identify Date for Board Retreat		
<b>V.</b>	<b>Committee Reports</b>		
	<b>Finance Committee</b>	<b>Glen McKenzie</b>	
	<b>QM/QI Committee</b>	<b>Louise Baldwin</b>	P.17
	<b>Development Committee</b>	<b>Randy Robinson</b>	
	<b>*Approval of Grant Applications</b>		
	Denton County Commissioners	Gen. Med. Visits	\$125,000
	United Supermarkets Corp.	Gen. Med. Visits	\$ 1,500
	Lennar Foundation	DMC(more than med. rm)	\$ 5,000
	Communities Found.of Texas	Med Gen Op Donor List	\$ 50,000
	Walmart Community Grant	Outreach (Plano)	\$ 2,500
	Walmart Community Grant	Outreach (Denton)	\$ 2,500
	<b>Strategic Planning Committee</b>	<b>Jerry Garrett</b>	
	<b>Audit Committee</b>	<b>Judge Garcia</b>	
	<b>Personnel Committee</b>	<b>Derrell Bulls</b>	
	*Board Application - Justin Coury		P.21
	*Board Application - Michael Foster		P.22
	*Board Application - Trang Dang-Le		P.23
	*Credentialing of Dr. Terrence Moore		
<b>VI.</b>	<b>Old Business/New Business</b>	<b>Martin Mainja</b>	
<b>VII.</b>	<b>Important dates and adjoun meeting</b>	<b>Martin Mainja</b>	
	HSNT Annual Governing Board Meeting - 6:00 p.m. Wed., Apr. 20, 2016 - DATCU		
	Cuisine for a Cure - Sunday, April 3, 2016, Shops at Legacy		
	BTH Bank Reception April 28, 2016, West Plano		
	Early October, 2016, Hearts & Heroes		
	1st Annual HSNT Shooting Clays Fundraiser, October 7, 2016		
	<b>* Items Requiring a Vote</b>		



Governing Board Meeting Minutes  
Health Services of North Texas

Meeting Date: 02/17/2016

Meeting: 6:05 p.m. called to order and quorum by Martin Mainja

Location: HSNT HQ Conference Room

Attendees: Martin Mainja, Randy Robinson, Jerry Garrett, Herman Oosterwijk, Glen McKenzie, Cordelia Ikegwuoha, Louise Baldwin, Derrell Bulls, Clara Sanchez, Judge David Garcia, Dean Perkins

Regrets: Gloria Herrin, Joe McCarley

Absences: Chris Watts, Todd Gibson

Staff/Guests: Doreen Rue, Pam Barnes, Christopher Redden, Larry Bisno, Becky Greenman

**Agenda Item II:** Board Training on HSNT Financial & Understanding Financial Ratios – Pam Barnes went over the Statement of Operations and explained this will be the way the finance report to the Board will look going forward. She went over numbers explaining the loss in January was due to the re-investment of monies into our facilities in new flooring, foundation repairs, and need maintenance repairs. This was an anticipated loss. A short discussion ensued.

**Agenda Item III:** Approval of the Consent Agenda inclusive of the January 2016 Board Minutes, December Financials, January 2016 Financials Year End Draft and Development Department Report. Reports are attached to these minutes.

**Motion to accept: *Derrell Bulls***

**Seconded: *Judge David Garcia***

**Motion Passed: 11-0**

**CEO Report:** Doreen briefly went over the high points of the report:

Nutrition will remain open until the end of March due to grant stipulation;

Dental grant has been submitted – should find out in April/May. HRSA contacted us to make sure we knew about and would be submitting a grant;

DCTA is constructing a bus shelter on Mesa Drive in front of HSNT. They are also planning a route change that will connect Presbyterian and MHMR to HSNT;

Wheeler House is now open 3 days a week – Tuesday/Wednesday/Thursday.

A copy of the entire CEO report is attached to these minutes.

**Agenda Item IV: Committee Reports**

**Financial Committee** – Glen McKenzie reported that the agency is ended the year strong with the final numbers changing slightly from the draft year end presented at January Board meeting. He requested that the January Financial Meeting Minutes be approved by the Board.

**Motion Passed: 11-0**

**QM/QI Committee** – Louise Baldwin briefly went over the reports. A copy of the reports are attached to these minutes.

**Development Committee:**

**Grants for Approval:**

Dekelboun Foundation PCMC	Beds & laptops	\$ 6,100
City of Plano Program Support	Pediatrics (supplies)	\$ 5,710
Dallas Women’s Foundation	Women’s Clinic (visits)	\$30,000
Rough Riders Foundation	Outreach	\$ 750
Rayzor Ranch Foundation	Outreach	\$ 2,000
City of Lewisville	DMC medical visit costs for Lewisville residents	\$ 5,000

**Motion for Grants Passed: 11-0**

**Audit Committee** – Independent Audit has been scheduled for March 14<sup>th</sup>.

**Personnel Committee** –Dr. Bulls reminded the members that the election of officers will be in April at the annual meeting. Dr. Bulls went over the current slate of nominations and asked that if anyone else had nominations to please get them to him. Martin Mainja will be rolling off the Board and will not be able to fill the post of Past President. With Dr. Bulls being the only member that has been President of the Board in the past he will fill the office of Past President.

Chris Watt will roll off Board in April of 2016 and he will not seek another term.

There was a brief discussion on the Leadership Team salaries and how their salaries were calculated and compared to the market.

**Agenda Item V: Old Business/New Business – None**

Martin encouraged the Board members to attend the Missy Gale presentation next Wednesday, February 24<sup>th</sup> at the Rio Grande Room at Texas Health Presbyterian Hospital at 6:00 p.m.

**Agenda Item VI: Important Dates:**

HSNT Governing Board, 6:00 p.m. Wed., Mar. 16, 2016, HSNT HQ Conference Room;  
BTH Bank Reception April 28, 2016, West Plano;  
Cuisine for a Cure - Sunday, April 3, 2016, Shops at Legacy;  
1st Annual Shooting Clays Fundraiser, October 7, 2016

Meeting adjourned at 7:10 p.m.

Board Secretary Approval \_\_\_\_\_ Date \_\_\_\_\_

Board President Approval \_\_\_\_\_ Date \_\_\_\_\_



**Finance Committee  
Meeting Minutes**

Meeting Facilitator: Glen McKenzie  
Meeting Date: February 16, 2016  
Time: 7:30 a.m.  
Location: DRMC Admin Conference Room

Attendees: Glen McKenzie, Martin Mainja and Dr. Bulls  
Staff Present: Pam Barnes and Doreen Rue  
Regrets: Todd Gibson and Judge Garcia

**Agenda Item I:** Review January 2016 minutes for approval  
Motion to accept: Martin Mainja  
Seconded: Martin Mainja  
Motion Passed: 3-0

**Agenda Item II:** Review December 2015 Financials  
Year adjustment reconciliations were emailed prior to meeting. Committee discussion on year-end financials and will be submitted for full board approval.

**Agenda Item III:** Review January 2016 Financials  
The committee discussed the relevance to reviewing operating activity by site. The committee discussed the 340B medication program revenue. The program is doing well and systems will be put into place to report program income on monthly basis this year. The committee recommended that HSNT Leadership monitor contract labor actual expense to budget. The committee also recommended a monthly review of accrued PTO and salary and make appropriate adjustments to the financials if the difference is greater than \$5,000.

**Agenda Item IV:** Financial Statement of Activities update to Statement of Operations  
The Statement of Operations more appropriately reflects healthcare industry activities and operations. Capital activity is separated out to below the operating revenue and expenditure line. Committee agreed to update format reporting to the full board and keep Statement of Activities discussion during monthly financial committee meetings. The finance committee prefers to view both formats monthly.

**Agenda Item IV:** FY2016 Financial Ratios Goals  
The committee will continue to monitor financial ratios and evaluate annual goals. HSNT financial ratio definition and calculation description was updated.

Prepared By Pamela Barnes, CFO

Approved By:   
Glen McKenzie, HSNT Treasurer

Health Services of North Texas, Inc.  
Statement of Financial Position  
As of 2/29/2016

	Current Period	Last Month	Prior Year End	\$ Chge	% Chge
<b>ASSETS</b>					
Current Assets					
Restricted - Retirement	68,574.59	61,986.57	56,590.42	11,984.17	21.18%
Overnight Investment	924,578.66	963,309.69	1,353,991.86	(429,413.20)	100.00%
Operating Cash	<u>578,928.31</u>	<u>520,100.38</u>	<u>318,019.22</u>	260,909.09	82.04%
Total Current Assets	1,572,081.56	1,545,396.64	1,728,601.50	(156,519.94)	-9.05%
Other Current Assets					
Grant Receivables	593,673.40	657,306.54	577,388.59	16,284.81	2.82%
Medical Receivables	323,087.89	295,637.04	230,511.49	92,576.40	40.16%
Misc. Receivables	0.00	20,000.00	10,000.00	(10,000.00)	0.00%
Deposits	14,599.50	14,599.50	14,599.50	0.00	0.00%
Inventory	<u>39,677.88</u>	<u>43,446.28</u>	<u>42,500.73</u>	(2,822.85)	-6.64%
Total Other Current Assets	971,038.67	1,030,989.36	875,000.31	96,038.36	10.98%
Short Term Investments					
Investment CDs	<u>546,651.41</u>	<u>546,651.41</u>	<u>546,651.41</u>	0.00	0.00%
Total Short Term Investments	546,651.41	546,651.41	546,651.41	0.00	0.00%
Long Term Assets					
457b Retirement	9,455.82	14,828.93	20,295.66	(10,839.84)	-53.41%
Fixed Assets					
Medical Equipment	47,525.06	41,462.89	41,462.89	6,062.17	14.62%
Building Improvements	107,025.56	107,025.56	107,025.56	0.00	0.00%
PCMC Building	635,854.00	635,854.00	635,854.00	0.00	0.00%
4304 Mesa Medical Center	97,249.41	66,854.87	0.00	97,249.41	#DIV/0!
Software Applications	112,081.41	112,081.41	112,081.41	0.00	0.00%
Telephone Systems	63,524.64	63,524.64	63,524.64	0.00	0.00%
IT Equipment	137,337.42	137,337.42	137,337.42	0.00	0.00%
Vehicles	154,357.53	154,357.53	154,357.53	0.00	0.00%
Accumulated Depreciation	<u>(327,296.92)</u>	<u>(320,816.08)</u>	<u>(314,436.60)</u>	(12,860.32)	4.09%
Total Fixed Assets	<u>1,027,658.11</u>	<u>997,682.24</u>	<u>937,206.85</u>	90,451.26	9.65%
Total Long Term Assets	<u>1,037,113.93</u>	<u>1,012,511.17</u>	<u>957,502.51</u>	79,611.42	8.31%
Total ASSETS	<u>4,126,885.57</u>	<u>4,135,548.58</u>	<u>4,107,755.73</u>	19,129.84	0.47%
<b>LIABILITIES</b>					
Current Liabilities					
Accounts Payable	189,393.47	213,985.47	111,195.09	78,198.38	70.33%
Accrued Payroll	172,047.80	158,713.80	145,379.80	26,668.00	18.34%
Accrued Retirement	68,574.59	61,986.57	56,590.42	11,984.17	21.18%
Payroll Liabilities	<u>11,988.49</u>	<u>7,192.97</u>	<u>3,636.63</u>	8,351.86	229.66%
Total Current Liabilities	442,004.35	441,878.81	316,801.94	125,202.41	39.52%
Long Term Liabilities					
457b Retirement	<u>9,455.82</u>	<u>14,828.93</u>	<u>20,295.66</u>	(10,839.84)	-53.41%
Total Long Term Liabilities	<u>9,455.82</u>	<u>14,828.93</u>	<u>20,295.66</u>	(10,839.84)	-53.41%
Total LIABILITIES	<u>451,460.17</u>	<u>456,707.74</u>	<u>337,097.60</u>	114,362.57	33.93%
<b>NET ASSETS</b>					
Fund Balances					
Net Assets at Beginning of Year	3,770,658.13	3,770,658.13	2,010,268.81	1,760,389.32	87.57%
Current Net Assets(Liabilities)	<u>(95,232.73)</u>	<u>(91,817.29)</u>	<u>1,760,389.32</u>	(1,855,622.05)	-105.41%
Total NET ASSETS	<u>3,675,425.40</u>	<u>3,678,840.84</u>	<u>3,770,658.13</u>	(95,232.73)	-2.53%
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>	<u>4,126,885.57</u>	<u>4,135,548.58</u>	<u>4,107,755.73</u>	19,129.84	0.47%

Health Services of North Texas, Inc.  
Statement of Operations  
From 2/1/2016 Through 2/29/2016

	Current Month	Last Month (1/01/2016 - 1/31/2016)	Current YTD	Prior YTD	FY2016 Budget	YTD Difference	Total Budget Percent
<b>Patient Revenue</b>							
Net Patient Rev	442,194.31	367,325.74	809,520.05	508,482.00	6,423,724.00	301,038.05	12.60%
Uncollectible	<u>(45,450.15)</u>	<u>(8,038.55)</u>	<u>(53,488.70)</u>	<u>0.00</u>	<u>(43,779.00)</u>	<u>(53,488.70)</u>	<u>122.18%</u>
Total Patient Revenue	396,744.16	359,287.19	756,031.35	508,482.00	6,379,945.00	247,549.35	11.85%
<b>Other Revenue</b>							
Grants	308,331.12	316,479.22	624,810.34	905,863.74	5,388,191.00	(281,053.40)	11.60%
Other	<u>13,064.49</u>	<u>11,986.19</u>	<u>25,050.68</u>	<u>47,787.57</u>	<u>771,881.00</u>	<u>(22,736.89)</u>	<u>3.25%</u>
Total Other Revenue	321,395.61	328,465.41	649,861.02	953,651.31	6,160,072.00	(303,790.29)	10.55%
<b>TOTAL Revenue</b>	<u>718,139.77</u>	<u>687,752.60</u>	<u>1,405,892.37</u>	<u>1,462,133.31</u>	<u>12,540,017.00</u>	<u>(56,240.94)</u>	<u>11.21%</u>
<b>Expenses</b>							
Personnel	431,376.53	453,838.52	885,215.05	723,692.34	7,514,513.00	161,522.71	11.78%
Medical Services	125,580.73	77,079.60	202,660.33	128,312.65	1,431,000.00	74,347.68	14.16%
Patient Care	57,315.37	51,609.97	108,925.34	94,837.03	698,150.00	14,088.31	15.60%
IT	37,150.38	39,285.85	76,436.23	50,677.98	672,605.00	25,758.25	11.36%
Occupancy	30,737.73	63,360.30	94,098.03	52,238.17	447,400.00	41,859.86	21.03%
Operating Costs	<u>94,420.12</u>	<u>94,395.65</u>	<u>188,815.77</u>	<u>151,192.17</u>	<u>1,662,930.00</u>	<u>37,623.60</u>	<u>11.35%</u>
Total Expenses	<u>776,580.86</u>	<u>779,569.89</u>	<u>1,556,150.75</u>	<u>1,200,950.34</u>	<u>12,426,598.00</u>	<u>355,200.41</u>	<u>12.52%</u>
<b>Operating Income (Loss)</b>	<u>(58,441.09)</u>	<u>(91,817.29)</u>	<u>(150,258.38)</u>	<u>261,182.97</u>	<u>113,419.00</u>	<u>(411,441.35)</u>	
<b>Capital Activity</b>							
Capital Revenue	67,025.65	0.00	67,025.65	0.00	74,000.00	67,025.65	90.58%
Capital Expense	<u>12,000.00</u>	<u>0.00</u>	<u>12,000.00</u>	<u>0.00</u>	<u>74,000.00</u>	<u>12,000.00</u>	<u>0.00%</u>
Total Capital Activity	55,025.65	0.00	55,025.65	0.00	0.00	55,025.65	0.00%
Capital Assets	<u>55,025.65</u>	<u>0.00</u>	<u>55,025.65</u>	<u>0.00</u>	<u>0.00</u>	<u>55,025.65</u>	<u>90.58%</u>
Net Assets	<u>(3,415.44)</u>	<u>(91,817.29)</u>	<u>(95,232.73)</u>	<u>261,182.97</u>	<u>113,419.00</u>	<u>(356,415.70)</u>	

Health Services of North Texas, Inc.  
 Financial Ratios  
 February 2016

	FY2016 Goals	Fiscal Year 2016	Fiscal Year 2015
Quick Ratio Current Assets/Current Liabilities	9:1	6.9 :1	9.7 :1
Debt/Equity Total Liabilities/Total Net Assets	13.0%	12.0%	8.4%
Working Capital to Expense Ratio CA/CL divided by Expense/# month in Period	3 : 1	3.4 : 1	3.9 : 1
Long Term Debt to Equity Ratio	10.0%	7.0%	6.9%
Percentage of Admin & Fundraising	9.0%	8.0%	6.6%
Number of Days - Cash	61	82	98
Accounts Receivable Days (Medical AR Collection Period)	50	18	19
Change In Net Assets to Expense (Net Assets/Total Expense)	3.0%	-6.1%	20.5%
Cash Flow	1.5%	-6.9%	117.5%
Cost per Employee this month	TBD	\$5,592.34	\$7,969.48
Cost per Employee YTD	TBD	\$11,141.93	\$63,998.72
Average Hourly Rate YTD	TBD	\$34.23	\$32.56
		<b>FY2016 YTD</b>	<b>FY2015</b>
Cost Per Medical Encounter * <sub>6,421</sub>		\$195.06	\$199.06
Cost Per Medical Patient * <sub>4,555</sub>		\$287.06	\$670.99

\* Cost per Medical Encounter and Patient are currently calculated using only Direct Medical expense cost centers, Administrative and Development costs. Currently the decision is to maintain this calculation until further information is gathered to determine if HSNT should include enabling services such as transportation and financial assistance programs.



**Health Services of North Texas, Inc.**

## Statement of Cash Flows

As of 2/29/2016

	<u>Current Period</u>	<u>Current Year</u>	<u>Prior Year YTD</u>
Cash Flows from Operating Activities			
Medicaid	236,136.14	478,512.05	101,378.41
Medicare	21,949.46	26,928.27	3,445.83
Private/Commercial	9,764.44	14,146.75	5,067.19
Self Pay	31,662.00	73,703.78	68,430.32
Program Income	69,781.27	70,164.10	3,233.00
Grants	387,797.59	610,192.19	896,016.64
Receipts from Contributors	17,178.32	33,248.15	55,781.46
Change in Inventory	3,768.40	2,822.85	2,361.26
Interest Received	52.84	135.87	6.11
Payments to Employees & Suppliers	<u>(787,347.59)</u>	<u>(1,440,927.86)</u>	<u>(1,130,062.06)</u>
Total Cash Flows from Operating Activities	<u>(9,257.13)</u>	<u>(131,073.85)</u>	<u>5,658.16</u>
Cash Flows from Capital Activities			
Capital Activity/Disposal of Assets	<u>35,942.05</u>	<u>(25,446.09)</u>	<u>2,423.36</u>
Total Cash Flows from Capital Activities	<u>35,942.05</u>	<u>(25,446.09)</u>	<u>2,423.36</u>
Beginning Cash & Cash Equivalents			
	<u>2,092,048.05</u>	<u>2,275,252.91</u>	<u>1,045,644.53</u>
Ending Cash & Cash Equivalents	<u>2,118,732.97</u>	<u>2,118,732.97</u>	<u>1,053,726.05</u>



**Strategic Initiatives /Development Department  
March 16, 2016 Board Meeting**

**1. New Corporations/businesses**

With change of personnel, Kroger has reaffirmed support of PCMC & HSNT through event sponsorship and support.

**2. Services Initiative Grant:** Reuter Foundation of Plano has funded a Case Manager to be integrated into PCMC operations. This person, through separate funding will spend half of their time at DMC. A highly qualified, bi-lingual individual has been hired and starts March 15.

**3. Dental initiative PCMC:** while still waiting on the grant request decision ( May ?), the founder/CEO of Rodeo Dental has committed to helping with operatory design as soon as the grant is officially awarded. Rodeo has already worked to provide some equipment and software.

**4. Board Help Need:** We hope in April to begin receptions for 2016 nominees. Please consider hosting a short, early evening reception at your home.

**5. Other Event News:** Kristi Nelson, NBC 5 News Anchor will be the Master of Ceremonies at Cuisine For A Cure.

**6. Dates**

- **April 3, 2016: Cuisine For A Cure, Shops At Legacy.** (Tickets are available to purchase online)
- **Early October, 2016: Hearts & Heroes.**
- **October 7, 2016: 1<sup>st</sup> Annual HSNT Sporting Clays Fundraiser** (lead by Foundation Board)

**7. Grants: Submitted/new:** Since last board meeting: 4 total/1 new funder. (representing YTD 10 total/6 of which are new funders.)

**8. Grants to Be Voted on:**

- |                               |                            |           |
|-------------------------------|----------------------------|-----------|
| • Denton County Commissioners | General Medical visits     | \$125,000 |
| • United Supermarkets Corp.   | General Medical visits     | \$1,500   |
| • Lennar Foundation           | DMC (more than med. Rm)    | \$5000    |
| • Communities Found. Of TX.   | Medical Gen Op. Donor list | \$50,000  |
| • Walmart Community Grant     | Outreach (Plano)           | \$2,500   |
| • Walmart Community Grant     | Outreach (Denton)          | \$2,500   |

**HSNT Grants Update March 2016**

**Submitted/Pending**

Toyota USA Grant	PCMC	\$15,000	March
Garland D. Rhoads Found	PCMC	\$1,185	March



Light Charitable Trust	DMC (pediatrics)	\$9,787	March
Craig and Kathryn Hall Found	DSC	\$2,000	March
B.B. Owen Trust	PCMC	\$15,000	March
BB&T Bank	General Medical	\$10,000	April
Northwood Woman's Club	PCMC	\$20,000	March
Lockheed Martin Charity Fund	Medical Center (labs)	\$5,000	April
UW Denton Co.	Med Center/BH	\$87,000	April
Ed Rachal Foundation	Women's Clinical	\$5,000	April
Overlake Foundation	Medical Center (PAP)	\$5,000	November
UW Dallas	PCMC (pediatrician)	\$120,000	June

- HSNT approved for site visit, to be held on March 31<sup>st</sup>

Andrea-Mennen Foundation	WCMC (More than Med Rm)	\$10,000	April
BNSF Foundation	Women's Clinical (labs)	\$5,000	March
Kimberly Clark Foundation	PCMC (diapers)	\$3,000	April
Dental Grant	PCMC	\$350,000	June
Fannie & Stephen Kahn	DMC (flu shots)	\$3,000	April
Collins Foundation	DMC (flu shots)	\$5,000	April
Dekelboun Foundation	PCMC (beds+ laptops)	\$6,100	May
Geico Foundation	General Operating	\$4,000	May
City of Lewisville	DMC (med visits)	\$5,000	July
Dallas Women's Foundation	Women's Clinical (visits)	\$30,000	June

#### Decisions

Junior League of Collin Co.	Pediatrics	\$995	Awarded
HIT Fund	Women's Clinical	\$15,000	Declined
My Macy's District Grants	Women's Clinical	\$7,500	Declined
Grande Communications Grant	Nutrition	\$2,800	Awarded
RGK Foundation LOI	PCMC	\$25,000	Declined
Texas Health Resources	Medical	\$1,000	Awarded
Comerica	Medical Center	\$10,000	Declined
The Meadows Foundation	PCMC	\$33,570	Declined
Hoblitzelle Foundation	Medical	\$12,532	Declined
Horace C. Cabe Found	DSC	\$9,000	Declined
Lupe Murchison Found	PCMC	\$20,000	Declined
Health Infrastructure Invest.	Medical Center	\$1,000,000	Awarded
Gil and Dody Weaver Found	Medical	\$5,000	Declined
Hillcrest Foundation	Women's Clinical	\$25,000	Declined
TJX Foundation	Pediatrics	\$5,000	Declined
Denton Benefit League	DMC (equipment)	\$7,599.21	Awarded
Eugene McDermott Found	Women's Clinical	\$10,000	Declined
Reuter Family Foundation	PCMC (Care Mgr)	\$18,000	Awarded
Flow Foundation	DMC (call center rep)	\$26,520	Declined

Leland Fikes	Mental Health	\$10,000	Declined
Pfizer Charitable Contributions	DMC	\$3,000	Declined
Thomas Foundation	PCMC	\$5,000	Awarded
McKinney CSG	PCMC (equipment/supplies)	\$3,697	Awarded
American Heart Assoc.	DMC (LVN)	\$95,000	Declined
Texas Health Presby	PCMC	\$1,500	Awarded
Elizabeth Taylor AIDS Foundation	Transportation	\$10,000	Declined
Union Pacific Foundation	Medical	\$5,000	Declined
Orix Foundation	CCC/PCMC	\$5,000	Awarded
WHFPT Grant	Outreach	\$6,350	Awarded
Nordstrom	Nutrition	\$5,000	Awarded
City of Plano Program Support submit	Pediatrics (supplies)	\$5,710	Decided not to
City of Denton HS	DMC (medical visits& PAP)	\$31,180	Recommended
Moran Foundation	PCMC	\$5,000	Declined

**Pipeline/To Be Submitted (\* to be voted on)**

*Denton County Commissioners	Medical (visits)	\$125,000	April
*United Supermarkets Corp.	Medical (visits, Denton)	\$1,500	April
*Lennar Foundation	DMC (More than Med Rm)	\$5,000	March
*Communities Foundation of TX	Medical (Gen Operating)	\$50,000	April
*Walmart Community Grant	Outreach (Plano)	\$2,500	March
*Walmart Community Grant	Outreach (Denton)	\$2,500	March
Rough Riders Foundation	Outreach	\$750	March
Rayzor Ranch Foundation	Outreach	\$2,000	March
Fidelity Foundation	PCMC	\$48,750	March
Alan Neustadt Charitable Trust	Medical Center	Tbd	May
CoServe Foundation	Gen Medical	\$20,000	Tbd
Low Foundation	Women's Clinical	Tbd	Tbd
Cathay Bank	PCMC	\$5,000	Aug
Luse Foundation	Medical Center	\$5,000	December
Wellpoint Foundation	Medical Center	Tbd	Tbd
Rees Jones	Tbd	Tbd	Tbd

**Declined:**

- Moran Foundation-they were low on funds by time of our submission. Advised to resubmit earlier 2016.
- Comerica- Standard email. Requested additional information to determine reason for decision.
- Meadows Foundation- stated for us to reapply when the integrated care model is truly in place and the program is past pilot stage.
- Hoblitzelle Foundation- Requested additional information to determine reason for decision.
- Horace C. Cabe Foundation- Requested additional information to determine reason for decision.

- Lupe Murchison Foundation- Decline in oil and gas prices and existing commitments..
- Leland Fikes Foundation: Received standard letter. Requested additional information to determine reason for decision.
- Pfizer Charitable Foundation: Received standard email. Requested additional information to determine reason for decision
- American Heart Assoc. SW Affiliate: Received standard letter. Requesting additional information to determine reason for decision.
- Elizabeth Taylor AIDS Foundation: Received standard email. Requested additional information to determine reason for decision.
- Union Pacific Foundation: Received standard letter. Requested additional information to determine reason for decision.

Health Services of North Texas Governing Board Meeting  
 Chief Executive Officer Report  
 March 2016

Total HSNT Data	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Total Medical Patient</b>	2407	2595											4555	14,500	31%
Total Medical/MH Visits	3140	3269											6409	40,000	16%
<b>Total New Patients</b>	590	531											1121	3700	30%
<b>Medical Center- 4310 Mesa- Denton</b>	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Total Medical Patient</b>	1023	1178											2109	5,900	36%
Total Medical/MH Visits	1322	1394											2716	15,230	18%
<b>Total New Patients</b>	303	270											573	1800	32%
<b>Denton South Center</b>	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Total Medical Patient</b>	598	599											1038	4,000	26%
Total Medical Visits	885	898											1783	12,910	14%
<b>Total New Patients</b>	128	123											251	700	36%
<b>PCMC/WCMC</b>	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Total Medical Patient</b>	736	772											1321	4501	29%
Total Medical Visits	857	902											1759	15,233	12%
<b>Total New Patients</b>	157	136											293	1000	29%
<b>Medical Center - 2540 - Collin County</b>	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Total Medical Patient</b>	50	46											87	203	43%
Total Medical Visits	50	52											102	1,300	8%
<b>Total New Patients</b>	2	2													
Mental Health Visits	26	23													
<b>Payer Mix - Visits</b>	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	YTD	Goal	Goal YTD
<b>Commercial</b>	5%	5%											5%	5%	
Grants	5%	4%											5%	5%	
<b>Medicaid</b>	44%	45%											44%	45%	
Medicare	6%	7%											6%	5%	
<b>Self/Slide</b>	40%	39%											40%	40%	
<b>Total</b>	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	

Health Services of North Texas Governing Board Meeting  
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**Follow up on Nutrition Center:**

The majority of our food dollars come from Dallas County Health and Human Services. They requested that we keep the program running through March in order to spend down most of the current grant dollars as they would not be able to reallocate them. Our team worked together to accomplish this and we are scheduled to transition this service to the community later this month after expending the grants.

**Direct Relief:**

We received a year-end report from Direct Relief, a supply distribution program to free and charitable clinics, documenting their total support to **Health Services of North Texas** in 2015. Between January 1, 2015, and December 31, 2015, Direct Relief provided our sites with 7 shipments of medicine and medical supplies valued at **\$209,940.94** (wholesale).

**Integrated Behavioral Health:**

We have exceeded 5,000 depression screens! This is a great milestone for the program and for our patients. This initiative started as a Medicaid 1115 Waiver program in partnership with UT Southwestern and will be sustainable after the project period is complete.

**FQHC Scope:**

The following information is to share information when considering if/when to include Collin County HIV Center in our FQHC designation.

As identified in the strategic plan, we are evaluating expanding our FQHC designation to include our Collin County HIV service center. All other sites added to our original grant required documentation that they were sustainable without additional federal grant dollars. The Collin County center will need additional staff and resources to bring it up to FQHC service standards if our goal is to make it full service primary care (more than HIV care). While attending a conference last week, I was able to discuss this issue with our health center support team from Texas Association of Community Health Center (TACHC). They encouraged me to document the need for access to affordable medical care and consider writing the New Access Point (NAP) that will be released later this year. If awarded, this is additional grant revenue to support and develop services in Collin County. It will also significantly add to our patient and service requirements. We are focused on the needs assessment and will make recommendations to the board regarding this opportunity.

**Financial resources:**

There are numerous demands on our financial reserves. Everything from planned facility maintenance to IT needs to construction cost before campaign dollars are raised. All of these decisions potentially impact our operating reserve goal. The board should address the strategic approach and fundamental decision regarding investing our reserves in opportunities to move forward with activities to enhance our ability to serve the community.

**Facilities:**

One component of decision is whether to add space now to accommodate our growing staff and patient base. Appropriate space for staff and patients to optimize workflow and efficiency is the end goal when considering facility and location. Using oversized floor plans and tangible items representing staff, an

Health Services of North Texas Governing Board Meeting  
Chief Executive Officer Report  
March 2016

interdisciplinary team reviewed our current space on Mesa Drive (our most crowded area). Their goal was to determine if the current space was adequate in the short term or if we needed to add another location and if so, what services should it house. Free flowing ideas and input resulted in identifying the key issues and potential solutions. Outcome:

- Current space is best option until new facility is complete
- Renovation to 4308 will allow more useable space (in bid process now)
- Focus on staff appreciation and recognition- working together in tight space until new building
- Maintenance and organization to enhance efficiency

***Infrastructure Grant:***

The federal government approved our architecture plans for the new building! We are preparing the construction Request for Proposal (RFP) and will release it to the public soon. As part of the RFP we need to designate a start date for construction which is expected to take 12 months. Our internal time line calls for construction to begin no later than September 2016. There will be more discussion on this topic at the board meeting as it ties to the capital campaign and cash flow.

***IT:***

Our decision to invest in internal staff person to evaluate and to position HSNT to achieve our strategic goals related to quality, access, security and compliance, and efficiency has produced a benefit to both staff and patients. You will hear some of the recommendations and finding of the IT assessment at the board meeting. Many of the recommendations will result in financial investment, both immediately (not budgeted) and planned expenditures.

***Capital Campaign:***

Thank you to those who attended the February 24<sup>th</sup> meeting where the feasibility study results were presented. Copies of the report will be available at the board meeting. I will be presenting options for moving forward with raising the money needed for phase 1 and phase 2 of the building project.

***Staffing:***

Building our provider base. We have identified a family nurse practitioner and pediatric nurse practitioner to work in our Denton facilities. I expect them to accept our offer of employment which will round out the team. We have secured a pediatric nurse practitioner (Spanish speaking) for Plano Children's Medical Clinic. She will start in May and will support the team there, as Dr. Lao is now working part time.

**Information:**

Board Retreat

Thank you for your support,

Doreen Rue, CEO







# Quality Management Committee Meeting Minutes

Health Services of North Texas

Meeting Facilitator: Deb Ivy-Sanderson

Meeting Date: 2/26/2016

Time: 3:12 PM

Adjourn: 5:04 PM

Location: HSNT HQ

Attendees: Deb Ivy-Sanderson, Pam Barnes, Mari Bailey, Louise Weston-Ferrill, Kayla Whitworth, Erika Washington, Anna Contreras, Hector Ramos, Christopher Redden,

Absences: Suzan Stambaugh, Darlene Weingart, Dr. T. Moore

### **Agenda Item #1: Roll Call and Acceptance of Minutes**

Deb Ivy-Sanderson started the meeting at 3:12 pm and performed Roll Call. Minutes from previous QI Committee meeting were approved.

### **Agenda Item #2: Risk Management (RM) Committee Report (Kayla W.)**

- RM Committee reports 2 meetings were held this month.
- New Risk Management forms to be put on HSNT (S) drive. Jeanne to send out training information to staff.
- Discussed adding trends to Risk management report and a spot for open discussion items.
- Discussed AMA form, providers to decide how best to implement this form, QM suggested guidelines be put in place as to when to use, when not to use this form. Final draft to come back to QM for approval.
- Discussed implementing a Forms Committee to formalize and standardize the form development/implementation process
- Discussed need for a Forms Manual to be created for each site
- Point made that all HSNT forms should be numbered for tracking and updating purposes. Christopher to send out an email to staff re: do not develop any forms and inform staff as to the form request/approval process.
- Revised Incident report form has been implemented, staff training has begun.
- Pam to contact CCC property re: removal of bushes from back of building.
- Karishma to develop employee health policy. Discussion about employees obtaining health care at HSNT and possible HIPAA as well as other concerns.
- Mari to train staff as to finger stick policy.
- HIPAA training to begin by site
- Signage for open carry gun laws is being investigated, update to be given at March QM meeting. This includes signage regarding open carry, employee handbook revisions and employee education.

### **Agenda Item #3: Peer Review (PR) Committee Report (Louise W-F)**

- Discussed training needs for importing problem list from previous visit. Trend identified: Diagnostic tests, specifically abnormal labs were not being documented as having been discussed with patients.
- Trend identified: HPI does not address the chief complaint.
- Discussion occurred around supervisors being able to see their own peer review scores, is this consistent with ECRI recommendations. Louise/Suzan will meet and report at March meeting re: what HSNT policy will be.
- Peer Review Committee contacted Pediatric Providers for input/recommendations on Peer Review Form. Peer Review Form to be assessed in May, 2016
- Peer Review Committee recommended Suzan discuss goals of peer review with D. Sharkey. Suzan to provide verbal report at next QM meeting, this item is pending.
- Deb to investigate other agencies Peer Review Forms and their review process.
- Committee to pick a random chart and ask providers on committee to review to assess consistency across reviewers.

- Year end 2015 HSNT Agency wide score: 4.66 January HSNT Agency wide score: 4.86
- At March meeting, Deb will report on January peer review scores across measures for Medical providers and advise on training needed.

**Agenda Item #4: Review of Performance Measures/Clinical Measures (Suzan S)**

- No report given

**Agenda Item #5: Review of Areas of Concern/Trends Identified Problems (QM Committee Members)**

- Mari and Suzan to report findings of research re: legal and policy implications regarding unvaccinated children. Suzan discussed provider concerns about unvaccinated children. Stated care cannot be denied. Scheduling options for this population were discussed. This item is pending provider input.
- Anna reported on No-Shows by site, discussion of trends at DSC and no-shows.
- Christopher reported that a possible new phone system will allow text appointment confirmation.
- Plan to analyze no-show by site, Jan, Feb, March. PDSA to follow. Suzan to let PCMC/WCMC site manager know
- Noted that vaccine exemption form needed. Mari to research possible format for form.
- Discussion of trends at DSC and no-shows.
- Christopher to email providers and site leaders to immediately cease taking a picture of a body part of a patient. No pictures will be taken or sent by HSNT or personal devices. Providers to discuss HIPAA and procedure/consent re: taking pictures of parts of body to send to referrals.

**Agenda Item #6: Review of Safety: (Darlene W)**

- Pending: Anna will report on TB policy for all sites. Mari to review TB policy and discuss with Dr. Moore for his input.
- Pending: Darlene has not completed the evacuation plan for DSC. Map has been obtained for suite, Darlene to enlarge, Christopher will help with project. Darlene will contact Teri for a volunteer to produce SDS binders however this has been pushed out to March due to need for volunteers for archiving project.
- Pending: Darlene to get standards on emergency exits
- Christopher discussed his research on OSHA compliant door locks. Darlene to identify which doors need to be changed and are they ADA compliant. Darlene to give QM a report on number of doors to be changed by April QM meeting. Pam B. to check on landlord requirements.

**Agenda Item #7: Review of Financial Measures: (Pam B)**

- Pam discussed financial ratios and reports that HSNT is financially healthy.
- Days in cash is good
- AR days good
- Cost per medical Encounter going down which is good
- Cost per medical patient increased, will watch
- Discussed option to send out electronic statements to patients, policy

**Agenda Item #8: Training for QM Committee Members**

- Anna to train staff on Active Shooter protocol in March/April for all HSNT sites.
- Christopher to email staff re: Rosetta Stone Spanish Language course for staff.

**Agenda Item #9: Other Items**

- Approved adding Stephanie Petroff to QM committee

Next Meeting Date: March 18, 2016 Time: 3:00-4:30pm

Signature  Date 03-11-2016

Approved  Date 3/11/2016



Quality Improvement Committee Monthly Report  
Health Services of North Texas

February 2016

QM Meeting held on 1/22/16
<b>Risk Management Committee</b> New risk management report has been adopted. It follows the Just Culture Model.
<b>Peer Review Committee</b> Question came up – should supervisor see the employees peer review? This is being investigated.
<b>Clinical Measures</b> Uniform Data System report for 2015 was submitted today. This is the quality report on clinical and financial annual report to HRSA. Our reviewer will contact us with any questions and we will notify the BOD when it is complete.
<b>Training</b> When reviewing clinical measure on Hypertension there was a suggestion that the CMA staff be updated on appropriate way to take a blood pressure.
<b>Review of Safety</b> Evacuation plans are being updated. The CIO will assist the OSHA officer on a plan to make the new sites evacuation plans.
<b>Other</b> <ul style="list-style-type: none"><li>• <b>Meaningful Use</b> We have attested for 10 of the HSNT Providers for Meaningful Use Stage 1. All providers passed! It appears that we stay in Stage 1 for two years but are not eligible for incentive pay until year two. There are some major changes coming with regard to Meaningful Use. Our EHR had a webinar yesterday concerning the upcoming changes.</li><li>• <b>Incentive Goals</b> – All the providers have finished their goals and they will be turned into HR next week for review. All providers chose a quality measure as one of their goals.</li></ul>
Two new members were added to the committee. Christopher Reddin, CIO and Dr. Terry Moore.
Signature _____ Date _____



Quality Improvement Committee Monthly Report  
Health Services of North Texas

March 2016

QM Meeting held on 2/26/16

**Risk Management Committee**

An employee health policy is being developed. This will address the need to make an appointment for an employee for medical care. If an employee needs an over the counter medication, such as aspirin, this will be addressed in the policy as well.

**Peer Review Committee**

2015 Peer Review Score was 4.66 (out of 5). The January 2016 score was 4.86

**Clinical Measures**

No data available due to electronic medical record update.

**Quality Study**

A no show study was done at the Denton sites. The most significant trend was that 68% of no shows could be reached. This will be an ongoing discussion by the committee.

**Review of Safety**

Active shooter training will be conducted in March and April for all sites.

**Other**

- Rosetta Stone Spanish language course is available for staff.
- Outreach events for family planning reached approximately 340 prospective clients in the past 30 days.
- The quality initiative "Patient Centered Medical Home" components were assessed by Suzan Stambaugh. The PCMH application was reviewed to help assess needs for applying for this designation.

Signature

Date



**Health Services of North Texas  
GOVERNING BOARD OF DIRECTORS  
PERSONAL DATA FORM**

Please complete this form and return it Doreen Rue, Health Services of North Texas, 4401 N. I35, Suite 312, Denton, Texas 76207. Please note- personal information is required, data is kept confidential. If applicable, HSNT needs the board members NPI and Medicare identification numbers. This is required for Federally Qualified Health Centers to submit these numbers to CMS for informational purposes only. Please attach current resumé.

NAME: Justin Coury SS \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

If applicable: NPI #: \_\_\_\_\_ Medicare #: \_\_\_\_\_

HOME ADDRESS: 5000 Cedar Springs, Apt 103 CITY, STATE, ZIP: Dallas, TX 75235

PLACE OF BIRTH: Louisville, Ky HOME PHONE: 972-322-6845

BUSINESS ADDRESS: 3535 South I-35 E

CITY, STATE, ZIP: Denton, TX 76210 BUSINESS PHONE: 940-384-3203

E-MAIL ADDRESS: Justin.Coury@hcahealthcare.com

POSITION OR PROFESSION: Chief Operating Officer

PROFESSIONAL DESIGNATION: \_\_\_\_\_

RETIRED: \_\_\_\_\_ Yes \_\_\_\_\_ No CELL PHONE: 972-322-6845


The Board will be representative of each of the following groups. Please check the one that is appropriate to you.

- \_\_\_\_\_ **Consumer--user of medical services at HSNT at the present time**
- X  **Non-Consumer—does more than 10% of your income come from the medical field?  X  Yes \_\_\_\_\_ no**
- \_\_\_\_\_ **Consumer—plan to become a consumer of medical services**

RECENT COMMUNITY ACTIVITIES: \_\_\_\_\_  
Briefly describe the personal interest, educational background or perspective you will contribute to the HSNT.  
I would be honored to serve with such a vibrant and growth-orienting entity. I am a new leader in Denton and I am eager to give back and get involved in the community. My educational background is in Business, with a Master of Health Administration. I will contribute in operations, finance, capital planning, construction, and marketing. I am very knowledgeable in the intricacies of today's healthcare environment.

The Board of Directors of Health Services of North Texas meets on the third Wednesday of each month at 6:00 p.m. in the conference room at HSNT Headquarters, 4401 N. I35, Suite 312, Denton, Texas 76207. Please bear this in mind if you offer to serve. Attendance at the meetings is critical to the smooth operation of the Center.

If elected, I do agree to serve.

  
Signature of Nominee

3/8/16  
Date

Referred by Doreen Rue, Todd Gibson



**Health Services of North Texas**  
GOVERNING BOARD OF DIRECTORS  
**PERSONAL DATA FORM**

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NAME: Michael D Foster SS #: . . . . . DATE OF BIRTH: \_\_\_\_\_

If applicable: NPI #: \_\_\_\_\_ Medicare #: \_\_\_\_\_

HOME ADDRESS: 3911 Teal Drive CITY, STATE, ZIP: Denton, TX 76208

PLACE OF BIRTH: Denton, Texas HOME PHONE: 940-390-1396

BUSINESS ADDRESS: 1300 Fulton Street Suite 301

CITY, STATE, ZIP: Denton, TX 76201 BUSINESS PHONE: 940-387-8930

E-MAIL ADDRESS: Michael@merkicpa.com

POSITION OR PROFESSION: Accountant/Partner

PROFESSIONAL DESIGNATION: Certified Public Accountant

RETIRED: \_\_\_\_\_ Yes X No CELL PHONE: 940-390-1396

The Board will be representative of each of the following groups. Please check the one that is appropriate to you.

\_\_\_\_\_ **Consumer--user of medical services at HSNT at the present time**

X Non-Consumer—does more than 10% of your income come from the medical field? \_\_\_\_\_ Yes X no

\_\_\_\_\_ Consumer—plan to become a consumer of medical services

RECENT COMMUNITY ACTIVITIES: Treasurer of Denton Christian Preschool

Briefly describe the personal interest, educational background or perspective you will contribute to the HSNT.

I am interested in helping the Denton community any way I can. This is where my family makes our home and I want it to be the best possible community it can be. I can provide insight on financial statements, financial practices, financial activities, etc.

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If elected, I do agree to serve.

  
Signature of Nominee

03/04/16  
Date

Referred by Ray Croff



Health Services of North Texas
GOVERNING BOARD OF DIRECTORS
PERSONAL DATA FORM

Please complete this form and return it Doreen Rue, Health Services of North Texas, 4401 N. I35, Suite 312, Denton, Texas 76207. Please note- personal information is required, data is kept confidential. If applicable, HSNT needs the board members NPI and Medicare identification numbers. This is required for Federally Qualified Health Centers to submit these numbers to CMS for informational purposes only. Please attach current résumé.

NAME: Trang Dang-Le SS #: DATE OF BIRTH.

If applicable: NPI #: Medicare #s:

HOME ADDRESS: 2441 Greenspoint CITY, STATE, ZIP: Prosper, TX 75078

PLACE OF BIRTH: Viet Nam HOME PHONE: 214-563-2438

BUSINESS ADDRESS: 7005 Chase Oaks Blvd, #200

CITY, STATE, ZIP: Plano, TX 75025 BUSINESS PHONE:

E-MAIL ADDRESS: trangdangle@yahoo.com

POSITION OR PROFESSION: Managing Partner

PROFESSIONAL DESIGNATION: Realtor, GRI, GREEN

RETIRED: Yes X No CELL PHONE: 214-563-2438

The Board will be representative of each of the following groups. Please check the one that is appropriate to you.

Consumer--user of medical services at HSNT at the present time

X Non-Consumer—does more than 10% of your income come from the medical field? Yes X no

Consumer—plan to become a consumer of medical services

RECENT COMMUNITY ACTIVITIES: I'm a community advocate. Currently I'm involved with the Asian American Chamber of Commerce, both Collin and Dallas County, Asian Real Estate Association of America, Orchid Giving Circle, Cuisine for a Cure, Global Business Advisory Council, and UTD Diversity Advisory Council.

Briefly describe the personal interest, educational background or perspective you will contribute to the HSNT.

With my diverse background, I'm able to bring in a different perspective to HSNT.

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DocuSigned by: Trang Dang-Le If elected, I do agree to serve. 2/29/2016
Signature of Nominee Date

Referred by Doreen Rue & Larry Bisno