

**Governing Board Meeting
Health Services of North Texas
June 15, 2016
HSNT HQ Conference Room**

	Agenda		P.1
I.	Call to Order Introduction of Visitors	Glen McKenzie	
II.	Board Training Audit Presentation	Pam Barnes	
III.	*Consent Agenda May 2016 Board Minutes Development Department Report May 2016 Financial Meeting Minutes May 2016 Financials	Glen McKenzie	P.2 P.5 P.9 P.10
IV.	CEO Report	Doreen Rue	P.13
V.	Committee Reports Summaries		P.15
	Committee Reports		
	Development Committee *Approval of Grant applications	Randy Robinson	
	Finance Committee	Judge David Garcia	
	QM/QI Committee	Louise Baldwin	P.17
	Strategic Planning Committee	Jerry Garrett	
	Personnel Committee	Gloria Herron	
	Old Business Business/New Business	Glen McKenzie	
VI.	Important Dates and adjoun meeting HSNT Governing Board Meeting - Wed., July 20, 2016 - HSNT HQ Conf. Room 1st Annual HSNT Shooting Clays Fundraiser, Oct. 7, 2016 October 27, 2016, Hearts & Heroes	Glen McKenzie	
	* Items Requiring a Vote		



Governing Board Meeting Minutes
Health Services of North Texas
Annual Meeting

Meeting Date: 05/18/2016

Meeting: 6:03 p.m. called to order and quorum by President Glen McKenzie

Location: HSNT HQ Conference Room

Attendees: Glen McKenzie, Jerry Garrett, Herman Oosterwijk, Derrell Bulls, Clara Sanchez, Louise Baldwin, Dean Perkins, Judge David Garcia, Justin Coury, Trang Dang-Le, Michael Foster,

Regrets: Randy Robinson, Gloria Herron, Joe McCarley

Leave of Absence – Cordelia Ikegwuoha

Staff/Guests: Doreen Rue, Pam Barnes, Larry Bisno, Suzan Stambaugh, Becky Greenman

Agenda Item II: Doreen gave the Board a summary of that day's Board/Staff Retreat held in the Community Room at Denton Regional Medical Center. Pam Barnes' gave the retreat group a brief discussion on financial trends. Ideas regarding HSNT challenges and opportunities were also collected from the retreat attendees; the challenges will be addressed.

Capital Campaign training will be given by M. Gale & Associates at the Foundation Board meeting on May 25th in the Rio Grande Room at Texas Health Presbyterian Hospital. The Board meeting will begin at 6:00 p.m. Governing Board members were encouraged to attend the training.

Agenda Item III: Approval of the Consent Agenda inclusive of the April 2016 Board Minutes, April Financial Minutes, and Development Department Report. Reports are attached to these minutes.

Motion to accept: *Derrell Bulls*

Seconded: *Dean Perkins*

Motion Passed: 11-0

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

There was an action item requesting the Board's approval to submit for the New Access Point Grant in July 2016. The new access point would be for our Collin County Medical Center with expanded care at that location. The group also discussed the need to serve the Lewisville

community. With CCA reduction of services, patients do not have local access and are traveling to Denton or Dallas for services. The strategic planning committee will incorporate this need in the plan.

Motion to approve New Access Point Grant submittal: *Dean Perkins*

Seconded: *Derrell Bulls*

Motion Passed: 11-0

HSNT submitted the renewal application for FTCA. FTCA provides malpractice coverage for our providers according to their privileges and who are in FQHC scope.

The United Way is requesting HSNT Board representation on their Homelessness Initiative Steering Committee. Doreen will send out an email to the Board with further details and will communicate individually.

A copy of the entire CEO report is included in the Board packet.

Agenda Item IV: Committee Reports

Development Committee:

Grants for Approval:

*NAP	CCC	\$640,000 (per year/2 year)
*Ryan White Part B	HIV	TBD
*Ryan White Part A	HIV	TBD
*DIFFA	HIV	\$ 10,000
*ORIX Foundation	PCMC (for 2017)	\$ 5,000
*Weaver Foundation	Outreach (Prenatal books)	\$ 2,500

Motion for Approval of Grants: *Judge David Garcia*

Seconded: *Louise Baldwin*

Motion for Grants Passed: 11-0

Financial Committee – Judge David Garcia briefly went over the financials. Judge Garcia also request Board approval to open a new checking account due to fraudulent activity that was discovered by our finance department on the old account.

Motion to Approve Opening New Checking Account Passed: 11-0

Pam Barnes told the Board that the old PCMC Board was requesting that her name be placed on their bank account so that when all remaining bills were paid she would have access to the account and be able to transfer the remaining funds. After a short discussion the Board advised

against adding her name to the account. Pam will request they send her/us a check and we can pay the remaining bills.

QM/QI Committee – Suzan Stambaugh went over the QM/QI report. Working on a procedure on how to handle staff visits. New phone system is being integrated. A full copy of the report is attached.

Strategic Planning – Jerry Garrett shared Doreen’s opinion that the Strategic Planning meeting earlier in the day resulted in some areas to discuss and evaluate possibilities.

Personnel Committee – Dr. Bulls presented three files for Credentialing Approval by the Board: Sarah Gibbons – PNP, Kelly Garcia – PNP, Jennifer Nuspel – FNP

Motion to approve Sarah Gibbons’ Credentialing File: 11 – 0

Motion to approve Kelly Garcia’s Credentialing File: 11 – 0

Motion to approve Jennifer Nuspel’s Credentialing File: 11 – 0

Agenda Item V: Old Business/New Business – None

Agenda Item VI: Important Dates:

HSNT Governing Board Meeting – Wed., June 15, 2016, HSNT HQ Conference Room

Early October 2016, Hearts & Heroes

1st Annual HSNT Shooting Clays Fundraiser, Oct. 7, 2016

October 20, 2016 (tentative) Hearts & Heroes

Meeting adjourned at 7:00 p.m.

Board Secretary Approval _____ Date _____

Board President Approval _____ Date _____



**Strategic Initiatives /Development Department
June 15, 2016 Board Meeting**

1. **3 Current Focus Areas:** Capital Campaign, Preparation for implementation of Dental Program if grant awarded; FQHC NAP for Collin County.
 - a. **Capital Campaign**-Cabinet being formed around campaign chairs. Materials being developed now to recruit new members and that can be used for one-on-one meetings.
 - b. **Dental Program PCMC:** 2 Dentists have been interview, and work plan developed with senior leadership team prepared and readied if Notice of Award is prepared. 120 days for implementation.
 - c. **New Access Point:** two part grant application which is using significant people resources (planned for) underway. Last piece due July 14th, 2016.
2. **Strategic Partnership:** Chelsey Davis, *Channel 11 CBS* and Brandon Hamilton, *Channel 8 ABC* will be meeting with Rue/Bisno and learning about Capital Campaign and PCMC while meeting at Sterling Barnett Little architects.
3. **Project 4304:** Through the AE firm and Civil Engineer, still working with the City of Denton planning board to acquire final approval on site plans. Goal is to release General Contractor RFP, once city permits are obtained, in July 2016. Plans addressing last questions submitted May 23, 2016 to City of Denton.
4. **Staffing for Capital Campaign and Annual Fund Program:** 3 possible candidates for new position have been identified and had initial screening. In person interviews being set weeks of June 6 and June 12.
5. **Dates**
 - **October 27, 2016: Hearts & Heroes.**
 - **October 7, 2016: 1st Annual HSNT Sporting Clays Fundraiser** (lead by Foundation Board)
6. **Grants: Submitted/new:** Since last board meeting: 8 total/4 new funder. (representing YTD 32 total/ 14 of which are new funders.). Right on targeted submissions.
7. **Grants to Be Voted on:**

*Gaston Episcopal Foundation	Denton sites (uninsured visits)	\$10,000
*Anderson Foundation	PCMC/WCMC (More than Med Rm)	\$5,000
*Perot Foundation	WCMC (bilirubin)	\$7,000

HSNT Grants Update June 15, 2016

Submitted/Pending

Toyota USA Grant	PCMC	\$15,000	March
Light Charitable Trust	DMC (pediatrics)	\$9,787	July
Craig and Kathryn Hall Found	DSC	\$2,000	July
B.B. Owen Trust	PCMC	\$15,000	July
Lockheed Martin Charity Fund	Medical Center (labs)	\$5,000	August
Overlake Foundation	Medical Center (PAP)	\$5,000	November
UW Dallas	PCMC (pediatrician)	\$120,000	June
Dental Grant	PCMC	\$350,000	June
Collins Foundation	DMC (flu shots)	\$5,000	July
Dekelbourn Foundation	PCMC (beds+ laptops)	\$6,100	July
Geico Foundation	General Operating	\$4,000	July
Denton County Commissioners	Medical (visits)	\$125,000	August
Lennar Foundation	DMC (More than Med Rm)	\$5,000	July
Communities Foundation of TX	Medical (Gen Operating)	\$50,000 (to be listed in Giving Guide)	September
Walmart Community Grant	Outreach (Plano)	\$2,500	June
Walmart Community Grant	Outreach (Denton)	\$2,500	June
Rayzor Ranch Foundation	Outreach	\$2,000	June
Lightner Sams Foundation	PCMC/WCMC (bilirubin)	\$6,300	June
Ryan White Part B	HIV	\$319,266	September
Ryan White Pt. A	HIV	\$779,223	October
DIFFA	HIV	\$10,000	August
Orix Foundation	PCMC (for 2017)	\$5,000	November
Weaver Foundation	Outreach (Pre-natal Books)	\$2,500	September
Texas Motor Speedway	DMC, DSC, DO (furniture, books, TV's, games for Peds)	\$15,620	November
Cathay Bank	PCMC (gen operating)	\$5,000	August
Alan Neustadt Charitable Trust	DMC (flu shots)	\$1,000	December

Decisions

Leland Fikes	Mental Health	\$10,000	Declined
Thomas Foundation	PCMC	\$5,000	Awarded
McKinney CSG	PCMC (equipment/supplies)	\$3,697	Awarded
Texas Health Presby	PCMC	\$1,500	Awarded
Union Pacific Foundation	Medical	\$5,000	Declined
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	<i>Recommended</i>

Moran Foundation	PCMC	\$5,000	Declined
Garland D. Rhoads Found	PCMC	\$1,200	Awarded
BNSF Railway Foundation	Women's Clinical (labs)	\$5,000	Declined
BB&T Bank	General Medical	\$5,000	Awarded
Northwood Woman's Club	PCMC	\$20,000	Declined
Ed Rachal Foundation	Women's Clinical	\$5,000	Declined
Kimberly Clark Foundation	PCMC (diapers)	\$11,000 (donation)	Approved
United Supermarkets Corp.	Medical (visits, Denton)	\$1,500	Denied
Fannie & Stephen Kahn	DMC (flu shots)	\$3,000	Denied
Andrea-Mennen Foundation	WCMC (More than Med Rm)	\$10,000	Denied
Dallas Women's Foundation	Women's Clinical (visits)	\$29,500	Approved
TransAmerica	PCMC (gen operating)	\$2,500	Approved
City of Lewisville	DMC (med visits)	\$7,865	<i>Recommended</i>
UW Denton Co.	Med Center/BH	\$50,000	Awarded

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

*Gaston Episcopal Foundation	Denton sites (visits)	\$10,000	June
*Anderson Foundation	PCMC/WCMC (More than Med Rm)	\$5,000	June
*Perot Foundation	WCMC (bilirubin)	\$7,000	July
NAP	CCC	\$650,000	June
Change in Scope	Intrapartum Care (DSC- update service type)		May
Change in Scope	Substance Abuse (DMC- update service type)		June
Change in Scope	Translations (All sites-update service type)		June
Rough Riders Foundation	Outreach	\$750	July
Fidelity Foundation	PCMC	\$48,750	May
CoServe Foundation	Gen Medical	\$20,000	June
Lowe Foundation	Women's Clinical	Tbd	Tbd
Luse Foundation	Medical Center	\$5,000	December
Wellpoint Foundation	Medical Center	Tbd	Tbd
Rees Jones	Tbd	Tbd	Tbd

Reason's for Denied Submissions

- United Supermarkets- denied. Received standard email. Store has already committed funds to specific organizations
- 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.
- BNSF Railway- The focus of the foundation's interests has generally shifted in the direction of environmental issues such as sustainability and conservation across its 28-state network. The resources available to the Foundation are limited, it is not able to respond positively to all of the opportunities that are submitted.



**Finance Committee
Meeting Minutes**

Meeting Facilitator: Judge Garcia
Meeting Date: May 17, 2016
Time: 7:30 a.m.
Location: HSNT HQ Conference Room

Attendees: Judge Garcia and Dr. Bulls
Staff Present: Pam Barnes and Doreen Rue
Regrets: Glen McKenzie

Agenda Item I: Review April 2016 minutes for approval
Motion to accept: Dr. Bulls
Seconded: Judge Garcia
Motion Passed: 2-0

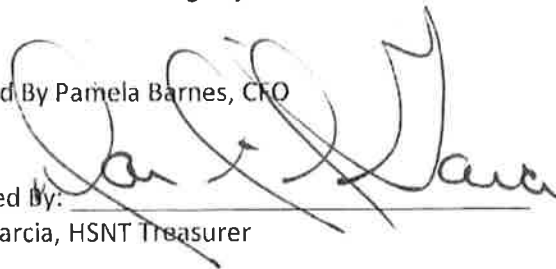

Agenda Item II: Billing and Collections Update
Committee discussion on current year write off is estimated to be \$40,000 of patient guarantor balances.

Agenda Item III: Review April 2016 Financials
HSNT is maintaining above 60 days in cash as we add additional medical staff to meet the growing need for medical care services in the communities we serve. Although, we are slightly below our patient year to date target, this is expected and budgeted for. We expect to meet our patient service goals as the new medical teams learn HSNT systems.

The committee also discussed the Ryan White contract renewal delays which represents 14% of HSNT budget beginning March 1st. HSNT wrote and was awarded a five year contract that renews yearly and March 1st was the third year of this process. Dallas County Health and Human Services (DCHHS), the awarding entity of Ryan White funds, forwarded a partial notice of award of approximately 50% of our renewal budget. Awarded agencies are now required to submit a full request for proposal (RFP) for the remaining balance. HSNT should have access to the current award within 6-8 weeks and will be allowed to “back-bill” for services to March 1st. The RFP is due in June and this process could take 2 to 4 months. HSNT expects level funding and we believe a pending lawsuit DCHHS is involved with concerning the administration of these funds is the cause for this delay.

Agenda Item IV: Discussion on potential Finance Committee members
The committee discussed several current board members that would be fit for the finance committee. Michael Foster, CPA will be added and attend the next Finance Committee meeting

Agenda Item V: Meeting adjourned at 8:30 a.m.

Prepared By Pamela Barnes, CFO

Approved By: 
Judge Garcia, HSNT Treasurer

Health Services of North Texas, Inc.
Statement of Financial Position
As of 5/31/2016

	Current Period	Last Month	Prior Year End	\$ Chge	% Chge
ASSETS					
Current Assets					
Restricted - Retirement	38,035.70	31,661.21	56,590.42	(18,554.72)	-32.79%
Overnight Investment	734,839.93	942,087.75	1,353,991.86	(619,151.93)	100.00%
Operating Cash	<u>595,868.97</u>	<u>582,233.99</u>	<u>318,019.22</u>	<u>277,849.75</u>	<u>87.37%</u>
Total Current Assets	1,368,744.60	1,555,982.95	1,728,601.50	(359,856.90)	-20.82%
Other Current Assets					
Grant Receivables	537,831.12	410,853.14	577,388.59	(39,557.47)	-6.85%
Medical Receivables	288,018.52	296,948.74	230,511.49	57,507.03	24.95%
Misc. Receivables	10,000.00	0.00	10,000.00	0.00	0.00%
Deposits	14,599.50	14,599.50	14,599.50	0.00	0.00%
Inventory	<u>31,483.11</u>	<u>31,483.11</u>	<u>42,500.73</u>	<u>(11,017.62)</u>	<u>-25.92%</u>
Total Other Current Assets	881,932.25	753,884.49	875,000.31	6,931.94	0.79%
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	7,722.24	7,722.24	20,295.66	(12,573.42)	-61.95%
Fixed Assets					
Medical Equipment	47,525.06	47,525.06	41,462.89	6,062.17	14.62%
Building Improvements	121,993.56	115,243.56	107,025.56	14,968.00	13.99%
PCMC Building	635,854.00	635,854.00	635,854.00	0.00	0.00%
	7,639.00	0.00	0.00	7,639.00	100.00%
4304 Mesa Medical Center	127,572.12	118,620.34	0.00	127,572.12	100.00%
Software Applications	112,081.41	112,081.41	112,081.41	0.00	0.00%
Telephone Systems	160,331.87	122,310.74	63,524.64	96,807.23	152.39%
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>(346,122.80)</u>	<u>(339,824.68)</u>	<u>(314,436.60)</u>	<u>(31,686.20)</u>	<u>10.08%</u>
Total Fixed Assets	<u>1,158,569.17</u>	<u>1,103,505.38</u>	<u>937,206.85</u>	<u>221,362.32</u>	<u>23.62%</u>
Total Long Term Assets	<u>1,166,291.41</u>	<u>1,111,227.62</u>	<u>957,502.51</u>	<u>208,788.90</u>	<u>21.81%</u>
Total ASSETS	<u>3,963,619.67</u>	<u>3,967,746.47</u>	<u>4,107,755.73</u>	<u>(144,136.06)</u>	<u>-3.51%</u>
LIABILITIES					
Current Liabilities					
Accounts Payable	158,577.55	176,885.23	111,195.09	47,382.46	42.61%
Accrued Payroll	212,049.80	198,715.80	145,379.80	66,670.00	45.86%
Accrued Retirement	38,035.70	31,661.21	56,590.42	(18,554.72)	-32.79%
Payroll Liabilities	<u>13,212.15</u>	<u>12,517.65</u>	<u>3,636.63</u>	<u>9,575.52</u>	<u>263.31%</u>
Total Current Liabilities	421,875.20	419,779.89	316,801.94	105,073.26	33.17%
Long Term Liabilities					
457b Retirement	<u>7,722.24</u>	<u>7,722.24</u>	<u>20,295.66</u>	<u>(12,573.42)</u>	<u>-61.95%</u>
Total Long Term Liabilities	<u>7,722.24</u>	<u>7,722.24</u>	<u>20,295.66</u>	<u>(12,573.42)</u>	<u>-61.95%</u>
Total LIABILITIES	<u>429,597.44</u>	<u>427,502.13</u>	<u>337,097.60</u>	<u>92,499.84</u>	<u>27.44%</u>
NET ASSETS					
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>(236,635.90)</u>	<u>(230,413.79)</u>	<u>1,760,389.32</u>	<u>(1,997,025.22)</u>	<u>-113.44%</u>
Total NET ASSETS	<u>3,534,022.23</u>	<u>3,540,244.34</u>	<u>3,770,658.13</u>	<u>(236,635.90)</u>	<u>-6.28%</u>
TOTAL LIABILITIES & NET ASSETS	<u>3,963,619.67</u>	<u>3,967,746.47</u>	<u>4,107,755.73</u>	<u>(144,136.06)</u>	<u>-3.51%</u>

Health Services of North Texas, Inc.
Statement of Operations
From 5/1/2016 Through 5/31/2016

	Current Month	Last Month (04/01/2016 - 04/30/2016)	Current YTD	Prior YTD	FY2016 Budget	YTD Difference	Total Budget Percent
Patient Revenue							
Net Patient Rev	388,487.17	415,207.14	2,076,757.56	1,303,543.50	6,755,472.00	773,214.06	(30.74)%
Uncollectible	(2,744.67)	36,557.98	(97,974.61)	0.00	(43,779.00)	(97,974.61)	(223.79)%
Total Patient Revenue	<u>385,742.50</u>	<u>451,765.12</u>	<u>1,978,782.95</u>	<u>1,303,543.50</u>	<u>6,711,693.00</u>	<u>675,239.45</u>	<u>(29.48)%</u>
Other Revenue							
Grants	410,377.77	136,107.06	1,521,265.45	2,210,281.12	4,718,191.00	(689,015.67)	(32.24)%
Other	50,330.94	23,180.26	106,395.70	148,023.46	440,133.00	(41,627.76)	(24.17)%
Total Other Revenue	<u>460,708.71</u>	<u>159,287.32</u>	<u>1,627,661.15</u>	<u>2,358,304.58</u>	<u>5,158,324.00</u>	<u>(730,643.43)</u>	<u>(31.55)%</u>
TOTAL Revenue	<u>846,451.21</u>	<u>611,052.44</u>	<u>3,606,444.10</u>	<u>3,661,848.08</u>	<u>11,870,017.00</u>	<u>(55,403.98)</u>	<u>(30.38)%</u>
Expenses							
Personnel	475,323.09	427,028.69	2,235,804.35	1,869,205.67	7,514,513.00	366,598.68	29.75%
Medical Services	143,191.95	121,993.81	543,075.66	520,517.05	1,462,780.00	22,558.61	37.12%
Patient Care	51,658.83	57,587.78	277,309.72	224,877.81	698,150.00	52,431.91	39.72%
IT	40,761.07	49,821.48	206,483.87	166,849.77	996,105.00	39,634.10	20.72%
Occupancy	28,672.59	25,098.41	176,574.11	132,435.87	451,600.00	44,138.24	39.09%
Operating Costs	116,463.49	86,784.70	473,919.62	379,066.66	1,303,450.00	94,852.96	36.35%
Total Expenses	<u>856,071.02</u>	<u>768,314.87</u>	<u>3,913,167.33</u>	<u>3,292,952.83</u>	<u>12,426,598.00</u>	<u>620,214.50</u>	<u>31.49%</u>
Operating Income(Loss)	<u>(9,619.81)</u>	<u>(157,262.43)</u>	<u>(306,723.23)</u>	<u>368,895.25</u>	<u>(556,581.00)</u>	<u>(675,618.48)</u>	<u>(55.10)%</u>
Capital Activity							
Capital Income	6,997.70	14,318.53	89,341.88	0.00	744,000.00	89,341.88	(12.00)%
Capital Expense	(3,600.00)	(3,600.00)	(19,254.55)	0.00	(74,000.00)	(19,254.55)	(26.01)%
Total Capital Activity	<u>3,397.70</u>	<u>10,718.53</u>	<u>70,087.33</u>	<u>0.00</u>	<u>670,000.00</u>	<u>70,087.33</u>	<u>(10.46)%</u>
Capital Assets	<u>3,397.70</u>	<u>10,718.53</u>	<u>70,087.33</u>	<u>0.00</u>	<u>670,000.00</u>	<u>70,087.33</u>	<u>(10.46)%</u>
Net Assets	<u>(6,222.11)</u>	<u>(146,543.90)</u>	<u>(236,635.90)</u>	<u>368,895.25</u>	<u>113,419.00</u>	<u>(605,531.15)</u>	<u>208.63%</u>

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

	FY2016 Goals	Fiscal Year 2016	Fiscal Year 2015
Quick Ratio Current Assets/Current Liabilities	9:1	6.5 :1	9.7 :1
Debt/Equity Total Liabilities/Total Net Assets	13.0%	11.9%	8.4%
Working Capital to Expense Ratio CA/CL divided by Expense/# month in Period	3 : 1	3.04 : 1	3.9 : 1
Long Term Debt to Equity Ratio	10.0%	7.1%	6.9%
Percentage of Admin & Fundraising	9.0%	8.0%	6.6%
Number of Days - Cash	61	75	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%	-15.9%	117.5%
	FY2016 YTD	FY2015 YTD	FYE 2015
Cost per Employee this month	\$5,765.23	\$5,139.02	\$7,969.48
Cost per Employee YTD	\$27,989.87	\$25,003.36	\$63,998.72
Average Hourly Rate YTD	\$33.68	\$30.37	\$32.56
Cost Per Medical Encounter * _{16,311}	\$187.49	\$196.78	\$199.06
Cost Per Medical Patient * _{7,627}	\$421.46	\$444.15	\$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 Governing Board Meeting
Chief Executive Officer Report
June 2016

Due to the short month, the patient data sheet numbers are not complete at publishing time, but will be available at the Board meeting.

Follow Up:

Christian Community Action (CCA) has discontinued their medical, dental, and vision services. Their plan does not include HSNT using the existing medical space. I have requested that CCA consider donating any medical or dental equipment to HSNT. They are holding the dental equipment for now but understand that we can put it to its intended use - serving the underserved population. Patients from CCA are coming to Denton for care. Adding a location in Lewisville is part of the strategic planning conversation as there is a need and value in serving the community south of the lake.

FQHC New Access Point (NAP):

The entire team is involved in preparing the NAP application. I have requested numerous letters of support and have engaged a few new allies. As we have experienced in Denton, the success of the access point is dependent on its being beneficially to the community.

1. Better access for our patients' families;
2. Medical Home model for existing patients;
3. Development and sustainability of our investment in Collin County;
4. The strength we have in terms of infrastructure and existing patients to serve this community well.

The project summary will be sent to the Texas Association of Community Health Centers (TACHC) for review and subsequent letter of support of our project. The grant is due July 15, 2016. The overall need in the nation and grant score will determine which projects are funded.

United Way:

A new initiative to address homelessness in Denton County has been kicked off with the United Way serving as the backbone support. Herman Oosterwijk will represent HSNT on the Homeless Leadership Committee initiative. Thank you Herman!

Louise and I are participating in the United Way needs assessment planning process. We use this data to address the priority needs and to improve service delivery.

Key Topics:

We spoke with our HRSA Program Manager, Carol Odum, for our semiannual conference call. We reviewed our FQHC goals, progress, and current activities at HSNT. She was able to clarify and confirm our understanding of how new grants are viewed and managed when added to our existing grants. We discussed the next HRSA site visit that will be scheduled late this year or early 2017.

Federal Claims Torte Act: Submitted the renewal application for the federal deeming. This process is rigorous in terms of ensuring systems are in place to promote and address patient safety and quality care.

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

Expended Oral Health Program: Expecting notification by July 1, 2016. Strategically this will be a milestone and will position us for enhanced support from the Collin County community for the expansion of our HIV clinic. Doreen will participate on a Department of State Health Services committee to develop dental program policies for Ryan White funded programs. Although the initial grant we wrote for dental is not HIV specific, there is an opportunity and we need to develop our policies so that they are in alignment with other funding sources and best practices.

Suzan, Pam, and I are working with a healthcare vendor to evaluate the potential of capitated structured health plans. This model is a more aggressive value based strategy where provider, patients, and the plan administrator share the benefit of improved health status. Improved health status and cost savings is realized by addressing health concerns early, reinforcing preventative care, and reducing the barriers people have to access health care. We will be visiting a health center that uses this model as part of our due diligence.

Strategic Planning:

Thank you for participating in the strategic planning meeting on May 18th. The input from staff and board will help the committee prepare the update to our plan. The committee will meet on June 16th to review the data from the May 18th meeting and the SWOT analysis.

Capital Campaign:

The Campaign presentation on May 25th was recorded and is located on the board portal of our website. Please review the presentation. Glen McKenzie will lead the board campaign in July and August. Once we have the board, staff, and lead gifts, we will approach the community and foundations. Larry and I are interviewing for the staff position who will support the campaign and develop our annual giving program. Just so you know, things are happening behind the scene thanks to Dale Kimble and Jill Jester.

Information:

Dr. Sukanya Ambavaram is leaving HSNT. We continue our search for a physician who can lead our medical team and serve our patients.

Family Fun Health Night was a huge success! We had a wonderful turnout with 493 guests! Each of our volunteers worked their stations tirelessly and with a smile as seen in this video by Denton

TV: https://youtu.be/v_m8ga_eZCE

New phone system implemented at all Denton sites! Collin County to follow soon.

Thank you for your support,

Doreen Rue, CEO

May Committee Reports Summary

Development Report

Capital Campaign - Cabinet being formed around campaign chairs. Materials being developed now to recruit new members and that can be used for one-on-one meetings.

Staffing for Capital Campaign and Annual Fund Program - 3 possible candidates for new position have been identified and had initial screening. In person interviews being set weeks of June 6 and June 12.

New Access Point - two part grant application which is using significant people resources (planned for) underway. Last piece due July 14th, 2016.

Grants: Submitted/New - Since last board meeting: 8 total/4 new funder (representing YTD 32 total/ 14 of which are new funders). Right on targeted submissions.

Grants to Be Voted on:

*Gaston Episcopal Foundation	Denton sites (uninsured visits)	\$10,000
*Anderson Foundation	PCMC/WCMC (More than Med m)	\$5,000
*Perot Foundation	WCMC (bilirubin)	\$7,000

Finance Report

HSNT planned to use excess FY2015 net assets to reinvest in patient services and care. Revenue is 30.2% and expenditures are 31.5% year to date. (5 of 12 months in the year would be 41%) This is a planned and managed activity will ramp up toward the end of the third quarter as we train staff and serve more patients.

Year to date bad debt expense is \$11,462.93. This is the patient balance owed that is one year or older past due. HSNT staff continue to work the patient balances and strengthen the collections process. HSNT will not turn away any patient regardless of ability to pay.

Capital Activity in progress, ground break in September. Once we contract with construction, financial activity will increase and the goal is to replace resources as quickly as possible through the capital campaign program. HSNT has spent \$146,862.67 on the new building and campaign. Building grant reimbursed \$89,341.88 of a 1 million dollar grant.

Audit Report

The Finance Committee will review the audit report on June 14th. The audit firm will present the report to Board at the June 15th meeting.

QM Committee Report

Risk Management Committee

- No new reports were submitted
- HIPPA compliance outsourcing is being considered



Quality Management Committee Meeting Minutes

Health Services of North Texas

Meeting Facilitator: Deb Ivy-Sanderson

Meeting Date: 5/20/2016

Time: 3:10 PM

Adjourn: 4:45 PM

Location: HSNT HQ

Attendees: Deb Ivy-Sanderson, Pam Barnes, Mari Bailey, Anna Contreras, Hector Ramos, Christopher Redden, Darlene Weingart, Suzan Stambaugh, Dr. T. Moore, Tara Williams, Teri Johnson

Absences: Louise Weston-Ferrill, Kayla Whitworth, Erika Washington

Agenda Item #1: Roll Call and Acceptance of Minutes

Deb Ivy-Sanderson started the meeting at 3:10 pm and performed Roll Call. Minutes from previous QM Committee meeting were approved with no change.

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

- RM Committee: No new reports ready due to Kayla out on leave.
- Minutes from Risk Committee reviewed, no questions
- New Incident Report Spreadsheet has been implemented.
- Karishma is working on development of employee health policy,
- Recommendation to add Christopher, someone from HR, and another medical provider to Risk Committee
- Mari to cover on Risk Management Committee until Kayla returns from leave.
- Christopher Redden reported on outsourcing HIPAA audit. Current quotes from HIPAA compliance outsourcing companies range from \$9,000 to \$37,000 per year. Recommends was made to ask other users of the program about their satisfaction with the company we decide to use.
- Need to incorporate current House Bill 300 privacy training in house
- Stericycle HIPAA assessment pending
- Pam Barnes provided documentation via email that Landlord at CCMC will assist with bush removal at that site due to safety concerns.
- Per Suzan S. open carry signage has been installed at all sites. Jeanne to update employee handbook. This item has been completed.

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

- Peer Review score for agency: 4.86
- Suzan will schedule a time to meet with Peer Review committee to discuss forms revision. Will report to QM once meeting has occurred.
- Peer Review Forms not being submitted by due date, Suzan suggests late reports be reported to providers supervisor and treated as a performance issue.
- Suzan will be reviewing 8 charts that were peer reviewed to address consistency and increased scope of review.
- Deb I-S has called other agencies re: their peer review forms, no response. Report will follow.
- Peer Review Committee contacted Pediatric Providers for input/recommendations on Peer Review Form. Peer Review Form to be assessed in May, 2016. This item is pending.
- Peer Review Committee recommended Suzan discuss goals of peer review with providers. Suzan to provide verbal report at next QM meeting, this item is pending.

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

- Suzan S. reported verbally on 2016 Clinical Measures which look good.
- New report to be created and reported at QM re: patients, new patients, payer mix for new patients, for all sites
- Provider training completed for Child Weight Assessment measure.
- BH assessment: EHR not pulling out complete info for the measure, progress will be addressed at next QM meeting.
- No report on Karishma’s progress with EHS, re: the EHR interface with LabCorp re: Diabetes A1C goal. Suzan will report on the progress at the next QM meeting.

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

- Suzan submitted policy for unvaccinated children. Tara Williams and Dr. Jackson to review and advise.
- Suzan presented vaccination policy for children. Front desk to be trained about HSNT requiring vaccines and records
- Christopher Redden report on phone system, implementation to begin Tuesday at DSC. Christopher R. will report progress at next QM meeting.
- Problems with phone system at Elm Street location due to Verizon switching to Frontier. Christopher is monitoring this.
- Picture policy is now on HSNT (S) drive. QM members to review the policy. This item is pending

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

- Darlene will check on a volunteer to produce SDS binders however this has been pushed out to June, 2016 due to need for volunteers for other projects.
- Christopher has ordered Map Software to complete evacuation plan project for all sites.
- QM to make recommendation to Leadership that door locks be changed. Christopher to report on decision.

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

- Suzan read report provided by Pam regarding financial ratios and reported that HSNT is financially healthy.
- The report from Pam provided education on cost per patient consisting of not just medically related services but the cost of all the other services provided.

Agenda Item #8: Training for QM Committee Members

- Active Shooter protocol training occurred in March/April for all HSNT sites. This item is closed.
- Suzan S. to provide UDS training to QM committee, to be scheduled.
- Deb to send email to QM Committee re: review of Risk Manual and schedule review of QM manual at a future date.

Agenda Item #9: Other Items

- Christopher to order Rosetta Stone and begin implementation, will report at next QM meeting
- Diabetic education classes, possibly on Sat., need 15 patients to enroll initially, at least 10 patients to complete the course. Start with English speaking clients first. Providers to refer.

Next Meeting Date: June 16, 2016 Time: 3:00-4:30pm

Signature _____ Date _____

Approved _____ Date _____