

## Meeting Minutes

September 21, 2022 – 5:00pm – Solvera Healthcare Center, Inc.

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### Agenda

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1. **CALL TO ORDER – 4:58 PM**
  - I. Welcome, notification that the meeting has started along with the recording of the session. Discussion of attendees, including virtual attendees. Handouts were distributed to the in-person attendees.
  - II. Roll Call – Board Members Present – Mike Miller attended virtually, and Alison Kempthorne. Mr. Dan Kerns (potential new Board Member) was introduced to the Board. In Attendance was:
    - Doug Shaw, Board President
    - Alexander Shaw
    - Ann Johnston
    - Mary Weyeneth, RN
    - Dan Kerns
    - Sarai Marchan
    - Mike Miller, virtual
    - Alison Kempthorne, virtual
    - Eric Heard, did not attend
    - Faith Caplis - staff
    - Patrick Caplis - CEO
    - Scott Anderson - Staff
2. **APPROVAL OF THE AGENDA**
  - I. Review & Approval of the Current Agenda – Discussion in regard to Board Governance documents was completed, including a brief discussion in regard to “Roberts Rules” for Board Members. Discussion also included review of documents that will be sent along with the meeting minutes from this meeting. The current Agenda was discussed and approved by the Board.
  - II. A discussion was held in regard to UDS clinical measures reporting capabilities. A detailed discussion was completed. SHCC capabilities now include a “Patient Registry” reporting capability as well as a new UDS reporting capability. The next Board meeting will have a demonstration of these capabilities in reports.
  - III. Board Member updates to Current Agenda – Today’s meeting agenda was slightly modified for approvals of Plans, Policies and Procedures. Mr. Dan Kerns was introduced as a new potential Board Member.
  - IV. Additions from Staff to Current Agenda. Discussion in regard to the submission of the

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completed FQHC Narrative application was completed. The FQHC Narrative was approved for submission.

- V. A discussion was commenced in regard to 5 different health education programs offered at Bradley University, we will contact the various university departments to see if we can coordinate with their student population for clinical rotations.

### 3. **MEETING MINUTES REPORT:***(August 17<sup>th</sup>, 2022)*

- I. Review & Approval of Prior Meeting Minutes, motion to approve was offered. Prior meeting minutes were approved.
- II. Suggested New Business – no new business was presented by the Board Members
- III. Revisions/Updates to the By-Laws were discussed, no revisions were made.
- IV. Board Member Suggestions – Mike Miller conversation in regard to the FQHC application was commenced. Mr. Miller wanted to understand in greater detail the challenges related to FQHC approvals, since the application is now virtually completed. Staff suggested that the on-site review and approval is the next big challenge. Staff training, and documentation of staff training is the largest challenge, along with demonstration of compliance with all of the materials submitted in the application.

### 4. **CLOSED SESSION:**

- I. Finance CFO Report – discussion in regard to financial statements was completed. The first six months of 2022 are available for review.
- II. Referral Agreements – See attachment hand-out for details
- III. Health System Outreach – See attachment that was distributed at the meeting, multiple new “Collaboration Agreements” have been completed or submitted for review and approval.
- IV. New Opportunities – no new opportunities were discussed.

### 5. **ITEMS FROM THE PUBLIC**

- I. Community Outreach Report – Collaborative Agreements – Report from Community Outreach Staff
- II. Review of New/Updated or Revised SHCC Sales & Marketing Materials – All materials are available for review by the board on the SHCC website with downloadable materials as well.
- III. Public Comment – none, our meeting is not yet open to the public

### 6. **REPORT FROM PATRICK CAPLIS, CEO**

- I. Provider Agreements Report
- II. Payer Agreements – Contracting – we continue to have challenges with some payers,

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although many have been resolved.

- III. Provider Recruiting Report – Amber Breitzman, NP was discussed. Recruiting her requires a modification (in this instance only) for her benefits. This opportunity was presented to the board due to her experience in urology and a large patient following. The Board discussed and approved the change in benefits.
- IV. Finance Committee Report – Nitrous gas equipment and supply purchase of \$9,750 was discussed for use in minor procedures. The board approved this new request by Mr. Patrick Caplis.
- V. Human Resources Report – An hourly pay employee for the patient registration role was discussed, his benefits were discussed and reviewed by the board. This modification of paying 75% of his benefits was approved by the board.
- VI. Patient Safety Report – No sentinel events were reporting in the prior month.
- VII. Strategic Plan Report – Updates & Review – Mr. Caplis discussed in detail the presented VBC and PHM strategic plan.
- VIII. Facilities Planning Agenda – no new facilities planning to report
- IX. Patient Grievances Report – no new patient grievances to report
- X. Mr. Caplis also commenced a discussion in regards to all of the handouts presented at the meeting. All of the exhibits were reviewed and approved by the Board.

### 7. **STAFF COMMITTEE REPORTS**

- I. Staff Training – Updates – New training programs and materials have been developed by Dr. Muhammad using the MCN Healthcare platform. See today’s meeting handouts for additional information.
- II. Medical Staff Committee – Peer to Peer Review – Dr. Muhammad and Dr. Schock will be performing all required Peer to Peer Review prior to the next meeting.
  - i. New Provider Staff – Multiple new provider opportunities were discussed including Dr. Galiano, Psychiatrist. Dr. Couri, Family Practice and Amber Breitzman, NP. The board was presented with detailed information in regard to the above providers and review and approval. The economics of these potential hires was discussed. Please refer to the meeting minutes recordings for additional details.
  - ii. Changes in Provider Staffing – there are no changes in current provider staffing as of the date of this meeting.

### 8. **Discussion - Revisions or updates to any Plans/Policies/Procedures:**

Plan – Policy or Procedure:	Status:	Review/Approval:
QAPI Plan	Submitted for Review at prior meeting	Revisions Approved

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Emergency Response Plan	Submitted for Review at prior meeting	Revisions Approved
Risk Management Plan	Submitted for Review at prior meeting	Revisions Approved
Compliance Plan	Submitted for Review at prior meeting	Revisions Approved
Leadership Plan	Submitted for Review at prior meeting	Revisions Approved
Medical Staff Plan	Submitted for Review at prior meeting	Revisions Approved
Human Resources Plan	Submitted for Review at prior meeting	Revisions Approved
HIPAA Compliance Plan	Submitted for Review at prior meeting	Revisions Approved
Medical Records Plan	Submitted for Review at prior meeting	Revisions Approved
Infection Prevention & Control Plan	Submitted for Review at prior meeting	Revisions Approved
Patient Treatment Plan	Submitted for Review at prior meeting	Revisions Approved
Medication Management Plan	Submitted for Review at prior meeting	Revisions Approved
Provision of Care Treatment & Services Plan	Submitted for Review at prior meeting	Revisions Approved
Environment of Care Plan	Submitted for Review at prior meeting	Revisions Approved
Patient Rights & Responsibilities Plan	Submitted for Review at prior meeting	Revisions Approved

### 9. UNFINISHED BUSINESS

- I. New Board Members – Mr. Dan Kerns, a retired schoolteacher was introduced as a potential new board member. The Board approved after a discussion was completed.
- II. Board Member conflict of interest – no new conflicts of interest to report.
- III. Board Members – Active Patients – All current Board members are patients of SHCC

### 10. NEW BUSINESS

- I. Review and consider for approval updates/revisions of SHCC By-Laws – The By-Laws were discussed, reviewed, and approved for 2022
- II. Review and consider for approval SHCC Policies: See table above, all PPP was resubmitted for review and approved
- III. Review and consider for approval SHCC Committee Calendar Updates – Board meetings are scheduled for the 3<sup>rd</sup> Wednesday of every month. The board members are aware of the calendar and have approved it.

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- IV. Review and consider for approval key management staff and organization charts of SHCC – The organizational charts are included in the currently reviewed PPP, and has been approved by the SHCC board
- V. Review and consider for approval SHCC locations and hours of operation – no modifications to the hours of operation were submitted, hours of operation have been approved for 2022
- VI. A brief discussion was held in regard to the four pillars concept of an FQHC as required by the government. There are multiple ways to achieve FQHC four pillars compliance, although the preferred methodology is Primary Care, Pharmacy, Women’s Health, and Mental Health. Other options were also discussed by Faith Caplis

11. **BOARD MEMBER COMMENTS**

There were no additional Board Member comments

12. **CONSIDERATIONS FOR FUTURE AGENDA ITEMS**

No additional future agenda items were discussed

13. **ADJOURN:**

SHCC Medical Clinic & Governing Board does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance in order to participate, please call SHCC at 855-476-5837 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

If you wish to address any item listed on the Agenda, please submit a Speaker Card to the Board Clerk before the Board considers the specific item. Cards are available at the entrance to the Board chambers. Please limit your comments to three minutes.

14. **Handouts:**

- Prior Meeting Minutes
- QAPI Executive Summary Report
- HbA1c measures discussion executive summary
- VBC and PHM Strategic Plan
- Board Attendance
- Common Questions

Respectfully submitted,



Sarai Marchant  
Secretary