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| Members Present | Margaret Brown, Todd Heywood | |
| Members Absent | Bryanna Brown | |
| Staff Present | Cheryl Gildner | |
| Minutes By | Cheryl Gildner | |
| Guest(s) | None | |
| AGENDA ITEM | DISCUSSION | ACTION |
| I. CALL TO ORDER/ROLL CALL | Margaret Brown called the meeting to order at 5:52 p.m. | |
| II. APPROVAL OF AGENDA | Margaret requested committee members review the agenda for additions or changes. Margaret would like to add the items Needle Exchange Program ad hoc reporting and meeting time/schedule to discussion items. | Todd Heywood made a motion to approve the agenda with additions. Margaret Brown seconded the motion. Motion carries. |
| III. REVIEW OF MINUTES | The December meeting minutes were provided for review. | |
| IV. Quality a. Annual Goals Review b. Quality Goals for 2016 | a. Cheryl Gildner presented the quality goals and reporting timeline for review. Discussion followed related to timing of reports and available data. b. Cheryl Gildner presented the quality goals from 2015 and progress toward reaching goals. Discussion followed related to which goals should continue into 2016 and two changes were requested related to customer service and population management. Goals that were achieved were requested to remain for monitoring purposes. | Todd Heywood made a motion to approve the 2016 quality goals as amended. Margaret Brown seconded the motion. Motion carries. |
| V. Policies | | |
| VI. Discussion Items a. Patient Rights and Responsibilities Postcard b. Needle Exchange Program c. Meeting Schedule | a. Cheryl Gildner presented the revised patient rights and responsibilities. Discussion followed related to the use of the word discrimination in lieu of including the anti-discrimination statement in its entirety. The changes requested include one formatting item and changing the word “individualized” to “personal” under item 3 – responsibilities and changing the word “pertaining” to “about” under item 3 – rights. b. Margaret requested clarification as to when Todd would be providing an update report from the needle exchange ad hoc committee and how the report would be presented. It was confirmed that the report would be at the monthly full board meeting and it would be a formal report. c. Margaret identified potential conflicts with the current meeting time and date. She will | |

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| | communicate via email with committee members to potentially identify a schedule that will be agreeable to all members. | |
| VIII. ADJOURNMENT | Meeting Adjourned at 7:01 p.m. | Margaret Brown made a motion to adjourn. Todd Heywood seconded the motion. Motion carries. |

The Community Health Center Board of Directors approved the January 13, 2016 Minutes on _____.

Jon Villasurda, Chairperson

Date

Barb Mastin, Executive Director

Date

Amber Desgranges, Executive Assistant

Date