



Ingham Community Health Centers  
Board of Directors  
Thursday, December 15, 2016 • 5:30 pm

<b>Members Present</b>	Jon Villasurda, Flesia McClurkin, Mary Molloy, Margaret Brown (via phone) , Phil Bergquist, and Todd Heywood	
<b>Members Absent</b>	Bryanna Brown, Tom Curtis, Todd Tennis	
<b>Staff Present</b>	Russ Kolski, Dr. Wert, Krista Haven	
<b>Minutes By</b>	Samantha Pung	
<b>Guest(s)</b>	Daniel Black, member of the public	
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. CALL TO ORDER/ROLL CALL</b>	Meeting called to order at 5:34 pm	
<b>II. APPROVAL OF AGENDA</b>	The board reviewed the agenda. No additions or deletions at this time.	Motion to approve the agenda by Todd Heywood and second by Mary Molloy. Motion carried.
<b>III. PUBLIC COMMENT</b>	N/A	
<b>IV. CONSENT AGENDA</b> a. Executive Minutes 12/06/2016 b. Finance Minutes 11/30/2016 c. Membership 11/17/16 d. Quality 11/09/16 e. Board of Directors Minutes 11/17/2016 f. FY Budget Approval		Motion to approve consent agenda support items by Mary Molloy and second by Todd Heywood. Motion carried.
<b>V. NEW BUSINESS</b> a. Program Review – PCMH/Call Center b. Board Retreat c. Board Advocacy/Fed Policy d. Proposed ICHC Bylaw Change	a. Russ Kolski introduced Krista Haven. She oversees the Call Center, Jail Medical, Medical Records, Referrals, and PCMH team. Krista announced Birch PCMH application has been submitted and Cedar Peds and Forest will follow. Dawn Suarez, the Medical Assistant for PCMH, will be retiring in March of 2017. Jane Southwell handles the day to day oversight of the Call Center. Abandoned calls means the caller hung up; de-queued means the call went to voicemail. Willow, Eastern, Sexton, and Women’s Health calls are transferred	a. N/A b. N/A c. N/A d. Motion to accept Bylaw change by Todd Heywood and seconded by Mary Molloy.

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<p>e. Executive Director Evaluation f. River Oak Hours Change g. ICHC 2017 Board Meeting Grid h. Recognition i. Reports: Executive Director Medical Director Dental Director</p>	<p>back to those sights so they can do their own scheduling. Further discussion followed. b. Jon Villasurda will be sending out a Doodle to determine which Saturday in February the Board Retreat can take place. It will be held at Forest. Discussion followed. c. Jon Villasurda urged the board members to take a more active role in advocacy. Reaching out to congress regarding keeping the Affordable Care Act, Medicaid, etc. in place is vital. Russ Kolski stated he reached out to Mark Bishop's aide to see if Mr. Bishop would be willing to come and talk to the board. Further discussion followed. d. Jon Villasurda stated the Bylaw change will be moving on to the Board of Commissioners for approval. Discussion Followed. e. The Executive Director Evaluation is taking place in March. Russ Kolski informed the board he would like to be assigned goals so he can report back to the board. Further discussion ensued. f. Russ Kolski stated River Oak will be eliminating Saturday hours due to a 41% no show rate. At this time the evening hours will be kept. Discussion followed. g. Russ Kolski reviewed the proposed 2017 meetings grid with the board. Board Meetings and Membership would move to the fourth Thursday of the month, Finance would be the 4<sup>th</sup> Wednesday instead of the Last Wednesday. Quality committee would be the third Wednesday. Executive would stay the first Tuesday of the month. A draft will be written up and distributed via email. Further discussion occurred. h. Russ Kolski has tabled the item "recognition" to January. i. Reports: Executive Director: Everything regarding updates is in the report. Medical Director: Everything regarding updates is in the report. Dental Director: Everything is in the report.</p>	<p>Motion carried. e. N/A f. Motion to look further into RO evening hours at executive committee by Jon Villasurda and seconded by Todd Heywood. Motion carried g. N/A h. N/A i. N/A</p>
<p><b>VI. PUBLIC COMMENT</b></p>	<p>Daniel Black, member of the community, suggested the board have name tags so members of the public know who is who. He stated he would like to become an active public participant in future meetings.</p>	
<p><b>VII. ADJOURNMENT</b></p>	<p>Meeting Adjourned at 7:31 pm – no quorum at time of adjournment.</p>	



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The Community Health Center Board of Directors approved the December 15, 2016 Minutes on 5-1-17.

  
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Jon Villasurda, Chairperson

5-25-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Russ Kolski, Executive Director

5/1/2017  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Samantha Pung, Health Secretary

5-1-17  
\_\_\_\_\_  
Date

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