

<b>Members Present</b>	Jon Villasurda, Flesia McClurkin, Todd Heywood, Mary Molloy, Todd Tennis, Margaret Brown, and Phil Bergquist	
<b>Members Absent</b>	Bryanna Brown and Tom Curtis	
<b>Staff Present</b>	Russ Kolski, Dr. Wert	
<b>Minutes By</b>	Samantha Pung	
<b>Guest(s)</b>	Isaias Solis	
<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. CALL TO ORDER/ROLL CALL</b>	Meeting called to order at 5:31 pm	
<b>II. APPROVAL OF AGENDA</b>	Todd Heywood would like to add Non-discrimination to new business after item “g”. Russ Kolski would like to add DSHII Award as new business item “a” and add Quality Improvement Plan as the last item under new business.	Motion to approve the amended agenda by Todd Heywood and second by Todd Tennis. Motion carried.
<b>III. PUBLIC COMMENT</b>	N/A	
<b>IV. CONSENT AGENDA</b> a. Executive Minutes 09/07/2016 b. Finance Minutes 08/31/16 c. Membership Aug mtg canceled d. Quality 09/14/16 – handout in Oct. e. Board of Directors Minutes 08/18/2016 f. Ad Hoc Needle Exchange g. Spending Balance Oct - July h. Service Encounter Oct-July i. Summary of Financials	Todd Heywood stated item f, Ad Hoc Needle Exchange, no longer needs to be a standing item. It can be removed from this and future agendas.	Motion to accept the amended consent agenda as presented by Jon Villasurda and second by Todd Tennis. Motion carried.  Motion to approve consent agenda support items by Jon Villasurda and second by Todd Heywood. Motion carried.
<b>V. NEW BUSINESS</b> a. DHSII Submission: HRSA b. Board Membership	a. Russ Kolski stated the ICHCs were awarded the DHSII funds. The amount awarded was based on user numbers. This grant is for technology only and one of those Russ would	a. Motion to accept the awarded DSHII Funds by Todd Heywood

<p>Homeless Representation State of Applications c. Board Strategic Planning d. Provider Recruitment e. Space Planning Update f. Forest Pharmacy g. Non-Discrimination h. Reorganization Plan i. Bylaw Changes j. Quality Improvement Plan k. Reports: Executive Director Medical Director Dental Director</p>	<p>like to get is an enhanced reporting tool for patient registries. A resolution will be created to accept the funds. Further discussion followed.</p> <p>b. Jon Villasurda announced there will be a transition of members across most of the committees. Todd Heywood will become Membership Chair, join the Executive Committee, and no longer attend Quality meetings. Jon Villasurda will take Todd's place on Quality and no longer attend membership. Tom Curtis will be a member only of the Membership Committee and no longer be part of the Executive Committee meetings. Homeless Representation: Russ and Jon are looking for someone who represents, or advocates for, the homeless population. State of Applications: One application has been reviewed and the candidate contacted, according to Jon Villasurda. Many applications and materials were handed out at the National Health Center Week event; however, none have been turned in. Board members themselves need to reach out to the community to help with getting the people involved. Discussion ensued.</p> <p>c. Russ Kolski updated the board on strategic planning. The direction the Health Department is taking is broader whereas the Board of Directors strategic plan will be more specific to what the board is looking for. Discussion followed regarding timelines and so forth.</p> <p>d. Phil Bergquist reported he is working on provider data to help support the need for more providers and provider recruitment. Provider Recruitment will be left on the agenda as a standing item until further notice. Discussion followed.</p> <p>e. Russ Kolski updated the board on future space plans. The Pediatrics move went well and the new combined name is Cedar Pediatrics. Dr. Wert and Russ will be moving to where the accounting staff currently sits while the accounting staff move to where STI used to be housed. WIC will be moving into the old Child Health space. Further discussion ensued.</p> <p>f. Russ Kolski reported the Forest Pharmacy will be moving forward with Cardinal. They have begun work on the contract. Discussion followed.</p> <p>g. Todd Heywood stated non-discrimination section 1557 of the Affordable Care Act has new rules and requirements for entities that accept federal funding. Discussion followed.</p>	<p>and seconded by Todd Tennis. Motion carried.</p> <p>b. Motion to task the Membership Committee with creating a board member recruitment strategy by Jon Villasurda and seconded by Flesia McClurkin. Motion carried.</p> <p>c. N/A d. N/A e. N/A f. Motion to pursue a contract with Cardinal to run a 340B pharmacy in Forest by Jon Villasurda and seconded by Todd Heywood. Motion carried g. Motion to refer non-discrimination to executive committee to review changes by Todd Heywood and seconded by Margaret Brown. Motion carried. h. N/A i. N/A j. Motion to adopt the Quality Improvement plan by Todd Heywood and second by Jon Villasurda. Motion carried. k. N/A</p>
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	<p>h. Russ Kolski reviewed the Reorganization plan for the Health Center Management.</p> <ul style="list-style-type: none"> <li>◆ Krista Haven’s revised position and Cheryl Gildner’s replacement position will be the same pay grade. Krista will over oversee the Quality Analyst, PCMH, and Call Center Staff.</li> <li>◆ Joel Murr, the current Assistant Deputy Health Office, will become a Deputy Health Office who oversees staff that straddles both Public Health and CHCs. This means the Grants Coordinator position, along with the EHR team will begin to report to Joel.</li> <li>◆ Lynn Kiter will have more authority over front office data collection process</li> </ul> <p>i. Jon Villasurda stated there will be a bylaw change proposed, regarding the Chair/Vice Chair of the Board of Directors, at next month’s Executive Committee. Discussion followed.</p> <p>j. Margaret Brown gave an overview of the Quality Improvement plan to the board. Discussion followed.</p> <p>k. Reports: Executive Director: Russ announced there is a Policy and Issues Forum March 29 – April 1, 2017 in Washington D.C. The ICHC celebration for National Health Center Week will be August 18<sup>th</sup> in 2017. Medical Director: Nurse Practitioner Farhat has resigned after only 2 weeks but there are two more interviews scheduled. Dental Director: Dr. Pittel is researching a couple of ideas on how to expand dental services.</p>	
<b>VI. PUBLIC COMMENT</b>		
<b>VII. ADJOURNMENT</b>	Meeting Adjourned at 7:12 pm	Motion to adjourn the meeting by Jon Villasurda and Second by Mary Molloy. Motion carried.

The Community Health Center Board of Directors approved the September 15, 2016, Minutes on \_\_\_\_\_.

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Jon Villasurda, Chairperson

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Date

**Next Meeting Date: Thursday, Oct 20, 2016 • 5:30 pm**  
**Location of Meeting: 2316 S. Cedar Street • Lansing, MI • Forest Conference Room**



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

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Russ Kolski, Executive Director

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Date

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Samantha Pung, Health Secretary

\_\_\_\_\_  
Date

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