

Meeting Minutes

Meeting Title	WCMSCHF Board Meeting	Date	9-27-2017
Facilitator	West Lawson, MD, Chair & Tara Kinard	Time	6:00pm
Location	4207 Lake Boone Trail Suite 100	Recorder	Debbie Earp
Attendees	Dr. West Lawson, Dr. Peter Morris, Dr. Bob Munt, Dr. Brian Klausner via phone, Bob Ricker, Penny Washington, April Culver, Alicia Barfield, Dr. Marilyn Pearson, Dr. Michelle Bucknor, Kim Battle, Tara Kinard		

Key Points Discussed and Action Items

Topic	Key Discussion Points	Follow-up Action Item(s)	Action Item Owner(s)	Target Date
	<p>A quorum was met.</p> <p>Approval of Minutes from 7-26-2017</p> <ul style="list-style-type: none"> Request for Motion to approve: Peter Morris 2nd Motion to approve: April Culver Unanimously adopted; the minutes were approved as presented <p>Reminder: all Board meeting documents are located on the website, login info: CLICK HERE: www.wcmschf.org CLICK ON TAB: Restricted LOGIN: CHFBoard PASSWORD: 7Et2ibflqdLR</p>			
Policy Committee Report	<p>Dr. Morris presented the new policy for review.</p> <p>New:</p> <ul style="list-style-type: none"> Volunteers <p>Policy Committee recommends this policy for approval. The Board unanimously votes to adopt the policy as presented.</p>			
Financial Update	<p>Bob Ricker, representing the Finance Committee, reports on:</p> <p>2017 Budget Revision 2018 Proposed Budget 403B Audit Presentation</p>			
	<p>We are on track, net income is 314K increase over budget.</p> <p>Finance Committee recommends 2017 Budget Revisions.</p> <ul style="list-style-type: none"> 2nd Motion to approve: West Lawson Unanimously adopted; the 2017 Budget Revisions were approved as presented <p>We received a grant from Granville County in the amount of \$26k allocated across the FY17-18 budget years. The funding will support the Diabetes Prevention Program (DPP) workshops. The funding includes at least two 6 week courses, materials, travel and salaries.</p>			

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	<p>We received a grant from AJ Fletcher in the amount of \$35k allocated across the FY17-18 budget years. The funding will support HIM Navigator work.</p> <p>We also received renewed contracts for the Wake County (42k) and Johnson County (24K) ABCD programs.</p> <p>We received a renewed contract for our Legal Aid of NC (LANC) Marketplace Navigation (45K) work as well.</p> <p>Overall this increased our net income by 123K.</p> <p>We are changing medical insurance carriers and returning to BCBS due to employee preference and cost.</p> <p>Salaries decreased by 190K due to staff turnover. The CM Team Lead, Palliative Care Coordinator, Network Director positions were evaluated and not refilled. The Clinical Operations Manager was created to meet the needs left by the Network Director.</p> <p>Total income is expected to increase from 11.4 million to 11.5 million. PMPM projections received from the Central Office were used.</p> <p>Salaries expense- Line item is decreasing because we are not filling some positions but does include 2% general increase for all staff (MDs or Executive Director). This does not include anything for merit (performance bonus) as we wait for audit results to determine performance bonuses. We have done market analysis on key positions and we are close to falling behind trends for certain positions (we did not offer a general increase in 2017).</p> <p>Consulting line item decreased. FY17 included consulting work with Wendy White, this expense was reduced for FY18</p> <p>Conferences/Seminars/Training line item increased. We added additional training for Senior Leadership (\$9k), CPR training (\$2k), Workforce Resiliency training (\$10k), and added additional costs for Poster presentations.</p> <p>Meetings line item 6115 increased. We added funding for team building meetings, managed care and practice managers luncheons, CPESN and CCPN meetings.</p> <p>Board suggests offering a CME event. Increase line item 6110 by \$12K to be added under meeting expense. The Board felt strongly that this hosted meeting would contribute greatly to our branding campaign as well. We are still showing a 2.6% profit margin.</p> <p>Finance Committee recommends 2018 Budget with amended</p>			

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	<p>increase of \$12K for CME</p> <ul style="list-style-type: none"> • Request for motion to approve: Penny Washington • 2nd Motion to approve: April Culver • Unanimously adopted; the 2018 Budget was approved as presented with \$12K increase for CME event. 			
<p>403b Audit Documents No Board approval needed; just presentation of information</p>	<p>403b AUDIT FINDINGS – Plan Year 2016:</p> <ul style="list-style-type: none"> • No deficiencies identified in internal control that are considered to be material weaknesses • No control deficiencies identified • Clean audit <p>403b AUDIT FINDINGS – Plan Year 2015:</p> <ul style="list-style-type: none"> • The auditor did not identify any deficiencies in internal control that they considered to be material weaknesses. • They did note control deficiencies which were corrected. These deficiencies can be reviewed in the Governance Letters for year 2015 and 2016 which are located in the Board Folder www.wcmschf.org 			
<p>WCMSCHF Strategic Planning 2017</p>	<p>Leadership Retreat for 2018 scheduled on October 30th</p> <p>CCNC and Networks branding campaign with our new Propeller Logo will be launched this fall – around November 1st.</p> <ul style="list-style-type: none"> • Jennifer Brighton – Brand Ambassador for CCWJC <p>CCNC Network directors and Medical Directors have been meeting twice a month to explore structure options and to better understand each Network’s current opportunities and challenges pertaining to structure.</p> <p>Each Network is going through their own structure evaluation and will make a decision about their structure independent of other networks and the central office. Review of opportunities for shared services/costs.</p> <p>WCMSCHF Structure Evaluation meeting is underway with the Board – our next meeting is 10/23/17. The full Board is invited to attend. These have been facilitated by Michealle Gady. Target wrap up by 12/31/17, however, a decision does not have to be made by end of 2017.</p> <p>Performance benchmarks: How are the numbers measured and how are expected rates calculated? Are they based on performance? Tara to receive additional training on explaining the data to be able to answer these questions. There is an appreciation of goals met by CCWJC.</p> <p>Suggestion to use statistics in branding campaign with emphasis on success of PMPM and balance of quality operational efficiency and outstanding execution.</p>			

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	<p>Further review of the Strategic Planning for WCMSCHF 2017 can be seen on the Board Website, document is titled Board Meeting Presentation 9.27.17</p> <p>Board meetings will occur monthly now instead of every other month – effective with September meeting.</p>			
Regional Vice President	<p>A Regional Operations Vice President role has been created by the central office to strengthen bi-directional communication, accountability, and business development.</p> <p>Ideal candidates include current or prior Network or Medical Directors with operational responsibilities. Network and Medical Directors made recommendations for the role that have been adopted to include this role being a 0.5FTE, network-based director.</p> <p>Allows for an efficient transition as potential business opportunities are upon us.</p> <ul style="list-style-type: none"> • Collaborates in the development and negotiation of contracts including the development of proposals, plans, and financial requirements within the specified region • Provides oversight and ensures contract deliverables are met • Assists network leadership to achieve efficiencies such as economies of scale and/or consolidation of some network positions as well as consistency of services where applicable throughout the region <p>Considerations are:</p> <ul style="list-style-type: none"> • Impact on organization/network operations • Day-to-day, big picture • Staff morale • Active role in contract negotiations • Two “Masters” (network and central office) <p>Further review of the Vice President of Regional Operations can be seen on the Board Website, document is titled Board Meeting Presentation 9.27.17.</p> <p>The Board had discussion about the pros and cons of Tara working in a combined RVP/Executive Director role for the central region. Concerns noted about a manageable and realistic work week to meet the needs of both roles. Tara received Board support to further explore/apply for the position and have further discussion with central office leadership. Tara to follow up with West as Board Chair for next steps.</p>			

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Next Regular Board Meeting	<ul style="list-style-type: none"> • Wednesday, October 25, 2017, 6-8pm at WCMSCHF Conference Room 4207 Lake Boone Trail – Suite 100 Raleigh, NC 27607 			
November Board Meeting	<ul style="list-style-type: none"> • Wednesday, November 15th, 2017, 6-8pm at WCMSCHF Conference Room 4207 Lake Boone Trail – Suite 100 Raleigh, NC 27607 			