Members Present | Tom Curtis, Bryanna Brown, Margaret Brown, Flesia McClurkin, Mary Molloy, Rex Pierce, Todd Tennis, Bambi VanWoert, Jon Villasurda, Todd Heywood
---|---
Members Absent | James Bell, Beth Boyce, Jackie Carson
Staff Present | Barb Mastin, Dr. Erik Wert, Lori Baird
Minutes By | Kortney Asher
Guest(s) | Daniel Black, Molly Greenwood

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<thead>
<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tbody>
<tr>
<td>I. CALL TO ORDER/ROLL CALL</td>
<td>Tom Curtis called the meeting to order at 5:33 pm.</td>
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<td>II. APPROVAL OF AGENDA</td>
<td>Tom Curtis requested board members review the agenda for any additions or changes. Todd Tennis requested a discussion over the location of meetings be added to the agenda; this will be discussed after the Board Applicant Interviews under New Business.</td>
<td>Mary Molloy made a motion to approve the agenda as amended. Todd Tennis seconded the motion. Motion carries.</td>
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<td>Todd Tennis made a motion to approve the consent agenda consisting of a – m except l. Flesia McClurkin seconded the motion. All in favor of approving consent agenda consisting of items a – m except l. Motion carries.</td>
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<td>III. PUBLIC COMMENT</td>
<td>Daniel Black spoke to the accessibility of the building, and that the building was not easy to locate.</td>
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<td>III. CONSENT AGENDA</td>
<td>Tom Curtis required board members review the consent agenda. Todd Heywood requested item l, HIV Alere Combo policy be pulled from the consent agenda for discussion. The policy will be discussed under New Business after the location of meetings.</td>
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m. Resolution to amend IMO, Inc. Service Agreement to Include ICD-10 Medical Term Conversion

V. OLD BUSINESS
a. Facilities

Barb Mastin updated on the status of all facilities. Three resolutions, to be discussed under New Business, are being presented regarding renovations to the Human Services Building and Forest Community Health Center. The Flyer to attend the Mobile Dental Center event is included in the packet. Barb reminded Board members of discussion that had occurred on naming rooms/sections of Forest Community Health Center after people in the community who have made an impact. Barb requested members bring forth any additional suggestions as outside signage for the building is occurring, then inside signage will need to be completed.

VI. NEW BUSINESS
a. Board Applicant Interviews
b. Written Reports
   Executive Director
   Medical Director
   Dental Director
c. FY Final – Total Financial Statements
d. FY Final – Spending Balance Report
e. UDS Overview
f. CHC Services
g. Resolution Authorizing a Contract with Laux Construction for Renovations at the Ingham County Forest Community Health Center (FCHC)
h. Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for the Purpose of Leasing Space from Ingham County at the Forest Community Health Center

Daniel Black and Molly Greenwood both shared their background and interest in serving on the Community Health Center Board of Directors.

Todd Tennis provided an update regarding the third applicant, Holly Mayes, and the residency requirement for Ingham County advisory boards. Holly is currently out of the country, but will follow up for an interview with the Board of Directors upon her return.

Todd Tennis opened up a discussion with Board members regarding meeting accessibility and the location of current meetings. It is suggested to move meetings to the Human Services Building, where all other advisory boards meet; as it is a well-known building. Board members requested staff look into conference rooms at the Human Services Building, and report back in May if they may be utilized beginning in June for Board of Directors meetings. Committee meetings will remain at current location until further notice.

The HIV Alera Combo policy was presented and discussed. Todd Heywood sought clarification on a portion of the procedure where a false-positive may present. Dr. Wert will follow up with Angie Bolles and clarify after her response.

Barb Mastin discussed her April report to the Board. Barb wanted to provide an update to the Dental Directors report, in that the candidate for the Jail Dental contractual position has accepted another position.

Dr. Erik Wert discussed his April report to the Board. He also updated a Nurse Practitioner is currently being interviewed for the vacant position with either Women’s Health or River Oak.

Rex Pierce discussed the Fiscal Year 2014 Final Totals Financial Statement and Spending Balance Report. Rex noted that less general fund monies were used than what was budgeted for.

Lori Baird, Health Systems Analyst, provided an overview the Uniform Data Systems (UDS)
Center (FCHC)
i. Resolution Amending the Agreement with HOBBS+BLACK to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building.
j. Strategic Plan Committee Review Reports.
k. Board Attendance Tracking review – Quarter 2.
m. Upcoming Events:
   Mobile Dental Center Unveiling – April 17, 2015 11:00-1:00 pm
   MPCA Board Member Training – May 12, 2015
   National Health Center Week – August 9 – 15, 2015
   MPCA Annual Conference – August 30 – September 1

Next Meeting Date: May 21, 2015 • 5:30 pm
Location of Meeting: 5656 S. Cedar Street • Lansing, MI • Conference Room B

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report. Lori spoke to quality of care indicators, financial measures, current statistics of the Health Centers for the 2014 report in comparison to the 2013, and other factors that make up the report.
g. Barb Mastin provided an overview of CHC programs and services. The Health Center Brochure and a document showing the 330 and LAL sites with their respective programs. Todd Heywood noted Lansing Area Aids Network (LAAN) was not included under Adult Health; this will be updated on the document.
h. The Resolution Authorizing a Contract with Laux Construction for Renovations at the Ingham County Forest Community Health Center (FCHC) was presented and discussed. Todd Heywood sought clarification of the company being subject to the prevailing wage policy of the County. Todd Tennis will seek clarification at the Human Services meeting.
i. The Resolution Authorizing a Lease Agreement with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMHA-CEI) for the Purpose of Leasing Space from Ingham County at the Forest Community Health Center (FCHC) was presented and discussed. This will be a 5 year lease with a 2 year option. Revenue from the lease will be incorporated back into Forest for operation and upkeep costs.
j. The Resolution Amending the Agreement with HOBBS+BLACK to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building was presented and discussed. This resolution is for authorization of the new amount for renovation costs.
k. The committee chairs presented a summary of their discussion of the strategic plan. Jon indicated that Membership and Advocacy will complete their review and suggestions in May, as the committee wanted to review the County Strategic Plan. Tom spoke to how to make recommendations into measurable goals and how monitoring may be incorporated into the annual work plan. Planning and Development will be further discussing the strategic plan in May and next steps for revision.
l. Tom Curtis requested a late item be added to the agenda of committee assignments for Todd Heywood. Tom had a previous discussion with Todd regarding his preferences, and it is recommended Todd serve on the Planning and Development, Membership and Advocacy, and Quality and Access committees.
m. The tracking sheet for board member attendance at Board of Directors meetings was presented for quarter 2. Jon took this moment to announce that Membership and Advocacy will be meeting monthly beginning in May as opposed to bimonthly.
n. National Health Center Week is August 9-15 this year. Tom requested members to serve on an Ad Hoc committee for purposes of planning events. Beth Boyce, though not in
attendance, expressed her interest on serving on the committee. Bryanna Brown and Flesia McClurkin also volunteered to serve on the committee.

I. Todd Tennis made a motion to appoint Todd Heywood to Planning and Development and Quality and Access committees. Jon Villasurda seconded the motion. Motion carries.

m. Mary Molloy made a motion to approve the establishment of an Ad Hoc committee for the purpose of National Health Center Week with Beth Boyce, Bryanna Brown, and Flesia McClurkin serving on the committee. Todd Tennis seconded the motion. Motion carries.

VII. PUBLIC COMMENT

None.

VIII. ADJOURNMENT

Tom Curtis adjourned the meeting at 7:34 pm.

Mary Molloy made a motion to adjourn. Flesia McClurkin seconded the motion. Motion carries.

The Community Health Center Board of Directors approved the April 16, 2015 Minutes on May 21, 2015.

___________________________________  ____________________
Tom Curtis, Chairperson     Date

___________________________________  ____________________
Barb Mastin, Executive Director    Date

___________________________________  ____________________
Kortney Asher, Executive Assistant    Date