



Greater Columbia Accountable Community of Health

Collaboration • Innovation • Engagement

Board of Directors

Meeting Minutes

August 14th, 2019 | 11:00 am – 12:00 pm

Teleconference

ATTENDANCE	
<p>Board Members (This was a teleconference so these minutes won't distinguish between in-person and online attendance)</p>	<p>Voting Board Members (Minimum 9 for Quorum):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Rhonda Hauff (Housing, President) <input type="checkbox"/> Martha Lanman (Public Health, Vice President) <input checked="" type="checkbox"/> Brian Gibbons (Healthcare Providers, Treasurer) <input type="checkbox"/> Madelyn Carlson (Transportation, Secretary) <input type="checkbox"/> Jorge Arturo Rivera (Managed Care Organization (MCO)) <input checked="" type="checkbox"/> Carrie Green (Philanthropy) <input checked="" type="checkbox"/> Dan Ferguson (Workforce Development) <input type="checkbox"/> Darlene Darnell (Community-Based Organizations & Faith-Based Organizations) <input type="checkbox"/> Dana Oatis (Behavioral Health) <input type="checkbox"/> Lottie Sam (Tribes) <input checked="" type="checkbox"/> Les Stahlnecker (Education) <input checked="" type="checkbox"/> Susan Grindle (Social Services) <input checked="" type="checkbox"/> Ronni Batchelor (Consumer) <input checked="" type="checkbox"/> Sandra Suarez (Federally Qualified Health Centers (FQHCs)) <input type="checkbox"/> Ruben Alvarado (Local Government) <input checked="" type="checkbox"/> Julie Petersen (Hospital) <input type="checkbox"/> Eric Nilson (Public Safety) <p>Non-Voting Board Members:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tonya Kreis (Yakama Nation Representative) <input type="checkbox"/> Martin Valadez (Board Past President, Advising Role)
<p>Guests</p>	<p>Denise Wong</p>
<p>Staff/Facilitator</p>	<p><input checked="" type="checkbox"/> Carol Moser, <input checked="" type="checkbox"/> Wes Luckey, <input checked="" type="checkbox"/> Becky Kolln, <input checked="" type="checkbox"/> Rubén Peralta, <input checked="" type="checkbox"/> Lauren Johnson, <input type="checkbox"/> Diane Halo, <input checked="" type="checkbox"/> Jenna Shelton, <input type="checkbox"/> Martin Sánchez, <input type="checkbox"/> Patrick Jones, <input checked="" type="checkbox"/> Aisling Fernandez, <input type="checkbox"/> Sam Werdel, <input type="checkbox"/> Rachael Guess</p>
<p>Welcome & Introductions</p>	<p>Rhonda Hauff, GCACH Board President, facilitated the meeting. This was a GoToMeeting teleconference.</p> <p>Quorum was met with a total of 9 voting members to start the meeting.</p> <p>The Board reviewed the Attestation of Conflict of Interest and the Self-Dealing Transactions: Prohibition and Standard for Approval.</p>

MINUTES & REPORTS		MOTIONS
Consent Calendar (Rhonda Hauff)	7/18/19 Board Meeting Minutes were accepted by the Board members who had previously reviewed them. There was no discussion.	Motion by Ronni Batchelor to approve the Consent Calendar, which included the July 18, 2019 Board minutes. Seconded by Susan Grindle. Motion passed.
GCACH Report & Updates (GCACH Staff)	<ul style="list-style-type: none"> • <u>A Successful Turnout at the Transitional Care and Disease Management Learning Collaborative:</u> Dr. Martin facilitated a large portion of this. There were great speakers and a great turnout. • <u>Halfway Through Year One of Practice Transformation:</u> We are halfway through the first year of Practice Transformation implementation, and have seen a lot of great outcomes from our partnering organizations. A lot of culture changes happening within the organizations. • <u>Providence St. Mary Medical Center Success Story:</u> Providence is doing great work. They are using the Patient Health Questionnaire (PHQ-9), making improvements to workflow. The team discovered that 25 of patients with a high PQH-9 and/or suicidal thoughts had not received follow-up, but after improved improvements and education, those 25 people have been contacted and/or scheduled for an appointment. Hospital staff rave about the practice transformation meetings and want to attend. Providence is doing an excellent job. • <u>GCACH Board Approves Third Patient-Centered Medical Home (PCMH) Cohort:</u> GCACH released the LOIs and the Current State Assessments for the third PCMH cohort (the cohort the Board approved at the July meeting). This cohort targets some of the hospitals, rural health clinics, some skilled nursing facilities that weren't selected in the second cohort. Expecting responses by August 23rd. In September, OHSU will be doing scoring and GCACH will do internal scoring as well. • <u>Community Resilience Campaign Pilot:</u> There was a meeting to prepare for the pilot to be held in Yakima. It was a positive meeting that harvested a lot of information. They used a Community Café activity. • <u>Semi-Annual Report (SAR) 3.0:</u> On July 31, 2019, GCACH submitted to Health Care Authority (HCA) its third semi-annual report (SAR 3.0). There were two new areas for this SAR, first about the Pay-For-Reporting Metrics Report related to project areas 2A and 3A about the practice transformation milestone deliverables. These were collected through internal reporting and through a small survey GCACH sent out. The second new area for the SAR area related to the Quality Improvement Plan. The HCA is looking at how each ACH is looking at quality improvement. There were certain requirements we had to put in the plan. • <u>2019 Learning Collaborative Schedule:</u> This schedule shows the dates of the Learning Collaborative events for provider organizations contracted with GCACH for Practice Transformation. <ul style="list-style-type: none"> ○ A few notable dates on the Learning Collaborative schedule: <ul style="list-style-type: none"> ▪ October 30th is the Provider Recognition Awards at Walter Clore in Prosser starting at 5:30pm. ▪ November 5th will be a one-day trauma informed care event facilitated by Ken Kraybill. 	

	<ul style="list-style-type: none"> ▪ November 15th is an event explaining how to implement residents within a clinic. Sam will be leading this. ▪ December 11th: Adam Falcone will talk about contracts and contract negotiation. <ul style="list-style-type: none"> • <u>WAFE Portal Update</u>: GCACH Practice Transformation providers are now receiving their Quarter 2 payments for accomplishing their contract Milestones. The total payment to providers in Cohort 1 is \$7,383,501. GCACH has paid the providers who have signed contracts. • <u>Earn \$100 by Participating in the HCA Annual Survey</u>: The HCA is seeking provider participation in an annual VBP survey. GCACH is incenting providers by offering \$100/organization for their responses. • <u>Cohort 2 Progress</u>: Everyone submitted Q2 submissions. Cohort 2 is updated as of the morning of the meeting. There are only two remaining sites they are waiting for contracts from. One site submitted a budget. Budgets are due tomorrow. • <u>LHINs Deliverables Tracker</u>: Our “quarters” are 4 months long. The last one ended April 30 for which all LHINs received \$10,000. The next block is the current quarter which ends August 31 for which LHINs will receive \$5,000. The following block is the Community Health Fund. All grantees have been selected and the funds disbursed except for BFCHA. The TPA had a transition in personnel that set them back a bit. The expect to grantee selections made in October and the funds disbursed in November. • <u>The Healthier WA Newsletter</u>: This week’s newsletter highlighted the BF jail and fire department and they also presented at the conference. That was a great presentation.
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ACTION ITEMS	MOTIONS	
<p>Year-to-Date (YTD) and May and June Financial Reports (Becky Kolln)</p>	<ul style="list-style-type: none"> • Brian Gibbons reported on the Financial Committee meeting. The committee reviewed all of the financial statements and the SBAR for the office relocation. Per the Auditors recommendations, GCACH has recently moved to an accrual accounting system which is creating new reporting for the Finance Department. Becky is working on getting answers from the auditing company regarding some of their figures. • Becky Kolln stated that she met with Moss Adams. They have a new audit team and a new accountant. Moss Adams has had a lot of turnover with people who have left or retired. As part of the audit we were asked to come from a cash-based system to an accrual system and add our fixed assets. Our accountant did a bunch of work in our books and then left Moss Adams without an exit interview with Becky. The accountant put numbers into QuickBooks accounting. It was upsetting. They have depreciated some of our assets. They also in our website as a fixed website at \$29,000. They admitted to putting that in as a mistake which should have been \$21,000. The current assets in the financial reports for today are correct. The other thing they did was loss and liabilities. They put in our long-term liabilities, but Becky couldn’t reconcile where they got the number from- they again admitted to making a mistake. 	<p>Motion by Brian Gibbons to accept the Year-to-Date (YTD) and July financial reports, which included the Balance Sheet, the Budget vs. Actuals, and the May and June 2019 Statement of Activity. Seconded by Sandra Suarez. Motion passed.</p>

	<p>The money came from the 2018 money from HCA. In the end, we'll balance it out by next month (September).</p> <ul style="list-style-type: none"> • Notable financials for the month: <ul style="list-style-type: none"> ○ The Yakima Valley Community Foundation payment to the Yakama Nation. Still have the Yakama Nation LHIN money ready and they are working through their process. We will have \$30,000 to pay them. ○ Restricted funds for the summit convenings and public support. ○ Investments of interest earned. ○ The HCA is working with PCG to manage the DSRIP money and have decided to allow ACHs to earn interest, which will be significant. Payment are being paid out as soon as the Navigators and Sam have approved them. ○ Expenditures- nothing unusual. ○ The Learning Collaborative paid out funds as of July 31st. This will go up because of the Transitional Care summit expenses. We will have to pay more speaker fees. • Becky Kolln, GCACH Director of Finance and Contracts, reviewed the Financial Reports, which included: <ul style="list-style-type: none"> ○ Balance Sheet as of 7-31-19 ○ Budget vs. Actuals FY2019 ○ July 2019 Statement of Activity ○ July 2019 Statement of Activity- Detailed 	
<p>Added Action Item: Comparison research between auditing companies (Brian Gibbons)</p>	<ul style="list-style-type: none"> • About 2 years ago we looked vendors for an auditing company and chose Moss Adams. We had a good working relationship with them. Since then there have been changes in the group. It is worthwhile looking at this again, but not necessarily leaving. Perhaps looking at alternatives for better product and better price. Asking staff to go and consider other vendors for the upcoming audit. Do this work early as the audit work happens in the early spring. 	<p>Motion by Brian Gibbons for staff to compare Moss Adams to alternatives for an auditing company and to bring recommendations back to the Board, and whether to stay with this company to or switch. Seconded by Susan Grindle. Motion passed.</p>
<p>Moving Expenses SBAR (Carol Moser, Becky Kolln)</p>	<ul style="list-style-type: none"> • SITUATION (from the SBAR): Greater Columbia ACH is preparing for organizational life beyond the Medicaid Transformation and is proposing to move the office location from Pasco to Kennewick. This relocation positions GCACH to be more independent, more visible to our current and future stakeholders and the open floor plan will lend itself to better inner-office connectivity and collaboration. The office is in the Gage Business Park in a busy commercial neighborhood near Costco Warehouse and Columbia 	<p>Motion by Brian Gibbons to approve the SBAR for GCACH Relocation according to the staff recommendation: Staff recommends that the Board authorize the move from GCACH's</p>

	<p>Center Mall. The space occupies 2600 square feet on the second floor generally occupying the southeast side of the building.</p> <ul style="list-style-type: none"> • The GCACH sustainability retreat in April recommended that GCACH become a center of excellence post-Medicaid Waiver. The analysis on the second page of the SBAR talks about some of the expertise which GCACH is strongest in, for example, PCMH technical assistance, convening partners using Collective Impact Model, and training providers through Learning Collaboratives and peer learning. • Staff has done a thorough analysis of the financial costs and pros and cons of the move. The first table compares the Monthly Costs, which will be higher for rent compared to our current location. GCACH is trying to balance the increase in monthly rent by utilizing United Way for Leadership Council meetings where there is no charge for the space, and GCACH can provide the food. The next table, One-time Moving Costs compare “Buy New” and “Move Current.” Buy New includes comparisons between buying new furniture, down-time for staff, IT set-up, lease buy-out categories, and IT upgrades for United Way. Move Current is moving the current furniture (except for new furniture for Carol as her current furniture belongs to CAC), and includes more significant staff downtime, estimated at 3 days. Another reason to be hopeful about the financials is that we’ve been contacting and have been contacted by other agencies looking at the space. We hope to work with CAC to not have to completely buy out the lease so hopefully this number will go down. Then the contract with Century Link- they don’t offer services in Kennewick, so we’ll buy out the contract (again hopefully not the whole fee). IT upgrades at United Way will save us in the long run and make running the meetings much better and easier. Lauren has been working with the IT support person at United Way. Staff recommendation is to approve Option One. • Brian Gibbons: The Finance Committee went into details about this with staff. Looked at the advantages, the money, anticipated growth of staff, moving the future for the organization. After a very detailed discussion where we really challenged the staff, we think it makes a great deal of sense to authorize the move, to make the recommendation to the Board under the first option. We have an underutilized expense line we can reallocate for this move. • Ronni Batchelor: It’s important to help staff build a culture around themselves and have independence from CAC as a separate entity. It’s great step forward for a new beginning. • Anticipated move will be in early October. 	<p>current office location to the Gage Business Park in Kennewick under Option 1. The funding for the move would be taken from the “Contract Services” line item in the budget that is currently 18% expended. Taking the moving expenses out of Contract Services would still leave a balance of \$100,000 in the fund for future obligations. Seconded by Ronni Batchelor. Motion passed.</p>
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DISCUSSION ITEMS		
October Kick-Off Celebratory Dinner (Lauren Johnson)	<ul style="list-style-type: none"> There will be an awards recognition dinner on October 30th for Cohorts 1, 2 and 3 at Walter Clore from 5:30-8:30. We have yet to finalize the guest list. Looking to double the budget to about \$20,000 due to the increase in attendees for the event. Will bring the budget back next month for Board approval. 	
Department of Commerce “Better Health through Housing” grant (Carol Moser, Wes Luckey)	<ul style="list-style-type: none"> GCACH staff have decided to go after a housing grant available only to ACHs through the Department of Commerce for Benton and Franklin Counties, although the timeline is very short, due 21st of August. If received, the funding would really help with the permanent supportive housing project being spearheaded by Catholic Charities, Eastern WA (Spokane). Wes- Having read through the RFP. ACH might find additional funds to contribute. Something we’re pursuing. Working with a grant writer to help with technical writing and build up. 	
Cultural Competency Training on September 26th (Lauren Johnson)	<ul style="list-style-type: none"> We sent out a calendar invite for the Yakama Nation competency training on Sept 26th. It will be at the Legends Casino in Toppenish. We’ll provide lunch. We have found this annual training to be very important, interesting and rewarding. 	
ADJOURNMENT		
Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 12:00 p.m. Minutes taken by Aisling Fernandez. 	Motion by Brian Gibbons to adjourn the August Board meeting. Seconded by Ronni Batchelor. Motion passed.
<p><i>Thank you for your time and engagement with Greater Columbia Accountable Community of Health!</i></p> <p>The 2019 Board meetings listed below will be in the Tri-Cities Community Health Board Room, at 800 W. Court St. Pasco, WA 99301, from 12:30-3:00 p.m. on the following dates:</p> <p>Thursday, September 19th Thursday, October 17th Thursday, November 21st Thursday, December 19th</p>		