

CCPC Board of Governors Meeting Minutes  
 Wednesday, January 13, 2021  
 Call to order 6:00 pm

**Roll Call**

**CCPC Board members present** – Robert Brown, Michelle Burns, Pamela J. Adams, Ki-Afi Ra Moyo, Carrie Douglas, Donald Washington, Timothy Collier, Luwana Pettus-Oglesby, Dr. Camille Jones, Dr. Angelica Hardee, Ashley Glass, Dr. Phil Lichtenstein.

**CCPC Board members absent** – Ashley Colmenero, Caroline Moore

**Other:** Domonic Hopson, Dr. Maryse Amin, Jon Lawniczak, Zach Southwood, Roshani Hardin, Grant Mussman, M.D., Roshani Hardin, Virginia Scott, Phyllis Richardson, Robert Hall, Dr. Herzig, Dr. Lichtenstein,

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	12 members present, 0 absent		
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the December 9, 2020 meeting.	1 <sup>st</sup> : Collier 2 <sup>nd</sup> : Action: Passed	
COVID-19	COVID-19 Update - Presentation		Maryse Amin, PhD, MS
CEO	<ul style="list-style-type: none"> <li>• Human Resources Update</li> <li>• Policy Update</li> </ul>		Domonic Hopson
QI/QA	<ul style="list-style-type: none"> <li>• UDS Measures Update</li> </ul>		Grant Mussman, M.D.
Finance Update	<ul style="list-style-type: none"> <li>• Revenue Presentation</li> <li>• Revenue Collection</li> <li>• November Payor Mix Highlights</li> <li>• Account Receivable Trends</li> <li>• Days in AR &amp; Total AR</li> </ul>		Robert Hall
Old Business	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>		
New Business	<ul style="list-style-type: none"> <li>• Introduction of Dr. Anna Novais – Dental Director</li> <li>• Board Member Advocacy</li> <li>• COVID Insights – Managing and tracking vaccine.</li> </ul>		Dr. Anna Novais  Domonic Hopson Domonic Hopson

Meeting adjourned 7:15 p.m.

Next meeting: February 10, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-1-13-21>

\_\_\_\_\_ Date: 2/10/2021  
Angela Bredestege  
Clerk, CCPC Board of Governors

*Caroline S. Moore* Date: 2/10/2021  
Caroline S. Moore, Secretary  
CCPC

CCPC Board of Governors Meeting Minutes  
 Wednesday, February 10, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby.

CCPC Board members absent – Donald Washington, Dr. Angelica Hardee

Other: Domonic Hopson, Comm. Melba Moore, Dr. Anna Novais, Dr. Camille Jones, Carrie Douglas, Dr. Grant Mussman, Dr. Edward Herzig, Jon Lawniczak, Dr. Maryse Amin, Dr. Phil Lichtenstein, Roshani Hardin, Robert Hall, Zach Southwood, Dr. Monica Mitchell.

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	9 members present, 3 absent.		
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the January 13, 2021 meeting.	1 <sup>st</sup> : Collier 2 <sup>nd</sup> : Pettus-Oglesby Action: Passed	
COVID-19	COVID-19 Update – Presentation <ul style="list-style-type: none"> <li>• February Highlights</li> <li>• Contact Tracing</li> <li>• Vaccination</li> </ul>		Maryse Amin, PhD, MS
CEO	<ul style="list-style-type: none"> <li>• Efficiency Update</li> <li>• January Highlights for Medical and Behavioral Health, Dental, Pharmacy, School-Based Health.</li> <li>• Policy Update Sheet</li> </ul>		Domonic Hopson
QI/QA	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>		Grant Mussman, M.D.
Finance Update	<ul style="list-style-type: none"> <li>• Revenue Presentation for December 2020.</li> <li>• Revenue Collection</li> <li>• December Payor Mix Highlights</li> <li>• Account Receivable Trends</li> <li>• Days in Account Receivable &amp;</li> </ul>		Robert Hall

	<p>Total Account Receivable</p> <ul style="list-style-type: none"> <li>Expenditure related to COVID</li> </ul>		
Patient Collection Policy	Motion to Approve the CCPC Patient Collections Policy.	<p>1<sup>st</sup> : Collier  2<sup>nd</sup> : Jones  Action: Passed</p>	
New Business	<ul style="list-style-type: none"> <li>CCPC Committees – Deferred to April 2021</li> </ul>		

Meeting adjourned 7:12 p.m.

Next meeting: March 10, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-2-10-21>

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Date: 2/10/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 2/10/2021  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, March 10, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby. Donald Washington.

CCPC Board members absent – Caroline Moore.

Others present: Dr. Maryse Amin, Harry Barnes, Kate Boroughs, Carrie Douglas, Robert Hall, Roshani Hardin, Dr. Edward Herzig, Domonic Hopson, Jon Lawniczak, Dr. Phil Lichtenstein, Comm. Melba Moore, Dr. Anna Novais, Dr. Grant Mussman, Silas Ramsey, Virginia Scott, Zach Southwood, Rawlen Williams.

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	11 present, 1 absent		
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the February 10, 2021 meeting.	1 <sup>st</sup> : Adams 2 <sup>nd</sup> : Jones Action: Passed	
COVID-19	COVID-19 Update – Presentation <ul style="list-style-type: none"> <li>• February Highlights</li> <li>• Contact Tracing</li> <li>• Vaccination</li> </ul>		Maryse Amin, PhD, MS
CEO	Pharmacy First <b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors authorizes Mr. Domonic Hopson to proceed with this matter regarding Pharmacy First and he presents the matter to the Board of Health for a decision. <ul style="list-style-type: none"> <li>• Patient Fee Schedule</li> <li>• Strategic Plan – Quarterly Report</li> <li>• Monthly Efficiency Dashboard               <ul style="list-style-type: none"> <li>○ Medical and Behavioral Health</li> <li>○ Dental</li> <li>○ Pharmacy</li> </ul> </li> </ul>	1 <sup>st</sup> : Adams 2 <sup>nd</sup> : Collier Action:	Domonic Hopson / Kate Boroughs

	<ul style="list-style-type: none"> <li>○ School-Based Health</li> <li>○ Other</li> </ul>		
QI/QA	<ul style="list-style-type: none"> <li>● UDS Measures</li> </ul>		Grant Mussman, M.D.
Finance Update	<ul style="list-style-type: none"> <li>● Revenue Presentation for January 2021.</li> <li>● Revenue Collection</li> <li>● January Payor Mix Highlights</li> <li>● Account Receivable Trends</li> <li>● Days in Account Receivable &amp; Total Account Receivable</li> <li>● Expenditure related to COVID</li> </ul>		Robert Hall
New Business			

Meeting adjourned 7:12 p.m.

Next meeting: April 14, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-3-10-21>

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Date: 3/10/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 2/10/2021  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, April 14, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Donald Washington.

CCPC Board members absent – Ashley Colmenero, excused.

Others present: Dr. Maryse Amin, Robert Hall, Roshani Hardin, Christina Harding, Edward Herzig, Domic Hopson, Jon Lawniczak, Dr. Phil Lichtenstein, Monica Mitchell Comm. Melba Moore, Dr. Grant Mussman, Dr. Anna Novais, Virginia Scott, Debi Smith, Zach Southwood.

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	11 present, 1 absent		
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the March 10, 2021 meeting.	1 <sup>st</sup> : Collier 2 <sup>nd</sup> : Adams Action: Passed	
COVID-19	COVID-19 Update – Presentation <ul style="list-style-type: none"> <li>• March/April Highlights</li> <li>• Contact Tracing</li> <li>• Vaccination</li> </ul>		Maryse Amin, PhD, MS
CEO	CEO Update <ul style="list-style-type: none"> <li>• Rescue Plan Act Funding</li> <li>• Senior Leadership Recruitment</li> <li>• CCPC Operations Update</li> </ul>		Domic Hopson
QI/QA	UDS Measures <ul style="list-style-type: none"> <li>• Highlights</li> </ul>		Grant Mussman, M.D.
Finance Update	Revenue Presentation for February 2021 <ul style="list-style-type: none"> <li>• Revenue Collection</li> <li>• March Payor Mix Highlights</li> <li>• Account Receivable Trends</li> <li>• Days in Account Receivable &amp; Total Account Receivable</li> </ul>		Robert Hall

	<p>FY22-23 Operating Budget Submission</p> <ul style="list-style-type: none"> <li>• FY22 General Fund Budget</li> <li>• Budget Cut Recommendation</li> <li>• Budget Summary</li> <li>• 2022 Budget/Finance Committee Request</li> </ul>		
Oral Health Update	<p>Oral Health Program Quarterly Update</p> <ul style="list-style-type: none"> <li>• Operational Highlights</li> <li>• Other</li> </ul>		Anna Novias, DMD
New Business	<p>Public Comment</p> <p><b>Motion:</b> That Caroline Moore is elected to a 2<sup>nd</sup> term</p> <p><b>Motion:</b> That Robert Brown is elected to a 2<sup>nd</sup> term</p> <p><b>Motion:</b> That Pamala J. Adams is elected to a 2<sup>nd</sup> term</p> <p>Officer Nominations:  Secretary: Caroline Moore by Michelle Burns.  Vice Chair: Michelle Burns by Ki-Afi Ra Moyo  Chair: Robert Brown by Pamala J. Adams</p> <p>CCPC Committees  Volunteers for Chairs by next meeting.  Executive: in by-laws  Finance  Planning and Development  Personnel  Clinical and Quality</p> <p>Domonic Hopson Performance Evaluation - Executive Session  <b>Motion:</b> That the CCPC Board go into Executive Session pursuant to Ohio Revised Code Section 121.22(G) to consider the compensation of a public employee.</p>	<p>1<sup>st</sup>: Collier  2<sup>nd</sup>: Pettus-Oglesby  Action: Passed</p> <p>1<sup>st</sup>: Pettus-Oglesby  2<sup>nd</sup>: Jones  Action: Passed</p> <p>1<sup>st</sup>: Pettus-Oglesby  2<sup>nd</sup>: Jones  Action: Passed</p> <p>Deferred to next meeting.</p> <p>1<sup>st</sup>: Brown  2<sup>nd</sup>: Jones  Action: Passed</p>	



	<b>Motion:</b> That the CCPC Board approve Mr. Hopson's Performance Evaluation as presented in executive session.	1 <sup>st</sup> : Burns 2 <sup>nd</sup> : Moore Action: Passed	
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Meeting adjourned 8:30 p.m.

Next meeting: May 12, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-4-14-21>

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Date: 4/14/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 4/14/2021  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, May 12, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Donald Washington.

CCPC Board members absent –

Others present: Dr. Maryse Amin, Robert Hall, Roshani Hardin, Christina Harding, Edward Herzig, Dr. Phil Lichtenstein, Monica Mitchell Comm. Melba Moore, Dr. Grant Mussman, Dr. Anna Novais, Virginia Scott, Debi Smith, Roshani Hardin.

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	10 present, 2 absent		Brittany Culberson
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the April 14, 2021 meeting.	1 <sup>st</sup> : Michelle Burns 2 <sup>nd</sup> : Camille Jones Action: Passed	Robert Brown
Swearing In	Swearing in of Pamela J. Adams, Robert Brown, Caroline Moore. (Pamela J. Adams was not present during call to be sworn in.)		Brittany Culberson
Nominations of Officers	Chair nominations: Michelle Burns, Robert Brown Vice Chair nominations: Michelle Burns, Angelica Hardee, Pamela J. Adams Secretary nominations: Caroline Moore		Robert Brown
Election of Chair	Motion to elect (This was a tie vote. 5/5 votes for each nominee.)	1 <sup>st</sup> : Camille Jones 2 <sup>nd</sup> : Timothy Collier Action: Moved to Hold vote until the next meeting (June).	Robert Brown
Election of Vice Chair	Motion to elect (Angelica Hardee won with 5 votes.)	1 <sup>st</sup> : Pamela Adams 2 <sup>nd</sup> : Michelle Burns Action: Passed	Robert Brown

Election of Secretary	Motion to elect (Caroline Moore)	1 <sup>st</sup> : Michelle Burns 2 <sup>nd</sup> : Camille Jones Action: Passed	Robert Brown
Committees	Populating and Scheduling <ul style="list-style-type: none"> <li>Finance Chair Committee (Robert Hall volunteering temporarily)</li> <li>Planning &amp; Development Chair Committee (Timothy Collier, Michelle Burns would like to be on the Committee but not Chair the Committee.</li> </ul>	Postponed to next meeting.	Robert Brown
By-Law Review	Presentation	Postponed to next meeting.	Tim Collier
COVID-19	COVID-19 Update – Presentation <ul style="list-style-type: none"> <li>March/April Highlights</li> <li>Contact Tracing</li> <li>Vaccination</li> </ul>		Maryse Amin, PhD, MS
CEO	CEO Update <ul style="list-style-type: none"> <li>Rescue Plan Act Funding Proposal</li> </ul> <b>Motion:</b> Approve Rescue Plan Act Funding Proposal <ul style="list-style-type: none"> <li>CCPC Operations Update</li> </ul>	1 <sup>st</sup> : Ki-Afi Ra Moyo 2 <sup>nd</sup> : Timothy Collier Action: Approved	Geneva Goode
QI/QA	Quality Update Executive Dashboard		Grant Mussman, M.D.
Finance Update	Revenue Presentation for March 2021 <ul style="list-style-type: none"> <li>Revenue Collection</li> <li>April Payor Mix Highlights</li> <li>Account Receivable Trends</li> <li>Days in Account Receivable &amp; Total Account Receivable</li> </ul>		Robert Hall
New Business			

Meeting adjourned 7:53 p.m.

Next meeting: June 9, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-4-14-21>

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Date:  
Clerk, CCPC Board of Governors

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Date:  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, June 9, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo, Donald Washington.

CCPC Board members absent – Luwana Pettus-Oglesby

Others present: Carrie Douglas, Robert Hall, Christina Harding, Edward Herzig, Dr. Phil Lichtenstein, Monica Mitchell Comm. Melba Moore, Dr. Grant Mussman, Dr. Anna Novais, Virginia Scott, and Kate Burroughs,

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	11 present, 1 absent		Ashanti Salter
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the May 12, 2021	1 <sup>st</sup> : Pamela Adams 2 <sup>nd</sup> : Michelle Burns Action: Passed	Robert Brown
Swearing In	Swearing in of Pamela J. Adams		Demonic Hopson
Nominations of Officers	Chair nominations: Michelle Burns & Robert Brown  Vice-Chair nominations: Michelle Burns, Tim Collier, Pamela J. Adams	1 <sup>st</sup> : Robert Brown 2 <sup>nd</sup> : Michelle Burns Action: Passed	Robert Brown
Election of Chair	Motion to elect (Robert Brown won with 7 votes.) Ms. Burns 4 votes	1 <sup>st</sup> : Pamela Adams 2 <sup>nd</sup> : Donald Washington Action: Passed	Robert Brown
Vice Chair Nomination	Motion to open the nominations for vice-chair	1 <sup>st</sup> : Ms. Adams 2 <sup>nd</sup> : Ms. Burns Action: Passed	Robert Brown
Election of Vice Chair	Motion to elect (Tim Collier won with 5 votes.) 1 <sup>st</sup> vote: Tim Collier 5 votes, Pamela Adams 5 votes, and Michelle Burns (Ms. Glass left the meeting) 2 <sup>nd</sup> vote: 5 Tim Collier 4 Pamela Adams, and 1 Michelle Burns	1 <sup>st</sup> : Pamela Adams 2 <sup>nd</sup> : Camille Jones Action: Passed	Robert Brown

CCPC Operations Update	Service Area Competition (SAC update) Executive Dashboard-handout CCPC Operation Update		Domonic Hopson
QI/QA	Quality Update Hypertension Diabetes Quality Improvement Project		Grant Mussman, M.D.
Finance	Financial Report Update		Robert Hall
Nursing	Annual Risk Management (ARM) Report (2020) ARM Executive Summary		Jenny Scott
New Business	Facilities review committee that will be headed by Board Chair Dr. Herzig and include members of the BOH, CCPC, and CHD staff. The purpose of this committee is to discuss the future of CHD facilities.		Dr. Melba Moore

Meeting adjourned: 8:00 pm

Next meeting: July 14, 2021

The meeting can be found at: <https://archive.org/details/ccpc-board-05-14-2021>

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Date: 06/09/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 06/09/2021  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, July 14, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Ki-Afi Ra Moyo, Donald Washington

CCPC Board members absent – Ashley Colmenero, Caroline Moore, Luwana Pettus-Oglesby

Others present: Dr. Maryse Amine, Eric Davies, Carrie Douglas, Roshani Hardin, Dr. Edward Herzig, Domonic Hopson, Dr. Phil Lichtenstein, Dr. Grant Mussman, Dr. Anna Novais, Debi Smith, Zach Southwood, and Lauren Thamann-Raines

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	9 present, 3 absent		Lauren Thamann-Raines
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the June 9,2021	1 <sup>st</sup> : Timothy Collier 2 <sup>nd</sup> : Pamela Adams Action: Passed	Robert Brown
COVID19 Update	June Highlights Contact Tracing COVID-19 Vaccination		Maryse Amin, PhD
CCPC Operations Update	Service Area Competition (SAC update) Executive Dashboard-handout CCPC Operation Update		Eric Davies/ Domonic Hopson
QI/QA	Quality Update - handout Patient Engagement Survey - handout		Grant Mussman, M.D.
Finance	Financial Report Update – handout FY22 Budget – handout <b>Motion:</b> Vote to approve FY22 annual budget	1 <sup>st</sup> : Timothy Collier 2 <sup>nd</sup> : Pamela Adams Action: Passed	Debi Smith
New Business	Special board meeting will be scheduled to approve 3-year SAC Budget CCPC Board Committees: Finance Committee, Planning/Development Committee and Clinical/Quality Committee. Board members have been assigned.		Robert Brown

	<b>Motion</b> to approve Jeff Brewster as a new member to the CCPC Board of Governors	1 <sup>st</sup> : Pamela Adams 2 <sup>nd</sup> : Timothy Collier Action: Passed	Robert Brown
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Meeting adjourned: 8:18 pm

Next meeting: August, 11 2021

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Date: 07/14/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 07/14/2021  
Caroline S. Moore, Secretary



CCPC Board of Governors Meeting Minutes  
 Wednesday, July 28, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela Adams, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo, Donald Washington

CCPC Board members absent – Luwana Pettus-Oglesby

Others present: Eric Davies, Carrie Douglas, Dr. Edward Herzig, Domonic Hopson, Dr. Phil Lichtenstein, Tom Porter, Debi Smith, Zach Southwood, and Lauren Thamann-Raines

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	11 present, 1 absent		Lauren Thamann-Raines
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the July 14, 2021	1 <sup>st</sup> : Dr. Camille Jones 2 <sup>nd</sup> : Michelle Burns Action: Passed	Robert Brown
New Business	Service Area Competition Application Financial Data Review - handout  <b>Motion:</b> Vote to approve 2021 SAC Application Budget	1 <sup>st</sup> : Timothy Collier 2 <sup>nd</sup> : Dr. Camille Jones Action: Passed	Domonic Hopson

Meeting adjourned: 6:39 pm

Next meeting: August, 11 2021

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Date: 07/28/2021  
 Clerk, CCPC Board of Governors

*Caroline S. Moore*  
 Date: 07/14/2021  
 Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, August 11 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Robert Brown, Michelle Burns, Timothy Collier, Ashley Glass, Dr. Camille Jones, Caroline Moore, Ki-Afi Ra Moyo.

CCPC Board members absent – Pamela J. Adams, Ashley Colmenero, Dr. Angelica Hardee, Luwana Pettus-Oglesby, Donald Washington

Others present: Dr. Maryse Amin, Jeffery Brewster, Geneva Goode, Domonic Hopson, Dr. Phil Lichtenstein, David Miller, Dr. Grant Mussman, Virginia Scott, Steve Sobel, Zach Southwood,

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	7 present, 4 absent		David Miller
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the July 28, 2021 CCPC Special Meeting	1 <sup>st</sup> : Timothy Collier 2 <sup>nd</sup> : Michelle Burns Action: Passed	Robert Brown
Swearing In	Swearing in of Jeffery Brewster		Domonic Hopson
COVID-19 Update	July Highlights Contract Tracing COVID-19 Vaccination		Maryse Amin, PhD
	Service Area Competition (SAC update) – application was submitted. Thanks to all who helped. Executive Dashboard – handout		Domonic Hopson
CCPC Operations Update	CCPC Operation Update Employee Engagement Survey Results – handout		Geneva Goode
QI/QA	Quality Update - Focus Areas: <ul style="list-style-type: none"> <li>• Hypertension</li> <li>• Diabetes</li> <li>• Screening for Clinical Depression</li> <li>• Childhood Immunization Status</li> </ul>		Grant Mussman, M.D.
Finance	Financial Report Update – handout - Payor Mix - FY21 Revenue Update		Debi Smith

New Business	Physician Recruitment – preparing plan for competitive salary and incentive plans No public comment		Domonic Hopson

Meeting adjourned: 8:12 pm

Next meeting: September 8, 2021

The meeting can be viewed and is incorporated in the minutes: <https://archive.org/details/ccpc-board-8-11-21>

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Date: 08/11/2021  
Clerk, CCPC Board of Governors

*Caroline S. Moore*  
Date: 06/09/2021  
Caroline S. Moore, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, September 8, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela J. Adams, Jeff Brewster, Robert Brown, Michelle Burns, Timothy Collier, Ashley Colmenero, Ashley Glass, Dr. Angelica Hardee, Dr. Camille Jones, Ki-Afi Ra Moyo, Donald Washington

CCPC Board members absent –Luwana Pettus-Oglesby

Others present: Carrie Douglass, Dr. Maryse Amin, Geneva Goode, Rashani Hardin, Dr. Edward Herzig, Domonic Hopson, David Miller, Dr. Grant Mussman, Virginia Scott, Debi Smith, Zach Southwood, Lauren Thamann-Raines

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	11 present, 1 absent		Lauren Thamann-Raines
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the August 11,2021 CCPC Board Meeting	M: Timothy Collier 2 <sup>nd</sup> : Pamela Adams Action: Passed	Robert Brown
COVID-19 Update	July Highlights – Handout <ul style="list-style-type: none"> <li>- COVID Data</li> <li>- Contact Tracing</li> <li>- COVID-19 Vaccination</li> </ul>		Maryse Amin, PhD
CEO Update	Ms. Moore Resigning from Board Ms. Scott Resigning as Director of Nursing		Domonic Hopson
CCPC Operations Update	August Highlights – Handout <ul style="list-style-type: none"> <li>- Encounters/Visits</li> <li>- No Show Rates</li> <li>- Pharmacy</li> <li>- Schedule for Health Center COVID Clinics</li> </ul>		Geneva Goode
CMO QI Update	Quality Update – Handout <ul style="list-style-type: none"> <li>- UDS Dashboard</li> <li>- Childhood Immunization Status/Action Plan</li> </ul>		Grant Mussman, M.D.
Finance	Financial Report Update – handout <ul style="list-style-type: none"> <li>- Variance FY22 vs FY21</li> <li>- Revenue and Expenses</li> </ul>		Debi Smith

Policy Review and Approval	<p>Policy Updates</p> <ul style="list-style-type: none"> <li>- After Hours Telephone Triage Policy – Handout</li> <li>- Extended Hours Policy – Handout</li> <li>- Open Access Appointment Policy – Handout</li> </ul>	<p><b>After Hours Policy:</b> M: Timothy Collier 2<sup>nd</sup>: Pamela Adams Action: Passed</p> <p><b>Extended Hours Policy:</b> M: Timothy Collier 2<sup>nd</sup>: Pamela Adams Action: Passed</p> <p><b>Open Access Policy</b> M: Camille Jones 2<sup>nd</sup>: Michelle Burns Action: Passed</p>	Demonic Hopson
New Business	<p>Nominations for CCPC Secretary Mr. Washington nominated Ms. Burns Ms. Adams nominated Dr. Jones (declined nomination) Dr. Hardee nominated Dr. Hardee Ms. Adams nominated Ms. Adams</p> <p>CCPC Board Committee Updates</p> <ul style="list-style-type: none"> <li>- Finance Committee will meet this month – chaired by Mr. Brewster</li> <li>- Mr. Brown requested an update on other committees for next month with an intended start date</li> </ul> <p>Mr. Brown asked if the CCPC board would like to support a collaboration to advocate for companies to provide paid time off for staff to receive vaccinations. No objections. Mr. Brown will present letter of recommendation prior to signing.</p>	<p><b>Move to Vote</b> M: Timothy Collier 2<sup>nd</sup>: Dr. Angelica Hardee Action: Passed</p> <p><b>Election Results</b> 6 Votes Ms. Adams 3 Votes Dr. Hardee 2 Votes Ms. Burns Outcome: Ms. Adams Elected</p>	Demonic Hopson

Meeting adjourned: 7:58 pm

Next meeting: October 13, 2021

The meeting can be viewed and is incorporated in the minutes: <https://archive.org/details/ccpc-board-9-8-21>

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Date: 09/08/2021  
Clerk, CCPC Board of Governors

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Date: 09/09/2021  
Pamela J. Adams, Secretary

CCPC Board of Governors Meeting Minutes  
 Wednesday, November 10, 2021  
 Call to order 6:00 pm

Roll Call

CCPC Board members present – Pamela J. Adams, Robert Brown, Michelle Burns, Timothy Collier, Dr. Angelica Hardee, Dr. Camille Jones

CCPC Board members absent – Jeff Brewster, Ashley Colmenero, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Donald Washington

Others present: Carrie Douglas, Geneva Goode, Rashani Hardin, Dr. Edward Herzig, Domonic Hopson, Jeremy Gray, Mark Mankhaus, David Miller, Dr. Grant Mussman, Anthony Nixon, Dr. Anna Novais, Debi Smith

Topic	Discussion/Action	Motion	Responsible Party
Call to Order/Moment of Silence	Meeting was called to order 6:00 p.m.		Robert Brown
Roll Call	6 present, 5 absent		Anthony Nixon
Minutes	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the October 13,2021 CCPC Board Meeting	M: Camille Jones 2 <sup>nd</sup> : Pamela Adams Action: Passed	Robert Brown
Old Business	<b>Personnel Committee Report</b> <b>Motion:</b> to approve board member application for Erica White to fill the unexpired term of Caroline Moore  <b>Motion:</b> to approve board member application for Luz Schemmel to fill the unexpired term of Ashley Glass	M: Michelle Burns 2 <sup>nd</sup> : Pamela Adams Action: Passed  M: Michelle Burns 2 <sup>nd</sup> : Camille Jones Action: Passed	Michelle Burns
	Millvale Health Center Saturday Pharmacy Review – Handout		Jeremy Gray
	Board Member Dismissal		Robert Brown
	CCPC Board Bylaws Revision <b>Motion:</b> to table CCPC bylaw revision	M: Michelle Burns 2 <sup>nd</sup> : Timothy Collier Action: Passed	
CEO Update	Leadership Update – Handout - Key Staffing Update - Solicitor’s Office Staffing Changes - Build Back Better Act - FQHC Vaccine Mandate		Domonic Hopson
CMO QI Update	Provider teams nominated for Award Pediatric COVID Vaccination in CCPC		Grant Mussman,

	Clinics Potential Oral COVID-19 Therapies Quality Update – Handout - UDS Dashboard CCPC New Patient Access		M.D.
Ambulatory Operations Update	October Highlights – Handout - Encounters/Visits - No Show Rates - Pharmacy - Schedule for Health Center COVID Clinics		Geneva Goode
Finance	Financial Report Update – handout - Variance FY22 vs FY21 - Revenue and Expenses		Mark Mankhaus Jr.
COO Update	Policy Review - Patient Centered Medical Home (PCMH)  - Telephone Encounters for Patient Messages & Triage Calls  - PCMH Appointment Availability Standards  - Alternative Appointments – Telehealth  - Hospital and ED Discharge Follow- Up	M: Dr. Camille Jones 2 <sup>nd</sup> : Michelle Burns Action: Passed  M: Pamela Adams 2 <sup>nd</sup> : Michelle Burns Action: Passed  Vote Tabled  M: Timothy Collier 2 <sup>nd</sup> : Dr. Camille Jones Action: Passed  M: Pamela Adams 2 <sup>nd</sup> : Timothy Collier Action: Passed	Jeremy Gray
New Business	No new business		Robert Brown

Meeting adjourned: 7:46 pm

Next meeting: December 8, 2021

The meeting can be viewed and is incorporated in the minutes: <https://archive.org/details/ccpc-board-11-10-21>

Date: 11/10/2021  
Clerk, CCPC Board of Governors

Date: 11/10/2021  
Pamela J. Adams, Secretary

# CCPC Board of Governors Meeting Minutes

Wednesday, December 8, 2021

Call to order 6:00 pm

## Roll Call

CCPC Board members present – Pamela J. Adams, Jeff Brewster, Robert Brown, Timothy Collier, Dr. Angelica Hardee, Dr. Camille Jones, Ki-Afi Ra Moyo, Luwana Pettus-Oglesby, Luz Schemmel, Erica White

CCPC Board members absent – Michelle Burns, Ashley Colmenero, Donald Washington

Others present: Sa-Leemah Cunningham, Geneva Goode, Jeremy Gray, Roshani Hardin, Dr. Edward Herzig, Domonic Hopson, Mark Menkhaus, David Miller, Dr. Grant Mussman, Dr. Anna Novais



December 2021  
meeting agenda pac

Topic	Discussion/Action	Motion	Responsible Party
<b>Call to Order/Moment of Silence</b>	Meeting was called to order 6:00 p.m.		Robert Brown
<b>Roll Call</b>	9 present, 3 absent	n/a	Sa-Leemah Cunningham
<b>Minutes</b>	<b>Motion:</b> That the City of Cincinnati Primary Care Board of Governors approve the minutes of the November 10, 2021, CCPC Board Meeting	<b>M:</b> Mr. Timothy Collier <b>2<sup>nd</sup>:</b> Ms. Pamela Adams <b>Action: Passed</b>	Robert Brown
<b>Old Business</b>	<b>Personnel Committee:</b> Swearing in of board member Luz Schemmel	n/a	Sa-Leemah Cunningham
	CCPC Board Bylaws Revision <b>Motion:</b> <ul style="list-style-type: none"> <li>• Solicitor sees no reason or problems with Board moving forward with Bylaw revision.</li> <li>• At the January meeting, the bylaw changes will be discussed</li> <li>• Bylaws with changes will be distributed before January meeting</li> </ul>	n/a	
<b>CEO Update</b>	Please see memo attached in agenda CCPC SAC Application <ul style="list-style-type: none"> <li>• Has officially been awarded for the period of January 1, 2022-December 31, 2024!</li> </ul> Staffing updates <ul style="list-style-type: none"> <li>• Working to fill Nursing Supervisors/Practice Managers at Ambrose and School-Based Health Centers.</li> </ul> President Biden Vaccine Mandates <ul style="list-style-type: none"> <li>• On 11/30/21, the CMS Vaccine Mandate for health care providers</li> </ul>	n/a	Domonic Hopson



	<p>was put to a halt by multiple judges across the country—in particular, a judge in Louisiana that impacted us.</p> <ul style="list-style-type: none"> <li>• Employees are to follow city mandates for now if unvaccinated—which requires regular testing every 2 weeks.</li> <li>• Approx., 43 employees at the time of the meeting are impacted by the mandate</li> <li>• Currently offering 2-3 days of testing for unvaccinated employees per week until 12/31/21.</li> </ul> <p>Marketing-Community Relations</p> <ul style="list-style-type: none"> <li>• Award is being created for a Focus group. This award will be given to 4 focus groups across the city (in different neighborhoods—Avondale and Price Hill is confirmed)—to give feedback on how CCPC can improve</li> <li>• Adding a link to board of health webpage, that will lead to a landing page for CCPC page for current and future patient access.</li> <li>• With results from the Focus group, a large Marketing strategic plan will be created for CCPC marketing/branding.</li> </ul>		
<b>CMO QI Update</b>	<p>Please see memo and presentation attached in agenda</p> <ul style="list-style-type: none"> <li>• Dr. Mussman discussed UDS quality measures—please review quality measures slide.</li> <li>• Dr. Mussman gave an update on childhood immunizations <ul style="list-style-type: none"> <li>○ Big area for improvement is missed well visits.</li> <li>○ Looking to focus on the MMR vaccine rate and actionable marker for childhood immunizations.</li> <li>○ Review MMR vaccination graphs in the presentation</li> </ul> </li> <li>• Dr. Mussman gave a clinical update regard Oral Therapeutics for COVID—Oral Molnupiravir; see presentation.</li> </ul>	n/a	Grant Mussman, M.D.
<b>Finance</b>	<p>Please see memo and presentation attached in agenda</p> <ul style="list-style-type: none"> <li>• Mr. Menkhaus reviews financial data variance between FY21 and FY22 for</li> </ul>	n/a	Mark Menkhaus Jr.

	<p>the month of October</p> <ul style="list-style-type: none"> <li>• Mr. Menkhaus discussed the variances in Revenue and Expenses for the month of October.</li> </ul>		
<b>Ambulatory Operations Update</b>	<p>Please see memo attached in agenda</p> <ul style="list-style-type: none"> <li>• Mrs. Goode reviewed CCPC encounter and visit data, as well as no show rate.</li> <li>• Mrs. Goode reviewed CCPC Pharmacy data. <ul style="list-style-type: none"> <li>○ Mr. David Miller added that he hoped to be fully staffed with Pharmacy technicians by the end of the year.</li> </ul> </li> <li>• Mrs. Goode discussed locations and hours for the CCPC Health Center COVID clinics. <ul style="list-style-type: none"> <li>○ There is a COVID clinic offered at one of the health centers daily including Saturday.</li> </ul> </li> </ul>	n/a	Geneva Goode
<b>COO Update</b>	<p>Health Center Policy Review</p> <ul style="list-style-type: none"> <li>• See Policy attached in the agenda</li> <li>• Patient Centered Medical Home (PCMH) <ul style="list-style-type: none"> <li>○ This policy establishes standards for appointment availability for pediatrics, medical, OB/GYN, and auxiliary services. Also states that our central scheduling unit will be scheduling appointments via Epic.</li> </ul> </li> <li>• Corrections have been made from last meeting</li> </ul>	<p>M: Mr. Timothy Collier  2<sup>nd</sup>: Pamela Adams  Action: Passed</p>	Jeremy Gray
<b>New Business</b>			Robert Brown

Meeting adjourned: 7:30pm

Next meeting: January 12, 2022

The meeting can be viewed and is incorporated in the minutes: <https://archive.org/details/ccpc-board-12-8-21>

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Date: 12/8/2021  
Clerk, CCPC Board of Governors

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Date: 12/8/2021  
Pamela J. Adams, Secretary