

**Hamilton Center, Inc.**  
**Board of Directors Meeting**  
September 26, 2023

**Present**

Ashley Bennett  
Krista Grange  
James Jackson II  
Andreas Kummerow  
Bobby Moore  
Doug Napier  
Jim Winning

**Absent**

John Plasse

**Staff/Guests Present**

Travis Coffman – Chief of Solar  
Mark Collins – Chief Clinical Officer  
Meghan Creech – Chief of Utility Services  
Angel Fisher – Chief of Staff  
Art Fuller – Chief of CCBHC  
Robb Johnson – Chief Operating Officer  
Stacey Mason – Deputy Chief of Fiscal Services  
Natasha Newcomb – Chief of Crisis Diversion  
Emily Owens – Chief of Clinical Outreach  
Mohammed Ramadan – Chief of Information Technology  
Daphne Session – Deputy Chief of Health Clinics  
Tracie Session – Chief of Fiscal  
Masooma Sheikh – Deputy Chief Medical Officer  
Danny Tanoos – Chief Human Services Officer

Terry Modesitt - Corporate Attorney

**CALL TO ORDER** The meeting was called to order at 5:00 p.m. at Hamilton Center Shriner building, Situation Room. Webex was available to those who could not attend in person.

**FY 23 ANNUAL AUDIT – Blue & Co.** – Jeff Reed and Abbey McDonough with Blue & Co. reviewed the FY23 audit. Mr. Reed shared it was a good clean audit. There was a change in accounting principles related to leases which were brought to the balance sheet. The balance sheet is strong with \$55M in total assets. Expenses increased compared to last year, mostly in salary, wages, and benefits. Cash is down \$3M, the majority with investments and bonuses paid out. Days of cash on hand is 188. Wages and Benefits per FTE – Mr. Reed stated we need to stabilize relevant to the revenue. Revenue per FT employee – There was an increase. We need to try to do the same work without the same FTE.

There is not much bad debt. Overall, a good audit, they shared how much they appreciated Ms. Session and her team for their assistance. Mr. Winning gave kudos to the staff for a clean audit. Ms. Session thanked Blue and Co. and their team for all their hard work.

**INTRODUCTION OF NEW STAFF, NEW DIRECTORS, GUESTS** - Ms. Fisher introduced Ms. Stacey Mason, Deputy Chief of Fiscal Services.

**MINUTES** – It was moved by Bobby Moore seconded by Andreas Kummerow and approved to accept the August minutes as presented.

**CORRESPONDENCE** – None.

## **COMMITTEE REPORTS**

### **RETIREMENT & BENEFITS COMMITTEE**

401k - The committee met with Principal to discuss the zero revenue share funds. The committee is reviewing the information provided and will report back to the board.

### **NOMINATING COMMITTEE**

The nominating committee did not meet. Mr. Modesitt explained we have several board members leaving the board due to meeting term limits. The bylaws state an exception can be made to extend terms if determined by the board to be in the best interest of the corporation.

**It was moved by Doug Napier seconded by Jim Winning and approved to extend the terms for those scheduled to go off the board for one year.**

Slate of Officers – The current officers are willing to remain, but it is the board's decision to keep them the same or nominate other officers. There were no motions given. Mr. Modesitt asked for everyone to think about the slate and be prepared to vote next month.

Potential Board Members – The following individuals are interested in becoming board members. Mr. Modesitt read the following resumes:

- Larry Cheeks Jr. - Vigo
- Paul Lockhart - Vigo
- Norman Forrest Lowery - Vigo
- Michael Tom - Vigo
- Mark Baker - Sullivan
- Amy Hardy – Clay

Mr. Kummerow asked if we met the requirements of the bylaws regarding the represented disciplines. The bylaws will be reviewed to ensure all requirements are met.

**It was moved by Bobby Moore seconded by Jim Winning and approved for the individuals above**



to become board members.

## **ADMINISTRATIVE COMMITTEE**

**FINANCIAL REPORT** – Ms. Session explained that the financial statements are interim until the audit has been conducted, completed, and presented to the board next fall. As a reminder a new EMR was implemented in July. There were struggles last month, it is improving.

Balance sheet – Total assets - the overall variance from July to August was an increase of \$264,000. The current assets total was an increase of \$340,000. Current liabilities decreased by \$1.M, A/P increased by \$38,000. Estimated third party liability decreased by \$81,000. Salary and wages payable decreased by \$925,000. Accrued 16 days in July and 9 days in August. Accrued vacation time decreased by \$54,000. Total assets and liabilities for August is \$46,128,251.

Income statement – Gross revenue of \$6.1M, that is an increase from July to August of almost \$4M, understanding that last month the revenue was short due to challenges with the new EMR. There were 21 working days in July and 23 in August. Deductions from revenue increased by \$1.5M. That is compared to \$783,000. Net service revenue increased by \$3.2M. Expenses of salary and wages increased by \$195,000, there were also three pays in August. An overall variance of \$245,000. Employee benefits increased by \$33,000 and group health benefits increased by \$108,000. Nonservice revenue increased by \$1.2M, unrealized gain on investment decreased by \$147,000 compared to \$1.5M decrease in July. It is a record of investments only on paper. Government funds increased by \$6,000. The August net gain is \$1.3M.

EHS credit card charges – \$1,165.88. The overhead percent on the report is 10% which is in accordance with the policies and procedures required by the Office of Head Start.

Mr. Napier asked about the plan and timeline to fix the variance. Ms. Session replied that it should be reflected next month. The issue in July was they reported on two weeks, not the full thirty-one days. They reported on the remaining two weeks in July and five weeks in August.

**ADMINISTRATIVE SERVICES REPORT** – Mr. Johnson presented the administrative services report which was included in the board packet. Below are the highlights.

**Marketing:** The Hamilton Center Community Impact letter was sent on August 22, 2023, to 810 individuals. The Diversity Walk was covered by WTWO, WTHI, and 100.7 Mix FM. Nominations for Hamilton Awards was covered by WTHI.

**CRS:** 222 logged activities in August. They also assisted 20 consumers with insurance applications.

**Mentor Program:** As of August 28, there were 160 students. The 2023-2024 school year will be the largest group of mentees to date. To gauge the effectiveness of the Mentor Program, a survey has been developed for teachers to complete 3 times a year. This will be used in

conjunction with academic and behavior data like report cards and office referrals to paint a more complete picture of student improvement.

### **Information Technology**

**Count of tickets created per month:**      **Aug 2022 = 161**      **Aug 2023 = 213**

**Count of tickets closed per month:**      **Aug 2022 = 199**      **Aug 2023 = 219**

Configuring mobile device management (MDM) to secure mobile devices accessing company resources.

### **Quality & Compliance**

(10) Policies and Procedures revised or reformatted.

<b>Auditing Entity</b>	<b>Status</b>
<b>OMPP Desk Provider Desk Audit</b>	<i>9/6/2023: request submitted to Deloitte- awaiting response</i>
<b>7/18/2023- SSA Vigo Payee Audit</b>	<i>Awaiting response</i>
<b>7/31/2023- Zyprexa Relprevv REMS Program, Eli Lilly and Company audit</b>	<i>Staff training completed, awaiting communication from vendor</i>
<b>8/28/2023-9/22/2023 – DMHA Annual Consumer Survey</b>	<i>Survey In progress</i>
<b>9/15/2023: The Joint Commission General Application due</b>	<i>Data submitted</i>

### **Operations**

- Raised two sets of steps at Post Road group home.
- New guttering at Crawford group home.

**HUMAN SERVICES REPORT** – Dr. Tanoos provided the following report.

<b>Employee Count</b>		<b>New Hires</b>	
Current	632	New Hires	37 (35 are still active, 2 term)
Last Year	640	Last Year	53 (26 are still active, 27 term)

### **S/P/E COMMITTEE**

Early Head Start – Ms. Owens stated the program indicators were included in the board packet. We are almost at 18% of our in-kind federal share. We also have a plan to increase enrollment in the next few months.



**FQHC Update** – Mr. Collins apologized for some of the data in the report not being available. As soon as it is available in the new EMR it will be provided. The 340B audit for August was completed and we are still in compliance with our internal standard of 85% adherence to those claims. In August we received notification from HRSA that oversee the FQHC, they had additional funds left over from the ARPA grant, we have an ARPA grant that expires in June of 2024. We have approximately \$200,000 in that grant to spend and we have a plan in place to spend the funds. They divided the funds throughout the other health centers and asked us to take an additional \$10,548 we have spoken with HRSA. We are asking for the board to approve a relinquishment of those funds. Saying we appreciate it, but we will not be taking the additional grant dollars. We would rather pass on the dollars than not be able to spend them, as that does not look good on us as an organization.

**It was moved by Andreas Kummerow seconded by Doug Napier and approved to submit the relinquishment letter of the additional funds to HRSA.**

Mr. Moore asked if Hamilton Center is covering the cost for the board members to receive a physical at Grace Clinic. Mr. Collins shared that the persons insurance is billed, and any co-pays or deductibles would be the persons responsibility.

**OTP UPDATE** – We completed a protocol to work with individuals that are incarcerated within our counties which will allow us to provide methadone to those incarcerated to help them as they battle the opioid use disorder. We will soon be able to offer suboxone and buprenorphine at our OTP clinics. We will be able to offer all three forms and hopefully increase the census in all three locations.

**CLINICAL REPORT** – Mr. Collins reported Hamilton Center was awarded \$460,000 from the Indiana Housing Community Development Authority (IHCDA). This will allow us to serve Clay, Parke, Greene, Vermillion, and Vigo counties over the next three years. These funds are specifically for individuals that need housing assistance. They may come to us on the verge of being evicted or need assistance with housing. For those housing authorities that participate, we will be able to claim vouchers for those individuals to help them secure housing.

We have had three therapists pass their licensure exam and are all now Licensed Clinical Social Workers (LCSW).

**UTILIZATION REVIEW UPDATE** – Mr. Coffman shared the UR report which was included in the packet.

**MEDICAL SERVICES REPORT** – Dr. Sheikh reported having twelve psychiatric nurse practitioners and 3 psychiatrists on staff. Dr. Cruz and Dr. Sheikh continue to provide IPU supervision and coverage. The priority is to recruit a couple of psychiatrists. Pleased to have Kimberly Crawford as Director of Nursing. Ms. Newcomb, Ms. Crawford, and I collaborate frequently to ensure the unit is running smoothly and our consumers are well taken care of. During the medical staff meeting a brief EMR training was provided by the Chief of IT, and it

was received well. The medical executive team continues to meet weekly to review policies and procedures as well as privileging applications.

Mr. Kummerow asked about the progress with filling the psychiatrist positions. Dr. Sheikh said there is a team looking into the option of a locum tenen while continuing the recruiting effort.

**CRISIS DIVERSION CENTER (CDC) REPORT** – Ms. Newcomb presented the following:

**Services Provided**

August 2022	August 2023
Mobile Crisis Runs: 14	Mobile Crisis Runs: 8
Law Enforcement Drop Off: 16	Law Enforcement Drop Off: 19
Emergency Detentions: 43	Emergency Detentions: 1
	48 Hour Holds: 28

**Site Highlights**

Hamilton Center was recently awarded a grant through the Department of Mental Health and Addiction (DMHA) to expand our crisis continuum of care. Hamilton Center is in the process of establishing a Crisis Receiving and Stabilization Unit (CRSS). This unit will be designed to provide care for no more than 23.5 hours for up to five consumers. The purpose of the unit is to provide needed crisis services in the least restrictive environment. The goal is to alleviate unnecessary hospitalizations and get people back to prior level of functioning as soon as possible. The CRSS will be staffed 24 hours a day, seven days a week with nurses, mental health technicians, and on call prescribers. The grant is a two-year grant for \$4.1 million.

**PAC COMMITTEE**

- Policy - Meghan Creech
- Clinical Supervision      OP.11.01.00.00

**It was moved by Bobby Moore seconded by Doug Napier and approved to accept the policy as presented.**

- Credentialing/Privileging – Meghan Creech

<u>Last Name</u>	<u>First</u>	<u>Cred</u>	<u>Site</u>
<u>Board-Ashbury</u>	<u>Fonda</u>	<u>MSW</u>	<u>Vermillion</u>
<u>Burns</u>	<u>Erin</u>	<u>RN</u>	<u>VCOP</u>
<u>Linder</u>	<u>Dominique</u>	<u>RN</u>	<u>VCOP</u>
<u>Reed</u>	<u>Kylie</u>	<u>RN</u>	<u>IPU</u>
<u>Rupska</u>	<u>Shelia</u>	<u>RN</u>	<u>VCOP</u>

**It was moved by Bobby Moore seconded by Andreas Kummerow and approved to accept the credentialing and privileging applications as presented.**

**PRESIDENT/CEO REPORT** - Ms. Fisher shared the following information from Mr. Burks. Staff will be receiving a 3.5% increase effective 9/18/23. This is part of our ongoing recruiting and retention efforts that Mr. Burks has been reporting on for the last few months. The annual dinner will be held on October 24<sup>th</sup> at ISU, the board meeting will be held prior to the dinner at 5 pm. Board members and their guest will be free. More details on the dinner will be coming out soon.

**OLD BUSINESS** – None.

**NEW BUSINESS** - None.

**ANNOUNCEMENTS** – None.

Meeting adjourned at 5:40 p.m.

Respectfully submitted.  
Angel Fisher, Recorder for



Michael Nasser, Secretary