



Hilltown Community Health Center

Administrative Offices
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Worthington, MA 01098
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www.hchcweb.org

**BOARD MEETING
APRIL 26, 2018
HUNTINGTON HEALTH CENTER
5:30 PM**

AGENDA

1. Call to Order
2. Approval of the March 27, 2018 Meeting Minutes
3. Finance Committee Report
4. Chief Executive Officer / Senior Manager Reports
5. Committee Reports (as needed)
 - Executive Committee
 - Recruiting, Orientation, and Nominating (RON)
 - Corporate Compliance
 - Facilities
 - Personnel
 - Quality Improvement
6. Old Business
7. New Business
 - Employee Credentialing-New Employees:
 1. Isolde (Izzy) Quinney, Resident through C3
 2. Dawn Flatt, RN, Director of Clinical Operations
 3. Tammy Sciartilli, Certified Dental Assistant
 4. Jessica Rivera, Registered Dental Hygienist
 5. Kathie Curnick, RN
 6. Cynthia Fox, DMD
 - Employee Privileging:
 1. Melanie Krupa, PA
8. Adjourn

HCHC BOARD OF DIRECTORS MEETING

Date/Time: 03/27/2018 5:30pm

Worthington Health Center

MEMBERS: John Follet, President; Tim Walter, Treasurer; Alan Gaitenby; Lee Manchester; Wendy Lane Wright, Clerk; Cheryl Hopson; Nancy Brenner, Vice President; Wendy Long

STAFF: Eliza Lake, CEO; Frank Mertes, CFO; Janet Laroche, Executive Assistant

ABSENT: Matt Bannister; Seth Gemme; Maya Bachman; Kathryn Jensen; Michael Purdy, CCCSO

Agenda Item	Summary of Discussion	Decisions/ Next Steps/ Person Responsible Due Date
Approval of Minutes 02/22/2018	<p>John Follet called the meeting to order at 5:35pm.</p> <p>The February 22, 2018 minutes were reviewed by the Board members present. A motion was made by Tim Walter to approve the February 22, 2018 minutes. It was brought to the attention of the group that a few changes were needed. Under Finance Committee, 'unfilled position' should be listed as Director of Clinical Operations; Under the CEO report, in the first paragraph, it should read, HCHC's service area will lose seniority in the MA State House; also under the CEO report, on page 3, the 2nd to last paragraph should read, There's an effort to pass a new state fund to stabilize community health centers. The last sentence should read, The recently deceased Mr. Kocot was the primary author of a health care reform bill that could contain language for this fund; Under Personnel minutes, it should state that the committee is working to reconcile the employee handbook with policy.</p> <p>A clarification was needed regarding last month's minutes and the Amherst site hours for the dental department. It was asked if only dental is open Wednesday afternoons? Eliza explained that the medical department will be open until 12pm on Wednesdays for several months until another staff member comes on. The dental department will be open all day on Wednesdays. Another motion was made by Tim Walter to approve the February 22, 2018 minutes with the above amendments. The motion was seconded by Nancy Brenner. The motion to approve the February 22, 2018 minutes as amended was approved. It was noted that one person abstained from voting.</p>	February 22, 2018 minutes were approved
Finance Committee	<p>Tim Walter reported for the Finance Committee which met at 4:30pm today. Tim reported that the health center is doing better than last year at this time. Medical visits for the month were 2,914 which are up 265 more from last year. The budget shows an operating loss of \$67,772. \$44,777 was in medical. Dental also had a loss. The organization is currently low on cash. The Optometry department had a staff member take an unexpected 6 week leave. Receivables are up to \$907,470. Sites needed to close 2 different days due to weather. This results in a loss of \$25,000 each day or approximately \$3,000 per hour. There's also extra staff working right now who are being trained and will be working in</p>	

	<p>Amherst. All staff have now been hired. The opening date for the new site has been delayed. The hope is to open on April 23, but this could change due to when we receive the certificate of occupancy and the state inspection is scheduled for licensure.</p> <p>There are still discussions regarding the overruns on the Amherst project and a possible rent concession. A \$300,000 line of credit has been applied for and the terms are being negotiated. This creates a new opportunity to do some more fundraising. Marie Burkart has met with Matt Bannister and they have discussed approaching other businesses regarding donations. Money raised will be put toward paying off the line of credit.</p> <p>We're still waiting to hear from HRSA about any additional 330 grant funding. The threat of another government shutdown would not affect the drawdowns we make on those funds.</p> <p>It was reported that the dental department in Worthington is not at capacity for patients. Community Health Programs (CHP) has expanded enormously and now has a dental clinic in Pittsfield which may be taking some patients away from HCHC.</p> <p>A motion was made by Alan Gaitenby to accept the finance committee report. It was seconded by Wendy Long. With no further discussion needed, the finance committee report was approved.</p>	<p>Finance committee report was approved.</p>
CEO Report	<p>Eliza Lake reported to the Board that the implementation of the ACO, C3 is a bit rocky as expected. Not from preparation, but issues with C3's systems not working. It's taking lots of time for clinical workflow changes. They have planned a Board retreat on Thursday, March 29. The agenda contains items looking ahead at the future, but Eliza says we first need assistance with the current issues taking place.</p> <p>There have been issues with MassHealth in that not all patients have been enrolled immediately. It's been taking about a week. If a patient is in the wrong plan, for the month of March their previous plan pays for that visit.</p> <p>There are concerns with MassHealth patients for the Amherst site. Eliza spoke with MassHealth. One issue is that we do not have any political clout in Boston for Amherst right now. Steve Kulik will possibly help out as we're an organization within his district.</p> <p>We're still on eCW through Cooley Dickinson Hospital (CDH), but not for much longer. CDH has asked that we transition within 90 days from March 1. eCW is waiting for the software licenses for us from CDH. There is some concern regarding the Mass General/Partners influence on the IT department at CDH. It could be possible that they play hard ball with us by saying the server is being shut down with little notice. We're hoping this will not be the case.</p>	

	<p>Painting in Huntington and Worthington is taking place. New carpeting is also being installed in some areas. Eliza has been dealing with the opinions of staff. Some staff hate the colors and opinions seem to be by department. Huntington and Worthington have received the same color scheme as the Amherst site.</p> <p>Dawn Flatt, the new Director of Clinical Operations has started. Things are going well and she's very enthusiastic. Cynthia Magrath now has more time to focus on practice management and is working closely with Dawn. Izzy Quinney from C3 has started as well. She's not using the new eCW yet, which is making things a bit difficult.</p> <p>Eliza also reported that the Mass League is feeling positive about the Health Care Transformation Fund. They have assigned legislators for health centers to call. MA State House Day has been scheduled for May 1. She's asking staff who might like to go if they are able.</p> <p>Dr. Beth Coates has asked again for the annual leave she's been taking the past few years. The process is for the CEO and Board to review and approve or not approve. She's asked to be away August 6 to October 8, 2018. It was asked if providers have their contracts renewed regularly? We currently have several new providers with new contracts. Other contracts being renewed have language stating that they renew automatically. The contracts contain language that state this type of leave is allowed if the provider has worked here for more than 10 years. No other provider will hit the 10 year mark for 3 more years. Dr. Coates was asked if the trip dates could be changed, but they cannot. It might be possible for us to ask for a change in dates for the following year. The timing for this is not the best as we will move two current providers to Amherst soon and the Huntington location is short providers. It was asked how the provider will be paid during the time away? She will use the vacation time that's been accrued, but will not accrue additional hours while on the leave. A Motion to approve the leave request for Dr. Beth Coates for August 6 to October 8, 2018 was made by Alan Gaitenby. The motion was seconded by Nancy Brenner. With no further questions or discussion, the motion was approved.</p> <p>Some questions were asked about the opening of the Amherst site. Lee Manchester asked if appointments are already being made for opening day? Will providers be there working that day? Eliza answered by stating that the dental department has a list of patients who have called and want to make an appointment. We'll be creating a schedule and will start filling appointment slots for April 23. It was asked if there will be an outside sign on the building? Eliza stated that yes, there will be. It's being worked on. PVTA bus ads are starting on April 1 and are being paid by C3. We've also been given a spot in the Amherst Council on Aging (COA) newsletter for this month.</p> <p>The new Community Health Worker, Biani Salas Morales has started and has a busy schedule ahead of her. We're planning on June 2 for the ribbon cutting ceremony at 9am.</p>	<p>Leave request for Dr. Beth Coates was approved</p>
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Executive Committee	John Follet reported that there was no business this past month.	
Recruitment, Orientation & Nominating (RON) Committee	Tim Walter reported that there was no meeting recently.	
Corporate Compliance Committee	The Corporate Compliance committee meeting was cancelled due to a snow storm. The meeting will be rescheduled.	
Facilities Committee	It was reported that painting has been taking place along with new carpet installation. The ceiling in the billing department is being worked on now. The Conway School of Landscape Design was recently approached to see if they could assist us with a landscape design for the Huntington location, but they will not be able to assist us. We're still in need of barriers between the parking lot and the Huntington site so cars cannot hit the building. Also, there's not much protection for the propane tank in Huntington. This will need to be reviewed.	
Personnel Committee	<p>The Personnel Committee met this month. The employee handbook continues to be worked on. Revisions were made to the Code of Conduct. A statement to respect diversity will be added. The word disability will be changed to ability in #1 on the Code of Conduct list. A few more changes will also be made. The Code of Conduct policy was created to say we have a code of conduct. A motion to approve the Code of Conduct policy was made by Alan Gaitenby and seconded by Tim Walter. With no further discussion needed, the Code of Conduct policy was approved.</p> <p>The Conflict of Interest policy was reviewed and it's been determined that there is a confusing sentence that needs further discussion. It was discussed if we need this policy since we have this issue is already included in the Standards of Conduct, which is part of the Corporate Compliance policy.</p> <p>The Continuing Education policy was also reviewed regarding part time employees. The benefits package is to be reviewed at some point in the future.</p> <p>The Furlough policy was also reviewed. It was discussed that health, dental, and life insurance are covered, but who is responsible for the premiums? It's currently not clear if the employee pays or if the Health Center does. More review and discussion is needed.</p>	Code of Conduct policy was approved
Quality Improvement/Risk Management Committee	Cheryl Hopson reported for the committee. The minutes from the February meeting were included in this month's Board packet along with quarterly reports from the reporting departments. For the Optometry dept, they reported that peer reviews are now conducted in-house. A few standardization issues were found and have been worked out. The Community Programs department	

	<p>reported that the 1422 project continues moving ahead. The breast cancer project from the fall was discussed and questions came up regarding results that will be followed up on at the next meeting.</p> <p>There was an incident in the Dental dept's outreach dental program with the wrong student being seen and treated due to having two students in the same class with an unusual first name. There was no last name listed on the form, thus creating the occurrence. The team revised procedures to ensure this will not occur again. The parents of the student were called and were understanding about what happened. It was asked how the parents reacted? The parents were ok with the incident, but had a concern about fluoride since their child received some fluoride at this appointment as well as at a recent dental appointment. The parent was given instructions regarding the extra fluoride treatment which was not harmful.</p> <p>The Medical department continues to report ongoing issues with the electronic medical record along with communication between our interface and other hospital interfaces. Processes currently in place are an issue as well. Items from other practices and hospitals are sent to us electronically, but the documents are not getting into patients records timely on our end. Providers are having to take the time to look for things now and they're not always doing it. Wendy Long shared that she's heard that people struggle with the patient portal. It was asked if instructions for the patient portal can be placed on the web site? There's an app available to download on smartphones. It's been noticed that sometimes test results are posted to the portal before providers see them, which is not always beneficial for patients.</p> <p>Jon Liebman's quarterly report for the medical department was explained at this meeting. He's not sure how accurate the data for measurements is. It's sometimes can be due to clinicians not recording correctly. Mapping of the data is an issue as well. This is not related to services we provide. It's related to specialists that patients and the data from those visits does not appear in our system. An example would be mammograms and pap smears done elsewhere. We don't receive the information regarding those appointments.</p> <p>The Behavioral Health dept has a waiting list that is still growing. They are looking to hire a part time clinician. Frank followed up on this and reported that they have found a person to work two days/week.</p>	
Committee Reports	<p>After all the committee reports had been reviewed and discussed, Tim Walter made a motion to accept all committee reports. The motion was seconded by Wendy Long and without further discussion, the reports were approved.</p>	Committee reports presented at this meeting were approved.
Old Business	There was no old business this month.	

New Business HIPAA Security Policies	<p>The HIPAA Security Policies were reviewed this month. A few of the policies have some reference to CDH, but this will change in a couple more months once we've moved away from eCW with Cooley Dickinson. It was asked if we should approve these policies now or wait until the changeover takes place? It was decided to approve these now since this is what's currently in place.</p> <p>In the Data Backup Plan, the backup server is located in Worthington, not Huntington where the policy currently states. This will be corrected.</p> <p>Lee Manchester made a motion to approve the HIPAA Security Policies. Tim Walter seconded the motion. With no further discussion needed, the motion to approve the Policies policy was approved unanimously.</p>	HIPAA Security Policies were approved.
Employee Credentialing	<p>The credentialing checklists for the following new employees were brought to this meeting as being recommended for full credentialing by the Credentialing and Privileging Committee:</p> <ol style="list-style-type: none"> 1. Kiara Gonzalez, Medical Assistant 2. Sondra Guzik, Medical Assistant <p>Sondra will be working in Amherst. Kiara will be working in Huntington.</p> <p>After a short discussion of the following new employee, Wendy Long moved to accept the recommendations of the credentialing and privileging committee to approve credentials for Kiara Gonzalez and Sondra Guzik. Tim Walter seconded the motion, and with no further discussion, the motion passed unanimously.</p>	<p>Credentialing was approved for Kiara Gonzalez and Sondra Guzik</p> <p>Bridget Rida to notify the employees of the granted credentials</p>
Next Meeting	<p>Tim Walter made a motion to adjourn the meeting and Nancy Brenner seconded his motion. The motion was approved and the meeting adjourned 6:50pm.</p> <p>The next regular Board meeting is scheduled for April 26, 2018 at 5:30pm at the Huntington Health Center.</p>	

Submitted by,

Janet Laroche, Executive Assistant

Hilltown CHC
Dashboard And Summary Financial Results
March 2018

	FY 2016	Actual FY 2017	Actual Jan 2018	Actual YTD Feb 2018	Actual YTD Mar 2018	Notes on Trend	Cap Link TARGET	COMMENT
<u>Liquidity Measures</u>								
Operating Days Cash	16	7	5	6	14	Measures the number of days HCHC can cover daily operating cash needs.	> 30-45 Days	Not Meeting Benchmark
Current Ratio	1.96	1.27	0.95	0.96	0.89	Measures HCHC's ability to meet current obligations.	>1.25	Not Meeting Benchmark
Patient Services AR Days	33	33	32	32	30	Measures HCHC's ability to bill and collect patient receivables	< 60-75 Days	Doing Better than Benchmark
Accounts Payable Days	46	56	95	69	94	Measures HCHC's ability to pay bills	< 45 Days	Not Meeting Benchmark
<u>Profitability Measures</u>								
Net Operational Margin	-1.1%	-3.4%	-7.5%	-9.7%	-10.5%	Measures HCHC's Financial Health	> 1 to 3%	Not Meeting Benchmark
Bottom Line Margin	6.6%	9.6%	-5.5%	8.0%	8.5%	Measures HCHC's Financial Health but includes non-operational activities	> 3%	Doing Better than Benchmark
<u>Leverage</u>								
Total Liabilities to Total Net Assets	32.1%	27.9%	33.2%	28.7%	33.0%	Measures HCHC's total Liabilities to total Net Assets	< 30%	Not Meeting Benchmark
<u>Operational Measures</u>								
Medical Visits	-	18,443	1,489	2,914	4,371			
Net Medical Revenue per Visit	\$ 142.69	\$ 136.63	\$ 148.92	\$ 147.07	\$ 144.39			
Dental Visits	-	14,880	1,252	2,309	3,512			
Net Dental Revenue per Visit	\$ 104.66	\$ 113.60	\$ 117.02	\$ 108.61	\$ 109.03			
Behavioral Health Visits	-	3,814	330	642	1,002			
Net BH Revenue per Visit	\$ 98.69	\$ 95.58	\$ 100.93	\$ 91.23	\$ 85.29			
Optometry Visits	-	2,332	214	370	523			
Net Optometry Revenue per Visit	\$ 104.51	\$ 79.50	\$ 87.35	\$ 79.40	\$ 91.60			

**Hilltown Community Health Centers
Income Statement - All Departments
Period Ending Mar. 2018**

	Mar. 2018 Actual	Mar. 2018 Budget	Over (Under) Budget	YTD Total Actual	YTD Total Budget	Over (Under) Budget	YTD PY Actual	Over (Under) Cur. v. PY YTD
OPERATING ACTIVITIES								
Revenue								
Patient Services - Medical	202,549	229,882	(27,333)	631,119	591,257	39,862	569,250	61,869
Visits	1,457	1,672	(215)	4,371	4,324	47	4,194	177
Revenue/Visit	\$ 139.02	\$ 137.49	\$ 1.53	\$ 144.39	\$ 136.74	\$ 7.65	\$ 135.73	\$ (128.08)
Patient Services - Dental	132,113	192,890	(60,777)	382,901	493,912	(111,011)	400,538	(17,637)
Visits	1,203	1,595	(392)	3,512	4,202	(690)	3,641	(129)
Revenue/Visit	\$ 109.82	\$ 120.93	\$ (11.11)	\$ 109.03	\$ 117.54	\$ (8.52)	\$ 110.01	\$ (118.52)
Patient Services - Beh. Health	26,892	42,825	(15,933)	85,459	120,114	(34,655)	85,787	(328)
Visits	360	439	(79)	1,002	1,228	(226)	998	4
Revenue/Visit	\$ 74.70	\$ 97.55	\$ (22.85)	\$ 85.29	\$ 97.81	\$ (12.52)	\$ 85.96	\$ (98.48)
Patient Services - Optometry	18,529	25,502	(6,973)	47,908	72,020	(24,112)	41,375	6,533
Visits	153	324	(171)	523	915	(392)	550	(27)
Revenue/Visit	\$ 121.10	\$ 78.71	\$ 42.39	\$ 91.60	\$ 78.71	\$ 12.89	\$ 75.23	\$ (62.34)
Patient Services - Optometry Hardware	6,568	7,165	(597)	17,927	21,168	(3,241)	14,798	3,129
Patient Services - Pharmacy	17,183	12,500	4,683	31,719	37,500	(5,781)	38,977	(7,258)
Quality & Other Incentives	237	-	237	9,363	-	9,363	1,470	7,893
HRSA 330 Grant	137,253	128,875	8,378	371,760	386,625	(14,865)	375,711	(3,951)
Other Grants & Contracts	67,880	94,707	(26,827)	223,567	233,595	(10,028)	206,202	17,365
Int., Dividends Gain /Loss Investments	44	2,500	(2,456)	163	7,500	(7,337)	28,685	(28,522)
Rental & Misc. Income	4,854	2,427	2,427	9,727	7,280	2,447	8,217	1,510
Total Operating Revenue	614,102	739,273	(125,171)	1,811,613	1,970,971	(159,358)	1,771,010	40,603
Compensation and related expenses								
Salaries and wages	471,838	542,612	(70,774)	1,403,466	1,577,628	(174,162)	1,353,753	49,713
Payroll taxes	35,184	41,240	(6,056)	105,790	119,901	(14,111)	110,187	(4,397)
Fringe benefits	40,728	46,121	(5,393)	115,061	134,094	(19,033)	120,509	(5,448)
Total Compensation & related expenses	547,750	629,973	(82,223)	1,624,317	1,831,623	(207,306)	1,584,449	39,868
No. of week days	22	22	-	65	65	-	65	-
Staff cost per week day	\$ 24,898	\$ 28,635	\$ (3,737)	\$ 24,989	\$ 28,179	\$ (3,189)	\$ 24,376	\$ 613

**Hilltown Community Health Centers
Income Statement - All Departments
Period Ending Mar. 2018**

	Mar. 2018 Actual	Mar. 2018 Budget	Over (Under) Budget	YTD Total Actual	YTD Total Budget	Over (Under) Budget	YTD PY Actual	Over (Under) Cur. v. PY YTD
Other Operating Expenses								
Advertising and marketing	-	793	(793)	746	2,378	(1,632)	1,742	(996)
Bad debt	17,456	13,880	3,576	38,066	41,640	(3,574)	4,576	33,490
Computer support	6,253	16,442	(10,189)	22,109	49,326	(27,217)	20,779	1,330
Conference and meetings	(3,300)	1,355	(4,655)	1,378	4,065	(2,687)	8,810	(7,432)
Continuing education	3,463	2,788	675	6,227	8,364	(2,137)	5,756	471
Contracts and consulting	2,711	4,772	(2,061)	6,910	14,315	(7,405)	16,633	(9,723)
Depreciation and amortization	7,787	23,539	(15,752)	35,176	66,761	(31,585)	41,084	(5,908)
Dues and membership	1,586	2,934	(1,348)	5,519	8,802	(3,283)	54,113	(48,594)
Equipment leases	2,574	2,432	142	6,033	7,296	(1,263)	6,494	(461)
Insurance	2,512	1,501	1,011	5,408	4,503	905	3,551	1,857
Interest	1,549	1,500	49	4,535	4,500	35	4,713	(178)
Legal and accounting	2,167	3,000	(833)	9,970	9,000	970	10,174	(204)
Licenses and fees	4,098	4,331	(233)	13,739	12,992	747	13,716	23
Medical & dental lab and supplies	7,286	20,139	(12,853)	24,001	60,417	(36,416)	32,469	(8,468)
Merchant CC Fees	1,219	1,213	6	3,776	3,639	137	2,930	846
Office supplies and printing	3,212	2,945	267	12,066	8,736	3,330	7,964	4,102
Postage	322	1,986	(1,664)	4,535	4,958	(423)	4,246	289
Program supplies and materials	14,169	20,760	(6,591)	46,427	62,279	(15,852)	47,049	(622)
Pharmacy & Optometry COGS	6,249	5,034	1,215	17,453	15,100	2,353	22,576	(5,123)
Recruitment		426	(426)	284	1,278	(994)	1,755	(1,471)
Rent	3,140	6,535	(3,395)	9,420	19,605	(10,185)	9,000	420
Repairs and maintenance	29,590	12,836	16,754	52,503	38,508	13,995	46,025	6,478
Small equipment purchases	2,033	2,813	(780)	3,466	8,439	(4,973)	958	2,508
Telephone/Internet	17,034	13,324	3,710	25,660	31,972	(6,312)	26,926	(1,266)
Travel	955	3,960	(3,005)	4,194	11,879	(7,685)	9,746	(5,552)
Utilities	5,571	3,917	1,654	17,700	11,751	5,949	14,524	3,176
Loss on Disposal of Assets	-	-	-	-	-	-	-	-
Total Other Operating Expenses	139,636	175,153	(35,517)	377,301	512,502	(135,201)	418,309	(41,008)
Net Operating Surplus (Deficit)	(73,284)	(65,854)	(7,430)	(190,005)	(373,154)	183,149	(231,748)	41,743
NON-OPERATING ACTIVITIES								
Donations, Pledges & Contributions	9,653	417	9,236	22,501	1,251	21,250	31,190	(8,689)
Loan Forgiveness			-			-		-
Capital Grants	120,965	100,000	20,965	320,762	300,000	20,762	26,125	294,637
Net Non-operating Surplus (Deficit)	130,618	100,417	30,201	343,263	301,251	42,012	57,315	285,948
NET SURPLUS/(DEFICIT)	57,334	34,563	22,771	153,258	(71,903)	225,161	(174,433)	327,691

Hilltown CHC
Summary of Net Results By Dept.
March 2018
Net Results Gain (Deficit)

	March 2018	March Budget	Over (Under) Budget	YTD	YTD Budget	Over (Under) Budget	PY YTD	Cur. v. PY YTD
<u>Operating</u>								
Medical	\$ (51,160)	\$ (62,784)	\$ 11,624	\$ (110,410)	\$ (294,642)	\$ 184,232	\$ (140,892)	\$ 30,482
Dental	(34,137)	(27,016)	(7,121)	(105,099)	(148,928)	43,829	(92,033)	\$ (13,066)
Behavioral Health	(7,586)	7,432	(15,018)	(11,092)	15,423	(26,515)	15,223	\$ (26,315)
Optometry	(1,033)	6,478	(7,511)	(9,793)	15,439	(25,232)	2,809	\$ (12,602)
Pharmacy	15,286	9,166	6,120	26,695	27,500	(805)	29,553	\$ (2,858)
Community	2,620	(2,274)	4,894	117	(418)	535	(8,398)	\$ 8,515
Fundraising	(5,463)	(5,813)	350	(19,344)	(17,220)	(2,124)	(20,761)	\$ 1,417
Admin. & OH	8,189	8,957	(768)	38,921	29,692	9,229	(17,249)	\$ 56,170
Net Operating Results	\$ (73,284)	\$ (65,854)	\$ (7,430)	\$ (190,005)	\$ (373,154)	\$ 183,149	\$ (231,748)	\$ 41,743
<u>Non Operating</u>								
Donations	\$ 9,653	\$ 417	\$ 9,236	\$ 22,501	\$ 1,251	\$ 21,250	\$ 31,190	\$ (8,689)
Capital Project Revenue	120,965	100,000	20,965	320,762	300,000	20,762	26,125	\$ 294,637
Total	\$ 130,618	\$ 100,417	\$ 30,201	\$ 343,263	\$ 301,251	\$ 42,012	\$ 57,315	\$ 285,948
Net	\$ 57,334	\$ 34,563	\$ 22,771	\$ 153,258	\$ (71,903)	\$ 225,161	\$ (174,433)	\$ 327,691

Hilltown Community Health Centers
Balance Sheet - Monthly Trend

	12/31/2016	12/31/2017	1/31/2018	2/28/2018	3/31/2018
Assets					
Current Assets					
Cash - Operating Fund	\$ 321,717	\$ 139,487	\$ 106,899	\$ 131,133	\$ 314,830
Cash - Restricted (Amherst Donations)	350,559	238,749	264,552	110,300	108,789
Patient Receivables	815,560	922,130	945,932	907,470	892,811
Less Allow. for Doubtful Accounts	(55,491)	(99,215)	(118,300)	(118,351)	(135,875)
Less Allow. for Contractual Allowances	(321,655)	(364,280)	(367,283)	(355,074)	(355,637)
A/R 340B-Pharmacist	13,596	17,254	9,008	10,533	16,255
A/R 340B-State	893	928	(80)	(426)	(765)
Contracts & Grants Receivable	111,318	88,897	62,715	77,282	56,863
Prepaid Expenses	25,010	4,882	14,950	19,830	21,493
A/R Pledges Receivable	129,791	56,527	43,204	43,021	37,121
Total Current Assets	1,391,298	1,005,357	961,597	825,717	955,886
Property & Equipment					
Land	204,506	204,506	204,506	204,506	204,506
Buildings	2,613,913	2,613,913	2,613,913	2,613,913	2,613,913
Improvements	872,646	872,646	872,646	872,646	872,646
Equipment	974,504	974,504	974,504	974,504	964,232
Construction in Progress (Amherst)	52,011	1,303,831	1,535,407	1,669,398	1,857,729
Total Property and Equipment	4,717,580	5,969,400	6,200,976	6,334,967	6,513,025
Less Accumulated Depreciation	(2,031,443)	(2,195,779)	(2,209,474)	(2,223,169)	(2,220,682)
Net Property & Equipment	2,686,137	3,773,621	3,991,502	4,111,798	4,292,343
Other Assets					
Restricted Cash	53,811	53,713	53,709	53,713	53,717
Pharmacy 340B and Optometry Inventory	18,555	13,089	14,125	14,942	13,224
Investments Restricted	5,786	6,978	6,978	6,978	6,978
Investment - Vanguard	419,937	514,406	514,406	514,406	464,406
Total Other Assets	498,089	588,186	589,218	590,039	538,326
Total Assets	\$ 4,575,524	\$ 5,367,164	\$ 5,542,317	\$ 5,527,555	\$ 5,786,555
Liabilities & Fund Balance					
Current & Long Term Liabilities					
Current Liabilities					
Accounts Payable	\$ 229,370	\$ 296,786	\$ 462,981	\$ 332,669	\$ 508,923
Notes Payable	1,753	-	-	-	-
Sales Tax Payable	67	51	19	36	315
Accrued Expenses	2,528	1,492	(2,918)	2,537	(3,108)
Accrued Payroll Expenses	363,288	368,564	456,096	461,683	504,005
Payroll Liabilities	19,074	19,499	20,094	12,706	8,674
Unemployment Escrow	826	826	826	826	826
Deferred Contract Revenue	93,234	107,507	71,388	53,582	48,531
Total Current Liabilities	710,139	794,725	1,008,485	864,038	1,068,166
Long Term Liabilities					
Mortgage Payable United Bank	201,737	185,129	183,730	182,328	180,782
Mortgages Payable USDA Huntington	201,165	189,368	188,343	187,322	186,406
Total Long Term Liabilities	402,902	374,497	372,073	369,650	367,188
Total Liabilities	1,113,041	1,169,222	1,380,558	1,233,688	1,435,354
Fund Balance / Equity					
Fund Balance Prior Years	3,462,483	4,197,942	4,161,759	4,293,867	4,351,200
Total Fund Balance / Equity	3,462,483	4,197,942	4,161,759	4,293,867	4,351,200
Total Liabilities & Fund Balance	\$ 4,575,524	\$ 5,367,164	\$ 5,542,317	\$ 5,527,555	\$ 5,786,555



Hilltown Community Health Center

Administrative Offices
58 Old North Road
Worthington, MA 01098
413-238-5511
www.hchcweb.org

Welcome to Hilltown Community Health Center's Board of Directors. To be in compliance with our federal guidelines, along with requirements related to credentialing the organization with insurance companies and federal payers, we are required to ask the following questions. This information will be kept in the strictest confidence, but will need to be submitted periodically to various insurance companies, along with state and federal offices. Your information will be disclosed only if such use or disclosure complies with HCHC policies and procedures. We will notify you every time we are asked to provide an entity with your personal information, if you request it. If any of this information changes in the future, please notify us.

Name: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

1. Date of birth: _____

2. Social security number: _____

3. What is/was your occupation? _____

4. In what town/city do/did you work? _____

5. Are you a patient of Hilltown Community Health Centers? Yes No

6. Please describe yourself by race/ethnicity. You may select more than one:

American Indian/Alaskan Native

Native Hawaiian or Other Pacific Islander

Two or More

Asian

Non-Hispanic

Other

Black/African-American

Non-Identified

Hispanic

White/Caucasian

☐ I request that HCHC inform me whenever my personal information has been provided to an outside entity.

Once completed, please return by mail to:

Executive Assistant
Hilltown Community Health Centers, Inc.
58 Old North Rd
Worthington, MA 01098

Or email to: Janet Laroche, jlaroche@hchcweb.org