



Hilltown Community Health Center

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

Annual Meeting June 7, 2018 Brewmaster's Tavern Williamsburg, MA

AGENDA

1. Call to Order
2. Approval of May 24, 2018 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. Approval of June 13, 2017 Annual Meeting Minutes
7. Nominating Committee Report
8. Presentation of Slate of Officers and Directors
9. Election of Officers
10. Old Business
11. New Business
 - Employee Credentialing-New Employees:
 1. Dianna Cueves, Medical Assistant
 2. Brina Fondi, Nurse Practitioner Student
 - Employee Privileging:
 1. Tammy Sciartilli, Dental Assistant
12. Adjourn

HCHC BOARD OF DIRECTORS MEETING

Date/Time: 05/24/2018 5:30pm

Worthington Health Center

MEMBERS: John Follet, President; Tim Walter, Treasurer; Lee Manchester; Nancy Brenner, Vice President; Kathryn Jensen; Wendy Long; Alan Gaitenby; Seth Gemme; Maya Bachman

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

ABSENT: Matt Bannister; Wendy Lane Wright, Clerk; Cheryl Hopson

GUESTS: Carol Leibinger-Healy & Allison Bedard, Adelson & Company, P.C.

Agenda Item	Summary of Discussion	Decisions/ Next Steps/ Person Responsible Due Date
Approval of Minutes 04/26/2018	<p>John Follet called the meeting to order at 5:30pm.</p> <p>The April 26, 2018 minutes were reviewed by the Board members present. A motion was made by Lee Manchester to approve the April 26, 2018 minutes. The motion was seconded by Nancy Brenner. The motion to approve the April 26, 2018 minutes was approved.</p>	April 26, 2018 minutes were approved.
Finance Committee	<p>Tim Walter introduced Carol Leibinger-Healy & Allison Bedard, at Adelson & Company, P.C. from our auditing firm. They were in attendance to present the findings from their 2017 financial audit.</p> <p>Allison reviewed the report with the Board. A financial statement overview, along with the auditor's report which outlined responsibilities was discussed. The auditors reported that they have issued an opinion that the financial statements present fairly, in all material respects HCHC's financial position.</p> <p>As expected, there was a \$900,000 increase in the balance sheet. This was due to the increase in property and equipment at the Amherst site. There was also a net assets increase in unrestricted assets.</p> <p>The positive working capital ratio is 1.1 which is normal for a non-profit organization. Allison stated that above 1 is good and closer to 2 is better. This would allow for a cushion. 2-3 months of covered expenses is good to have.</p> <p>The statement of activities showed a deficit of \$289,397 as a result of operation activities. There was approximately a \$158,000 increase in revenue and an increase in expenses related to the Amherst site. Overall, revenue was \$7.8 million, while expenses were \$7.5 million.</p> <p>Allison reviewed cash flow and noted net cash used to fund operations was \$28,685 as compared to \$45,925 in the prior year.</p> <p>Functional expenses were reviewed along with where money was spent. There were increases in total salaries paid in 2017, which was expected due to hiring</p>	

	<p>staff needed for Amherst as well as staff taking on management roles. Salaries were 84% in program, 15% management which is a good ratio for a non-profit organization.</p> <p>It was asked if the deficit is normal? Allison answered yes, and that depreciation expense was a non-cash item which is part of the change in net assets. Allison also noted that it is expected that depreciation will be up next year due to the Amherst expansion.</p> <p>In reviewing the statement of functional expenses, expenses and bad debts was reviewed. There was an approximate increase from \$41,000 to \$78,000. Some of this could be attributed to the \$50,000 spent for the ACO membership. Repairs and maintenance had a small decrease from 2016.</p> <p>It was asked why we had a single audit this year? Allison replied that we're considered a low risk auditee because we spent \$750,000 or more of Federal money for Amherst. Much was capital money for the Amherst project.</p> <p>The audit found no instances of non-compliance. A major program looked at is HIP money and no non-compliance was found for the program. There are eight areas looked at as defined by the government and all was good. There were no weaknesses or deficiencies for non-compliance.</p> <p>The Management Letter lists three points:</p> <ol style="list-style-type: none"> 1. The HCHC policy for inventories of assets is stricter than the federal guidelines. It's suggested to change our policy to be every other year instead of yearly which will make things a bit easier and we'll still be in compliance. 2. A bill received for the Amherst construction project was received in January for services provided for in December. This should have been booked in December. 3. A Liquidity Management policy is needed for next year. A sample has been provided and a disclosure is included. <p>It was asked if there were any questions or comments regarding this report. The report reflects the difficulties that were had with cash flow which was no surprise to the group. Not many adjustments were asked for by the auditors. Allison stated the books have been cleaned up a lot thanks to Frank. The consistency is much better.</p> <p>Tim Walter made a motion approve the annual audit report for 2017 as presented and recommended to the Board of Directors by Adelson & Company, PC and as approved by the Finance Committee. The motion was seconded by Nancy Brenner. Upon no further discussion, the motion was voted upon and approved unanimously.</p>	<p>Adelson & Company, PC annual audit report for 2017 was approved.</p>
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	<p>Wendy Long made a motion to authorize the Finance Committee to review and approve the UFR and 990 for 2017. The motion was seconded by Nancy Brenner. Upon no further discussion, the motion to authorize the Finance Committee to review and approve the UFR and 990 for 2017 was voted upon and approved unanimously.</p> <p>Frank Mertes reported that the Finance Committee will plan to meet before June 15 to review the UFR.</p> <p>Tim reported that there were no financial statements to review at this meeting due to this month's meeting being moved up one week from the usual last Thursday of the month. Financials will be available at the June meeting.</p>	<p>Finance Committee to review and approve the UFR and 990 for 2017 was approved.</p>
CEO Report	<p>Eliza Lake made her CEO report to the Board. Copies of charts/slides containing information from UDS filings for the past 10 years that were developed for the May 8th All Staff meeting were distributed to the group. Charts showed number of patient visits, number of patients, number of staff members, along with total revenue, and trends. These were also shared with staff. The numbers should increase in 2018 and 2019. This information was appreciated by the staff. It was asked if the number of grants will go up once the Amherst site is open? Eliza answered by stating that the current grants won't change. We may apply for others for things related to the new site in the future. We were not granted the United Way grant this year. The United Way changes its criteria every 3 years, so this could be a reason why we weren't offered the grant we've received in the past.</p> <p>A national issue that was recently learned of is how the "public charge" definition is implemented in the consideration of immigrants' applications for entry or green cards. Certain public benefits, including SNAP, Medicaid, WIC, and more, will be newly considered for those entering into the country and will be negatively scored against their application's approval. An applicant's sponsor's use of public benefits will also be taken into consideration. Reports from around the country are that some immigrants are withdrawing from benefit programs, and even asking for their medical records to be destroyed. This situation could, if enacted, lead to public health crises as well as diminished care for a very vulnerable population. The rule is to be released soon with 90 days' comment period, and Board and staff may be asked to send in comments.</p> <p>Our FTCA application for renewal of our malpractice insurance is due June 4. The application changes every year. A new item this year is to show that staff have been trained in several areas related to risk management, and we need to document how we track those trainings. The required trainings include HIPAA and infection control. Our quality program, risk management and credentialing and privileging program are all part of the application process as well.</p> <p>We've learned of a Human Rights Campaign program that certifies medical practices as being LGTBQ competent and friendly. The application looks fairly easy enough to do. Staff would like to be involved and PR would be good around</p>	

	<p>this. Having a presence at the annual Pride Parade next year in Northampton is planned. There's a HRSA requirement that staff be trained in diversity, and the free training is offered as part of this certification could therefore be helpful in more than one way.</p> <p>There was a recent incident in Worthington with a disruptive dental patient that Eliza summarized with the Board. It's another teaching moment for everyone. Some staff were very upset about the issue. She sent an email to staff explaining how things were handled and the plans that were put in place. She reiterated that staff safety is top priority for HCHC, but so is the need to serve patients that have behavioral health needs, and that spreading rumors is disruptive to the work environment and to colleagues.</p> <p>Next weekend, June 2nd, is the grand opening/ribbon cutting in Amherst. The Democratic Convention is that same day, so we will not have a large contingent of elected officials. We have speakers lined up and will honor the 10 people who were in the original planning group. Alan, Wendy, Tim said they would be attending. Eliza asked the Board members attending to monitor things within the building while people are walking through. Remarks will begin at 10am.</p> <p>The Town of Worthington's 250th parade for the town's anniversary is set for June 30. We'll be marching as an organization. An invite to march has been sent to all staff and Board members. Everyone will receive an HCHC T-shirt for participating.</p> <p>Proposed changes to the federal Title X program, which funds family planning services, were briefly discussed. We applied for Title X funding, but have not heard back. Kathryn commented that this change and others at a federal level tell practitioners what they can and can't do in the clinical setting.</p> <p>Presently, Cooley Dickinson Hospital (CDH) still hosts our electronic medical record. Frank explained that they might be able to keep us on their server. It was nice of them to offer and there are three other CDH affiliated practices in the same situation as us. We have two other options: Hold the license and move the service to another provider or move to the eCW Cloud. The first option is lower in cost than moving to the cloud. What has been holding up the transition is the ability of CDH to transfer the licenses, but this new development may make that a nonissue. It was asked when this is to be resolved? Frank answered that he's not sure as of yet.</p>	
Executive Committee	John Follet reported that there was no business this past month for the Executive Committee.	
Recruitment, Orientation & Nominating	Tim Walter reported there has not been a meeting recently of this committee. But, terms of service for Board Members are being reviewed before the Annual Meeting in June. Members with expiring terms are being asked if they are interested in staying on the Board for another 3-year term. Alan Gaitenby has agreed to another term; Wendy Lane Wright and Cheryl Hopson have declined	

(RON) Committee	<p>another term. With Wendy leaving, a new secretary will be needed. Wendy Long stated that this committee would welcome a volunteer for Secretary, and a chairperson for the QI committee to replace Cheryl. Kathryn Jensen offered to chair the QI committee.</p> <p>A retreat that Eliza attended recently for the Mass League had some good information for Boards and recruitment. She will share the slides. Also, CDH wants to offer training to increase diversity in Boards and recruitment.</p>	
Corporate Compliance Committee	The meeting from earlier this year that was cancelled due to inclement weather has not been rescheduled as of yet.	
Facilities Committee	The Facilities Committee is scheduled to meet May 29.	
Personnel Committee	John Follet reported that the Personnel Committee continues with the handbook review and comparing its contents to HCHC policies. It's been determined that some policies need to be included in the handbook. It's thought that approximately two more meetings are needed and this project should be completed.	
Quality Improvement/Risk Management Committee	Cheryl Hopson was not in attendance, but reported via email that there is no report from the QI committee for this month as the committee is behind on approving minutes. The minutes from the March and May meetings should be available for the July Board meeting. The next committee meeting is scheduled for June 19 th , after the June Department Head meeting. The meeting time, however, will be changing to 9:15am.	
Committee Reports	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 Lee Manchester and without further discussion, the reports were approved.	Committee reports presented at this meeting were approved.
Old Business	There was no old business this month.	
New Business	<p>As part of the policy approval process, we are considering amending the policy template. There have been policy name changes over the years that make it hard to locate older policies. We're also considering the assignment of numbers to all policies. We also want to be clearer about dates of approval and departments the policies apply to.</p> <p>John Follet reminded the group of the Annual Meeting being held in June which will consist of a regular monthly meeting with some business and the Annual Meeting. John suggested holding the meeting off site at The Brewmaster's Tavern in Williamsburg at 5:00pm. The agenda would be to conduct business first, and then have a meal. The Finance Committee will meet there beforehand at 4:30pm.</p>	

	<p>Eliza Lake informed the Board that the annual Peg Broderick Scholarship will not be part of the Annual Meeting this year due to the scholarship committee not having a recipient picked by June 7. Also, employee years of service awards will be given out at the fall all-staff meeting this year.</p>	
Medical Dept Policies	<p>Medical Department policies were reviewed this month. The new Director of Clinical Operations wants to spend the next year revising these policies. It was asked why the Disposal of Outdated Controlled Substance or Prescription Medications Policy has no procedure? The procedure needs to be worked on. There are not any 24-hour boxes available to drop off controlled substances in the Hilltowns. Patients come into the health center sites with pills they don't want or are not taking any longer. It was asked what we do when meds are turned in to us? Eliza stated that we don't take them presently, but it's not an ideal way to deal with this issue. It was asked if the Williamsburg Pharmacy stocks medications here? No, meds are not kept at the sites. The opioid prescribing and patient contracting policy was shared with the Franklin County Opioid Task Force group a couple of years ago and they were impressed. The contract is attached to the policy. Even though the Board does not approve procedures, only the policy, it was felt the procedure was needed to be sure the policy was accurate and acceptable. The Board decided to not approve the policy at this time.</p> <p>In regards to the Paper Chart Retrieval Policy, it was asked where charts are stored? Paper charts are stored in Worthington for all sites. Dental charts are still being created, but not in Medical. The Amherst site will be completely paperless. It was asked if the paper charts can be scanned? Yes, but it's a lot of work.</p> <p>With no further discussion needed, a motion to approve the following Medical Department policies except for the Disposal of Outdated Controlled Substance or Prescription Medications Policy was made by Tim Walter. The motion was seconded by Wendy Long. Without any further discussion needed, the following Medical Department policies were approved.</p> <ol style="list-style-type: none"> 1. Acceptance of Guidelines for Evidence-Based Care Policy 2. Assigning New patients to a PCP Policy 3. Baystate Reference Lab Work Flow Policy 4. Care & Management of High Risk Patients Policy 5. Coordinating Care Transitions Policy 6. Diagnostic Imaging Tracking Policy 7. Documenting Telephone-Web Clinical Advice Policy 8. DOT Physical Policy 9. Employee Exposure to Blood or Other Potentially Infectious Material Policy 10. External Medical Records Request Policy 11. Formation & Training of Clinical Care Teams Policy 12. Hospital and ER Follow up Policy 13. Internal Paper Chart Retrieval Request Policy 	<p>Medical Department Policies were approved.</p>

	14. Lab Result Tracking Policy 15. Locking of Clinical Notes Policy 16. Medications Kept on Hand Policy 17. Narcotic Prescription Policy and Form 18. Patient Scheduling & Alternative Types of Clinical Encounters Policy 19. Periodic Record Review for Quality Assurance and Improvement, and for Review of Prescriptive Practices by NPs policy 20. Provider On Call Policy 21. Provider Schedule Change-Time Off Requests Policy 22. Standing Orders with all Standing Orders Policy 23. Supervision of Medical Assistants Policy 24. Supervision of Nurse Practitioners Policy 25. Tracking Discharge Summary, Newborn Screening Test, and Hearing Test for Newborn Visits Policy 26. Tracking Patient Referrals Policy 27. Transferring Current Patients to a New PCP Policy 28. Transitioning Pediatric Patients to Adult Medicine Policy 29. Welcome for New Medical Patients Policy 30. Women's Reproductive Health Services Policy	
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. Kathie Curnick, RN 2. Jessica Rivera, Registered Dental Hygienist <p>For Rivera, we're still waiting for TB and CPR confirmation. Her approval is contingent upon the receipt of TB and CPR confirmation. For Curnick, everything is in order. John will mark Rivera's checklist as pending and will follow up with HR.</p> <p>After a short discussion of the following new employees, Tim Walter moved to accept the recommendations of the credentialing and privileging committee to approve credentials for Kathie Curnick and Jessica Rivera pending the 2 items still needed. Kathryn Jensen seconded the motion, and with no further discussion, the motion passed unanimously.</p>	<p>Credentialing was approved for Kathie Curnick.</p> <p>Jessica Rivera's approval is contingent upon receipt of two items.</p> <p>Bridget Rida to notify the employees of the granted credentials.</p>
Next Meeting	<p>With no further business to discuss, Nancy Brenner made a motion to adjourn this meeting and Tim Walter seconded the motion. The motion was approved. The meeting adjourned at 6:40pm. The Annual Meeting is the next scheduled meeting and is set for June 7, 2018 at 5:00pm at Brewmaster's Tavern.</p>	

Submitted by,
Janet Laroche, Executive Assistant

Hilltown CHC
Dashboard And Summary Financial Results
April 2018

	Actual FY 2016	Actual FY 2017	Actual Jan 2018	Actual YTD Feb 2018	Actual YTD Mar 2018	Actual YTD Apr 2018		Cap Link TARGET	COMMENT
<u>Liquidity Measures</u>							Notes on Trend		
Operating Days Cash	16	7	5	6	9	7	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	0.78	0.73	Measures HCHC's ability to meet current obligations.	>1.25	Not Meeting Benchmark
Patient Services AR Days	33	33	32	32	30	31	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	76	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%	-12.9%	Measures HCHC's Financial Health	> 1 to 3%	Not Meeting Benchmark
Bottom Line Margin	6.6%	9.6%	-5.5%	8.0%	8.5%	-1.3%	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%	33.9%	32.6%	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	5,748			
Net Medical Revenue per Visit	\$ 142.69	\$ 136.63	\$ 148.92	\$ 147.07	\$ 144.39	\$ 143.69			
Dental Visits	-	14,880	1,252	2,309	3,512	4,703			
Net Dental Revenue per Visit	\$ 104.66	\$ 113.60	\$ 117.02	\$ 108.61	\$ 109.03	\$ 111.81			
Behavioral Health Visits	-	3,814	330	642	1,002	1,332			
Net BH Revenue per Visit	\$ 98.69	\$ 95.58	\$ 100.93	\$ 91.23	\$ 85.29	\$ 90.42			
Optometry Visits	-	2,332	214	370	523	766			
Net Optometry Revenue per Visit	\$ 104.51	\$ 79.50	\$ 87.35	\$ 79.40	\$ 91.60	\$ 79.86			

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

	Apr. 2018 Actual	Apr. 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	194,814	238,502	(43,688)	825,934	829,758	(3,824)	788,832	37,102
Visits	1,377	1,719	(342)	5,748	6,043	(295)	5,598	150
Revenue/Visit	\$ 141.48	\$ 138.74	\$ 2.73	\$ 143.69	\$ 137.31	\$ 6.38	\$ 140.91	\$ (134.53)
Patient Services - Dental	142,923	201,801	(58,878)	525,824	695,713	(169,889)	559,516	(33,692)
Visits	1,191	1,596	(405)	4,703	5,798	(1,095)	4,911	(208)
Revenue/Visit	\$ 120.00	\$ 126.44	\$ (6.44)	\$ 111.81	\$ 119.99	\$ (8.19)	\$ 113.93	\$ (122.12)
Patient Services - Beh. Health	34,976	38,085	(3,109)	120,434	158,199	(37,765)	120,992	(558)
Visits	330	388	(58)	1,332	1,616	(284)	1,307	25
Revenue/Visit	\$ 105.99	\$ 98.16	\$ 7.83	\$ 90.42	\$ 97.90	\$ (7.48)	\$ 92.57	\$ (100.05)
Patient Services - Optometry	13,267	23,219	(9,952)	61,175	95,239	(34,064)	59,020	2,155
Visits	243	295	(52)	766	1,210	(444)	733	33
Revenue/Visit	\$ 54.60	\$ 78.71	\$ (24.11)	\$ 79.86	\$ 78.71	\$ 1.15	\$ 80.52	\$ (79.37)
Patient Services - Optometry Hardware	9,110	6,839	2,271	27,037	28,007	(970)	18,399	8,638
Patient Services - Pharmacy	7,344	12,500	(5,156)	39,063	50,000	(10,937)	49,632	(10,569)
Quality & Other Incentives	320	-	320	9,682	-	9,682	2,420	7,262
HRSA 330 Grant	117,253	128,875	(11,622)	489,013	515,500	(26,487)	467,381	21,632
Other Grants & Contracts	64,918	72,282	(7,364)	288,484	305,877	(17,393)	271,387	17,097
Int., Dividends Gain /Loss Investments	223	2,500	(2,277)	386	10,000	(9,614)	28,697	(28,311)
Rental & Misc. Income	1,131	2,427	(1,296)	10,860	9,708	1,152	11,633	(773)
Total Operating Revenue	586,279	727,030	(140,751)	2,397,892	2,698,001	(300,109)	2,377,909	19,983
Compensation and related expenses								
Salaries and wages	452,426	502,511	(50,085)	1,855,891	2,080,139	(224,248)	1,773,170	82,721
Payroll taxes	33,598	38,190	(4,592)	139,388	158,090	(18,702)	140,706	(1,318)
Fringe benefits	39,944	42,712	(2,768)	155,006	176,807	(21,801)	162,668	(7,662)
Total Compensation & related expenses	525,968	583,413	(57,445)	2,150,285	2,415,036	(264,751)	2,076,544	73,741
No. of week days	23	23	-	88	88	-	88	-
Staff cost per week day	\$ 22,868	\$ 25,366	\$ (2,498)	\$ 24,435	\$ 27,444	\$ (3,009)	\$ 23,597	\$ 838

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

	Apr. 2018 Actual	Apr. 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	468	793	(325)	1,214	3,170	(1,956)	1,749	(535)
Bad debt	(153)	13,880	(14,033)	37,913	55,520	(17,607)	26,618	11,295
Computer support	7,429	16,442	(9,013)	29,538	65,767	(36,229)	28,338	1,200
Conference and meetings	939	1,355	(416)	2,317	5,420	(3,103)	10,741	(8,424)
Continuing education	2,969	2,788	181	9,196	11,152	(1,956)	8,380	816
Contracts and consulting	4,335	4,772	(437)	11,245	19,087	(7,842)	21,030	(9,785)
Depreciation and amortization	11,725	23,539	(11,814)	46,901	90,300	(43,399)	54,779	(7,878)
Dues and membership	1,925	2,934	(1,009)	7,444	11,736	(4,292)	55,021	(47,577)
Equipment leases	1,933	2,432	(499)	7,965	9,728	(1,763)	8,248	(283)
Insurance	1,804	1,501	303	7,212	6,004	1,208	4,761	2,451
Interest	1,496	1,500	(4)	6,032	6,000	32	6,318	(286)
Legal and accounting	2,887	3,000	(113)	12,857	12,000	857	12,257	600
Licenses and fees	5,117	4,331	786	18,855	17,323	1,532	17,048	1,807
Medical & dental lab and supplies	9,378	20,139	(10,761)	33,379	80,556	(47,177)	47,102	(13,723)
Merchant CC Fees	1,604	1,213	391	5,380	4,852	528	4,545	835
Office supplies and printing	3,747	2,945	802	15,813	11,682	4,131	10,819	4,994
Postage	2,098	1,986	112	6,633	6,944	(311)	6,272	361
Program supplies and materials	43,745	20,760	22,985	90,173	83,039	7,134	61,484	28,689
Pharmacy & Optometry COGS	9,542	5,033	4,509	26,995	20,133	6,862	27,968	(973)
Recruitment	-	426	(426)	284	1,704	(1,420)	1,755	(1,471)
Rent	3,140	6,535	(3,395)	12,560	26,140	(13,580)	12,000	560
Repairs and maintenance	43,792	12,836	30,956	96,295	51,344	44,951	55,939	40,356
Small equipment purchases	1,680	2,813	(1,133)	5,146	11,252	(6,106)	2,958	2,188
Telephone/Internet	12,451	13,324	(873)	38,111	45,296	(7,185)	36,142	1,969
Travel	1,944	3,960	(2,016)	6,138	15,838	(9,700)	13,594	(7,456)
Utilities	4,439	3,918	521	22,140	15,667	6,473	17,752	4,388
Loss on Disposal of Assets	-	-	-	-	-	-	-	-
Total Other Operating Expenses	180,434	175,153	5,281	557,736	687,654	(129,918)	553,618	4,118
Net Operating Surplus (Deficit)	(120,123)	(31,536)	(88,587)	(310,129)	(404,689)	94,560	(252,253)	(57,876)
NON-OPERATING ACTIVITIES								
Donations, Pledges & Contributions	1,040	417	623	23,541	1,668	21,873	78,375	(54,834)
Loan Forgiveness	-	-	-	-	-	-	-	-
Capital Grants	134,586	100,000	34,586	255,552	400,000	(144,448)	26,125	229,427
Net Non-operating Surplus (Deficit)	135,626	100,417	35,209	279,093	401,668	(122,575)	104,500	174,593
NET SURPLUS/(DEFICIT)	15,503	68,881	(53,378)	(31,036)	(3,021)	(28,015)	(147,753)	116,717

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

	April 2018	April Budget	Over (Under) Budget	YTD	YTD Budget	Over (Under) Budget	PY YTD	Cur. v. PY YTD
<u>Operating</u>								
Medical	\$ (54,466)	\$ (50,368)	\$ (4,098)	\$ (164,876)	\$ (345,011)	\$ 180,135	\$ (150,383)	\$ (14,493)
Dental	(35,141)	(3,009)	(32,132)	(140,240)	(151,937)	11,697	(99,777)	\$ (40,463)
Behavioral Health	3,769	4,180	(411)	(7,323)	19,603	(26,926)	25,590	\$ (32,913)
Optometry	(2,021)	4,686	(6,707)	(11,814)	20,125	(31,939)	4,534	\$ (16,348)
Pharmacy	4,760	9,167	(4,407)	31,455	36,667	(5,212)	36,923	\$ (5,468)
Community	(5,563)	(2,595)	(2,968)	(5,446)	(3,013)	(2,433)	(6,751)	\$ 1,305
Fundraising	(6,041)	(5,593)	(448)	(25,385)	(22,815)	(2,570)	(26,975)	\$ 1,590
Admin. & OH	(25,420)	11,997	(37,417)	13,500	41,692	(28,192)	(35,414)	\$ 48,914
Net Operating Results	\$ (120,123)	\$ (31,535)	\$ (88,588)	\$ (310,129)	\$ (404,689)	\$ 94,560	\$ (252,253)	\$ (57,876)
<u>Non Operating</u>								
Donations	\$ 1,040	\$ 417	\$ 623	\$ 23,541	\$ 1,668	\$ 21,873	\$ 78,375	\$ (54,834)
Capital Project Revenue	134,586	100,000	34,586	255,552	400,000	(144,448)	26,125	\$ 229,427
Total	\$ 135,626	\$ 100,417	\$ 35,209	\$ 279,093	\$ 401,668	\$ (122,575)	\$ 104,500	\$ 174,593
Net	\$ 15,503	\$ 68,882	\$ (53,379)	\$ (31,036)	\$ (3,021)	\$ (28,015)	\$ (147,753)	\$ 116,717

Hilltown Community Health Centers
Balance Sheet - Monthly Trend

	12/31/2016	12/31/2017	1/31/2018	2/28/2018	3/31/2018	4/30/2018
Assets						
Current Assets						
Cash - Operating Fund	\$ 321,717	\$ 139,487	\$ 106,899	\$ 131,133	\$ 193,864	167,740
Cash - Restricted (Amherst Donations)	350,559	238,749	264,552	110,300	108,789	53,337
Patient Receivables	815,560	922,130	945,932	907,470	892,811	885,955
Less Allow. for Doubtful Accounts	(55,491)	(99,215)	(118,300)	(118,351)	(135,875)	(135,752)
Less Allow. for Contractual Allowances	(321,655)	(364,280)	(367,283)	(355,074)	(355,637)	(341,355)
A/R 340B-Pharmacist	13,596	17,254	9,008	10,533	16,255	14,347
A/R 340B-State	893	928	(80)	(426)	(765)	(1,809)
Contracts & Grants Receivable	111,318	88,897	62,715	77,282	56,863	46,866
Prepaid Expenses	25,010	4,882	14,950	19,830	21,493	21,496
A/R Pledges Receivable	129,791	56,527	43,204	43,021	37,121	36,780
Total Current Assets	1,391,298	1,005,357	961,597	825,717	834,920	747,605
Property & Equipment						
Land	204,506	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	2,613,913
Improvements	872,646	872,646	872,646	872,646	872,646	872,646
Equipment	974,504	974,504	974,504	974,504	964,232	964,232
Construction in Progress (Amherst)	52,011	1,303,831	1,535,407	1,669,398	1,857,729	1,919,511
Total Property and Equipment	4,717,580	5,969,400	6,200,976	6,334,967	6,513,025	6,574,808
Less Accumulated Depreciation	(2,031,443)	(2,195,779)	(2,209,474)	(2,223,169)	(2,220,682)	(2,232,408)
Net Property & Equipment	2,686,137	3,773,621	3,991,502	4,111,798	4,292,343	4,342,400
Other Assets						
Restricted Cash	53,811	53,713	53,709	53,713	53,717	53,722
Pharmacy 340B and Optometry Inventory	18,555	13,089	14,125	14,942	13,224	12,963
Investments Restricted	5,786	6,978	6,978	6,978	6,978	7,054
Investment - Vanguard	419,937	514,406	514,406	514,406	464,406	464,529
Total Other Assets	498,089	588,186	589,218	590,039	538,326	538,268
Total Assets	\$ 4,575,524	\$ 5,367,164	\$ 5,542,317	\$ 5,527,555	\$ 5,665,589	5,628,273
Liabilities & Fund Balance						
Current & Long Term Liabilities						
Current Liabilities						
Accounts Payable	\$ 229,370	\$ 296,786	\$ 462,981	\$ 332,669	\$ 508,923	447,711
Notes Payable	1,753	-	-	-	-	-
Sales Tax Payable	67	51	19	36	315	23
Accrued Expenses	2,528	1,492	(2,918)	2,537	(3,108)	(6,897)
Accrued Payroll Expenses	363,288	368,564	456,096	461,683	504,005	522,176
Payroll Liabilities	19,074	19,499	20,094	12,706	8,674	10,033
Unemployment Escrow	826	826	826	826	826	826
Deferred Contract Revenue	93,234	107,507	71,388	53,582	48,531	43,895
Total Current Liabilities	710,139	794,725	1,008,485	864,038	1,068,166	1,017,767
Long Term Liabilities						
Mortgage Payable United Bank	201,737	185,129	183,730	182,328	180,782	179,374
Mortgages Payable USDA Huntington	201,165	189,368	188,343	187,322	186,406	185,394
Total Long Term Liabilities	402,902	374,497	372,073	369,650	367,188	364,768
Total Liabilities	1,113,041	1,169,222	1,380,558	1,233,688	1,435,354	1,382,535
Fund Balance / Equity						
Fund Balance Prior Years	3,462,483	4,197,942	4,161,759	4,293,867	4,230,235	4,245,738
Total Fund Balance / Equity	3,462,483	4,197,942	4,161,759	4,293,867	4,230,235	4,245,738
Total Liabilities & Fund Balance	\$ 4,575,524	\$ 5,367,164	\$ 5,542,317	\$ 5,527,555	\$ 5,665,589	5,628,273

HCHC BOARD OF DIRECTORS MEETING – Annual Meeting

Location: Union Station Grand Ballroom, Northampton, MA

Date/Time: 06/13/2017 7:00pm

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

Agenda Item	Summary of Discussion	Decision/Next Steps	Person Responsible/ Due Date
Welcome/Introductions	<p>John Follet, Chair of the Board of Directors introduced himself and thanked all those present for coming and he introduced Board Members. He thanked them for being hard working and dedicated to HCHC and asked for a round of applause.</p> <p>The meeting was held at Union Station Grand Ballroom in Northampton with approximately 50 people in attendance.</p>		
Approval of Minutes 06/01/2016	<p>John Follet resumed the meeting from earlier in the evening at 7:30pm and the June 1, 2016 annual meeting minutes were reviewed by the Board. A motion was made to approve the June 1, 2016 minutes by Nancy Brenner. The motion was seconded by Wendy Lane Wright and approved unanimously as presented.</p>	<p>The June 1, 2016 Annual Meeting minutes were approved.</p>	
Nominating Committee Report	<p>Tim Walter thanked the Board for their hard work during the past year. The following slate of officers for the Board of Directors was presented by Tim. Officers for one-year terms included: Chair, John Follet, MD Vice Chair, Nancy Brenner Clerk, Wendy Lane Wright Treasurer, Tim Walter</p> <p>A motion was made by Wendy Long and seconded by Alan Gaitenby to approve the above slate of officers. With no further discussion, the vote was approved unanimously.</p>	<p>The slate of officers for one year terms was approved.</p>	

	<p>The director for a three-year term included: Nancy Brenner</p> <p>A motion was made by Wendy Lane Wright and seconded by Alan Gaitenby to approve the above term of service for Nancy Brenner. Upon no further discussion, the vote was approved.</p>	Nancy Brenner was approved to serve another three-year term.	
CEO, Eliza Lake	<p>Eliza spoke of changes in the past year. She asked everyone to take a look at the annual report that was given to each person for review. She thanked Janet and Marie for organizing the document.</p> <p>She informed the group in attendance that the strategic plan was created for 2017-2020. New mission, vision and values statements have also been created. The plan incorporates the 4 current HCHC locations, but not Amherst.</p> <p>She indicated that the construction in Amherst is on track and it's anticipated for the site to open in December.</p> <p>In regards to HCHC finances, 2016 was a better year than the past few. We're on the right track for getting ready for the Amherst site to open. She said the Capital Campaign fundraising dollars for the Amherst project have been beneficial to the project.</p> <p>The next year will be an important one for the development of the organization. Our thinking will be different in relation to the total cost of care while we offer efficient, effective care. All this will be for the benefit of our patients.</p>		
Old Business	There was no old business.		
New Business	There was no new business.		
Peg Broderick Scholarship Award	Deen Nugent, from the scholarship committee introduced this year's scholarship winners. The Peg Broderick		

	<p>Scholarship was set up by Peg's family after her battle with breast cancer in 1989 and is given to a Hilltown student pursuing a career in the medical field. Peg was a nurse at the Worthington Health Center and a wonderful friend and co-worker. This year's scholarship winner was Diana Tereshchuk from the class of 2017 at Gateway Regional High School. She graduated 4th in her class and lives in Russell. She's been accepted at Elms College and plans to work towards her nursing degree. She's the youngest of 14 children and an aunt to 16 nieces and nephews. She's been a Red Cross intern, President of the National Honor Society and plays softball. She received the Golden Achievement Award from the Gateway Regional School District. Deen said she is a deserving young student of this scholarship. One of her sisters received this same scholarship 4 years ago.</p>		
Employee Recognition Awards	<p>The following employees were presented with awards of appreciation for their service to Hilltown Community Health Centers:</p> <p>5 years – Amanpreet Gill, Meaghen Therrien, Bridget Rida, Jill Strong, Eliza Lake, Mary-Beth O'Shea</p> <p>10 years – Rossie Feldman, Kate Mauter, Cindy McCready</p> <p>15 years – Lori Paquette, Dave Morrier</p> <p>20 years – Rita Nodwell, Liz Spooner</p> <p>Eliza thanked all those for their dedication for so many years to the health center. The Board values everyone's work and know how hard each person works.</p>		
	<p>With no other business, a motion to adjourn was made by Alan Gaitenby and seconded by Wendy Long. With no further discussion needed, the meeting adjourned at 8:30pm.</p>		