



NOTICE OF MEETING

Ohio Hills Health Centers will hold its next regular meeting at 12:00 Noon on **Monday, October 21st, 2024** at the ECO Center on the second floor in St. Clairsville, however, if you do not feel comfortable attending in person you can attend via conference call.

Call in number for Board Meeting: 267-807-9601
PIN number: 810107

AGENDA

CALL TO ORDER – Chairperson

MINUTES OF SEPTEMBER 23, 2024 – Recording Secretary

CHIEF OPERATING OFFICER’S REPORT – Michael Carpenter

MEDICAL DIRECTOR’S REPORT – Himalaya Patcha, M.D.

DENTAL DIRECTOR’S REPORT – Robert Brewer, DDS

DIRECTOR OF QUALITY & CLINICAL SYSTEMS REPORT – Debbie Fisher, R.N.

DIRECTOR OF OUTREACH AND DEVELOPMENT REPORT – Jan Chambers

DIRECTOR OF REVENUE CYCLE MANAGEMENT REPORT – Dee Stewart

FINANCE COMMITTEE REPORT

INTERIM CHIEF FINANCIAL OFFICER – Matt King

CHIEF EXECUTIVE OFFICER’S REPORT – Jeff Britton

OTHER BUSINESS

ADJOURNMENT

JAB/dm

OHIO HILLS HEALTH CENTERS
Minutes of Meeting
September 23, 2024

The Ohio Hills Health Centers Board of Trustees held its regular meeting at Barnesville Library Annex on September 23, 2024.

Call-in Number: 267-807-9601

Passcode: 810107

Present were:

- Mr. Brad Hudson, President
- Mr. Tim McKelvey, Treasurer
- Mr. Les Tickhill, Vice President
- Mr. Tim Hall, Barnesville Representative (Call In)
- Mrs. Donna Secrest, Monroe County Representative (Call In)
- Mrs. Anita Rogers, Barnesville Representative
- Mr. Robert Koch, Secretary (Call In)
- Mr. Brent Tisher, Monroe County Representative

Absent was:

- Mr. Charles Bardall, Freeport Representative
- Mrs. Deborah Day, Monroe County Representative

Also, present were:

- Jeff Britton, Chief Executive Officer
- Michael Carpenter, Chief Operating Officer
- Matt King, Interim Chief Financial Officer
- Debbie Fisher, Director of Quality and Clinical Systems
- Robert Brewer, DDS, Dental Director
- Denise McBurney, Recording Secretary

Absent, was:

- Himalaya Patcha, M.D., Medical Director
- Dee Stewart, Director of Revenue Cycle Management
- Jan Chambers, Director of Outreach and Development

Meeting called to order by Brad Hudson at 12:00 p.m.

A quorum being present, Les Tickhill made a motion to approve minutes of August 19, 2024. Seconded by Anita Rogers.

A quorum being present, Anita Rogers made a motion to approve the Special Board Meeting Minutes of September 4, 2024. Seconded by Les Tickhill.

CHIEF OPERATING OFFICER'S REPORT

1. Call Center

Michael reported on Call Center Statistics from August 2024. There were 6,540 calls received with 5,260 calls answered for an answer rate of 80.43%. The goal is 95%. The average wait time was 56 seconds and the average talk time was 2 minutes and 25 seconds. There was a significant drop in the answer rate but this is due to one of the Call Center Techs helping with duties of the Patient Accounts Counselor who is on extended medical leave.

2. Operations

Michael reported on new Patient Applications for August 2024. There were 42 applications issued. There were 103 new patient appointments. Breakdown of patient appointments by provider/sites is as follows: OHCC Barnesville Dental – There were 10 applications issued and all were for Dr. Brewer; OHHC Barnesville – There were 39 applications issued and provider information as follows: Ryan=2, Morgan=7, Miles=10, Dr. Patcha=5, Dr. Wooten=7, Jenna=2, Melissa=4, Penny=2; OHHC Belmont Career Center – There were no applications issued but there was 7 total Medical Visits; OHHC Caldwell – There were no applications issued and no visits; OHHC Freeport Dental – There were 8 applications issued and provider was Dr. Bauer; OHHC Freeport – There was 1 application issued and this was for Ryan; OHHC Quaker City – There were 11 applications issued with all being patients of Staci; OHHC Woodsfield – There were 34 applications issued and provider information as follows: Dr. Overmiller=9, Jenna=3, Morgan=8, Ryan=14.

3. Construction Project Updates

Michael reported the Roof Replacement Project for the Barnesville Location is completed. Board Member questioned did the project go as planned. Michael stated the decking was in pretty good shape and better than anticipated.

Michael reported on the Window Replacement Project for Barnesville. Determined that we will be able to complete all of the windows on the East Main Street side of the Bradfield Building. Some masonry work will be included along the roof top and a few places on the roof will need to be patched up. On North Chestnut Street will be able to complete the entire 2nd floor windows. The interior renovation project of the 3rd floor will kick off sometime within the next few months. Les Tickhill questioned what are the plans for the 2 skylight windows and whether masonry work will be needed to close these in. The Board Members discussed this and feel comfortable with the decision to brick these windows in. Michael will approach the village/historical review committee regarding the change and seek approval.

4. Woodsfield Laundromat Property Update

Michael reported at last month's Board Meeting we discussed the call received regarding potential interest in the laundromat property. Follow-up telephone conversation revealed there is an interest in leasing the laundromat. The laundromat will be toured this Saturday. The caller wants to build on to the laundromat property and in speaking with her she was told

no to building on to the property. After the tour, we will see what comes of this. She did ask about length of term of the lease. Tim McKelvey stated in his opinion, he is not in favor of doing anything with the Woodsfield Laundromat property unless this enhances our current business. Board Members are in agreement that we do nothing with this property at this time because we may be able to utilize this in the future.

5. Bellaire School Based Health Center

Michael reported Nationwide Children's Hospital will be partnering with us on the Bellaire project. They will be helping us with the planning phase. Michael stated he and Jan have had several meetings with Ohio Department of Health (ODH). Most of the information that is needed for the ODH Grant needs to be submitted by the end of October.

6. ECO Center

Michael reported Dr. Bauer and Casey Edwards traveled to Dallas to tour the showroom of Benco Dental. They were able to see active dental operatories and were able to look at an executed dental floor plan. This will be provided to APG architect for the ECO Center. Brad questioned if there is any news about the ECO Center moving forward. Matt reported the Commissioners have filed a lawsuit against OU regarding this. Matt stated we were told a September 30th. deadline but our biggest concern is being able to enter into contracts. Tim McKelvey stated this is too good a project to turn down. Matt stated they are more than willing to give the property back but it is the gas and oil rights that no one wants to give back.

7. Bridgeport School Based Health Center

Jeff reported that the Bridgeport Superintendent and Staff have an interest in putting a Health Center in Bridgeport. HRSA would need to approve this. Jeff stated he has asked Michael to put together some numbers for this.

8. Miscellaneous

Anita Rogers reported the Call Center on hold music is still very loud. Michael reported TSG is working on this problem.

Michael Carpenter requested Board Approval for the Chief Operating Officer's Report.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Tim McKelvey made a motion to approve the Chief Operating Officers report as presented to the Board. Seconded by Brent Tisher.

RESOLVED, that the motion passed unanimously.

Chief Operating Officers Report – Attached

MEDICAL DIRECTOR'S REPORT – There was no report given by the Medical Director.

DENTAL DIRECTOR'S REPORT

Dr. Brewer reported that Jeff will be speaking about the meeting with Dr. Joe Benson, Pediatric Dentist who was on site on September 16, 2024.

Dr. Brewer reported working with Ohio Valley Dental Network so that Dr. Bauer and myself can present an informational speech to Ohio State Dental Students next month. We are doing this to try to stimulate some interest from dental students early on in their education. We will emphasize what we can offer that a private practice cannot.

Dr. Brewer reported if the dental practices of OHHC eliminate dentures and partials from the services offered, there would be approximately 168 appointments available to new patients.

In addition to this, for calendar year 2024, will save approximately \$30,000.00 in lab fees.

There are other providers available to patients that “specialize” in the fabrication and delivery of dentures and partials, and they accept all insurances (Affordable Dentures). We have been assisting our patients in getting to providers to fill the denture and partials needs. Dr. Brewer stated he feels like our dental patients are getting better served when we refer them to other dental practices for dentures and partials. There has not been any negative feedback received regarding the service or care that has been provided.

We are still providing “flippers” (single tooth removable partials to replace front teeth) and repair/reline services. These services require minimal chair time and follow-up appointments.

Dentures take 5 appointments to make from start to finish and partials take 3 appointments. This does not include any post-insertion adjustment appointments. We were doing 6 dentures at each facility and 12 partials at each facility for a total of 12 dentures and 24 partials per year. $(12 \times 5) + (24 \times 3) = 60 + 72 = 132$ appointments per year for making and delivering partials and dentures. If we add just one (many take 2 or 3) post insertion appointment for adjustments, we add an additional 36 appointments (and these are no charge appointments as we include 1 year of adjustments). $132 + 36 = 168$ (at the minimum) appointments taken off by offering denture services.

Tim McKelvey questioned whether we lost money on this service that we provide. Dr. Brewer stated we are losing money making dentures and partials. Jeff stated for every set of dentures that we make we lose \$600.00. Tim McKelvey stated hate to stop a service that we are providing but do not think you can keep providing this service if it losing money. Brad Hudson is in agreement with Tim McKelvey on this issue. After discussion by all Board Members, it was agreed OHHC could stop providing this service. Dr. Brewer stated the freed-up time is better used on preventing decay and gum disease.

Dr. Brewer proposed a motion to indefinitely extend our suspension on making new/replacement dentures and partials.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Tim McKelvey made a motion to indefinitely extend our suspension on making new/replacement dentures and partials as presented to the Board. Seconded by Donna Secrest.

RESOLVED, that the motion passed unanimously.

Dr. Brewer requests Board Approval for the Dental Directors report as presented to the Board.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Tim McKelvey made a motion to accept the Dental Directors Report as presented to the Board. Seconded by Donna Secrest.

RESOLVED, that the motion passed unanimously.

Dental Director Report – Attached

DIRECTOR OF QUALITY & CLINICAL SYSTEMS REPORT

1. **COVID-19 and Flu Report**

Debbie reported on vaccines and testing. For the month of August there were 0 COVID vaccines. For the month of August there were 0 Flu Vaccines administered.

Testing for the month of August:

83 tested for COVID and there were 25 positives with a 30% positivity rate.

Flu report revealed 16 tested; 0 positives; RSV report 0 tested.

Debbie reported decision made by Administrative Team to not give the COVID Vaccine since it is readily available at other places. OHHC will continue to give the flu vaccine. Brad Hudson asked how many COVID shots did you give last year. Debbie stated OHHC ordered 100 but only administered 85. Flu shots only cost \$19.00 a vaccine and COVID is much more expensive. Brad stated he hates to give up another service but we are losing money on the COVID Vaccines.

Tim Hall asked about the In-House Pharmacy and once this is open will patients be able to get COVID Vaccines. Jeff stated the Pharmacy Staff would be able to administer the flu vaccine, COVID vaccine and RSV vaccine.

2. Policy #2.41 Lactation/Breast Feeding Accommodations at Work

Debbie reported Belmont County Health Department reached out to us earlier this year to participate in a lactation grant they received to assist healthcare entities and businesses to develop formal plans for those employees who return to work with the need to express breastmilk. Although we provided the individual tasks required by law, we did not have a formal policy or plan in place. The policy was developed with their recommendations.

Debbie requests Board Approval for Policy #2.41 Lactation/Breast Feeding Accommodations at Work.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Les Tickhill made a motion to approve Policy #2.41 Lactation/Breast Feeding Accommodations at Work as presented to the Board. Seconded by Anita Rogers.

RESOLVED, that the motion passed unanimously.

Debbie Fisher requested Board Approval for the Director of Quality & Clinical Systems report.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve the Director of Quality & Clinical Systems report as presented to the Board. Seconded by Donna Secrest.

RESOLVED, that the motion passed unanimously.

Director of Quality & Clinical Systems Report – Attached

Quarterly Risk Management Report

Debbie reported there were 3 incidents and 1 complaint in the second quarter of 2024.

Incidents

- ✓ Patient (teenager), lab work ordered per provider. During lab draw patient “fainted” in lab chair. Debbie stated this does happen and it is called a vagal response. Several Staff responded. No physical injury noted to patient. As Medical Service Manager worked to assist and calm mother, mother of patient became verbally abusive to her, loud inappropriate language used by mother. The patient responded well and was in no emergent distress. However, mother insisted on the patient being sent via EMS to the ER. This was arranged for the patient per mother request. ER released the patient with no further orders or concerns.

Mother called to express complaint with Michael Carpenter, COO. Michael spoke with mother expressing concerns of her verbal abuse and behavior, i.e., what is acceptable and not acceptable behavior.

Resolution: Questionable return to office. OHHC did not dismiss the patient as it is not the child's fault.

- ✓ Reportable lab was obtained; however, the results were not reported to the Health Department in a timely manner. This type of occurrence has never happened before. This incident was reviewed with the involved provider to discuss appropriate notification process on reportable labs.

Resolution: As this is the one incident occurrence, monitoring will continue without change in workflow.

- ✓ Needle stick occurred with a dental assistant student at OHHC Freeport Dental while assisting with a dental procedure. Consents were obtained by the student and the involved patient for appropriate testing for infectious bloodborne pathogens.

Resolution: Students School Advisor was notified of incident. All testing was performed. All testing was negative for the student and the involved patient. No further treatment or testing required. Instruction and education on needle safety was provided by dental staff to student.

Complaint

- ✓ Patient wrote letter addressed to several members of the administrative team, the involved provider and OHHC Medical Director. The letter described the patient's account of a visit to one of our facilities 2 months prior. According to the letter and the subsequent call to the patient, there were concerns regarding behavior of the physician. The patient described life difficulties in recent years leading to years of neglecting her health. Patient wrote letter to notify administration of her experience. During call back, patient reports she "loves the office, loves the staff but was very disappointed with her interaction with the provider." As this occurrence happened several months ago, the patient only wished for Administration to know what occurred during the visit. The patient reports provider behavior as unsympathetic to her as a person and a patient. The patient describes that following that visit she was assisted by an "angel" in the office. The person was the Medical Service Manager, Heather Saffle, who took her to her office, listened to her concerns, provided needed diabetic education, and set her up with another provider.

Resolution: Currently, the patient reports no complaints or concerns and is completely satisfied with her care and new provider. The Medical Service Manager did speak with the provider following the appointment to make them aware of the patient's complaint.

Debbie reported that all complaints and incidents are discussed with Dr. Patcha as the Medical Director. Dr. Patcha felt that this here handled appropriately.

Debbie Fisher requested Board Approval for the Quarterly Risk Management Report.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve the Quarterly Risk Management Report as presented to the Board. Seconded by Donna Secrest.

RESOLVED, that the motion passed unanimously.

Quarterly Risk Management Report – Attached.

CHIEF FINANCIAL OFFICER’S REPORT

Matt reported on information for month ending August 31, 2024. The Balance Sheet, Statement of Revenue and Expenditures and the Summary Statement of Revenue and Expenditures were uploaded to the Board Portal prior to the meeting for review.

Matt distributed 2 handouts at today’s meeting which are the Income Statement – Statement of Revenue and Expenditures and Monthly Bank Balances. The monthly bank balances will continue to be provided in future months.

Matt reported that the majority of the Administrative Team has been attending webinars, in an effort to stay informed on relevant topics. The financial related webinars have been very informative and are driving internal conversations that will improve all of our practices. This month the team attended a webinar on Federal Program Compliance. The webinar focuses on organizations that receive federal monies, and that appropriate documentation (time and effort logs or semi-annual certifications) must be maintained to ensure compliance with federal guidelines/regulations.

Matt thanked Teresa Lyle, Karen Long, Karen Gilham, Michael Carpenter, and Jeff Britton for assisting with the HRSA Budget for fiscal year 2025.

Matt reported updated the entire payroll audit process. There were a couple of minor variations that were corrected.

Matt King requests Board Approval for the Chief Financial Officer’s Report.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve the Chief Financial Officer’s Report as presented to the Board. Seconded by Brent Tisher.

RESOLVED, that the motion passed unanimously.

Chief Financial Officer's Report – Attached

CHIEF EXECUTIVE OFFICER'S REPORT

1. Dental Search Update

Jeff reported Dr. Joe Benson had his on-site interview last Monday. This interview went very well. He did ask a lot of great questions and seems to be very interested. Jeff stated he thinks we score fairly high with Dr. Benson because he wants to go where there is a need. Dr. Benson toured Barnesville Dental, Belmont Career Center, and the ECO Center. He will make a decision on his career path in late November. A pediatric dentist needs to see 40 – 50 patients per day in the office. This includes hygiene patients. Pediatric dentists salaries are higher than general dentists. If Dr. Benson makes a decision to practice at Ohio Hills Health Center, the first year of practice will be a struggle. Dr. Benson would be practicing at the ECO Center. He will also need dental privileges at a local hospital. There will be a large expense until he fully gets his foot under him. Brad questioned how many pediatric dentists are in the area. Dr. Brewer stated there is one in Wheeling but most patients have to go to Lancaster or Columbus or other long distances to see a pediatric dentist. Jeff stated with the Appalachian Grant OHHC set aside money to pay a dentist. OHHC can take some of that money and use this for a sign on bonus for recruitment purposes.

2. 340B Update

Jeff reported no new updates at either state or federal levels. Continuing to have weekly meetings with In-House Pharmacy Consultant. OHHC is making great progress on the task list.

3. HRSA Forms 5A and 5B Review

Jeff reported these are important forms used by HRSA. These forms “paint the picture” of what OHHC offers for services and locations/hours. Form 5A reflects services we are required to provide as an FQHC. During the OSV it was recommended that both of these forms be reviewed with the Board of Trustees annually. These were uploaded to the Board Portal for review prior to today's meeting.

4. 2025 Updated Fee Schedule

Jeff reported the Medical and Dental 2025 Updated Fee Schedule was uploaded to the Board Portal prior to today's meeting. This topic has been discussed for the last couple of months at Board Meetings. This is the project Forvis assisted OHHC with. Forvis looked at every provider in our region and compared this with our providers. Some of the fess were high and some of the fees were low. Benchmark is 50th percentile for our geographic area. The 1st three columns include the current Fee Schedule, the proposed 2025 Fee Schedule and what the 50th percentile is. The remaining columns are the top insurance payors. If an insurance pays more than what the 50th percentile is then the Fee Schedule was raised to that level. (Not leaving any money on the table). Based on 2023 utilization data, patient charges should increase by 1 million dollars. Our Medical This was a real time intensive project. The only patients this will affect is our self-pay patients.

Jeff requests motion from the Board to approve the 2025 Updated Medical and Dental Fee Schedule.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve the 2025 Medical and Dental Fee Schedule as presented to the Board. Seconded by Les Tickhill.

RESOLVED, that the motion passed unanimously.

5. **CARES Program Agreement**

Jeff reported Legal Counsel stated OHHC could move forward with agreement if CARES Program bills for services and OHHC is just simply “leasing” a provider. OHHC billing for services opens up several questions regarding HRSA standards and ownership of patients. Ryan Gallagher has agreed to work with the CARES Program 10 days per month. OHHC will bill the CARES Program \$5,965.60 per month for this service. OHHC will not need to purchase a separate liability policy for Ryan to provide this service. Michael is putting together a schedule through which we will work. Brad stated the since the CARES Program is providing the transportation, I assume they will provide a vehicle for this. Tim McKelvey questioned where will Ryan see this patients. Jeff stated he would be going to the patient’s home to provide services. He would basically be doing a home visit without having to utilize EMS to accomplish this.

Jeff requests motion from the Board to enter in to the CARES Program Agreement.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve entering in an agreement with the CARES Program as presented to the Board. Seconded by Les Tickhill. It is noted that Tim Hall abstained from voting on this motion.

RESOLVED, that the motion passed unanimously.

6. **HR Policies for Approval**

Jeff reported in the Board Packet there were twelve (12) Human Resources Policies for review and approval; 2.03 Pre-Employment Background Checks, 2.05 Staff Development, 2.06 Personnel File Management, 2.10 Nepotism, 2.16 Dress Code, 2.18 Disciplinary Process, 2.21 Retirement Plan, 2.23 Holidays, 2.24 Vacation, 2.25 Sick Days/Personal Days, 2.27 Bereavement Days, and 2.28 Disability Leave.

Jeff requests Board Approval for Policy 2.03 Pre-Employment Background Checks.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.03 Pre-Employment Background Checks as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.05 Staff Development.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.05 Staff Development as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.06 Personnel File Management.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.06 Personnel File Management as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.10 Nepotism.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.10 Nepotism as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.16 Dress Code.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Antia Rogers made a motion to approve Policy 2.16 Dress Code as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.18 Disciplinary Process.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.18 Disciplinary Process as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.21 Retirement Plan.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.22 Retirement Plan as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.23 Holidays.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.23 Holidays as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.24 Vacation.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.24 Vacation as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.25 Sick Days/Personal Days.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.25 Sick Days/Personal Days as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.27 Bereavement Days.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.27 Bereavement Days as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff requests Board Approval for Policy 2.28 Disability Leave.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Anita Rogers made a motion to approve Policy 2.28 Disability Leave as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

7. Approval for School Based Health Center in Bellaire

Jeff requested motion from the Board to proceed with the School Based Health Center in Bellaire which will be named OHHC Bellaire. We need to go through the motions with HRSA for a change in scope of practice due to the fact that you need to prove to HRSA there is a need for this.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Donna Secret made a motion to approve proceeding with the School Based Health Center in Bellaire as presented to the Board. Seconded by Les Tickhill.

RESOLVED, that the motion passed unanimously.

8. Current OHHC Financial Situation

Jeff reported he has gauged OHHC's financial performance by closely monitoring our reserve bank account where we store excess funds outside of our operating accounts. Jeff stated he uses this as a financial performance barometer. In January 2023, our reserve fund balance was \$1,659,955.83 and was down to \$516,011.69 in January 2024. As of 9/15/2024 the reserve fund balance is \$187,611.69. Expenses are exceeding revenue, and money is pulled out of this account at least once a month (sometimes twice a month) to cover the costs of bills and payroll. OHHC has been able to put some monies back into the ICS account which has slowed down the rate of withdrawal. This balance does not include monies set aside for retirement contributions. Michael has cut \$200,000.00 from expenses over the last two years and there is nowhere else to cut without shuttering services. We have already added the fee schedule but Michael and I along with some

other OHHC Team Members have begun evaluating areas where we think revenue is being lost including denial management and appointment utilization. Findings from these will be reported in the coming months. Jeff reported on Day 1 when we open the In-House Pharmacy all stock need to be purchased. OHHC is going to need a lot of money. Jeff reported the fee schedule increase will help significantly with the financial situation and we are getting a bonus check from Care Source for a little over \$200,000.00. Jeff stated he has learned that other FQHC's in Ohio are dealing with the same financial hardships as OHHC. Jeff stated if we get the extended hours grant for OHHC Caldwell will continue to operate but if we do not get this grant OHHC will close OHHC Caldwell.

9. Additional Privilege Request

Jeff reported that Miles Jefferis has submitted a request along with a course completion verifying competency for Nexplanon Insertion and Removal to be added to his Standard Care Arrangement.

Jeff requests motion from the Board for approval of Miles Jefferis additional privilege request of Nexplanon insertion and removal and that this be reflect in the Standard Care Arrangement.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Tim Hall made a motion to approve the additional privilege of Nexplanon Insertion and Removal and that this be reflected on the Standard Care Arrangement as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Jeff Britton requests Board Approval for the Chief Executive Officer's Report.

RESOLUTION

Adopted 09/23/2024

WHEREAS, Tim Hall made a motion to approve the Chief Executive Officer's Report as presented to the Board. Seconded by Donna Secret.

RESOLVED, that the motion passed unanimously.

Chief Executive Officer's Report – Attached

BUSINESS:

The next Board Meeting will be held on the second floor of the ECO Center in St. Clairsville on October 21st. 2024.

ADJOURNMENT

There being no further business motion made to adjourn meeting at 2:10 p.m. by Tim Hall. Seconded by Donna Secret.

Robert Koch, Secretary

Denise McBurney, Recording Secretary

**OHHC Board of Trustees
October 2024 Report**

Call Center

- Call Stats
 - o September 2024
 - 6058 Received
 - 5209 Answered
 - 85.98% Answer Rate – **Goal of 95%**
 - Average Wait Time – 55 Seconds
 - Average Talk Time – 2 minute 20 seconds

Operations

- New Patient Applications
 - o September 2024
 - Applications Issued – 48
 - New Patient Appointments – 97
 - Barnesville Dental – 7
 - o Dr. Brewer – 7
 - Barnesville – 42
 - o Ryan Aston - 1
 - o Morgan Stephen - 4
 - o Miles Jefferis – 17
 - o Dr. Patcha – 1
 - o Dr. Wooten – 11
 - o Jenna Brown - 1
 - o Melissa Huff – 4
 - o Penny Shepherd - 3
 - Career Center
 - o Shelby Jefferis – 1 (51 Total Medical Visits)
 - o Dr. Bauer – 1 (5 Total Dental Visits)
 - Caldwell – 1
 - o Dr. Overmiller - 1
 - Freeport Dental – 4
 - o Dr. Bauer – 4
 - Freeport – 9
 - o Ryan Aston – 7
 - o Dr. Wooten - 2
 - Quaker City – 6
 - o Staci Fellows - 6
 - Woodsfield – 26
 - o Dr. Overmiller – 9
 - o Jenna Brown – 4
 - o Morgan Stephen – 6
 - o Ryan Gallagher – 7

Construction Projects

- Construction Updates
 - o Third Floor Renovation
 - o Lobby Remodel

OHHC Board Report

10/21/2024

1. COVID-19 and Flu Report

Vaccines and Testing

- Month of Sept there were 41 Flu Vaccines administered.

Testing for the month of September

- 233 tested for **COVID; 41 positives with an 18%** positivity rate.
**Flu report 30 tested; 0 positive; RSV report 0 tested

2. QI Activities Update

- H3C currently roster of 134 patients for the Case Management of Medicare patients who have agreed to participate in the program
- OACHC-CIN shared savings program is ongoing. We are currently working on measures to increase our profit-sharing money.
- OACHC- ACO (Accountable Care Organizations) is also a Medicare shared savings program. This program encourages promotion of Annual Wellness Visits. We are planning to train our clinical staff on how to perform, encourage these visits throughout the calendar year.
- UDS+FHIR project is ongoing to meet the HRSA required standards of submission in Feb 2025.
- The annual clinical and staff educational training will begin this month. Several training courses are planned for our Annual Staff meeting this month. (Annual Wellness Visit, Immunization Guidelines, and possible discussion on the Amish culture in Health care) Presentations are planned by Providers and our Clinical Service Managers.
- PCMH is ongoing with 3 check in's planned for the last Quarter of 2024.

Board Meeting Report

Director of Revenue Cycle Management

October 21, 2024

The current month's charges for August were \$584,603.10 and September were \$570,691.42.

The current month's payments for August were \$342,463.17 and September were \$372,799.72.

The current month's contractual adjustments for August were \$220,165.61 and September were \$223,571.93.

The current month's write-off adjustments were \$12,191.84 for August and \$11,697.04 for September. Write-off adjustment includes sliding fee, interest, collection balance transfer, insurance adjustment, small balance, etc.

The days in account receivable were 45.76 for August and 43.34 for September.

We have received some payments from Medicaid regarding some of the issues. There are still some issues not resolved but have been told they are working on them.

Ohio Hills Health Services
Statement of Revenues and Expenditures
200 - CHC
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Period Budget \$ - Original	Current Period Original Budg Variance	Current Year Actual	YTD Budget \$ - Original	YTD Original Budget Variance	Prior Year Actual
Revenue							
Revenue-Grant	182,604.72	170,178.83	12,425.89	1,387,231.60	1,361,430.64	25,800.96	361,431.03
Belmont Career Ctr-Grant Rev	18,698.75	0.00	18,698.75	99,083.31	0.00	99,083.31	18,874.18
Revenue-Patient Fees	570,691.42	619,925.24	(49,233.82)	4,745,096.26	4,959,401.92	(214,305.66)	587,886.60
Other Patient Revenue	30,926.24	64,150.58	(33,224.34)	198,059.05	513,204.64	(315,145.59)	554,612.47
Other Revenue	1,287.50	7,519.59	(6,232.09)	219,631.97	60,156.72	159,475.25	216,007.44
Donations Revenue	0.00	2,250.01	(2,250.01)	0.00	18,000.08	(18,000.08)	1,515.63
Uncollectible Patient Fees	(918.85)	0.00	(918.85)	(355.35)	0.00	(355.35)	7,155.39
Accis Rec System Adj	(236,283.96)	(247,970.17)	11,686.21	(1,999,788.33)	(1,983,761.36)	(16,026.97)	851,469.75)
Interest Income	3,306.41	208.34	3,098.07	18,497.51	1,666.72	16,830.79	3,316.52
Rental Income	4,590.00	4,715.00	(125.00)	37,319.00	37,720.00	(401.00)	37,170.00
ECV H8G Grant Revenue	0.00	0.00	0.00	7,924.44	0.00	7,924.44	114,578.56
Roof & Window Rplcmnt Proj Grant Revenue	415,690.94	0.00	415,690.94	545,186.84	0.00	545,186.84	0.00
3rd Flor Renovations - Scn Brn Approp	0.00	0.00	0.00	3,430.00	0.00	3,430.00	0.00
Total Revenue	990,593.17	620,977.42	369,615.75	5,261,316.30	4,967,819.36	293,496.94	.051,078.27
Expenses							
Wages	358,570.64	366,703.43	(8,132.79)	2,891,823.51	2,933,627.44	(41,803.93)	.004,137.24
All Other Expenses							
Consultant and Contractual	52,561.31	48,856.32	3,704.99	381,811.15	390,850.56	(9,039.41)	412,851.63
FICA	21,993.71	26,244.90	(4,251.19)	202,577.57	209,959.20	(7,381.63)	214,983.96
State Unemployment	211.59	513.58	(301.99)	7,020.00	4,108.64	2,911.36	4,142.88
Health Insurance	80,392.48	73,175.92	7,216.56	617,033.81	585,407.36	31,626.45	555,338.14
Dental Insurance	2,055.47	2,519.83	(464.36)	16,145.20	20,158.64	(4,013.44)	19,375.05
Workers Comp.	301.15	330.93	(29.78)	3,857.02	2,647.44	1,209.58	3,961.48
Life Insurance	354.63	1,897.59	(1,542.96)	2,776.49	15,180.72	(12,404.23)	13,434.45
Disability Insurance	1,544.08	1,492.24	51.84	11,503.59	11,937.92	(434.33)	11,654.63
Retirement	25,670.37	6,821.76	18,848.61	209,045.97	54,574.08	154,471.89	210,904.95
Consumable Supplies	37,862.95	40,092.51	(2,229.56)	235,121.13	320,740.08	(85,618.95)	328,841.14
Staff Travel-Local	111.50	1,078.56	(967.06)	1,501.64	8,628.48	(7,126.84)	4,696.87
Staff Travel-Out of Town	200.00	930.08	(730.08)	7,826.02	7,440.64	385.38	8,266.70
Depreciation Expense	26,217.26	0.00	26,217.26	209,738.08	0.00	209,738.08	209,738.08
Amortization Expense	1,161.58	0.00	1,161.58	9,292.64	0.00	9,292.64	9,292.64
Rent	300.00	370.84	(70.84)	2,400.00	2,966.72	(566.72)	15,647.00
Utilities	3,401.45	4,677.99	(1,276.54)	36,611.40	37,423.92	(812.52)	35,501.80
Insurance-Malpractice	7,728.52	4,116.59	3,611.93	28,735.20	32,932.72	(4,197.52)	23,424.22
Bonding	0.00	356.34	(356.34)	5,199.30	2,850.72	2,348.58	4,666.00
Insurance	0.00	2,056.34	(2,056.34)	14,218.50	16,450.72	(2,232.22)	13,248.90
Publication, Printing, & Subs.	2,644.23	7,255.64	(4,611.41)	68,153.39	58,045.12	10,108.27	69,570.79
Maintenance & Repairs	4,584.11	7,115.24	(2,531.13)	92,937.80	56,921.92	36,015.88	64,852.01
Telephone	6,164.26	6,394.73	(230.47)	40,287.07	51,157.84	(10,870.77)	46,206.10
Postage & Freight	(205.54)	776.52	(982.06)	5,038.65	6,212.16	(1,173.51)	5,534.53
Interest	5,858.67	5,966.75	(108.08)	46,333.43	47,734.00	(1,400.57)	47,520.19
Recruitment & Retention	2,166.66	2,226.16	(59.50)	14,989.46	17,809.28	(2,819.82)	17,809.28
Real Estate Taxes	0.00	1,177.66	(1,177.66)	20,007.39	9,421.28	10,586.11	13,751.15
Other Taxes	0.00	0.00	0.00	155.37	0.00	155.37	0.00
Legal	4,464.50	2,107.42	2,357.08	5,875.01	16,859.36	(10,984.35)	31,141.00

Ohio Hills Health Services
Statement of Revenues and Expenditures
200 - CHC
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Period Budget \$ - Original</u>	<u>Current Period Original Budg Variance</u>	<u>Current Year Actual</u>	<u>YTD Budget \$ - Original</u>	<u>YTD Original Budget Variance</u>	<u>Prior Year Actual</u>
Accounting	0.00	2,000.00	(2,000.00)	25,000.00	16,000.00	9,000.00	25,000.00
Section 330 (e) Financial Reserve	0.00	1,965.08	(1,965.08)	0.00	15,720.64	(15,720.64)	0.00
Marketing	387.39	1,756.42	(1,369.03)	13,404.05	14,051.36	(647.31)	24,235.38
Donations	0.00	0.00	0.00	0.00	0.00	0.00	200.00
ARP H8F Consumable Supplies	0.00	0.00	0.00	0.00	0.00	0.00	257.31
ECV H8G Consumable Supplies	0.00	0.00	0.00	0.00	0.00	0.00	4,523.53
ECV H8G Marketing	0.00	0.00	0.00	0.00	0.00	0.00	49,500.00
Total All Other Expenses	<u>288,132.33</u>	<u>254,273.94</u>	<u>33,858.39</u>	<u>2,334,596.33</u>	<u>2,034,191.52</u>	<u>300,404.81</u>	<u>500,071.81</u>
Total Expenses	<u>646,702.97</u>	<u>620,977.37</u>	<u>25,725.60</u>	<u>5,226,419.84</u>	<u>4,967,818.96</u>	<u>258,600.88</u>	<u>504,209.05</u>
Net Revenue (Expenses)	<u><u>343,890.20</u></u>	<u><u>0.05</u></u>	<u><u>343,890.15</u></u>	<u><u>34,896.46</u></u>	<u><u>0.40</u></u>	<u><u>34,896.06</u></u>	<u><u>453,130.78</u></u>

Ohio Hills Health Services
Balance Sheet
200 - CHC
As of 9/30/2024

	<u>Beginning Year Balance</u>	<u>Current Year</u>	<u>YTD Change</u>
Assets			
Current Assets			
Cash			
Cash in Bank-Operating	33,006.25	23,579.51	(9,426.74)
ICS - WesBanco	869,484.09	424,485.33	(444,998.76)
Checking-Citizens National	17,525.39	17,921.83	396.24
Checking-Caldwell	1,637.48	740.42	(897.06)
Checking-Banc One	1,630.50	2,529.96	899.46
Checking-Quaker City	1,286.92	4,530.04	3,243.12
Checking-CFHS	753.15	748.15	(5.00)
Petty Cash	2,900.00	2,900.00	0.00
CD's	124,102.97	124,102.97	0.00
FDP Checking	15,620.45	6,431.06	(9,189.39)
Checking - Belmont Career Center	156.29	4,639.92	4,483.63
Total Cash	<u>1,068,103.69</u>	<u>612,609.19</u>	<u>(455,494.50)</u>
Receivables			
Accounts Receivable	521,369.16	629,718.89	108,349.73
Unposted AR Payments	0.00	(67,761.22)	(67,761.22)
FDP Accounts Receivable	302,848.63	194,780.94	(108,067.69)
Allowance for Doubtful Accounts	(202,000.00)	(202,000.00)	0.00
FDP Allowance for Doubtful Accounts	(130,000.00)	(130,000.00)	0.00
Other Receivable	38,182.73	25,173.51	(13,009.22)
Employee Receivable	28,572.80	29,583.34	1,010.54
Employee Receivable - Uniforms	27.76	0.00	(27.76)
Total Receivables	<u>559,001.08</u>	<u>479,495.46</u>	<u>(79,505.62)</u>
Prepaid Assets			
Total Current Assets	<u>1,641,438.61</u>	<u>1,092,104.65</u>	<u>(549,333.96)</u>
Investments			
Investments	6,342.09	6,342.09	0.00
Total Investments	<u>6,342.09</u>	<u>6,342.09</u>	<u>0.00</u>
Fixed Assets			
Furniture & Equipment	1,046,555.51	1,060,543.51	13,988.00
Land	413,208.12	413,208.12	0.00
Building	4,007,851.48	4,007,851.48	0.00
Building Improvements	2,968,033.11	3,005,308.11	37,275.00
Improvements	88,116.91	88,116.91	0.00
Accum Dep - Furn. & Equip.	(886,780.94)	(937,483.98)	(50,703.04)
Accum Dep - Building	(616,370.22)	(722,498.14)	(106,127.92)
Accum Dep - Building Improvements	(817,556.13)	(838,365.73)	(20,809.60)
Accum Dep - Improvements	0.00	(32,097.52)	(32,097.52)
ECT H8E Furniture & Equipment	21,849.78	21,849.78	0.00
ARP H8F Furniture & Equipment	122,159.43	122,159.43	0.00
ARP-Capital CBE Construction In Progress	49,943.92	49,943.92	0.00
Roof & Window Replacement Project	22,717.15	567,903.99	545,186.84
Total Fixed Assets	<u>6,419,728.12</u>	<u>6,806,439.88</u>	<u>386,711.76</u>
Intangible Assets			
Mnyberry Dental Records	209,083.59	209,083.59	0.00
Accum Amortization	(70,856.19)	(80,148.83)	(9,292.64)
Total Intangible Assets	<u>138,227.40</u>	<u>128,934.76</u>	<u>(9,292.64)</u>
Total Assets	<u><u>8,205,736.22</u></u>	<u><u>8,033,821.38</u></u>	<u><u>(171,914.84)</u></u>

Ohio Hills Health Services
Balance Sheet
200 - CHC
As of 9/30/2024

	<u>Beginning Year Balance</u>	<u>Current Year</u>	<u>YTD Change</u>
Liabilities			
Accounts Payable	48,053.70	(56,015.77)	(104,069.47)
Accounts Payable Accruals	40,340.33	27,200.00	(13,140.33)
Accrued Payroll	50,642.39	50,642.39	0.00
Accrued Vacation	96,280.62	96,280.62	0.00
Accrued Workers' Comp.	1,966.04	2,796.16	830.12
Note Payable - Short Term	79,055.09	79,055.09	0.00
Notes Pay - Bradfield Bldg	179,325.79	171,313.73	(8,012.06)
USDA Loan Payable	2,809,449.40	2,772,191.48	(37,257.92)
Retirement Plan Payable	175,490.54	236,364.53	60,873.99
USDA Loan Payable - BFDC	72,158.62	64,622.99	(7,535.63)
Deferred Grant Revenue	197,699.11	99,199.11	(98,500.00)
Total Liabilities	<u>3,750,461.63</u>	<u>3,543,650.33</u>	<u>(206,811.30)</u>
Fund Balance			
Fund Balance	4,455,274.59	4,455,274.59	0.00
Total Fund Balance	4,455,274.59	4,455,274.59	0.00
Income YTD	<u>0.00</u>	<u>34,896.46</u>	<u>34,896.46</u>
Total Income YTD	<u>0.00</u>	<u>34,896.46</u>	<u>34,896.46</u>
Total Fund Balance	<u>4,455,274.59</u>	<u>4,490,171.05</u>	<u>34,896.46</u>
Total Liabilities & Fund Balance	<u>8,205,736.22</u>	<u>8,033,821.38</u>	<u>(171,914.84)</u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	333,488.61	2,744,952.58
Other Patient Revenue	30,926.24	198,059.05
Other Revenue	9,183.91	275,448.48
HBO Grant Revenue	182,604.72	1,387,231.60
Other Grant Revenue	<u>434,389.69</u>	<u>655,624.59</u>
Total Revenue	<u>990,593.17</u>	<u>5,261,316.30</u>
Expenses		
Personnel	358,570.64	2,891,823.51
Fringe Benefits	132,523.48	1,069,959.65
Supplies	37,862.95	235,121.13
Contractual	52,561.31	381,811.15
Other	37,805.75	428,673.68
Depreciation/Amortization	<u>27,378.84</u>	<u>219,030.72</u>
Total Expenses	<u>646,702.97</u>	<u>5,226,419.84</u>
Net Revenue (Expenses)	<u>343,890.20</u>	<u>34,896.46</u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
20 - Woodsfield
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual
Revenue		
Program Income	93,352.53	724,059.54
Other Patient Revenue	19,446.59	73,386.03
Other Revenue	5,570.67	176,997.56
H80 Grant Revenue	58,433.51	446,710.04
Other Grant Revenue	0.00	5,632.76
Total Revenue	176,803.30	1,426,785.93
Expenses		
Personnel	84,738.67	694,674.63
Fringe Benefits	29,407.55	229,991.54
Supplies	18,661.76	58,568.33
Contractual	14,707.23	108,192.42
Other	17,319.96	175,657.69
Depreciation/Amortization	13,586.24	108,689.92
Total Expenses	178,421.41	1,375,774.53
Net Revenue (Expenses)	(1,618.11)	51,011.40

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
25 - Caldwell
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	1,403.10	17,462.87
Other Patient Revenue	54.70	400.19
Other Revenue	99.11	1,239.97
H80 Grant Revenue	5,478.14	41,616.91
Other Grant Revenue	0.00	0.00
Total Revenue	<u>7,035.05</u>	<u>60,719.94</u>
Expenses		
Personnel	5,557.40	36,468.83
Fringe Benefits	2,603.61	13,930.29
Supplies	380.48	3,008.45
Contractual	2,364.62	20,393.62
Other	1,154.77	8,811.84
Depreciation/Amortization	126.75	1,014.00
Total Expenses	<u>12,187.63</u>	<u>83,627.03</u>
Net Revenue (Expenses)	<u>(5,152.58)</u>	<u>(22,907.09)</u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
30 - Freeport
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	29,652.79	182,686.86
Other Patient Revenue	947.78	9,980.26
Other Revenue	238.24	12,435.69
H80 Grant Revenue	10,956.29	83,367.72
Other Grant Revenue	<u>0.00</u>	<u>0.00</u>
Total Revenue	<u>41,795.10</u>	<u>288,470.53</u>
Expenses		
Personnel	22,211.09	189,435.54
Fringe Benefits	11,177.05	80,958.60
Supplies	2,107.72	17,813.06
Contractual	1,890.72	18,760.02
Other	2,070.92	25,695.35
Depreciation/Amortization	<u>516.11</u>	<u>4,128.88</u>
Total Expenses	<u>39,973.61</u>	<u>336,791.45</u>
Net Revenue (Expenses)	<u><u>1,821.49</u></u>	<u><u>(48,320.92)</u></u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
45 - Quaker City
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	35,233.52	234,372.16
Other Patient Revenue	171.15	13,638.93
Other Revenue	251.27	12,501.75
H80 Grant Revenue	10,956.29	83,501.47
Other Grant Revenue	0.00	0.00
Total Revenue	<u>46,612.23</u>	<u>344,014.31</u>
Expenses		
Personnel	21,946.60	164,033.99
Fringe Benefits	13,273.90	79,251.63
Supplies	1,742.91	18,257.65
Contractual	2,460.49	26,926.47
Other	1,624.83	26,987.05
Depreciation/Amortization	1,028.60	8,228.80
Total Expenses	<u>42,077.33</u>	<u>323,685.59</u>
Net Revenue (Expenses)	<u><u>4,534.90</u></u>	<u><u>20,328.72</u></u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
40 - Barnesville
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual
Revenue		
Program Income	81,160.89	906,628.95
Other Patient Revenue	10,306.02	100,653.64
Other Revenue	5,209.39	70,825.82
H80 Grant Revenue	67,563.75	512,218.52
Other Grant Revenue	<u>415,690.94</u>	<u>550,908.52</u>
Total Revenue	<u>579,930.99</u>	<u>2,141,235.45</u>
Expenses		
Personnel	131,339.02	1,128,074.74
Fringe Benefits	45,276.20	482,600.97
Supplies	7,772.00	62,710.52
Contractual	15,852.17	145,814.34
Other	12,221.35	140,949.93
Depreciation/Amortization	<u>9,010.79</u>	<u>72,086.32</u>
Total Expenses	<u>221,471.53</u>	<u>2,032,236.82</u>
Net Revenue (Expenses)	<u>358,459.46</u>	<u>108,998.63</u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
70 - OHHC - Belmont Career Center
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	5,416.19	20,625.50
Other Grant Revenue	<u>14,973.26</u>	<u>66,155.28</u>
Total Revenue	<u>20,389.45</u>	<u>86,780.78</u>
Expenses		
Personnel	9,014.17	41,603.92
Fringe Benefits	4,349.67	12,442.63
Supplies	941.55	1,320.06
Contractual	0.00	5.00
Other	<u>195.94</u>	<u>1,669.81</u>
Total Expenses	<u>14,501.33</u>	<u>57,041.42</u>
Net Revenue (Expenses)	<u><u>5,888.12</u></u>	<u><u>29,739.36</u></u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
71 - Belmont Career Center - Dental
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual
Revenue		
Program Income	777.77	6,247.49
Other Grant Revenue	3,725.49	32,928.03
Total Revenue	4,503.26	39,175.52
Expenses		
Personnel	2,594.48	15,946.93
Fringe Benefits	420.67	2,361.62
Supplies	81.03	10,550.21
Contractual	0.00	0.00
Other	25.89	1,773.40
Total Expenses	3,122.07	30,632.16
Net Revenue (Expenses)	1,381.19	8,543.36

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
 200 - CHC
 72 - OHHC - Bellaire
 From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual
Expenses		
Contractual	9,500.00	9,500.00
Other	769.00	769.00
Total Expenses	10,269.00	10,269.00
Net Revenue (Expenses)	(10,269.00)	(10,269.00)

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
80 - Freeport Dental
From 9/1/2024 Through 9/30/2024

	<u>Current Period Actual</u>	<u>Current Year Actual</u>
Revenue		
Program Income	7,296.84	196,255.63
Other Patient Revenue	0.00	0.00
Other Revenue	330.38	2,172.54
H80 Grant Revenue	14,608.37	109,908.47
Other Grant Revenue	0.00	0.00
Total Revenue	<u>22,235.59</u>	<u>308,336.64</u>
Expenses		
Personnel	29,720.78	215,064.39
Fringe Benefits	9,947.88	57,368.60
Supplies	942.78	23,435.98
Contractual	1,601.24	20,292.12
Other	1,076.11	22,414.59
Depreciation/Amortization	1,351.32	10,810.56
Total Expenses	<u>44,640.11</u>	<u>349,386.24</u>
Net Revenue (Expenses)	<u><u>(22,404.52)</u></u>	<u><u>(41,049.60)</u></u>

Ohio Hills Health Services
Summary Statement of Revenues and Expenditures
200 - CHC
85 - Barnesville Dental
From 9/1/2024 Through 9/30/2024

	Current Period Actual	Current Year Actual
Revenue		
Program Income	79,194.98	456,613.58
Other Patient Revenue	0.00	0.00
Other Revenue	(2,515.15)	(724.85)
H80 Grant Revenue	14,608.37	109,908.47
Other Grant Revenue	0.00	0.00
Total Revenue	91,288.20	565,797.20
Expenses		
Personnel	51,448.43	406,520.54
Fringe Benefits	16,066.95	111,053.77
Supplies	5,232.72	39,456.87
Contractual	4,184.84	31,927.16
Other	1,346.98	23,945.02
Depreciation/Amortization	1,759.03	14,072.24
Total Expenses	80,038.95	626,975.60
Net Revenue (Expenses)	11,249.25	(61,178.40)

OHIO HILLS HEALTH CENTERS
101 East Main Street Barnesville, Ohio 43713

POLICY NUMBER: 3.16	EFFECTIVE DATE: 1-03
TITLE: Fee Schedule	REVISION DATE: 4-15, 7-22, 10-24
PAGE: 1 OF 2	BOARD APPROVED: 10-21-24
FINANCIAL MANAGMENT POLICY	

Policy

It is the policy of Ohio Hills Health Services to prepare a schedule of fees for the provision of its services and supplies consistent with locally prevailing rates or charges and designed to cover its reasonable cost of operations.

The schedule of fees will be billed for services and supplies rendered/provided to patients to help ensure compliance with Federal, State, and other regulatory authorities.

Procedures

- The Health Center will develop and maintain a list of procedure (CPT/HCPC) codes representing services and supplies that will be available to patients. These codes, along with the related unit charges, will be maintained in the practice management system.
- The Health Center will include a sample of at least ten (10) private payer contract allowed amounts by procedure (CPT/HCPC) code associated with the Health Center when setting charges with the goal of setting charges at or above the maximum allowed amount, some exceptions may be warranted.
- The Health Center will utilize locally prevailing geographic rate data to set charges at or above the 50th percentile.
-
- The Health Center will develop and maintain a process to ensure individual FQHC Medicare G code charge amounts that represent a Prospective Payment System (PPS) encounter are set based on a relationship to the detail procedure (CPT/HCPC) codes as defined by the Health Center.
- The Health Center will not charge different fees for the same procedure (CPT/HCPC) code unless exceptions are warranted. An example exception would be a charge for a vaccine as part of the Vaccine for Children Program where the Health Center does not incur a cost vs a charge for the same vaccine that is purchased and used for private stock.

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FINANCIAL MANAGMENT POLICY	

- The Health Center will not seek reimbursement for non-cost items as noted in Section 1862(a)(2) of the Social Security Act.
- The Health Center will annually review fees and determine if updates are necessary based on the criteria above.
- The Board of Directors will review analysis prepared by the Health Centers management team and approve proposed fee updates and methodologies to allow an understanding of the impact to the patients to help ensure a financial barrier to care does not exist.
- The Health Center will perform a self-assessment or engage a third-party to perform an evaluation of the fee schedule based on the criteria above at a minimum every three years.
- Exceptions will be made, as appropriate.
- As new codes are identified, charges will be set according to commercial payor fee schedule.

Sources:

[Health Center Program Compliance Manual \(hrsa.gov\)](https://www.hrsa.gov)
[Federally Qualified Health Centers \(FQHC\) Center | CMS](https://www.cms.gov)
[Medicare Claims Processing Manual \(cms.gov\)](https://www.cms.gov)

This policy and procedure shall be reviewed and updated consistent with the requirements and standards established by the Board of Trustees and by Health Center management, Federal and State law, regulations, and applicable accrediting and review organizations.

Responsible Parties:

Signature _____ Date _____
OHHC Board of Trustees President

Signature _____ Date _____
OHHC Chief Executive Officer

OHIO HILLS HEALTH CENTERS
101 East Main Street Barnesville, Ohio 43713

POLICY NUMBER: 2.04	EFFECTIVE DATE: 1-03
TITLE: Employment and Termination	REVISION DATE: 4-15, 10-17, 9-21, 11-22, 10-24
PAGE: 1 OF 3	BOARD APPROVED: 10-21-24
HUMAN RESOURCES POLICY	

Purpose:

To properly outline both the employment process and termination process for OHHC personnel.

Policy:

The Ohio Hills Health Services does not now, and assures that it will not in the future, discriminate on the basis of race, creed, sex, color, age, national origin, religious beliefs, handicap, political affiliation, marital status, ancestry or liability for services in the armed forces of the United States of America, or have any interest to make any limitation, specification, or discrimination, unless based upon a bona fide occupational qualification.

Procedure:

All employees are given a ninety (90) day trial period (probationary period). The probationary period may be extended for an additional thirty (30) days if requested by the immediate supervisor for a bona fide reason and approved by the Chief Executive Officer. At the end of this time, a performance evaluation will be completed and if the employee's work is unsatisfactory, the employee will be given an explanation and be paid for all hours worked up to the time of separation.

If the performance evaluation indicates that the employee has performed satisfactorily, the ninety (90) days and extension, if applicable, will be counted toward his/her time employed with the agency.

Other than termination for unsatisfactory work, an employee may also be dismissed for reasons resulting from disciplinary action.

If an employee wishes to resign, he/she is requested to submit his/her resignation thirty (30) calendar days in advance, in order to qualify for remuneration of benefits due him/her.

OHIO HILLS HEALTH CENTERS
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HUMAN RESOURCES POLICY	

Due to extenuating circumstances, this period may be waived and a shorter period permitted.

Notice of Resignation

All employees eligible for benefits must give two (2) weeks' written notice of their intent to resign, except senior management personnel who are asked to give four (4) weeks' notice of their intent to resign. The Health Center may, at its sole discretion, waive the notice period.

When proper notice is given, and the employee reports to work during the entire notice period, the employee is eligible to receive payment of all accrued annual leave. The payout of benefit time will be paid after all regular hours have been paid. When sufficient notice is not given, or the employee fails to report to work during the entire notice period, the Health Center reserves the right to not reimburse the employee for any unused benefit time. If a two/four week notice is given, OHHC reserves the right to waive the requested notice. If the notice is waived, the employee will be paid for their unused benefit time.

Termination

Employment with the Health Center may be terminated without cause, with or without notice, at the option of either the employee or the Health Center. Supervisors are authorized to give employees oral and/or written notice of intent to terminate.

Once an employee has been informed that he/she is being terminated, he/she is relieved (suspended) of his/her duties and shall not report to work. If the Chief Executive Officer finalizes the termination, regular employees will receive pay for any annual leave accrued prior to the effective date of termination.

Abandonment

Employees who are absent from work for three consecutive days without giving proper notice or without being excused will be considered to have separated from employment.

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HUMAN RESOURCES POLICY	

Severance Pay

In general, the Health Center does not provide severance pay. However, from time to time and its sole discretion, the Health Center may provide severance pay to employees.

Reduction in Force (RIF)/Furloughs

There may be a time when the Health Center determines it is necessary to make cutbacks or reductions in staff. If this situation occurs, the Health Center may consider and all factors that it deems relevant, including and without limitation; the needs of the Health Center as a whole; the skills, qualifications, and/or performance histories of individual employees; seniority; budgetary constraints; any restrictions or guidelines imposed by law, or funding sources; and in no way based upon an employee's race, sex, age, religion, national origin, sexual orientation; or any other discriminatory measure in violation of the ADA, USERRA, or Title VII of the Civil Rights Act.

Exit Interviews

Upon notification of an employee's effective separation date, all employees will be asked to participate in a voluntary Exit Interview regardless of the reason for separation. Exit Interviews are conducted so that the Human Resources Coordinator may give the separating employee information about continuing health insurance and other benefits as well as to allow the employee an opportunity to turn in any Health Center property in his/her possession. An employee's final check will not be issued until he/she has turned in all the Health Center's property, including any keys that may be in his/her possession. Upon completion, employees will be asked to sign a form stating they have completed the interview. Any and all records pertaining to an employee's separation from employment, including this form, shall become part of the employee's personnel file.

Payout of Accrued Benefits

Any unused vacation, sick or personal days accrued at the time of separation of employment will be paid out to the employee at their current hourly pay rate.

This policy and procedure shall be reviewed and updated consistent with the requirements and standards established by the Board of Trustees and by Health Center management, Federal and State law, regulations, and applicable accrediting and review organizations.

Responsible Parties:

Signature _____ Date _____
OHHC Board of Trustees President

Signature _____ Date _____
OHHC Chief Executive Officer