Minutes of the Board of Managers HOMES meeting of the Dallas County Hospital District, held Wednesday, October 30th , 2024, scheduled for 12:30 pm. in the WISH Building Conference Room (02-175) at Parkland Health and via WebEx. These minutes do not constitute a certified agenda from the meeting.

I. Attendance and Call to Order

Chair Marjorie Petty, JD, noted that a quorum was physically present and called the meeting to order at 12:30 pm.

Board Member attendees included: Reina Gonzalez, JD; Vincent Hall; Elizabeth Palacios, MD; Farida Minner, RN (via Webex), Todd Furniss, JD and Eric G. Bing, MD.

Board members John Proctor, Ramon Miguez and Byron Cryer were not present.

Staff Present (via Webex and in-person) included:

Edmundo Castañeda, EVP & Chief Operating Officer (via Webex)
Fred Cerise, President & Chief Executive Officer
James Orrison, Administrative Resident
Jessica Hernandez, Chief DEI Officer
Joseph Chang, SVP & CMO
Francesco Mainetti, SVP Operations Admin
Keri Disney-Story, VP/Clinical Finance
Kyla Rankin, HOMES Project Director
Melanie Roberts, SVP Chief Compliance Officer
Morgan Simmons, Governance Program Coordinator
Melanie Roberts, SVP/ Chief Compliance & Ethics Officer
Rick Humphrey, EVP & Chief Financial Officer (via Webex)
Pamela Bryant, SVP/Supply Chain Management
Samia Zia, Director Strategy
Saul Cordero, SVP & Chief Governance & Strategy Officer
Steven Roth, EVP & Chief Legal Officer
Vic Summers, SVP Internal Audit

II. Mission Statement

Chair began the meeting by stating the mission statement:
Advance Wellness | Relieve Suffering | Develop and Educate

III. Public Comments Regarding Agenda Items

No members of the public registered for comments regarding the agenda items.

IV. Conflicts of Interest

After review of the agenda, the Chair noted zero conflicts of interest for Board Members present.

V. Consent Agenda

A. Appropriate Action Regarding Minutes 2024-09-25 HOMES
B. Appropriate Action Regarding Minutes 2024-10-14 HOMES Advisory Board

Elizabeth Palacios motioned for the approval of the Consent Agenda. Eric Bing seconded the motion. The motion passed unanimously.

VI. Reports Requiring Deliberation(s) or Approval(s)

The Board received information for the following updates presented by Kyla Rankin, HOMES Project Director.

A. Operations Update (day-to-day) operations including but not limited to – staffing/operational challenges/partner site activity)

Kyla Rankin presented on the October report regarding operational updates with staffing and services as well as management and finances. Kyla updated the Board on nine vacancies, five of which have been filled while HOMES leadership alongside OTM are working to fill the remaining four positions. Regarding operations, Kyla mentioned HOMES has moved to the Tex Oak Warehouse for storage of all mobile units. One of the HOMES mobile units is being repaired for general maintenance and another is being repaired from last months accident. Kyla mentioned HOMES is working on outreach activities and has completed 18 initiatives including giving out over 276 Flu vaccinations and 100 Covid vaccines. Regarding site updates, the quarterly review has begun to ensure sites have optimal production and where the highest volume of unduplicated patients come from.

The Board asked questions and received additional information related to the Operations Update.

B. Management and Finance Update – volume, revenue, expenses, and overtime

Kyla presented on the September HOMES metrics. Kyla mentioned HOMES saw 7,222 unduplicated patients YTD which is 78% of the annual goal of 9,192 unduplicated patients leaving HOMES at 75% complete to the yearly goal. Kyla reported, HOMES will likely not meet the unduplicated patient count for 2024. Kyla mentioned the development of site reports once published should aid in the unduplicated count as it will show where the highest volume of unduplicated patients are based. Kyla updated the Board on the overtime variances in the budget which she expects to increase as there are several vacant positions that still need to be filled.

The Board asked questions and received additional information related to the Management and Finance Update.

C. Governance Update

Kyla mentioned the HOMES Advisory Board meeting occurred on Monday October 14th with three Board Members and three HOMES staff present. The next advisory meeting will occur on February 10th, 2025. Kyla also mentioned Board Members will be invited to the Holiday-joint community advisory board celebration in December. Lastly, Kyla presented the HRSA Big 20 overview. The HRSA compliance manual has 21 chapters.

D. HRSA (Health Resources and Services Administration) Compliance Manual Requirements: Chapter 16-Billing and Collections

Kyla presented on the HRSA Health Center program compliance requirements and gave a summary for the Board of Managers. Kyla reviewed chapter 16 on billing and collections which includes information on the systems in place to maximize collections and reimbursement for its costs in providing health services including written billing credit and collection policies and procedures. Kyla presented the requirements on preparing a schedule of fees, reduction, or waivers for fees to assure no patient is denied services, the eligibility determination for billing and collections and reimbursement processes.

E. HRSA (Health Resources and Services Administration) Compliance and Ethics Program Activities and Requirements:

Kyla provided an informational slide on the Compliance and Ethics program activities which are a part of Parkland's policy SYS.COMP.005 outlining the framework of the compliance and ethics program in relation to the homeless outreach medical services and health resources and services administration which is consistent with other program reporting. Kyla mentioned beginning in fiscal year 2025 compliance reports to the HOMES Board will move from monthly to quarterly and will be presented by a member of the compliance and ethics department in collaboration with the homes project director.

F. HRSA (Health Resources and Services Administration) Update on OSV (Operational Site Visit)

Kyla reminded the Board that the HRSA Operational Site Visit is scheduled for January 14th-16th 2025, Kyla does not have additional details until the date approaches.

VII. Adjourn

With no further business to discuss, Marjorie Petty, JD, adjourned the meeting at 12:38pm.

SO RECORDED:

Marjorie D. Petty
Marjorie D. Petty (Dec 1, 2024 22:53 CST)

Marjorie D. Petty, JD
Chair

Steven J Roth
Steven J Roth (Nov 25, 2024 14:27 CST)

Steven Roth, JD, MPH
Assistant Secretar