Minutes of the Board of Managers HOMES meeting of the Dallas County Hospital District, held Wednesday, December 18th, 2024, scheduled for 12:30 pm, or directly following the Quality and Safety Meeting 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 12:42 pm.

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

Board member John Proctor was not present.

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

Donna Richardson, EVP & CNE
Edmundo Castañeda, EVP & Chief Operating Officer
Felicia Miller, EVP & Chief Talent Officer
Fred Cerise, President & Chief Executive Officer
James Orrison, Administrative Resident
James Perez, VP, Clinic Operations
Jessica Hernandez, Chief DEI Officer
Joseph Chang, SVP & CMO
Guy Toliver, Dir Inclusion-Supply Diversity
Keri Disney-Story, VP/Clinical Finance
Kyla Rankin, HOMES Project Director
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
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 2024-11-20 HOMES

Vincent Hall motioned for the approval of the Consent Agenda. Todd Furniss 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 mentioned there are still five vacancies for a registered nurse, a dental assistant, a medical practice assistant, and a peer navigator. Kyla mentioned her team is optimistic as they work with the Office of Talent Management to get these filled.

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 November HOMES metrics. Kyla mentioned HOMES saw 8,038 unduplicated patients YTD which is 85% of the annual goal of 9,192 unduplicated patients leaving HOMES at 92% complete to the yearly goal. Kyla reported, HOMES will likely not meet the unduplicated patient count for 2024. Kyla mentioned there was an increase in PTO due to the holidays approaching which led to increased variance to budget regarding over time as well. Kyla mentioned some of the current vacancies are leading to increased over time as well.

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

C. Governance Update: Upcoming Meetings
Kyla mentioned there will not be a HOMES Advisory Board meeting for December. The next advisory meeting will occur on February 10th, 2025, with a hybrid option available. Kyla also mentioned Board Members attended 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: The Big 20

Kyla mentioned the HRSA Big 20 manual which has 21 chapters that cover 19 requirements in four service areas. Kyla has developed a calendar to continue to review these chapters and service needs with the Board.

E. HRSA (Health Resources and Services Administration) Compliance Manual Requirements: Chapter 12: Contracts & Subawards

Kyla reviewed chapter 12 of the HRSA Compliance Manual which covers procedural requirements regarding purchasing and procurement, annual audits and contracts which include the HRSA scope of service. In order to demonstrate compliance Kyla reviewed the purchasing and procedural manual, contracts, financial records and statistical records.

F. HRSA (Health Resources and Services Administration) Update- Annual Review 2024

Kyla reviewed the HRSA Health Center Program Compliance Requirements. Kyla discussed the federal award funds under the Health Center Program authorized by section 330 of the Public Health Service Act. Kyla reminded the Board of the HRSA Site Visit in January 2025. Kyla reviewed the HRSA Health Center Program requirements and reported the annual amount requested from January 2024 through December 2026 which totaled to $3,618,018. Kyla reported on the scope of project for HOMES including a review of the form 5A, 5B and 5C. Kyla reviewed the HRSA Compliance Manual Chapter 17 on Board Authority to remind the Board of their duty to familiarize with the scope, approve health center policies, approve the selection and termination of the project director and ensure compliance of the health center. Kyla also reviewed chapter 18 of the HRSA manual on board composition.

G. Consideration and Appropriate Action Regarding HOMES Billing and Collecting Policy and HOMES QAPI Policy

Ramon Miguez motioned for the approval of the HOMES Billing and Collections Policy and the HOMES Quality Assessment and Performance Improvement Policy. Farida Minner seconded the motion. The motion passed unanimously.

H. Update and Report on the 2025 Point in Time Count

Kyla mentioned the 2025 point in time count requirement under federal law which will occur on Thursday January 23, 2025, to determine the extent of homelessness and the changing trends in our county.

VII. Executive Session

At 12:55pm the Board went into Executive Session as permitted by the closed meeting exceptions specified on the agenda.

a. Performance Appraisal of HOMES Project Director: Kyla Rankin

Members of management in executive session attendance included:
Edmundo Castañeda, Fred Cerise, and Kyla Rankin
Chair adjourned Executive Session and moved into Open Session at 1:09 p.m.

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

A. Approve Performance Appraisal of HOMES Project Director: Kyla Rankin

Vincent Hall motioned for the approval of Performance Appraisal of HOMES Project Director: Kyla Rankin. Ramon Miguez, PE, seconded the motion. The motion passed unanimously.

VIII. Adjourn

With no further business to discuss, Marjorie Petty, JD, adjourned the meeting at 1:09pm.

SO RECORDED:

Marjorie Petty
Marjorie Petty (Feb 20, 2025 22:40 CST)
Marjorie D. Petty, JD
Chair

Steven Roth
Steven Roth (Feb 4, 2025 11:00 CST)
Steven Roth, JD, MPH
Assistant Secretary