

To: Children's Community Physicians Association Board of Directors

From: Kena Norris, Executive Director

Re: Minutes of Monday, July 9, 2018 CCPA Board of Directors Meeting

**Members Present**

Virginia DePaul, MD  
Valerie Kimball, MD  
Jonathan Necheles, MD  
Ushma Patel, MD  
Michael Siegel, MD  
Rebecca Unger, MD

**Members Absent**

Douglas Ashley, MD  
Alison Gehle, MD  
Tim Geleske, MD  
Mary Hall, MD  
Guy Randolph, MD  
Sheri Ross, MD  
Dov Shapiro, MD  
Susan Sirota, MD

**Others Present**

Jennifer Jackson  
Kena Norris, MJ, FACHE  
Paresh Patel  
Priya Stemler

**1. Call to order**

**Valerie Kimball, MD**

The Children's Community Physicians Association (CCPA) Board of Directors meeting was held on Monday, July 9<sup>th</sup>, 2018 at L. Woods Restaurant, Lincolnwood, IL. Dr. Valerie Kimball, President, called the meeting to order at 6:42 pm.

*A. Motion 1: To approve minutes from the April 9, 2018 meeting. The motion was made, seconded and unanimously approved. Note: There was not a quorum present so approval is still needed at the November 2018 board meeting.*

**Report from the Treasurer**

**Michael Siegel, MD**

The YTD financial statements were reviewed by Dr. Siegel. CCPA has 366 members and has over \$600K of cash at the end of May. He also reviewed the profit and loss statement, and noted that CCPA's largest expense, staff salaries, is not reflected because it is too early in the year.

CCPA has not yet received an invoice from Lurie Children's Hospital yet for the salaries and benefits. Ms. Norris stated that most of the outstanding \$10K in member annual dues has been collected and CCPA still owes payment to Lurie Children's Health Partners Clinically Integrated Network (LCHPCIN).

- A. *Motion 2: To approve Treasurer's Report for YTD Financial Statement as of 05/31/2018 (Attachment 2).* The motion was made, seconded and unanimously approved.

### **3. Report from the President**

**Valerie Kimball, MD**

- A. Credentialing Committee Update (*Attachment 3*)

Dr. Kimball reviewed the list of physicians credentialed as of May 15, 2018 and June 26, 2018. In May, there was one new physician in the initial approvals and 18 recredentialing approvals. In June, there were two new initial approvals and 23 recredentialing approvals. In the resignation/retired category, there was one in April 2018 and three in June 2018. Dr. Kimball also noted that CCPA is in the audit process with Humana and Aetna. CCPA passed its annual audit with MultiPlan. Dr. Kimball also stated that there are nine new physicians in active CCPA practices.

### **4. Report from the Executive Director**

**Kena Norris, MJ, FACHE**

- A. **CCPA 2018 Annual Meeting Survey Results**

Ms. Norris reported that it was a very successful annual meeting. The overall results suggested that participants were either very satisfied or satisfied with the meeting.

The only area that indicated not satisfied was the presenter, facilities, or venue which received 4.2%, the equivalent of one person. Suggested topics for future annual meetings from the survey, include pediatric psychopharmacology, management assistance with negotiating fee schedules, and vaccine discounts. Ms. Norris indicated that members have requested help with staffing as well so CCPA is looking into this being a possible topic for an upcoming annual meeting. Ms. Norris inquired as to whether CCPA should explore clinical topics which have not been previously presented at the annual meeting. The Board suggested that CCPA continue with only practice management topics since other opportunities exist for members to access information on clinic topics. Ms. Norris asked the Board to contact her if they have any other suggested topics or speaker ideas.

- B. **CCPA Member Benefit – Lurie Children's Annual Coding Seminar**

The Board previously requested that Ms. Norris report the number of free admissions utilized by member practices after the March 14, 2018 Lurie Children's Annual Coding event. This year 42 practices took advantage of the free admission, which is consistent with past years. CCPA has historically budgeted for 50 free annual admissions. Therefore, CCPA would not need to budget for more than 50 free admissions going forward because

every practice who wanted to take advantage of the benefit has been able to do so. Practices with 10 or more locations may receive four free admissions to accommodate larger practices on a first-come, first serve basis. The Board agreed to keep the budgeted amount at 50.

**C. LCH Convenient Care Center-Northbrook** (*Attachment 4*)

For informational purposes, Ms. Norris distributed a flyer for the July 16, 2018 opening of the Lurie Children's Convenient Care Center. Lurie Children's provided the flyer to Ms. Norris and informed her of the practices to whom they were reaching out in the Northbrook and surrounding areas as well as key practices in order to notify them of the new center. Many physicians are excited because the center will provide coverage during non-business evening hours as well as weekends and holidays. The Board suggested that CCPA possibly advertise this in the CCPA newsletter.

**D. LCHPCIN Board Appointments**

Ms. Norris noted that two CIN Board members are up for reappointment. Also, a concern has come up with Dr. Judith Savage continuing to hold a Board position because she does not participate in any of the CIN agreements. Dr. Savage participates in some of CCPA's agreements, but the majority of her agreements are with Advocate. It was suggested that CCPA send a communication to the entire membership to fill this CCPA representative position on the CIN Board. Ms. Norris also asked the board to contact her with any possible recommendations of CCPA members who may be interested in serving on the CIN Board.

**E. CCPA Tax Extension – LCHPCIN K-1**

*(A call with Lori Stadler, Accountant for CCPA, occurred from 7:18 pm until 7:32pm)*

Ms. Norris informed the Board that CCPA has been given a tax extension because the amount reflected on the K-1 form issued by the CIN was an incorrect for 2017. CCPA is contracted for \$100K and the K-1 indicated \$125K which included a contribution from this year. A phone call took place with the CIN accountants and CCPA's CPA, Lori Stadler, and the reason given for this error was that the CIN wished to align CCPA's contributions with FPP's contributions. Lori Stadler was conferenced in and she suggested not to request a new K-1 because the IRS extension is only until September 1, 2018. Additionally, being issued a new K-1 requires that Lurie Children's redo all of their tax forms. This would be time consuming and CCPA would risk not receiving the updated K-1 by the September deadline. Ms. Stadler also mentioned that doing so may impact the relationship with the hospital.

It was agreed that CCPA would keep the current K-1; however, expectations for issuing future K-1 forms would need to be communicated with the CIN in writing. Future K-1 forms must reflect the correct amounts per the year they are received and the K-1s must be received from the CIN in a timely manner. Ms. Stadler suggested that CCPA receive its K-1 form by February 28<sup>th</sup> at the absolute latest to allow time for an extension to be filed by

March 15<sup>th</sup> if necessary. Consistently receiving incorrect K-1 forms would affect CCPA's basis and CCPA's ability to take losses. It was decided that Ms. Norris should send the CIN's Executive Director, Scott Wilkerson, in writing the Board's request for timely and accurate K-1s going forward.

**F. Other Business**

A concern regarding meeting attendance was voiced by a Board member. It has been a full year since one of the Board's members last attended a Board meeting. Because CCPA's bylaws include rules regarding attendance, and absences affect the quorum required to hold a meeting, it was requested that this issue be addressed with the respective Board member prior to the next Board meeting.

Ms. Norris indicated that the Board would need to make a decision on the consequences of excessive absences and speak with the respective Board Member regarding this issue. A discussion took place as to whether a resignation by the respective Board Member would require finding a replacement for the Board seat immediately or if the position could be filled during the next voting timeframe. Ms. Norris confirmed that CCPA does not require that there be 14 physicians on the Board and therefore the position could be or be left open, leaving 13 members on the Board. It was decided that Dr. Kimball would address the concern with the respective Board Member and in the event of a resignation, the position would be left open for the time-being.

**6. Adjournment** - Meeting was adjourned at 7:49 pm by Dr. Kimball.