



Board of Director's Meeting

July 22, 2024

5:00-6:00pm

- 1) Call to Order and Attendance | Ms. Becca Bruhl, Board Chair
- 2) Consent Agenda | Ms. Becca Bruhl, Board Chair
 - a) Board of Director Minutes | June 24, 2024
 - b) Governance & Nominating Minutes | July 16, 2024
 - c) Finance Minutes | July 8, 2024
 - d) Executive Minutes | July 8, 2024
- 3) State of the Facility Reports | Mr. Aaron Thompson, Executive Director
 - a) Clinical Update | Kendra Robinson
 - b) Business Office | Jacob Cooper
 - c) Operations | Maggie Beamon
 - d) Dental | Dr. Lorenzo Modeste
 - e) Marketing & Communications | Michelle Williams
 - f) Communications & Development | Susan Dunn
 - g) Grants & Development | Tonya Sabb
- 4) Committee Reports
 - a) Finance Committee | Melissa Tucker, Chair
 - b) Governance & Nominating | Becca Bruhl, Chair
 - i) Mr. David Aday
 - ii) Dr. Robin Nelhuebel
 - c) HRSA – FQHC Update | VCHA
- 5) New Business
 - a) Vice Chair Vote (Mr. Rashid Jones, MBA)
 - b) Planning & Performance Committee Chair (Mr. Scott Herr)
- 6) Next Board Meeting | August 26, 2024 at 5:00 pm
- 7) Adjourn

To assure access to quality health and wellness care to the residents and workforce of the Greater Williamsburg Community

Board of Directors Meeting

June 24, 2024

5:00-6:30pm

1. Call to Order and Attendance | Mr. Christopher James, Board Chair

Attendance			
Members Present		Members Absent	Staff Present
Christopher James	Rana Graham-Montaque	Adria Vanhoozier	Aaron Thompson
Becca Bruhl	Rick Jackson	Jennifer Kirby Henderson	Lorenzo Modeste
Melissa Tucker	Cheryl Holland	R. Scott Herr	Michelle Williams
Amanda Ulishney	<i>John McGlennon</i>	Rashid Jones	Jacob Cooper
Cheryl Fields	<i>Caleb Rogers</i>	Shannon Woloszynowski	Susan Dunn
Christine Payne		<i>Larry Snyder</i>	Tonya Sabb
Cornelius Powell		<i>Brian Fuller</i>	
Frank Sisto		<i>Doug Holroyd</i>	
Henry Ranger			
Jonathan Weiss			

2. Consent Agenda | Christopher James, Board Chair

- a) Board of Director Minutes | May 20, 2024
- b) Governance & Nominating Minutes | June 5, 2024
- c) Finance Minutes | June 10, 2024
- d) Executive Minutes | June 10, 2024 - correction board member count should be 17-25.
- e) Communications and Development Minutes | June 18, 2024 - remove Jennifer Henderson from attending.

A motion was made to accept the consent agenda with the above corrections by Rick Jackson and seconded by John McGlennon, and approved by the board.

3. FQHC Presentation | Christopher James

- a) The Center was recently made aware that the application process has been opened for more FQHC "new access points."
- b) This process will require significant work from staff and the board to apply and, if accepted, to be in compliance with FQHC policy.
- c) There is a strict timeline. The first filing is due August 15th, and the secondary filing is due September 30, 2024.
- d) Several bylaw changes would be required to be voted on and updated.

- e) This status would make the Center eligible to receive federal money and grants.
- f) Any changes do not need to be in place at time of application, but there is a time limit for compliance from HRSA.
- g) Tracey Douglas Wheeler is willing to meet with the board to discuss our FQHC application and answer questions. The goal is to set this up as a Zoom meeting within the next two weeks.
- h) Questions opened to the floor
 - i. 51% of the board will need to be patients (seen at this facility within the previous 24 months). How would we accomplish this? FQHC documents state that a patient “Must establish a medical record within the previous 2 years”
 - ii. What are one or two items we must change to become compliant? The Center will have a qualified individual coming to conduct an “audit.”
 - iii. What is the initial funding? \$650K

A motion to move forward with applying to have FQHC status was made by Rick Jackson and seconded by Frank Sisto and was approved by the board.

4. State of the Facility Reports

- a) Facility Information | Mr. Aaron Thompson, Executive Director
 - i. The Center’s employee of the month for May is Georgia Muller Torchik
 - ii. Several grants from corporations as well as jurisdictions have been granted. WHF – Basic Operating and CCC, COW, and JCC. We expect to hear about our Sentara Cares grant within the next week.
 - iii. The dental contract with Eastern State has been renewed for FY’25.
 - iv. We have signed an agreement with Cherry Beckaert for our FY24 audit and 990. Heather Modispaw will be our contact within JCC.
 - v. Tom Brownlie and David Lees presented the Ford’s Colony check from their fundraising efforts through their resident’s campaign and golf tournament.
 - vi. The Board of Supervisors has approved our lease – 2024 – 2027. Renewable annually.
- b) Business Office | Jacob Cooper
 - i. No questions were raised.
- c) Dental | Dr. Lorenzo Modeste
 - i. Are there any residual effects from GKAS? Dr. Modeste replied that we have seen many patients come back for further treatments.
- d) Marketing & Communications | Michelle Williams
 - i. Is there a golf ball drop update? Michelle replied that we are considering moving the date to fall to increase donations.
- e) Communications & Development | Susan Dunn
 - i. No questions are raised.
- f) Grants & Development | Tonya Sabb
 - i. No questions were raised.

5. Committee Reports

a) Finance Committee | Melissa Tucker, Chair

i. FY'25 Budget Review

1. No questions were raised. A vote to approve the budget was taken during the WAMAC annual meeting session.

ii. Discussion on moving endowment funds not to exceed 5% annually.

1. The finance committee moved to change the bylaws to state that the transfer of endowment funds is not to exceed 5% annually. Anything over and above that threshold would require board approval. Jackson seconded the motion, which was approved by the board.

iii. Current financials discussed.

b) Communications and Development | Mr. Frank Sisto, Chair

- i. The Ford's Colony Charity Classic and Resident's Campaign raised \$80,000. FCCC donated much of the overhead and food costs.

- ii. Under Frank Sisto's leadership, outreach and fundraising have increased, and he feels that the staff at Olde Towne is the result of this.

c) Governance & Nominating | Becca Bruhl, Chair

- i. Due to the possibility of FQHC, some of the policies regarding the board's makeup will need to be reviewed, discussed, and updated.

- ii. Ask staff to look for possible candidates for being a patient representative board member.

- iii. The role of jurisdictional representatives' status needs to be reviewed. BOS J. McGlennon has recommended 1 representative per jurisdiction, and their ability to vote will be further discussed.

6:00 pm - OTMDC meeting suspended and WAMAC annual session began

6. WAMAC Annual Session

i. FY'25 Budget

1. An opportunity to entertain questions and or comments with regard to the FY25 budget proposal was given. Discussion ensued.

2. A motion was made to approve the budget as presented by Dr. Cornelius Powell and seconded by Jonathan Weiss and the motion was **approved** by the board.

ii. Change to bylaws

1. An opportunity to entertain questions and or comments with regards to the change in the bylaws stating that the number of board members will be no less than 17 and no more than 25.

2. A motion was made to approve the bylaw change as presented by Rick Jackson and seconded by Frank Sisto and the motion was approved by the board.

iii. Election of new chair

1. Becca Bruhl was voted affirmatively as the Board Chair.



2. A motion was made by the Executive Committee for the election of Becca Bruhl as Board Chair by acclimation and was approved by the board.

A motion was made to adjourn the WAMAC session was made by John McGlennon and seconded by Rick Jackson and board approved to end session.

6:15 WAMAC session ends and OTMDC meeting continues.

7. New Business

- a) Presentation of appreciation for term-limited board members.

8. Next Board Meeting | July 22, 2024 at 5:00 pm

9. Adjourn: a motion to adjourn the meeting was made by John McGlennon and seconded by Rick Jackson and was approved by the board.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg community

Governance & Nominating Committee Meeting
July 16, 2024 | 12:00pm

- Call to Order
 - The meeting was called to order by Becca Bruhl at 12:02, and a quorum was present.

- Roll Call

Members Present	Members Absent	Staff Members Present
Becca Bruhl, Chair John McGlennon Cornelius Powell Christine Payne		Susan Dunn (minutes)

- Approval of Minutes
 - The minutes from the June meeting were approved by the board at the June board meeting.
- FQHC Updates
 - Bylaws will need to be reviewed and updated. The FQHC committee is still sorting out what exactly will need to be completed.
 - The current focus will be on adding more at large members and in the coming months.
- Recruitment of Board Members
 - Several individuals were discussed.
 - Christine Payne spoke with an interested candidate, Elias, and he would be a good fit to represent the minority and immigrant population.
 - Cornelius Powell recommends reaching out to Steve Prince from W&M. He is very active in the community.
 - David Aday reached out to Jonathan Weiss and is retired and interested in working on the board.
 - Dr. Robin Nelhuebel would be a representative from Riverside.
 - Becca Bruhl has several recommendations that could bring a Latino perspective.
 - Total number of positions to fill 3-4
 - This would bring the total to 16-17 at large members, plus current 6 jurisdictional members.
 - Candidates to Prioritize

- Robin Nelhuebel
 - David Aday
 - Sandra Cabellaro
 - Motion to present to the board these candidates for membership to the board was made by John McGlennon and seconded by Cornelious Powell. Motion approved.
 - The others should be offered committee memberships or considered for openings next fiscal year.
- Updated board positions
 - Rashid Jones accepted Vice Chair position.
 - Scott Herr accepted the Chair position for the Planning and Performance committee.
 - Board Retreat
 - Discussion on having a board retreat this fall will continue.
 - Possible topics for the board retreat would be
 - Strategic planning
 - Creation of a Patient Advisory Board
 - Adding committee members that are not on board
 - FQHC discussion with a facilitator
 - Next Meeting | August 7, 2024



Finance Committee Meeting Agenda
July 8, 2024 | 3:30pm

- Call to Order
 - The meeting was called to order by Melissa Tucker at 3:30, and a quorum was present.

- Roll Call

Members Present	Members Absent	Staff Present
Melissa Tucker, Chair Becca Bruhl Cheryl Fields Scott Herr Jonathan Weiss Heather Modispaw Brian Fuller	Amanda Ulishney	Aaron Thompson Gary Preston Jacob Cooper

- Minutes from the June meeting were reviewed and approved by the Board during the June meeting.
- Review of Financial Reports for 6/30/2024.
 - The \$900k (grant money that came during FY24, but is marked for FY25) will be moved.
 - Revenue is closer to \$2.9m rather than \$3.8m.
 - Verifying JCC funds official posting date. Should be placed under FY25 if they posted in June.
 - Remaining check from Ford's Colony should be marked for FY24.
 - Discussion on Medicare/Medicaid reimbursements and how the county handles processing them.
- Status of Year end June 30, 2024 period 13 adjustments in MUNIS
- Reviewed the Endowment performance and transfer history
 - Discussed spreadsheet data.

- Question regarding the cost of Vanguard to manage the account. Mr. Thompson will look into the exact percentage.
- Melissa Tucker will begin creating a quarterly report to view the current gains/losses within the endowment.
- Discussion regarding if it would be beneficial to create a second account to keep the \$2.25m of the endowment separate. What would be costs to do so? Would it be worth it?
- Facility Updates | Aaron Thompson
 - FY24 audit process is underway.
 - Lease has been received from the county and will be forwarded on to the Executive Committee for review.
 - Chris, Aaron, and Becca will be visiting VCHA tomorrow to discuss FQHC application questions with Michael Jackson and Tracy Douglas.
 - The impact report is currently being created.
 - There will be staff training on 7/25/24.
 - Ranganai Simango has submitted his application to JCC to make him a vendor for us to use his contracted services out with our transition to QuickBooks.
 - Looking at transitioning our bookkeeping from JCC to in house to comply with FQHC policy.
- Next Meeting: September 9, 2024 | 3:30 pm
- Adjournment
 - With no further business to be discussed the meeting was called to adjourn by Scott Herr and seconded by Jonathan Weiss.

Executive Committee Meeting

July 8, 2024 | 5:00

- Call to Order
 - The meeting was called to order by Ms. Melissa Tucker at 4:34, and a quorum was present.

- Roll Call

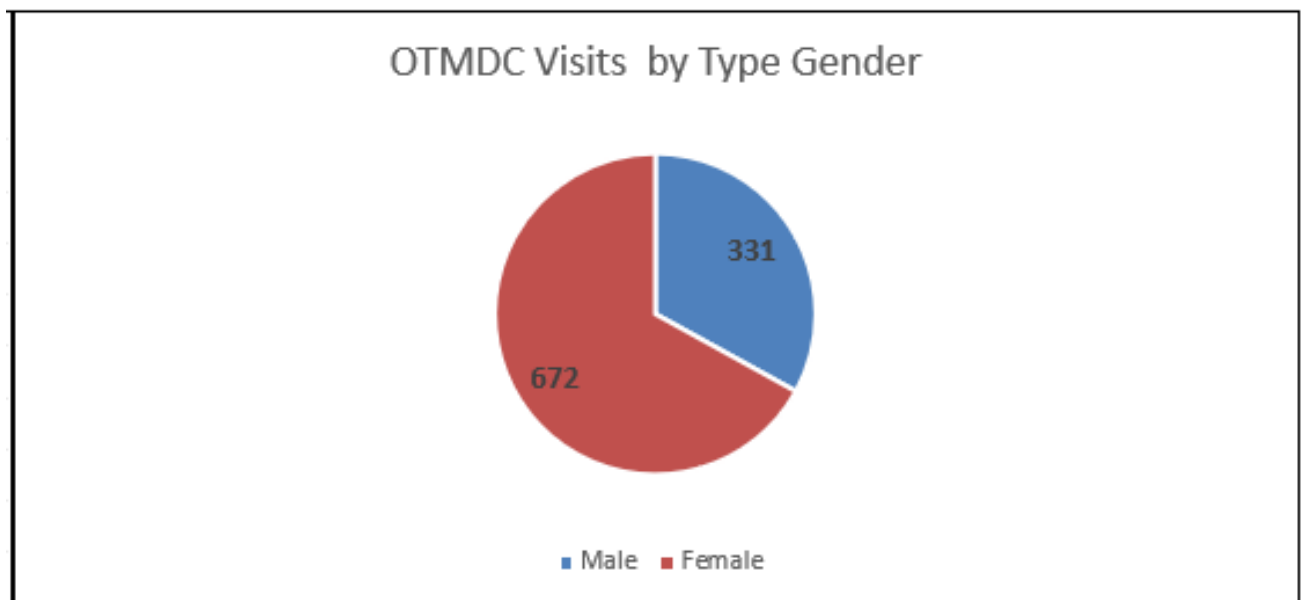
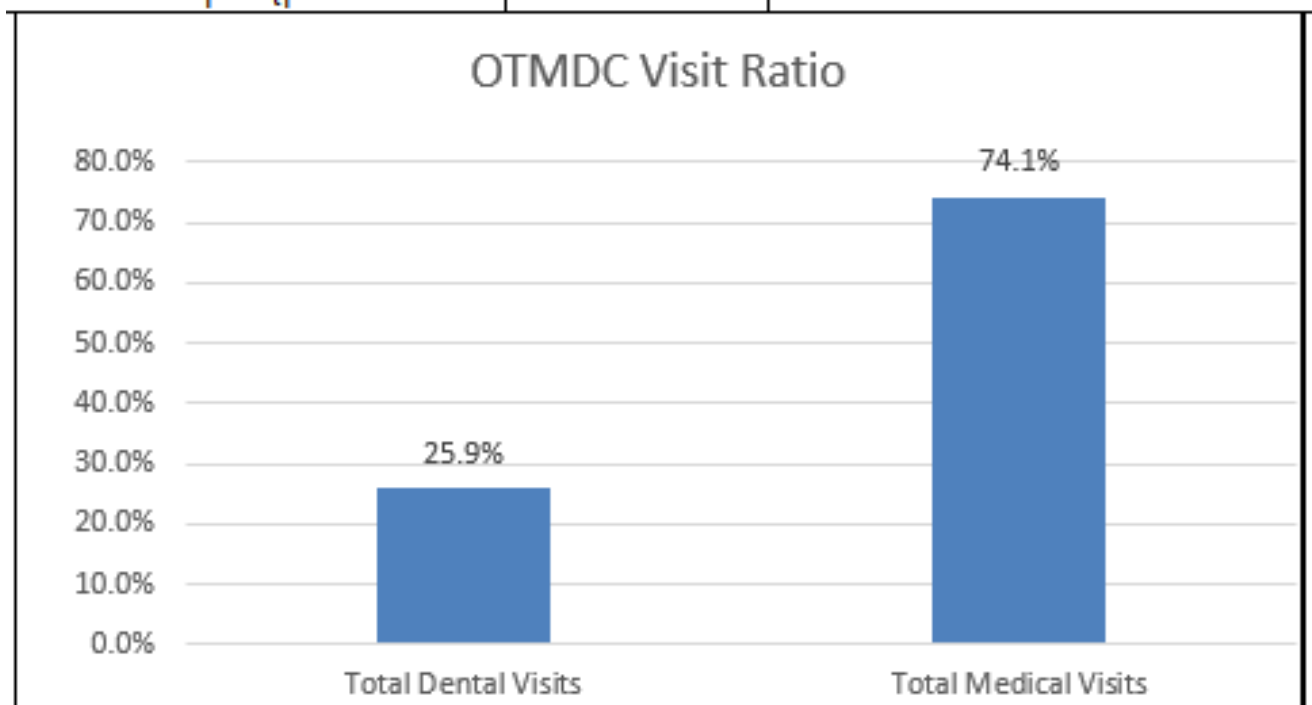
Members Present	Members Absent	Staff Present
Becca Bruhl Melissa Tucker Jonathan Weiss Scott Herr Chris James		Aaron Thompson

- Approval of Minutes
 - The minutes from June 10, 2024 meeting were approved at the June board meeting.
- FQHC Discussion
 - Chris James, Aaron Thompson, and Melissa Tucker will be meeting tomorrow with VCHA's Tracy Douglas and Michael Jackson to discuss questions regarding applying for FQHC status.
 - By August 15, 2024 the OTMDC will submit the application as well as a budget plan.
 - September 30th additional supplemental items are due.
 - Notification of award is around June 2025 to begin July 1st 2025.
 - The Unmet Needs metric will be analyzed.
- Committee Reports
 - Governance & Nominating | Becca Bruhl
 - We currently have 13 at large board members, 6 jurisdictional members for FY'25.
 - Some at-large members need to be added to balance out the board.
 - Jonathan Weiss has suggested some candidates and they are under review.
 - Committees are still in need of an Events & Outreach, Planning & Performance, and G&N chair.
- Next Meeting | September 9, 2024

- Adjournment

- With no further business to be discussed the meeting was called to adjourn by Jonathan Weiss and seconded by Melissa Tucker.

Total Patients	768
Total Visits	1,003
Visits per {patient	1.31



NUMBER OF CLIENTS SERVED		
Category	Visits	Ratio
Total Dental Visits	260	25.9%
Total Medical Visits	743	74.1%
Total Visits	1,003	

GENDER		
Gender	Visits	Ratio
Male	331	33.0%
Female	672	67.0%
	1,003	

AGE		
Age Groups	Visits	Ratio
0-11 Months	2	0.2%
1-11 Years	78	7.8%
12-18 Years	67	6.7%
19-35 Years	229	22.8%
36-64 Years	502	50.0%
65+ Years	125	12.5%
	1,003	

RACE		
Race	Visits	Ratio
Asian	47	4.7%
Black	163	16.3%
Hispanic	345	34.4%
White	257	25.6%
Other	191	19.0%
	1,003	

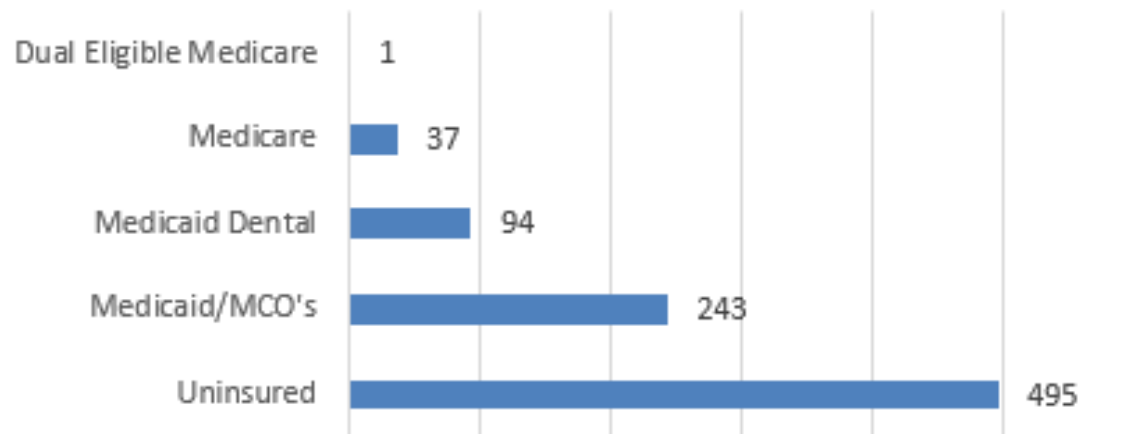
SLIDING SCALE

FPL Sliding Scales	Visits	Ratio
Level B 100% FL & Below	285	28.4%
Level C 101-138% FPL	129	12.9%
Level D 139-166% FPL	44	4.4%
Level E 167-200% FPL	21	2.1%
Level F 201-250% FPL	14	1.4%
Non Compliant Patients	65	6.5%
Full Fee	9	0.9%
Level I (Insured)	436	43.5%
Budget		0.0%
	1,003	

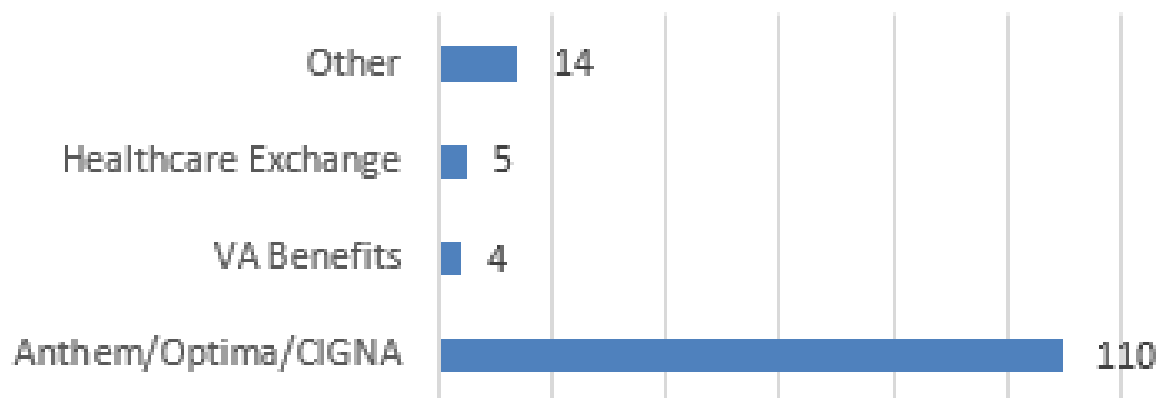
HEALTH INSURANCE

Insurance Category	Visits	Ratio
Uninsured	495	49.4%
Medicaid/MCO's	243	24.2%
Medicaid Dental	94	9.4%
Medicare	37	3.7%
Dual Eligible Medicare	1	0.1%
Commercial Ins.		
Anthem/Optima/CIGNA	110	11.0%
VA Benefits	4	0.4%
Healthcare Exchange	5	0.5%
Other	14	1.4%
	1,003	

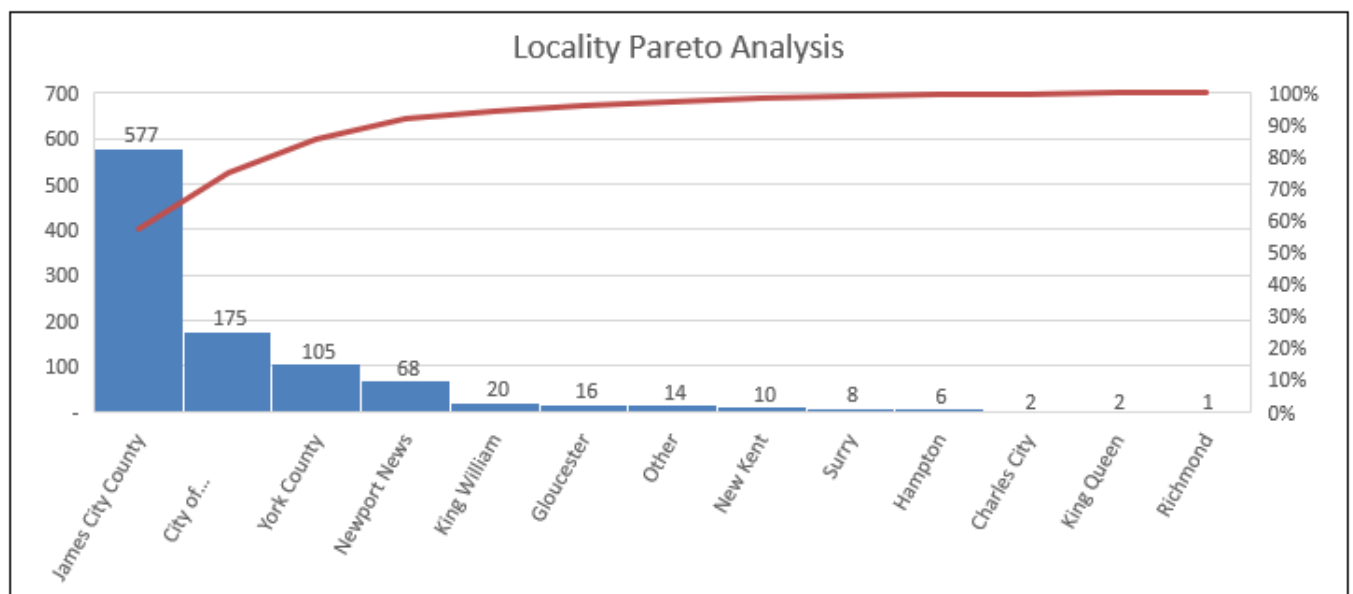
Encounters by Carrier - Other



Encounters by Carrier- Commercial



LOCALITY			
Location	Visits	Ratio	Cumulative %
James City County	577	57.5%	57.5%
City of Williamsburg	175	17.4%	74.9%
York County	105	10.5%	85.4%
Charles City	2	0.2%	85.6%
Gloucester	16	1.6%	87.2%
King Queen	2	0.2%	87.4%
New Kent	10	1.0%	88.3%
Newport News	68	6.8%	95.1%
Hampton	6	0.6%	95.7%
King William	20	2.0%	97.7%
Richmond	1	0.1%	97.8%
Surry	8	0.8%	98.6%
Other	14	1.4%	100.0%
1,004			



Clinical Department Update: 7/19/2024

Submitted by: Kendra Robinson, FNP

- **Medical Department**

- Vacancies:

- PRN Medical Assistant (Vacant since 12/1/2023)
 - Nurse Practitioner/Physician Assistant (1)
 - Lisa Coleman, FNP started at OTMDC on July 1, 2024. She is in the orientation phase of her journey with OTMDC.



Lisa Coleman, FNP

- We continue to recruit for one additional NP/PA.
 - Applications are under review and interviews should be scheduled by the end of the month.
 - **Integrated Care Update:**
 - Recruitment for a psych NP or psychiatrist continues.
 - A potential candidate may have been identified. More to come as details become available.
 - Kiara Robinson, a behavioral health consultant employed by CBH, began her work at OTMDC on 6/17/24. She has fit right into the OTMDC team and has provided services to 15 OTMDC patients thus far.



- Bacon Street continues to provide counseling weekly for our patients.
- Melvin Snead continues to come biweekly to provide counseling for our patients and has added a few hours a month to accommodate growing need for counseling.
- VMAP is available to providers daily.
- **General Updates**
 - We have partnered with Louisa Johnson and WJCC schools to provide vaccines for their students during the summer. Thus far, we have staffed two of the vaccine clinics and provided all of the vaccines.
 - In June we provided 121 vaccines to 53 students.
 - **The next vaccine clinic is to be held on July 31st at James Blair Middle School.**
 - **COVID is on the rise.**
 - In the last two weeks we have had one staff member out with COVID and 5 patients have tested positive for COVID. We will continue to monitor this in the coming weeks.
 - Pneumonia cases among children is also on the rise.
 - We have had four children (all flu and COVID negative) be diagnosed with pneumonia in the past month. We are not sure what the common denominator is among these children, but we will continue to monitor this as well.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Business Office Departmental Update: July 2024

- The business office continues to remain ahead of schedule in compiling the necessary data and documentation for the FY24 audit.
- We continue to monitor patient demographics data to ensure that we have the correct locale selection for their county of residence. This aids in maintaining the accuracy of our CSR report.
- Olde Towne conducted a table-top test of our emergency action plan where we discussed fire scenarios, ensuring everyone's understanding of exit and gathering points. This meets the CMS requirement for this year.
- This fiscal, total AR fell from over \$520,000 to \$357,000 and our average AR days (average amount of days to collect on what we've billed) fell from 120 to 49.
- The business office continues to conduct insurance verifications and eligibility checks ahead of patient appointments.
- The previous fiscal was successfully closed in our practice management system with no issues. Our first Medicare Credit Balance report will be submitted before July 30.
- The business office continues to work with Ops Management and volunteers to purge old records and consolidate our storage units.

Date 07/19/2024

By: Margaret “Maggie” Beamon

Medication Access Program

- For the past fiscal year, MAP has requested 2,752 medications on behalf of 339 patients which was valued at \$2,826,565.30. MAP assisted 173 new patients and completed 78 Medicaid applications.

Dates: 07/01/2023 – 06/30/2024		
Patient Count	Request Count	Total Value (AWP)
339	2,752	\$2,826,565.30

Operations Manager

- We are continuing to monitor the incoming calls to the main line and adjust our workflow as needed in hopes to improve the response time for both answering the phones and responding to voicemails received.
- We are continuing to adjust the dental schedule in order to accommodate the patients who have been waiting for an appointment.



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Dental Department Update

June 2024

As the summer continues to sizzle from the heat, Olde Towne Dental Clinic continues to focus on treating patients! The clinic has partnered with the Medical College of Virginia Dental School in Richmond and we are rotating fourth year dental students. They come to the clinic on Thursday and Friday (all day). They will continue to rotate thru the clinic until April 2025. I help students with diagnosis and treatment planning, along with various disciplines in the field of general dentistry. Of course, the students need general supervision, but the students are willing to accept all forms of constructive criticism.

The clinic is such a unique learning environment because we have patients from various countries and the dental procedures and treatment can be vastly different from our training in American institutions. It's really interesting to discuss with the students the unique differences and how foreign dentists' treatment can be vastly different from our training. We recently had a patient from Uzbekistan that needed a redo on a root canal. The treatment was very "different" from our treatment here in the states, but we were able to help assist her in getting the proper treatment that she needed!

We are continuing with our treatment of dentures and partial dentures along with crown procedures. The clinic has also noticed that Dentaquest (Virginia Medicaid) has been approving more crown procedures, which will create an increase in monthly revenue. For the month of June, the clinic had 245 patient visits. The monthly revenue can be directed from the business office report. As we look forward to a continued warm summer, the Center will continue to provide excellent care to the community.

Dr. Modeste



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Marketing & Communications Report Summary

June 12, 2024 – July 12, 2024

Events & Fundraising:

The annual **Ford's Colony Resident's Campaign and the OTMDC CHARITY CLASSIC Golf Tournament** on May 15 received a ceremonial check for \$80K from the event. The Resident's Campaign received an actual amount of \$51,496 and the tournament netted \$30,302.44 after expenses making the grand total \$81,798.44. The goal was \$75K.

Second annual **Golf Ball Drop** date has been moved to September 12 to allow for more participation. We have 2 opportunities to raise funds at public events in August and early September in addition to regular continued advertising.

The team is working on a **Casino Night** New Fundraising Event for November 2. We plan to have gaming tables with "play" money, drinks and appetizers and a DJ and dancing. We hope to host the event here in the OTMDC building on a Saturday evening. Tickets will include entry, chips for playing, and 2 drinks and food. More info as details become available.

We have signed up to have a table at the **Summer Breeze Concerts** in Colonial Williamsburg for August and September as the non-profit guest. This is a new endeavor for both OTMDC and Colonial Williamsburg.

The team is working on applying for the **Riverside Sponsorship** for 2025 events with the intention of securing a sponsorship for the 2025 Gala.

Working with Virginia Beer Company to host another **Brewery Night** in August at their facility.

Communications:

Email Blasts/Newsletters: Working on the July Newsletter. Info about upcoming events will be highlighted along with staff news.

Posted content for **Social Media Posts** on all channels as well as happenings about Olde Towne along with health information for patients. Focus is on News and Services, Fundraisers, Summer Safety, Volunteer and Board needs.

Michelle placed an ad for OTMDC in **Next Door Neighbors** and we have placed information concerning the Community Baby Shower and the Sentara Mammography event with multiple connections throughout the community.



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Marketing & Outreach:

Staying connected to **GWOM and FISH** by attending their quarterly meetings on behalf of Olde Towne.

Attended bi-monthly meeting with the **Williamsburg Advisory Council** at PAA to stay abreast of needs and community resources available for patients and families.

Olde Towne will be participating with Real People Educating Others **Back To School Event** in August. Olde Towne will have a table at the event again this year. Any volunteers that would like to help are welcome.

Impact Report is near final pages being complete. Donor information has been input and will not be printed this year but will have a QR code so that donor information can be downloaded and will also live on the website. This will significantly cut costs on pages to be printed as well as mailing costs. Planning to complete by month end with the hope of printing and mailing in early August.

Social Media Analytics

Facebook Reach 1.6K Facebook Engagement 749 Reactions 276

Instagram Reach 237 Instagram Followers 321 Instagram Engagement 138

Communications & Development | Susan Dunn

June 2024

Development

- **Events**
 - **Community Baby Shower**
 - This was hosted by OTMDC. I worked with the event sponsors on getting the flyer finalized, creating a google form for RSVP's to the event and tracking those attending, as well as arranging lunch for the attendees. The event went well, there were giveaways, raffle prizes, speakers, food, and vendors information/giveaways for those in attendance.
 - Planning has begun on a fall casino night type event.
 - Potential flyer has been created.
- **Volunteers**
 - Starting to see an uptick in volunteer applications the closer we come to the fall semester starting at W&M. We did receive an application from a retired NP who will begin working at the clinic shortly.

Communication

- **Website**
 - Keeping the website up to date with events, board changes, new items to make tasks easier for patients/clinic, as well as setting up a password protected page for board members to access documents.
- **Misc**
 - Continuing to create infographics for social media and print documents, as well as maintaining patient/staff informational boards.
 - In the midst of preparing for our staff training alongside the development department. We have secured a venue at no cost, lunch for the staff, and working on activities that will focus on teamwork and bonding.



Board Report: OTMDC Activities and Progress

By

Tonya Sabb, Grants & Development

July 2024

I. Grants

- Researching new grants that align with our mission.
- Researching companies for Sponsorships to fund upcoming events.
- Completed two grants and one sponsorship.
- Currently working on two new grants that are opening beginning of August that I have already had success with. The hope is to continue the funding relationship that has already been established.
- With Aaron's guidance I'm working on yearend reports gathering data and collecting information for two of the WHF grants.

II. Networking and Community Engagement and Outreach

- Involved with the coordination of preparing gift bags and food for the Baby Shower sponsored by Olde Towne. Made connections with the NAACP of Williamsburg.
- Currently training and working on NAP s credits. Successfully submitted application to continue to receive credits through the NAP program with Lisa Tinker.
- Trained with Lisa Tinker on submitting NAP credits for our Physicians once completed I researched board members who could benefit from the program, I made phone calls and sent emails.

- Currently continuing to gather the information needed to submit by August 15th.

III. Development and Event Planning

- Currently working with Susan and Michelle the development team on a “Casino Royale” night. I’ve been in touch with different casino event planning companies. The one that gave the best price was Richmond Casino & Poker Rentals. A sponsorship form was created along with a preliminary budget and much more.
- Continuing to meet with the development team and share many more fundraising ideas.

OTMDC Finance Committee
July 2024
Summary Report to the Board

Recommended Actions:

None.

Financial Report: attached to this report is the ‘condensed’ year to date financial report for year ending 6/30/2024. The report is before final adjusting entries for the year. The audited financial statements are expected to have some differences.

Revenue: Total revenues from operations year to date are \$3.804m, 114% of the annual budget. The higher revenue continues to include \$489k of grant income received that was not included in the budget. ***It also appears that \$900k of fiscal year 2025 grant income will be reclassified. Without this \$900k, revenue will be \$2.904m, which is 87% of the fiscal year 2024 budget.*** Patient revenue (before deduction of bad debt expense) is \$852 and 61% of budget. Net patient revenue (after deduction of bad debt expense) is \$893k after an increase to revenue adjustment of \$40k and \$500 (receipts of prior bad debt). This brings net patient revenue to 67% of budget. In June of 2023 net patient revenue was \$979k, so we are \$86k below the previous year. The current fiscal year net patient revenue is \$440k below budget.

Public support revenue is at \$185k, which is 32% of budget, and is \$147k less than June of last year. The public support received to-date is from Individual giving plus \$16,000 from corporate contributions, \$2,700 from smaller foundations and \$5,000 from local organizations. Fundraising is at 76% of budget and is made up of \$49k for the golf tournament, \$78k for the gala, and \$15k other. Grant income is recorded at 321% of budget, see comment above about unbudgeted and fiscal year 2025 grant income. ***It is likely that fiscal year 2024 grant income will be adjusted to \$1m and 172% of budget.***

Expenses: Total expenses are \$3.344m, 96% of budget. Personnel costs are 93% of budget, with other (non-salary) operating costs at 110% of budget.

Net income/loss from operations (revenues less expenses) is currently recorded at \$460k, ***but without the \$900k it will be <\$440k> for the year*** vs. budgeted net loss of <\$160k>. Last year’s unaudited net income/(loss) through June was <\$366k> and the audited amount for operations was <\$399>.

The **endowment fund** is at \$6.062m as of June, 30, 2024, which is a net increase of \$510k for the fiscal year. This is after \$330,000 was transferred to the operating account on March 13, 2024. The fiscal year realized earnings and market gain come to \$840k.

Current Assets: Cash balance is \$920k, a decrease of \$31k from the end of June 2023 balance. Receivables (net of allowance for doubtful accounts) are \$155k, a decrease of \$47k from the June 2023 balance.

Other business/activities:

The next finance committee meeting is scheduled for September 9, 2024 at 3:30 pm.

Respectfully submitted,
Melissa Tucker, Chair, Finance Committee

OTMDC -- Summary Financial Results: YTD 6-30-2024

<u>Income-Expense:</u>					
	<u>Tot. June</u>	<u>Total YTD</u>	<u>Annual Budget</u>	<u>Variance</u>	<u>% of annual</u>
<u>Revenue:</u>					
Local Government	\$ 1,975	\$ 641,020	\$ 619,868	\$ 21,152	103%
Patient Revenue	\$ 37,257	\$ 852,146	\$ 1,405,321	\$ (553,175)	61%
Less: Bad Debt "Adjustment"	\$ -	\$ 40,088	\$ -	\$ 40,088	
Less: Bad Debt Expense	\$ -	\$ 527	\$ (72,000)	\$ 72,527	-1%
Net Patient Revenue	\$ 37,257	\$ 892,762	\$ 1,333,321	\$ (440,559)	67%
Public Support	\$ 8,947	\$ 185,246	\$ 577,000	\$ (391,754)	32%
Special Events-Fundraising	\$ 4,920	\$ 141,384	\$ 187,000	\$ (45,616)	76%
Grants	\$ 907,429	\$ 1,943,540	\$ 605,250	\$ 1,338,290	321%
Misc. (inc. cash over/short)	\$ -	\$ 150	\$ -	\$ -	
Total Revenue	\$ 960,528	\$ 3,804,101	\$ 3,322,439	\$ 481,512	114%
<u>Expenses:</u>					
Total Personnel	\$ 227,616	\$ 2,664,983	\$ 2,860,661	\$ (195,678)	93%
Total Non-Personnel Exp.	\$ 40,621	\$ 678,841	\$ 616,925	\$ 61,916	110%
Furn/Equipment (Total)	\$ -	\$ 33	\$ 5,000	\$ (4,967)	1%
Total Expenses	\$ 268,237	\$ 3,343,856	\$ 3,482,586	\$ (138,730)	96%
Net Income	\$ 692,291	\$ 460,245	\$ (160,147)	\$ 620,242	-287%
Transfer From/(To) Endowment	\$ -	\$ 330,000	\$ 160,147	\$ 169,853	
Net Cash Change After Trfr.	\$ 692,291	\$ 790,245	\$ -	\$ 790,095	
<u>Investment Fund Summary:</u>					
		<u>Curr. Mo.</u>			
Beg. Balance		\$ 5,563,750			
+/-: Gains/Losses		\$ 499,070			
+/-: Transfer from/(to) Operations		\$ -			
End Balance		\$ 6,062,820			
<u>Current Assets Report</u>					
		<u>6/30/2024</u>	<u>YTD</u>	<u>6/30/2023</u>	
			<u>Diff.</u>		
Cash		\$ 919,715	\$ 951,187	\$ (31,472)	
Investments		\$ 6,062,820	\$ 510,750	\$ 5,552,070	
SUBT.		\$ 6,982,535	\$ 1,461,937	\$ 5,520,598	
Total Receivables		\$ 231,361	\$ (115,600)	\$ 346,961	
Less: Allow. For Doubtful Accts.		\$ (75,977)	\$ 68,323	\$ (144,300)	
Net Receivables		\$ 155,384	\$ (47,277)	\$ 202,661	
Total Current Assets		\$ 7,137,919	\$ 1,414,660	\$ 5,723,259	

		OTMDC Endowment History:											
			<u>FY Ending:</u>									(9 yrs.)	
			<u>6/30/2016</u>	<u>6/30/2017</u>	<u>6/30/2018</u>	<u>6/30/2019</u>	<u>6/30/2020</u>	<u>6/30/2021</u>	<u>6/30/2022</u>	<u>6/30/2023</u>	<u>6/30/2024</u>	<u>Total</u>	<u>Avg./Yr.</u>
		Beg. Balance	\$ 4,207,422	\$ 4,278,475	\$ 4,287,136	\$ 4,400,307	\$ 4,695,253	\$ 4,642,405	\$ 6,014,103	\$ 5,436,219	\$ 5,552,070	\$ 4,207,422	
		Earnings	\$ 143,268	\$ 391,164	\$ 245,861	\$ 470,019	\$ 201,120	\$ 1,229,875	\$ (577,884)	\$ 515,851	\$ 840,750	\$ 3,460,025	\$ 384,447
		Transfer from/(to) operations	\$ (72,215)	\$ (382,503)	\$ (132,691)	\$ (175,073)	\$ (253,968)	\$ 141,823	\$ -	\$ (400,000)	\$ (330,000)	\$ (1,604,627)	\$ (178,292)
		Ending Balance	\$ 4,278,475	\$ 4,287,136	\$ 4,400,306	\$ 4,695,253	\$ 4,642,405	\$ 6,014,103	\$ 5,436,219	\$ 5,552,070	\$ 6,062,820	\$ 6,062,820	
		% draw (avg. balance)	1.7%	8.5%	3.0%	3.8%	5.3%	-2.7%	0.0%	7.0%	5.5%		3.6%
		Avg. earnings %	3.4%	9.1%	5.7%	10.3%	4.3%	23.1%	-10.1%	9.4%	14.5%		
		Avg. balance	\$ 4,242,949	\$ 4,282,806	\$ 4,343,721	\$ 4,547,780	\$ 4,668,829	\$ 5,328,254	\$ 5,725,161	\$ 5,494,145	\$ 5,807,445	\$ 4,937,899	
	Updated	7/5/2024											



Robin Nelhuebel, PhD, MS, RN, RT(R)

BIO:

Dr. Nelhuebel is a Registered Nurse and Radiologic Technologist with 33+ years of clinical, instructional, and administrative experience. As the College President of Riverside College of Health Sciences in Newport News, Virginia, she provides academic, organizational, and compliance oversight of Nursing and Allied Health programs offered at certificate, associate, and bachelor's degree levels. Robin is passionate about health careers education and development of a strong, competent healthcare workforce. She has served on several local boards to include Newport News Education Foundation, New Horizons Regional Education Center, Thomas Nelson Community College, and the Greater Peninsula Workforce Board. Dr. Nelhuebel holds a PhD in Education Leadership in Higher Ed. and master's degrees in both Education and Nursing.

Robin, her husband Kevin and two adult children Kyle and Jana, moved to Williamsburg in 2019 after living in Suffolk, Virginia for over 25 years. Robin is a native of Suffolk, but as Kevin is from Massachusetts, the family are avid New England sports fans. The family enjoys discovering all that Williamsburg and the surrounding area offers, especially hiking and biking trails.

ROBIN M. NELHUEBEL, PhD, MSN, MEd, RN, RT(R)

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Education

CAPELLA UNIVERSITY

PhD in Education – Leadership for Higher Education Specialization
Minneapolis, Minnesota

REGENT UNIVERSITY

Master of Science in Nursing - Leadership
Virginia Beach, Virginia

TROY UNIVERSITY

Master of Education - Adult Education
Troy, Alabama

RIVERSIDE SCHOOL OF PROFESSIONAL NURSING

Diploma in Professional Nursing
Newport News, Virginia

MEDICAL UNIVERSITY OF SOUTH CAROLINA

Bachelor of Health Sciences Degree – Management & Education
Charleston, South Carolina

NORFOLK GENERAL SCHOOL OF RADIOLOGIC TECHNOLOGY

Certificate in Radiologic Technology
Norfolk, Virginia

Professional Experience

RIVERSIDE HEALTH SYSTEM – RIVERSIDE COLLEGE OF HEALTH SCIENCES - NEWPORT NEWS, VA

2003 to Present

College President (Jun 2014 – Present)

- Direct administrative, strategic planning, and operational responsibility for all RCHS departments to include business and educational units to include nursing and allied health programs.
- Responsible for all fiscal and human resources oversight and leadership of all Dean positions.
- Administrative oversight of Student Services operations to include but not limited to: Department of Education and SCHEV compliance, Student Accounts, Student Financial Aid, Admissions and Recruitment, determination of Student Satisfactory Academic Progress, Clock & Credit Hour conversions and allocations, survey data to include Student Satisfaction and Student Outcomes assessments, regulatory compliance related to Student Records Maintenance, evaluation of regulatory standards for degree programs, and the development and review of the college's Program Effectiveness Plans.
- Liaison to Riverside Health System and college sponsor, Riverside Regional Medical Center to ensure mission alignment.

Interim Program Director – Traditional BSN Program (Nov 2023 – Present)

- Responsible for the direction, goals and objectives formulation and accomplishment, financial management, operations management, oversight of human resource and student management, promotion of the program and community relations.
- Accreditation and regulatory compliance with institutional and programmatic agencies and the Virginia Board of Nursing.
- Curriculum development and revision for residential, blended, and distance delivery methods.

Adjunct Nursing Faculty – RN-to-BSN Online Program (Aug 2022 – Present)

- Faculty member in the instruction of baccalaureate level nursing courses – NSG 443 – Evidence-Based Practice and Nursing Research delivered fully online via Canvas learning management system.

Director of Academic Affairs (Dec 2013 – Jun 2014)

- Direct administrative and operational responsibility for all RCHS Educational Programs, Program Directors, and faculty (Professional Nursing, Practical Nursing, Nurse Aide, Medical Assistant, Physical Therapist Assistant, Radiologic Technology, Surgical Technology, Sterile Processing Technician).
- Responsible for analyzing and reporting all statistical measures required for RHS & RCHS quality reports as well as accreditation and regulatory body applications, interim and self-study reports, and annual reports (SCHEV, ABHES, ACEN, CAAHEP, ARC/STSA, CAPTE, JRCERT, VBON, VBPT).

Director of Allied Health Education (Aug 2011 – Dec 2013)

- Responsibilities include strategic planning, situational leadership, goals and objectives formulation and accomplishment, financial management, operations management, human resource management and execution of RHS initiatives.
- Directed multiple programs through accreditation and regulatory reviews requiring thorough knowledge of accreditation standards.
- Responsible for strategically planning, presenting, and proposing new allied health programs; developed financial proformas to assess return on investment for new programming.
- Responsible for oversight of campus-wide facilities management.

Program Director Radiologic Technology (May 2009 – Apr 2014)

- Responsible for the direction, goals and objectives formulation and accomplishment, financial management, operations management, human resource and student management, promotion of the program and community relations.
- Curriculum development and revision for residential, video conferencing, and online (MOODLE) delivery methods.
- Provided direct didactic instruction in Patient Care, and Senior Radiographic Procedures courses.

Clinical Coordinator & Instructor, School of Radiologic Technology (May 2003 – May 2009)

- Coordinated student clinical rotations in eighteen various sites throughout the Hampton Roads region for up to 64 radiography students.
- Correlated clinical assignments with didactic instruction and evaluated competency of assigned examinations.
- Oriented, evaluated, and updated clinical instructors on RCHS and Program Policies and process changes.
- Participated in all facets of school administration working directly with the Program Director regarding all accreditation requirements.
- Provided direct didactic instruction in Introduction to Radiologic Technology, Medical Ethics, Patient Care, and Senior Radiographic Procedures courses to include distance education courses via video conferencing.

SENTARA CAREPLEX HOSPITAL - HAMPTON, VA

Nov 2002 – May 2003

Radiology Manager – Imaging Services

- Departmental manager over all radiologic modalities.
- Responsible for the move of the Radiology Department from the old Hampton General Hospital location to the completely new, fully digital CarePlex Hospital.
- Implemented Cerner Millennium Radiology Information System, TALK voice dictation system and Picture Archival Computerized System (PACS). Worked directly with Radiologists, technologists and team coordinators to develop and train a fully staffed department.

RIVERSIDE HEALTH SYSTEM – NEWPORT NEWS, VA

Nov 1990 – Nov 2002

Diagnostic Center Manager – Riverside Healthcare Center – Carrollton (Aug 1998 – Nov 2002)

- Responsible for all managerial aspects of personnel, budget, physician relations and daily operation of rural diagnostic center including outpatient laboratory, radiology, physical therapy, audiology and physician timeshare services.
- Diagnostic Radiologic Technologist supporting Podiatric practice and adjacent Family Practice physicians.

GI Lab Registered Nurse – Riverside Regional Medical Center (Oct 1997 – Aug 1998)

- Provided direct patient care and administration of conscious sedation.
- Assisted gastroenterologists with endoscopic procedures including PEG placements, ERCP's, endoscope manipulation, biopsies and specimen processing.
- Provided Diagnostic Radiologic Technologist support as needed for fluoroscopy examinations.

Oncology/Medical – Surgical Registered Nurse – RRMCC (Jan 1997 – Oct 1997)

- Direct patient care on 5West Oncology unit to include administration of chemotherapy, TPN, blood transfusions and wound care as well as general nursing care for oncology and general medical-surgical patients.

Director, Communications & Patient Transportation – RRMCC (Jun 1991 – Jan 1997)

- Direct responsibility for multi-million-dollar budget and personnel management of 60+ employees. Accountable for all telephonic, paging, operator and in-house patient and supply transportation within the Medical Center.
- Consultant for all Health System facilities regarding telephonic communications needs.

Administrative Extern – RRMCC (Nov 1990 – Jun 1991)

- Project manager for the development of the Communications Department and implementation of new answering service/paging system for the Health System. Chairperson for the Health System Toys-For-Tots Christmas campaign.

ROPER HOSPITAL – CHARLESTON, SC

Aug 1988 – Aug 1990

Diagnostic & CT Radiologic Technologist (Aug 1988 – Aug 1990)

- Direct patient care in the performance of diagnostic, fluoroscopic, and computed tomography radiologic procedures.

Adjunct Faculty - Roper School of Radiologic Technology (Aug 1989 – Aug 1990)

- Support of radiologic technology students during clinical experiences as well as guest lecturer for sectional anatomy and computer tomography modality topics.

Certifications & Licensure

- Virginia Registered Nurse license - #0001151845, board certified and licensed registered nurse
- Virginia Radiologic Technologist license - #0120005429
- American Registry of Radiologic Technologists (ARRT) Registry Certification - #228461-R

Publications

- Dissertation – Incorporation of general education in radiography program curricula: A basic qualitative study. Capella University, ProQuest Dissertations Publishing, 2017. 10254769.

Awards

- Virginia Nurses Foundation Leadership Excellence Award – Nursing School Dean/Director 2017

Community, Workforce, & Extracurricular Activities

- Virginia Hospital & Healthcare Association Workforce Steering Committee – March 2024 to Present
- Accrediting Bureau of Health Education Schools (ABHES)
 - Elected Commissioner, Educator in a Specialty Area – May 2017 to July 2023
 - Distance Education Committee Chair 2017 – 2019
 - Substantive Review Committee 2017 to 2021
 - Standards Review Committee 2021 to 2023
 - Preliminary Review Committee 2018
 - Radiology Program Advisory Board 2011 to Present
- Riverside Diversity, Equity & Inclusion Leadership Committee 2022 to Present
- New Horizon's Regional Education Center – Foundation Board – 2020 to 2023
- Regent University Nursing Advisory Council – 2019 to Present
- Riverside Nurse Residency Program Mentor – 2016 to Present
- Riverside Nurse Executive Committee – 2016 to Present
- Riverside Emerging Leaders Academy Mentor – 2015 to Present
- Newport News Public Schools Education Foundation Board – 2014 to Present (President 2020-2022; President-Elect 2018-20)
- Regent University Graduate Nursing preceptor – 2022
- Old Dominion University Graduate Nursing preceptor – 2023 to present
- Old Dominion University – College of Health Sciences Advisory Board – 2018 to 2022
- Greater Peninsula Workforce Executive Board – 2011 to 2021
- Thomas Nelson Community College – Corporate Workforce Advisory Board 2015-2020
- Eclipse/Crittenden (City of Suffolk) Village Initiative Plan Steering Committee 2005 – 2018
- Joint Review Committee on Education in Radiologic Technology (JRCERT) site visitor 2008 – 2017
- William & Mary – MBA Career Acceleration Modules – Executive Sponsor 2016
- Greater Peninsula Healthcare Workforce Partnership member 2011 – 2015
- Leader - Girl Scouts - Northern Suffolk Service Unit 731 GSCCC – 2008 – 2012
- Isle of Wight County Leadership Institute – Class of 2001
- United Way of Isle of Wight County Allocation/Campaign Board - 2001-2003



David Aday, PhD

June 9, 2024

Jonathan:

I'm attaching my resume and hope you will share this note and the bio with Christine Payne. I edited the resume to reduce the clutter, but it still is longer than probably is ideal. (It was a long and somewhat varied career.) I tried to leave those entries that might suggest experiences that would ground contributions I hope I can make to the board.

I began my career primarily as criminologist and ended it working mostly in public and community health. That may seem like an odd transition. It makes sense in that in both fields my primary interests have been in community. I believe that community is a poorly understood dimension of human experience and a potentially rich resource for helping to solve or manage diverse problems of living. That idea sharpened for me significantly in the fall of 2002 while I was a visiting scholar at Australia National University. I was invited to participate as a researcher on a community-based project in an indigenous community. The goal of the work was to better understand the dramatic increase in domestic violence in that community following prolonged and increasing contact with the dominant majority society. The research revealed structural and cultural changes that fundamentally transformed gender, family, kinship, and community relationships. Over the next several years, I observed that some of my colleagues at ANU and I were looking more at public health questions as we pursued research on crime and institutions of social control.

So, I'm interested in how we can tap community resources to help solve human problems, including access to health resources. That focus became sharpened and expanded through the decade of work in two international community health development projects. In the MANOS project, we hired a physician in Managua to travel with us to a small region in the mountains of northwest Nicaragua to partner with local communities to host annual week-long free clinics (up to three times each year). The clinics provided a starting point for research to understand the health and health care needs of the communities and to identify local resources that could become the foundation of sustainable health care arrangements. In the SOMOS project, we partnered with a U.S. family doctor and a Dominican doctor to pursue a very similar strategy in the Dominican Republic. In both projects, our goal was to offer culturally and locally appropriate clinical care while conducting research to better understand the prospects for sustainable change and increased self-efficacy with regard to health and health care.

I had the privilege of directing William and Mary's reaccreditation review. For universities, that happens every 10 years and requires about three years to gear up and another three years to "institutionalize" identified needed improvements to optimize institutional effectiveness. That opportunity allowed me to become deeply familiar with every aspect of the university's operations, from the governing board to facilities maintenance, across the diverse schools, from curricula to placements and endowment. The subfield of "complex organization" was one of my three areas for graduate studies, so I enjoyed drawing from theory and research in that field in applied efforts to understand what is intended as "institutional effectiveness".

I think this summarizes the areas of experience that may help inform me if I'm selected for the Olde Towne Medical and Dental Center Board. I think I can say reliably that I am dependable and would honor the commitment if I make it. I enjoy deliberations with thoughtful people who are well-intentioned and concerned about important issues. One of my most rewarding experiences was serving for about a decade on the Group Home Commission.

Please feel free to raise any questions or request follow-up as needed.

All best,

David P. Aday, Jr.

Abbreviated Resume for David P. Aday, Jr.

Positions:

Professor Emeritus (2017) – retired; College of William and Mary

1978 – 2017 Professor, Department of Sociology; Joint appointment in Community Studies; Co-Director of Public Health Interdisciplinary Programs

Selected Academic leadership positions:

Co-Director, Public Health Minor (2010 – 2015)

Consultant, Department Resources Group, American Sociological Association (1998-2011)

Academic advisor for interdisciplinary majors in public health, 2005 - 2017

Special Assistant to the Provost, January 2007 – July 2010

Director, SACS Reaffirmation of Accreditation Project, January 2003 – December 2006

Task Force on Alcohol Policy, 2003-2004

Director, American Studies Program (B.A., M.A., and Ph.D.), College of William and Mary, 1999-2002

Chair, Department of Sociology, College of William and Mary, 1991-1997

Chair, Assessment Steering Committee, 1991- 2010

Southern Association of Colleges and Schools Liaison, Fall 2008 – July 2010

EDUCATION

Academic degrees, institutions and dates

M.A., M.Phil., and PhD. 1977, Sociology. University of Kansas, Lawrence, Kansas

SELECTED TEACHING EXPERIENCES

Summer 2012 Health and Society May seminar

2008 – 2009 Teaching Enhancement Project: Civic Engagement and Service Learning;
Faculty Fellow

Fall 2005 - 2017 Academic Director, Student Organization for Medical Outreach and Sustainability/ Paraiso, Dominican Republic; Academic Director for Medical Aid Nicaragua: Outreach Scholarship (MANOS).

Working with students, I developed MANOS and SOMOS as experiments in sustainable community health intervention projects based on a model that we constructed to guide knowledge-based participatory development through social science research.

- | | |
|-----------------|---|
| 2002 (March) | "Teaching Across Cultures: Core Concepts and Scholarly Collaboration."
Invited presentation at Forum 21 International Conference, Keio University, Tokyo, Japan. |
| 2001 (March) | "Teaching Across Cultures Through the Web: Lessons Learned in a U.S. to Hong Kong Connection." Invited presentation at the Hong Kong University Conference on American Studies, March 2001. |
| 2000 (November) | American Justice: A Comparative Perspective. Lecture presented in American Studies, Hong Kong University. |

SELECTED RESEARCH EXPERIENCES

- | | |
|----------------|--|
| Fall 2002 | Visiting Scholar, Regulatory Institutions Network, Law Program, School of the Social Sciences, Australia National University, Canberra, ACT, Australia. |
| June 2001-2004 | Consultant, Youth Violence Initiative Advisory Panel, University of South Alabama, funded by the Office of Juvenile Justice and Delinquency Prevention. |
| 2001 – 2017 | Advisory Board, <u>The Journal of School Violence</u> . |
| 1998 | Co-Principal Investigator, <u>Health and Social Services Needs Assessment</u> , Williamsburg (VA) Community Health Foundation. |
| 1997-98 | Research Collaborator, "Mental Health Services for Youthful Offenders," Institute for Public Policy Studies, Vanderbilt University. Funded by the U.S. Department of Health. |
| Aug 93 - May95 | Consultant, Court-related Drug Programs, The National Center for State Courts, Williamsburg, Virginia |

HONORS, PRIZES AND AWARDS

Professional prizes, awards, honors, editorial positions on scholarly journals, service on review boards outside the College, and offices in professional societies

- | | |
|--------------------------------|---|
| 2011 – 2012 and
2008 – 2010 | Reves Fellow in International Studies |
| 1996 - 2004 | Panelist, National Science Foundation Graduate Fellowship Program |

- 2004 - 2005 Panelist, Ford Foundation Doctoral Minority Fellowships Program
- 1994 - 2003 Commissioner, Group Homes Commission (regional board overseeing residential and non-residential youth offender programs)

SELECTED PUBLICATIONS AND PRESENTATIONS

2015. Aday Jr DP, Weeks JK, Sherman CE, Marty RA, Silverstein RL. "Developing conceptual and methodological foundations in community engagement." Journal of Community Engagement & Scholarship. 8(1).
2014. with Kristin Giordano (student), Cathy Merritt (student), and Rebecca Silverstein (student) "Undergraduate Community-based Research in International Settings." Journal of the Council on Undergraduate Research (Volume 35, Number 2), Winter.
2012. "Community Engaged Scholarship and the Pedagogy of Development Sociology." Virginia Development Conference. Charlottesville, VA, November 3.
- 2010 with Mark Ryan, M.D., "International Community Health Projects and Family Doctors: Promoting Outreach Medicine." 19th World Conference of Family Doctors, Cancun, Mexico. May 2010.
2009. "Service Learning or Engaged Scholarship?" International Congress of the Latin American Studies Association, Rio de Janeiro, Brazil. June, 2009.
- 2009 with Mark Ryan, M.D., "Community-Oriented Health Care and International Medical Outreach." American Academy of Family Physicians, Global Health Workshop, Bloomfield, Colorado. September.
2009. "Understanding Community and Promoting Collective Action." Pathways to Achieving Civic Engagement Annual Conference, Elon University, February 11 (With Mohammad Torabinejad, John Pothén, Usmaan Bashir, and William Bleser (all students)).
2008. With Susan Bosworth "Promoting a Learning-Centered Model of Institutional Effectiveness: A Five-Step Model." Invited workshop presentation at the annual meetings of the Commission on Colleges of the Southern Association of Colleges and Schools. December.
2008. With Mark Ryan, MD. "Where is the Community in "Community-Oriented Primary Care?" American Academy of Family Physicians International Family Medicine Development Workshop, September, 2008, Denver, Colorado.
2008. "Research, Relationship, and Reciprocity: International Service Learning and Community Building." North Carolina Campus Compact, 10th Annual Service-Learning

- Conference Elon University, Feb 13, 2008. With students: Lindsay Usry, Benjamin Winer.
2007. With Mark Ryan, M.D., Christopher Lemon, Alejandro Masquero, M.D. "Good Intentions are Not Enough: Sustainable Health Care Interventions and International Service Learning." American Academy of Family Physicians International Family Medicine Development Workshop, September 14, 2007, Tucson, Arizona. (Chris Lemon was an undergraduate student at the time.)
2007. With Susan Bosworth "Promoting a Learning-Centered Model of Institutional Effectiveness: A Five-Step Model." Invited workshop presentation at the annual meetings of the Commission on Colleges of the Southern Association of Colleges and Schools. December.
2007. "The National Accountability Debate: All Politics is Local." Invited presentation at the national symposium on accountability, the Association of American Colleges and Universities, New Orleans, Jan 16.
2006. "Five Steps to Institutional Effectiveness." Workshop at the Southern Association for Institutional Research Conference. Arlington, Virginia. October (with Susan Bosworth., College of William & Mary).
2005. "Contexts of Institutional Effectiveness in Higher Education." American Association for Higher Education National Conference on Higher Education. Atlanta, Georgia. March (with Susan Bosworth, College of William and Mary).
2005. "Intentionality, a Culture of Evidence, and Learning-Centered Decisions." Invited presentation for the Southern Association of Colleges and Schools, Commission on Colleges, (July) Summer Institute on Quality Enhancement.
2002. "Do Our Education Programs Deliver?" Invited talk for the Annual Training Conference of the Federal Reserve Board Staff Development Center. Washington, D.C (with Susan Bosworth).
2001. Defining and Measuring Crime. In Clifton Bryant (Editor in Chief). Encyclopedia of Criminology and Deviant Behavior. Brunner-Routledge. Pp 117-121.
2000. "School Violence". In George Ritzer (Editor). Primus. McGraw Hill.
1999. March 1999. Health and Social Services Needs Assessment: Final Report, Williamsburg (VA) Community Health Foundation (with David Finifter).
1993. "Gender Differences in Self-Evaluations of Information about Current Affairs." Sex Roles: A Journal of Research 29:817-828 (with Kathleen Slevin).

1992. "Social Control and the National Drug Policy." Journal of Applied Behavioral Science. September: Vol. 28, #3, pp 417-432 (with Nicole Flynn).
1991. "Organizational Research, Structural Data and the Informant Method: Problems of Reliability." Pp 107-122 in Gale Miller, editor. Studies in Organizational Sociology. Greenwich, Connecticut: JAI Press.
1990. Social Control at the Margins: Toward A General Understanding of Deviance. Belmont, California: Wadsworth (272 pages).
1986. "Court Structure, Defense Attorney Use, and Juvenile Court Decisions." The Sociological Quarterly 27: 107-119.
1981. "An Empirical Typology of American Metropolitan Juvenile Courts." American Journal of Sociology 88: 549-564 (with W. Vaughan Stapleton and Jeanne A. Ito).



Board of Directors Conflict of Interest Disclosure Policy

Olde Towne Medical & Dental Center is a group of talented and engaged individuals who, either as members of staff or as volunteers, bring to their positions in the organization the diversity and experience in the greater Williamsburg community that directly enhances the ability of the organization to more effectively accomplish its objective of providing health care to those who would otherwise be under served.

One of the successes of Olde Towne Medical & Dental Center has been our ability to respond to community health care needs that are not being served by other organizations or, if being served, the cost of needed services is beyond the resources of many members of the community. In many instances, the response has been generated by the initiative of a Board member, a member of staff or a volunteer. Without such information and insight, the Center would be severely constrained in initiating new programs.

To ensure that business transactions are as transparent as possible and that programs are evaluated solely in the basis of the health care needs of the community, the Board of Directors has established the following policy regarding the financial and operational dealings of members of the Olde Towne Medical & Dental Center staff, Board and volunteers:

No Director, staff member or volunteer will take part in any Center decision that improperly benefits him or her or his or her immediate family materially nor that improperly benefits any organization with which he or she has any formal or informal relationship. Such improper benefit as the Director, staff member or volunteer could receive as the result of such decision is deemed "self-dealing" and is specifically prohibited. The term "improper benefit" shall be broadly construed to include any financial remuneration, any programmatic or operational advancement of a beneficiary organization or cause, or any transaction that but for the person's position with Olde Towne Medical & Dental Center would not have involved that person or his or her organization.

In addition, each Director, staff member and volunteer shall disclose each and every position that he or she holds in any business or charitable organization and shall identify his or her place of employment, and his/ her ownership of a controlling interest in any business entity. For purpose of this policy, controlling interest shall be the ability to determine the outcome of decisions of such organization through such interest as he or she owns individually.



- 1.) **Board Members:** In order to monitor compliance with this policy, each Director, annually in December, shall submit to the Chairman of the Board a list of offices he or she holds in business or charitable organizations, his or her principal business activity and a list of agencies on whose governing body the person serves. If a decision of Olde Towne Medical & Dental Center might affect an entity on which a director has an interest, the person shall immediately contact the Chairman of the Board and disclose the nature of the relationship to the Chairman.
- 2.) **Volunteers:** Each volunteer in a position to influence decisions of Olde Towne Medical & Dental Center, annually in December, shall submit to the Executive Director a list of offices he or she holds in business or charitable organizations, his or her principal business activity, and a list of agencies on whose governing body the person serves.
- 3.) **Service Providers:** Business entities or agencies shall not be precluded from providing goods and services by reason of a relationship between the prospective provider and a director, member of staff or volunteer; however, the director, staff member and volunteer enjoying such relationship between the provider and Olde Towne Medical & Dental Center shall not use their position, or the knowledge gained from their position, to improperly benefit the provider or the member.
- 4.) **Duty of Loyalty:** In all dealings between Directors, staff members and volunteers with third party providers of goods and services, there shall be deemed to exist a superior duty of loyalty to Olde Towne Medical & Dental Center that supersedes the duty owed to the provider. In the event that a Director, staff member or volunteer is unable to subvert his or her loyalty to the third-party entity the Director shall either take no part in the decision-making process or resign from the governing body; the staff member shall resign his or her position; the volunteer shall discontinue his or her association with Olde Towne Medical & Dental Center.
- 5.) **Conflict of Interest Disclosure Submission:** Annually, in July, each Board member, staff member and volunteer shall sign the following acknowledgement that he or she has been provided and agree to abide by the Conflict-of-Interest Policy and shall complete and submit the Conflict of Interest Disclosure to the Chairman of the Board.
- 6.) **Potential Conflict of Interest:** In the event of a conflict or potential conflict of interest, the matter will be reported to the WAMAC Board of Directors. The Board promptly will forward any such matter to the Governance & Nominating Committee for consideration and a recommendation.



Board of Directors Conflict of Interest Disclosure

Many members of the Williamsburg Medical Assistance Corporation (WAMAC) Board of Directors are actively engaged with various business or government entities outside WAMAC. From time to time, WAMAC may be involved in financial transactions, such as buying or selling of services or property, with these entities.

When WAMAC so engages itself, any Board member who is perceived to have a conflict of interest or a potential conflict of interest shall be excused from the Board of Directors' discussions and actions.

Name: _____

Occupation: _____

Name and Address of Employer: _____

Employment Position: _____

I have reviewed the Conflict-of-Interest Policy of Olde Towne Medical & Dental Center and, in particular, the definition of "conflict of interest" and the disclosure requirements contained therein. Set out below is a description of all of the facts which might constitute a "conflict of interest" to include services as a professional, Board or affiliation memberships, or office with service providers or prospective service providers with the Center:

The undersigned hereby informs the Chairman of the Board of Directors and Executive Director that the past calendar year, he/she or an organization in which he/she has a material interest had the following dealings with:

Authorized Signature

Date

Please print or type full name: _____



OLDE TOWNE
Medical & Dental Center

*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
August 26, 2024
5:00-6:00 pm

1. Call to Order and Attendance | Ms. Becca Bruhl, Board Chair

Attendance			
Members Present		Members Absent	Staff Present
Becca Bruhl	R. Scott Herr	Rick Jackson	Aaron Thompson
Melissa Tucker	<i>Doug Holroyd</i>	Amanda Ulishney	Kendra Robinson
Jonathan Weiss	<i>Larry Snyder</i>		Lorenzo Modeste
Cornelius Powell	<i>John McGlennon</i>		Michelle Williams
Robin Nelhuebel	Jennifer Kirby Henderson		Susan Dunn
David Aday	Heather Modispaw		
Christine Payne	Henry Ranger		
<i>Brian Fuller</i>	<i>Caleb Rogers</i>		
Cheryl Fields	Rashid Jones		
Rana Graham-Montaque			

2. Consent Agenda | Dr. Becca Bruhl, Board Chair

- i) Board of Director Minutes | July 22, 2024
- ii) Governance & Nominating Minutes | August 16, 2024
- iii) Finance Minutes | July 8, 2024
 - i. A motion to consent agenda for the above minutes with the following changes was made by Rashid Jones and seconded by Scott Herr and was approved.
 - 1. FQHC Discussion - i. The award date would be June 1, 2025 and v. Do we lose our designation as a Rural Health Center? Yes, if OTMDC choses to become a FQHC, however if deciding to be a Look A Like we can maintain our Rural Health Center status.

3. State of the Facility Reports | Mr. Aaron Thompson, Executive Director

- i) Facility Update | Mr. Aaron Thompson, Executive Director
 - i. Discussion regarding the upcoming September 9th meeting re email from CBH.
 - 1. Recapped the timeline of former events leading up to the upcoming meeting.

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Williamsburg, VA 23188
757-259-3258 | otmdc.org

- ii. Audit is still progressing well, and is much further ahead at this point than in previous years. Continuing to work closely with Heather Modispaw. The 990 is also in process.
 - iii. Continuing our Midwifery endeavors with Sentara, and the EPIC integration has been fast tracked and begun having weekly meetings.
 - iv. Sentara Cares awarded 250K for the Midwifery and EPIC integration.
 - v. Chose to go with a different direction with Grants and Development and will be posting within the week.
- ii) Clinical Update | Kendra Robinson
 - i. Nothing of note to report outside of Board Packet report.
- iii) Business Office | Aaron Thompson
 - i. Jacob Cooper and Lisa Tinker have completed coding class and now getting ready for the exam.
- iv) Operations | Maggie Beamon
 - i. Discussed inconsistencies in patients from different jurisdictions. Current program is not capturing data well and EPIC should help with making data more reliable.
 - ii. Discussed noncompliance data.
- v) Dental | Dr. Lorenzo Modeste
 - i. Discussed Eastern State patients and how things are going.
- vi) Marketing & Communications | Michelle Williams
 - i. Will send out calendar invites to the board regarding our events.
- vii) Communications & Development | Susan Dunn
 - i. Nothing of note to report outside of Board Packet report.

4. FQHC Discussion | Chris James

- i) First portion of the application will be sent by the end of this month.
- ii) Second portion will be showing what we are doing to meet the requirements and is due the end of September.
- iii) Bylaws can be changed at any time by the board with two thirds vote.
 - i. Reviewed the bylaw changes the Center needs to comply with FQHC status.as well as recommendations from the lawyer.
 - ii. Based on recommendations from out lawyer more updates will be made to the bylaws, sent for board review, and will be voted on at the next board meeting.

5. Committee Reports

- i) Finance Committee | Melissa Tucker, Chair
 - i. Discussed current financials and adjustments.
 - ii. Grant of 900k has been moved into the current fiscal year.
 - iii. There have been no adjustments to bad debt.
 - iv. Endowment updates have been added to financials.
 - v. Next meeting September 9, 2024
- ii) Planning & Performance | Scott Herr
 - i. Strategic Planning
 - 1. Reviewing current documents to update to more current events.
 - 2. Hope to have an updated document by the end of the year.
- iii) Governance & Nominating | Dr. Becca Bruhl, Chair

- i. Board Portal has been added onto the Center's website.
- ii. Discussed best practices for the board.
- iii. Concentrate on quarterly focus areas at the board meetings.
- iv. Discussed board packet, timing as well as condensing the information.

6. Next Board Meeting | September 23, 2024 at 5:00 pm

7. Adjourn | A motion was made to adjourn the meeting by John McGlennon and seconded by Scott Herr and the meeting was adjourned.



*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
September 23, 2024
5:00 pm

- 1) Call to Order and Attendance | Dr. Rebecca Bruhl, Board Chair
- 2) Consent Agenda | Dr. Rebecca Bruhl, Board Chair
 - a) Board of Director Minutes | August 26, 2024
 - b) Executive Committee | September 9, 2024
 - c) Finance Committee | September 9, 2024
- 3) State of the Facility Reports | Mr. Aaron Thompson, Executive Director
 - a) Clinical Update | Ms. Kendra Robinson, NP
 - b) Business Office | Mr. Jacob Cooper
 - c) Operations | Ms. Maggie Beamon
 - d) Dental | Dr. Lorenzo Modeste
 - e) Marketing & Communications | Ms. Michelle Williams
 - f) Communication & Development | Ms. Susan Dunn
- 4) Committee Reports
 - a) Finance Committee | Melissa Tucker, CPA, Chair
 - b) Governance & Nominating | Dr. Becca Bruhl, Chair
 - c) Planning & Performance | Mr. Scott Herr, Chair
- 5) New Business
 - a) Closed Session
 - i) Executive Director Annual Appraisal Discussion
- 6) Next Board Meeting | October 28, 2024 at 5:00 pm
- 7) Adjourn



OLDE TOWNE
Medical & Dental Center

*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
August 26, 2024
5:00-6:00 pm

1. Call to Order and Attendance | Ms. Becca Bruhl, Board Chair

Attendance			
Members Present		Members Absent	Staff Present
Becca Bruhl	R. Scott Herr	Rick Jackson	Aaron Thompson
Melissa Tucker	<i>Doug Holroyd</i>	Amanda Ulishney	Kendra Robinson
Jonathan Weiss	<i>Larry Snyder</i>		Lorenzo Modeste
Cornelius Powell	<i>John McGlennon</i>		Michelle Williams
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- ii. Audit is still progressing well, and is much further ahead at this point than in previous years. Continuing to work closely with Heather Modispaw. The 990 is also in process.
 - iii. Continuing our Midwifery endeavors with Sentara, and the EPIC integration has been fast tracked and begun having weekly meetings.
 - iv. Sentara Cares awarded 250K for the Midwifery and EPIC integration.
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 - i. Discussed Eastern State patients and how things are going.
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 - i. Will send out calendar invites to the board regarding our events.
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 - i. Strategic Planning
 - 1. Reviewing current documents to update to more current events.
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- iii) Governance & Nominating | Dr. Becca Bruhl, Chair

- i. Board Portal has been added onto the Center's website.
- ii. Discussed best practices for the board.
- iii. Concentrate on quarterly focus areas at the board meetings.
- iv. Discussed board packet, timing as well as condensing the information.

6. Next Board Meeting | August 26, 2024 at 5:00 pm

7. Adjourn | A motion was made to adjourn the meeting by John McGlennon and seconded by Scott Herr and the meeting was adjourned.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community.

Olde Towne Medical & Dental Center
Executive Committee Meeting
September 9, 2024
5:00pm

I. Call to Order

The meeting was called to order by Becca Bruhl at 4:05 pm, and a quorum was present.

II. Roll Call

Members Present	Members Absent	Staff Members Present
Melissa Tucker Becca Bruhl Scott Herr	Rashid Jones	Aaron Thompson

III. Approval of Minutes from Last Meeting | July 2024

- a. July minutes were approved at the August Board meeting.

IV. Executive Director Update | Aaron Thompson

- a. 990 Status
 - i. Spoke with Mr. Churchman and Brianne Weidner and started the process of gathering documents for the 990.
 - ii. We will probably will need to file an extension.
 - iii. Currently have submitted all payments for the 990 and submitted all but the last payment for the audit.
- b. Had the Town Hall with CBH at the JCC Rec Center this morning.
 - i. Debrief regarding the meeting.

V. Committee Reports

- a. Finance Report | Melissa Tucker
 - i. Discussed financials
 - ii. Question regarding the Ford's Colony donation. It was received in July; will this be transferred to the previous fiscal year. Decision is to move it to FY24, Jacob Cooper will submit a request that it be reallocated to FY24.
 - iii. Endowment is following financial trends.
 - iv. Discussion regarding when Period 13 will be completed.
 - v. Status of moving our accounting system.

1. Will meet with JCC on September 24th to get an update on where QuickBooks stands.
 2. How will this affect our audits by changing systems. Information from Munis will be backed up if any information is needed.
 3. Timeline for change over should take place after a few quarters this fiscal year.
- b. Governance & Nominating
- i. Continuing work on reviewing bylaws and they are almost ready to go out to the Board, there needs an update for Officers.
 - ii. This will be sent out to the board next Monday for a vote at the September Board meeting.
 - iii. Need a G&N chair as well as the possibility of Events & Outreach chair.
 - iv. Meeting flow and Board agenda is a work in progress.
 - v. Would Executive meetings and full board meetings every other month meet FQHC requirements. These needs looked into.
 - vi. Waiting until next spring to recruit Board members for those rolling off in June.
 - vii. Working on creating a Patient Advisory Committee in anticipation of rolling them into Board roles.
- c. Planning & Performance
- i. Will meet next week, and the agenda will be sent out soon.
 - ii. Timeline for the updated strategic plan is to have it complete by the end of the year, or early next year.

VI. Work Session

- a. Discussed the Annual Plan that was shared with the committee.
 - i. P&P change: tracking performance done quarterly, not bi-monthly.
 - ii. P&P change: bylaws state that quality and safety should be monitored. This is something that Kendra Robinson currently does. Should this fall outside P&P and become part of the business metrics.
 - iii. Finance change: financials are presented to the Board monthly, not quarterly. Look into a better presentation of data for clarity for the Board.
- b. Discussed content of Board meetings.
 - i. Look into integrating more Board education into meetings.

Next Meeting: November 18, 2023 | 5:00pm

- VII. Adjournment | With no further business to be discussed the meeting was called to adjourn by Melissa Tucker and seconded by Scott Herr, and the meeting was adjourned.



Olde Towne Medical & Dental Center
Finance Committee Meeting
September 9, 2024
3:30pm

I. Call to Order

The meeting was called to order by Melissa Tucker at 3:30 pm, and a quorum was present.

II. Roll Call

Members Present	Members Absent	Staff Members Present
Melissa Tucker Brian Fuller Becca Bruhl Cheryl Fields Scott Herr Heather Modispaw		Aaron Thompson Jacob Cooper

III. Approval of Minutes from Last Meeting | July 2024

- a. The minutes were approved at the August Board of Directors meeting.

IV. Executive Director Update | Aaron Thompson

- a. 990 Status
 - i. Spoke with Mr. Churchman and Brianne Weidner and started the process of gathering documents for the 990.
 - ii. We will probably will need to file an extension.
 - iii. Currently have submitted all payments for the 990 and submitted all but the last payment for the audit.
- b. Had the Town Hall with CBH at the JCC Rec Center this morning. This was a productive meeting.

V. Reports

- a. Finance Report | Melissa Tucker
 - i. Discussed financials
 - ii. Question regarding the Ford's Colony golf tournament donation. It was received in July; will this be transferred to the previous fiscal year. Decision is to move it to FY24, Jacob Cooper will submit a request that it be reallocated to FY24.
 - iii. Endowment is following financial trends.
 - iv. Discussion regarding when Period 13 will be completed.

v. Status of moving our accounting system.

1. We will meet with JCC on September 24th to get an update on where QuickBooks stands.
2. How will this affect our audits by changing systems. Information from Munis will be backed up if any information is needed.
3. Timeline for change over should take place after a few quarters this fiscal year.

VI. Expenditure Limits

- a. Discussed expenditure limits prior to needing Board approval based on bylaws. It was decided to keep the amount to be \$5000 or less, over that Board approval is needed.

Next Meeting: November 18, 2023 | 3:30pm

- VII. Adjournment | With no further business to be discussed the meeting was called to adjourn by Brian Fuller and seconded by Scott Herr.

A blue-tinted background image featuring a stethoscope on the left side and several white concentric circles in the top left corner.

Old Towne Medical and Dental Care OTMDC Strategic Direction Update

OTMDC PROVIDER METRICS

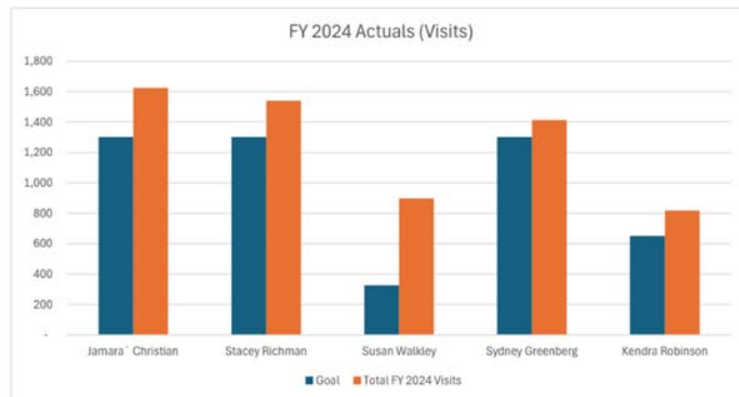
Weeks in a year	Days Worked per Week	Scheduled Days Off	PTO Days	Net Working Days	Goal Patients seen a day	Annual Goal per practitioner
52	4	12	10	186	7	1302

FY 2024 Actuals

Personnel	Employee Type	Goal	Telephonic Visits	FT 2024 Visits	Total FY 2024 Visits
Jamara Christian	100%	1,302	308	1,317	1,625
Stacey Richman	100%	1,302	222	1,319	1,541
Susan Walkley	25%	326	62	836	898
Sydney Greenberg	100%	1,302	141	1,273	1,414
Kendra Robinson	50%	651	21	798	819
Total		4,883	754	5,543	6,297

FY 25 Projections

Personnel	Employee Type	Goal	Physical Visits	Telephonic	Total Visits	Variance
Jamara Christian	100%	1,302			-	(1,302)
Susan Walkley	100%	1,302			-	(1,302)
Sydney Greenberg	25%	326			-	(326)
Stacey Richman	100%	1,302			-	(1,302)
Kendra Robinson	50%	651			-	(651)
Total					-	1,302



PARTNERSHIP BACKGROUND

A history of collaboration since 2022



Shared Mission

Improving
community health
outcomes in
partnership with
aligned organizations.



Recent Focus

Integrated care
initiative discussions,
strategic priorities,
FQHC “lookalike”
status, and adequate
resource allocations.



Valued Partnership Achievements

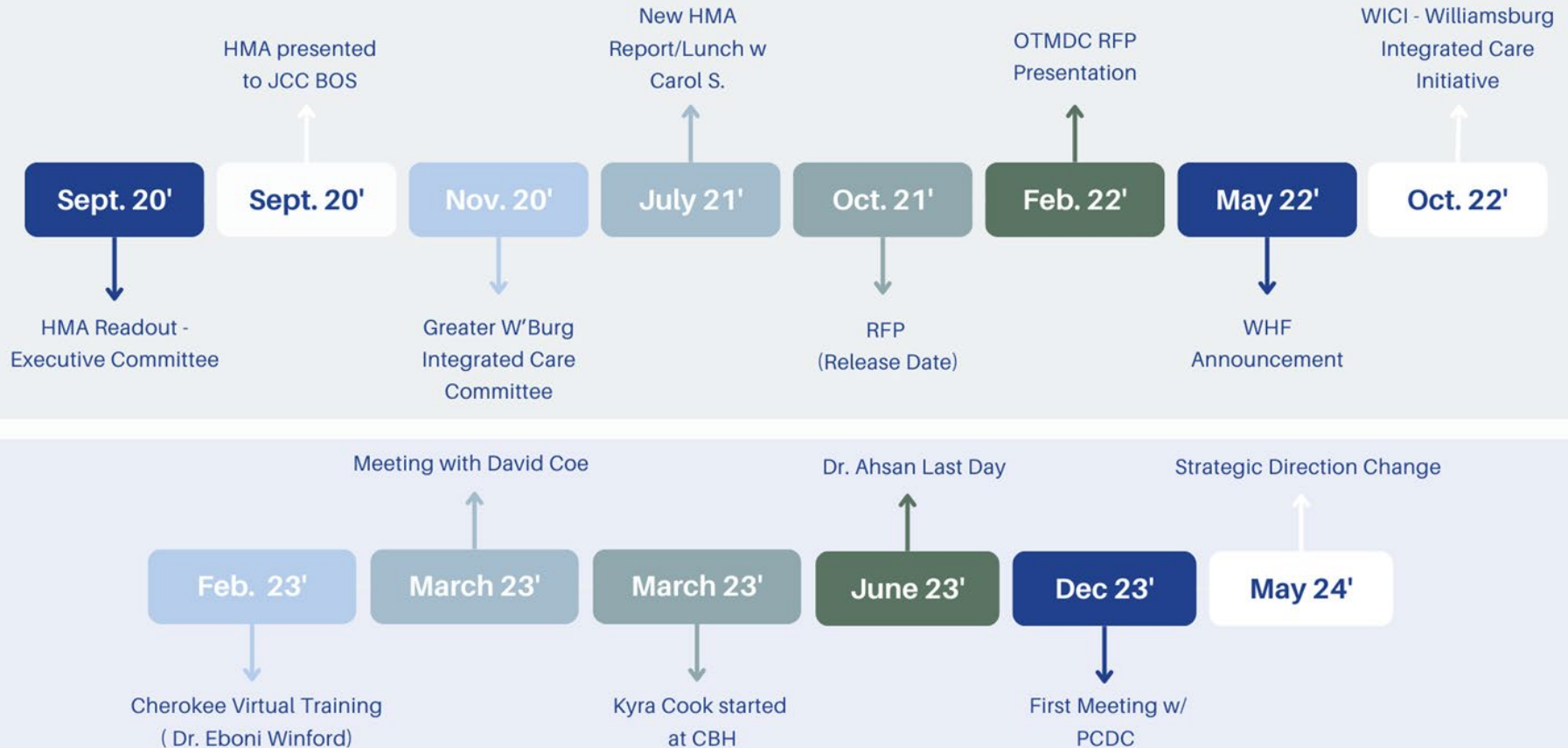
Bank of America Grant

Enhanced understanding
of the healthcare needs
of the Greater
Williamsburg Community

PARTNERSHIP BACKGROUND



An extended history of collaboration since 2022.



A Strategic Decision

“The last few years have been ones of tumult on many levels. While OTMDC and CBH are committed to the concept of integrated care together, we acknowledge that we have much trust-building and bridge building to do.”

“Our sincere hope is that we will collaboratively progress through all the modules. But we go into this process with open minds and commit to ourselves, and to each other that, in the event we are not able to progress through the modules, we will remain mutually supportive.”



Key Decision

After careful consideration, OTMDC has decided to opt out of co-location and integration discussions with CBH.



Aligning Priorities & Resources

Decision aligns with our current strategic priorities and resource allocation efforts.



Acknowledge Gained Insight

We deeply value insights gained from PCDC collaboration and look forward to learning as we grow.



Incorporating Recommendations

Committed to incorporating valuable recommendations into our existing service model.



Addressing Key Concerns

We are committed to addressing:

Bank of America Grant and Kiara Robinson's Current Position.

Olde Towne is currently using NP Kiara Robinson to assist with patient care.



PCDC Facilitation and Rendered Services

OTMDC has implemented some of the strategies born out of the PCDC partnership.



Williamsburg Health Foundation Funding

All three organizations are appreciative of the Health Foundation's funding assistance.



Our goal: Find solutions that respect all parties' investments and maintain positive relationships.





OTMDC Moving Forward

Our Commitment of Support

Our commitment of support is unwavering, and now simply requires a strategic change in direction that will allow OTMDC to be supportive while ensuring our priorities and resource allocation is in alignment.

Open to Alternative Collaborations

OTMDC is open to alternative collaborative projects that better align with our current focus, and still help associated partners meet their community health achievements/goals.

Enhance Current Integrated Care

Actively exploring ways to enhance our current integrated care efforts within OTMDC.

Supporting Community Health

Committed to supporting community health through meaningful partnerships.

OTMDC Integrated Care

Integrated Care: Stepped Care Model

The recommendations in the Olde Towne Model are presented within a stepped care framework that aims to match the needs of people with behavioral health needs and the most appropriate services, depending on the characteristics of their presenting problems and their personal and social circumstances.

Each step represents increased complexity of intervention, with higher steps assuming interventions in previous steps.

Step 1 Recognition of a behavioral health concern as presented in primary care setting (assessment)		
Step 2: Employ assessment tools: PHQ2 (Positive on 1 or 2 auto kicks to PHQ9) PHQ((if these are positive, it kicks to provider care) GAD7 Becks Depression Inventory (BDI)		
Step 3: Medication Management & Counseling. Refer to Psychiatric Care Team: LPC (Melvin Sneed); LCSW; PMHNP; Bacon Street		
Step 4: If SMI-related, or severe behavioral problem refer to a behavioral health center for consultation and further assessment.		
Step 5: Inpatient treatment for depression		
Who is responsible for care?	What is the focus?	What do they do?
Step 1 GP, practice nurse	Recognition	Potential referral for higher level of assessment.
Step 2: Primary care team	Mild depression, anxiety, family, or marital.	Watchful waiting, guided self-help, exercise, brief psychological interventions, social support or referral.
Step 3: Primary care team, primary care behavioral health worker	Assess if there is any history of, or ongoing depression or anxiety, abuse, and/or neglect.	Medication, psychological interventions, social support and primary care follow-up
Step 4: Mental health specialists, or PMHNP	Recurrent and/or atypical thought disorders & those at risk of self harm.	PMHNP would assess for behavioral health medications & potentially providing other behavioral health interventions.
Step 5: Inpatient care, crisis teams	Referrals for inpatient care & crisis team for patients risk to life, or severe self-neglect.	Medication, combined treatments, intensive treatment, and/or psychological testing.

*Refer patients to various community resources to address social determinants of health that could affect behavioral or mental health.

OTMDC Integrated Care

Olde Towne Medical and Dental Center (OTMDC) has developed a comprehensive Integrated Care Model to address behavioral health concerns within a primary care setting.

This model employs a stepped care approach that efficiently matches the complexity of services to the patient's specific needs, ensuring personalized and effective care.



Step 1: Initial Recognition and Assessment

At the model's foundation is the general practitioners' or practice nurses' recognition of behavioral health concerns during routine visits. This initial step focuses on assessing the patient's mental state using simple tools such as the PHQ2 and PHQ9 for depression and GAD7 for anxiety. This assessment is crucial as it helps to determine the necessity for further evaluation or immediate care interventions.



Step 2: Primary Care Interventions

Patients identified with mild symptoms of depression or anxiety are managed directly within the primary care setting. Interventions may include watchful waiting, guided self-help, physical activity, and brief psychological support. Social support is also emphasized to aid recovery. This step ensures that patients receive timely and non-invasive support, preventing the escalation of symptoms.



Step 3: Specialized Primary Care Services

For those presenting with moderate to severe symptoms, the care escalates to include more structured psychological interventions and medication management. This level of care is still managed within the primary care framework but involves a more dedicated behavioral health worker who coordinates comprehensive support and ensures consistent follow-up.



Step 4: Specialist Mental Health Services

Patients who exhibit severe, treatment-resistant symptoms or those who are at significant risk are referred to specialized mental health services. Depending on the individual's needs, these services involve complex interventions, including advanced medication management, intensive psychological therapies, and possibly crisis intervention teams.



Step 5: Potential Referral For Inpatient or Residential Care

The highest step in the model involves inpatient care for those with critical needs, such as severe depression, requiring immediate and more intensive treatment options or crisis intervention.

Conclusion and Next Steps

Olde Towne Medical & Dental Center remains dedicated to improving community health

OTMDC values its long-standing relationship with CBH and intends to proceed in a manner that respects our shared commitment to community health care.

We're open to discuss future collaboration opportunities to meet OTMDC needs that align with our current areas of focus: following through with strategic priorities and resource allocation.

We're thankful for everyone's understanding and continued support of each other.





Thank You

Q&A

Questions, concerns, thoughts, and feedback welcome.

Contact

Aaron Thompson, MBA, CRHCP, CMR

Executive Director | CEO

Olde Towne Medical & Dental Center

757-259-3275

aaron.thompson@jamescitycountyva.gov

Clinical Department Update: 9/18/2024

Submitted by: Kendra Robinson, FNP

- **Medical Department**

- Vacancies:
 - PRN Medical Assistant (Vacant since 12/1/2023)
 - Nurse Practitioner/Physician Assistant (1)
 - We continue to recruit for one additional NP/PA.
 - Interviews are scheduled for 9/26/24.

- **Integrated Care Update:**

- Recruitment for a psych NP or psychiatrist continues.
- Kiara Robinson, a behavioral health consultant employed by CBH, continues to provide brief interventions and care to the patients of Olde Towne.
- Bacon Street continues to provide counseling weekly for our patients.
- Melvin Snead continues to come biweekly to provide counseling for our patients and has added a few hours a month to accommodate growing need for counseling. We are in the process of getting Mr. Snead credentialed at OTMDC so he can start seeing our insured patients as well.
- VMAP is available to providers daily.

- **General Updates**

- **WJCC Schools Vaccines:** We partnered with Louisa Johnson and WJCC schools to provide vaccines for their students during the summer. On four separate occasions we donated staff time and provided all of the vaccines for free.
 - **In total we provided 411 vaccines to 182 students.**
- **Reach out and Read**
 - The end of the year progress report was submitted and accepted for the Reach out and Read Program.
 - Reach Out and Read is a national early literacy organization working directly with pediatric care providers to share the lifelong benefits that result from families reading aloud to their children every day. Participation in this program allows providers to provide each child who comes in for a well child visit with an age appropriate book, free of charge.
- **COVID Update**
 - There has been only one positive COVID case thus far this month. Most sick patients coming in have an upper respiratory virus that is not COVID or Flu.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Business Office Departmental Update: September 2024

- The business office continues to compile and submit necessary data for the FY24 audit.
- We continue to monitor patient demographics data to ensure that we have the correct locale selection for their county of residence. This aids in maintaining the accuracy of our CSR report.
- We are working closely with Mr. Ranganai Simango of TRS Systems for the setup of our Quickbooks account. Jacob is currently meeting with Mr. Simango each week for further training in using the Quickbooks application.
- We've preemptively started gathering documents and necessary data for the FY24 Medicare Cost Report due in December.
- We are still in discussion with JCC FMS staff regarding the adjustments made on the accrual side of their accounting processes. The Business Office met with Ms. Modispaw in September to discuss insurance payment percentages and procedures to assist in the AR process.
- The business office continues to work with Ops Management and volunteers to purge old records and consolidate our storage units.
- The business office accompanied Mr. Thompson, NP Robinson and Mr. Preston to a meeting with the Williamsburg Health Foundation to discuss changes made to their applications and relative forms pertinent to the grants awarded to Olde Towne.

Date: 09/18/2024

By: Margaret “Maggie” Beamon

Medication Access Program

- For the month of August, MAP requested 180 medications on behalf of 95 patients which was valued at \$164,708.57.

Dates: 08/01/2024 – 08/31/2024		
Patient Count	Request Count	Total Value (AWP)
180	95	\$164,708.57

- .MAP assisted 12 patients with Medicaid applications during the month of August.

Operations Manager

- We are continuing to monitor the incoming calls to the main line and adjust our workflow as needed in hopes to improve the response time for both answering the phones and responding to voicemails received.
- We are continuing to adjust the dental schedule in order to accommodate the patients who have been waiting for an appointment.
- We have interviewed for the vacant clinical assistants and hope to select 2 candidates in the near future.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community.

Dental Clinic

As we move into the fall season, Olde Towne dental clinic continues to provide excellent dental services to the community. For the month of August, the clinic treated 254 patients (271 visits). These dental visits usually vary from dental emergencies to consultations. There are also many patients in treatment phase that return for various dental procedures. We continue to have an upsurge in patient preauthorization's for partial dentures and full dentures.

We recently delivered a set of dentures to an elderly patient and her was very pleased with the outcome. She is looking forward to attending a wedding soon and now she feels confident to attend her special event.

VCU dental students continue to rotate in the dental clinic on Thursday and Friday. It has been a privilege to help assist these young doctors in their professional development. Olde Towne dental clinic continues to serve the needs of its patients.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Marketing & Communications Report Summary

August 9, 2024 – September 13, 2024

Events & Fundraising:

Second annual **Golf Ball Drop** was September 12, sponsored by Dominion Energy. We dropped 86 balls from the bucket truck. We had 3 winners, each based on distance from the hole, none went into the cup. The \$1,000 winner and the \$150 winner offered their winnings back to Olde Towne as donations. Total revenue \$2546.50.

The team Has decided to not do a **Casino Night** as a new fundraiser at this time.

We have decided to partner with Colonial Road Runners and host the Olde Towne **Stride For Wellness**, a 10K and 5K on November 1, 2025 as part of the Colonial Road Runners events. The race will take place at Kingsmill on the Carter's Grove Country Road. The event will feature runners, a DJ, vendors, T-shirts and medals. Potential Revenue \$10,000. More details to follow.

Impact Report is done and should be in mailboxes next week.

Susan and Michelle transferred the data for our CRM from Network For Good to **Little Green Light** as our new CRM platform for donations.

Attended the **CBH/OTMDC** update meeting.

Communications:

Email Blasts/Newsletters: September email being worked on within the new platform.

Posted content for **Social Media Posts** on all channels as well as happenings about Olde Towne along with health information for patients. Focus was on Golf Ball Drop, community outreach and services and programs for OTMDC.

Sent new emails concerning the **Golf Ball Drop** to constituents through the new platform.

Marketing & Outreach:

Olde Towne has been out in the community lately having a vendor table at both the August and September **Summer Breeze Concerts** in Colonial Williamsburg.

We attended the **RPEO Back to School Community** event which was well attended with 1,000 backpacks given away. Our table did receive quite a bit of traffic during the event.

We partnered with **Here For The Girls** and did an online virtual presentation for their cancer support group "Caring Conversations" in which our health Educator, Meiber Gonzalez offered self-care and nutrition information for cancer survivors. One of our volunteers, Cris Becerra, a fitness instructor, also did low impact Zumba for the group. We received very good feedback about the event from H4TG.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Ambassador Connections

Worked with Melissa Weaver at H4TG to connect OTMDC as a partner for Caring Conversations and incorporated the Health Educator for event.

Attended GWOM (Greater Williamsburg Outreach Mission) quarterly meeting to update about Olde Towne initiatives.

Attended Health Committee meeting to stay up to date with other Chamber member non-profits.

Continued connection with Colonial Williamsburg concerning Summer Breeze Concerts as well as with their Human Resources Department about updating their employees about OTMDC as a service provider for flu shots.

Social Media Analytics

Facebook Reach 1.6K Facebook Engagement Increase 40% Reactions Increase 57%

Instagram Reach 309 Instagram Followers 332 Instagram Engagement Increase 28%

On the Calendar – Upcoming Events and Outreach Opportunities (volunteers always welcome)

October 5 – H4TG Run For The Hills Vendor Village

October 11 – House of Mercy Health Fair

November 7 – JCC Live Well Expo

*Michelle will be on vacation, 9/25-10/1.

Communications & Development | Susan Dunn

September 2024

Development

- Events
 - RPEO
 - Attended the Real People Education Others Back To School Event at Lafayette High School on 8/24/24. We were able to hand out a lot of information to potential patients.
 - Summer Breeze Concert Series
 - Attended our 2nd concert on 9/6/24 to promote our services as well as generate some revenue through Golf Ball Drop Sales.
 - 2nd Annual Golf Ball Drop
 - The event took place 9/12/24 and we had a net revenue of \$2406.
- Volunteers
 - Currently having an influx of volunteer applications from students at W&M.
 - Working on having our new donor platform, that can also track other development aspects, to be able to use an online form for volunteers to enter their hours.
 - Had volunteers attend 2 events this month to take the burden off of staff.

Communication

- Website
 - Updates on Board page to reflect new information.
 - Updates on picture gallery to reflect events.
 - Updates on events page.
- Misc
 - Social media graphics created for social media advertisements.
 - File compiling for FQHC application process.

OTMDC -- Summary Financial Results: YTD 8-31-2024

<u>Income-Expense:</u>					
	<u>Tot. Aug.</u>	<u>Total YTD</u>	<u>Annual Budget</u>	<u>Variance</u>	<u>% of annual</u>
<u>Revenue:</u>					
Local Government	\$ 121,800	\$ 282,306	\$ 626,962	\$ (344,656)	45%
Patient Revenue	\$ 64,989	\$ 156,148	\$ 1,076,500	\$ (920,352)	15%
Less: Bad Debt "Adjustment"	\$ -	\$ -	\$ -	\$ -	0%
Less: Bad Debt Expense	\$ -	\$ -	\$ (36,000)	\$ 36,000	0%
Net Patient Revenue	\$ 64,989	\$ 156,148	\$ 1,040,500	\$ (884,352)	15%
Public Support	\$ 8,275	\$ 12,000	\$ 427,000	\$ (415,000)	3%
Special Events-Fundraising	\$ 946	\$ 31,508	\$ 115,000	\$ (83,492)	27%
Grants	\$ -	\$ 1,155,310	\$ 1,120,000	\$ 35,310	103%
Misc. (inc. cash over/short)	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 196,010	\$ 1,637,272	\$ 3,329,462	\$ (1,692,190)	49%
<u>Expenses:</u>					
Total Personnel	\$ 235,424	\$ 467,302	\$ 2,999,136	\$ (2,531,834)	16%
Total Non-Personnel Exp.	\$ 34,834	\$ 55,621	\$ 621,450	\$ (565,829)	9%
Furn/Equipment (Total)	\$ 422	\$ 422	\$ 5,000	\$ (4,578)	8%
Total Expenses	\$ 270,680	\$ 523,344	\$ 3,625,586	\$ (3,102,242)	14%
Net Income	\$ (74,670)	\$ 1,113,928	\$ (296,124)	\$ 1,410,052	-376%
Transfer From/(To) Endowment	\$ -	\$ -	\$ 296,124	\$ (296,124)	0%
Net Cash Change After Trfr.	\$ (74,670)	\$ 1,113,928	\$ -	\$ 1,113,928	0%
<u>Investment Fund Summary:</u>					
		<u>Curr. Mo.</u>			
Beg. Balance		\$ 5,563,750			
+/-: Gains/Losses, through 6/30/2024		\$ 499,071			
Beg. Balance, market		\$ 6,062,821			
+/-: Gains/Losses, fiscal year to date		\$ 230,012			
+/-: Transfer from/(to) Operations		\$ -			
End Balance		\$ 6,292,833			
<u>Current Assets Report</u>					
		<u>8/31/2024</u>	<u>YTD Diff.</u>	<u>8/31/2023</u>	
Cash		\$ 977,067	\$ (29,258)	\$ 1,006,325	
Investments		\$ 6,292,833	\$ 703,064	\$ 5,589,769	
SUBT.		\$ 7,269,900	\$ 673,806	\$ 6,596,094	
Total Receivables		\$ 259,894	\$ (73,099)	\$ 332,993	
Less: Allow. For Doubtful Accts.		\$ (81,936)	\$ 44,120	\$ (126,056)	
Net Receivables		\$ 177,959	\$ (28,979)	\$ 206,937	
Total Current Assets		\$ 7,447,859	\$ 644,828	\$ 6,803,031	

OTMDC Finance Committee
September 2024
Summary Report to the Board

Recommended Actions:

None.

Financial Report: attached to this report is the 'condensed' year to date financial report for the two months ending 8/31/2024. The committee met September 9, 2024 and the minutes are included in the board package.

Revenue: Total revenues from operations year to date (YTD) are \$1.637m, 49% of budget and \$292k more than July of 2023. This includes receipt of the \$900k from Williamsburg Health Foundation that was budgeted. Gross patient revenue (before deduction of bad debt expense) is \$156k, 15% of budget. Net patient revenue (after deduction of bad debt expense) the same since there has been no bad debt adjustment recorded yet. For August of 2023 net patient revenue was \$135k, so we are \$21k above the previous YTD. If net patient revenue is annualized, it comes in at 90% of the budgeted amount.

Public support revenue is at \$12k, which is 1% of budget, this is \$23k less than August of last year. The public support received to-date is from Individual and Local Organization giving. Fundraising is at 27% of budget and is made up of \$31k for the golf tournament, should get moved back to the prior year during the year end and audit adjustments. Grant income is at 103% of budget, see comment above about full receipt of the budgeted Williamsburg Health Foundation grant.

Expenses: With two months or 16.67% of the year recorded, total expenses are \$523k, 14% of budget. Personnel costs are at 16% of budget, with other (non-salary) operating costs at 9% of budget.

Net income/loss from operations (revenues less expenses) YTD is \$1.114m vs. budgeted net loss of <\$296k>. For August 2023 YTD the net income was \$893k. For the fiscal year ending 6/30/2024, the unaudited net income/(loss) was <\$440k> and the audited amount for operations was <\$399>.

The **endowment fund** is at \$6.293m as of August 31, 2024. For the fiscal year ending 6/30/2024 the fund had a market gain of \$499k over the cost of \$5.564m. In the first two months of this fiscal year the was an additional market gain of \$230k.

Current Assets: Cash balance is \$977k, a decrease of \$29k from August 31, 2023. Receivables (net of allowance for doubtful accounts) are \$178k, a decrease of \$29k from the August 2023 balance.

Other business/activities:

The next finance committee meeting is scheduled for November 18, 2024 at 3:30 pm.

Respectfully submitted,
Melissa Tucker, Chair, Finance Committee

OTMDC Annual Board Workplan

[illegible]

OTMDC Annual Board Workplan

[illegible]



*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
October 28, 2025
5:00 pm

- 1) Call to Order and Attendance | Rebecca Bruhl, Board Chair
- 2) Consent Agenda | Rebecca Bruhl, Board Chair
 - a) Board of Director Minutes | September 23, 2025
- 3) State of the Facility Reports
 - a) Executive Director Update | A. Thompson
 - b) Clinical Update | Kendra Robinson, NP
 - c) Business Office | Jacob Cooper
 - d) Operations | Maggie Beamon
 - e) Dental | Dr. Modeste
 - f) Marketing & Communications | Michelle Williams
 - g) Communication & Development | Susan Dunn
- 4) Committee Reports
 - a) Finance Committee | Melissa Tucker, CPA | Chair
 - b) Governance & Nominating | Dr. Becca Bruhl, Chair
 - c) Planning & Performance | Scott Herr, Chair
- 5) New Business
- 6) Next Board Meeting | November 25, 2025
- 7) Adjourn



OLDE TOWNE
Medical & Dental Center

*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
September 23, 2024
5:00-6:00 pm

1. Call to Order and Attendance | Ms. Becca Bruhl, Board Chair

Attendance			
Members Present		Members Absent	Staff Present
Dr. Becca Bruhl Melissa Tucker, CPA Jonathan Weiss, LCSW Dr. Cornelius Powell Dr. David Aday Christine Payne Brian Fuller Dr. Rana Graham-Montaque	R. Scott Herr Doug Holroyd Heather Modispaw Rashid Jones Rick Jackson Amanda Ulishney John McGlennon Cheryl Fields, CPA	Dr. Robin Nelhuebel Chief Larry Snyder Jennifer Kirby Henderson Dr. Henry Ranger Caleb Rogers	Aaron Thompson Kendra Robinson, NP Michelle Williams Susan Dunn

2. Consent Agenda | Dr. Rebecca Bruhl, Board Chair

- i) A motion to approve the consent agenda was made by Rick Jackson and seconded by Rashid Jones, the motion was approved by the board.
 - i. Board of Director Minutes | August 26, 2024
 1. Change the next meeting date on the report.
 - ii. Executive Committee | September 9, 2024
 - iii. Finance Committee | September 9, 2024

3. State of the Facility Reports | Mr. Aaron Thompson, Executive Director

- i) Facility Update | Aaron Thompson
 - i. Our metrics are steadily improving.
 - ii. The annual VCHA meeting occurred September 18-20, 2024. Representatives from Olde Towne have always attended these meetings previously. This will meet the FQHC requirement to attend state healthcare association meetings.
 - iii. The Audit is still moving steadily forward. We are currently waiting information from Vanguard regarding the endowment.

5249 Olde Towne Road
Williamsburg, VA 23188
757-259-3258 | otmdc.org

- iv. Bree-Anne Weidner, from Cherry Bekaert is the point of contact for the 990, we will need an extension filed.
- v. The Annual Report is complete and has been mailed. It will be available to view online.
- vi. Discussions continue with Sentara regarding EPIC and midwifery.
- vii. The clinic will have a VVFC audit on September 25th.
- viii. Sentara will be onsite to discuss grant updates on September 26th.
- ix. On September 9th, there was a Town Hall meeting with CBH to discuss Integrated Care.
- x. FQHC update: we are nine days from the 2nd deadline. Completing this application will also make it easier to apply as a “Look-a-Like” if it is not awarded an FQHC Designation.
 - 1. There was discussion regarding how the application is scored as well as process.
- ii) Clinical Update | Ms. Kendra Robinson, NP
- iii) Dental | Dr. Lorenzo Modeste
 - i. Middle Peninsula has reached out to Maggie Beamon regarding our services.
 - ii. Eastern State still comes every other Thursday.
 - 1. Regarding Eastern State and safety, we discussed our protocols as well as contracted requirements.
 - iii. Question and discussion regarding how far out the schedule is to get a dental or hygiene appointment.
- iv) Marketing & Communications | Ms. Michelle Williams
 - i. Discussed Birdies for Charity and House of Mercy Toy Drive
- v) Communication & Development | Ms. Susan Dunn
 - i. Nothing of note to add to the report, and no questions were asked at this time.

4. Committee Reports

- i) Finance Committee | Melissa Tucker, CPA, Chair
 - i. Nothing of note to add to the report and no questions were asked at this time.
- ii) Governance & Nominating | Dr. Becca Bruhl, Chair
 - i. FQHC and bylaw changes.
 - 1. Reviewed the minor changes and gave an opportunity for discussion/questions, and there were none.
 - a. Rick Jackson made a motion to approve bylaw changes, which was seconded by Christine Payne. The motion was approved by the board.
 - ii. Annual Board Work Plan
 - 1. The new Work Plan was discussed, and the board was asked for comments and/or recommendations. The document will also be placed on the Board Portal.
- iii) Planning & Performance | Mr. Scott Herr, Chair
 - i. There was no quorum at the last meeting, so no changes were voted on.
 - ii. The SWAT Analysis and Strategic Plan were discussed, and it is felt that they provide a

good foundation.

- iii. The committee will review for input and/or changes, discuss these at the next meeting, and update the board next month.

5. New Business

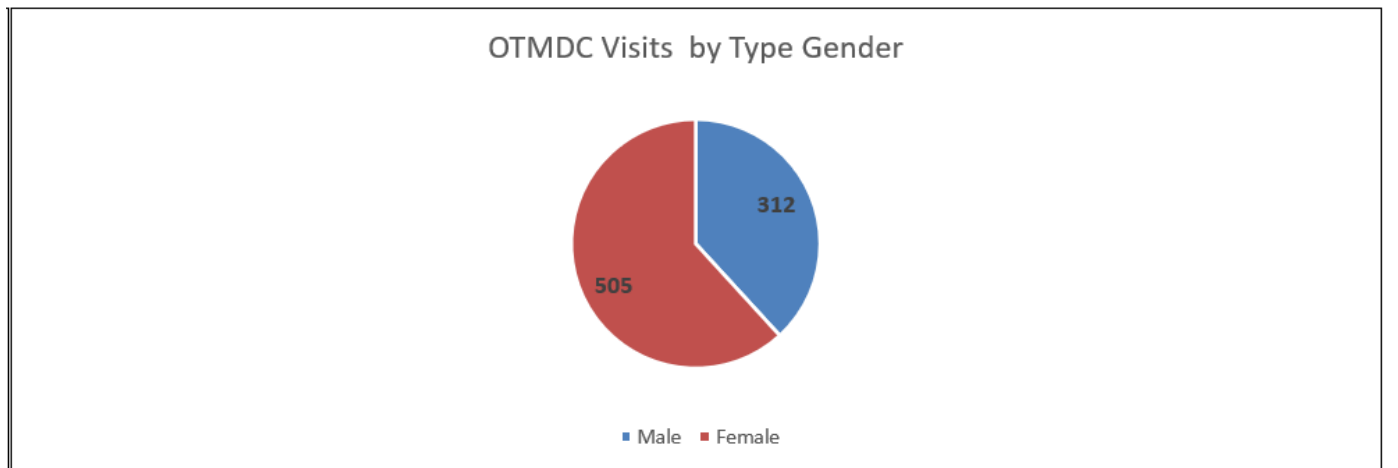
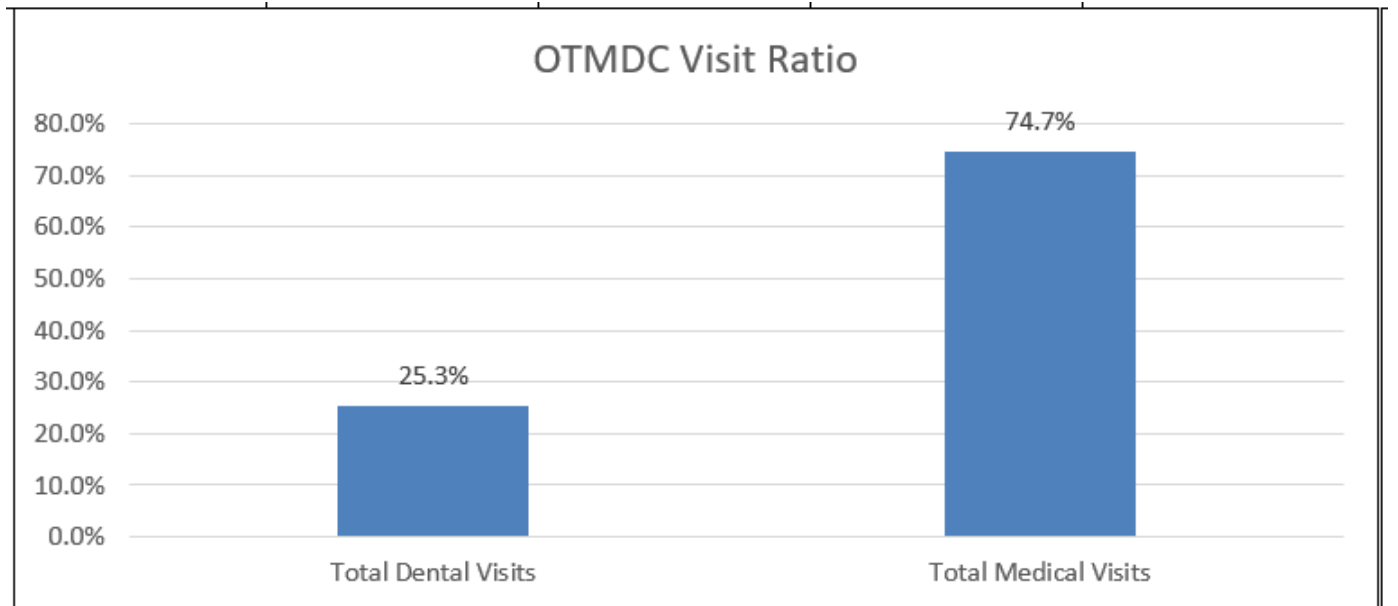
- i) Closed Session
 - i. Executive Director Annual Appraisal Discussion
 - ii. The Executive Director's Annual review was approved, and the board approved merit increase/COLA. Effective October 1, 2024.

6. Next Board Meeting | October 28, 2024 at 5:00 pm

7. Adjourn

- i) A motion was made by Rick Jackson to adjourn the meeting and was seconded by Rashid Jones, the board approved and the meeting adjourned at 6:28.

	September 2023	September 2024	Variance
Total Patients	782	817	▲ 35
Total Visits	1,044	1,163	▲ 119
Visits per patient	1.34	1.42	▲ 0.0885



GENDER			
Gender	September 2023	September 2024	Ratio
Male	334	312	38.2%
Female	710	505	61.8%
	1,044	817	

NUMBER OF CLIENTS SERVED			
Category	September 2023	September 2024	Ratio
Total Dental Visits	190	294	25.3%
Total Medical Visits	854	869	74.7%
Total Visits	1,044	1,163	

LOCALITY			
Location	September 2024	Ratio	Cumulative %
James City County	687	59.1%	59.1%
City of Williamsburg	58	5.0%	64.1%
York County	174	15.0%	79.0%
Charles City	13	1.1%	80.1%
Gloucester	8	0.7%	80.8%
King Queen	3	0.3%	81.1%
New Kent	12	1.0%	82.1%
Newport News	93	8.0%	90.1%
Hampton	22	1.9%	92.0%
King William	24	2.1%	94.1%
Richmond	2	0.2%	94.2%
Surry	7	0.6%	94.8%
Other	60	5.2%	100.0%
	1,163	1,163	

RACE

Race	September 2023	September 2024	Ratio
Asian	46	40	3.4%
Black	205	240	20.6%
Hispanic	286	421	36.2%
White	255	250	21.5%
Other	252	212	18.2%
	1,044	1,163	

AGE

Age Groups	September 2023	September 2024	Ratio
0-11 Months	1	1	0.1%
1-11 Years	55	63	5.4%
12-18 Years	52	38	3.3%
19-35 Years	244	266	22.9%
36-64 Years	537	651	56.0%
65+ Years	155	144	12.4%
	1,044	1,163	

SLIDING SCALE

FPL Sliding Scales	September 2023	September 2024	Ratio
Level B 100% FL	282	367	31.6%
Level C 101-138%	125	142	12.2%
Level D 139-166%	44	72	6.2%
Level E 167-200%	36	27	2.3%
Level F 201-250%	19	9	0.8%
Non Compliant	45	29	2.5%
Full Fee	10	6	0.5%
Level I (Insured)	488	511	43.9%
	1,049	1,163	

HEALTH INSURANCE			
Insurance Category	September 2023	September 2024	Ratio
Uninsured	511	624	53.7%
Medicaid/MCO's	234	291	25.0%
Medicaid Dental	77	87	7.5%
Medicare	45	42	3.6%
Dual Eligible Medicare	4	1	0.1%
Commercial Ins.			
Anthem/Optima/CIGNA	79	117	10.1%
VA Benefits	7	1	0.1%
Healthcare Exchange	22	0	0.0%
Other	65	-	0.0%
	1,044	1,163	

OTMDC

Olde Towne
Medical & Dental Center

WELCOME TO OUR TEAM



Brenda Stinson Clinic Assistant

Brenda Stinson, originally from Detroit, Michigan, spent over 30 years living in Los Angeles before relocating to Williamsburg in 2017. Brenda brings a wealth of experience from prior positions supporting different levels of management in several different industries. This added valuable operational expertise to her skill set. She is looking forward to the new adventure working as a Clinical Assistant at Olde Towne. A proud mother of four beautiful daughters and grandmother to six, Brenda treasures her family and the time spent with them. She enjoys reading, shopping and relaxing with a good book and soothing jazz music playing in the background.



Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0074

100086.612440.249219.19874 1 AB 0.593 372



WILLAMSBURG AREA MEDICAL ASSISTANCE
CORPORATION
5249 OLDE TOWNE ROAD
WILLAMSBURG VA 23188-8111



100086

Notice	CP211A
Tax period	June 30, 2024
Notice date	September 23, 2024
Employer ID number	54-1663905
To contact us	Phone 877-829-5500

Page 1 of 1

Important information about your June 30, 2024, Form 990

We approved your Form 8868, Application for Automatic Extension of Time To File an Exempt Organization Return

We approved the Form 8868 for your
June 30, 2024, Form 990, Return of
Organization Exempt From Income Tax.
Your new due date is May 15, 2025.

What you need to do

File your June 30, 2024, Form 990 by May 15, 2025, electronically. The IRS will not accept Form 990 filed on paper for tax years ending on or after July 31, 2020.
You may use software offered by visiting [IRS.gov/eomefproviders](https://www.irs.gov/eomefproviders).

Additional information

- Visit [IRS.gov/cp211a](https://www.irs.gov/cp211a).
- Go to [IRS.gov/charities](https://www.irs.gov/charities) or call 877-829-5500 to learn more about electronic filing requirements.
- Keep this notice for your records.

Aaron Thompson

From: Aaron Thompson
Sent: Thursday, October 3, 2024 4:07 PM
To: Becca Bruhl; Jones, Rashid; Becca Bruhl (Yahoo)
Cc: A. Thompson; Aaron Thompson; Aaron Thompson; aaron@otmdchealth.com; Amanda S. Ulishney; Becca Bruhl; Brian Fuller; Caleb Rogers; Cheryl A. Fields; Christine Payne; Cornelius Powell; Douglas Holroyd; Heather Modispaw; Henry Ranger; Jennifer Kirby Henderson (jenniferkirby@yahoo.com); John McGlennon; Jonathan Weiss; Kendra Robinson; Larry Snyder; Melissa Tucker; Rana Graham-Montague, DDS; Rashid Jones; rashid.jones@gmail.com; Rick Jackson; Scott Herr; Kendra Robinson; Christopher J. James; Mike Wiser; A. Thompson; rnelheubel@riverside.edu; Aday, David P. Jr.
Subject: Announcement: NAP Application Submission for FQHC Designation



To assure access to quality health and wellness care to the residents and workforce of the Greater Williamsburg Community

Memorandum

To: Board Chair & Vice Chair
From: Aaron L. Thompson | Executive Director
Date: October 3, 2024
Subject: FQHC NAP Application – Submission

Dr. Bruhl & Mr. Jones,

I am pleased to inform you that we have successfully submitted our New Access Point (NAP) Application for Federally Qualified Health Center (FQHC) designation. This marks a significant milestone in our organization's journey towards expanding our services and improving healthcare access for our community.

1. **Application Submission:** Our NAP application has been completed and submitted to the Health Resources and Services Administration (HRSA).
2. **Potential Impact:** If approved, FQHC designation will allow us to:
 - Enhance our ability to serve underserved populations
 - Access additional federal funding and resources

- Expand our service offerings and improve the quality of care

3. Next Steps:

- HRSA will review our application (typically takes several months)
- We may be contacted for additional information or clarification
- We will keep the board updated on any developments or requests

4. Contingency Plan:

We feel very confident about our submission. In the event that our FQHC application is not successful, I want to assure the board that we are well-positioned to apply for the "Look-A-Like" designation. This alternative pathway would still provide many of the benefits of FQHC status and demonstrate our commitment to serving our community.

5. Acknowledgments:

I want to express my gratitude to our dedicated team, who worked tirelessly to prepare this comprehensive application. In particular, our former Board Chair, Mr. Christopher James (Project Manager), Mr. Mike Wiser (Consultant), and Dr. Veronica Shuford (Grant Writer).

We are optimistic about the positive changes this designation could bring to our organization and the community we serve. The board's continued support and guidance throughout this process have been invaluable.

We will provide updates as we receive them. In the meantime, please feel free to reach out if you have any questions or require further information.

Thank you for your ongoing commitment to our mission.

Regards,

Aaron L. Thompson, MBA, CRHCP, CMR
Executive Director | CEO

Olde Towne Medical & Dental Center
5249 Olde Towne Road, Ste. D
Williamsburg, VA 23188
757-703-6029 c

Aaron Thompson

From: System Email User <EHBsAnonymous@hrsa.gov>
Sent: Wednesday, October 2, 2024 3:34 PM
To: Mike Wiser; Christopher J. James; Aaron Thompson; Aaron Thompson; Aaron Thompson
Subject: [External] [External]Application: 00232476 successfully submitted to HRSA

This email is to inform you that the following application has been successfully submitted to HRSA.

Application Number: 00232476
Application Type: New
Organization Name: WILLIAMSBURG AREA MEDICAL ASSISTANCE CORP
Program Name: Health Center Program
Announcement Number: HRSA-25-085
Application Deadline: 08/30/2024
Authorizing Official: Mike Wiser
Single Point of Contact: Aaron Thompson
Application created by: GrantsGovConnector User

You can track the status of this application from your desktop, laptop or mobile device. The Application Status Tracker widget is located on the HRSA.gov website at <http://www.hrsa.gov/grants> (on the top right corner). You will need to provide the Funding Opportunity Number (e.g. HRSA-14-001), the application tracking number from Grants.gov (e.g. GRANT12345678) or HRSA EHBs (e.g. 123456) and your 12 digit Unique Entity Identifier (UEI) used in the application submission. Once you enter this information into the tracker, you can find out where in the process your application is, and what the next steps are.

A close-up photograph of a healthcare professional with long blonde hair and glasses, wearing a blue scrubs top, examining a young child's ear with an otoscope. The child, a young girl with dark skin and hair, is smiling and looking towards the camera. A gold ribbon banner is draped across the top of the image.

30 Years of Health & Wellness

OTMDC | *Olde Towne*
Medical & Dental Center

Impact Report
2023-2024



Everyone deserves a place to get quality healthcare

For 30 years Olde Towne has been providing exceptional primary care, dental services, vision care, prenatal care, specialty services, medication access and most recently, integrated behavioral health services to underserved adults and children in the greater Williamsburg community.

See the impact this year has had on the community as part of our three decades of healthcare services for greater Williamsburg.

Our Mission: To Assure Access To Quality Health And Wellness Care To The Residents And Workforce Of The Greater Williamsburg Community

"It Has Been An Amazing Year In Terms Of How The Organization Continues To Grow, Develop, And Evolve."

This past year has been not just an important year in the history of Olde Towne Medical & Dental Center but it has been an amazing year in terms of how the organization continues to grow, develop, and evolve.

Olde Towne celebrated its 30 years of serving the underserved and uninsured in our community, those individuals who struggle to find quality health and dental care, in an environment that supports their needs while treating each and every one with dignity and respect.

To survive 30 years is an amazing accomplishment for any organization but to do it while responding to the changing health needs of the community, increasing demands on the health practitioners and ever-changing technology is a credit to the wonderful staff and leadership that make up the caring organization we know as Olde Towne. A major component of that success is due to the caring, supportive community in which we live. The support from each of the jurisdictions, James City County, City of Williamsburg and York County; the Williamsburg Health Foundation; all those in the health field who provide expertise, technical support and are willing to share their time to make sure our patients get the advanced care they need. And of course, all of you who are willing to open your wallets numerous times to make sure we can continue to open the door to those in need. Thank you!

As I leave the Board, I look back on the years that I have been active in supporting the organization with excitement about the direction that Olde Towne is pursuing. New initiatives will allow Olde Towne to better respond to the changing health needs of the community and our patients; enhanced dental, more robust primary care, focus on integrated care and the importance of access to appropriate behavioral health services. Plus, enhanced infrastructure to support and maintain the efforts to provide the robust medical and dental services required to meet our mission for another 30+ years.

It's been an honor and privilege to have been a small part of this amazing organization.

Warm Regards,



CHRISTOPHER JAMES,
CHAIR OF THE BOARD OF DIRECTORS 2020-2024





"We Look Forward To Continuing Our Legacy"

This year marked a significant milestone for Olde Towne Medical & Dental Center as we celebrated our 30th Anniversary. Reflecting on our humble beginnings in 1993, when we first aimed to support the Williamsburg Community Hospital, I am amazed at how far we have come. Our journey has been one of continuous growth, adaptation, and dedication to serving our community.

The past year has been transformative. We focused on strengthening our collaborations, which are vital to our success. By working closely with partners like Sentara, Riverside, and Bacon Street, we have expanded our reach and enhanced our ability to provide comprehensive care. Our proactive involvement with the Williamsburg Health Foundation has also been instrumental in our community engagement efforts.

In line with our commitment to remain responsive to the ever-changing healthcare landscape, we have been diligently refining our Strategic Plan. This year, we are excited to announce updates to solidify our strategic partnerships further and ensure our approach remains relevant and forward-thinking. Our quarterly reviews of the plan have kept us agile and prepared to meet new challenges directly.

One of our major initiatives last year was implementing a cutting-edge electronic health platform. We have made progress and continue to move forward. This new system will revolutionize our operations, streamline processes, and significantly enhance patient care and outcomes.

Our team has grown more robust by adding talented new members. Their innovative contributions have made a noticeable impact, and I am confident that their presence will drive us to new heights of excellence. We are ready to embrace the future with open arms, confident in our ability to innovate and inspire. Our team's dedication and passion are the driving forces behind our success, and I am inspired daily by their commitment to our mission.

I would also like to take this opportunity to acknowledge the changes in our Board of Directors. Our heartfelt appreciation goes to Chair Christopher James and Communications & Development Chair Frank Sisto for their outstanding leadership and unwavering support. Additionally, we are deeply grateful for the many contributions of Adria Vanhoozier, President of Riverside Doctors' Hospital Williamsburg. Her guidance and support have been invaluable to our growth and success.

None of our accomplishments would have been possible without the generosity and support of our donors. We are incredibly thankful for the Ford's Colony Residents and the Men's Golf Association. Their contributions have played a crucial role in enabling us to continue our mission and expand our services.

Thank you for being an integral part of our journey. Your support and trust have been the foundation of our achievements. As we embark on the next chapter, we look forward to continuing our legacy of care, compassion, and community service.

With deepest gratitude,

Aaron L. Thompson

AARON L. THOMPSON, MBA, CRHCP, CMR
EXECUTIVE DIRECTOR

"Olde Towne's greatest strength lies in its ability to remain both flexible and transformative in order to meet the needs of patients. For quite some time, we have been working to fill the gaps in care for our patients with behavioral health needs. We've been intentional about building community partnerships to support our very own Integrated Care Model. This year we have made strides in this area and are able to provide these much needed services for our patients and serve as a true medical home for them, offering primary care and access to some behavioral health services."

Kendra Robinson, NP
Clinic Director

"Olde Towne Dental Center has created an indelible mark on greater Williamsburg over the last 30 years by providing optimal dental services to a community that has witnessed the increased cost of dental care. We have truly made these services more affordable to the community at large."

Lorenzo Modeste, DDS
Dental Director

3,735

Total Patients Served
FY 23-24

13,745

Total Patient Visits
FY 23-24

964

Immunizations
Administered FY 23-24

1,511

Total Medicaid Patients
FY 23-24

123

Total Medicare Patients
FY 23-24

2,978

Adult Patients
FY 23-24

757

Pediatric Patients (Under 21)
FY 23-24

1,441

Number of Uninsured
Patients FY 23-24

660

Number of Commercially
Insured Patients FY 23-24



Programs	Details	Outcome
Integrated Health	Primary Care Services Including Behavioral Health Assessments	Increased Patient Primary Care Visits. Enhanced Partnerships With Bacon Street And Colonial Behavioral Health
Comprehensive Dental Services	Dental Care Including Fillings, Extractions, Limited Root Canal Therapy, Crowns, Partials & Dentures.	Addition Of A Registered Hygienist To Dental Staff Allowing Increased Patient Visits For Dental Care
Medication Access Program	2,752 Total Medications Provided To Patients	Dollar Amount Equivalent To \$2,826,565.30

Olde Towne Medical & Dental Center

757.259.3258

otmdc.org

The Dedication Of Our Providers,
Staff, Board Members And
Volunteers Has Produced A
Significant Impact On Our Patients.

We Are Grateful To All Of Our
Outgoing Board Members Including
Christopher James, Board Chair And
Frank Sisto, Communications &
Development Chair, Pictured Here,
For Their Outstanding Support Of
Our Organization.



Celebrating 30 Years Of Health & Wellness

Board Of Directors

Christopher James | Chair
Becca Bruhl, DrPH, MPH, MEM | Vice Chair
Melissa Tucker, CPA | Treasurer

Cheryl Fields, MBA, CPA, CMI
Brian Fuller
R. Scott Herr
Doug Holroyd
Rick Jackson, MPA
Rashid Jones
Jennifer Kirby Henderson
Cheryl Holland
John McGlennon
Rana Graham-Montaque, DDS

Christine Payne, MBA, BSN, RN
Cornelius Powell, MD, MBA, CHCQM-PSRM
Henry Ranger, PharmD
Caleb Rogers
Frank Sisto
Larry Snyder
Amanda Ulishney
Adria Vanhoozier
Jonathan Weiss, LCSW
Shannon Woloszynowski

Volunteers

Dr. Gerard Abate
Cris Becerra
Wilma Bond, RN
Dr. Sarah Civitillo
Margaret Curro
Judy Danko
Peggy Doerr, RN
Nancy Fegenbaum

Dr. Andrew Goodman
Dr. Ronald Grossman
Dr. Karen Isaacs-Charles
Isabelle Kogan
Marie "Pinky" Liona
Dr. Pamela Lundburg
Bella Mack
Dr. William Mann

Melvin Snead, LPC, LMFT
Maneth Mills
Nikki Mowry
Irina Nelson, RN
Rosemary Nevin
Janet Parker
Christine Payne, RN
Dr. Christine Piascik

Pricila Garcia Rodriguez
Mike Sheedy
Dr. Shuping Wang
Dr. Art Wilding

Staff

Aaron Thompson, MBA, CRHCP, CMR | Executive Director
Gregory Biernacki, MD | Medical Director
Kendra Robinson, NP | Clinic Director
Lorenzo Modeste, DDS | Dental Director

Margaret Beamon, CRHCP
Pam Bryant
Jamara Christian, NP
Jacob Cooper, CRHCP
Cami Cox

Susan Dunn
Cierra Fossiano
Meiber Gonzales
Sydney Greenberg, NP
Cindy Gregg

Julie Gutierrez
Kelley Hendricks, RDH
Susan Lontkowski, MD
Abraham Martinez
Destiny Martinez

Kylie Modispaw
Tracy Montgomery
Venora Neil-Lee
Stacey Richman, NP
Christopher Rivera

Alexis Roane
Wendy Romero
Tammy Rosales, LPN
Tonya Sabb
Lisa Tinker, CRHCP
Susan Walkley, NP
Michelle Williams

2023-2024

Celebrating A Milestone Anniversary

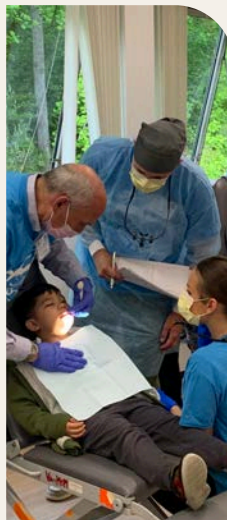
For 30 years Olde Towne has been dedicated to its mission of “Assuring access to quality health and wellness care to the residents and workforce of the greater Williamsburg community.”

The last three decades have cemented Olde Towne as a vital health center that cares for the underserved in greater Williamsburg. Our health resources have created a significant increase in the wellness outcomes of our community while decreasing health disparities of certain populations that we serve, due to substantial barriers.

Throughout our 30 years of providing healthcare, Olde Towne has served as an exemplary model for assistance to individuals and families who often have no other means of receiving necessary medical and dental care.

One of the most distinctive features of our health center's services is our Integrated Care Model. Olde Towne is intentional about caring for the whole person, which includes mental health in addition to physical health. Our Integrated Care Model allows for assessment at each visit to make sure our patients' health is managed both physically and mentally. At the visit, resources are shared and referrals for counseling are managed just as referrals for services for additional physical health care is offered through specialty providers.

Dental Services, Specialty Care by area volunteer specialty providers, Maternity Services, Vision Care, Medication Access for those that qualify, and Laboratory Diagnostic Procedures have been a hallmark of the services Olde Towne provides to our community, then, now, and in the future.



2023-2024 Highlights

It was a busy and exciting year celebrating our 30th anniversary! We kicked off the year-long celebration by hosting the OTMDC Anniversary Gala at the Williamsburg Lodge with awards honoring some of our most distinguished community partners and providers that have been committed to our mission for the better part of the last 3 decades.

Olde Towne has always been an essential resource for our community, and this past year we embraced that responsibility with even more passion. We engaged in multiple endeavors to connect with various groups throughout the community as a wellness organization, a community partner and a resource center.

Some of the benefits of those endeavors included hosting a highly successful second annual "Give Kids A Smile," free dental care event where 213 children were treated with 401 services, free of charge. We organized medical and dental students from VCU and W&M to volunteer within the center, and hosted a local high school group "Medical Explorers" to showcase various health professions.

We began caring for the dental needs of Eastern State Hospital patients through a collaboration with the state facility. We started a Walking Group for patients and hosted Wellness Sessions that included Yoga and Zumba. All while caring for our patients with an increased number of visits over last year.

We were able to expand our outreach within the community. Through our association with the Peninsula Agency on Aging, American Heart Association, Network Peninsula, Virginia Community Healthcare Association, Williamsburg Health Foundation, WJCC Schools, Real People Educating Others, Senior Advocate and other community-minded organizations, we continued to help elevate healthcare in our region.

We welcomed the general public for our first-ever Open House to educate the community about the incredible work we do, allow an opportunity to meet our providers, and see first-hand our impact in greater Williamsburg. Finally, ending our year on a high note, the annual Ford's Colony Resident's Campaign and OTMDC Charity Classic Golf Tournament raised \$80K to help continue support of our mission.

Summer 2023 Highlights

Kickoff of the 30th Anniversary
National Health Center Week
RPEO Back To School Outreach Event

Autumn 2023 Highlights

30th Anniversary Gala
Giving Tuesday
James City County Outreach Event

Winter 2024 Highlights

First Open House Event
Fundraiser At Alewerks Brewing Company

Spring 2024 Highlights

Williamsburg Farmer's Market
Cocktails For A Cause Event
Give Kids A Smile Event
Give Local 757
Ford's Colony Residents Campaign & Golf Tournament

Olde Towne Medical & Dental Center

757.259.3258

otmdc.org



We thank our donors for their generous support in FY 2023–2024!

Our ability to provide services and programs for our patients is a direct reflection of the generosity of our donors and patrons.

We receive contributions from the three local jurisdictions, area foundations and community partners, as well as generous individuals who help champion our mission. To all, we say a humble “Thank You” for your continued support.

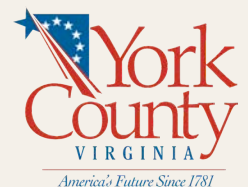
If you would like to donate to Olde Towne Medical & Dental Center and help support services for our patients, please use the attached envelope or visit our website, otmdc.org/donate.

Volunteers are essential for the many demands of our center including clinical and dental services, translators, committees and events. If you would like to volunteer, please go to otmdc.org/volunteer to find out how you can help at Olde Towne.

See Our Full List Of
Donors And Contributors
By Using Your Smart Phone
To Scan This Code:



WILLIAMSBURG
Health
FOUNDATION



Financials FY 2024

3.37 M

CASH RECEIPTS

Local Government Grants

JCC Contribution	\$ 404,764
Williamsburg Contribution	\$ 116,000
York Contribution	\$ 120,256
Total Local Government	\$ 641,020

Grants/Contributions

State Gov't Grants	\$ 3,919
Foundation Giving	\$ 2,700
All Other Foundation Grants	\$ 8,496
Virginia Primary Care Assoc.	\$ 62,636
WHF Contribution	\$ 900,000
Total Grants/Contributions	\$ 977,751

Other Cash Receipts

Patient Services	\$ 852,146
Individual Giving	\$ 161,408
Ford's Colony Men's Golf Event	\$ 49,114
Olde Towne Anniversary Gala	\$ 77,525
Investment Earnings	\$ 510,750
JCC Screening Exams	\$ 62,854
Williamsburg Screening Exams	\$ 5,630
Local Organizations	\$ 5,138
Total Special Event Fundraising	\$ 14,745
Corporate Giving	\$ 16,000

Total Other Cash Receipts \$ 1,755,310

Total Cash Receipts \$ 3,374,081

CASH DISBURSEMENTS

Salaries and Wages	\$ 1,950,173
Employee Benefits	\$ 714,810
Total Personnel Expense	\$ 2,664,983

Professional Services	\$ 174,755
Insurance	\$ 25,500
Telecommunications	\$ 10,035
Annual Audit	\$ 31,260
Space Rental	\$ 146,012
Medical/Pharm/Dental Sup.	\$ 63,429
Laboratory Services	\$ 35,786
Furniture/Equipment Total	\$ 5,000
Other Operational Expense	\$ 217,160

Total Cash Disbursements \$ 3,373,920

Funding Summary

\$3,374,081

Total Cash
Receipts

\$977,751

Total Grants

\$641,020

Total Local Gov.
Contributions

\$3,373,920

Total Disbursements



Calendar Of Events

Please Join Us For These Events Throughout The Coming Year As A Patron Or A Volunteer.

We Appreciate Your Support!



Event	Date	Details	Location
DROP EVERYTHING FOR OLDE TOWNE	September 12, 2024	Annual Golf Ball Drop Sponsored By Dominion Energy	Ford's Colony Country Club
OLDE TOWNE STRIDE FOR WELLNESS RUN	November 16, 2024	5K And 10K Fundraiser Race. A Colonial Road Runners Grand Prix Event	Kingsmill And Carter's Grove Country Road
GIVE KIDS A SMILE	February 8, 2025	Day Of Free Dental Services For Children Up To 18 Years Of Age	Olde Towne Medical & Dental Center
OTMDC CHARITY CLASSIC	May 7, 2025	Annual Golf Tournament Benefiting Olde Towne	Ford's Colony Country Club



5249 Olde Towne Road, Suite D
Williamsburg, VA 23188
www.otmdc.org



Our Mission: To Assure Access To Quality Health
And Wellness Care To The Residents And Workforce
Of The Greater Williamsburg Community.

NONPROFIT ORGANIZATION
U.S. POSTAGE PAID
WILLIAMSBURG, VA
PERMIT #760



Clinical Department Update: 10/16/2024

Submitted by: Kendra Robinson, FNP

- **Medical Department**

- Vacancies:
 - PRN Medical Assistant (Vacant since 12/1/2023)
 - Nurse Practitioner/Physician Assistant (1)
 - We continue to recruit for one additional NP/PA.
 - An offer was made to one candidate, however, she declined and took another position.
 - More interviews are scheduled for 10/23/24.

- **Integrated Care Update:**

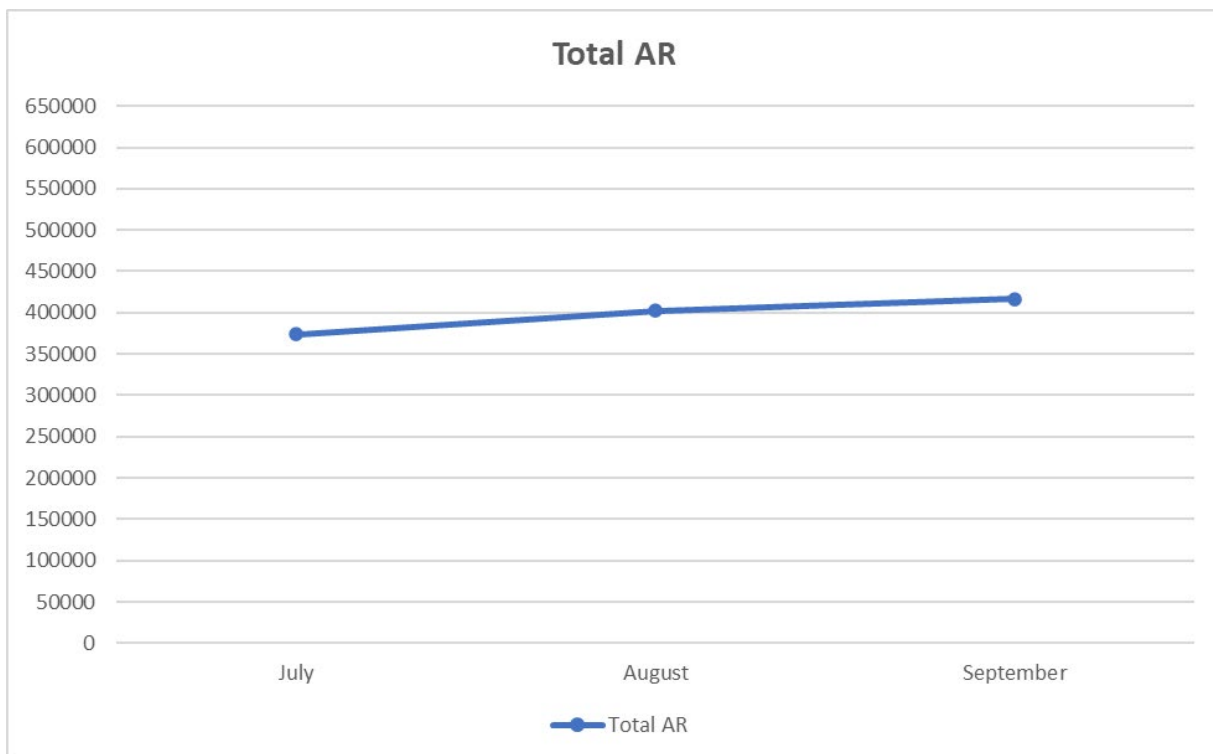
- Recruitment for a psych NP or psychiatrist continues.
- Kiara Robinson, a behavioral health consultant employed by CBH, continues to provide brief interventions and care to the patients of Olde Towne.
- Bacon Street continues to provide counseling weekly for our patients.
- Melvin Snead continues to come biweekly to provide counseling for our patients and has added a few hours a month to accommodate growing need for counseling. We are in the process of getting Mr. Snead credentialed at OTMDC so he can start seeing our insured patients as well.
- VMAP is available to providers daily.
- *Starting in November we may have an additional LCSW volunteering to see uninsured patients at Olde Towne. Details to come at a later date.*

- **General Updates**

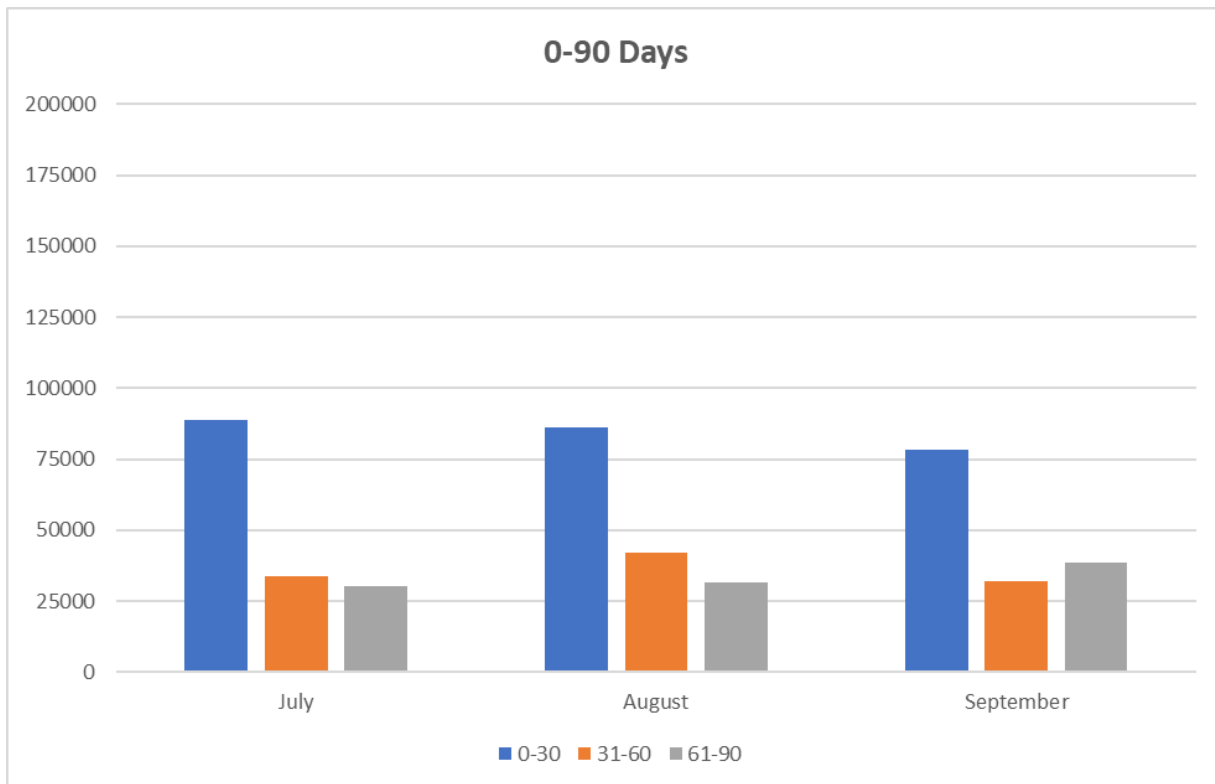
- **Reach out and Read**
 - The reach out and Read site visit was very successful.
- **VVFC (Virginia Vaccines For Children)**
 - The annual audit for the VVFC program was very successful. OTMDC received a perfect score and zero citations during the VVFC audit.
 - The new immunization fridge and freezer were a big hit!
- **Volunteer providers**
 - Dr. Kerry Prewitt (cardiologist) will be joining our team of volunteer providers at Olde Towne. He will be seeing our uninsured patients who need cardiology or vascular consults.

Business Office Departmental Update: October 2024

- The business office - along with Mr. Preston and Mr. Wiser - coordinated with Ms. Beamon, NP Robinson and Mr. Thompson to submit the necessary documentation for Olde Towne's FQHC application.
- Jacob and Lisa continue to compile and submit necessary data for the FY24 audit.
- We continue to monitor patient demographics data to ensure that we have the correct locale selection for their county of residence. This aids in maintaining the accuracy of our CSR report.
- We've preemptively started gathering documents and necessary data for the FY24 Medicare Cost Report (due in December) and are awaiting a Field Audit for the FY23 report.
- Total AR for the first quarter has risen by approximately \$43,000 – mostly due to the over 90-day bracket. Self-pay (sliding scale) represents about 50% of total AR and approximately 63% of the over 90-day bracket.



The up to 90-day categories have generally decreased, with only the 61-90 increasing by approximately \$7,500.



- The business office continues to work with Ops Management and volunteers to purge old records and consolidate our storage units.
- Jacob met with Mr. Simango to discuss and train on Quickbooks functionality.

Date: 10/16/2024

By: Margaret “Maggie” Beamon

Medication Access Program

- For the month of September, MAP requested 107 medications on behalf of 58 patients which was valued at \$109,738.81.

Dates: 09/01/2024 – 09/30/2024		
Patient Count	Request Count	Total Value (AWP)
58	107	\$109,738.81

- .MAP assisted 8 patients with Medicaid applications during the month of August.

Operations Manager

- We are continuing to monitor the incoming calls to the main line and adjust our workflow as needed in hopes to improve the response time for both answering the phones and responding to voicemails received.
- We are continuing to adjust the dental schedule in order to accommodate the patients who have been waiting for an appointment.
- We have hired 2 clinical assistants. Brenda Stinson started today, 10/16/2024 and Aurianna Ouzts will begin in November 2024.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community.

Dental Report

As the leaves begin to change on a cool autumn day, Olde Towne dental clinic continues to forge ahead. The clinic continues to serve a diverse demographic community that depends on our services. We recently treated a patient from Mexico that needed dental care. Upon examination, we discovered the entire previous treatment of the tooth would be considered “totally inadequate “in terms of “American standard of treatment “. We subsequently determined that the tooth had to be extracted. But, these types of cases always have me reflect on my professional proficiency as a provider and the true value and impact that we continue to share with the community. It also gives me humility knowing that we are training our future dentists here at Olde Towne and providing each student with invaluable experiences to become competent professionals!

For the month of September, we treated 279 patients. Patient encounters were 294. The clinic continues to treat Eastern state patients as well. The clinic also continues to have a steady flow of patients in need of partials and dentures, so we continue (in conjunction with the business department) working on pre- authorizations for the patient’s treatment. It has been a true service (blessing) that DentaQuest has provided services for dentures and partials. A large part of the underserved community will truly benefit from these services.

On the evening of October 16 Old Town will host its quarterly Dental Study meeting which invites dental professionals from the community to engage in fellowship and lecture. This lecture also provides continuing education credits for all professionals in attendance. These lectures include a host of dental topics that are relevant to the dental practice and care of patients.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Marketing & Communications Report Summary

September 14, 2024 – October 12, 2024

Events & Fundraising:

Working on details of **Giving Tuesday**, December 3, 2024. Campaign will focus on specific needs of the center.

Michelle and Susan are currently working on details of **Stride For Wellness** 5K/10K race logistics for November 1, 2025. JCC permit approved along with JCC police approval.

Making plans and contacts for **Give Kids A Smile**, February 8, 2025.

Communications:

Email Blasts/Newsletters: October email being composed in new platform MailChimp. If you are not receiving our monthly newsletter please let Michelle know.

Posted content for **Social Media Posts** on all channels as well as happenings about Olde Towne along with health information for patients. Focus was on community outreach, services and programs for OTMDC as well as donation opportunities and recent activities.

Susan reached out to **JCC Recreation Center** to see about OTMDC using their closed-circuit monitors for advertisement of OTMDC services and events.

Marketing & Outreach:

We participated in **Here For The Girls** "Run For The Hills" 5K event as a Vendor. Made new connections with some local organizations including **Genentech**, **The Smile Group** and **Virginia Beer** among others. It was a well-attended event with 450 runners. Good way to promote Olde Towne and, also was opportunity to consider options for our own 5K/10K event.

Participated with **House of Mercy** in their Health Fair. We were a vendor for the event sharing OTMDC services with their clients as a resource for health and wellness.

Ambassador Connections

Met with P.J. Piggott of **The Pavilion At Williamsburg Place** to learn about the facility and services they provide for Mental Health. Invited Kiara Robinson to attend as well. The Pavilion has crisis space as well as longer-term treatment available for patients in need of mental health and is also connected to The Farley Center for substance abuse. P.J. will be bringing information to our providers for them to have for patients. He also took a tour and learned about OTMDC as a community resource as well.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Ambassador Connections Cont'd.

Michelle met with Derek Mason of **WYDaily** to find out more about how OTMDC can utilize their on-air platforms for marketing. We discussed some promotions for events and ways to offset advertising costs as well as collaborations with other advertisers.

Social Media Analytics

Facebook Reach 2.2K Facebook Engagement Decrease 29% Reactions Decrease 38%

Instagram Reach 651 Instagram Followers 332 Instagram Engagement Increase 29%

On the Calendar – Upcoming Events and Outreach Opportunities (volunteers always welcome)

October 18 – Williamsburg Advisory Council Meeting

October 23 – Network Peninsula Funders Forum, Norfolk

November 7 – JCC Live Well Expo

*Michelle was on vacation, 9/25-10/1.

[View this email in your browser](#)



THE
PULSE



Olde Towne featured in WHF Video *Difference Makers*

WILLIAMSBURG
Health
FOUNDATION

Celebrates the Difference Makers

Olde Towne Medical and Dental Center is proud to be part of this incredible salute to community organizations that are driving the advancement of the health and wellbeing of our region.

Each organization featured is a "Difference Maker". Through our shared passions, and with the funding of the Williamsburg Health Foundation, greater Williamsburg families are able to receive resources that positively impact the health of residents and the workforce at every stage of life.

We are grateful to be part of this unique and important group of organizations. Thank you to each one for all you do and thanks to the Williamsburg Health Foundation for this amazing video!

To watch the video, click on the Health Foundation logo above or use the button below

[Difference Makers Video](#)



Connecting With The Pavilion At Williamsburg Place

Olde Towne had the privilege of connecting with The Pavilion at Williamsburg Place, a 66-bed inpatient psychiatric facility offering services for mental health in a safe and secure environment that helps patients return to a well-functioning, full life.

Mr. Purcell "PJ" Piggott stopped by and shared the services of The Pavilion in an effort to help Olde Towne gain access to another resource for the mental health of our patients.

Collaborations like this within our community make Williamsburg a great place to live and helps connect resources for all. Thank you Mr. Piggott for sharing your valuable services with Olde Towne.

Pictured with Mr. Piggott, Business Development Representative at The Pavilion are (L-R) Kiara Robinson onsite Mental Health Consultant with Colonial Behavioral Health, Michelle Williams, Marketing & Communications for Olde Towne and Susan Dunn, Development & Communications for Olde Towne.

[View](#)



Golf Ball Drop \$250 Winner

Mr. Joe Martin was our \$250 Winner of the Golf Ball Drop since his golf ball was the second closest to the hole. He stopped by to pick up his winnings and took a photo with our Executive Director, Mr. Aaron Thompson.

Mr. Martin commented on the great work we do in the community and how much he appreciates Olde Towne. We appreciate your support Mr. Martin. Congratulations!



There's Still Time To Donate To Olde Towne With Birdies For Charity Grow Your Donation 10%

Olde Towne is participating in the Dominion Energy Charity Classic "Birdies For Charity." You can still **donate NOW through October 20** and your donation will grow by 10% to benefit patients of Olde Towne.

The Dominion Energy Charity Classic is at The Country Club Of Richmond October 17-20.

For more info about donation or the tournament, click below

[Birdies For
Charity](#)

Give Kids A Smile Is Coming February 8



Give Kids A Smile®

Give Kids A Smile® is an annual volunteer initiative providing free educational, preventive and restorative services to children from low-income families. Thousands of dentists across the country will take time from their practices to help underserved children who aren't getting the oral health care they need.

Will You Join Us?

Give Kids A Smile focuses on giving free dental care to children who would normally go without. We welcome Dentists, Hygienists, Dental Assistants, Spanish Speakers, Clerical Help, Club's, High School Organizations, and Community Organizations.

Your Community Needs You!

Help make a difference in the lives of children in your community. Please consider volunteering your time and talents for this year's Give Kids A Smile!

Can't Volunteer, But Still Want To Help?

Donations of food/beverages, giveaways, supplies for children's activities are welcome too! Contact susan.dunn@jamescitycountyva.gov for more information.

Scan To Volunteer
or go to bit.ly/4eQ634F



Date: February 8, 2025

Time: 8:00am - 4:00pm (volunteer hours, patient hours are 9-3)

Location: Olde Towne Medical & Dental Center
5249 Olde Towne Rd, Williamsburg VA 23188

For More Information Contact susan.dunn@jamescitycountyva.gov



Happy Halloween
From Olde Towne

Community Corner

We love connecting in the community. Here's what we've been up to recently.



Here 4 The Girls Run For The Hills 5K

Olde Towne was part of the Vendor Village for the Here 4 The Girls Run For The Hills 5K to benefit young women with Breast Cancer. We had a great time sharing our information with race participants and supporters. Olde Towne can be a welcome primary care and dental services solution for families who have been faced with a new diagnosis or hit hard by the financial strain of a cancer diagnosis and treatment.

Olde Towne is always glad to be part of community events like this one and to support our peer organizations like H4TG that are serving the better health of our community.

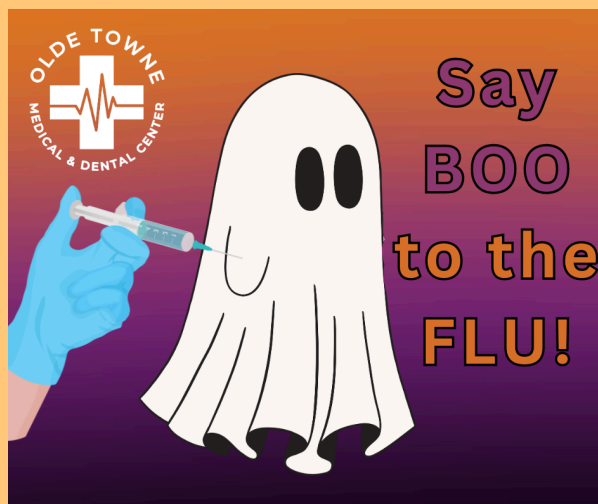
Picture 1 above are participants in the 5K Race. Picture 2 are Susan and Michelle of OTMDC along with Joyce Ortiz, H4TG Board Vice Chair and Chris Schwab, H4TG Executive Director.

House Of Mercy Health Fair

House of Mercy Health Fair was a chance for Olde Towne to partner with another peer organization that is a terrific resource for our community. We were able to meet with some of their clients that can use OTMDC Services.

Another benefit of events like these are the connections we make with other local groups and organizations to share our information and find out what additional needs there are among local residents, the homeless and those that are under served. We were able to share information about our primary care, dental services, pediatric services and behavioral health. Another plus - finding additional volunteers that want to help further our mission.

Olde Towne values these outreach opportunities. Thank you House of Mercy! Keep up the good work!



Time To Get Your Flu Shot!

October is the perfect time to get your flu shot so you can be protected throughout the fall and winter months. The holiday season is coming up fast and you don't want to miss family gatherings, parties and activities by being down with the flu.

A simple vaccine can make the difference in decreasing your risk of contracting or spreading the influenza virus and can significantly decrease symptoms and length of time recovering from the virus if you do contract it. While you're at it, get the COVID vaccine too to make sure you are protected.





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Our mailing address is:

Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe](#)

Communications & Development | Susan Dunn

October 2024

Development

- **Events**
 - Give Kids A Smile | February 8, 2025
 - Begun work on coordinating the event.
 - Sent out a save the date to current and past volunteers, former GKAS volunteers, as well as several area dental offices.
 - CFA will be in attendance, hopefully with the cow mascot, giving away food to families in attendance.
 - Reached out to TowneBank about their mascot, Towne E. Bear, visiting the event.
 - Reached out to Solomon the Comfort Dog to visit the event.
- **Volunteers**
 - Applications have slowed down now that the semester is underway.
 - Created an online form for volunteers to enter their time and this seems to be working well. It integrates with our donor platform to track hours. See attached for our first quarter data.

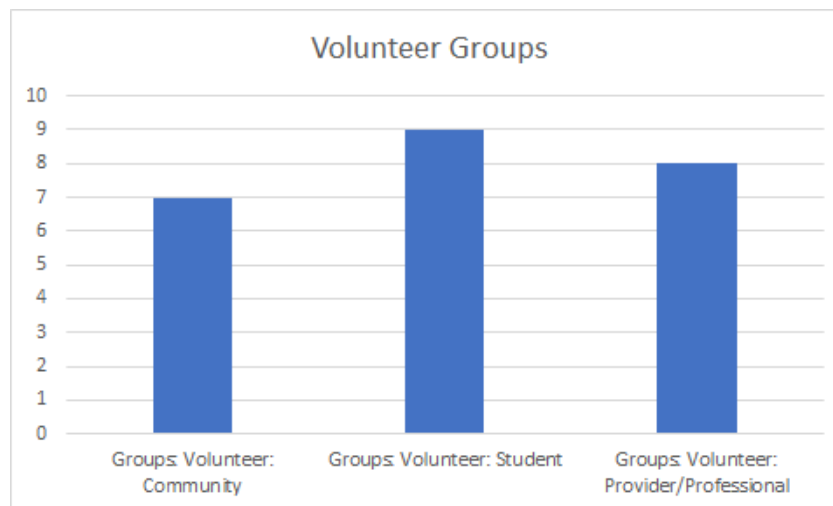
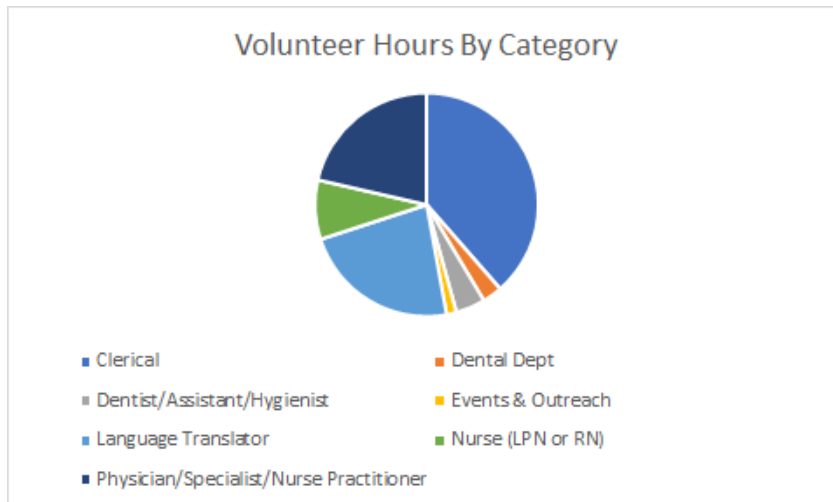
Communication

- **Website**
 - Working on streamlining some areas of the website for ease of use.
 - Updating events, scrolling banner, and photo gallery.
 - Added the Annual Work Plan to the board portal.
- **Misc**
 - Created graphics for upcoming Giving Tuesday fundraiser.
 - Informational flyers for GKAS Save the Date, Event, and Volunteers created.
 - Updated our brochure and created Spanish version.
 - Created Welcome video for social media.
 - Created graphics for social media advertisements that are fall related.
 - Created and disseminated Staff Newsletter.

Olde Towne Medical & Dental Center

FY25 Quarter 1

Category	Count	Total Hours
Clerical	27	134.25
Dental Dept	2	27.0
Dentist/Assistant/Hygienist	3	8.5
Events & Outreach	1	6.0
Language Translator	16	102.75
Nurse (LPN or RN)	6	42.0
Physician/Specialist/Nurse Practitioner	15	74.25
Totals	70	394.75



FY24 Volunteer Summary						
Volunteers	Total Volunteers	Q1 Hours	Q2 Hours	Q3 Hours	Q4 Hours	Total Hours
DOCTOR VOLUNTEERS	7	39.75	27.25	133.75	69.75	270.5
DENTIST VOLUNTEERS	1	0	0	16	16	32
NURSE VOLUNTEERS	4	67.5	59.75	53.5	75	255.75
DENTAL ASST/HYGIENIST	3	27.75	109	42.5	10.75	190
COMMUNITY VOLUNTEERS	11	157	143	95.25	134.5	529.75
COLLEGE VOLUNTEERS	23	102.5	159.75	204.50	280.25	747
Totals	49	394.5	498.75	545.50	586.25	2025

SAVE THE DATE!

To volunteer at our next GKAS event. More
volunteer information to follow.

Questions or to make sure you are on our
volunteer email list contact

susan.dunn@jamestowncitycountyva.gov

Give Kids A Smile



Free Dental Services

*For Children Under 18 And Are
Medicaid Eligible Or Uninsured*

Date: **February 8, 2025**

Time: **9:00am - 3:00pm (tentative)**

Location: **Olde Towne Medical & Dental Center**

5249 Olde Towne Rd, Williamsburg VA 23188

OTMDC Staff News

Olde Towne
Medical & Dental Center

October 2024



Keep Yourself & Others Healthy

Take a look at the October bulletin board for some tips on how to stay healthy, and keep others healthy, from illness.

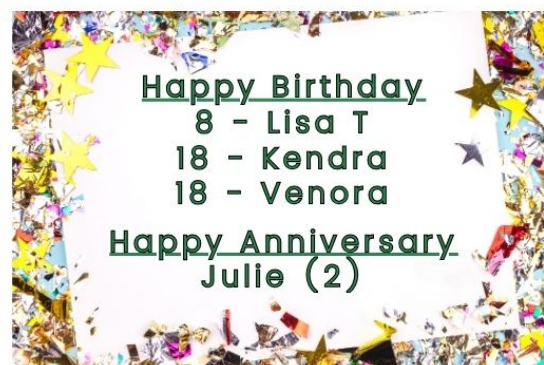
- Handwashing can reduce illness by 21%
- Using facial tissue to cover a cough and sneeze helps prevent the spread of germs.
- Exercise improves your immune system to help prevent illness.
- Limit sugar as it can trigger an inflammatory response that causes disease and illness. This inflammation can also make cold symptoms like coughing worse.

OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Homemade Cookies Day	2	3 Staff@2	4 World Smile Day	5 H4TG Vendor Table
6 Physician Assistant Day	7	8	9 Moldy Cheese Day	10	11 World Egg Day	12
13	14 Columbus & Indigenous People Day	15	16 Dictionary Day	17	18	19 Evaluate Your Life Day
20	21 Pumpkin Cheesecake Day	22	23	24	25 Howl at the Moon Night	26 National Pumpkin Day
27 Black Cat Day	28	29 National Frankenstein Day	30	31 Halloween		

Announcements

- The monthly staff meeting will be held 10/3 at 2:00pm in the MPR.
- We will be filming a short video of the staff standing outside their main hall doors waving hello immediately after the staff meeting.
- Events & Outreach will be representing OTMDC at the Here For The Girls Run at a vendor table on 10/5 from 7-11am in New Town. Stop by if you are in the area.
- Thank you to all that helped with our Golf Ball Drop fundraiser.
- If you have not nominated someone for Employee of the Quarter please submit to Mr. Thompson as soon as possible.



OTMDC Finance Committee
October 2024
Summary Report to the Board

Recommended Actions:

None.

Financial Report: attached to this report is the ‘condensed’ year to date financial report for the three months ending 9/30/2024.

Revenue: Total revenues from operations year to date (YTD) are \$1.723m, 52% of budget and \$278k more than September of 2023. This includes receipt of the \$900k from Williamsburg Health Foundation that was budgeted. Gross patient revenue (before deduction of bad debt expense) is \$248k, 23% of budget. Net patient revenue (after deduction of bad debt expense) the same since there has been no bad debt adjustment recorded yet. For August of 2023 net patient revenue was \$185k, so we are \$63k above the previous YTD. If net patient revenue is annualized, it comes in at 97% of the budgeted amount.

Public support revenue is \$29k, which is 5% of budget, this is \$20k less than September of last year. The public support received to-date is from Individual and Local Organization giving. Fundraising is at 2% of budget. The expected move of \$31k for the golf tournament back to the prior year has been done. Grant income is at 105% of budget, see comment above about full receipt of the budgeted Williamsburg Health Foundation grant.

Expenses: With three months or 25% of the year recorded, total expenses are \$818k, 23% of budget. Personnel costs are 23% of budget, with other (non-salary) operating costs are 20% of budget.

Net income/loss from operations (revenues less expenses) YTD is \$904k vs. budgeted net loss of <\$296k>. For September 2023 YTD the net income was \$733k. For the fiscal year ending 6/30/2024, the unaudited net income/(loss) was <\$440k> and the audited amount for operations was <\$399>.

The **endowment fund** is at \$6.377m as of September 30, 2024. For the fiscal year ending 6/30/2024 the fund had a market gain of \$499k over the cost of \$5.564m. In September 2024, the fund recognized dividend income of \$33k, increasing the cost basis to \$5.597. Additionally, in the first three months of this fiscal year the was an additional market gain of \$281k.

Current Assets: Cash balance is \$951k, an increase of \$121k from September 30, 2023. Receivables (net of allowance for doubtful accounts) are \$192k, an increase of \$6k from the September 2023 balance.

Other business/activities:

The next finance committee meeting is scheduled for November 18, 2024, at 3:30 pm.

Respectfully submitted,
Melissa Tucker, Chair, Finance Committee

OTMDC -- Summary Financial Results: YTD 9-30-2024

<u>Income-Expense:</u>					
	<u>Tot. Sept</u>	<u>Total YTD</u>	<u>Annual Budget</u>	<u>Variance</u>	<u>% of annual</u>
<u>Revenue:</u>					
Local Government	\$ -	\$ 282,306	\$ 626,962	\$ (344,656)	45%
Patient Revenue	\$ 92,191	\$ 248,338	\$ 1,076,500	\$ (828,162)	23%
Less: Bad Debt "Adjustment"	\$ -	\$ -	\$ -	\$ -	0%
Less: Bad Debt Expense	\$ -	\$ -	\$ (36,000)	\$ 36,000	0%
Net Patient Revenue	\$ 92,191	\$ 248,338	\$ 1,040,500	\$ (792,162)	24%
Public Support	\$ 7,575	\$ 19,575	\$ 427,000	\$ (407,425)	5%
Special Events-Fundraising	\$ (29,629)	\$ 1,879	\$ 115,000	\$ (113,121)	2%
Grants	\$ 15,288	\$ 1,170,598	\$ 1,120,000	\$ 50,598	105%
Misc. (inc. cash over/short)	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 85,424	\$ 1,722,696	\$ 3,329,462	\$ (1,606,766)	52%
<u>Expenses:</u>					
Total Personnel	\$ 223,700	\$ 691,001	\$ 2,999,136	\$ (2,308,135)	23%
Total Non-Personnel Exp.	\$ 71,407	\$ 127,028	\$ 621,450	\$ (494,422)	20%
Furn/Equipment (Total)	\$ 422	\$ 422	\$ 5,000	\$ (4,578)	8%
Total Expenses	\$ 295,528	\$ 818,451	\$ 3,625,586	\$ (2,807,135)	23%
Net Income	\$ (210,104)	\$ 904,245	\$ (296,124)	\$ 1,200,369	-305%
Transfer From/(To) Endowment	\$ -	\$ -	\$ 296,124	\$ (296,124)	0%
Net Cash Change After Trfr.	\$ (210,104)	\$ 904,245	\$ -	\$ 904,245	0%
<u>Investment Fund Summary:</u>					
	<u>YTD (12 mos.)</u>	<u>Curr. Mo.</u>			
Beg. Balance, cost	\$ 5,524,722	\$ 5,563,750			
Dividends reinvested 9/30/2024		\$ 33,510			
Cost, 9/30/2024		\$ 5,597,260			
+/-: Gains/Losses, through 6/30/2024	\$ 153,348	\$ 499,071			
Beg. Balance, market		\$ 6,096,331			
+/-: Gains/Losses, fiscal year to date		\$ 280,938			
+/-: Transfer from/(to) Operations		\$ -			
End Balance	\$ 5,678,070	\$ 6,377,269			
<u>Current Assets Report</u>					
		<u>9/30/2024</u>	<u>YTD Diff.</u>	<u>9/30/2023</u>	
Cash		\$ 950,626	\$ 121,131	\$ 829,495	
Investments		\$ 6,377,269	\$ 980,988	\$ 5,396,281	
SUBT.		\$ 7,327,896	\$ 1,102,119	\$ 6,225,776	
Total Receivables		\$ 254,349	\$ (43,687)	\$ 298,036	
Less: Allow. For Doubtful Accts.		\$ (62,273)	\$ 49,660	\$ (111,933)	
Net Receivables		\$ 192,077	\$ 5,974	\$ 186,103	
Total Current Assets		\$ 7,519,972	\$ 1,108,093	\$ 6,411,879	



*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Directors Meeting
November 25, 2024
5:00 pm

- 1) Call to Order and Attendance | Dr. Rebecca Bruhl, Board Chair
- 2) Consent Agenda | Rebecca Bruhl, Board Chair
 - a) Board of Director Minutes | October 28, 2024
 - b) Finance Committee Minutes | November 18, 2024
 - c) Executive Committee Minutes | November 18, 2024
- 3) State of the Facility Reports | Mr. Aaron Thompson, Executive Director
 - a) Clinical Update | Kendra Robinson, NP
 - b) Dental | Dr. L. Modeste
 - c) Business Office | Jacob Cooper
 - d) Operations | Maggie Beamon
 - e) Marketing & Communications | Michelle Williams
 - f) Communication & Development | Susan Dunn
- 4) Committee Reports
 - a) Finance Committee | Melissa Tucker, Chair
 - b) Governance & Nominating | Becca Bruhl, Chair
 - c) Planning & Performance | Scott Herr, Chair
- 5) New Business
 - a) December 23, 2024 – Facility Closing
- 6) Next Board Meeting | December 16, 2024, *this is a week earlier than normally scheduled due to the holiday week
- 7) Adjourn

Board of Directors Meeting October 28, 2024

Attendance			
Members Present		Members Absent	Staff Present
Dr. David Aday	Dr. Cornelius Powell	Cheryl Fields, CPA	Kendra Robinson, NP
Dr. Becca Bruhl	Melissa Tucker, CPA	Rick Jackson	Jacob Cooper
Dr. Rana Graham-Montaque	Jonathan Weiss, LCSW	Dr. Henry Ranger	Susan Dunn
R. Scott Herr	Brian Fuller	Amanda Ulishney	
Rashid Jones, MBA	Doug Holroyd	Heather Modispaw	
Jennifer Kirby	John McGlennon		
Henderson	Caleb Rogers		
Dr. Robin Nelhuebel	Chief Larry Snyder		
Christine Payne			

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Chair
2. Consent Agenda | Dr. Rebecca Bruhl
 - a. Board of Director Minutes | September 23, 2024
 - i. Doug Holroyd made the motion to accept the consent agenda as presented, and Rashid Jones seconded the motion, the board approved the motion.
3. State of the Facility Reports
 - a. Overall Facility | Dr. Rebecca Bruhl
 - i. Completed an overview of some highlights of what was included from the Board Packet.
 1. Questions regarding the increase in our Hispanic population as well as uninsured. Jacob Cooper addressed these topics.
 - b. Clinic Update | Kendra Robinson, NP
 - i. No additions or questions regarding what was included in the board packet.
 - c. Business Office | Jacob Cooper
 - i. No additions or questions regarding what was included in the board packet.
 - d. Communications & Development | Susan Dunn
 - i. No additions or questions regarding what was included in the board packet.

4. Committee Reports

- a. Finance Committee | Melissa Tucker
 - i. Review of main points regarding the data included in the board packet.
 - ii. Discussed increase in patient revenue.
 - iii. Question regarding if the 990 has been filed.
- b. Planning & Performance Committee | Scott Herr
 - i. Reviewed the points the committee needs to meet and/or remove (document provided to the board at the meeting).
 - 1. Overview of opportunities & look into what/if there are metrics to show/define this.
 - ii. The committee will meet with the Executive Director in the next few weeks to discuss where OTMDC currently is and some of the weaknesses and threats.
 - iii. Now that the board has an overview, the committee chair would like thoughts/suggestions emailed.
 - iv. Complete needs assessment with community input (community health needs assessment), perhaps using Sentara's or Riverside's current assessments or the Health Foundations or United Way.
- c. Governance & Nominating Committee | Dr. Rebecca Bruhl
 - i. Discussed how to incorporate more patients onto the board.
 - 1. G&N could speak to the Medical Professionals to find candidates.
 - 2. Utilize a random survey.
 - 3. Utilize a satisfaction survey.
 - a. Phreesia
 - i. Could the survey include asking about being on board
 - ii. If these are anonymous, can they leave contact info?
 - iii. Include the survey and results in the next board meeting packet so that the board can see what the survey looks like.
 - 4. Ask board members to interview selected patients to gather information on practice satisfaction and possibly serve on the board.
 - 5. Create a patient advisory committee.
 - ii. Discussion on how to help with language barriers
 - 1. Potential solutions: more volunteers, language apps, church groups, and specific hires.
 - 2. Language barrier when calling patients back. When patients are called back, and we are not prepared to speak to them, how can this be resolved?
 - a. A face-to-face app was mentioned; however, it can be costly and Dr. Powell feels it really only helps with ASL patients.
 - iii. Annual Performance Evaluation
 - 1. Rashid reviewed the Performance Goals and Objectives document and asked the board to review it and offer input.
 - 2. Question: how can we assess the language barrier to create a metric for assessment?

- iv. What do we want to see in the monthly board reports?
 - 1. P&P will have quarterly performance reports.
 - 2. The committee will meet with Mr. Thompson to discuss what needs to be assessed versus what is assessed but not reported on.

5. New Business

- a. Other information and education needs within the board
 - i. Discussion needs to take place regarding what Look-a-Like Status would mean if we do not receive FQHC status
 - ii. Succession status for rolling off members.
 - iii. What information would the board like to see at meetings?
 - 1. How do we determine community needs?

6. Next Board Meeting | November 25, 2024

7. Adjourn

- a. A motion to adjourn the meeting was made by Dr. David Aday and seconded by Rashid Jones, MBA, with the board in agreement, and the meeting adjourned.



**Finance Committee Meeting Agenda
November 18, 2024 | 3:30PM**

- Call to Order
 - The meeting was called to order by Melissa Tucker at 3:30 pm, and a quorum was present.

- Roll Call

Members Present	Members Absent	Staff Present
Melissa Tucker, Chair Scott Herr Becca Bruhl Jonathan Weiss	Amanda Ulishney Brian Fuller Cheryl Fields Heather Modispaw	Aaron Thompson Jacob Cooper Susan Dunn

- Approval of minutes from the September meeting
 - The September minutes were approved at the September Board Meeting.
- Review of Internal / committee Financial Reports for 10/31/2024.
 - Discussion regarding public support and how it is not consistent could be due to the cyclical nature of fundraising events.
 - Endowment did not perform well the past month, but overall still up.
 - Discussed improvements regarding billing.
 - Discussed reasons for the increase in self-pay revenue compared to last year at this time.
- Audit Status
 - No outstanding items on our end.
- Status of Year-end June 30, 2024, period 13 adjustments in MUNIS.
 - All adjustments have been input.
- Status of transition to our own accounting system.
 - Currently running both systems concurrently, QuickBooks and Munis, from July 1, 2024.

- What else does the finance committee need to know or be looking for?
 - 990 is underway, and we are waiting for the audit to be completed.
 - Grants FY'26 applications from the jurisdictions have been submitted.
 - No FQHC decisions have been made as of yet.
 - EPIC MOU has been submitted back to Sentara.
 - The midwifery program that will augment our services is moving ahead. Dr. L's last day is 12/20.
 - Meeting with a potential Dev. & Grants candidate later this week.
 - VCU School of Dentistry will visit this week.
 - Sentara Cares will visit on 12/3 for a grant review and tour.
 - Jonathan Weiss will be offering his services at Olde Towne after his tenure on the board.
 - 5 chair members will be rolling off the board on 6/30/25.
 - Request for change in hours for 12/23/24 to have the facility closed on the Holiday due to low patient panels and staff PTO
- Next meeting
 - January 13, 2025, at 3:30 pm
- Motion to adjourn was made by Scott Herr and seconded by Dr. Bruhl; motion approved and the meeting was adjourned.

**Executive Committee Meeting
November 18, 2024**

- Call to Order
 - Dr. Becca Bruhl called the meeting to order at 4:22, and a quorum was present.

- Roll Call

Members Present	Members Absent	Staff Present
Becca Bruhl Melissa Tucker Scott Herr	Rashid Jones	Aaron Thompson Susan Dunn

- Approval of Minutes | September 9, 2024
 - The minutes from the September meeting were reviewed and approved.
- Executive Director Update | Aaron Thompson, MBA, CRHCP, CMR
 - Work on the 990 is underway, and we are waiting for the audit to be completed.
 - Grants for FY'26 applications from the jurisdictions have been completed.
 - i. City of Williamsburg
 - ii. York County
 - No FQHC designation decision
 - EPIC MOU has been submitted back to Sentara.
 - The Midwifery program that will augment our GYN services is moving ahead.
 - Dr. Lontkowski's last day is 12/20.
 - Meeting with a potential Dev. & Grant candidate later this week.
 - VCU School of Dentistry will visit this week to discuss program progress.
 - Sentara Cares will visit on 12/3 for a grant review and tour.
 - Jonathan Weiss will be offering his services at Olde Towne after his tenure on the board.
 - 5 chair members will be rolling off the board on 6/30/25.
 - The Executive Director requested that the facility be closed on 12/23/24.
- Reports
 - Finance Report | Melissa Tucker
 - Completed an overview of October 2024 financials.
 - Planning & Performance

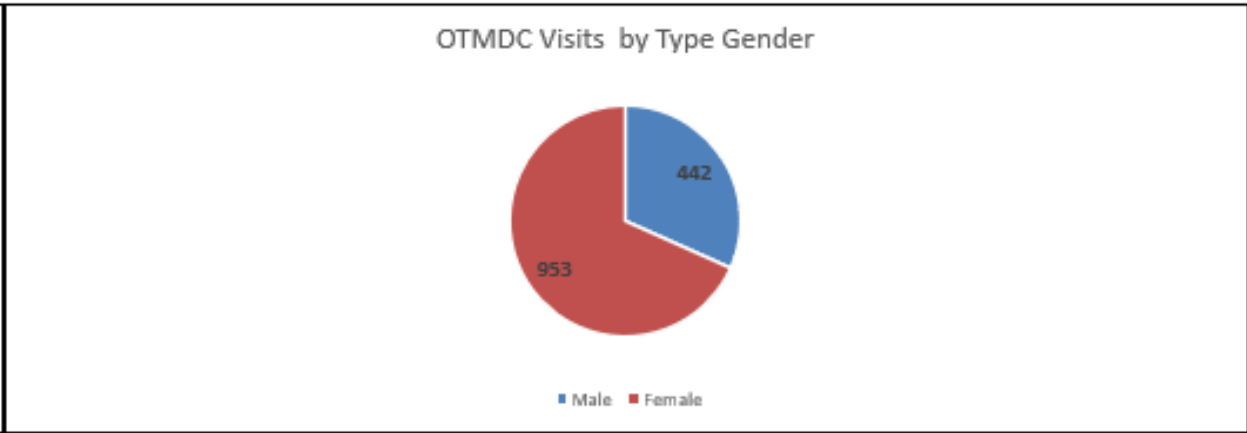
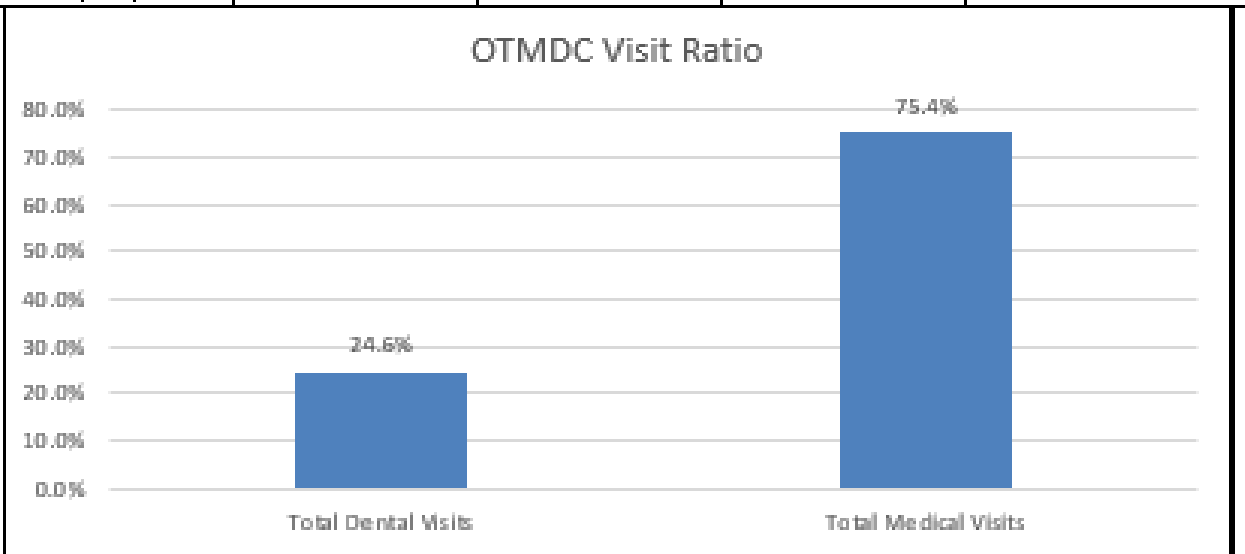
- The SWAT analysis was reviewed with board members and Aaron. The committee will discuss a new draft this month.
- Discussed action items with the committee. Mr. Thompson will update the introduction in the document.
- The former document utilized a consultant, and we are looking into working with one again.
- Discussed the FQHC Needs Assessment and how OTMDC fits into that, and what needs to be changed.
- Timeline to complete the Strategic Plan is in January.
- G&N Update
 - At the next meeting in December, the committee will devise a plan to identify potential board members to replace those whose terms end in June 2025.
 - Discussions are ongoing on how to increase patient input on the board.
 - Dr. David Aday will take the lead on connecting with patients as we continue to investigate a patient advisory board.
 - Discussions continue to address community needs and how we collect that information.
- Fiscal Independence
 - Met with county administrator and director of finance to discuss fiscal agency to comply with FQHC requirements.
 - Will follow up in January.
- Next Meeting | January 13, 2025
- Adjournment | With no further business to be discussed, the meeting was moved to adjourn by Melissa Tucker and seconded by Scott Herr.

October 2024 CSR Dashboard

Balanced

October 2023 October 2024

Total Patients	1,077	956
Total Visits	1,397	1,395
Visits per patient	1.30	1.46



NUMBER OF CLIENTS SERVED			
Category	October 2023	October 2024	Ratio
Total Dental Visits	234	343	24.6%
Total Medical Visits	1163	1052	75.4%
Total Visits	1,397	1,395	

GENDER			
Gender	October 2023	October 2024	Ratio
Male	475	442	31.7%
Female	922	953	68.3%
	1,397	1,395	

AGE			
Age Groups	October 2023	October 2024	Ratio
0-11 Months	3	1	0.1%
1-11 Years	56	61	4.4%
12-18 Years	52	38	2.7%
19-35 Years	305	320	22.9%
36-64 Years	793	789	56.6%
65+ Years	188	186	13.3%
	1,397	1,395	

RACE			
Race	October 2023	October 2024	Ratio
Asian	46	48	3.4%
Black	263	282	20.2%
Hispanic	353	457	32.8%
White	447	331	23.7%
Other	282	277	19.9%
	1,397	1,395	

SLIDING SCALE			
FPL Sliding Scale	October 2023	October 2024	Ratio
Level B 100% FL &	347	373	26.7%
Level C 101-138%	132	162	11.6%
Level D 139-166%	46	84	6.0%
Level E 167-200%	37	50	3.6%
Level F 201-250%	34	20	1.4%
Non Compliant	63	71	5.1%
Full Fee	20	7	0.5%
Level I (Insured)	718	628	45.0%
	1,397	1,395	

LOCALITY				
Location	October 2023	October 2024	Ratio	Cumulative %
James City County	534	774	55.5%	55.5%
City of Williamsburg	582	221	15.8%	71.3%
York County	86	152	10.9%	82.2%
Charles City	-	3	0.2%	82.4%
Gloucester	18	17	1.2%	83.7%
King Queen	11	6	0.4%	84.1%
New Kent	23	24	1.7%	85.8%
Newport News	75	123	8.8%	94.6%
Hampton	12	14	1.0%	95.6%
King William	6	28	2.0%	97.6%
Richmond	-	-	0.0%	97.6%
Surry	7	9	0.6%	98.3%
Other	43	24	1.7%	100.0%
	1,397	1,395		

TIM KAINE
VIRGINIA

WASHINGTON OFFICE
WASHINGTON, DC 20510-4607
(202) 224-4024

COMMITTEE ON
ARMED SERVICES

COMMITTEE ON
FOREIGN RELATIONS

COMMITTEE ON
THE BUDGET

COMMITTEE ON
HEALTH, EDUCATION, LABOR,
AND PENSIONS

United States Senate
WASHINGTON, DC 20510-4607

November 5, 2024

Ms. Carole Johnson
Administrator
Health Resources and Services Administration (HRSA)
5600 Fishers Lane
Rockville, MD 20857

Dear Administrator Johnson,

I write to express support for Olde Towne Medical & Dental Center (OTMDC), an applicant for designation as a Federally Qualified Health Center (FQHC) under the Health and Resources Services Administration.

While traveling across Virginia and working on the Senate Health, Education, Labor, and Pensions Committee, I have seen firsthand the transformative impact that FQHCs can have on communities. OTMDC exemplifies the very qualities we seek to foster through the FQHC program on a national scale. Their work clearly aligns with our federal objectives of expanding healthcare access, reducing disparities, and improving health outcomes in underserved areas.

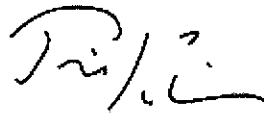
The key points that underscore the national significance of OTMDC's application include:

1. Addressing Healthcare Workforce Shortages: OTMDC's model of leveraging both professional staff and community volunteers (who contribute 6,000 hours annually) offers an innovative solution to the healthcare workforce challenges we're grappling with at the federal level.
2. Rural Health Focus: As we work to bridge the urban-rural healthcare divide, OTMDC's success in serving the Greater Williamsburg area, including more rural parts of James City and York counties, provides a replicable model for other regions facing similar challenges.
3. Integration of Mental Health Services: OTMDC's commitment to providing integrated behavioral health services aligns with our push for mental health parity and comprehensive care models at the federal level.
4. Chronic Disease Management: Their focus on addressing prevalent conditions like heart disease, diabetes, and cancer resonates with our national health priorities and efforts to reduce the burden of chronic diseases on our healthcare system.
5. Economic Impact: By keeping its patient population healthy and productive, OTMDC contributes to the region's economic vitality, a model of how healthcare investments can yield broader economic benefits.
6. Innovation in Medication Access: The Greater Williamsburg Medication Access Program (GWMAP) aligns with our ongoing efforts in Congress to make prescription drugs more affordable and accessible.

FQHC designation for OTMDC would not only benefit the Greater Williamsburg area but would also contribute to our national healthcare goals by providing a model for successful rural and semi-urban healthcare delivery. OTMDC demonstrates effective strategies for integrating primary care, dental, and behavioral health services, as reflected by the voices of countless constituents who have benefited from their services over the past three decades. Furthermore, OTMDC offers insights into community-based chronic disease management programs and showcases innovative approaches to addressing social determinants of health. As we in Congress continue to work on policies to improve our healthcare system, success stories and models like OTMDC are invaluable. They provide real-world evidence of what works, helping to inform and shape our national healthcare policies.

Please give full and fair evaluation to this FQHC designation request, which will benefit Virginians and contribute to our broader national efforts to create a more equitable, efficient, and effective healthcare system for all Americans. Should you have any questions regarding this project, contact my Office's Grants Coordinator, Elda_Stanco@kaine.senate.gov. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Kaine", with a stylized flourish at the end.

Tim Kaine

Aaron Thompson

From: Holland, Amy <Amy.Holland@yorkcounty.gov>
Sent: Friday, November 8, 2024 2:18 PM
To: Aaron Thompson
Cc: A. Thompson
Subject: RE: [EXTERNAL] FY2026 York County Community Support - OTMDC

Good Afternoon,

Thank you for your submission. We have received your application and corresponding documents. I will let you know if we need anything further.

Respectfully,
Amy Holland
Budget Analyst
Phone: (757) 890-3733
Fax: (757) 890-3399



From: Aaron Thompson <Aaron.Thompson@jamescitycountyva.gov>
Sent: Friday, November 8, 2024 1:56 PM
To: Holland, Amy <Amy.Holland@yorkcounty.gov>
Cc: A. Thompson <at@otmdchealth.com>; Aaron Thompson <Aaron.Thompson@jamescitycountyva.gov>
Subject: [EXTERNAL] FY2026 York County Community Support - OTMDC

Amy,

Good afternoon. I hope you're well. Please find attached our grant application for York County support, FY'26.

As always, your support is greatly appreciated.

Regards,

Aaron L. Thompson, MBA, CRHCP, CMR
Executive Director | CEO

Olde Towne Medical & Dental Center
5249 Olde Towne Road, Ste. D
Williamsburg, VA 23188
757-703-6029 c
757-259-3275 w

Aaron Thompson

From: City of Williamsburg <noreply@mail.smapply.net>
Sent: Friday, November 8, 2024 2:50 PM
To: Aaron Thompson
Subject: [External] [External]Your application has been submitted



CITY OF
WILLIAMSBURG
VIRGINIA'S COLONIAL CAPITOL

Dear Aaron Thompson,

It is to inform you that your application, **Olde Towne Medical & Dental Center** has been submitted for Human Services Partner Agency Application on Nov 8 2024 02:50 PM (EST).

Thank you,

City of Williamsburg

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powered by



Jingle & Mingle

PLEASE JOIN US FOR A
HOLIDAY RECEPTION
TO CELEBRATE OUR
STAFF AND VOLUNTEERS

16 December, 2024
4:00 PM at OTMDC

RSVP to:
susan.dunn@jamescitycountyva.gov



2017

Security Assessment

Olde Towne Medical and Dental
5249 Olde Towne Road, Williamsburg, VA



James City County Police Department
Community Services Unit
6/6/2017





Table of Contents

Synopsis of Assessment.....	3
Threat and Vulnerability Assessment.....	4
Prior Calls for Service.....	5-6
Exterior Security.....	7
Windows.....	7
Doors.....	7
Signage.....	8
Lighting.....	8
Fencing.....	8
Access Control.....	8-9
Interior Security.....	10
Doors.....	10
Signage.....	10
Access Control.....	11-12
CCTV.....	12-13
Alarms.....	14
Personnel.....	15
Plans and Procedures.....	16-17
Cash Control Procedures.....	18
Recommendations.....	19-20

Synopsis

Please note that these are merely suggestions for improving safety and security at the Olde Towne Medical and Dental Office. This service is being provided as a courtesy of the James City County Police Department. There are no guarantees that your facility will not become a victim of crime and the suggestions provided are meant merely as guidance to a comprehensive crime prevention and security plan that should be instituted by your organization. The recommendations and suggestions provided by the James City County Police Department are strictly intended for use at your facility only.

On June 6, 2017 Master Officers Monique Marchand and Alan McDowell visited the Olde Towne Medical and Dental Office, including the surrounding property, and made the following notations. Recommendations on improving the safety and security of the building and employees are included within this report.

Facility Functions: The Olde Towne Medical and Dental Office provides medical care for citizens.

Critical Incident History for Facility: There are no recent critical incidents that have had a dramatic effect on this facility. There have been no serious incidents of workplace violence, trespassing, terrorism, or related issues.

Threat and Vulnerability Assessment

Risk/Threat	Level of Vulnerability
<u>Natural Hazards:</u> Winter storms, tornados, severe thunderstorms, hurricanes, fires, floods, etc.	Medium- the probability exists that these events will occur on a regular basis; limited to two or less major incidents per year. History suggests that the organization will experience these types of incidents on a semi-regular basis.
<u>Terrorist Incidents:</u> International or Domestic Terrorist incidents to include: chemical, biological or nuclear attacks, improvised explosive devices, arson, etc.	Very Low- the probability exists that these events will not occur on any regular basis; limited to one or less major incidents per year. History indicates that these types of incidents are very rare or non-existent in this organization.
<u>Simple Assault/Threats:</u> Any assault between employees or committed against employees in the workplace to include: domestic violence, assault and battery, threats, etc.	Low- the probability exists that these events will occur on a regular basis; limited to one or less major incidents per year. History indicates that these types of incidents are uncommon but have occurred in the past.
<u>Violent Criminal Activity:</u> Any violent crimes occurring in the workplace caused directly by the work of the organization or assets in the possession of that organization to include: robbery, murder, rape, etc.	Very Low- the probability exists that these events will not occur on any regular basis; limited to one or less major incidents per year. History indicates that these types of incidents are very rare or non-existent in this organization.
<u>Non-Violent Criminal Activity:</u> Any non-violent crimes occurring in the workplace caused directly by the work of the organization or assets in the possession of that organization to include: larceny, trespassing, computer crimes, vandalism, etc.	Medium- the probability exists that these events will occur on a regular basis; limited to two or less major incidents per year. History suggests that the organization will experience these types of incidents on a semi-regular basis.

The Olde Towne Medical and Dental Office is subject to natural hazards such as fires, hurricanes, tornadoes, ice and snowstorms, etc. These natural hazards could result in the destruction of life and property as well as the disruption of essential services such as utilities (electricity, gas, water, telephone). In addition, these areas are also subject to technological and human-caused hazards such as arson, explosive hazards, nuclear accidents, industrial and transportation accidents, hazardous material spills, deliberate acts of terrorism, and civil disorder.

National defense policy recognizes the possibility of a national emergency resulting from the threat of or an attack on the United States. An international crisis could present the threat of conventional, nuclear, biological, or chemical weapons. Although the threat of all out warfare is possible, related acts of terrorism using scaled down weapons appear to be the more probable risk. While James City County may not be as high profile of a target as other jurisdictions in our nation, the influx of tourism and national attention makes our County, and therefore our County operations, a potential target.

Assess, Conquer, and Elevate (ACE) Your Finances Virtual Learning Collaborative Session #1

Exploring Federally Qualified Health Center and Finance Foundations

October 23, 2024

Agenda

- I. Introductions
- II. FQHC Foundations
- III. Finance Foundations
- IV. Next Steps

PCDC

Thirty years of experience helping practices develop care models and build their financial health.

Care Model & Operations

- Quality Improvement
- VBP Readiness & Performance
- Integrated Behavioral Health & Social Services
- Care Coordination
- Access & Cycle Time
- PCMH Recognition



Financial Health

- Revenue Cycle Management
- Policy Development & Workflow Optimization
- KPI Review and Analysis
- Financial Modeling and Forecasting
- Financial Management Fundamentals

Meet The Team



Shannon Lea, MPH
Senior Program Manager



Rachel House
Senior Program Manager



Maia Morse, MPH, CPC-A
Director



Kimberly Mirabella, CPC-A
Project Manager

Why is it Important for ALL Leaders to Have a Foundation in Finance?

- Foster dialogue, collaboration, and understanding with a common language.
- Answer critical operational and strategic questions that drive business decisions:
 - Can we afford to hire additional staff OR add a new service line?
- Help the organization meet benchmarks or assess the performance of your department.
- Assist with health center and **organizational compliance responsibilities.**

PCDC - Primary Care Development Corporation



No margin no mission



Every decision has a financial impact



Measure performance



Compliance and stewardship of federal funds

ACE Your Finances



ACE Participants

Who?	Where?
Charlotte Community Health Center	North Carolina
Community Health Center of the New River Valley	Virginia
Gracelight Community Health Center	California
Holy Family Services	Texas
Hot Springs Health Program	North Carolina
Moody Clinic	Texas
Ocracoke Health Center	North Carolina
Olde Towne Medical & Dental Center	Virginia
Southern Dominion Health Systems, Inc.	Virginia
UMMA Community Clinic	California
Universal Community Health Center	California

Aaron Thompson

From: Health Resources and Services Administration <hrsa@public.govdelivery.com>
Sent: Thursday, November 21, 2024 2:58 PM
To: Aaron Thompson
Subject: [External] [External]HRSA Celebrates National Rural Health Day



HRSA Celebrates National Rural Health Day

U.S. Department of Health and Human Services
Health Resources and Services Administration

FOR IMMEDIATE RELEASE
November 21, 2024
HRSA NEWS ROOM
newsroom.hrsa.gov
Contact: HRSA PRESS OFFICE
Phone: [301-443-3376](tel:301-443-3376)
Email: Press@hrsa.gov

HRSA hosts an Enhancing Maternal Health Convening in Centreville, Alabama, reaffirming its commitment to expanding maternal health care access in rural America

The Health Resources and Services Administration (HRSA), an agency of the U.S. Department of Health and Human Services (HHS), marks National Rural Health Day by celebrating health care leaders who are improving maternal care in rural communities. National Rural Health Day is an opportunity to recognize the dedication of rural health providers, community organizations, and state offices of rural health in meeting the unique health care needs of rural America.

HRSA highlighted this year's focus on maternal health by holding HRSA's latest *Enhancing Maternal Health Initiative* convening today in Centreville, Alabama. This convening brought together women and families from rural communities who are served by HRSA programs, grant recipients, state and local health officials, community organizations, and health care providers from across the state to continue to work together to address maternal mortality and provide critical supports to help ensure the health and well-being of families in Alabama. The event is part of HRSA's *Enhancing Maternal Health Initiative*, which focuses on building and strengthening partnerships to maximize the impact of HRSA grants and expand access to maternal care across the country.

"At the Health Resources and Services Administration, we have made the needs of rural communities a priority, especially for pregnant and new moms," said HRSA Administrator Carole Johnson. "Through HRSA's investments, we have trained more maternal care providers in rural areas, recruited more maternal health providers to rural communities, expanded supports for pregnant and new moms in rural areas, and improved health care services working with rural hospitals and clinics. We remain committed to supporting the health care needs of rural America."

HRSA is the home of many programs that provide essential support for expectant and new mothers in rural communities. Key actions HRSA has taken this year to improve maternal health in rural communities include:

- **Growing the maternal care workforce.** HRSA has increased the number of obstetrician-gynecologists (OB/GYNs), nurses, midwives, doulas, and community health workers, through training grants, scholarships, and loan repayment. For example, HRSA launched new programs to train more nurse midwives, train and deploy more community-based doulas, and support the training of more nurse practitioners with a focus on maternal health, including in underserved and rural areas.
- **Improving access to care.** HRSA funds community health centers across rural America that serve patients regardless of ability to pay and may be the only outpatient maternal care provider located in the rural communities they serve.
- **Strengthening rural maternal health care networks.** HRSA launched the Rural Maternity and Obstetrics Management Strategies (Rural MOMS) Program to increase access to maternal and obstetrics care in rural communities and improve health outcomes for mothers and infants.
- **Investing in the Delta Region.** HRSA's Delta Region Maternal Care Coordination Program is supporting community-based organizations to expand access to and coordinate health care services in rural communities in the South, supporting care before, during, and after pregnancy.
- **Launching the National Maternal Mental Health Hotline (833-TLC-MAMA) in 2022.** The hotline provides 24/7 emotional and mental health support via call or text to expectant and new mothers and their families.
- **Expanding evidence-based Home Visiting services.** HRSA secured legislation to double the federal investment in and expand voluntary, evidence-based home visiting services for eligible families across the country. Through the Maternal, Infant, and Early Childhood Home Visiting Program, local organizations can provide home visits from nurses, social workers, and other trained health workers who work with families to improve maternal and child health, child development, and school readiness.
- **Expanding Healthy Start services.** HRSA is supporting community-based organizations to improve maternal and infant health across the country through Healthy Start. Healthy Start funding supports moms and babies to improve health in communities experiencing high disparities in maternal and infant health outcomes.

To learn more about HRSA's rural health resources, visit:

- [National Rural Health Day events](#)
- [Federal Office of Rural Health Policy programs](#)



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[Health Resources and Services Administration](#)
5600 Fishers Lane | Rockville, MD 20857

This email was sent to munica.green@jamescitycountyva.gov using GovDelivery Communications Cloud on behalf of: HRSA · 5600 Fishers Lane · Rockville, MD 20857





Clinical Department Update: 11/14/2024

Submitted by: Kendra Robinson, FNP

- **Medical Department**

- Vacancies:
 - PRN Medical Assistant (Vacant since 12/1/2023)
 - Nurse Practitioner/Physician Assistant (1)
 - We continue to recruit for one additional NP/PA.
 - Two potential candidates have been identified. A verbal offer has been made to one of the candidates and we are in the negotiation process.

- **Integrated Care Update:**

- Recruitment for a psych NP or psychiatrist has been put on hold for the moment as we focus on strengthening our existing partnerships.
- Kiara Robinson, a behavioral health consultant employed by CBH, continues to provide brief interventions and care to the patients of Olde Towne.
- Bacon Street continues to provide counseling weekly for our patients.
- Melvin Snead continues to come biweekly to provide counseling for our uninsured patients. We are still in the process of credentialing Mr. Snead at OTMDC so he can start seeing our insured patients as well.
- VMAP is available to providers daily.

- **General Updates**

- We are preparing for the retirement of Dr. Lontkowski in December and discussions are being had about ways to ensure OTMDC's OB program undergoes a smooth transition after Dr. Lontkowski's departure. (Details to be shared as they become available)
- **COVID Update:** there have been no positive COVID cases at OTMDC thus far in November.
- **FLU Update:** there have been no positive influenza cases at OTMDC thus far in November.
- Clinical staff is looking forward to the holidays!



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community.

Dental Department November 2024

As we approach a new time change and the days are shorter, Olde Towne Dental Clinic continues to offer dental services to the community at large. For the month of October, the clinic had 344 patient visits (encounters) and 286 patients were treated. This number includes dental emergencies, dental exams for pregnant women and follow up treatment for dental procedures.

Dental students continue to rotate thru the clinic on Thursday and/or Friday. The students have been very helpful and purposeful in their clinical rotation. We recently had a dental student that was very helpful in assisting our patient. She was in need of dentures and the student's empathy towards her condition was heart felt. As a practitioner, you feel gratitude when you see the next generation of health professionals express humanity to those in need!

We will soon start the planning of our Give Kids a Smile event for 2025, and are hoping for an even larger turnout from last year. The Dental Department looks forward to a successful event and a successful remainder of the year.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Business Office Departmental Update: November 2024

- The Business Office, along with Operations Management, has started a virtual course with Shannon Lea of PCDC to discuss and learn more about financial management and accounting systems relevant to FQHC's.
- Jacob and Lisa continue to compile and submit necessary data for the FY24 audit.
- We continue to monitor patient demographics data to ensure that we have the correct locale selection for their county of residence. This aids in maintaining the accuracy of our CSR report.
- We've preemptively started gathering documents and necessary data for the FY24 Medicare Cost Report (due in December) and are awaiting a Field Audit for the FY23 report.
- The business office continues to work with Ops Management and volunteers to purge old records and consolidate our storage units.
- Jacob met with Mr. Simango to discuss and train on Quickbooks functionality.
- We submitted the Medicare Credit Balance Report for quarter ending 9/30/2024. No credit balances to report.
- The Business Office is collecting data to provide more metrics/KPI's per the board's request at October's BOD meeting. One of such metrics the Business Office is tracking is the month over month growth in patient revenue. So far, this fiscal we are averaging 45% growth month over month.
- Jacob worked with Maggie Beamon in Operations to provide a year over year comparison – based on our CSR report – regarding patient demographics (specifically race) per Dr. Bruhl's request.

Date: 11/15/2024

By: Margaret “Maggie” Beamon

Medication Access Program

- For the month of October, MAP requested 426 medications on behalf of 164 patients which was valued at \$329,914.89.

Dates: 10/01/2024 – 10/31/2024		
Patient Count	Request Count	Total Value (AWP)
164	426	\$329,914.89

- MAP assisted 13 patients with Medicaid applications during the month of October.

Operations Manager

- Our newest clinical assistant has completed her initial training. Interviews have begun for the second clinical assistant position since the previous candidate decided to stay with her current employer.
- I am thankful to have the opportunity of being with OTMDC for the past 14 years and look forward to what the future has in store.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Marketing & Communications Report Summary

October 13, 2024 – November 15, 2024

Events & Fundraising:

Working on details of **Giving Tuesday, December 3, 2024**. Campaign will focus on specific equipment needs of the center.

Making plans and contacts for **Give Kids A Smile**, February 8, 2025. Attended a site visit with Susan and Maggie at VPCC to look at space use for the event.

Working on end of the year **Holiday Appeal** direct mail item to include opportunities for end of the year donations, calendar of events for the coming year and opportunities for volunteerism.

Communications:

Email Blasts/Newsletters: Working on November newsletter. If you are not receiving our monthly Newsletter please let Michelle know.

Posted content for **Social Media Posts** on all channels as well as happenings about Olde Towne along with health information for patients. Focus was on community outreach, services and programs for OTMDC as well as donation opportunities and recent activities.

Marketing & Outreach:

Check out the **OTMDC ads** on the closed-circuit TVs in the JCC Recreation Center and the JCC community channel.

Olde Towne will have an advertisement in the December Mental Health edition of **Next Door Neighbor Magazine**. Michelle coordinated a meeting for Kiara Robinson with NDN writer Narielle Living and a feature article for Olde Towne concerning mental health will be in the January issue as well.

Participated in the **JCC Health Expo** at the JCC Recreation Center. Over 200 people attended. We were able to give out information to multiple potential patients, had some current donors stop by our table and saw some current patients as well.

Kiara Robinson and Michelle attended a **Mental Health Networking** event hosted by The Pavilion at Williamsburg to see how we can connect with or utilize other mental health facilities, programs, and providers. We were able to connect with some facilities that provide programs for Medicaid patients. Michelle shared a list of facilities and programs with OTMDC providers and Kiara will follow up with the connections made.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Ambassador Connections

Attended meetings for Greater Williamsburg Outreach Mission, Chamber Health Committee, Safe Kids Coalition (Sentara) and was unable to attend the Williamsburg Advisory Committee meeting but will receive committee minutes. These meetings provide multiple opportunities to network and provide OTMDC as a resource as well as gain new connections for OTMDC.

This month's meetings provided info for multiple holiday events for Olde Towne to allow staff to participate including donations for gifts, volunteerism or collaborations for the organization and Board of Directors such as:

- 1) Olde Towne will be collecting unwrapped toys and gifts to take to Grove Christian Outreach and House of Mercy Christmas Markets where they allow their clients (many who are OTMDC patients) to come "shop" for free to get holiday gifts for their families. If you want to donate an item or two, please leave it with Susan or Michelle. We will deliver them. Deadline is December 6.
- 2) Hospice House is doing their annual Tree Lighting in remembrance of those that have been lost to cancer on December 12 at the Williamsburg Community Building, 5-7pm. It is a beautiful and moving event if you can attend.
- 3) Edmarc, a children's cancer hospice organization, also does gift and food donations for families with a child experiencing cancer. They are also looking for volunteers to dress as Santa & Mrs. Claus to deliver the gifts to families.
- 4) Peninsula Agency on Aging has Angel tree donation requests for seniors without family that are in need this Christmas. Many have asked for very simple things including boxes of tissues and oatmeal. Check PAA or their trees in places like Lowe's in Williamsburg and Newport News.
- 5) The Greater Williamsburg Chamber is taking donations for their "Home For The Holidays" program that pays to get active duty military personnel (mostly E1s and E2s) home for the holidays. It costs \$300 to get a military person home and you can donate as little as \$25 to help towards the program. Last year they were able to send 45 service members home for the holiday weekend. More info at <https://connect.businesswilliamsburg.com/events/>

Social Media Analytics

Facebook Reach 1.6K Facebook Views 7.7K Interactions Increase 45%

Instagram Reach 194 Instagram Followers 332 Instagram Engagement Decrease 41%

On the Calendar – Upcoming Events and Outreach Opportunities (volunteers always welcome)

November 21 – Rural Health Day

November 28 & 29 – Health Center closed for Thanksgiving – Have a Happy one!

December 3 – Giving Tuesday

Olde Towne Medical & Dental Center
5249 Olde Towne Road, Suite D | Williamsburg, VA 23185
Phone: 757-259-3258

Communications & Development | Susan Dunn

November 2024

Development

- **Events**
 - Represented OT at the House of Mercy Vendor Fair and discussed our services with several potential patients as well as spoke with a retired cardiologist that expressed interest in volunteering.
 - Represented OT at the JCC Health Fair at the Rec Center. This was a well-attended event and was able to speak to many potential patients, as well as a few community partners.
 - Begun preparations for Give Kids A Smile (February 8). Wawa will be donating 10 cases of water, Solomon the Comfort Dog will be in attendance, and CFA will be providing some food for attendees as well as the CFA Cow. Contacted the Spanish Honor Society at JHS for possible help. Currently have about 25 volunteers at this point.
 - Giving Tuesday will take place 12/3/24. We are hoping the board as well as staff will share the information via social media or through friends and family.
 - We are trying to meet a goal to be able to purchase a medication refrigerator, an EKG machine, and a dental oral camera.
 - Created several social media graphics for the event to be posted.
- **Volunteers**
 - Have met with 4 potential volunteers in the past 2 weeks. With W&M spring semester coming up the interest is increasing.

Communication

- **Website**
 - Met with a consultant about our website and he had some input on the navigation of the site which is currently being worked on.
- **Misc**
 - Working on organizing our staff holiday gathering, as well as other holiday activities.
 - Creating graphics for social media and print publications.

Give Kids A Smile®



Give Kids A Smile® is an annual volunteer initiative providing free educational, preventive and restorative services to children from low-income families. Thousands of dentists across the country will take time from their practices to help underserved children who aren't getting the oral health care they need.

Will You Join Us?

Give Kids a Smile focuses on giving free dental care to children who would normally go without. We welcome Dentists, Hygienists, Dental Assistants, Spanish Speakers, Clerical Help, Club's, High School Organizations, and Community Organizations.

Your Community Needs You!

Help make a difference in the lives of children in your community. Please consider volunteering your time and talents for this year's Give Kids A Smile!

Can't Volunteer, But Still Want To Help?

Donations of food/beverages, giveaways, supplies for children's activities are welcome too! Contact susan.dunn@jamescitycountyva.gov for more information.

Scan To Volunteer
or go to bit.ly/4eQ634F



Date: February 8, 2025

Time: 8:00am - 4:00pm (volunteer hours, patient hours are 9-3)

Location: Olde Towne Medical & Dental Center
5249 Olde Towne Rd, Williamsburg VA 23188

For More Information Contact susan.dunn@jamescitycountyva.gov

GIVING TUESDAY

December 3, 2024

**Will You Help
Us Purchase
Needed
Equipment?**



Donate Here



bit.ly/3YmE9Hw



OTMDC *Olde Towne* Medical & Dental Center Staff News

November 2024



Harvest Healthy Habits

Take a look at the November bulletin board for some tips on how to stay healthy during the busy fall season.

The foundation of a healthy lifestyle consists of lasting habits like eating right, watching your weight, exercising regularly, managing your mental health, and getting routine medical exams. But even daily, small steps toward these goals also can have a significant impact.

NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7 Staff @ 2	8	9
10	11 Closed	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28 Closed	29 Closed	30

Announcements

- The monthly staff meeting will be held 11/7 at 2:00pm in the MPR.
- The office will be closed on the following dates:
 - Monday, November 11 (Veterans Day).
 - Thursday and Friday, November 28-29 (Thanksgiving Holiday)
- Have any ideas for the staff holiday celebration? Let Susan D know.
- Giving Tuesday falls on December 3rd, please donate, share, or create a Peer-to-Peer Fundraiser that supports Olde Towne. More info to come.



**OTMDC Finance Committee
November 2024
Summary Report to the Board**

Recommended Actions:

None.

Financial Report: attached to this report is the ‘condensed’ year to date financial report for the three months ending 10/31/2024.

Revenue: Total revenues from operations year to date (YTD) are \$1.986m, 60% of budget. This includes receipt of the \$900k from Williamsburg Health Foundation that was budgeted. Gross patient revenue (before bad debt adjustment) is \$374k, 35% of budget. Net patient revenue (after adjustment for bad debt) is \$386k, which includes an increase of \$12k in receipt of previous bad debt and/or additional from the bad debt formulas based on historical data. For October of 2023 net patient revenue was \$353k, so we are \$132k above the previous YTD. If net patient revenue is annualized, it comes in just over the budgeted amount.

Public support revenue is \$40k, which is 9% of budget, this is \$6k less than October of last year. The public support received to-date is from Individual and Local Organization giving. Fundraising is at 2% of budget. Grant income is at 105% of budget, see comment above about full receipt of the budgeted Williamsburg Health Foundation grant.

Expenses: With four months or 33% of the year recorded, total expenses are \$1.140m, 31% of budget. Personnel costs are 31% of budget, with other (non-salary) operating costs at 36% of budget.

Net income/(<loss> from operations (revenues less expenses) YTD is \$846k vs. budgeted net loss of <\$296k>. For the fiscal year ending 6/30/2024, the unaudited net income/(loss) was <\$440k> and the audited amount for operations was <\$399>.

The **endowment fund** is at \$6.293m as of October 31, 2024. For the fiscal year ending 6/30/2024 the fund had a market gain of \$499k over the cost of \$5.564m. In September 2024, the fund recognized dividend income of \$33k, increasing the cost basis to \$5.597. Although there was a drop in value for October 2024 of \$84k, in the first four months of this fiscal year the was an net market gain of \$197k.

Current Assets: Cash balance is \$808k, an increase of \$75k from October 31, 2023. Receivables (net of allowance for doubtful accounts) are \$244k, an increase of \$81k from the October 2023 balance.

Other business/activities:

The next finance committee meeting is scheduled for January 13, 2025, at 3:30 pm.

Respectfully submitted,
Melissa Tucker, Chair, Finance Committee

OTMDC -- Summary Financial Results: YTD 10-31-2024

<u>Income-Expense:</u>					
	<u>Tot. Oct.</u>	<u>Total YTD</u>	<u>Annual Budget</u>	<u>Variance</u>	<u>% of annual</u>
<u>Revenue:</u>					
Local Government	\$ 95,858	\$ 378,164	\$ 626,962	\$ (248,798)	60%
Patient Revenue	\$ 217,644	\$ 373,791	\$ 1,076,500	\$ (702,709)	35%
Less: Bad Debt "Adjustment"	\$ 11,710	\$ 11,710	\$ -	\$ 11,710	0%
Less: Bad Debt Expense	\$ -	\$ -	\$ (36,000)	\$ 36,000	0%
Net Patient Revenue	\$ 229,353	\$ 385,501	\$ 1,040,500	\$ (654,999)	37%
Public Support	\$ 27,998	\$ 39,998	\$ 427,000	\$ (387,002)	9%
Special Events-Fundraising	\$ (29,429)	\$ 2,079	\$ 115,000	\$ (112,921)	2%
Grants	\$ 25,265	\$ 1,180,575	\$ 1,120,000	\$ 60,575	105%
Misc. (inc. cash over/short)	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 349,045	\$ 1,986,318	\$ 3,329,462	\$ (1,343,144)	60%
<u>Expenses:</u>					
Total Personnel	\$ 227,036	\$ 918,037	\$ 2,999,136	\$ (2,081,099)	31%
Total Non-Personnel Exp.	\$ 93,790	\$ 220,818	\$ 621,450	\$ (400,632)	36%
Furn/Equipment (Total)	\$ 1,510	\$ 1,510	\$ 5,000	\$ (3,490)	30%
Total Expenses	\$ 322,336	\$ 1,140,365	\$ 3,625,586	\$ (2,485,221)	31%
Net Income	\$ 26,710	\$ 845,953	\$ (296,124)	\$ 1,142,077	-286%
Transfer From/(To) Endowment	\$ -	\$ -	\$ 296,124	\$ (296,124)	0%
Net Cash Change After Trfr.	\$ 26,710	\$ 845,953	\$ -	\$ 845,953	0%
<u>Investment Fund Summary:</u>					
	<u>YTD (12 mos.)</u>	<u>Curr. Mo.</u>			
Beg. Balance, cost	\$ 5,524,722	\$ 5,563,750			
Dividends reinvested 9/30/2024		\$ 33,510			
Cost, 9/30/2024		\$ 5,597,260			
+/-: Gains/Losses, through 6/30/2024	\$ 153,348	\$ 499,071			
Beg. Balance, market		\$ 6,096,331			
+/-: Gains/Losses, fiscal year to date		\$ 197,216			
+/-: Transfer from/(to) Operations		\$ -			
End Balance	\$ 5,678,070	\$ 6,293,547			
<u>Current Assets Report</u>					
		<u>10/31/2024</u>	<u>YTD</u>	<u>10/31/2023</u>	
			<u>Diff.</u>		
Cash		\$ 808,492	\$ 75,472	\$ 733,020	
Investments		\$ 6,293,547	\$ 955,154	\$ 5,338,393	
SUBT.		\$ 7,102,038	\$ 1,030,625	\$ 6,071,413	
Total Receivables		\$ 294,864	\$ 19,893	\$ 274,972	
Less: Allow. For Doubtful Accts.		\$ (50,563)	\$ 61,370	\$ (111,933)	
Net Receivables		\$ 244,301	\$ 81,263	\$ 163,039	
Total Current Assets		\$ 7,346,340	\$ 1,111,888	\$ 6,234,452	



*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

Board of Director's Meeting
December 16, 2024
3:30 pm

- 1) Call to Order and Attendance | Rebecca Bruhl, Board Chair
- 2) Consent Agenda | Dr. Rebecca Bruhl, Board Chair
 - a) Board of Director Minutes | November 25, 2024
 - b) Planning & Performance | November 20, 2024
- 3) State of the Facility Reports | Mr. Aaron Thompson, Executive Director
 - a) Clinical Update | Kendra Robinson, NP
 - b) Business Office | Jacob Cooper
 - c) Operations | Maggie Beamon
 - d) Dental | Dr. L. Modeste
 - e) Marketing & Communications | Michelle Williams
 - f) Communication & Development | Susan Dunn
- 4) Committee Reports
 - a) Finance Committee | Melissa Tucker, CPA, Chair
 - b) Governance & Nominating | Dr. Becca Bruhl, Chair
 - c) Planning & Oversight | Scott Herr, Chair
- 5) New Business
- 6) Next Board Meeting | January 27, 2025
- 7) Adjourn



*To assure access to quality health and wellness care to the residents and workforce
of the Greater Williamsburg Community*

**Board of Directors Meeting
November 25, 2024 | 5:00PM**

Attendance			
Members Present		Members Absent	Staff Present
David Aday Becca Bruhl Rana Graham- Montaque R. Scott Herr Rashid Jones Rick Jackson Jennifer Kirby Henderson Robin Nelhuebel	Melissa Tucker Jonathan Weiss Brian Fuller Heather Modispaw John McGlennon Caleb Rogers Larry Snyder	Cheryl Fields Cornelius Powell Henry Ranger Christine Payne Amanda Ulishney Doug Holroyd	Aaron Thompson Kendra Robinson Michelle Williams Jacob Cooper Susan Dunn Gary Preston

- 1) Call to Order and Attendance | Dr. Rebecca Bruhl, Board Chair
- 2) Consent Agenda | Dr. Rebecca Bruhl, Board Chair
 - a) Board of Director Minutes | October 28, 2024
 - b) Finance Committee Minutes| November 18, 2024
 - c) Executive Committee Minutes | November 18, 2024
 - A motion was made to approve the consent agenda by Dr. Robin Nelhuebel and seconded by Jonathan Weiss, the motion carried.
- 3) State of the Facility Reports
 - a) Facility Update | Aaron Thompson
 - The audit continues. OTMDC has delivered all requested information.
 - The 990 is underway.
 - QuickBooks is currently being utilized and running simultaneously with Munis.
 - There are no updates regarding our FQHC submission.
 - A recent meeting with Sentara and their Midwifery program coordinators was very productive and we are anticipating the program beginning 1/9/25.
 - Mr. Thompson met with a potential Development & Grants Coordinator.

- We had a site visit from VCU School of Dentistry.
- Sentara will be visiting next week for a grant update site visit.
- We had a request from CBH for letter of support for the grant to extend the Behavioral Health Consultant position.
- Currently working through a MOU with Bacon Street for a PMHNP.
- Looking into a billing company.
- Several board members terms are expiring.
- Due to high PTO requests and low patient volume we are requesting to have the facility to be closed Monday 12/23/24.

- A motion was made by Rick Jackson and seconded by Robin Nelhuebel to close the facility Monday, December 23, 2024 and the motion was approved by the board.

b) Clinical Update | Kendra Robinson, NP

- No questions or comments with regards to the report included in the board packet.

c) Business Office | Jacob Cooper

- Question addressed: would like to see patient feedback (survey) completed included in the packet so the Board understands what it entails.

d) Marketing & Communications | Michelle Williams

- Giving Tuesday is next week, please donate and/or share the event.
- Gift donations for House of Mercy will be accepted until 12/6.
- No other questions or comments with regards to the report included in the board packet.

e) Communication & Development | Susan Dunn

- No questions or comments with regards to the report included in the board packet.

4) Committee Reports

a) Finance Committee | Melissa Tucker, CPA, Chair

- No questions or comments with regards to the report included in the board packet, just note the time change to the meetings for the remainder of the year from 3:30 to 4:00pm

b) Governance & Nominating | Dr. Becca Bruhl, Chair

- The next meeting will include how to identify potential board members, at large as well as patient.
- The committee will be working through increasing patient engagement as well as finding potential board members.
- Jennifer Hendricks will be joining the G&N committee.

c) Planning & Performance | Scott Herr, Chair

- The committee will send the SWOT analysis, FQHC application, and workplan to the board for input.

5) New Business

a) How do we assess and address community needs

- How do we access this data already compiled?
 - We currently have NPS data, but can also research the needs assessment data from Sentara and Riverside and other healthcare organizations.
- One known area of need is access to immigration healthcare providers.
- Collect a small sample of indicators that can be measured regularly.
 - Some measurements currently done are visits per week, chronic conditions, annual wellness, depression questionnaire, no show rates, portal usage percentage, telehealth utilization rates.

6) Next Board Meeting | December 16, 2024, *This is a week earlier than normally scheduled due to the holiday week and will take place at 3:30, ending at 4:00 at which time there will be a holiday reception for the staff, board, and volunteers.

7) Adjourn: a motion was made to adjourn by Rick Jackson and seconded by Dr. David Aday and the motion carried.



OLDE TOWNE
Medical & Dental Center

To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community

**Planning and Performance Committee Meeting
November 20, 2024 | 5:00pm**

- Call to Order
 - The meeting was called to order by Scott Herr at 5:00, and a quorum was present.

- Roll Call

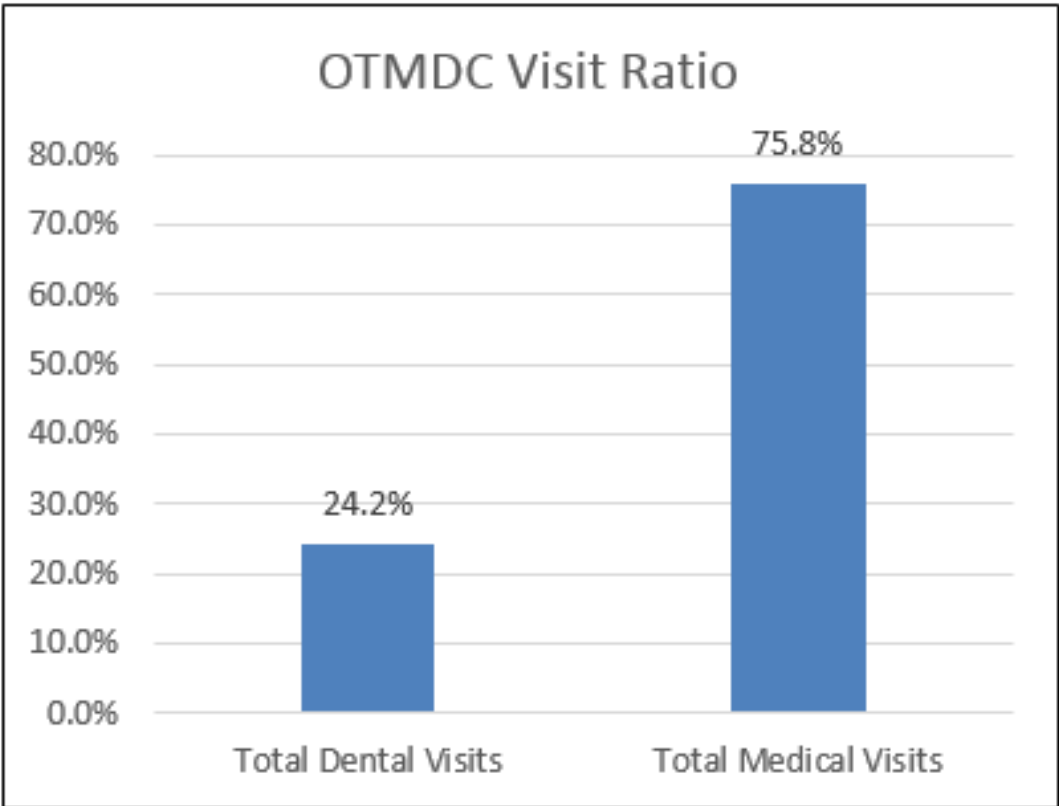
Members Present	Members Absent	Staff Members Present
Scott Herr, Chair Doug Holroyd Jonathan Weiss Robin Nelhuebel	Henry Ranger Larry Snyder Rana Graham-Montigue	Susan Dunn

- Strategic Plan Update
 - The SWOT analysis has been reviewed with committee, as well as Mr. Thompson, and input has been given toward the final document.
 - Values and mission will have little change, and the committee will focus mainly on updating the SWOT Analysis.
 - Next steps
 - Update our goals and objectives
 - Make decisions regarding external factors
 - Doug Holroyd discussed impacts of the election results and possible changes of county/state funding, Medicare/Medicaid, and immigrant patient population being seen. He feels this should be included into the threats category.
 - We need to connect physical health and mental health to the community to demonstrate how OTMDC helps to make the community stronger. This avoids possible questions related to 'Why should we help OTMDC'.
 - Develop plans that to address each SWOT category.
- Performance Metrics
 - These metrics should include: quality assurance, safety, and improvement indicators.
 - These metrics should focus on 2 areas, internal as well as external.
 - Internal: there are 2 areas where we know these metrics can already be measured. They are the portal engagement (Phreesia survey), and phone system monitoring
 - External: should evaluate how we are seen by the public, and how other entities see us as being of value, needs evaluated. How are we communicating to stakeholders so they feel confident about giving us support.

- Robin will send Riverside's Community Needs Assessment to the committee.
 - Doug will get in touch with Larry Trumbore regarding how they collect their needs assessment.
- Workplan
 - Briefly discussed and the committee has been tasked with reviewing and adding input.
 - Susan Dunn will se about getting the documents into an editable format to send out to the committee.
- Other Business
 - A consultant will be utilized to put final SWOT information into a usable document.
 - Jonathan will look into resources brought onsite for mental health to bring that action item out of weakness.
- Next Meeting: January 15, 2025 at 5:00pm.
- Adjournment: with no further business to be discussed the meeting was called to adjourn by Jonathan Weiss and seconded by Doug Holroyd.

November 2024

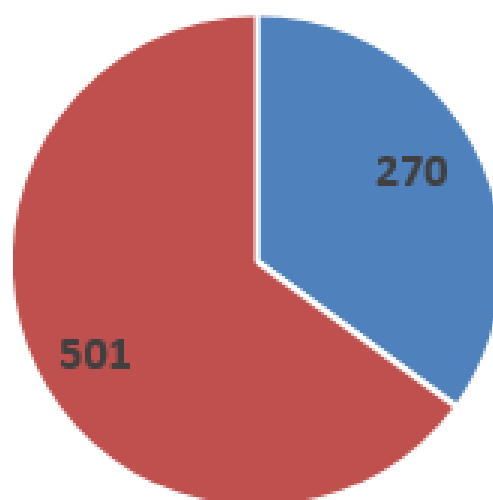
Total Patients	771
Total Visits	1,004
Visits per patient	1.30



NUMBER OF CLIENTS SERVED

Category	November 2024	Ratio
Total Dental Visits	243	24.2%
Total Medical Visits	761	75.8%
Total Visits	1,004	100.0%

OTMDC Visits by Type Gender



■ Male ■ Female

GENDER

Gender	November 2024	Ratio
Male	270	35.0%
Female	501	65.0%
	771	100.0%

LOCALITY			
Location	November 2024	Ratio	Cumulative %
James City County	578	57.6%	57.6%
City of Williamsburg	149	14.8%	72.4%
York County	112	11.2%	83.6%
Charles City	3	0.3%	83.9%
Gloucester	19	1.9%	85.8%
King Queen	10	1.0%	86.8%
New Kent	11	1.1%	87.8%
Newport News	64	6.4%	94.2%
Hampton	8	0.8%	95.0%
King William	25	2.5%	97.5%
Richmond	-	0.0%	97.5%
Surry	5	0.5%	98.0%
Other	20	2.0%	100.0%
1,004			

Dear Clinic Partner:

As 2024 comes to a close, we remain grateful for your dedication to service and outstanding patient support your clinic staff and volunteers provide daily. Medication access through Rx Partnership wouldn't be possible without your hard work!

Enclosed please find your FY24 RxP Partner Clinic Certificate. We love to celebrate **YOU** and appreciate your accomplishments and the number of prescriptions you've provided to patients. The dollar value of medications that it represents is truly impressive!

We hope you proudly display your certificate to show the impact of RxP medications at your clinic. Please consider sending a picture that we can share on social media of your staff or volunteers with the certificate!

Thank you for all you do!

Amy, Hope, Kathy & Mary Beth

Rx Partnership

IMPACT COMMUNITY MEDICINE ACCESS ESSENTIAL HEALTH CARE
PATIENT-CENTERED HELPING COHESIVENESS **Rx** PARTNERSHIP EQUITY LEADERSHIP
OPPORTUNITY INNOVATION POTENTIAL SAFETY NET COLLABORATION PARTNERSHIP

In honor of our 20th Anniversary

Rx Partnership presents this 2024 Certificate of Membership to

OLDE TOWNE MEDICAL & DENTAL CENTER

Partner Clinic since 2017

Celebrating 14,440 prescriptions provided to 1,249 patients

The value of Rx Partnership medications dispensed is

\$4,884,669



The
MARTHA W. GOODSON
Center

The Martha W. Goodson Center is an innovative concept in healthy aging that connects individuals facing the challenges of aging or caregiving with various resources and support. From initial symptoms to diagnosis and creation of personalized treatment plans, we are here throughout the journey, assisting patients and caregivers in understanding cognitive disorder disease progression and other challenges of aging.



How do we support our collaborative network of care and healthy aging?

Memory Care

Our memory care services are offered across a patient's entire continuum of care, beginning with care planning through meeting your loved one's wishes during every stage of life. Our Memory Care Navigators help prepare both patients and loved ones with what to expect and how to manage new developments in disease processes, including behavioral, social and emotional changes. This free, specialized service provides each individual and their caregivers with a personalized approach to care and the continuity of care, with the educational support and resources to understand the process, providing a stronger sense of well-being and contentment for everyone involved.

Caregiver Support

The Martha W. Goodson Center recognizes the importance of supporting caregivers and loved ones. We offer critical disease-specific information so caregivers and loved ones better understand disease progression and provide awareness about available community-based support networks in order to talk with those going through the same challenges and learn more about their unique situations.

Social engagement, self-care and wellness programs are a lifeline for short-term and long-term needs that improves the lives of those affected by illness. Our Memory Café provides a welcoming environment to share and connect while leaving the everyday stressors outside the setting. It is an opportunity for patients and caregivers to find those with similar circumstances and provide neutral and consistent social interaction in a safe space.

Clinical Services

As part of Riverside Health System, we take a comprehensive and multidisciplinary approach to the evaluation and treatment of patients with a range of conditions that affect cognition and memory, including Alzheimer's disease, other forms of dementia, traumatic brain injuries and brain vascular disease. Together, we build an optimal care path.

Our team starts with a baseline of overall health as well as cognitive and mood evaluations. We take the time to talk with the patient and caregivers to determine goals, barriers and which support, resources and educational information can help guide progress. With the full range of clinical support, we ensure patient safety in all aspects of daily living, including careful medication review and driving assessments.

Out-of-pocket fees may apply.

Educational Opportunities

The Martha W. Goodson Center offers nationally recognized support programs and educational materials that are specific to phases of memory-related conditions and each unique diagnosis, making a tremendous difference in managing memory diseases and disorders.

Our team provides specialized programs across numerous areas to support both patients and loved ones, including:

- Caring for You: Mind, Body and Soul
- Caring for You, Caring for Me
- Dealing With Dementia
- Person-Centered Microlearning
- Teepa Snow's Positive Approach to Care

The Martha W. Goodson Center is in Williamsburg, Virginia, and connects patients and loved ones to our health care network of Riverside physicians, advanced practice providers, nurses, clinical professionals and other patients and loved ones going through similar experiences.



Research and Innovation

Our research, evaluation and innovative services go beyond what many clinical organizations offer at this time, including the exploration of evidence-based or evidence-informed programs. At The Martha W. Goodson Center, we provide an age-friendly approach to care and offer programs that inform patients, caregivers and clinicians about the most current and cutting-edge developments related to aging, memory care, caregiver support and communicating or advocating for support for those living with dementia in our communities.

Some of our research and innovation insights have resulted in programs or offerings like:

- Family-Centered Approach to Dementia Care Through Wellness and Training
- Care to Plan: Preliminary Efficacy of a Tailored Resource for Family Members of Persons With Dementia
- Comprehensive Medication Review for Persons Living With Dementia

To learn more about The Martha W. Goodson Center, visit us online at riversideonline.com/memorycare.

460 McLaws Circle, Suite 110
Williamsburg, VA 23185
757-220-4751

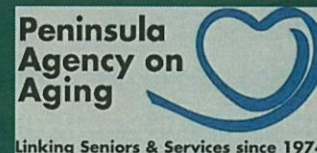


The
MARTHA W. GOODSON
Center

Dementia Case Management Program



The Martha W. Goodson Center and the Peninsula Agency on Aging are partnering to offer a comprehensive community-based program to support people living with dementia and their caregivers.



Living With Dementia Is a Journey

More than 160,000 individuals are living with dementia in Virginia. The Dementia Case Management Program offers dedicated support for individuals with dementia and their families. This state-funded initiative ensures access to essential services, resources, support and education.

Program Goals



Improved Health

Helps you to understand your diagnosis, provide strategies for engaging in healthy behaviors, and reduce your risk of hospitalizations.



Coordination of Care

Provides seamless, coordinated care by a team of professionals, including a care navigator, geriatrician, nurse and a pharmacist.

What Services Does the Program Provide?

Personalized Care Plan

You will have a care plan tailored to meet your specific needs and goals.

Regular Check-Ins

Your care navigator will regularly check in with you by phone, virtual visits or in-person appointments.

Medication Management

You will have support to ensure you are able to manage your medications effectively and safely

For information about the program, please contact the Martha W. Goodson Center at 757-220-4751
www.riversideonline.com

460 McLaws Circle, Suite 110 Williamsburg, VA 23185.



Comprehensive Geriatric Assessment Clinic

The team conducts outpatient comprehensive assessments to establish a baseline for wellness

A comprehensive geriatric assessment involves an interdisciplinary evaluation of an older individual's physical health, cognitive function, functional abilities, mental health, social circumstances, and environmental factors. The goal is to identify potential issues and create a holistic care plan that addresses all aspects of well-being.

This two-visit process includes reviewing medical history, medication use, conducting a physical examination, performing cognitive assessments, evaluating daily living activities, assessing social support, and examining the living environment.



Tasmia A, M.D.
Medical Director
Geriatric Medicine / Hospice Care

The Interdisciplinary team Includes:

- Geriatrician
- Geriatric Pharmacist
- Geriatric Care Specialist
- Nurse
- Social Worker
- Memory Care Navigator
- Community Health Care Navigator

What to Expect During Your Visit

- At least three members of the interdisciplinary team will be involved in your visit
- Physical Exam
- Comprehensive Medication Review
- Functional Assessments
- Depression Screening
- Caregiver Burden Evaluation
- Address Memory or Behavioral Concerns
- Nutritional Assessment
- Fall Risk Assessment
- Advance Care Planning
- A copay may be associated with this visit

Patients may also be referred for lab tests, head imaging, and neuropsychological testing as part of the process. Once the assessment is complete, the team presents recommended strategies to help patients, families, and caregivers address the concerns identified during the evaluation.



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www.riversideonline.com

460 McLaws Circle, Suite 110 Williamsburg, VA 23185.



Riverside's Dementia Health & Wellness Program

provides comprehensive support for individuals living with dementia, as well as their caregivers, care partners, and friends. The program is dedicated to enhancing quality of life through personalized outreach, care planning, education, supportive services, and community resources.

The program offers three distinct services:

1. **Guiding an Improved Dementia Experience (GUIDE)** – For Medicare Part A&B beneficiaries. This service focuses on coordinated dementia care aimed at improving quality of life, reducing caregiver strain, and helping individuals remain in their homes and communities longer. By delaying nursing home placement, this program benefits both individuals with dementia and their caregivers. It includes caregiver training, 24/7 access to a support line, and connections to community providers. Eligible beneficiaries may also qualify for respite services, available at home, adult day centers, or facilities, offering caregivers temporary relief from caregiving duties.
2. **Dementia Care Coordination Program** – Available to anyone with a dementia diagnosis. This program provides essential support through state funding in partnership with the Peninsula Agency on Aging. Available to residents in Williamsburg, James City County, York County, Hampton, and Newport News, it includes:
 - **Individualized Care Planning:** Tailored care plans that help individuals with dementia and their caregivers manage daily challenges.
 - **Caregiver Support and Education:** Workshops and support groups designed to enhance caregivers' understanding of dementia and improve caregiving strategies.
 - **Resource Coordination:** Assistance connecting families to local services, healthcare providers, and respite care options.
3. **Memory Care Navigation** – Designed for individuals with normal age-related brain changes or Mild Cognitive Impairment, this service connects them to local resources and services, including healthcare providers, community programs, and respite care. It simplifies access to essential support and provides families with the tools needed to navigate the complexities of dementia care.

These services work together to create a comprehensive, integrated support system for individuals with dementia and their caregivers, improving quality of life and easing the challenges of dementia care.

Geriatric Care Specialist

Our Geriatric Care Specialist is here to support individuals and families as they navigate aging or caregiving. These highly trained specialists are available to:

- Discuss aging well either in-person, by telephone or virtually.
- Listen carefully and respond to needs, questions and concerns.
- Assist with action planning that addresses identified short- and long-term goals.
- Help customize educational opportunities and resources.
- Provide local and regional resources.
- Provide ongoing support as needed.



Denise Butler, MS, CSA
PAC-Certified Trainer
& Advanced Consultant
denise.butler@rivhs.com

To learn more about The Martha W. Goodson Center or our geriatric care specialty, visit us online at riversideonline.com/memorycare or call us today at 757-220-4751.



The
MARTHA W. GOODSON
Center

MEMORY CARE • CAREGIVER SUPPORT • CLINICAL SERVICES
EDUCATION • RESEARCH

MC100941

Memory Care Navigators



Amanda Gada, LMSW
amanda.gada@rivhs.com



Taylor Lee, MSW
taylor.lee@rivhs.com

To learn more about the Memory Care Navigation Program and The Martha W. Goodson Center, please visit riversideonline.com/memorycare or call us at 757-220-4751.

This program was established by a contribution to the Riverside Foundation by Steve and Grace Spain and family in loving memory of George T. Spain.



"Knowing that I have someone to go to is comforting. It helps my whole family."

— A Grateful Client

MC100606.1

Memory Care Navigation



Living with dementia is a journey. The Martha W. Goodson Center offers you our Memory Care Navigation Program — a specialized service, at no cost to you, that provides each individual and their caregivers a personalized approach to care.

A Memory Care Navigator's role:

- Meet with individuals living with dementia and their caregivers in-person, virtually or by telephone.
- Listen carefully and respond to needs, questions and concerns.
- Assist individuals and caregivers with developing action steps to help address identified needs.
- Offer optional home visits, when appropriate.
- Help customize educational opportunities and resources.
- Coordinate referrals with local and regional agencies and programs for further information and assistance.
- Provide ongoing support and a point of contact when future needs and questions arise.



**The
MARTHA W. GOODSON
Center**

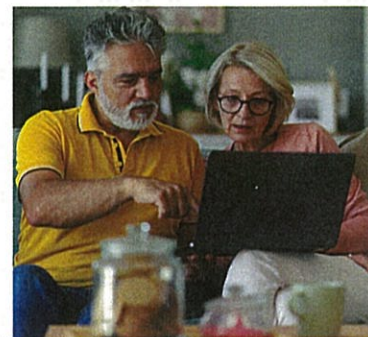
MEMORY CARE • CAREGIVER SUPPORT • CLINICAL SERVICES
EDUCATION • RESEARCH

Dementia Caregiver Video Library



An online resource for caregivers of persons living with dementia.

The Caregiver Support Video Series is an online library with educational content and care techniques as well as testimonials from those familiar with the caregiver journey.



Our Learning, Skills and Reflection videos focus on different aspects of caregiving, ranging from changes happening before a formal diagnosis to the importance of caregiver self-care.

Our goal is to help you manage day to day changes associated with cognitive impairment, develop communication strategies and embrace the journey with your loved one.

Use the QR code to access our video library.



The Caregiver Support Video Series was developed as a partnership between The Martha W. Goodson Center, Teepa Snow and Positive Approach to Care.



**The
MARTHA W. GOODSON
Center**

MEMORY CARE • CAREGIVER SUPPORT
CLINICAL SERVICES • EDUCATION • RESEARCH

Part of the Riverside Health Network of Care

riversideonline.com/memorycare

MC101153

The Jane D. McKinney Driver Rehabilitation Program



The Martha W. Goodson Center offers the region's most comprehensive driver rehabilitation program and the only freestanding driver rehabilitation program in Hampton Roads dedicated to individuals with disabilities and special needs. This DMV-licensed commercial driving program specializes in helping participants become safe, capable drivers. Our evaluations offer an objective assessment of participants' ability to safely operate a motor vehicle and include:



- Senior driver safety assessments
- Adaptive driver assessment and training
- Driver Training for teenagers with a disability
- Certified Driver Rehabilitation Specialist
- Evaluations for DMV medical review

Our driving evaluations are \$350 and are not currently covered by insurance. You may be eligible for an adjusted cost on a sliding scale based on your income. Please ask if you qualify when you call to schedule your appointment.

To learn more or to schedule your appointment, please call 757-220-4751.



The
MARTHA W. GOODSON
Center

MEMORY CARE • CAREGIVER SUPPORT • CLINICAL SERVICES
EDUCATION • RESEARCH

What to Expect

Our driving assessment may include both clinical and behind-the-wheel evaluations. The clinical assessment evaluates the physical, cognitive, visual and perceptual skills involved in vehicle operation.

The behind-the-wheel portion evaluates the skills tested in the clinical assessment, including the driver's integration, physical control, application of skills and overall driving behavior. The evaluation takes place in a variety of environments, including residential, city and highway traffic.

Results will be discussed with participants and a complete evaluation report will be sent to DMV's Medical Review Services to determine if participants may continue driving; if restrictions, rehabilitation, training or adaptive equipment are needed; or if driving retirement is recommended.



John Vaughter
Certified Driver
Rehabilitative Specialist

Locations

Main

460 McLaws Circle, Suite 110
Williamsburg, VA 23185

Satellite

850 Enterprise Parkway, Suite 2100
Hampton, VA 23666

riversideonline.com/drivingrehab

MC100940



THE CITY OF WILLIAMSBURG
INVITES YOU TO THE

One Williamsburg

HOLIDAY RECEPTION

THURSDAY, DEC 12 • 5:30PM • STRYKER CENTER



Clinical Department Update: 11/14/2024

Submitted by: Kendra Robinson, FNP

- **Medical Department**

- Vacancies:
 - PRN Medical Assistant (Vacant since 12/1/2023)
 - Nurse Practitioner/Physician Assistant (1)
 - We continue to recruit for one additional NP/PA.
 - Two potential candidates have been identified. A verbal offer has been made to one of the candidates and we are in the negotiation process.

- **Integrated Care Update:**

- Recruitment for a psych NP or psychiatrist has been put on hold for the moment as we focus on strengthening our existing partnerships.
- Kiara Robinson, a behavioral health consultant employed by CBH, continues to provide brief interventions and care to the patients of Olde Towne.
- Bacon Street continues to provide counseling weekly for our patients.
- Melvin Snead continues to come biweekly to provide counseling for our uninsured patients. We are still in the process of credentialing Mr. Snead at OTMDC so he can start seeing our insured patients as well.
- VMAP is available to providers daily.

- **General Updates**

- We are preparing for the retirement of Dr. Lontkowski in December and discussions are being had about ways to ensure OTMDC's OB program undergoes a smooth transition after Dr. Lontkowski's departure. (Details to be shared as they become available)
- **COVID Update:** there have been no positive COVID cases at OTMDC thus far in November.
- **FLU Update:** there have been no positive influenza cases at OTMDC thus far in November.
- Clinical staff is looking forward to the holidays!



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg area

Business Office Departmental Update: December 2024

- The business office has continued virtual sessions with Shannon Lea of PCDC to discuss and learn more about financial management and accounting systems relevant to FQHC's.
- Jacob and Lisa continue to compile and submit necessary data for the FY24 audit. We are currently up-to-date with all requested items.
- We cooperated with Ops Management to establish a process for check-in and registration as well as taking payments and reconciliation when we discontinue Phreesia.
- We continue to monitor patient demographics data to ensure that we have the correct locale selection for their county of residence. This aids in maintaining the accuracy of our CSR report.
- The business office continues to work with Ops Management and volunteers to purge old records and consolidate our storage units.
- Jacob and Ranganai continue to build Olde Towne's Quickbooks account. We are currently awaiting figures for contractual adjustment percentages from JCC and the auditors.
- Jacob successfully scheduled all our staff and providers that needed CPR recertification using a no-cost option through JCC Risk Management. Recertification took place on 11/22.
- Jacob and Mr. Thompson met with Sharon McCarthy and Heather Modispaw of JCC Financial and Management Services to discuss Current Expected Credit Losses (CECL) as a portion of the audit requirement.

Date: 12/06/2024

By: Margaret “Maggie” Beamon

Medication Access Program

- For the month of November, MAP requested 92 medications on behalf of 52 patients which was valued at \$83,737.44.

Dates: 11/01/2024 – 11/30/2024		
Patient Count	Request Count	Total Value (AWP)
92	52	\$83,737.44

- MAP assisted 8 patients with Medicaid applications during the month of October.

Operations Manager

- We have extended an offer for the clinical assistant position within the Medication Access Program. We are anticipating her start date to be 01/02/2025.
- During the month of November, I met with the clinical assistants individually to answer any questions they may have for me, give kudos and discuss areas of improvement.



To assure access to quality health and wellness care to the residents and workforce of the greater Williamsburg Community.

Dental Report December 2025

As we wind down 2024, Olde Towne Dental Clinic continues to serve the community. We recently had a patient that had been to the E.R for ear and dental tooth pain. The entire left side of her face was swollen and she was in severe pain. When we removed her tooth, we could visually see the infection draining from the extraction site. She had been in pain for several weeks and she was so appreciative of our services. The experience with this patient truly helps us to understand why we “do what we do”!!! What a truly humbling experience to help someone in dire straits!

For the month of November, the clinic treated 225 patients with 243 visits for the month. The VCU dental students will continue their clinical rotations thru the summer. We will also start our Give Kids A Smile (GKAS) meetings soon for our yearly event.

Medicaid patients with various prosthetic procedures continue to receive their dental care. I was informed that Medicaid will be increasing their reimbursements by 3 percent for the next 2025 year. We look forward to a productive year!!



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Marketing & Communications Report Summary

November 15, 2024 – December 6, 2024

Events & Fundraising:

Our **Giving Tuesday** campaign was a success and yielded \$6601 which allows Olde Towne to purchase the 3 pieces of equipment requested as part of the campaign (one for each department: Primary care, Dental & MAP).

Making plans and contacts for **Give Kids A Smile**, February 8, 2025.

The end of the year **Holiday Appeal** direct mail and email has been sent. The appeal is an opportunity for end of the year donations. A calendar of events for the coming year and opportunities for volunteerism was included.

Communications:

Email Blasts/Newsletters: Working on December newsletter.

Posted content for **Social Media Posts** on all channels as well as happenings about Olde Towne along with health information for patients. Focus was on Giving Tuesday campaign, end of the year giving, holiday hours and of course, services and programs.

Marketing & Outreach:

December ads are on the **OTMDC** closed-circuit TVs in the JCC Recreation Center and the JCC community channel.

Olde Towne will have an advertisement in the December Mental Health edition of **Next Door Neighbor Magazine**. Michelle coordinated a meeting for Kiara Robinson with NDN writer Narielle Living and a feature article for Olde Towne concerning mental health will be in the January issue as well.

Olde Towne is taking donations for **Grove Christian Outreach and House of Mercy Christmas Market**. Opportunities for volunteerism as well and time permitting, we may help with the event.

Ambassador Connections

Attended the **Chamber of Commerce Jinglefest** as part of the staff holiday outing. Was able to connect with a few other business and non-profit attendees on behalf of Olde Towne.

Holiday calendar has suspended **meetings** for Greater Williamsburg Outreach Mission, Chamber Health Committee for December. See updates in January.

Social Media Analytics

Facebook Reach 1.9K; Facebook Views 5.7K; Interactions Decrease 35% (shorter reporting period due - early BOD meeting)
Instagram Reach 207; Instagram Followers 337; Instagram Engagement Decrease 2.5% (shorter reporting period)

On the Calendar – Upcoming Events and Outreach Opportunities (volunteers always welcome)

Health Center is closed December 23-25, 2024 and January 1, 2025 for the holidays.

Olde Towne Medical & Dental Center
5249 Olde Towne Road, Suite D | Williamsburg, VA 23185
Phone: 757-259-3258

Communications & Development | Susan Dunn

December 2024

Development

- **Events**
 - Staff enjoyed some holiday cheer by attending the Chamber of Commerce's Jingle Fest at Busch Gardens on November 21st.
 - We had a nice retirement party for Dr. Lontkowski on December 5th with gifts, lunch, and cake. Some of her regular volunteers also came to celebrate with the staff.
 - Giving Tuesday did well with a ROI of \$6,498.17 after credit card fees. This will enable us to purchase some wish list items.
 - Preparing for our Staff, Board, and Volunteer Jingle Mingle Event on the 16th.
- **Volunteers**
 - Continuing to get volunteers signing up for GKAS.
 - Normal volunteering has been quiet with the semester ending.

Communication

- **Website**
 - Continuing to slowly make changes to the website for ease of use, as well as update event information.
- **Misc**
 - Continuing to create graphic content for print and social media.
 - Submitting graphic content to JCC TV every month to advertise OTMDC

OTMDC Finance Committee
December 2024
Summary Report to the Board

Recommended Actions:

None.

Financial Report: attached to this report is the ‘condensed’ year to date financial report for the three months ending 11/30/2024.

Revenue: Total revenues from operations year to date (YTD) are \$2.088m, 63% of budget. This includes receipt of the \$900k from Williamsburg Health Foundation that was budgeted. Gross patient revenue (before bad debt adjustment) is \$468k, 43% of budget. Net patient revenue (after adjustment for bad debt) is \$478k, which includes an increase of \$10k in receipt of previous bad debt and/or additional from the bad debt formulas based on historical data. For November of 2023 net patient revenue was \$338k, so we are \$140k above the previous YTD. If net patient revenue is annualized, it comes in at 110% of the budgeted amount.

Public support revenue is \$49k, which is 12% of budget. The public support received to-date is from Individual and Local Organization giving. Fundraising is at 2% of budget. Grant income is at 105% of budget, see comment above about full receipt of the budgeted Williamsburg Health Foundation grant.

Expenses: With five months or 41.66% of the year recorded, total expenses are \$1.418m, 39% of budget. Personnel costs are 38% of budget, with other (non-salary) operating costs at 43% of budget.

Net income/<loss> from operations (revenues less expenses) YTD is \$670k vs. budgeted net loss of <\$296k>. For the fiscal year ending 6/30/2024, the unaudited net income/(loss) was <\$440k>.

The **endowment fund** is at \$6.555m as of November 30, 2024. For the fiscal year ending 6/30/2024 the fund had a market gain of \$499k over the cost of \$5.564m. In September 2024, the fund recognized dividend income of \$33k, increasing the cost basis to \$5.597. For the first five months of this fiscal year there was a net market gain of \$458k.

Current Assets: Cash balance is \$626k, an increase of \$75k from November 30, 2023. Receivables (net of allowance for doubtful accounts) are \$258k, an increase of \$81k from the November 2023 balance.

Other business/activities:

The next finance committee meeting is scheduled for January 13, 2025, at 4:00 pm.

Respectfully submitted,
Melissa Tucker, Chair, Finance Committee

OTMDC -- Summary Financial Results: YTD 11-30-2024

<u>Income-Expense:</u>					
	<u>Tot. Nov.</u>	<u>Total YTD</u>	<u>Annual Budget</u>	<u>Variance</u>	<u>% of annual</u>
<u>Revenue:</u>					
Local Government	\$ -	\$ 378,164	\$ 626,962	\$ (248,798)	60%
Patient Revenue	\$ 93,717	\$ 467,508	\$ 1,076,500	\$ (608,992)	43%
Less: Bad Debt "Adjustment"	\$ (1,590)	\$ 10,120	\$ -	\$ 10,120	0%
Less: Bad Debt Expense	\$ -	\$ -	\$ (36,000)	\$ 36,000	0%
Net Patient Revenue	\$ 92,127	\$ 477,628	\$ 1,040,500	\$ (562,872)	46%
Public Support	\$ 9,443	\$ 49,441	\$ 427,000	\$ (377,559)	12%
Special Events-Fundraising	\$ -	\$ 2,079	\$ 115,000	\$ (112,921)	2%
Grants	\$ 0	\$ 1,180,575	\$ 1,120,000	\$ 60,575	105%
Misc. (inc. cash over/short)	\$ -	\$ -	\$ -	\$ -	0%
Total Revenue	\$ 101,570	\$ 2,087,887	\$ 3,329,462	\$ (1,241,575)	63%
<u>Expenses:</u>					
Total Personnel	\$ 232,010	\$ 1,150,047	\$ 2,999,136	\$ (1,849,089)	38%
Total Non-Personnel Exp.	\$ 45,238	\$ 266,056	\$ 621,450	\$ (355,394)	43%
Furn/Equipment (Total)	\$ 2,000	\$ 2,000	\$ 5,000	\$ (3,000)	40%
Total Expenses	\$ 279,248	\$ 1,418,103	\$ 3,625,586	\$ (2,207,483)	39%
Net Income	\$ (177,679)	\$ 669,784	\$ (296,124)	\$ 965,908	-226%
Transfer From/(To) Endowment	\$ -	\$ -	\$ 296,124	\$ (296,124)	0%
Net Cash Change After Trfr.	\$ (177,679)	\$ 669,784	\$ -	\$ 669,784	0%
<u>Investment Fund Summary:</u>					
	<u>YTD (12 mos.)</u>	<u>Curr. Mo.</u>			
Beg. Balance, cost	\$ 5,524,723	\$ 5,563,750			
Dividends reinvested 9/30/2024		\$ 33,510			
Cost, 9/30/2024		\$ 5,597,260			
+/-: Gains/Losses, through 6/30/2024	\$ 153,349	\$ 499,071			
Beg. Balance, market		\$ 6,096,331			
+/-: Gains/Losses, fiscal year to date		\$ 458,749			
+/-: Transfer from/(to) Operations		\$ -			
End Balance	\$ 5,678,072	\$ 6,555,080			
<u>Current Assets Report</u>					
		<u>11/30/2024</u>	<u>YTD</u>	<u>11/30/2023</u>	
			<u>Diff.</u>		
Cash		\$ 626,263	\$ 85,110	\$ 541,154	
Investments		\$ 6,555,080	\$ 856,670	\$ 5,698,410	
SUBT.		\$ 7,181,343	\$ 941,780	\$ 6,239,564	
Total Receivables		\$ 309,683	\$ 96,949	\$ 212,734	
Less: Allow. For Doubtful Accts.		\$ (52,153)	\$ 16,558	\$ (68,711)	
Net Receivables		\$ 257,531	\$ 113,507	\$ 144,023	
Total Current Assets		\$ 7,438,874	\$ 1,055,287	\$ 6,383,587	



*To assure access to quality health and wellness care to the residents and workforce
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**Board of Directors Meeting
January 27, 2025 | 5:00PM**

Attendance		
Members Present	Members Absent	Staff Present
Dr. David Aday Dr. Becca Bruhl R. Scott Herr Rashid Jones Rick Jackson Christine Payne Dr. Cornelius Powell Melissa Tucker, CPA Doug Holroyd Heather Modispaw John McGlennon	Cheryl Fields, CPA Dr. Rana Graham-Montaque Jennifer Kirby Henderson Dr. Robin Nelhuebel Dr. Henry Ranger Amanda Ulishney Jonathan Weiss Brian Fuller Chief Larry Snyder	Aaron Thompson Kendra Robinson, NP Dr. Lorenzo Modeste Jacob Cooper Susan Dunn

1. Call to Order and Attendance | Rebecca Bruhl, Chair
2. Consent Agenda | Dr. Rebecca Bruhl
 - a. A motion was made to approve the agendas, with noted changes, by Doug Holroyd and seconded by Dr. David Aday. Motion was approved by the board.
 - i. Board of Director Minutes | November 25, 2025 (correct Jennifer Kirby Henderson's name under 4.b.3) & December 16, 2024
 - ii. Executive Committee | January 13, 2025
 - iii. Governance & Nominating | January 7, 2025 (replace John with the committee under 2.a.4)
 - iv. Planning & Performance | November 20, 2024
3. State of the Facility Reports
 - a. Executive Director Report | Aaron Thompson
 - i. Audit is under final review by Cherry Bekaert.
 - ii. OTMDC is working on the 990.
 - iii. The James City County grant application is complete.
 - iv. Currently updating the WHF grants for CCC and Basic Operations.
 - v. The Certified Midwife Program running smoothly.

- vi. Development & Grants position update: Mr. Thompson is meeting with candidates
- vii. There have been no updates to the status of the FQHC designation.

b. Clinical Update | Kendra Robinson, NP

- i. Extremely happy with the Midwife program and Certified Midwife Victoria Buchannan is doing a wonderful job.
- ii. The CBH Patient Coordinator is continuing to be a valuable resource for our patients.
- iii. Telehealth visits for mental health medication and therapy will begin February 13th.

c. Business Office | Jacob Cooper

- i. No questions regarding the update in the board report.

d. Operations | Margaret Beamon

- i. No questions regarding the update in the board report.

e. Dental Update | Dr. Lorenzo Modeste

- i. GKAS is in 2 weeks, and planning is almost complete. After the event the measurable outcomes will be shared.

f. Marketing & Communications | Michelle Williams

- i. No questions regarding the update in the board report.

g. Communications & Development | Susan Dunn

- i. No questions regarding the update in the board report.

4. Committee Reports

a. Planning & Performance Committee | Scott Herr

- i. No questions regarding the update in the board report.

b. Finance Committee | Melissa Tucker

- i. The January Finance Summary was not included in the January board packet and will be added to the February Board Report.

c. Governance & Nominating Committee | Rebecca Bruhl

- i. Continuing to work on finding replacements for the next term roll offs.
- ii. The committee is asking board members to do in clinic patient interviews to identify satisfaction as well as potential board members.

5. New Business

- a. The updated Federal Poverty Guidelines have been released and OTMDC has made slight adjustments to some areas of our Sliding Fee Scale.

- i. A motion to approve the updates to the Sliding Fee Scale was made by Rick Jackson, and seconded by John McGlennon. Motion was approved by the board.

6. Next Board Meeting | February 24, 2025 at 5:00pm

7. Adjourn

- a. A motion to close the meeting was made by Christine Payne, and seconded by David Aday. The board approved the motion.



*To assure access to quality health and wellness care to the residents and workforce
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Board of Directors Meeting
February 24, 2025 | 5:00PM

		Attendance	
Members Present		Members Absent	Staff Present
Dr. David Aday Dr. Becca Bruhl Cheryl Fields, CPA R. Scott Herr Rashid Jones Jennifer Kirby Henderson Dr. Robin Nelhuebel Christine Payne	Melissa Tucker Brian Fuller (York) Doug Holroyd (York) Heather Modispaw (JCC) John McGlennon (JCC) Larry Snyder (COW)	Rana Graham Montique Rick Jackson Cornelius Powell Henry Ranger Amanda Ulishney	Aaron Thompson Kendra Robinson, NP Lorenzo Modeste, DDS Michelle Williams Susan Dunn

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Board Chair
2. Consent Agenda | Dr. Rebecca Bruhl, Board Chair
 - a. Board of Director Minutes | January 27, 2025
 - i. A motion was made to approve the consent agenda - by Scott Herr and seconded by Doug Holroyd; the motion carried.
3. Audit Review: Ms. Brook Peterson | Cherry Bekaert Advisory LLC
 - a. A motion was made by Melissa Tucker to approve the presented audit and seconded by Robin Nelhuebel, the motion was carried.
4. State of the Facility Reports | Mr. Aaron Thompson
 - a. Facility
 - i. The FY'24 audit has been completed, and the board has reviewed the results.
 - ii. The 990 is in progress.
 - iii. The Strategic Plan is underway. Mr. Thompson met with Susan Cardwell, the consultant, regarding the official writing of the document.
 - iv. WHF's CCC and Basic Operations grants six-month updates have been completed. We anticipate being invited to apply for their FY26 funding.

- v. WHF has added a 3rd cycle to their grant cycle. Our senior team will look into possibly applying.
- vi. Dr. Modeste and Mr. Thompson will visit Northern Neck-Middlesex Clinic this Wednesday to observe how they work with their VCU School of Dentistry students.
- vii. Preparations have started on the draft budget. We anticipate having a Board vote to approve the FY'26 budget at the May meeting.
- viii. York County Board of Supervisor Doug Holroyd has been designated to continue as a board member.
- ix. We are still working to fill our Grants and Development position.
- x. We do not receive any federal funding, so there have been minimal impacts regarding the Executive Orders within OTMDC. We are monitoring any potential effects regarding Medicaid or Medicare.
- xi. The status of the FQHC application approval is currently unknown.
- b. Clinical Update | Kendra Robinson, NP
 - i. Patient visits are down across the board. We attribute this to some demographics uneasy about coming to the facility as a result of the current political climate.
- c. Business Office | Jacob Cooper
 - i. Mr. Thompson has signed an MOA for Cenevia to assist the business department with billing, coding and credentialing.
- d. Operations | Maggie Beamon
 - i. No comments or questions regarding the board report.
- e. Dental | Dr. Modeste
 - i. This year's GKAS was well attended.
 - ii. Next GKAS will be February 7, 2026.
- f. Marketing & Communications | Michelle Williams
 - i. With spring coming, we are gearing up for outreach opportunities.
- g. Communication & Development | Susan Dunn
 - i. Discussed the Shots for Shots fundraiser

5. Committee Reports

- a. Finance Committee | Melissa Tucker, CPA, Chair
 - i. January and February summary reports were included in the packet.
- b. Governance & Nominating | Dr. David Aday, Chair
 - i. Dr. Becca Bruhl has been in touch with the two members who are ending their first term, and both have agreed to stay on the board for another term.
 - ii. Members rolling off the board have been asked to recommend replacements.
 - iii. Dr. David Aday will attend the staff meeting on 3/6 to discuss potential patient candidates and provide input on in-clinic satisfaction interviews.
 - iv. The committee is also working on finding faith and business leaders as candidates.
 - v. Candidate vetting process discussed:
 - 1. Potential candidate submits their resume or CV.
 - 2. Candidate qualifications are discussed within the G&N committee.
 - 3. If approved by G&N the candidate is presented to the full board and voted on.

4. The committee is hoping to have several candidate choices by the April meeting to begin vetting.
- c. Planning & Performance | Mr. Scott Herr, Chair
 - i. The SWOT analysis now has good metrics to gauge progress.
 - ii. Our next step is to contract out and have the complete document written.
 - iii. A question was raised regarding the budgetary column and whether there will be monetary goals. We will indicate whether the metrics have a fiscal impact.

6. New Business

7. Next Board Meeting | March 24, 2025 at 5:00 pm

8. Adjourn

- a. A motion to adjourn was made by Brian Fuller and seconded by Melissa Tucker, and the meeting adjourned.



Board of Directors Meeting
March 24, 2025 | 5:00PM

Attendance			
Members Present		Members Absent	Staff Present
Dr. David Aday Dr. Becca Bruhl Cheryl Fields, CPA Rashid Jones Rick Jackson Christine Payne Dr. Cornelius Powell Dr. Henry Ranger Melissa Tucker, CPA Jonathan Weiss, LCSW	Brian Fuller Doug Holroyd, BOS Heather Modispaw, John McGlennon, BOS Chief Larry Snyder	Dr. Rana Graham-Montaque R. Scott Herr Jennifer Kirby Henderson Dr. Robin Nelhuebel Amanda Ulishney	Aaron Thompson Kendra Robinson, NP Dr. Lorenzo Modeste Michelle Williams Maggie Beamon Susan Dunn Gary Preston, MBA

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Chair

2. Consent Agenda | Rebecca Bruhl

- Board of Directors Minutes | February 24, 2025
- Executive Committee Minutes | March 10, 2025
- Finance Committee Minutes | March 10, 2025
- Governance & Nominating | March 13, 2025

i. A motion was made to approve the consent agenda with the below correction by Doug Holroyd and seconded by Rick Jackson; the motion carried.

- Correct Jennifer Kirby Henderson's name in the G&N minutes.

3. State of the Facility Reports | Mr. Aaron Thompson, Executive Director

a. Executive Director Report | Aaron Thompson

- Data collection is ongoing for the 990.
- The clinic has been in communication with Cenevia, a billing and coding company we will be utilizing, to discuss our needs and their services.
- With the new additions of Victoria Buchanan, CNM, and Gretchen Arnold, PA, we are able to increase our OB and OA patient care, respectively.
- Dr. Modeste and Mr. Thompson visited Middle Peninsula Northern Neck Clinic to view and discuss their VCU dental student program.
- Dr. Aday recently met with staff to discuss the Governance & Nominating patient survey and request names for potential board members.
- An offer is in place for the Grants & Development candidate.

- vii. The Williamsburg Health Foundation (WHF) has notified us to apply for the upcoming year's Chronic Care Collaborative (CCC) and Basic Operations grants. The application is due 4/18/25.
 - viii. OTMDC received a grant from Williamsburg Community Foundation (WCF) on behalf of the O'Hare Foundation of \$5,500.
 - ix. The second annual Community Baby Shower sponsored by Zeta Phi Beta Sorority, Inc. in collaboration with Birth In Color, LWV, & the NAACP will take place 4/23/25.
 - x. Mr. Thompson and Melissa Tucker have progressed with the FY 26 budget.
 - xi. The board discussed patient volume based on last year's comparison.
 - xii. The board discussed the possible effects of the upcoming government funding.
- b. Clinical Update | Kendra Robinson, NP
 - i. Report included in the board packet. No questions or updates were given.
- c. Business Office | Jacob Cooper
 - i. Report included in the board packet. No questions or updates were given.
- d. Operations | Margaret Beamon
 - i. Report included in the board packet.
 - ii. Announced the recently opened Clinical Assistant position.
- e. Dental Update | Dr. Lorenzo Modeste
 - i. Report included in the board packet.
 - ii. Dr. Modeste briefly discussed increased revenue due to Medicaid expansion, and now, with the current uncertainty of government funding, this could affect the dental department.
- f. Marketing & Communications | Michelle Williams
 - i. Report included in the board packet.
 - ii. Mrs. Williams wanted to point out that the report will continue to list upcoming events.
 - iii. An update on the Ford's Colony Golf Tournament and Residents Campaign status.
- g. Communications & Development | Susan Dunn
 - i. Report included in the board packet.
 - ii. Noted that as soon as the "Stride For Wellness 5/10K" is live, the board will receive information on sponsorships.

4. Committee Reports

- a. Finance Committee | Melissa Tucker, Chair
 - i. No updates from the information provided in the board packet.
- b. Governance & Nominating Committee | David Aday, Chair
 - i. Discussed potential candidates for the committee to prioritize and vet prior to making recommendations to the board.
 - ii. The in-clinic interview template is almost ready, and we are currently working with W&M to secure Spanish volunteers to interpret for interviewees.

- iii. Each board member should send David Aday their available dates/times to conduct these interviews, which will take place in the latter half of April.
- iv. The committee has begun planning for a board self-evaluation process.

c. Planning & Performance Committee | Scott Herr, Chair

- i. A consultant has been engaged, Suzanne Caldwell, to take all the provided strategic planning information and create a working document to be released to the committee by 4/4/25. This will be disseminated to the board soon after for review and vote to adopt during the April board meeting.

5. New Business

- a. FQHC status is unknown at this point. Discussion on applying for “Look-A-Like” status will take place at the April meeting.

6. Next Board Meeting | April 28, 2025

7. Adjourn

- a. A motion to adjourn was made by Dr. David Aday and seconded by Mr. Rick Jackson, and the meeting adjourned.

Board of Directors Meeting
April 28, 2025 | 5:00 PM

Attendance			
Members Present		Members Absent	Staff Present
Dr. David Aday	Dr. Cornelius Powell	Rashid Jones	Aaron Thompson
Dr. Becca Bruhl	Dr. Henry Ranger	Rick Jackson	Kendra Robinson, NP
Cheryl Fields, CPA	Melissa Tucker, CPA	Jennifer Kirby Henderson	Dr. Lorenzo Modeste
Dr. Rana Graham-Montaque	Brian Fuller - York	Dr. Robin Nelhuebel	Jacob Cooper
R. Scott Herr	Doug Holroyd - York	Amanda Ulishney	Gary Preston
Christine Payne	H. Modispaw-JCC	Jonathan Weiss, LCSW	Susan Dunn
	J. McGlennon - JCC	Ayanna Williams - COW	
	Chief Larry Snyder		

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Chair
2. Consent Agenda | Dr. Rebecca Bruhl
 - a. Board of Directors Minutes | March 24, 2025
 - b. Governance & Nominating | April 2, 2025
 - i. A motion was made to approve the consent agenda by John McGlennon and seconded by Scott Herr; the motion carried.
3. State of the Facility Reports | A. Thompson
 - a. Executive Director Report
 - i. Metrics are showing an upswing in appointments in both the medical and dental departments.
 - ii. The grants for the WHF have been submitted, for both the Chronic Care Collaborative as & Basic Operating.
 - iii. The Finance Committee received a copy of a draft budget. The budget will be presented to the board to be voted on at this month's meeting.
 - iv. Ms. Ayanna Williams was introduced. She is the new City of Williamsburg board representative.
 - v. The candidate for the position of Grants & Development Coordinator, Sara Lewis, has accepted and has a start date of June 2, 2025.
 - b. Clinical Update | Kendra Robinson, NP
 - i. Report included in the board packet. No questions or updates were given.
 - c. Business Office | Jacob Cooper

- i. Report included in the board packet. No questions or updates were given.
- d. Operations | Margaret Beamon
 - i. Report included in the board packet. No questions or updates were given.
- e. Dental Update | Dr. Lorenzo Modeste
 - i. Report included in the board packet. No questions or updates were given.
- f. Marketing & Communications | Michelle Williams
 - i. Report included in the board packet. No questions or updates were given.
- g. Communications & Development | Susan Dunn
 - i. Mrs. Dunn announced "GiveLocal757" and the "Stride for Wellness" fundraising events and asked the board to share the information within their social circles.
 - ii. Report included in the board packet. No other questions or updates were given.

4. Committee Reports

- a. Finance Committee | Melissa Tucker, CPA, Chair
 - i. Currently with 75% of the fiscal year complete we are at 72% of expenses spent.
 - ii. The endowment fund is currently at a gain from this time last year.
 - iii. The board reviewed and approved the 990.
 - 1. A motion to accept the 990 as presented was made by Melissa Tucker, CPA and seconded by Doug Holroyd, motion carried.
- b. Governance & Nominating | Dr. David Aday, Chair
 - i. Federal updates have been made to the qualifications to become a FQHC or Look Alike and the Board composition will need to be 51% to qualify as either.
 - 1. Currently the committee has identified potential board members that include a nurse representative, a behavioral health representative, hotel/motel representative, and patient/volunteer representative; as well as 4 other patients to become the core of our proposed "Patient Advisory Committee."
 - 2. Discussed the patient interview process and the times board members can sign up to come to the Center to facilitate.
 - a. The goal of the interviews are less of getting Board Members and more finding members for a Patient Advisory Committee, as well as overall satisfaction of the Center.
- c. Planning & Performance | Scott Herr, Chair
 - i. The board reviewed the Strategic Plan ~ 2025-2028, and it was noted to add the new City of Williamsburg Board Representative, Ayanna Williams to the document.
 - 1. A motion to accept the Strategic Plan as presented with the above change was made by John McGlennon and seconded by Dr. David Aday, the motion carried.
 - 2. The next step is to establish a time frame for each area to be evaluated, as well as when to report these results to board and what metrics should be utilized.

5. Next Board Meeting | May 19, 2025 at 5:00PM

6. Adjourn

- a. A motion to adjourn was by Dr. David Aday and seconded by Melissa Tucker, and the meeting adjourned.

**Board of Directors Meeting
May 19, 2025 | 5:00PM**

Attendance		
Members Present	Members Absent	Staff Present
Dr. David Aday	Christine Payne	Aaron Thompson
Dr. Becca Bruhl	Brian Fuller	Kendra Robinson
Rashid Jones	Doug Holroyd	Dr. Modeste
Rick Jackson	John McGlennon	
Dr. Cornelius Powell	Dr. Rana Graham-	
Melissa Tucker, CPA	Montaque	
Chief Larry Snyder	Jennifer Kirby Henderson	
R. Scott Herr	Amanda Ulishney	
Cheryl Fields, CPA		
Heather Modispaw		
Dr. Henry Ranger		
Jonathan Weiss, LCSW		
Dr. Robin Nelhuebel		

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Chair
2. Consent Agenda | Rebecca Bruhl
 - a. Board of Directors Minutes | April 28, 2025
 - b. Executive Committee Minutes | May 12, 2025
 - c. Finance Committee Minutes | May 12, 2025
 - i. A motion was made to approve the consent agenda with the below correction by Rebecca Bruhl and seconded by Rick Jackson; the motion carried.
 1. Correct finance minutes to reflect "year to date" rather than 9/12ths.
3. State of the Facility Reports | Mr. Aaron Thompson, Executive Director
 - a. Review of the facility metrics.
 - b. Discussion on the occurrence and the effects of the cybersecurity issue.
 - i. Discussed fast tracking EPIC with Sentara & Riverside
 - ii. Layer 9 has been contracted as cybersecurity consultants.
 - iii. Obtaining cyber security insurance.
 - iv. Notifications will occur once the forensic analysis has completed. All communications will be reviewed by our legal team.
 - c. Williamsburg Health Foundation will be highlighting Olde Towne next week.
 - d. Sara Lewis, our new Grants & Development employee, will begin June 9th.
 - e. Kendra Robinson, NP discussed how the situation is affecting patient appointments.

f. Dr. Modeste presented his "Mission Moment".

4. Committee Reports

a. Finance | Melissa Tucker

- i. Nothing of note to add to the information in the board packet.
- ii. Review and approval of the proposed budget.
 1. Made note of salary increases will be merit based, but the proposed budget used the placeholder of the highest amount of 5%.
 2. A motion was made to accept the FY'26 Budget was made by Melissa Tucker and seconded by Jonathan Weiss. The motion carried.
 - Inclusive of an approved bonus in FY'26 for qualifying staff.

b. Governance & Nominating | Dr. Rebecca Bruhl

- i. Four candidates are up for nomination to the board. These will be voted on at the next board meeting.
- ii. Update on how patient interviews are going and how long they will be given.
- iii. The committee is currently working on completing a board self-evaluation.

c. Planning & Performance | Scott Herr

- i. The next step for the committee is to identify which items in the strategic plan need immediate attention.
- ii. The committee will also create a document for evaluation of metrics.
- iii. Have the committee investigate adding or updating cyber security items.

5. Next Meeting

- a. June 16, 2025, at 5:00PM

6. Adjourn

- a. A motion was made to adjourn the meeting by Dr. Rebecca Bruhl and was seconded by David Aday, and the meeting was adjourned.



Board of Directors Meeting
June 16, 2025 | 5:00PM

Attendance		
Members Present	Members Absent	Staff Present
Dr. Becca Bruhl Rashid Jones Melissa Tucker, CPA Dr. David Aday Brian Fuller R. Scott Herr Doug Holroyd John McGlennon Dr. Rana Graham-Montaque Robin Nelhuebel Christine Payne Jonathan Weiss, LCSW	Cheryl Fields, CPA Jennifer Kirby Henderson Rick Jackson Heather Modispaw Dr. Cornelius Powell Dr. Henry Ranger Chief Larry Snyder Amanda Ulishney	Aaron Thompson Kendra Robinson, NP Dr. Modeste Jacob Cooper Michelle Williams Gary Preston Susan Dunn

1. Call to Order and Attendance | Dr. Rebecca Bruhl, Chair

2. Consent Agenda | Rebecca Bruhl

a. Board of Directors Minutes | May 19, 2025

i. A motion was made to approve the consent agenda by Doug Holroyd and seconded by Jonathan Weiss; the motion carried.

3. State of the Facility Reports | Mr. Aaron Thompson, Executive Director

a. Viewed the Mission Moment video.

b. Reviewed metrics for the previous month.

i. Numbers are lower due to the facility being closed to most patients for two weeks.

c. Update on cybersecurity concerns.

i. We are currently at about 85% of our patient volume.

ii. Layer 9 has completed their data cleaning, have added monitored firewalls, and the forensics analysis.

1. A. Thompson sent out the "Incident Report" to the board

iii. Several Jurisdictional board members expressed that they were not made aware of the cybersecurity issue directly from OTMDC. It was noted that the Chair was notified immediately (May 15) and the Executive Committee as well as the full board at the Board Meeting on May 19, 2025. Some individuals may have missed that meeting.

1. There will be updates to emergency response protocols.

iv. Discussed the correspondence from our lawyer that will be sent to patients and the public.

v. JCC has lifted the email and shared platforms quarantine.

vi. Discussion regarding a request of possible funds transfer from the endowment to cover cybersecurity, new equipment, identity protection plans, and fines.

1. The board is aware that that these expenses should come from the

Endowment.

2. A. Thompson has requested and received an expense GL Code for the Cybersecurity.
 - vii. The facility has signed audit engagement letter with Cherry Bekaert for the upcoming audit.
 - viii. Sara Lewis, the new Grants & Development Coordinator, has started.
 - ix. The facility has signed this year's contracts with Eastern State (Dental) as well as with James City County to provide new employee screenings.
 - x. Mr. Thompson recently represented Olde Towne at the League of Women Voters for a panel discussion.
 - xi. Our work with Cenevia has been paused until the Center is functioning at full speed.
- d. Clinic | Kendra Robinson, NP
- i. The medical department is currently functioning at about 95%, there are some items in our Electronic Health Records that we are unable to view.
 - ii. Staff has been reviewing charts of all patients that were seen or called during the two-week closing to ensure that their EHR is updated, as well as continuity of care is established.
 - iii. The AMP program decided to permanently close this past Friday.
 1. Medical staff is looking for resources in the interim such as GoodRX, different local pharmacies, utilizing samples, etc. until we can find another source for low-cost prescriptions.
- e. Business Office | Jacob Cooper
- i. No questions or updates outside of the board report.
- f. Operations | Margaret Beamon
- i. No questions or updates outside of the board report.
- g. Dental | Dr. Lorenzo Modeste
- i. No questions or updates outside of the board report.
- h. Marketing & Communications | Michelle Williams
- i. Would like to make the board aware that the Greater Williamsburg Outreach Committee is working on a permanent solution for the area's homeless population. They will soon be doing a feasibility study through a W&M internship program.
 - ii. Review of the FCCC golf tournament revenue.
 - iii. Update on the postponement of Alewerks evening due to new ABC laws.
- i. Communications & Development | Susan Dunn
- i. Announced that the meeting schedule with Zoom links for the upcoming fiscal year will be emailed to board members later this week.

4. Committee Reports

- a. Finance | Melissa Tucker
- i. No report due to the Center's cybersecurity issues, but will provide an update at the next meeting.
 - ii. Budget has been improved, and will be voted on during the WAMAC annual session.

b. Governance & Nominating | Dr. David Aday

- i. Reviewed the nominees for the board and the timeline of onboarding.
- ii. The committee is still working on getting more patients on the board or the creation of a patient advisory board.

iii. A motion was made to approve the four nominees, listed below, to the board by Christine Payne and seconded by Scott Herr, motion carried.

- 1. Karen Stokes
- 2. Ron Kirkland
- 3. Cris Becerra
- 4. Randy Walton

c. Planning & Performance | Scott Herr

- i. The committee has begun working on the timeframe and priorities for the Strategic Plan.

5. New Business

- a. Discussed the reasoning for suspending the implementation of 2 areas of the bylaws that were previously voted to be changed.
- b. These two areas are regarding the composition of the board to include 51% patient representation, and the CEO as a full-time employee of the Corporation.
- c. These areas will be suspended until either applying for FQHC/Look-Alike status, federal regulatory guidance dictates immediate compliance, or a specific date or triggering event.
 - i. A motion was made to suspend the two items in the bylaws by Christine Payne and seconded by David Aday, motion carried.

6. Regular board meeting session paused to enter into Corporation Annual Session.

7. WAMAC Annual Session | Dr. Rebecca Bruhl, Board Chair

a. Approvals

- i. A motion was made to accept the proposed Fiscal Year 2026 budget was made by Robin Nelhuebel and seconded by Jonathan Weiss, motion carried.
- ii. A motion was made to approve continuing membership of the Executive Board, listed below, by Robin Nelhuebel and seconded by Christine Payne, motion carried.
 - 1. Dr. Rebecca Bruhl, Board Chair
 - 2. Rashid Jones, Board Vice Chair
 - 3. Melissa Tucker, Board Treasurer & Finance Chair
 - 4. Dr. David Aday, Governance & Nominating Chair
 - 5. Scott Herr, Planning & Performance Chair

b. A motion was made to adjourn the WAMAC Annual Session by Christine Payne and seconded by David Aday, motion carried.

8. Continuation of regular board meeting.

9. Remarks made and presentation of gifts to the offboarding members.

- a. Dr. Rana Graham-Montique, Christine Payne, Cheryl Fields, Amanda Ulishney, Jonathan Weiss, Chief Snyder, Brian Fuller, Heather Modispaw.

10. Next Meeting

- a. July 28, 2025 | 5:00PM
 - i. FY26 meeting schedule invites and zoom link updates forthcoming.

11. Adjourn

- a. A motion was made to adjourn the meeting by Christine Payne and was seconded by Dr. David Aday, the motion carried.