



**Board of Directors Meeting
Wednesday, December 27, 2023, 11:00 am
Virtual via GoToMeeting**

AGENDA

	Action Needed	Attachment
Roll Call		
CALL TO ORDER		
APPROVAL OF MINUTES	✓	✓
<u>Board Chair's Report</u>		
01.01.02.00 Board By-Laws	✓	✓
01.02.01.01 Conflict of Interest	✓	✓
2024 Slate of Officers	✓	
2024 Board Meeting Dates	✓	✓
2024 Committee Chairs		
<u>President and CEO Report</u>		
HRSA Recap		
<u>PROGRAM / QI COMMITTEE</u>		
HRSA Service Area Analysis	✓	✓
Ryan White Part B Application Update (with Finance)	✓	✓
<u>FINANCE</u>		
Financials	✓	✓
HRSA Budget Period Renewal	✓	✓
04.02.08.00 Federal Funds Drawdown Policy	✓	✓
Ryan White Part B Application Update (with Program)	✓	✓
<u>HUMAN RESOURCES COMMITTEE</u>		
New Privileging		
John Stacy-Team Leader	✓	
07.05.03.00 Conflict of Interest in Employment	✓	✓
<u>GOOD THINGS</u>		
Delaware-Morrow Mental Health & Recovery Services Board approved Southeast's Uncompensated Care request for \$67,167		
Adjournment		

**denotes emailed later*



**Board of Directors
Meeting Minutes
November 22, 2023, 11:00 AM
Virtual GoToMeeting**

Members Present:

Rev. Tony Burns, Chairperson
Angela Fry, VP
Eileen Goodman, Secretary
Kori Manus, Treasurer
Pat Halaiko
Tom Shanahan
Sarah Lenkay
Steve Sielschott
Kate Hamilton

Members Excused:

Don Strasser

Absent:

Dave Lane, Immediate
Past Chair
Kim Krone
Art DeLeon

SE Staff:

Bill Lee, President and CEO
Rebecca Carr, CFO
Melissa Miller, Chief HR Officer
Sandy Stephenson, Special Projects
Director
Nisaa Robinson, Adult and Family
Clinical Director
Kim Cooksey, Clinical Director of SPMI
Services
April Welch, Executive Assistant

Call to Order: Tony Burns called the meeting to order at 11:05 am.

Approval of Board Minutes – Tony Burns moved to approve the October board minutes, and Kate Hamilton seconded. Motion approved.

Board Chair’s Report – Tony Burns

Board By-Laws Policy Approval

Tony Burns presented the Board By-Laws and noted track changes.

Motion

Kate Hamilton moved for the approval of the Board By-Laws Policy. Pat Halaiko seconded. Motion approved.

Ratification of Executive Committee FOH Capital Grant and Policy

Tony Burns reviewed the FOH Capital Grant and the Organizational Statement of Values and Ethics Policy which were presented at the Executive Committee meeting on November 17, 2023.

The State of Ohio is currently accepting applications for funding through the state capital budget process for FY2025-2026. The capital budget typically includes approx. \$150- 200M for impactful, public-facing community projects across the state. Southeast was invited to submit an application through this process to cover the cost of proposed renovations at the Friends of the Homeless Men’s Emergency Shelter.

Southeast submitted a proposal to the City of Columbus on 11/17 for consideration to be included in a consolidated funding request to be submitted to the State of Ohio. Southeast will request funding to make a number of renovations and improvements to the facility to enhance staff workflow and maximize efficient use of the space available, with an emphasis on improved

security and an improved environment for shelter residents and staff. The improvements will also contribute to the longevity of the facility.

Funding will be provided as an expense-based block grant. If funded there would be a 30-year lean through OhioMHAS Southeast has been invited to request funding to cover the full proposed project cost. CSB and City of Columbus funding can be used to provide a match if funding is awarded.

Motion

Kori Manus moved to ratify and approve the State Capital Budget Funding Request. Pat Halaiko seconded. Motion approved.

Changes to the Organizational Statement of Values and Ethics Policy include language changes and an update to the disclosure requirements.

Motion

Kori Manus moved for approval of Changes to the Organizational Statement of Values and Ethics Policy. Pat Halaiko seconded. Motion approved.

Executive Committee Minutes Approval

Tony Burns reviewed the Executive Committee Minutes from November 17, 2023, and asked for approval.

Motion

Kori Manus moved for approval of Executive Committee Minutes. Pat Halaiko seconded. Motion approved.

Nominating Committee

Bill Lee reminded the Nominating Committee to present a new slate of candidates at the December meeting.

President and CEO Report – Bill Lee, President and CEO reviewed the HRSA site visit documents, the Table of Organization, the OhioMHAS Director Resignation, and the new Franklin County ADAMH CFO.

The HRSA site visit will be December 5th, 2023, to December 7th, 2023. The Board of Directors are invited to meet with the HRSA reviewers on December 6th at 12pm. Board members can meet in person (preferred) or virtually.

Table of Organization

Bill Lee presented an updated Table of Organization.

Motion

Eileen Goodman moved for the approval of the Table of Organization. Katie Hamilton seconded. Motion approved.

Bill Lee reported Lori Criss has resigned as Director of the Ohio Department of OhioMHAS to pursue a new career opportunity at The Ohio State University Wexner Medical Center as Behavioral Health Community Engagement Director.

Bill Lee also reported that the Franklin County ADAMH Board's new CFO will be starting in December.

Program Committee

Angela Fry presented the LabCorp Satisfaction Survey, the Continental Message Services (CMS) Satisfaction Survey and the Ryan White Part B Renewal application.

LabCorp Satisfaction Survey

Angela Fry presented the LabCorp Satisfaction Survey results. Southeast annually collects satisfaction surveys from patients who receive services from LabCorp at our locations to measure their satisfaction with the lab services they receive. Patients seen during September – October 2023 were given a satisfaction survey after receiving services from the LabCorp technician. A total of 77 completed satisfaction survey forms were collected. All surveys were collected from Franklin County sites – 38 from Franklin Station, and 39 from 16 West Long Street. Surveys were not collected from Eastern Ohio this year because Southeast did not have a LabCorp technician on site in Belmont County.

Average satisfaction scores were higher for each question at the Franklin Station site. The only item to receive an average score below 3 (Good) was question one (wait time) at the 16 West Long Street site, with an average score of 2.97. At 16 West Long Street, average scores were higher for question #4 (treated with dignity and respect). Females surveyed reported lower average satisfaction scores than males for each question. This is a change from last year when females surveyed reported higher levels of satisfaction than males for all questions except item #2. 41 surveys were collected from females and 27 were collected from males.

Survey respondents who identified as Black/African American and those who identified as White/Caucasian had very similar average responses by question. Those who identified as other races had lower average scores, but this is a very small sample size as only four surveys were collected from respondents who identified as races other than Black/African American or White/Caucasian. Twelve survey respondents did not fill in the race field of the survey.

Southeast patients are generally satisfied with services from LabCorp. Average responses increased for all five scored survey questions compared to last year, with the overall average score increasing to 17.16 (out of a possible 20 points) this year compared to 17.08 last year. The increase in scores is more substantial when surveys collected from Eastern Ohio are excluded from last year's average – the average score last year for surveys collected in Franklin County was 16.32. For surveys collected in Franklin County this year, question 1 (wait time) received the lowest average score of 3.25/4, but this average did increase from last year when it was 3.12/4. Survey respondents cited wait time as more of a challenge at 16 West Long Street, where the average score was 2.97/4 (vs. 3.53/4 at Franklin Station). This is slightly below the target score of 3. Average responses for questions two through five all exceeded the 3.0/4 target score, which indicates general satisfaction with services received.

Proposed Action

Angela Fry recommended editing question number 3 to ask, "How would you rate the cleanliness of the exam room?" as patients are grading the exam room not the lab area.

Motion

Angela Fry moved to approve the results of the LabCorp Satisfaction Survey with the recommended edits to question number 3. Kori Manus seconded. Motion approved.

Continental Message Services (CMS) Satisfaction Survey

Angela Fry presented the satisfaction surveys were conducted by phone. This report contains data from surveys collected so far during calendar year 2023. Surveys have been collected from 14 individuals thus far during 2023. Nine of the individuals surveyed were patients of Southeast who placed a call to the answering service, and five were other providers/professionals who had called. Those surveyed were asked 5 questions to evaluate their satisfaction with the answering service and follow-up by a Southeast provider. Responses to these five questions were scored using a scale of one (1) to five (5) with one being totally unsatisfied and five being very satisfied. A sixth free response question asked, "Is there anything

else you would like to tell us about your experience using our after- hours call service?"

Responses to the free response question as transcribed by the caller collecting surveys are recorded below.

Overall survey responses were similar to calendar year 2022 and indicate generally high levels of satisfaction. During calendar year 2023, 94% of survey responses (66 out of 70 total) were either a 5 or a 4, with 5 indicating "very satisfied" (97% of responses were 5 or 4 during calendar year 2022), and all of the survey responses of 3 or lower came from the same individual surveyed. Survey respondents reported higher levels of satisfaction for question #5 compared to last year.

Proposed Action

Angela Fry recommended reexamining if callers are patients, providers or others are taking survey and if they are not patients or providers should they be included in the survey data.

Motion

Angela Fry moved to approve the results of the Continental Message Services (CMS) Satisfaction Survey. Kate Hamilton seconded. Motion approved.

Ryan White Part B Non-compete Renewal Application (with Finance)

Angela Fry reviewed Ryan White Part B: HIV Client Services Grant Renewal. Southeast intends to submit a renewal application for the Ryan White Part B program by 12/11/2023. HIV case management coordinates services and helps people with HIV gain access to needed medical care, medications, and

other benefits and emergency assistance. Southeast has received funding from the Ohio Department of Health and provided Ryan White HIV case management continuously since the mid-1990s. After receiving funding in a competitive application cycle last year, we are applying for the second of four years of renewal funding. The grant funding currently supports 5 FTEs: one project coordinator, three case managers (two medical case managers and one non-medical case manager) and one benefits navigator.

The Ryan White Part B program is funded by the Ohio Department of Health as an expense-based block grant. Ryan White funding is originally from HRSA and Southeast receives it as a pass-through from ODH.

Motion

Angela Fry moved to approve the Ryan White Part B: HIV Client Services Grant Renewal. Eileen Goodman seconded. Motion approved.

RESOLVED, the Board of Directors of Southeast Healthcare hereby approves the submission of an application to the Ohio Department of Health by 4:00 PM on December 11, 2023, to provide funding for the Ryan White Part B HIV Program, in the amount of up to \$350,000 per year in accordance with the application guidelines;

FURTHER RESOLVED, the Board of Directors of Southeast, Inc. hereby authorizes the President & CEO to prepare, sign, and submit all documents required for inclusion in the proposal by December 11, 2023, and to execute all subsequent agreements necessary to receive funding.

HRSA Bridge Vaccine Funding (with Finance)

Rebecca Carr reviewed the HRSA Bridge Vaccine Funding opportunity. The COVID Bridge funding will be used to fund a vaccination position and to purchase supplies. The total personnel and fringe benefits are \$10,733 and vaccines are \$8,421.

Motion

Kori Manus moved to approve the HRSA Bridge Vaccine Funding. Kate Hamilton seconded. Motion approved.

HRSA Quality Bridge (CHQR)

Southeast was awarded 2 Community Health Quality Recognition (CHQR) badges this year for Access Enhancer and Health Disparities Reducer. The awards are based on data from the 2022 Uniform Data System (UDS) reporting period. CHQR badges recognize health centers that have made notable achievements in the areas of access, quality, health equity, health information technology, and COVID-19 public health emergency response for the most recent UDS reporting period.

Finance Committee

Rebecca Carr presented the Financials and Kori Manus presented the FOH Elevator Procurement Summary.

Financials:

Kori Manus yielded floor to Rebecca Carr to review Financials.

Rebecca Carr reviewed the finance packet for November 2023. The net revenue for the month of October was \$123,271. The operating net income was \$225,624. Investment decreased in value by \$253,005. The cash balance decreased in October to 3.1 million. The audit fieldwork has been delayed with a new completion date of January 31, 2024. A corrected accounts receivable amount will be reflected on the June 20, 2023, financial statement and we will begin to book gross revenue minus adjustments and allowance to the financial statements after the audit is complete.

Motion:

Kori Manus moved to approve the financials. Angela Fry seconded. Motion approved.

FOH Elevator Procurement Summary

Kori Manus presented the Procurement Summary for the repairs of the Friends of the Homeless Elevator. Friends of the Homeless is in need of repairs to the elevator. Oracle Elevator quoted a new elevator much like the current one using most of the current equipment that is still in good

shape, and nothing has changed as far as innovations. Instead, Midwest elevator will completely replace/refurbish the car with the idea of using steel instead of plastic. This will help to protect the parts of the elevator where there have been issues in the past, such as the cab. They will replace all the worn parts and have already checked all the electrical & mechanical components. Southeast recommends selecting Midwest Elevator to repair and replace the elevator at FOH.

Motion:

Kori Manus moved to approve the selection of Midwest Elevator to provide upgrade the Friend of the Homeless elevator, not to exceed \$102,377 which includes a 10% contingency. Kori Manus moved to approve. Pat Halaiko seconded. Motion approved.

Human Resources Committee

Affirmative Action Report

Pat Halaiko and Melissa Miller presented the Affirmative Action Report.

The report was reviewed along with updated guidelines language. A summary of all yearly updates will be reported on to the Board of Directors. In reviewing staff and patient demographics our staffing reflects both our patient demographics and general population demographic trends for the geographic regions we serve. Based on investments in salary scales, turnover has been reduced from prior years.

Motion

Pat Halaiko moved to approve the Affirmative Action Report. Kate Hamilton seconded. Motion approved.

Good Things

At the SID annual meeting held on 11/09/2023 James Alexander was recognized for outstanding service for his work with individuals with substance abuse disorders and commitment to making Narcan available to businesses and other organizations to ensure people experiencing an overdose can be treated quickly. This award is from both Discovery and Capital Crossroads SID.

The Franklin County ADAHM Board has awarded Southeast \$100,000 from the Capital Fund for Carpenter and Redmond House.

Southeast was awarded 2 Community Health Quality Recognition (CHQR) badges this year for Access Enhancer and Health Disparities Reducer. The awards are based on data from the 2022 Uniform Data System (UDS) reporting period. CHQR badges recognize health centers that have made notable achievements in the areas of access, quality, health equity, health information technology, and COVID-19 public health emergency response for the most recent UDS reporting period.

Sandy Stephenson and Southeast received a Thank You Letter from Attorney General David Yost for our participation during the statewide initiative, "Operation Buyer's Remorse", on September 25-30, 2023.

Southeast staff are currently participating in Trees of Gratitude and the Candy Corn to Candy Cane Challenge!

Adjournment – Tony Burns moved to adjourn the meeting.

Board Minutes submitted by April Welch, executive assistant for Eileen Goodman, Secretary.

Eileen Goodman, Secretary

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Effective Date: March 9, 1978
Issue/Revision Date: 02/22/2023
Supersedes: 12/14/93, 9/26/94, May 6, 2002, 06/07/04,
September 09, 2008, 11/01/2010, 01/03/11, 04/01/13, 9/10/13, 8/1/15, 6/6/16, 9/12/16, 9/12/16, 09/16/19, 2/23/22

Approved by: Board of Directors
Signatory: Chief Executive Officer

ARTICLE I

NAME, MISSION AND LOCATION OF CORPORATION

Section 1. Name. The name of this corporation shall be Southeast, Inc.

Section 2. Mission. Southeast, Inc. is a comprehensive provider of mental health, chemical dependency, healthcare, and homeless services assisting diverse populations regardless of their economic status. With the belief that all people have the capacity to grow and change, we provide our services to people of all ages, cultures, races, religious preferences, genders, and sexual orientations in order to enhance wellness and recovery, thereby improving families, workplaces, and communities.

Section 3. Service Area. The primary areas to be served by this corporation are Franklin, Delaware, Morrow, Tuscarawas, Carroll, Belmont, Harrison, and Monroe Counties, Ohio. The Corporation may contract to serve other areas from time to time as appropriate and consistent with the health and human services needs of people and communities.

Section 4. Office Location. The principal office of the corporation is to be located within Franklin County.

Section 5. Non-Discrimination Provisions. The corporation will not discriminate regarding employment, appointment, or election to the Board of Directors or as an Officer, or to be a member of the corporation on the basis of race, color, national origin, ancestry, religion, veteran status or veterans of the Vietnam-era, ethnicity, age, gender, gender identity, disability, marital status and/or sexual orientation. Services will not be denied on the basis of race, color, religion, veteran status or veterans of the Vietnam-era, ethnicity, age, national origin, gender, gender identity, disability, marital status and/or sexual orientation.

ARTICLE II

PURPOSE

Section 1. The purpose of this corporation shall be:

- a. To establish, equip, staff, maintain and operate comprehensive healthcare services exclusively for charitable purposes and for not-for-profit purposes;

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- b. To provide a comprehensive range of coordinated and integrated mental health, chemical dependency and physical health care services; and, to provide human and social services including vocational, employment and emergency shelter and housing interventions for people who are homeless;
- c. To cooperate and/or contract, when necessary, with public, not-for-profit, and for-profit organizations to provide needed services;
- d. To provide opportunities for training and research in the areas of health, vocational and homeless services;
- e. To provide, administer and foster programs for the prevention of illness, and the promotion of wellness and recovery;
- f. To assure the maximum utilization of all existing resources and initiate services not in existence for the benefit of persons living in the geographic areas served by the organization;
- g. To solicit and receive direct and indirect contributions from private and public sources, to be used exclusively for the exercise or performance of the not-for-profit purposes for which this corporation is formed;
- h. To provide education, training, internship and residency opportunities; and
- i. To do any and all things incident and appropriate to the foregoing purposes .

ARTICLE III

BOARD OF DIRECTORS

Section 1. Governing Powers. The property and affairs of the corporation shall be managed and controlled by a Board of Directors and such officers and agents as they shall from time to time duly elect and appoint. The Board shall retain full authorities, responsibilities, and functions as prescribed in legislation and/or regulations of all local, state, and federal funding authorities including but not limited to: Board composition; executive committee function and composition; selection of Board Chairperson; selection of Board members; strategic planning; approval of the annual budget, ~~and all applications exceeding the threshold identified in board policy and all HRSA -;~~ ~~selection applications; selection~~/dismissal and evaluation of the President & CEO; adoption of policies and procedures for personnel and financial management and policies for all other enterprise operations; establishment of organizational priorities; establishment of eligibility requirements for consumer/patient partial payment for services; ~~evaluate performance of the health center;~~ adoption of organization's

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healthcare policies including scope and availability of services, sites and locations, hours of operation and quality of care and quality improvement/assurance plan.

Section 2. Number and Qualifications. The Board of Directors shall consist of no fewer than nine (9) members and no greater than twenty-five (25) who have interest in the mission of the organization. In the event board membership falls below 13, at least one board member must be added within three (3) months. The members shall be residents, be employed, or have a nexus of interest in areas in which Southeast, Inc. is a service provider. No fewer than fifty-one percent (51%) of members of the Board will receive services from the organization's Federally Qualified Health Center, and as a group, will be representative of the Health Center's service area. The user members must live or work in the Health Center's service area. The Board shall provide representation of service area residents taking into consideration geographic location, age, gender, economic, consumer and patient status, race and ethnic origin, and sexual orientation of the service area population. At least one member will be a person who is homeless or formally homeless. A majority of non-patient board members shall not derive more than 10% of their annual income from the healthcare industry. No person shall be eligible for membership on the Board of Directors of Southeast, Inc. if he/she holds another position or board membership which is incompatible with Board membership of this corporation as this conflict of interest is defined in an Attorney General's opinion or regulations of the State of Ohio. Directors will sign a conflict of interest statement annually and will also declare such in writing at any given point in time that a conflict does arise. No person is eligible to be elected to Board membership if an immediate family member holds a current Southeast, Inc. Board of Directors membership.

Section 3. Election, Vacancies, and Orientation. Elections to the Board of Directors shall be made and vacancies, including Board Officer vacancies, shall be filled by the nominating and selection procedure of the Board of Directors of Southeast, Inc. Should the Board Chairperson resign, the Vice-Chair shall assume the position as Chairperson of the Board. No Board Member shall be appointed by a third party. Opportunity shall be open to all members of the Board to make recommendations to fill a vacancy to the chair of the Nominating Committee. Upon the recommendation of the Nominating Committee, a vacancy shall be filled by action of the remaining members of the Board of Directors. All newly elected Directors shall participate in an orientation process.

Section 4. Term of Office. The term of office of a Director shall be up to twelve (12) automatically renewing one-year terms beginning on the date of election to the Board. Board members who do not wish their term to renew shall notify the Board President in writing. At the completion of twelve (12) terms, a Director must retire from the Board. Any retired Director shall be eligible to re-apply for Board membership after an absence of one full year. During the one-year absence, a retired Director shall be eligible to serve on ad-hoc committees as appointed by the Board Chairperson or President & CEO. Notwithstanding the foregoing, the Chairperson of the Board shall be eligible to remain in that role to complete three (3) full one-year terms of office as outlined in Article V. Section 2. The immediate past Chairperson of the Board shall be eligible to remain on

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the Board in the role of Chairperson Emeritus for at least one full year regardless of length of service.

Section 5. Leave of Absence. Board members may take a declared leave of absence for up to four (4) continuous months. Board members on a leave of absence for more than four (4) months, will be considered to have resigned and must reapply for Board membership.

Section 6. Resignation and Disqualification. Any member of the Board of Directors may resign by tendering a written resignation to the Chairperson of the Board. No person may sit on the Board who is an employee of the organization. Former Board Members seeking employment at Southeast, Inc. must have resigned their position on the Board at least two years prior to applying for an employment position. Any member will automatically vacate his/her position on the Board if he/she accepts a position or Board membership which is incompatible as defined in Section 2 of this Article. Any member who has an unexcused absence (no call, no show) from two (2) consecutive Board meetings, displays conduct detrimental to the Organization and its Mission, or is suspended or disbarred from participation Federal programs, may be removed from membership subject to review by the Nominating Committee with recommended action taken to the Board. The Executive Committee of the Board may introduce a motion to the full Board to terminate a Director/Officer for any action or behavior determined to be detrimental to the Organization.

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Section 7. Compensation. No officer or member of the Board shall receive compensation or payment except as reimbursement for funds actually expended in conduct of the business for the Board.

ARTICLE IV

MEETINGS

Section 1. Regular Meeting. The Board shall meet every month for a minimum of twelve (12) regular meetings per year. To be considered a Regular Meeting, a quorum must be present.

Section 2. Annual Meeting. The annual meeting of the Board shall be the regular meeting held in December.

Section 3. Special Meetings. Special meetings of the Board may be called by the President or at the request of any four (4) members and must include a quorum for transaction of business.

Section 4. Notice of Meetings. Notice of each regular meeting of the Board shall be sent by mail or email in advance of the meeting and shall include an agenda. Notice of

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special meetings may be made by mail or by telephone, or by email and shall give members at least forty-eight (48) hours notice and shall state the purpose of the meeting.

Section 5. Waiver of Notice. Before, at or after any meeting of the Board of Directors, any Director may, in writing, waive notice of any meeting and such waiver shall be deemed equivalent to the giving of notice. Attendance by a Director at any meeting of the Board shall be a waiver of notice by him/her of the time and place thereof. If all Directors are present at any meeting of the Board, no notice shall be required and any business may be transacted at the meeting. To the extent permitted by law, any lawful action of the Board of Directors may be taken without a meeting, if done pursuant to the unanimous consent of the Directors.

Section 6. Quorum. Seven (7) Board Members present at any Board meeting shall constitute a quorum of members for the transaction of business. Authority is given to the Chairperson of the Board, or his/her designee, to poll by telephone or by email the members of the Board to determine the will of the Board on special or urgent matters. 100% of the membership must respond to the poll and a majority of the respondents must respond in the affirmative to approve proposed action. Such action shall be subject to formal approval at the next regular Board Meeting and such action shall be reflected in the minutes of the next Board meeting. Time sensitive urgent matters may be taken to the Executive Committee of the Board. Action of the Executive Committee must be presented to the full Board at the next scheduled meeting and ratified by the Board.

ARTICLE V

OFFICERS

Section 1. Designation and Election. The officers of the Board shall be a Chairperson, Vice Chairperson, Secretary and Treasurer. Officers shall be elected by the Board from membership of the Board at the Annual Meeting and shall take office immediately upon the conclusion of such meeting. The immediate Past Chairperson shall be a designated officer of the Board.

Section 2. Term. The term of office for Officers shall be for one (1) year with opportunity for election to a maximum of three (3) consecutive terms. No elected officer may serve more than three (3) consecutive terms in the same office unless current elected officer has specific skills that benefit a specific officer role then the officer can be eligible to be elected to additional term.

Section 3. Chairperson. The Chairperson shall preside at all meetings of the Board and shall be an ex-officio member of all committees of the Board, except the Nominating Committee. The Chairperson may designate the Vice Chairperson to sit on such committees in his/her place. The Chairperson shall be the Chair of the Board and

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shall in addition exercise such authority and perform such duties as the Board may, from time to time, assign to him or her.

Section 4. Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson during the absence of the Chairperson or the inability of the Chairperson to discharge the duties of office and shall perform such other duties as the Chairperson or Board may from time to time assign to him or her.

Section 5. Secretary. The Secretary shall be responsible for the minutes and records of the meetings of the Board and shall perform such other duties as the President or Board may delegate, or from time to time may assign to him or her or as determined by the needs of the organization.

Section 6. Treasurer. The Treasurer shall have oversight of all monies and securities of the Board and may delegate these responsibilities with the approval of the Board. The Treasurer shall be responsible for assuring that sound fiscal policies are maintained concerning all funds of the Board and shall perform other duties as the President or Board may delegate or from time to time may assign to him or her.

Section 7. Immediate Past Chairperson. The immediate Past Chairperson shall provide historical perspective for the Chairperson and the Board. In addition, the Immediate Past Chairperson shall perform such other duties as the Chairperson the Board may from time to time delegate or assign.

Section 8. President & CEO. The Board shall select, appoint, directly employ, evaluate, and/or dismiss a President & CEO who shall be directly responsible to the Board of Directors. The President & CEO shall be the President/Chief Executive Officer of the corporation and will be responsible for the day-to-day operation of corporate affairs. Board members and Board officers may not usurp or unnecessarily impinge upon the authority of the President & CEO for the day to day management and operation of the Organization. The President & CEO shall also be an ex-officio member, without vote, of the Board of Directors and other standing and ad hoc Committees as the Board may from time to time assign and direct. The general duties and responsibilities of the President & CEO shall be as follows:

- a. Day-to-day operations of all corporate affairs.
- b. Preparing and submitting to the Board of Directors an annual budget representing the projected operations of the Corporation.
- c. Administering the operational and fiscal affairs of the Corporation consistent with the policies as determined by the Board of Directors.
- d. Recruiting, selecting, hiring, assigning, supervising, evaluating and removing when indicated, personnel of the Corporation.

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- e. Negotiating and entering into contractual agreements on behalf of the Corporation as outlined and authorized by the Board of Directors.
- f. Preparing and presenting any and all manner of information and/or reports as may from time to time be assigned by the Board.
- g. Functioning as a staff resource to the Board in the formulation of Corporate policy.
- h. Performing any other related and/or appropriate duties and tasks as may be assigned by the Board of Directors.

The President & CEO's professional performance will be reviewed and evaluated annually by the Board of Directors.

ARTICLE VI

COMMITTEES

Section 1. Committee Memberships. It is expected that all Board members will serve on at least one committee of personal interest or ability based on the need of the organization. Members may serve on more than one committee. Each committee shall keep minutes of committee meetings. Committee memberships will be reviewed annually by the Board at the meeting following the annual meeting. Committees shall assume responsibilities delegated by the Board and shall make recommendations to the full Board with regard to authorities and responsibilities of the Board as defined in Article III, Section 1, Governing Powers. Committees will take all recommended action to the full board in the form of motions. Term limits for committee chairs and members will not exceed overall term limits.

Section 2. Standing Committees. In addition to those committees defined herein, the Chairperson may appoint committees he/she feels are necessary from within the Board, to carry out the functions and purposes of the Board. Each committee shall consist of at least two (2) members of the Board.

Section 3. Special Committees. The Chairperson may appoint committees he/she feels are necessary from without the Board, to carry out the functions and purposes of the Board. Each committee from without shall consist of at least two (2) members of the Board.

Section 4. Executive Committee. The Executive Committee will be composed of the President, Immediate Past President, Vice President, Treasurer and Secretary. The Executive Committee will be chaired by the Chairperson or, in his/her absence, the Vice Chairperson or his/her designee. In the event the Immediate Past Chairperson position

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is vacant, the Board will elect an at-large member to serve on the Executive Committee. The Committee will meet as determined by the Chairperson to review and determine substantive matters of Board Policy and/or action for recommendation to the full Board. The Executive Committee may take action on behalf of the Board of Directors in emergency situations, or when the Board cannot meet and delay would have a detrimental effect on operations of the Corporation. Such action will be reviewed by the full Board at the next scheduled meeting for ratification. The Executive Committee shall confirm all committee appointments made by the Chairperson and provide counsel and advice to the Chairperson; other officers of the Board and President & CEO. The Executive Committee shall also serve as the Corporate Compliance Committee.

Section 5. Finance Committee. The Finance Committee shall be responsible for formulating, supervising and evaluating the fiscal policies of the corporation. The Finance Committee will be chaired by the Treasurer and shall meet prior to the regular meeting of the Board of Directors or as determined by the Treasurer. The Finance Committee shall also serve as the Audit Committee and shall be responsible for the hiring, review and oversight of the auditor's activity. The Finance Committee will review and recommend budget priorities and budget approvals to the full Board.

Section 6. Nominating Committee. The Nominating Committee shall present nominations for the election of officers at the Annual Meeting and shall serve for the following year to recommend individuals to fill vacancies. The Nominating Committee shall make recommendations to the Board regarding the appointment of new members and shall assure orientation for newly elected members of the Board.

Section 7. Program and Quality Improvement Committee. The Program and Quality Improvement Committee shall provide the ongoing review, evaluation and recommendation of Southeast service area needs and service delivery within Behavioral Health, Community Health Center (FQHC), Homeless Programs, Vocational Programs, and all other Human Services Programs. The committee shall evaluate patient satisfaction and client grievance reports and program and services outcome data and make quality improvement recommendations to the full Board for review and action. The Committee shall monitor and evaluate the Southeast Quality Improvement Plan and activities, review reports from the Southeast Quality Council and look for trends, potential problem areas or deficiencies and participate in the evaluation of corrective actions and make recommendations for further actions. Areas of focus will include service utilization and efficiency and at least an annual review of the Organization's Unified Data (UDS) as submitted to HRSA and the Health Center's scope and availability of services, sites and hours of service. The Program Committee, in cooperation with the President & CEO, will establish community advisory and advocacy committees if and when appropriate and as defined by the Board of Directors to meet a funder's contractual obligation. These committees will meet on a scheduled basis and will provide a means for flow of information both to and from the community and clients of Southeast.

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Section 8. Human Resources Committee. The Human Resources Committee shall review and approve a system of personnel policies to guide the administration on personnel matters. The Committee shall review FQHC staff credentialing and all staff applications for privileging and make recommendations to the full Board. Personnel Policy and Procedures will be reviewed for update and/or amendment on an annual basis with a review and recommendations presented to the full Board. The committee will also serve as a consultative resource to the President & CEO and/or designee, relative to personnel administration matters and will regularly review the affirmative action reports of the organization. This committee is also responsible for conducting the annual performance evaluation of the President & CEO and annually reviewing staff officers' salaries and benefits and staff salary scales.

ARTICLE VII

FISCAL MANAGEMENT

Section 1. The fiscal year of Southeast, Inc. shall be July 1 to June 30 of each year.

Section 2. The Southeast Fiscal Audit shall be conducted by an independent accounting firm. Results of fiscal audits will be reviewed by the Finance Committee and reported to the full Board on an annual basis.

ARTICLE VIII

VOTING

Section 1. Each Board member shall have one vote. Members may be present in person, via phone or video. A simple majority at any duly called meeting of the Board at which a quorum is present at the time of the vote, will decide all other matters, unless otherwise specified herein. A Board member is required to abstain in a vote on any matter if the matter presents a conflict of interest. A Board member with a conflict of interest in any Board proceeding shall not participate or be present in the discussion and shall not be present for the vote. Any Board member on a leave of absence is not eligible to vote.

Section 2. A two-thirds (2/3) majority of eligible members of the entire board membership is required for the approval of the following: amendments to the By-Laws, termination of the President & CEO, accepting a settlement in which the Board has standing equal to or greater than \$50,000, initiating a lawsuit, removing a Board member, or approving a merger or acquisition.

ARTICLE IX

EXPENSES

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Section 1. It is clearly intended that this Board will operate on a not-for-profit basis. Neither the corporation itself nor members of the Board shall at any time receive compensation for any expenses except those incurred in the business of the Board.

Article X

CONFLICT OF INTEREST

Section 1. No Board member shall be an employee or an immediate family member of an employee of Southeast, Inc. No Board member shall be considered for employment in any position of Southeast, Inc., until at least two (2) years has elapsed since the person was a Board member.

Section 2. No Board member shall discuss or participate in any Board action in which a conflict of interest exists due to a financial or other benefit that exists directly or indirectly with an immediate family member, the Board member's business or place of employment or with the Board member him or herself. In such situations, the Board member shall leave the Board meeting during any discussion of the action and vote.

Section 3. An immediate family member is defined as a person's spouse or domestic partner; parents immediate in-laws, children, siblings, grandparents, and grandchildren whether biological, through marriage or through adoption.

ARTICLE XI
DISSOLUTION

Section 1. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII
BOARD RELATED DOCUMENTS

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Section 1. Organizing documents, articles of incorporation, by-laws, amendments and minutes will be retained as long as the corporation is in existence. The most recent three years of Board minutes are kept in the Executive Assistant's office. Electronic minutes are stored on the server. Older paper records are archived.

ARTICLE XII
AMENDMENTS

Section 1. These articles may be amended by a two-thirds vote of the eligible members of the entire board membership and after written notice of the proposed changes has been distributed to the members at least two (2) weeks prior to the meeting.

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SE Doc#: 01.02.01.01

Effective Date: 04/06/09

Issue/Revision Date: 10/25/23

Reviewed: 11/01/10

Supersedes: 12/5/16 04/06/09, 12/10/12, 9/12/16, 12/15/16, 8/19/19

Approved by: Board of Directors

Signatory: President & CEO

CONFLICT OF INTEREST

POLICY:

The purpose of the conflict of interest policy is to protect Southeast, Inc.'s tax-exempt interest when it is contemplating a transaction or arrangement that might benefit the private interest of a member of the Board of Directors ("the Board") or an officer or key employee or agent of Southeast or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

No Board member shall be an employee or an immediate family member of an employee of Southeast, Inc. Further, no Board member shall be considered for employment until at least two years have elapsed since the person was a Board member. No employee shall be considered for Board membership unless two years have elapsed since the person's last date of employment.

Employees, board members, or agents are prohibited from participating in the selection, award, or administration of a contract supported by federal or any other funding source if a real or apparent conflict of interest would be involved.

DEFINITIONS:

- A. Interested Person – Any member of the Board or an officer or key employee of Southeast who has a direct or indirect Financial Interest, as defined below, is an Interested Person.

- B. Conflict of Interest – a conflict would arise when a health center employee, board member or agent, or any member of his or her immediate family, his or her partner, or an organization that employs, or is about to employ, any of the parties indicated herein, has a financial or other interest in the firm selected for an award. A person has a financial or other interest if the person has, directly or indirectly, through business, investment, or family:
 - 1. An ownership or investment interest in any entity with which Southeast has a transaction or arrangement;
 - 2. A compensation arrangement with Southeast or with any entity or individual with which Southeast has a transaction or arrangement; or
 - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Southeast is negotiating a transaction or arrangement.

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- C. Immediate Family Member - a person's spouse or domestic partner; parents, children, siblings, grandparents, and grandchildren whether biological or through adoption or guardianship, and immediate in-laws.
- D. Key Employee – A Southeast staff member who is a member of the Southeast Executive Team.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. As set forth below, a person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists.

PROCEDURES:

A. Duty to Disclose

In connection with any actual or possible conflict of interest, the Board member and/or the interested person must in writing using the Conflict of Interest promptlyForm, promptly disclose the existence of a financial interest and/or immediate family relationship and be given the opportunity to disclose all material facts to the Chairperson of the Board and/or the President & CEO of Southeast.

B. Determining Whether a Conflict of Interest Exists

1. After disclosure of the financial interest and all material facts by an interested person, and after any discussion with the interested person, the Chairperson of the Board and/or the President & CEO of Southeast shall refer the matter to the full Board of Directors or to a committee or individual with Board-delegated powers.
2. The Board or committee or individual with Board-delegated powers may, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. If an alternative transaction or arrangement not producing a conflict of interest is not reasonably possible or desirable, the Board shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in Southeast's best interest and whether it is fair and reasonable. In conformity with the above determination, the Board shall make its decision as to whether to allow the transaction or arrangement.

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No Board member, officer, employee, contractor, or agent may solicit or accept gifts, gratuities, favors, or anything of value from contractors or potential contractors or from parties or potential parties to sub-agreements (*e.g.*, subcontracts and sub-grants). A "gift" means anything offered directly by or on behalf of a contractor or potential contractor, other than promotional materials of little or nominal value such as pens, calendars, mugs, and other items intended for wide distribution and not easily resold. Gifts include (but are not limited to): personal gifts, such as sporting goods, household furnishings and liquor; social entertainment or tickets to sporting events; personal loans or privileges to obtain discounted merchandise, and the like. Every Board member, officer, employee, contractor, and agent will decline or return any gift and notify the President & CEO of such gift.

C. Failure to comply with the Conflict of Interest Policy

1. If the Board, any member of the Board, or an officer or key employee of Southeast has reasonable cause to believe another member of the Board or an officer or key employee of Southeast has failed to disclose actual or possible conflicts of interest, he/she shall inform the President of the Board and/or the President & CEO of Southeast and the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose.
2. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the Board determines the individual has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.
3. Employees violating this policy are subject to disciplinary action according to policy 07.08.01.00 Disciplinary Action and Dismissal.

D. Records of Proceedings

The minutes of the Board shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest and/or immediate family relationship in connection with a conflict of interest, the nature of the financial interest or immediate family relationship, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
3. A Board member with a conflict of interest in any Board proceeding shall not participate in the discussion and will be excused from the discussion and voting portion of the meeting. The minutes shall reflect that the member has been excused from both.

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E. Annual Statements

Each member of the Board or officer or key employee of Southeast to which this policy applies shall annually sign a Conflict of Interest Form which acknowledges and affirms such person:

1. Has received a copy of the conflict of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands Southeast is a charitable organization and in order to maintain its tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

F. Periodic Reviews

To insure Southeast operates in a matter consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable for the transaction or arrangement based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to Southeast's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in private inurement, impermissible private benefit or in an excess benefit transaction.
3. When conducting the periodic reviews Southeast may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

RESPONSIBILITIES:

Board of Directors
Officers
Key Employees

FORMS

Conflict of Interest Form



Board of Directors Calendar 2024

2024 dates & yearly revolving agenda Items (agenda items could change)

Board Meetings are Virtual at 11:00 am the fourth Wednesday of the month via GoToMeeting
Program Committee meets at 4:00 pm, Finance meets at 12:00pm the preceding Monday.

January 24, 2024

Review and Signing of Conflict of Interest
Board Calendar for the year
FQHC Health Center Fee Schedules (if ready)
Patient Satisfaction Survey
FQHC Health Center Fee Schedules

February 28

DelMo Budget and contract review
CMHC NOMS report
Cost Center reports
Investment report

March 27

Board Program/Education Presentation
BHM Budget and contract review

April 24

Investment report
Cost Center report
SAMHSA grant for MAT program
TC Budget and contract review

May 22

UDS report/UDS FQHC Data Performance review
Board Self-Assessment

June 26

Board Program/Education Presentation
Client Rights report
Audit presented to the board
HRSA Patient satisfaction survey
QI Plan
Infection Control Plan
Final Board Budget and contracts (2)

July 24

CEO Evaluation
Scholarship funding (HR)

Board Training Education (FQHC)

August 28

Investment report
Client Rights Report

September 25

Board Program/Education Presentation
Affirmative Action report
Organization Budget

October 23

ADAMH ASP Budget
QI Report Board Education
Investment report
Safety Management Plan

November 27 (day before thanksgiving)

QI Annual report
Patient Rights report
Emergency Operations Plan
Slate of Officers
Committee Chairs

December 18

Annual SAC submission application
Slate of Officers
Committee Chairs
2025 Board Meeting dates

**HRSA Budget month TBD*

**Program Presentations will be quarterly*



Service area zip code analysis: December 2023

Each year, as part of the non-competing continuation application for HRSA, Southeast completes a service area zip code analysis based on the previous year's submitted UDS report data. The below analysis shows the zip codes reported on the calendar year 2022 UDS report, submitted earlier this year. These zip codes are also compared to Southeast's service area, as indicated on the HRSA Form 5b: Service Sites.

In 2022, Southeast added several sites to the HRSA scope, meaning that more patients were now included in the UDS report. These were primarily behavioral health additions. The overall increase in the number of patients from 2021 to 2022 was 22%, and the majority of zip codes did experience an increase driven by the inclusion of more sites and behavioral health services.

The largest increases in the number of patients were for the following zip codes:

- 43793 (Woodsfield) – this site was added to our scope in 2022
- 43017 (Dublin) – relatively small number of patients (29 in 2022, 13 in 2021), served by Delaware site.
- 43935 (Martins Ferry) – this site was added to our scope in 2022
- 43942 (Powhatan Point) – served by Woodsfield, added to scope in 2022
- 43016 (Dublin) – small number of patients overall (20 in 2022)

The largest decreases in the number of patients were for the following zip codes:

- 43913 (Brilliant) – very small number of patients overall (12 in 2022)
- 43973 (Freeport) – very small number of patients overall (16 in 2022)
- 43334 (Marengo) – small number of patients overall (21 in 2022)
- 43223 (Columbus) – was the top zip code 2021. Van Buren site located here, which had staffing challenges. Other Columbus zip codes increased.

The number of patients in 26003 (Wheeling, WV) decreased very slightly this year, but had increased 31% in 2021 from 2020. However, nearby 26041 (Moundsville, WV) did increase by 63% from 2021 to 2022, and had increased 23% in 2021.

Proposed Action

The Southeast Healthcare Board of Directors hereby approves the service area and zip codes included on Form 5B: Service Sites as indicated on the summary below.

Zip code	City name	County name	5b Service area	2022 UDS			2021 UDS		Difference 2021-2022	
				Total Patients	% of total	Running %	Total Patients	% of total	Patients	% change
43935	Martins Ferry	Belmont	■	498	4.8%	4.8%	268	3.2%	230	86% ↑
43215	Columbus	Franklin	■	496	4.8%	9.6%	499	5.9%	-3	-1% ↓
43015	Delaware	Delaware	■	480	4.7%	14.3%	442	5.2%	38	9% ↑
43223	Columbus	Franklin	■	463	4.5%	18.8%	544	6.5%	-81	-15% ↓
43207	Columbus	Franklin	■	436	4.2%	23.0%	390	4.6%	46	12% ↑
43950	St. Clairsville	Belmont	■	415	4.0%	27.1%	409	4.9%	6	1% ↑
43906	Bellaire	Belmont	■	347	3.4%	30.4%	261	3.1%	86	33% ↑
43912	Bridgeport	Belmont	■	329	3.2%	33.6%	188	2.2%	141	75% ↑
43232	Columbus	Franklin	■	254	2.5%	36.1%	202	2.4%	52	26% ↑
43205	Columbus	Franklin	■	244	2.4%	38.4%	206	2.4%	38	18% ↑
43204	Columbus	Franklin	■	242	2.3%	40.8%	229	2.7%	13	6% ↑
43211	Columbus	Franklin	■	235	2.3%	43.1%	196	2.3%	39	20% ↑
43224	Columbus	Franklin	■	224	2.2%	45.2%	181	2.1%	43	24% ↑
43213	Columbus	Franklin	■	215	2.1%	47.3%	160	1.9%	55	34% ↑
43206	Columbus	Franklin	■	214	2.1%	49.4%	196	2.3%	18	9% ↑
43713	Barnesville	Belmont	■	209	2.0%	51.4%	190	2.3%	19	10% ↑
43227	Columbus	Franklin	■	204	2.0%	53.4%	190	2.3%	14	7% ↑
43229	Columbus	Franklin	■	201	2.0%	55.4%	174	2.1%	27	16% ↑
43907	Cadiz	Harrison	■	187	1.8%	57.2%	188	2.2%	-1	-1% ↓
43228	Columbus	Franklin	■	183	1.8%	59.0%	172	2.0%	11	6% ↑
43793	Woodsfield	Monroe	■	170	1.6%	60.6%	61	0.7%	109	179% ↑
43219	Columbus	Franklin	■	167	1.6%	62.2%	148	1.8%	19	13% ↑
44663	New Philadelphia	Tuscarawas	■	164	1.6%	63.8%	0	0.0%	164	n/a n/a
26003	Wheeling (WV)	Ohio (WV)	■	159	1.5%	65.4%	169	2.0%	-10	-6% ↓
43947	Shadyside	Belmont	■	148	1.4%	66.8%	89	1.1%	59	66% ↑
43201	Columbus	Franklin	■	132	1.3%	68.1%	95	1.1%	37	39% ↑
43123	Grove City	Franklin	■	127	1.2%	69.3%	105	1.2%	22	21% ↑
43203	Columbus	Franklin	■	108	1.0%	70.4%	91	1.1%	17	19% ↑
43068	Reynoldsburg	Franklin/Licking	■	104	1.0%	71.4%	79	0.9%	25	32% ↑
43718	Belmont	Belmont	■	93	0.9%	72.3%	95	1.1%	-2	-2% ↓
43209	Columbus	Franklin	■	89	0.9%	73.1%	81	1.0%	8	10% ↑
43977	Flushing	Belmont	■	87	0.8%	74.0%	82	1.0%	5	6% ↑
43719	Bethesda	Belmont	□	82	0.8%	74.8%	74	0.9%	8	11% ↑
43942	Powhatan Point	Belmont	■	80	0.8%	75.6%	44	0.5%	36	82% ↑
43230	Columbus	Franklin	□	67	0.7%	76.2%	40	0.5%	27	68% ↑
43202	Columbus	Franklin	■	64	0.6%	76.8%	53	0.6%	11	21% ↑
43222	Columbus	Franklin	■	62	0.6%	77.4%	58	0.7%	4	7% ↑

75% of patients

Zip code	City name	County name	5b Service area	2022 UDS			2021 UDS		Difference 2021-2022		
				Total Patients	% of total	Running %	Total Patients	% of total	Patients	% change	
43933	Jacobsburg	Belmont	■	60	0.6%	78.0%	39	0.5%	21	54% ↑	
43081	Westerville	Franklin/Delaware	□	58	0.6%	78.6%	46	0.5%	12	26% ↑	
44683	Uhrichsville	Tuscarawas	■	57	0.6%	79.1%	0	0.0%	57	n/a n/a	
43917	Dillonvale	Jefferson	□	56	0.5%	79.7%	40	0.5%	16	40% ↑	
43214	Columbus	Franklin	■	53	0.5%	80.2%	47	0.6%	6	13% ↑	
43110	Canal Winchester	Franklin/Fairfield	□	52	0.5%	80.7%	46	0.5%	6	13% ↑	
43901	Adena	Jefferson	□	52	0.5%	81.2%	56	0.7%	-4	-7% ↓	
44622	Dover	Tuscarawas	■	52	0.5%	81.7%	0	0.0%	52	n/a n/a	
43943	Rayland	Jefferson	□	51	0.5%	82.2%	38	0.5%	13	34% ↑	
43986	Jewett	Harrison	■	49	0.5%	82.7%	46	0.5%	3	7% ↑	
43026	Hilliard	Franklin	□	48	0.5%	83.1%	41	0.5%	7	17% ↑	
26041	Moundsville (WV)	Marshall (WV)	□	44	0.4%	83.6%	27	0.3%	17	63% ↑	
43946	Sardis	Monroe	□	44	0.4%	84.0%	0	0.0%	44	n/a n/a	
43971	Yorkville	Jefferson	□	43	0.4%	84.4%	29	0.3%	14	48% ↑	
43212	Columbus	Franklin	□	41	0.4%	84.8%	39	0.5%	2	5% ↑	
43231	Columbus	Franklin	□	41	0.4%	85.2%	41	0.5%	0	0% →	
43119	Galloway	Franklin	□	40	0.4%	85.6%	40	0.5%	0	0% →	
43716	Beallsville	Monroe	■	40	0.4%	86.0%	23	0.3%	17	74% ↑	
43035	Lewis Center	Delaware	□	39	0.4%	86.4%	32	0.4%	7	22% ↑	
43065	Powell	Delaware	□	38	0.4%	86.7%	32	0.4%	6	19% ↑	
43074	Sunbury	Delaware	□	37	0.4%	87.1%	42	0.5%	-5	-12% ↓	
43754	Lewisville	Monroe	■	36	0.3%	87.4%	0	0.0%	36	n/a n/a	
43988	Scio	Harrison	□	36	0.3%	87.8%	32	0.4%	4	13% ↑	
44615	Carrollton	Carroll	■	35	0.3%	88.1%	0	0.0%	35	n/a n/a	
43220	Columbus	Franklin	□	32	0.3%	88.4%	30	0.4%	2	7% ↑	
43915	Clarington	Monroe	□	32	0.3%	88.7%	0	0.0%	32	n/a n/a	
43085	Columbus	Franklin	□	30	0.3%	89.0%	24	0.3%	6	25% ↑	
43338	Mount Gilead	Morrow	□	30	0.3%	89.3%	25	0.3%	5	20% ↑	
43017	Dublin	Franklin	□	29	0.3%	89.6%	13	0.2%	16	123% ↑	
43976	Hopedale	Harrison	□	27	0.3%	89.9%	29	0.3%	-2	-7% ↓	
43125	Groveport	Franklin	□	26	0.3%	90.1%	25	0.3%	1	4% ↑	
43315	Cardington	Morrow	□	26	0.3%	90.4%	29	0.3%	-3	-10% ↓	
43235	Columbus	Franklin	□	25	0.2%	90.6%	28	0.3%	-3	-11% ↓	
44621	Dennison	Tuscarawas	■	25	0.2%	90.9%	0	0.0%	25	n/a n/a	
less than 25 patients each	43004	Blacklick	Franklin	□	24	0.2%	91.1%	17	0.2%	7	41% ↑
	43302	Marion	Marion	□	24	0.2%	91.3%	19	0.2%	5	26% ↑
	43082	Westerville	Franklin/Delaware	□	22	0.2%	91.5%	23	0.3%	-1	-4% ↓

Zip code	City name	County name	5b Service area	2022 UDS			2021 UDS		Difference 2021-2022	
				Total Patients	% of total	Running %	Total Patients	% of total	Patients	% change
43963	Tiltonville	Jefferson	<input type="checkbox"/>	22	0.2%	91.8%	17	0.2%	5	29% ↑
43334	Marengo	Morrow	<input type="checkbox"/>	21	0.2%	92.0%	27	0.3%	-6	-22% ↓
43003	Ashley	Delaware	<input checked="" type="checkbox"/>	20	0.2%	92.1%	17	0.2%	3	18% ↑
43016	Dublin	Franklin	<input type="checkbox"/>	20	0.2%	92.3%	11	0.1%	9	82% ↑
43221	Columbus	Franklin	<input type="checkbox"/>	20	0.2%	92.5%	15	0.2%	5	33% ↑
45734	Graysville	Monroe	<input type="checkbox"/>	20	0.2%	92.7%	0	0.0%	20	n/a n/a
43147	Pickerington	Franklin/Fairfield	<input type="checkbox"/>	18	0.2%	92.9%	20	0.2%	-2	-10% ↓
43940	Bellaire	Belmont	<input type="checkbox"/>	17	0.2%	93.1%	0	0.0%	17	n/a n/a
43747	Jerusalem	Monroe	<input type="checkbox"/>	16	0.2%	93.2%	0	0.0%	16	n/a n/a
43973	Freeport	Harrison	<input type="checkbox"/>	16	0.2%	93.4%	22	0.3%	-6	-27% ↓
43021	Galena	Delaware	<input type="checkbox"/>	15	0.1%	93.5%	11	0.1%	4	36% ↑
43725	Cambridge	Guernsey	<input type="checkbox"/>	15	0.1%	93.7%	15	0.2%	0	0% →
45767	New Matamoras	Washington	<input type="checkbox"/>	14	0.1%	93.8%	0	0.0%	14	n/a n/a
43759	Morristown	Belmont	<input type="checkbox"/>	12	0.1%	93.9%	13	0.2%	-1	-8% ↓
43773	Quaker City	Guernsey	<input type="checkbox"/>	12	0.1%	94.0%	0	0.0%	12	n/a n/a
43913	Brilliant	Jefferson	<input type="checkbox"/>	12	0.1%	94.2%	19	0.2%	-7	-37% ↓
43983	Piedmont	Belmont	<input type="checkbox"/>	12	0.1%	94.3%	0	0.0%	12	n/a n/a
44680	Strasburg	Tuscarawas	<input type="checkbox"/>	12	0.1%	94.4%	0	0.0%	12	n/a n/a
43931	Hannibal	Monroe	<input type="checkbox"/>	11	0.1%	94.5%	0	0.0%	11	n/a n/a
44612	Bolivar	Tuscarawas	<input type="checkbox"/>	11	0.1%	94.6%	0	0.0%	11	n/a n/a
Other ZIP Codes			<input type="checkbox"/>	556	5.4%	100.0%	554	6.6%	2	0% ↑
Unknown			<input type="checkbox"/>	0	0.0%	100.0%	0	0.0%	0	n/a n/a
Total				10305	100.0%		8431	100.0%	1874	22% ↑

Funding Opportunity Summary

Southeast Healthcare Board of Directors – December 2023

Ryan White Part B: HIV Client Services Grant Renewal Summary - Update

Funding Source: Ohio Department of Health (Ryan White funds originally from HRSA)		
Funding Opportunity: Ryan White Part B HIV Client Services		
Funding Amount: no limit indicated for this year, SE was encouraged to apply for additional funds as described below		
Deadline for Proposal: Monday, 12/11/2023 4:00 PM		
Award Start Date: April 1, 2024	Funding Period: 1 year	Renewal Available: yes, for two additional years.
<p>Program Summary</p> <p>Southeast submitted a renewal application for the Ryan White Part B program on 12/11/2023. The Ohio Department of Health’s Ryan White Part B Program funds the provision of medical and non-medical case management services to persons living with HIV or AIDS in Delaware, Fairfield, Franklin, Licking, Madison, Morrow, Pickaway, and Union counties. The majority of Southeast’s Ryan White program clients live in Franklin County and many are African immigrants. HIV case management coordinates services and helps people with HIV gain access to needed medical care, medications, and other benefits and emergency assistance. Southeast has received funding from the Ohio Department of Health and provided Ryan White HIV case management continuously since the mid-1990s. After receiving funding in a competitive application cycle last year, this year we submitted an application for the second of four years of renewal funding. The grant funding currently supports 5 FTEs: one project coordinator, three case managers (two medical case managers and one non-medical case manager) and one benefits navigator.</p> <p>Application and Budget Updates</p> <p>The Board reviewed this application summary at last month’s meeting. However, after the November Board meeting, ODH invited grantees to apply for additional funding this year, which increased SE’s total funding request to \$460,618. Approximately \$20,000 of the additional funds requested will be used to provide emergency financial assistance to clients served by the program. This is a new service that has not previously been offered by the Ryan White Part B program. Funding allocated for emergency financial assistance will be used to provide assistance to clients with utilities, housing, food, medications, and transportation (fuel cards or bus passes). In addition, funds will be used to increase program staff salaries and to send staff to conferences and trainings focused on serving individuals with HIV.</p> <p>Financial Impact on Southeast:</p> <p>The Ryan White Part B program is funded by the Ohio Department of Health as an expense-based block grant. Ryan White funding is originally from HRSA and Southeast receives it as a pass-through from ODH.</p> <p>Proposed Action:</p> <p>RESOLVED, the Board of Directors of Southeast Healthcare hereby approves the application submitted to the Ohio Department of Health on December 11, 2023 to provide funding for the Ryan White Part B HIV Program, in the amount of \$460,618 in accordance with the application guidelines;</p> <p>FURTHER RESOLVED, the Board of Directors of Southeast, Inc. hereby authorizes the President & CEO to execute all subsequent agreements necessary to receive funding.</p>		



Financial Statements
November 30, 2023

Southeast Healthcare
Financial Report Narrative

- Net revenue for the month of November was \$855,820. Operating net loss was \$19,750. Investment increased in value by \$830,835.
- The cash balance decreased in November to \$2.7 million.
- Total revenue and expenses were less in November when compared to October. This is mainly due to less operating days in November when compared to October.
- A corrected accounts receivable amount will be reflected on the June 20, 2023, financial statement and we will begin to book gross revenue minus adjustments and allowance to the financial statements after the audit is complete.

SOUTHEAST HEALTHCARE
CONSOLIDATED STATEMENT OF ACTIVITY
FOR THE PERIOD ENDED NOVEMBER, 2023

	FY24 BUDGET	***** ACTUAL *****		LAST YEAR YTD	YTD BUDGET	ACT vs. BUD \$ VARIANCE	% VAR OF BUDGET
		November	YTD				
REVENUE							
<i>ADAMH FUNDING</i>							
ADAMH-FFS	\$ 7,155,738	\$ 359,307	\$ 2,263,423	\$ 2,549,379	\$ 2,981,558	(\$718,135)	(24.1%)
ADAMH - BLOCK GRANT	6,283,766	408,156	2,244,246	888,242	2,618,236	(373,990)	(14.3%)
ADAMH PHARMACY	2,000	0	0	-	833	(833)	(100.0%)
ADAMH - OTHER	-	0	0	-	-	-	
TOTAL	13,441,504	767,463	4,507,669	3,437,621	5,600,627	(1,092,958)	(19.5%)
<i>FIRST & THIRD PARTY</i>							
CLIENT FEES	94,564	10,199	50,236	37,224	39,402	10,834	27.5%
INSURANCE	1,298,968	115,142	610,319	405,953	541,237	69,082	12.8%
MEDICARE	1,134,719	109,910	487,143	370,650	472,800	14,343	3.0%
MEDICAID	13,829,675	1,122,906	5,693,536	5,070,975	5,762,365	(68,829)	(1.2%)
CONTRACTS	10,780,603	1,075,958	5,462,747	4,750,289	4,491,918	970,829	21.6%
PHARMACY SALES	25,034,750	2,465,500	11,920,177	11,683,862	10,431,146	1,489,031	14.3%
IN KIND REVENUE	-	0	0	-	-	0	#DIV/0!
TOTAL THIRD PARTY	52,173,279	4,899,615	24,224,158	22,318,953	21,738,866	2,485,292	11.4%
OPERATING REVENUE	\$ 65,614,783	\$ 5,667,078	\$ 28,731,827	\$ 25,756,574	\$ 27,339,493	\$1,392,334	5.1%
<i>EXPENSES</i>							
SALARIES	33,443,731	2,667,133	13,394,408	12,425,757	13,934,888	(540,480)	(3.9%)
EMPLOYEE BENEFITS	7,692,058	640,885	3,190,980	2,720,394	3,205,024	(14,044)	(.4%)
CONTRACT SERVICES	1,480,000	149,348	559,162	570,833	616,667	(57,505)	(9.3%)
COMPUTER EXPENSE	1,271,991	79,859	477,728	474,448	529,996	(52,268)	(9.9%)
OPERATING SUPPLIES	700,890	43,179	132,780	240,301	292,038	(159,258)	(54.5%)
OPERATING EXPENSES	3,250,000	174,831	1,422,990	1,380,532	1,354,167	68,823	5.1%
OFFICE EXPENSES	350,000	149,702	299,834	101,231	145,833	154,001	105.6%
MOBILE PHONES	350,000	24,966	137,340	145,201	145,833	(8,493)	(5.8%)
TRAVEL/TRANSPORTATION	900,000	99,163	381,374	364,964	375,000	6,374	1.7%
BUILDING & GROUNDS	2,637,325	158,699	851,742	968,011	1,098,885	(247,143)	(22.5%)
DEPRECIATION	795,758	46,705	233,600	244,574	331,566	(97,966)	(29.5%)
AUDIT & LEGAL FEES	250,000	35,895	106,693	71,429	104,167	2,526	2.4%
INSURANCE EXPENSE	750,000	73,563	370,966	303,450	312,500	58,466	18.7%
PHARMACY COG	12,650,000	1,327,746	6,344,247	4,840,531	5,270,833	1,073,414	20.4%
IN KIND EXPENSE	-	0	0	-	-	0	#DIV/0!
OTHER EXPENSES	250,000	15,154	123,848	107,698	104,167	19,681	18.9%
TOTAL EXPENSES	\$ 66,771,753	\$ 5,686,828	\$ 28,027,692	\$ 24,959,354	\$ 27,821,564	\$206,128	.7%
OPERATING NET INCOME/(LOSS)	\$ (1,156,970)	\$ (19,750)	\$ 704,135	\$ 797,220	\$ (482,071)	\$1,186,206	
<i>MISCELLANEOUS REVENUE</i>							
INTEREST INCOME	408	49	251	133	170	81	47.6%
INVESTMENT	885,446	830,835	220,103	305,245	368,936	(148,833)	(40.3%)
RENT	145,500	13,277	72,501	59,530	60,625	11,876	19.6%
GAIN/(LOSS) ON PURCHASE	-	0	0	-	-	-	
OTHER	810,000	31,409	560,900	323,767	337,500	223,400	66.2%
TOTAL MISCELLANEOUS	1,841,354	875,570	853,755	688,675	767,231	86,524	11.3%
SOUTHEAST NET REVENUE	\$ 684,384	\$ 855,820	\$ 1,557,890	1,485,895	\$285,160	\$1,272,730	
Margin on Operating Revenue	(1.8%)	(.3%)	2.5%	3.1%			
Margin on Total Revenue	1.0%	13.1%	5.3%	5.6%			

SOUTHEAST, INC.
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED NOVEMBER, 2023

ASSETS			
<i>CASH:</i>			
CASH IN BANK - UNRESTRICTED	\$	2,725,138	
SCHOLARSHIP ACCOUNT			
BUILDING MANAGEMENT		-	
PETTY CASH		3,430	2,728,568
<i>INVESTMENTS:</i>			
SHORT TERM INVESTMENTS		3,689,333	
AMERICAN FUNDS		9,952,624	
RESTRICTED INVESTMENTS		290,709	13,932,666
<i>ACCOUNTS RECEIVABLE:</i>			
Claims Based Receivables			
Total Claims Based Receivables		16,286,076	
Other Receivables			
OTHER GRANTS & CONTRACTS		1,103,290	
APOTHECARE		2,845,587	
MISCELLANEOUS		-	
Total Other Receivables		3,948,877	20,234,953
<i>OTHER CURRENT ASSETS:</i>			
APOTHECARE INVENTORY		1,358,363	
PREPAIDS		1,512,517	
EMPLOYEE LOAN/EPP		11,636	
OTHER		9,087	
			2,891,603
TOTAL CURRENT ASSETS			39,787,790
<i>FIXED ASSETS:</i>			
VEHICLES		579,879	
BUILDING, LAND & IMPROVEMENTS		12,874,498	
FURNITURE & EQUIPMENT		3,841,029	
TENANT IMPROVEMENT		174,753	
subtotal		17,470,159	
LESS accumulated depreciation		(11,745,848)	
NET FIXED ASSETS			5,724,311
TOTAL ASSETS			\$ 45,512,103

LIABILITIES & NET ASSETS			
<i>LIABILITIES:</i>			
ACCOUNTS PAYABLE	\$	892,184	
ACCRUED EXPENSES		90,052	
PROPERTY TAX PAYABLE		44,459	
TENANT DEPOSIT		6,857	1,033,552
<i>ACCRUED WAGES & FRINGE BENEFITS:</i>			
ACCRUED VACATION		1,654,096	
ACCRUED PAYROLL		2,184,067	
ACCRUED RETIREMENT		-	
ACCRUED OTHER		359,325	4,197,488
TOTAL CURRENT LIABILITIES			5,231,040
<i>DEFERRED REVENUE</i>			
			1,073,121
<i>LONG TERM DEBT</i>			
			2,442,585
<i>ADVANCES FROM THE STATE</i>			
			483,917
<i>CAPITALIZED LEASE AGREEMENT</i>			
			236,472
TOTAL LIABILITIES			9,467,135
<i>NET ASSETS:</i>			
UNRESTRICTED		33,891,265	
DESIGNATED		1,823,882	
RESTRICTED		39,112	
SCHOLARSHIP		290,709	
			36,044,968
TOTAL NET ASSETS			36,044,968
TOTAL LIABILITIES & NET ASSETS			\$ 45,512,103

SOUTHEAST HEALTHCARE
RATIO ANALYSIS
FOR THE PERIOD ENDED NOVEMBER, 2023

Year to date performance

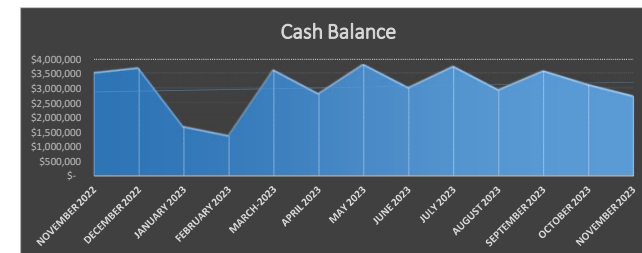
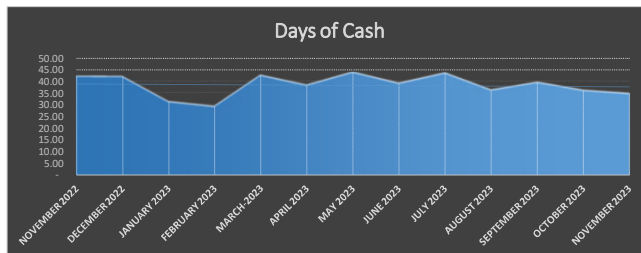
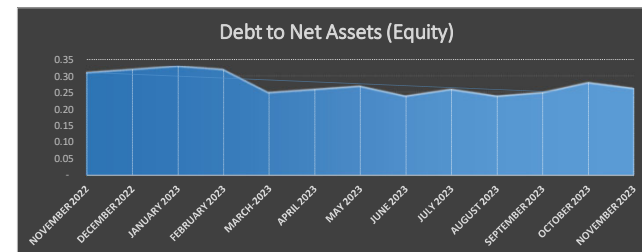
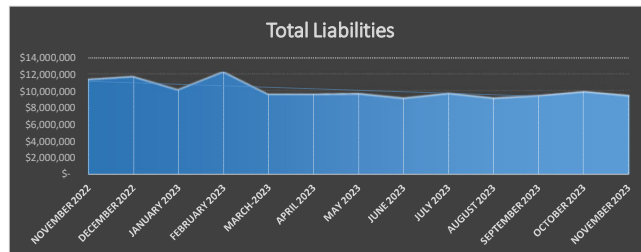
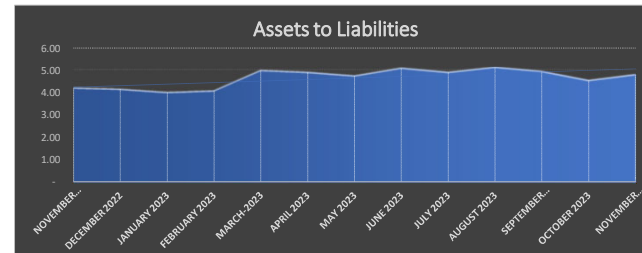
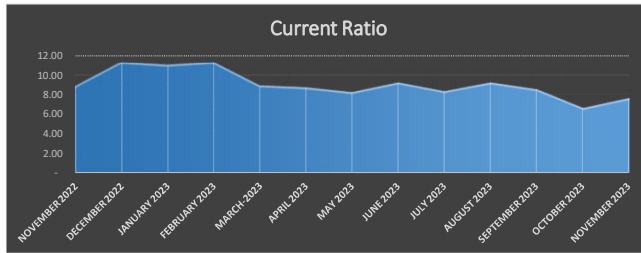
Current Ratio	(CURRENT ASSETS/CURRENT LIABILITIES)	7.6	Ability to pay current debt with current assets; 2 to 4 is standard.
Revenue over Expense Margin	(YTD REVENUE/YTD EXPENSES)	1.072	Indicates revenues (net income) over expenses; Over 1.03 is excellent.
Assets to Liabilities	(TOTAL ASSETS/TOTAL LIABILITIES)	4.81	Indicates debt structure of Organization; 2.0 is standard.
Debt to Net Assets (Equity)	(TOTAL LIABILITIES/NET ASSETS)	.26	Compares borrowed capital to invested capital; .40 is standard.
Days of Cash	CASH & ST INVESTMENTS/AVE. DAY'S EXPENSES	34.8	Indicates number of days of cash SE has on hand. 90 days is good
Average Days in Receivables	(REVENUE/365)AR/Revenue per day)	92.96	Indicates the number of days it takes to collect our receivables

ADAMH Key Performance Indicators

	SOUTHEAST RATIO	ADAMH STANDARDS		INDEX PTS
		EXCELLENT	GOOD	
Administrative Costs to Expenses (Admin/Total expenses)	15.66%	7% - 9.99%	10% - 10.99%	3
Debt to Equity Ratio (Total Liabilities/Net Assets)	0.263	.40 - .49	.50 - 1.19	5
Revenue to Expenses (Total Revenue / Total Expense)	1.20	1.03 - 1.0599	1 - 1.0299	5
Current Ratio (Current Assets/Current Liabilities)	7.61	1.80 - 2.39	1.4 - 1.79	5
Cash to Avg. Mo. Expense (Days) (Cash + ST Invest/Total Expenses)	34.8	80 - 89.99	50 - 79.99	3
Fund Balance Reserve (Net Assets / Ave. Monthly expenses- including CGS)	8.31	6 - 6.99	4 - 5.99	5
% of Revenue from ADAMH (ADAMH Revenue/Total Revenue)	11.7%	< 55.0%	70% - 55%	5
				4.4

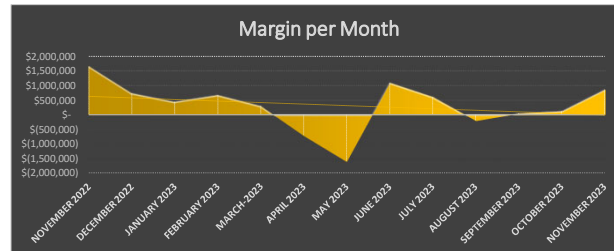
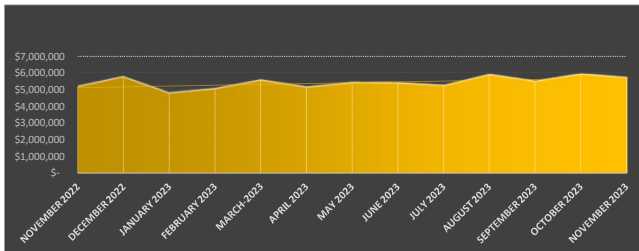
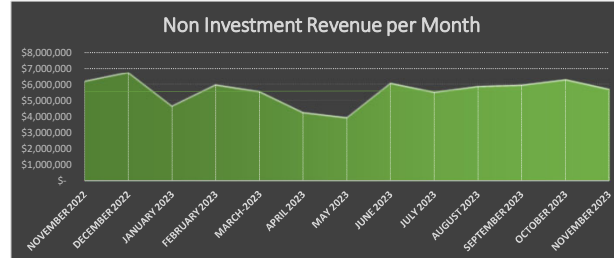
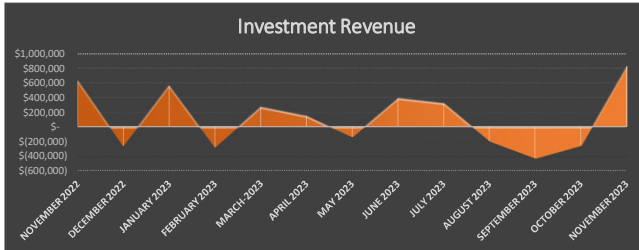
Index Coding
5 - Excellent
4 - Good
3 - Fair
2 - Poor
1 - Correction Required

Historical Ratio Dashboard
For the period ended November 30, 2023



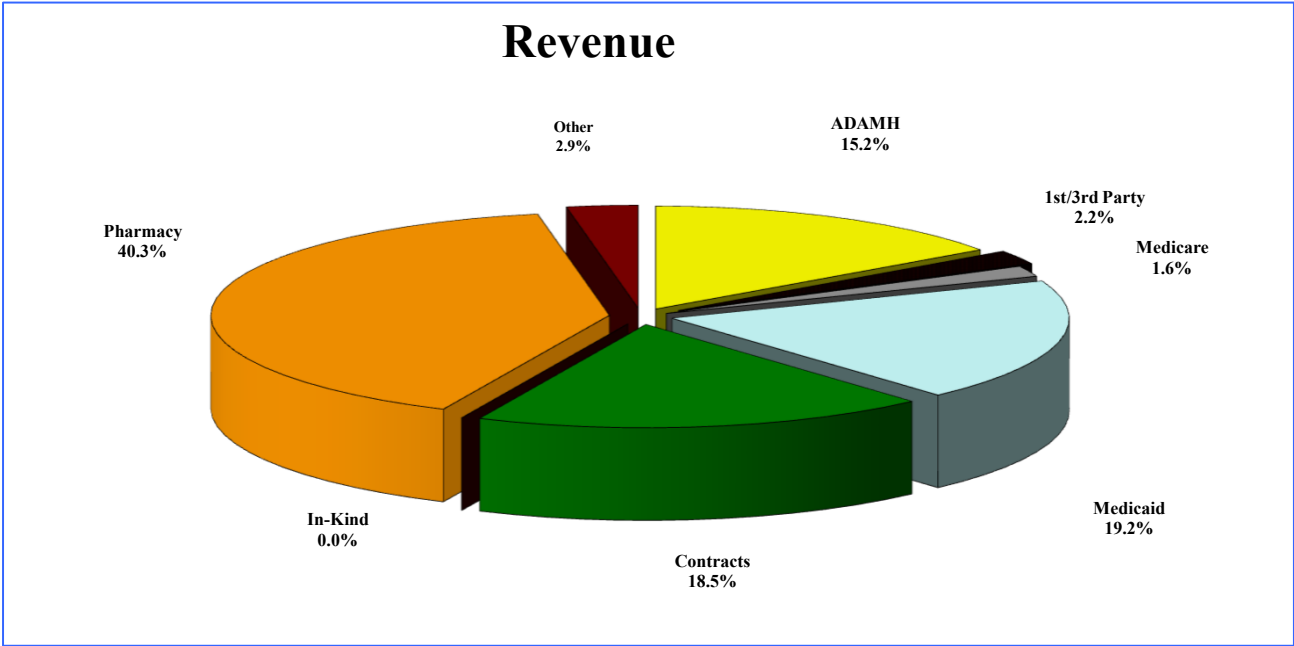
Ratio	Formula	Description
Current Ratio	(CURRENT ASSETS/CURRENT LIABILITIES)	Ability to pay current debt with current assets; 2 to 4 is standard.
Revenue over Expense Margin	(YTD REVENUE/YTD EXPENSES)	Indicates revenues (net income) over expenses; Over 1.03 is excellent.
Assets to Liabilities	(TOTAL ASSETS/TOTAL LIABILITIES)	Indicates debt structure of Organization; 2.0 is standard.
Debt to Net Assets (Equity)	(TOTAL LIABILITIES/NET ASSETS)	Compares borrowed capital to invested capital; 40 is standard.
Days of Cash	CASH & ST INVESTMENTS/AVE. DAY'S EXPENSES	Indicates number of days of cash SE has on hand; 90 days is good
Average Days in Receivables	(REVENUE/365)AR/Revenue per day)	Indicates the number of days it takes to collect our receivables
Total Liabilities	Current Liabilities + Long Term Liabilities	Note - December 2018 Garage purchase closed @ 2.4M

Historical Ratio Dashboard
For the period ended November 30, 2023

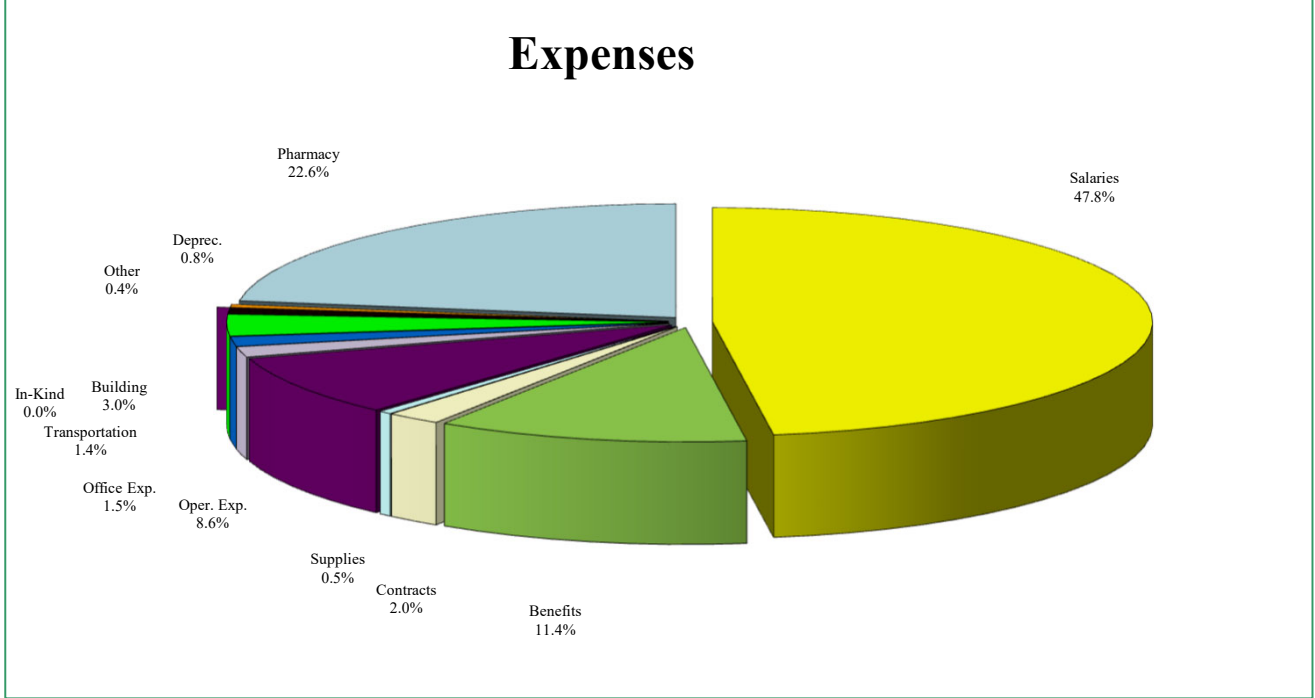


Southeast Healthcare Revenue & Expenses by Category

YTD FY 2024 TOTAL CONSOLIDATED REVENUE \$23,042,934



YTD FY 2024 TOTAL CONSOLIDATED EXPENSES \$23,340,866



Funding Opportunity Summary

Southeast Healthcare Board of Directors – December 2023

HRSA FY25 Non-Competitive Continuation Application/Budget Period Renewal

Funding Source: Health Resources and Services Administration (HRSA)	
Funding Opportunity: HRSA Health Center Program (funding was originally awarded through our FY23 Service Area Competition)	
Funding Amount: Up to \$3,236,214 for FY24	
Deadline for Submission: 12/29/2023	
Funding Budget Period: 6/1/2024 – 5/31/2025	Renewal Available: Yes, through competitive SAC application to be submitted next year
Project Period: 6/1/2023 – 5/31/2025	
<p><u>Program Summary</u></p> <p>The Health Resources and Services Administration (HRSA) requires federally qualified health centers to submit a non-competitive renewal application and budget each year. Southeast was awarded funding for its three-year project period with our service area competition (SAC) application which was submitted and fully funded in December of 2021. The non-competitive application due 12/29/23 is for services to be provided during year 3 (FY25) of our three-year project period, which runs from 6/1/24 – 5/31/25. The non-competitive continuation budget narrative and an analysis of Southeast’s service area are attached along with this summary for review.</p> <p>During calendar year 2022 Southeast served a total of 10,305 patients, an increase of 22.2% compared to calendar year 2021 when 8,431 patients in total were served. This increase was largely driven by the addition of new service sites during 2022, primarily providing behavioral healthcare services under our FQHC scope. The most significant increases for numbers of patients served were in zip codes for the newly added sites including 43793 (Woodsfield), 43017 (Dublin, primarily served by Delaware site), 43935 (Martins Ferry), 43942 (Powhatan Point, served by Woodsfield site), and 43016 (Dublin, primarily served by Delaware site).</p> <p><u>Financial Impact on Southeast</u></p> <p>HRSA grant funding is expense based and can be supplemented with billings through Medicaid and private insurance. The non-competitive renewal application, including the budgetary items, may only include services that are currently in the health center’s approved scope of project with HRSA’s Bureau of Primary Health Care (BPHC). No additional federal funding can be requested through the non-competitive continuation proposal, and any increases in costs must be paid with enhanced non-federal revenue – mainly patient-related program income.</p> <p><u>Proposed Action</u></p> <p>RESOLVED, the Board of Directors of Southeast Healthcare hereby approves the submission of the FY2025 non-competitive continuation/budget period renewal application to HRSA in the amount of up to \$3,236,214 in accordance with the application guidelines;</p> <p>FURTHER RESOLVED, the Board of Directors of Southeast Healthcare hereby authorizes the President & CEO or designee to prepare, sign, and submit all documents required for inclusion in the proposal, and to execute all subsequent agreements necessary to receive funding.</p>	

Southeast, Inc.
Line Item with Justification and Narrative

June 1, 2024-May 31, 2025

Federal Grant Request	Non-Federal Resources	Total Budget
-----------------------	-----------------------	--------------

REVENUES:

REVENUE JUSTIFICATION AND NARRATIVE: Budgets are completed to assure the organization has sufficient resources to cover the costs of operating the healthcare programs focused on serving low income populations as well as the homeless population members. Growth of capacity will assist Southeast, Inc (SEI) to address more of the population's health concerns while decreasing risks associated with operations conducted. Most projected revenues were derived based on information related to FQHC's in Ohio who serve low income and homeless population members, as well as SEI's historical figures. SEI has taken into account expected or possible fluctuations that may occur due to changes in the local, state or national health care environments. Each line item to follow provides specific detail as to how each anticipated revenue is derived.

	FY 2024				
CHC 330 Grant	\$ 3,236,214	Amount based on NoA	\$ 3,236,214		\$ 3,236,214
Program Income	\$ 5,320,835	Amount based on revenues generated from expected billable encounters		\$ 5,320,835	\$ 5,320,835
Other Federal Grant Resources	\$ 320,000	SEI expects to continue to obtain support from other federal grant resources.		\$ 320,000	\$ 320,000
Miscellaneous or Donated Income	\$ 650,000	Other non-categorized income such as revenues from local grants & services		\$ 650,000	\$ 650,000
Total Revenue:	\$ 9,527,049		\$ 3,236,214	\$ 6,290,835	\$ 9,527,049

EXPENSES:

EXPENSE JUSTIFICATION AND NARRATIVE: The organization's goals is to provide comprehensive health care for low income and homeless population members in Central and Eastern Ohio. Through operations the organization will incur significant liabilities such as those related to payroll, equipment, supplies, training, travel, and facility operations and risk management. Each of these areas have been carefully studied in view of SEI's historical cost of operations and projections were made, based on the environment expected to evolve during the pending budget period. To determine projected expenses, SEI took into account expected or possible fluctuations that may occur due to changes in the local, state or national health care environments. Each line item to follow provides specific detail as to how each anticipated expense is derived and detail relative to each expense' purpose.

Personnel: SEI anticipates use of federal funding to support expenses in this category

SALARY JUSTIFICATION AND NARRATIVE: These noted expenses are necessary to assure the provision of health care services. Each line item includes a specified description of the noted expense.

Administration	\$ 549,631	Includes all administrative support staff time spent on grant activities- based on current year salaries.	\$ -	\$ 549,631	\$ 549,631
Medical	\$ 2,920,732	Includes all medical staff working on grant activities- based on current year salaries and provider contracts in place.	\$ 2,445,732	\$ 475,000	\$ 2,920,732
Dental	\$ 525,000	Includes all dental staff working on grant activities- based on current year salaries and provider contracts in place.	\$ 265,000	\$ 260,000	\$ 525,000
Behavioral Health	\$ 1,875,482	Includes all behavioral health staff working on grant activities- based on current year salaries and provider contracts in place.	\$ 525,482	\$ 1,350,000	\$ 1,875,482
Personnel/Staffing Wages:	\$ 5,870,845	Staffing includes Medical, Dental and Mental Health Staffing- Salaries based on current year rates.	\$ 3,236,214	\$ 2,634,631	\$ 5,870,845

Fringe Benefits:

EXPENSE JUSTIFICATION AND NARRATIVE: These noted expenses are necessary to assure the provision of health care services. Each line item includes a specified description of the noted expense.

FICA: Gross Salary x 6.2%	\$ 363,991	Required payroll tax, based on gross salaries	\$ -	\$ 363,991	\$ 363,991
Medicare: Gross Salary x 1.45%	\$ 85,126	Required payroll tax, based on gross salaries	\$ -	\$ 85,126	\$ 85,126
State Unemployment Insurance (SUTA): Gross Salary x 4%	\$ 22,000	Required payroll benefit, based on average state rate	\$ -	\$ 22,000	\$ 22,000
Life, Dental, and Health Insurance: Gross Salary x 15.0%	\$ 481,229	Benefits offered to help attract and retain employees	\$ -	\$ 481,229	\$ 481,229
Retirement @4%	\$ 234,834	Retirement Benefits offered to employees		\$ 234,834	\$ 234,834
Tuition & Other non-specified benefits: Gross Salary x .5%	\$ 13,173	Productivity bonus, retirement, tuition costs related to certification's licensure, sign-on/retention bonuses	\$ -	\$ 13,173	\$ 13,173
Workers Compensation: Gross Salary x .40%	\$ 23,483	Required payroll benefit, based on mandated rate	\$ -	\$ 23,483	\$ 23,483
Subtotal Fringe Benefits:	\$ 1,223,836		\$ -	\$ 1,223,836	\$ 1,223,836

Total Personnel and Fringe Benefits: \$ 7,094,681

\$ 3,236,214 \$ 3,858,467 \$ 7,094,681

Southeast, Inc.
Line Item with Justification and Narrative

June 1, 2024-May 31, 2025

Travel: SEI will not use federal funds to support this category of expenses.

TRAVEL JUSTIFICATION AND NARRATIVE: SEI finds it necessary to assure Board members and professional staff have periodic opportunities to attend meetings that enhance skill sets and/or knowledge. Unless otherwise specified, travel includes costs of flight, car rental, parking, hotel, taxi, daily per diem, and/or bus expenses.

			Federal Grant Request	Non-Federal Resources	Total Budget
Physician/Mi-Level CME	\$ 5,000	SEI reimburses medical providers for travel related to attending meetings in relation to obtaining CME's		\$ 5,000	\$ 5,000
HRSA Required or Trade Association Meetings	\$ 10,000	Travel specific expenses for staff to attend local association meetings and relevant trainings.	\$ -	\$ 10,000	\$ 10,000
Seminars	\$ 5,000	Travel costs for UDS and other professional training events		\$ 5,000	\$ 5,000
PCA Annual Conference	\$ 5,000	Covers expense related to staff for travel to attend PCA's Annual Conference	\$ -	\$ 5,000	\$ 5,000
Mileage Reimbursement	\$ 25,000	Provides travel costs related to opportunities for providers and other staff to attend a variety of training events not otherwise categorized and allows for reimbursement of local mileage incurred as a result of conducting the Corporation's business	\$ -	\$ 25,000	\$ 25,000
Total Travel:	\$ 50,000		\$ -	\$ 50,000	\$ 50,000

Supplies: SEI will not use federal funds to support this category of expenses.

SUPPLIES JUSTIFICATION AND NARRATIVE: To operate an expanded business office and to provide increased access to primary health care services via the proposed NAP facility location, SEI must maintain/purchase a wide array of supplies. Supplies are defined as those items which cost less than \$5,000 per unit and have a disposable life of less than one year.

			Federal Grant Request	Non-Federal Resources	Total Budget
TOTAL MEDICAL ENCOUNTERS BY YEAR:	17,242				
TOTAL DENTAL ENCOUNTERS BY YEAR:	1,014				
TOTAL BEHAVIORAL HEALTH ENCOUNTERS BY YEAR:	44,319				
TOTAL ENCOUNTERS BY YEAR:	62,575				
Medical Supplies: Per Medical Encounter of \$7.00	\$ 120,694	Assures supplies for the provision of medical care-based on current cost per visit	\$ -	\$ 120,694	\$ 120,694
Dental Supplies: Per Dental Encounter at \$12.00	\$ 12,168	Assures supplies for the provision of dental care- based on current cost per visit	\$ -	\$ 12,168	\$ 12,168
Housekeeping and Maintenance supplies	\$ 100,000	Based on current year invoice cost of supplies	\$ -	\$ 100,000	\$ 100,000
Pharmaceuticals	\$ 100,000	Assures those below 100% FPL affordable access to pharmaceuticals to complement patient's treatment plans	\$ -	\$ 100,000	\$ 100,000
Outreach and Education Materials	\$ 10,000	Printing for brochures or fliers and supplies for incentive items. Incentives may include sleeping bags, socks/shoes, soaps, lotions, and other miscellaneous items	\$ -	\$ 10,000	\$ 10,000
Office and Printing Supplies: Per encounter	\$ 35,000	Includes general supplies for office furnishings, general disposable office supplies and meeting supplies.	\$ -	\$ 35,000	\$ 35,000
Laptops/tablets	\$ 20,000	Includes laptops/tables for providers.	\$ -	\$ 20,000	\$ 20,000
Total Supplies:	\$ 397,862		\$ -	\$ 397,862	\$ 397,862

Contractual: SEI will not use federal funds to support this category of expenses.

CONTRACTUAL JUSTIFICATION AND NARRATIVE: To assure appropriate resources are available, SEI works with regional service providers and a variety of professionals and consultants to achieve a multitude of services. These are necessary to assure cost-effective operations and/or to assure adequate expertise is available to the organization. These contractual obligations are categorized as either patient related or non-patient related types of resources. All costs are based on contracts in place.

Patient Care Contracts:

			Federal Grant Request	Non-Federal Resources	Total Budget
Contracted Dental and Physician Services	\$ 75,000	Provides coverage, as needed for illness, vacation, and/or other types of vacancies	\$ -	\$ 75,000	\$ 75,000
Contracted Eye-Care and/or Podiatry Providers	\$ 2,000	Provides affordable access to specialty service for those with diabetes and other chronic diseases that may be affected by related podiatry or vision issues	\$ -	\$ 2,000	\$ 2,000
Contracted Diagnostics	\$ 100,000	To assure laboratory testing is available to patients at a reasonable/affordable cost	\$ -	\$ 100,000	\$ 100,000
Pharmacy Services	\$ 25,000	Dispensing fees and 340B program oversight. Assures those in need of affordable access to pharmaceuticals to complement other primary care services for positive health outcomes	\$ -	\$ 25,000	\$ 25,000
Subtotal Patient Care:	\$ 202,000		\$ -	\$ 202,000	\$ 202,000

Southeast, Inc.
Line Item with Justification and Narrative

June 1, 2024-May 31, 2025

Federal Grant Request	Non-Federal Resources	Total Budget
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Non-Patient Contracts:

Legal/Accounting/Auditing	\$ 75,000	Provides mechanism for independent auditing process, outside accounting and legal services. Legal is used for periodic review of agreements and HR related items and other legal issues that periodically arise	\$ -	\$ 75,000	\$ 75,000
EHR Technical Assistance/Grants Management Training	\$ 50,000	SEI expects to seek outside TA for variety of business needs. SEI expects to seek a multitude of funding resources that might require the expertise of a specialized grant writer. No federal funds are used for grant writing	\$ -	\$ 50,000	\$ 50,000
Subtotal Non-Patient Care:			\$ -	\$ 125,000	\$ 125,000
Total Contractual:			\$ -	\$ 327,000	\$ 327,000

Other: SEI will not use federal funds to support this category of expenses.

OTHER JUSTIFICATION AND NARRATIVE: Many of SEI's expected day-to-day operational expenses do not fall into a previously outlined category, therefore they are categorized in the below "Other" section of this budget. Other types of expenses include items that will help to reduce risk of operating. Further, SEI operates with a variety of facility types of expenses such as utilities, rents, and/or depreciation. This allows the organization to assure an appropriate facility for the provision of health care services. In addition, to assure communications that promote the mission of SEI, expenses are incurred for the printing, publication and other dissemination of information to the community and those served. Other miscellaneous types of expenses are also anticipated such as costs related to mailings, in-house trainings needed for new Board/staff members, assistance with patient transportation, etc. All of the noted expenses contribute to the organization's ability to assure access to care for those most in need, in the most cost-efficient manner possible. All costs are based on current year costs.

Federal Grant Request	Non-Federal Resources	Total Budget
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Facility Payment/Rent	\$ 775,000	Cost to assure adequate facility space for provision of proposed services	\$ -	\$ 775,000	\$ 775,000
Depreciation	\$ 150,000	Depreciation is calculated using the straight line method over the useful lives of the asset	\$ -	\$ 150,000	\$ 150,000
Utilities	\$ 50,000	Gas, electric, garbage disposal and cable	\$ -	\$ 50,000	\$ 50,000
Building Repair/Maintenance	\$ 10,000	Related to facility & mobile medical van to assure in good condition (paint, minor repair/upkeep)	\$ -	\$ 10,000	\$ 10,000
Waste Disposal	\$ 2,500	Assures environmentally appropriate disposal of waste	\$ -	\$ 2,500	\$ 2,500
Telephone	\$ 20,000	Includes telephone, medical exchange, internet services, cellular phones, pager and long distance services. Also includes patient centered service incentives such as prepaid phone cards	\$ -	\$ 20,000	\$ 20,000
Offsite Back-up Expense	\$ 5,000	Assures secondary back-up of all information systems	\$ -	\$ 5,000	\$ 5,000
Computer Support	\$ 200,000	Anticipated agreement/license costs for practice management system, EMR and accounting software systems	\$ -	\$ 200,000	\$ 200,000
Postage	\$ 5,000	SEI will send monthly statements and other types of correspondence that require postage	\$ -	\$ 5,000	\$ 5,000
Electronic Claims Expense	\$ 30,000	Mechanism to pay for anticipated processing of electronic billing claims	\$ -	\$ 30,000	\$ 30,000
Dues/Subscriptions	\$ 5,000	Annual costs related to PCA and provider dues/licenses; also includes costs of periodicals and magazine subscriptions	\$ -	\$ 5,000	\$ 5,000
Patient related transportation assistance	\$ 75,000	Provides assistance related to getting to and/or from the health care facility for patients most in need. Funds are used for COTA passes, fuel vouchers, taxi, or operation of SEI's van services (e.g. fuel, oil, repairs/maintenance)	\$ -	\$ 75,000	\$ 75,000
Bank Service Charges and Credit Card Fees	\$ 1,006	Fees related to overdraft charges and use of business credit card accounts	\$ -	\$ 1,006	\$ 1,006
Professional Liability Insurance	\$ 50,000	Malpractice (Until FTCA implemented), GAP and Tail Coverage. Reduces liability to the Corporation	\$ -	\$ 50,000	\$ 50,000
Other Insurance Expense	\$ 15,000	Umbrella Policy, facility and content insurance, fire, and vehicle etc.	\$ -	\$ 15,000	\$ 15,000
Parking Expense for staff	\$ 50,000	Southeast pays the staff monthly parking fees for employees of the downtown office	\$ -	\$ 50,000	\$ 50,000
"EHR Consulting expenses to maintain NextGen	\$ 174,000	Costs of OSIS consultants to work with NextGen EHR and maintain UDS and software upgrades and adjustments.	\$ -	\$ 174,000	\$ 174,000
Recruitment Expense	\$ 40,000	Costs include use of recruitment services, advertising of open positions, and those related to interviewing, and potential sign-on bonuses, etc. This expense decreases in subsequent years due to difference between replacement of providers/staff rather than the initial filling of positions	\$ -	\$ 40,000	\$ 40,000
Total Other:	\$ 1,657,506		\$ -	\$ 1,657,506	\$ 1,657,506
Total: Expenses	\$ 9,527,049		\$ 3,236,214	\$ 6,290,835	\$ 9,527,049
Total: Revenues	\$ 9,527,049		\$ 3,236,214	\$ 6,290,835	\$ 9,527,049

SOUTHEAST, INC.

Area: Fiscal Administration
Subject: Federal Funds Drawdown

Page 1 of 2
SE Doc#: 04.02.08.00

Effective Date: 11/07/11

Issue/Revision Date: 07/26/2023, 12/27/2023

Supersedes: 11/07/11, 2/1/2016 08/19/2019

Approved by: Board of Directors

Signatory: President & CEO

FEDERAL FUNDS DRAWDOWN

PURPOSE:

These procedures describe the handling of all payment requests for federal funding.

POLICY

It is the policy of Southeast, Inc to establish and maintain internal controls that ensure proper procedures are followed for all Agency payment requests for federal funding.

PROCEDURES:

1. All payment requests for drawdown of federal funds will be made by the Chief Financial Officer, Controller or designated person.
2. Payment requests will always be documented and stored in the appropriate file.
3. Payments requests will always be based upon actual federally allowed expenses and will be booked into the general ledger in the appropriate month, account, and program in the month of each draw.
4. Payment requests will always be based on funds already spent for program expenses. Requests will not be made for funding in advance of expenditure unless mandated by specific federal program requirements.
5. Funds will be drawn from federal payment sites, (e.g., HUD LOCCS System, Division of Payment Management) no more often than monthly, based upon expenditures. All passwords to such accounts will be safeguarded and kept private by the staff authorized to request payments.
6. Mandated reporting and account reconciliations will be done in compliance with federal mandate and guidelines.
7. Supporting data for all payment requests and reports must be maintained for three (3) years from the final approved program report.
8. All federal funding will be broken down and recapped in the audited Federal Awards Schedule by Assistance Listing Number (ALN) number annually.

SOUTHEAST, INC.

Area: Fiscal Administration
Subject: Federal Funds Drawdown

Page 2 of 2
SE Doc#: 04.02.08.00

9. Provision forbidding lobbying with federal funds:

Southeast, Inc. will comply with the certification regarding lobbying. Title 31 United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. The CFO will certify, to the best of his or her knowledge and belief, that: (1) No federally appropriated funds have been paid or will be paid, by or on behalf of Southeast, Inc., to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

10. Southeast Inc, will comply with the terms and conditions of federal awards cost principles in 45 CFR Part 75 Subpart E and Health Resources and Services Administration (HRSA) legislative mandates (see attached bulletin).

RESPONSIBILITIES:

Chief Financial Officer
Controller

FORMS:

As specified by individual federal program.



Grants Policy Bulletin

Legislative Mandates in Grants Management for FY 2023

Bulletin Number: 2023-02E

Release Date: February 21, 2023

Related Bulletins: Replaces 2022-05E Legislative Mandates in Grants Management for FY 2022

Issued by: Office of Federal Assistance Management (OFAM)

Purpose

The purpose of this policy bulletin is to clarify the requirements mandated by the Consolidated Appropriations Act, 2023 (Public Law 117-328). This law was signed on December 29, 2022, which provides funding to the Health Resources and Services Administration (HRSA) for the fiscal year ending September 30, 2023. The intent of this policy bulletin is to provide information on the funding limits for HRSA grants and cooperative agreements for FY 2023. Legislative mandates remain in effect until a new appropriation bill is passed setting a new list of requirements. The FY 2023 list of legislative mandates for HRSA award recipients is very similar to the FY 2022 list.

Implementation

FY 2023 Legislative Mandates are as follows:

Division E, Title VII

(1) Confidentiality Agreements (Section 742)

Division H, Title II

(2) Salary Rate Limitation (Section 202)

(3) Gun Control (Section 210)

Division H, Title V

(4) Anti-Lobbying (Section 503)

(5) Acknowledgment of Federal Funding (Section 505)

(6) Restriction on Abortions (Section 506)

(7) Exceptions to Restriction on Abortions (Section 507)

(8) Ban on Funding Human Embryo Research (Section 508)

(9) Limitation on Use of Funds for Promotion of Legalization of Controlled Substances (Section 509)

(10) Restriction of Pornography on Computer Networks (Section 520)

(11) Restriction on Purchase of Sterile Needles (Section 526)

Details:

Division E Title VII

(1) Confidentiality Agreements (Section 742)

“(a) None of the funds appropriated or otherwise made available by this or any other Act may be available for a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.

(b) The limitation in subsection (a) shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a federal department or agency governing the nondisclosure of classified information.”

Division H, Title II:

(2) Salary Rate Limitation (Section 202)

"None of the funds appropriated in this title shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II."

The Executive Level II salary is currently set at [\\$212,100](#), as of January 2023.

(3) Gun Control (Section 210)

“None of the funds made available in this title may be used, in whole or in part, to advocate or promote gun control.”

Division H, Title V

(4) Anti-Lobbying (Section 503)

“(a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of [Public Law 111–148](#) shall be used, other than for normal and recognized executive legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government, except in presentation to the executive branch of any state or local government itself.

(b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of [Public Law 111–148](#) shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress or any state government, state legislature or local legislature or legislative body, other than for normal and recognized executive-legislative

relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government.

(c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future federal, state or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control."

(5) Acknowledgment of Federal Funding (Section 505)

"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds included in this Act, including but not limited to state and local governments and recipients of federal research grants, shall clearly state –

- (1) the percentage of the total costs of the program or project which will be financed with federal money;
- (2) the dollar amount of federal funds for the project or program; and
- (3) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources."

(6) Restriction on Abortions (Section 506)

“(a) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for any abortion.

(b) None of the funds appropriated in this Act, and none of the funds in any trust fund to which funds are appropriated in this Act, shall be expended for health benefits coverage that includes coverage of abortion.

(c) The term “health benefits coverage” means the package of services covered by a managed care provider or organization pursuant to a contract or other arrangement.”

(7) Exceptions to Restriction on Abortions (Section 507)

“(a) The limitations established in the preceding section shall not apply to an abortion –

- (1) if the pregnancy is the result of an act of rape or incest; or
- (2) in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.

(b) Nothing in the preceding section shall be construed as prohibiting the expenditure by a state, locality, entity, or private person of state, local, or private funds (other than a state’s or locality’s contribution of Medicaid matching funds).

(c) Nothing in the preceding section shall be construed as restricting the ability of any managed care provider from offering abortion coverage or the ability of a state or locality to contract separately with such a provider for such coverage with state funds (other than a state’s or locality’s contribution of Medicaid matching funds).

(d)(1) None of the funds made available in this Act may be made available to a federal agency or program, or to a state or local government, if such agency, program, or government subjects any institutional or individual health care entity to discrimination on the basis that the health care entity does not provide, pay for, provide coverage of, or refer for abortions. (2) In this subsection, the term “health care entity” includes an individual physician or other health care professional, a hospital, a provider-sponsored organization, a health maintenance organization, a health insurance plan, or any other kind of health care facility, organization, or plan.”

(8) Ban on Funding of Human Embryo Research (Section 508)

“(a) None of the funds made available in this Act may be used for –

- (1) the creation of a human embryo or embryos for research purposes; or
- (2) research in which a human embryo or embryos are destroyed, discarded, or knowingly subjected to risk of injury or death greater than that allowed for research on fetuses in utero under 45 CFR 46.204(b) and section 498(b) of the Public Health Service Act ([42 U.S.C. 289g\(b\)](#)).

(b) For purposes of this section, the term “human embryo or embryos” includes any organism, not protected as a human subject under 45 CFR 46 as of the date of the enactment of this Act, that is derived by fertilization, parthenogenesis, cloning, or any other means from one or more human gametes or human diploid cells.”

(9) Limitation on Use of Funds for Promotion of Legalization of Controlled Substances (Section 509)

“(a) None of the funds made available in this Act may be used for any activity that promotes the legalization of any drug or other substance included in schedule I of the schedules of controlled substances established under section 202 of the Controlled Substances Act except for normal and recognized executive-congressional communications.

(b) The limitation in subsection (a) shall not apply when there is significant medical evidence of a therapeutic advantage to the use of such drug or other substance or that federally sponsored clinical trials are being conducted to determine therapeutic advantage.”

(10) Restriction of Pornography on Computer Networks (Section 520)

“(a) None of the funds made available in this Act may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.

(b) Nothing in subsection (a) shall limit the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.”

(11) Restriction on the Purchase of Sterile Needles (Section 526)

“Notwithstanding any other provision of this Act, no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug: *Provided*, That such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant state or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the state or

local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.”

Resources

- [Consolidated Appropriations Act, 2023](#)

Inquiries

Direct inquiries regarding this bulletin to:

Office of Federal Assistance Management

Division of Grants Policy and Planning

Email: DGP@HRSA.gov

Frequently Asked Questions

1. Do award recipients have to adhere to all eleven of these legislative mandates?

Yes. When an organization applies, the Authorizing Official is providing assurances and agreeing to comply with any terms of an award. Based on the purpose of your program funding, not all eleven legislative mandates may directly relate to your project. However, all recipients are required to have policies and procedures in place to adhere to all legislative mandates. HRSA provides standard terms as well as additional information on the agency website and strongly encourages all recipients to frequently review these resources.

2. Since these requirements are in the annual appropriation acts, do they change every year; and will we be required to implement any changes in future years?

Yes. HRSA awards are funded based on the agency’s annual appropriation. There is no way to forecast future changes to requirements. Over the last couple of years there have been only slight changes. Recipients are required to update their policies and procedures to stay compliant with all current legislative mandates.

SOUTHEAST, INC.

Area: Human Resources Department
Subject: Conflict of Interest In Employment

Page 1 of 4
SE Doc#: 07.05.03.00

Effective Date: 7/1/87

Approved by: Board of Directors

Issue/Revision Date: 3/6/17

Signatory: President & CEO

Reviewed: 07/08/09, 04/02/12, 9/12/16, 11/7/16, 2/12/19, 10/19/22, 7/26/23

Supersedes: doc. # 3:8 dated July 1, 1987 titled "Principles of Employment Policies: Working with Relatives, 6/1/96, "Employment of Relatives" 02/27/02, 03/03/03, 11/01/04, 9/10/07

CONFLICT OF INTEREST IN EMPLOYMENT

PURPOSE:

To regulate placement of Southeast Inc. employees who are related or are spousal equivalent and to address transactions or other arrangements that might benefit the private interest of a Southeast employee.

POLICY:

In order to prevent conflict of interest, it is Southeast's policy that relatives or spousal equivalents of current employees of Southeast Inc. may work in the organization only under certain specific conditions. It is also Southeast's policy that an employee's work external to Southeast will not create a conflict of interest with Southeast work expectations, availability, and client care.

Employees are prohibited from participating in the selection, award, or administration of a contract supported by federal or any other funding source if a real or apparent conflict of interest would be involved.

PROCEDURES:

- I. When it has been clearly established that the relative or spousal equivalent is the best qualified person for the position, or when current employees become spouses or spousal equivalent, the following procedures apply:
 - A. An employee may not supervise any person closely related by blood, marriage or other significant relationship including external business associate, definitions include:
 1. Closely related by blood or marriage is defined to include, but is not limited to, spouse, children (whether dependent or independent), parents, grandparents, siblings, aunts, uncles, in-laws, steps and other persons related by blood or marriage who reside in the same household.
 2. Significant relationship means persons living together as a spousal or family unit when not legally married or related where the nature of the relationship may impair the objectivity or independence of judgment of one individual working with the other.

SOUTHEAST, INC.

Area: Human Resources Department
Subject: Conflict of Interest In Employment

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SE Doc#: 07.05.03.00

3. Business associates are defined as parties who are joined together in a relationship for business purposes, are in a supervisor/supervisee relationship, or acting together to pursue a common business purpose or enterprise.
 4. Supervision means the direct ability or power to effectively recommend the hire, suspension, layoff, promotion, discharge, reward or discipline of a person.
- B. Both employees may not be peers in the same administrative unit under a single supervisor.
- C. One should not be in a position to have direct influence over the other's employment status, wages, or other considerations of employment.
- D. Exceptions can only be made by the Chief Executive Officer or Southeast's Board of Directors.
- II. Southeast employees who engage in professional and non-professional employment external to Southeast will abide by the following:
- A. Employees must disclose to the Chief Executive Officer, in writing, any plans to accept supplemental outside employment that is related to the provision of healthcare services.
 - B. Employees must be able to carry out all aspects of their job descriptions, including availability, with no conflicting expectations from other external employment.
 - C. Employees will conduct no aspects of external professional and/or non-professional work during the Southeast workday.
 - D. Employees will never recruit or refer Southeast clients to their external professional and/or non-professional practices or places of external employment.
 - E. Employees will not refer private behavioral healthcare practice clients to their Southeast practice, teams, programs, or services. Exceptions can only be considered after a clinical review of such desired exception that will include the Southeast Medical Director, Clinical Director(s), Chief Operating Officer and the Chief Executive Officer.

SOUTHEAST, INC.

Area: Human Resources Department
Subject: Conflict of Interest In Employment

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SE Doc#: 07.05.03.00

- F. No Southeast staff member will conduct sales or solicit sales or encounters that create financial or other gain involving a Southeast client and/or staff members.
 - G. No Southeast staff member will remove a work product from Southeast to use in a private, behavioral healthcare, or other professional or non-professional practice or employment.
 - H. The Chief Executive Officer, Chief Operating Officer, Medical Director and Chief Financial Officer must disclose to the Chair of the Board of Directors, in writing, any specifics of any plans to accept supplemental outside employment so that Southeast may determine whether such outside employment or consultancy conflicts, or has the potential or appearance for conflicting, with the interests of Southeast. Southeast's prior approval of such outside employment or consultancy is required.
- III. No employee, contractor, or agent may solicit or accept gifts, gratuities, favors, or anything of value from contractors or potential contractors or from parties or potential parties to sub-agreements (e.g., subcontracts and sub-grants). A "gift" means anything offered directly by or on behalf of a contractor or potential contractor, other than promotional materials of little or nominal value such as pens, calendars, mugs, and other items intended for wide distribution and not easily resold. Gifts include (but are not limited to): personal gifts, such as sporting goods, household furnishings and liquor, social entertainment or tickets to sporting events, personal loans or privileges to obtain discounted merchandise, and the like. Every employee, contractor, and agent will decline or return any gift and notify the Chief Executive Officer of such gift.
- A. A conflict would arise when an employee, or any member of his or her immediate family, his or her partner, or an organization that employs, or is about to employ, any of the parties indicated herein, has a financial or other interest in the firm selected for an award. A person has a Financial or Other Interest if the person has, directly or indirectly, through business, investment, or family:
 - a) An ownership or investment interest in any entity with which Southeast has a transaction or arrangement,
 - b) A compensation arrangement with Southeast or with any entity or individual with which Southeast has a transaction or arrangement, or
 - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Southeast is negotiating a transaction or arrangement.
 - B. Immediate Family Member - a person's spouse or domestic partner; parents, children, siblings, grandparents, and grandchildren whether biological or through adoption and immediate in-laws.

SOUTHEAST, INC.

Area: Human Resources Department
Subject: Conflict of Interest In Employment

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IV. Employees violating this policy are subject to disciplinary action according to policy 07.08.01.00 Disciplinary Action and Dismissal. Any potential conflicts of interest under this policy must be disclosed in writing to the Chief Executive Officer for review, as soon as potential conflict is known to the workforce member.

RESPONSIBILITIES:

Chief Executive Officer
Chief Operating Officer
Clinical Directors
Medical Director
Employees

FORMS:

None cited