

**Coastal Health & Wellness
Governing Board
December 11, 2025**

Board Members:

Sergio Cruz
Elizabeth Williams
Nandan Shaw
Rev. Jones
Cynthia Darby
Flecia Charles
Victoria Dougharty
Thomas Griffiths

Staff:

Philip Keiser, MD, Executive Director
Lane Baker, MHA, Chief Operating Officer
Chris Garcia, MD, Medical Director
Ruth Cable, Chief Financial Officer
Ashley Sciba, RN, Chief Nursing Officer
Tiffany Carlson, RN, Nursing Director

Tomiko Fisher, Chief Operating Officer
Debra Howey, RN
Christina Bates
Taylor Silvas
Amanda Wolff
Tikeshia Thompson-Rollins

Excused Absences: Kevin Avery and Kendall Campbell, MD

Items#1 Comments from the Public

There were no comments from the public

Items#2-4 Consent Agenda

A motion was made by Elizabeth Williams to approve consent agenda items two through four. Flecia Charles seconded the motion, and the Board unanimously approved the consent agenda.

Item#5 Coastal Health & Wellness Updates

a) Operational Updates Submitted by Chief Operating Officer

Organizational Updates:

Philip Keiser, MD, Executive Director, presented Organizational Updates.

- Financial Overview:
 - Financial performance continues to improve.
 - The organization's federal grant renewal has been submitted; review is pending due to the government shutdown.
- Clinic Operations:
 - Clinic revenues are up and operations are stable.
- Influenza Update:
 - Dr. Keiser advised the Board that the current flu season is severe and strongly encourage flu vaccination for all.
- Avian Influenza (Bird Flu):
 - Highly Pathogenic Avian Influenza (HPAI) has been detected in multiple locations, including Dickinson, Hitchcock, and Texas City. Members of the public were advised not to touch sick or dead birds instead should contact Animal Control or the Health Department for safe retrieval and testing.

Operational Updates:

Lane Baker, Chief Operating Officer, provided the Board with the operational updates. Lane informed the Board that he is currently working on the following items:

1. Operational Adjustments:
 - Reduced evening and weekend hours.
 - Reduced dental provider staffing to align capacity with demand.
2. Revenue Cycle Improvements:
 - Patient revenues for October increased significantly despite fewer patient visits.

- October patient revenue totaled \$812,000, reflecting improved billing and collections performance.
 - The revenue cycle management vendor (CyclePoint) is functioning as intended.
3. Strategic Planning Initiative:
- Proposal to establish a Strategic Planning Committee beginning in Q1 of the calendar year.
- Development of:
- A 2-year operational strategic plan
 - A 5-year long-term strategic plan
4. Focus areas include:
- Community collaboration
 - Pharmacy growth as a revenue driver
 - Technology optimization and cost efficiency
 - Department-specific growth strategies (medical, dental, behavioral health)

Item#6 Consider for Approval Financial Report Submitted by Ruth Cable

a) October 2025

Ruth Cable, Chief Financial Officer, presented the October 2025 Financial Report. A motion to accept the reports as presented was made by Rev. Jones and seconded by Elizabeth Williams. The motion was unanimously approved by the Board.

Ruth updated the Board on FY2024 Audit.

- FY2024 audit nearing completion with new audit firm Ham, Langston & Rasono.
- The firm has worked closely on-site with staff.

FY2025 audit will commence in early 2026 due to onboarding and holiday constraints.

Item #7 Consider for Approval the PharmaForce Contract Submitted by Taylor Silvas

Taylor Silvas, Pharmacy Program Specialist, asked the Board to consider for approval the PharmaForce Contract. A motion to accept the contract as presented was made by Nandan Shaw. Victoria Dougharty seconded the motion, and the Board unanimously approved.

Item #8 Consider for Approval Elizabeth Williams, Community Representative, to Serve as the Governing Board Vice Chair

Sergio Cruz asked the Board to consider for approval Elizabeth Williams, Community Representative, to serve as the Governing Board Vice Chair. A motion to accept Elizabeth Williams as Vice Chair was made by Sergio Cruz. Rev. Jones seconded the motion, and the Board unanimously approved.

Item #9 Consider for Approval Cynthia Darby, Consumer Representative, and Nandan Shaw, Community Representative, to Serve on the Governing Board Bylaws Committee

Sergio Cruz asked the Board to consider for approval Cynthia Darby, Consumer Representative, and Nandan Shaw, Community Representative, to serve on the Governing Board Bylaws Committee. A motion to accept Cynthia Darby and Nandan Shaw on the Bylaws committee was made by Thomas Griffiths. Elizabeth Williams seconded the motion, and the Board unanimously approved.

Item #10 Consider for Approval Nandan Shaw, Community Representative, to Serve on the Finance Committee

Sergio Cruz asked the Board to consider for approval Nandan Shaw, Community Representative, to serve on the Finance Committee. A motion to accept Nandan Shaw on the Finance Committee was made by Cynthia Darby. Elizabeth Williams seconded the motion, and the Board unanimously approved.

Item #11 Comments from Board Members

Sergio informed the Board that the organization remains in need of a secretary, one additional member to serve on the Finance Committee, and two members to serve on the Quality Assurance Committee.

The meeting was adjourned at 12:55p.m.

Chair

Date

E. Elizabeth Williams

Vice Chair

1/22/2026

Date