



119 Adkisson Way Taft, CA 93268 (661) 765-7234

BOARD MEETING

Thursday, June 22, 2017, at 4:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 4:00 pm. Robyn Melton led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Virginia Miller	Board Secretary
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Dr. Timothy Lee	Medical Director
Robyn Melton	Board Clerk

In attendance, Clinic Director, Summer Wood-Luper, Consultant, Cheryl Duncan, Lisa Weaver
Doug Keeler.

2. PUBLIC INPUT

None

3. APPROVAL OF MINUTES

The Board meeting minutes of Thursday, May 15, 2017, were reviewed. Jan Ashley made a Motion to approve the minutes. Darren Walrath Seconded. Motion carried.

The Special Board Meeting minutes of Friday, June 9, 2017, were reviewed. Jan Ashley made a Motion to approve the minutes. Darren Walrath Seconded, Motion carried.

4. FINANCIAL REVIEW

The Financial Statements for May 2017 were reviewed and summarized by Executive Director, Gerald Starr. After discussion, Ginny Miller made a Motion to approve and file for Audit the May 2017 Financial Statements. Jan Ashley Seconded, Motion carried.

The Finance Committee minutes of Monday, June 22, 2017, were reviewed. Ginny Miller made a Motion to approve the minutes. Jan Ashley Seconded, Motion carried.

5. DISCUSS/APPROVE THE RECOMMENDATION FROM THE FINANCE COMMITTEE, PROPOSED 2017/2018 OPERATING AND CAPITAL BUDGET

The Budget discussion was led by Executive Director, Gerald Starr. After review and considering the recommendations of the Finance Committee, Adele Ward made a Motion to approve the 2017/2018 Operating and Capital budget. Ginny Miller Seconded. Motion carried.

6. **REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**
Policies were reviewed, Jan Ashley made a Motion to approve. Ginny Miller Seconded, Motion carried.
The Policies and Procedures approved were:
Child Abuse Reporting, Compliance Policy, Kern Health Systems Linguistic Services, Late Arriving Patients, Narcotics Policy, Waste Fraud and Abuse.
7. **REVIEW/DISCUSS QUALITY IMPROVEMENT MINUTES, MEDICAL DIRECTOR, DR. LEE**
Dr. Timothy Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. Discussions included monthly census, staffing effectiveness, and Patient wait time.
8. **DISCUSS USDA NOTICE AND SITE VISIT, SET TIME AND LOCATION FOR PUBLIC MEETING, JULY 20, 2017**
After discussion, a public meeting will be held on July 20th at 5:30 pm at United Security Bank. The meeting will be an open forum setting to inform the community about the new facility and allow for questions.
9. **DISCUSS CURRENT CLINIC REMODEL PROJECT**
The current project is progressing on schedule and will be completed by the end of the month.
10. **ADMINISTRATIVE UPDATE**
 - A. **Executive Director and Management Team:**
 - The AIA re-design and development following a period of contract amendment review by IBIGroup and Kitchell CEM is now in process. A refined project scope and budget could be available for Board consideration/approval in July.
 - The schedule for the bidding process and ground-breaking for the project has been modified and set for March-April 2018.
 - USDA officials visited the District and reviewed the project status to date in preparation for the application process. The application filing for USDA financing will be overseen by Mr. Hicks with the participation of the architect, CMA and myself. CHW LLP (Mr. Hohenbrink is expected to be involved in the Feasibility study for the loan application.
 - The update and modifications in the Athena EMR to accommodate the RHC billing is essentially complete. A significant volume of claims have been processed and “dropped” that should reflect improved performance in revenue-cycle management in the financial reports in the months of June and July.
 - Telemedicine services in the District with Telehealth Docs is expected to begin with initial clinics (mental health) this week.
 - Contract-by-contract review of our Payer agreements continues with priority payers: Kern Health Systems (KHS); GEMCare and Independence Medical Group. The KHS primary care contract is in place and staff training has taken place (61.7% of our payer mix). The Kaiser contract is also in review.
 - The Accounts Receivables with Practice Velocity (PV) have been reduced to \$31,150.17 (EOM May). Practice Velocity will continue collection efforts.
 - Disaster Medical Planning continues. Storage facility evaluation and design still under discussion. CMS has added a condition of participation (COP) for RHC’S to have-in place-a disaster response plan (for internal and external disasters) by November 15, 2017.

- Tax Exempt issues: We have received a partial tax rebate for 2016 tax payments on Parcel NO 032-060-05-00-6. We continue to correspond with the County on the various parcels that we feel are tax exempt--including the new 7-acre parcel (Parcel No 9).
- B. Medical Director:
- a. Medical Staff issues: Dr. Nancy Ferrel's contract has been completed with a July 1, 2017, effective date. Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics continue our MD schedule. Drs. Ali Ammar, Mohamed Hammami and Dr. Joseph BenPerlas from Kern Medical are providing per diem MD coverage. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-C) make up the mid-level staff.
 - b. Physician and mid-level staffing for June-July is expected to be sufficient for the Clinic. The addition of Dr. Ferrel and recruiting (Jackson Physician Search) a mid-level, full-time, to meet insurance payer and patient expectations for primary care is in progress.
 - c. The subject for Grand Rounds in May was a presentation by Dr. Arnold Lim, an orthopedist, regarding sports related injuries. The session for June 28, 2017 is guest Urologist Dr. Huynh.
 - d. A report from the Quality Assurance Performance Improvement (QAPI) Committee is on the Board's primary agenda.
 - e. June Grand Rounds, Wednesday, 28th at 12:00 noon
- C. District Manager and the Accounting Manager:
- The District Manger continues with the myriad duties and responsibilities of the District Office, support of the Executive Director, Human Resources functions, Community Outreach and the Board. The process of Annual review of Policies and Procedures is ongoing.
 - District Manager: As expected credentialing activities has increased with the number of providers (MD and Mid-level) and payer-contract negotiations requiring credentials compliance. Carrie Coleman has been placed in the limited part-time medical staff assistant position and is performing very well. She will also assist in maintaining the competency and training status of our District employees.
 - Preparations and support of the Relay for Life event this past month involved significant time on and off duty. We believe the District's participation was recognized and effective. The support of the Board is very much appreciated!
 - Regarding the branding process for West Side Family Health Care, our next meeting with Heise Media is scheduled for 6/28 to continue with the plan under development.
 - Accounting Manger focus: The Accounts Receivable management includes reconciliation of inaccurate/incomplete accounts that have been billed vs. payments received. Working incomplete or inaccurate billings to enable payment processing. Reconciling deposits with payments posted to ensure cash receipts. Monitoring the efficiency and effectiveness of the Collections process with Transworld. The Board will evaluate, monthly, accounts which should be assigned to Transworld for collection or written off.
 - Accounting Manager Routine Activities: Payroll; Savings and checking accounts oversight; Accounts payable processing; maintaining QuickBooks; and, the production of the monthly Financial Statements.
- D. MCCF Health Services:
- Dr. Rupal Sidhu: No extended absence, near-term, is planned. A brief PTO request in conjunction with the July 4th holiday is to be covered by a mid-level PA-C with City and CDCR approval.
- E. West Side Family Health Care Operations: Clinic Director Summer Wood-Luper, BSN, PHN
- Census: 1,247 (42/day); 0 LWBS
 - Collections: PV: \$2,775.08; Athena: \$51,759.78; Misc. Deposits: \$300.00; Total Deposits: \$54,834.86

- Clinic Staffing for RNs and LVNs is adequate. We are at 88% staffing effectiveness). Nonproductive hours required for staff training has an effect on staffing effectiveness statistics. Flexing of staff is occurring and will be ongoing as needed to meet clinic productivity.
- We are officially a Vaccines for Children (VFC) Provider! We have ordered our first inventory of vaccines and are finalizing our Vaccine Management Plan. We are currently establishing an agreement with OMNI Health, another local VFC provider, to address the possible failure of our vaccine fridge and freezer. Temporary workflow of VFC eligibility screening and documentation of eligibility status has been created and will go into effect until all staff are trained in the California Immunization Registry (CAIR2).
- All staff members assigned usernames and roles CAIR2 (California Immunization Registry) are awaiting their online training classes.
- Clinic staff completed their Demonstrated Competencies in May and are in the midst of reviewing and signing Standards of Conduct, Elder, Fraud, Waste, and Abuse tabletop training due June, 30.
- Clinic staff participated in Football Physicals, Recreation District and Taft Union High School during May and the beginning of June.
- Vaccination clinics with Taft City Schools will continue in September.

11. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- No updates at this time.
3. Community Outreach- Side Walk CPR was discussed, and preparations have been made for participation on Saturday, June 24 from 9:00 am- 12:00 pm on Center Street.
4. Personnel Committee- No updates at this time.

12. DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS

Monthly Association of California Healthcare Districts, and California Special District Association Newsletters.

13. BOARD MEMBER INPUT

Darren Walrath - Heard a very complimentary story about the service that Nurse Practitioner, Heather Bosma gave to a patient.

Jan Ashley - Finished teaching the home personal care providers health class with 15 graduates

Adele Ward - Enjoyed Relay for Life

14. CLOSED SESSION

Mr. Cooper asked for a motion to enter into Closed Session. Jan Ashley made a Motion, Darren Walrath Seconded. The Board entered into Closed Session at 5:34 pm.

15. OPEN SESSION

At 5:47 pm, Board President, Eric Cooper announced that no action was taken during Closed Session.

16. ADJOURNMENT

At 5:48 pm, the June 22, 2017, Board Meeting was adjourned.

