

San Joaquin County Clinics (SJCC)
Minutes of January 29, 2013
Community Board Meeting

San Joaquin General Hospital
Caesar Chavez Clinic Conference Room
French Camp, CA

Board Members Present

Alvin Maldonado
Ogechi Achunine
Regina McMahan
Bernadette Hanna
Beth Shelton
Javier Serrano
Ismael Cortez

Health Care Services Agency and SJGH Staff Present

Margaret Szczepaniak
Samantha Phillips-Bland
Cynthia King
Leilani Chua
Alan Germany
David Culberson
Ramona Thomas, Interpreter
Betty Jo Riendel
Izidi Alcorn-Starks

Call to Order

The meeting was called to order at 5:05 p.m. by Chair, Alvin Maldonado.

Approval of Minutes of November 27, 2012 Meeting

Ogechi Achunine made a motion to approve the minutes of the November 27, 2012 meeting. The motion was seconded by Javier Serrano. The November 27, 2012 minutes were approved as submitted.

Public Comment

None.

Samantha Phillips- Bland congratulated Ramona Thomas, who serves as the interpreter for the SJCCB on her selection as HCS Agency Manager of the Year.

Review of Electronic Handbook (EHB) Submission

Margaret Szczepaniak gave the Board members a presentation on the Electronic Handbook Submission. She went over many areas of the handbook and explained the submission to HRSA in detail. . Margaret said that after the first five clinics are established, there is a desire to add Behavioral Health Services clinics sites to the designation. .

The Board members asked to receive a copy of the two page project abstract. (Copy attached)

Ratification of Executive Committee Member Direction on December 24, 2012, Executive Committee Minutes

Approval of Revising Sliding Fee Scale

HRSA required that the Sliding Fee Scale begin at 100% FPL, not 80%, and the fee scale was altered to incorporate four different fee levels. Bernadette Hanna made a motion to approve the revised Sliding Fee Scale. The motion was seconded by Regina McMahan and unanimously approved by the Board.

Approval of FQHC-LAL Application to HRSA

. A motion was made by Ogechi Achunine to approve the submittal of the FQHC-LAL application to HRSA on December 28, 2012. Beth Shelton seconded the motion. The Board unanimously approved the motion to submit the FQHC-LAL application to HRSA.

Board Actions

Approval of Draft Health History Questionnaire Distribution Policy

The Health History Questionnaire contains invaluable information about the historical care of the patient, as well as provides a guideline for further treatment. Bernadette Hanna made a motion to approve the Draft Health History Questionnaire Distribution

Policy. The motion was seconded by Regina McMahan and the Board members unanimously approved the Health History Questionnaire Policy.

Approval of Draft Hypoglycemia Protocol

The Hypoglycemia Protocol Policy is a guideline for treatment of a patient's low blood glucose when it measures less than or equal to 70 mg per dL. Beth Shelton made a motion to approve the Hypoglycemia Protocol Policy. Ogechi Achunine seconded the motion. The Board unanimously approved the draft Hypoglycemia Protocol Policy.

Operational and Staff Reports

a. Financial Report

Alan Germany gave a report on the November 2012 statistics, as well as a comprehensive report on the first five months of the current fiscal year and responded to Board member questions. (Copy attached)

b. Clinic Volume Report

Samantha Phillips-Bland reported that the number of patients seen in all clinics has decreased. Those numbers are expected to increase in the spring. (A copy of Volume Report is attached to these minutes.)

c. Panel Management Snapshot

Samantha Phillips-Bland presented a snapshot of the figures covering the period of March 2012 through December 2012. The numbers show the amount of services, phone calls, appointments, as well as the number of staff involved. "Outside Medical Referrals" refers to patients from outside the clinics that are referred to the clinics. Alvin Maldonado mentioned that he finds it a good idea that the televisions in the waiting areas now provide health messages. Samantha acknowledged that it is another way to disseminate information to the clinic patients. (Copy attached)

d. Third Quarter Performance Improvement Activities

Betty Jo Riendel presented the results of each clinic's performance in the third quarter. The results are very good in all areas. Problem Completion Rate, Medication List Completion Rate, Health Maintenance Completion Rate and Overall Completion Rate are all 80% or better. (Copy attached)

Next Meeting

The next Board meeting will be held on Tuesday, February 26, 2013 at 5 p.m. at San Joaquin General Hospital, 500 W. Hospital Road, Health Center North Conference Room French Camp, Ca.

Adjournment

The meeting was adjourned at 6:30 p.m.

Respectfully Submitted,

Alvin Maldonado, Chair