

San Joaquin County Clinics (SJCC)
Minutes of November 26, 2013
Board Meeting

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

Board Members Present

Alvin Maldonado, Chairperson
Ismael Cortez, Treasurer
Rod Place, Secretary (By Phone)
Beth Shelton
Lei McMiller
Bernadette Hanna
Luz Marie Sandoval

SJCC Staff Present

Samantha Phillips-Bland, SJCC Executive Director
Ron Kreutner, SJCC CFO
Dr. Ramiro Zuniga, Medical Director

SJC Liaisons Present

Margaret Szczepaniak, Assistant Director, HCS
Leilani Chua, Management Analyst, HCS
Cynthia King, Administrative Secretary, HCS
Laverne Self, SJGH Deputy Director Finance & Planning
Ramona Thomas, Interpreter

Call to Order

The meeting was called to order at 5:08 p.m. by Chair, Alvin Maldonado.

Public Comment

Although there were none from the public, Alvin Maldonado expressed his appreciation for the hard work of the Board members and staff.

Ron Kreutner introduced Laverne Self, who is the new SJGH Deputy Director of Finance & Planning.

Samantha Phillips-Bland introduced Dr. Ramiro Zuniga, the new Medical Director of the SJCC. She expressed her appreciation for Dr. Lee's service as Medical Director and is pleased that he will continue on as one of two Associate Medical Directors for the clinics.

Dr. Zuniga told the members about his background. He is from Colombia. He trained in Chicago and also worked in Red Bluff. Dr. Zuniga came to SJGH July 1999, and serves as the Director of the Family Medicine Residency program. .

Approval of Minutes of October 29, 2013 Meeting

Bernadette Hanna made a motion that the minutes of the October 29, 2013 meeting be approved as submitted. The motion was seconded by Beth Shelton and the Board unanimously approved the minutes.

Report From Executive Committee Meeting of November 22, 2013

The Board members were provided with the minutes from the November 22, 2013 Executive Committee meeting. Samantha Phillips-Bland summarized the meeting for the Board. Executive Committee actions included the following:

- Approval of the new SJCC organizational chart (See Attachment)
- Approval of Dr. Zuniga as SJCC Medical Director
- Approval of Dr. Lloyd Lee as Associate Medical Director
- Approval of Delegated Authority to the Executive Director

Ms. Phillips-Bland explained the delegated authority for her, as Executive Director, allows her to sign agreements on behalf of the Board. The agreements would include transfer agreements for referring clinic patients to the ER for needed services, and referral agreements with Community Medical Centers for dental work. As always, Ms. Phillips-Bland will report to the full Board on any agreements that are signed. Ms Phillips-Bland explained to the Board the delegated authority does not include entering into financial or Employee Bargaining agreements and that authority remains with the County Board of Supervisors as outlined in the Co-Applicant Agreement with the County of San Joaquin.

Board Action Items

Approval of Year End Visit Reconciliation

Samantha Phillips-Bland reported that she and Ron Kreutner worked together to reconcile the figures for visits for FY2012-2013. Some of the visit numbers come from registration and some of the numbers come from billing which accounts for the slight

difference in visit counts provided by Finance and Operations throughout the past year as reflected on your monthly reports. The timing issues and assignment of appropriate clinic visits to the correct cost center have been reconciled. There were a total of 84,905 visits for FY2012-2013. That is 6% more visits than the previous fiscal year.

Ron Kreutner mentioned that there are approximately 565 visits in the total from the Children's Advocacy Center (CAC) that should not be counted, because CAC is not one of the San Joaquin County Clinics; however it was previously rolled into Pediatric Clinic figures.

Beth Shelton made a motion to approve the Year End Visit Reconciliation. Lei McMiller seconded the motion and the Board unanimously approved the motion.

Approval of Budget Revision and First Quarter Reconciliation of Overhead Costs

Ron Kreutner explained that overhead costs had not been previously calculated. The consultants for the FQHC designation had suggested that those figures be included in reporting to the Board. Mr. Kreutner handed out a spread sheet of the different kinds of overhead costs for services that are provided to SJCC by San Joaquin County and SJGH. The costs are based on the 2012 SJGH Cost report. Mr. Kreutner explained that those costs included buildings, utilities, housekeeping, maintenance services, payroll and purchasing. (See Attachment).

When overhead costs are included in the monthly financial statements, most clinics show that they are operating in the negative. The losses are currently covered by the County through allocation of supplemental payments and other County funds. Mr. Kreutner explained that representing the full costs of operations to the Board is critical. The full impact is needed when developing a cost based rate with the State of California as our reimbursement rate should reflect total operating costs.

Beth Shelton made a motion to approve the Budget Revision and First Quarter Reconciliation of Overhead Costs. Ismael Cortez seconded the motion and the Board unanimously approved the motion.

Discussion Items

Strategic Planning & Board Self-Evaluation

Margaret Szczepaniak told the members that receipt of all Board Self-Evaluations is critical for strategic planning purposes. There are still two evaluations that have not been submitted by Board members.

Once all self evaluations are submitted, Samantha Phillips-Bland and Ogechi Achunine, SJCC Vice Chairperson, will work together to come up with the aggregate scores. Ms. Achunine will report the findings to the Board at the next meeting.

Medi-Cal and Covered California Transition

Margaret Szczepaniak reported that although the media is generally negative about the Affordable Care Act, federal health insurance exchange website (www.healthcare.gov), is where the problems are on a national level. The Covered California website is doing very well with over 80,000 people enrolling to date. Ms. Szczepaniak handed out figures for registration; there are lower figures than desired in California for residents for whom English is a second language.

Operational and Staff Reports

Financial Report

Ron Kreutner presented his financial report earlier in the meeting when he discussed budget revision and 1st quarter reconciliation of overhead costs.

Clinic Update Report

Samantha Phillips-Bland reported that there was an increase in the number of visits in the Family Medicine Clinic. The walk in clinic experienced a large amount of patients from other clinics. The number of visits in the Family Practice clinic is still low due to there being one doctor still out on maternity leave. The clinics are down several physicians at this time. Ms. Phillips-Bland said that it is difficult to obtain doctors now because everyone is hiring due to the Health Care Reform Act. She said that she will look to interviewing resident doctors in neighboring counties, and encouraging our resident physicians to work for us.

Dr. Zuniga is working on information gleaned from patient interviews conducted in out waiting room. He will be making recommendations for improving patient satisfaction. Dr. Zuniga will also present an update on the clinical metrics at the next meeting.

The Patient Management component of the Electronic Health Records are due to roll out in January 2014. This is the first module to be rolled out, it includes appointment scheduling, registration and billing.

Update on FQHC Progress

Margaret Szczepaniak reported that revisions are being made to the FQHC application. The target date for re-submission to HRSA is December 16.

Next Meeting

As the next schedule Board meeting in December is slated for New Year's Eve, the Board agreed not to meet in December. However, an Executive Committee meeting will be called if there are any actions that need to be taken during December. All members agreed.

A list of proposed meeting dates for the SJCC in 2014 was distributed for review.

The next Board meeting will be held on Tuesday, January 28, 2014 at 5 p.m. at San Joaquin General Hospital, 500 W. Hospital Road, Health Center North Caesar Chavez Clinic Conference Room, French Camp, CA.

Adjournment

The meeting was adjourned at 6:10 p.m.

Respectfully Submitted,

Alvin Maldonado, Chair