

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

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

Board Members Present

Alvin Maldonado, Chairperson
Ogechi Achunine, Vice Chairperson
Beth Shelton
Lei McMiller
Bernadette Hanna
Luz Marie Sandoval

SJCC Staff Present

Samantha Phillips-Bland, SJCC Executive Director
Ron Kreutner, SJCC CFO
Betty Jo Riendel, SJCC Nursing Department Manager

SJC Liaisons Present

Ken Cohen, Director, HCS
Margaret Szczepaniak, Assistant Director, HCS
Leilani Chua, Management Analyst, HCS
Cynthia King, Administrative Secretary, HCS
Ramona Thomas, Interpreter

Call to Order

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

Public Comment

Although there were none from the public, Alvin Maldonado expressed concern about the negative publicity over health care reform and counseled patience. He stated that major changes like this always take time.

Approval of Minutes of September 24, 2013 Meeting

Ogechi Achunine made a motion that the minutes of the September 24, 2013 meeting be approved as submitted. The motion was seconded by Beth Shelton and the Board unanimously approved the minutes.

Board Action Items

Approval of Holiday Clinic Hours

Due to the holidays, Samantha Phillips-Bland recommended that the Family Medicine Clinic would remain open on December 24 and December 31 from 8:00 a.m. until 1:00 p.m., although other clinics would be closed. This would ensure access for our patients during the holidays, This was the same schedule as last year when the open clinic only saw three patients. After discussion, it was decided that Betty Jo Rindel will send out a revised memo advising that the Family Medicine Clinic will close at 12:00 noon on Christmas Eve and New Year's Eve. Staff may remain until 1pm to accommodate any patients arriving prior to Noon.

Bernadette Hanna made a motion to approve the Family Medicine Clinic holiday hours. Lei McMiller seconded the motion and the Board unanimously approved the motion.

Approval of Associate Medical Director Job Description

In response to a recommendation by HRSA that medical oversight of the clinics be enhanced, Samantha Phillips-Bland developed a job description for Associate Medical Director. The job description was included in the Board packet. Beth Shelton asked how this additional position would affect the budget and Ms. Phillips-Bland assured the Board that there would be no additional cost associated with the position, as this was a re-allocation of time for a position that was already fully funded.

Beth Shelton made a motion to approve the Associate Medical Director job description. Bernadette Hanna seconded the motion and the Board unanimously approved the Associate Medical Director job description.

Approval of Associate Medical Director – Dr. Jain

Dr. Jain is the current Chair of Pediatrics. She has been with SJGH for five years. Her CV was included in the Board packet. Beth Shelton made a motion to approve Dr. Jain as Associate Medical Director. The motion was seconded by Ogechi Achunine and the Board unanimously approved the motion.

Approval of Revised Bylaws

Margaret Szczepaniak explained that the revisions to the Bylaws addressed questions and concerns raised by HRSA in the technical assistance conference calls with them.

The revisions include insertion of the term "annual" in reference to the evaluation of the Executive Director; adding the title "Executive Director" in conjunction with the title CEO; revising the classes of Board members; and provided clarification of conflict of interest wording. The revised Bylaws were included in the Board packet.

Beth Shelton made a motion to approve the revisions to the Bylaws. Luz Maria Sandoval seconded the motion and the Board unanimously approved the revisions to the Bylaws.

Approval of Submission of FQHC-LAL Application

Margaret Szczepaniak explained to the Board that she and staff have been working with HRSA to file a new application which reflects all the questions that HRSA raised. Staff anticipates that the re-submission may be ready prior to the next Board meeting; therefore, approval was being sought at this time to re-submit.

Bernadette Hanna made a motion to approve the submission of the FQHC-LAL application to HRSA. Beth Shelton seconded the motion and the Board unanimously approved filing the application.

Discussion Items

Strategic Planning & Board Self-Evaluation

Cynthia King mentioned that three self-evaluations have not been received. Margaret Szczepaniak encouraged those Board members who have not yet submitted their self-evaluation to do so as soon as possible. She would like to report the results of all self-evaluations to the Board at the next meeting on November 26, 2013. The self-evaluation results will guide SJCC direction further strategic planning.

Medi-Cal and Covered California Transition

Health Care Services, Human Services Agency, Behavioral Health, Correctional Health and San Joaquin General Hospital have been working to develop outreach efforts in order to assist the community in understanding and signing up for medical benefits under either Covered California or Medi-Cal. Behavioral Health Services received a grant from Blue Shield Foundation to help target the hard to reach mentally ill population. Public Health Services, Correctional Health Services, County Probation and all clinics have developed or have information available for the public. The federal government has announced that the deadline to apply for coverage under the health exchange and still receive the tax credit has been extended from February 15, 2014 to March 31, 2014.

Operational and Staff Reports

a. Financial Report

Ron Kreutner, CFO, presented the August 2013 financial report. The number of actual visits in July and August 2013 were well over what was predicted. FTE costs were slightly under budget. That was due to physician vacancies. The clinics are operating at an overall positive margin year-to-date, if the supplemental funding allocated from SJGH (such as DSRIP) is included. Samantha Phillips-Bland also discussed reconciliation of clinical volumes and financial reports for FY12/13; any and all revisions will be presented at the next Board meeting.

b. Clinic Update Report

Samantha Phillips-Bland reported that there were three physician vacancies in the Primary Medicine clinics. As a result, the number of appointments dropped from the previous month. One doctor has been on Family Medical Leave and will be returning in December. Two physician vacancies still need to be filled.

A Phone Center Supervisor has been hired and will begin on Monday, November 4. She was previously working at Blue Shield. Work is being done to upgrade the Phone Center. Paint, carpet and furniture have been ordered.

c. Update on FQHC Progress

Per previous discussion under Board Action Items, Margaret Szczepaniak advised the Board that the new application will be filed soon with HRSA.

Next Meeting

The next Board meeting will be held on Tuesday, November 26, 2013 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 6:15 p.m.

Respectfully Submitted,



Alvin Maldonado, Chair