

San Joaquin County Clinics (SJCC)  
Minutes of October 28, 2014  
Board Meeting

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

Board Members Present

Rod Place, Secretary  
Luz Marie Sandoval  
Lei McMiller  
Ismael Cortez, Treasurer  
Bernadette Hanna  
Delani Place

SJCC Staff Present

Samantha Phillips-Bland, SJCC Executive Director  
Betty Jo Riendel, SJCC Nursing Department Manager  
Farhan Fadoo, M.D., SJCC Associate Medical Director  
Ron Kreutner, Chief Financial Officer

SJC Liaisons Present

Margaret Szczepaniak, Assistant Director, HCS  
Leilani Chua, Management Analyst, HCS  
Cynthia King, Administrative Secretary, HCS  
La Verne Self, SJGH Deputy Director Finance & Planning  
Alex Nunez, Interpreter

Call to Order

The meeting was called to order at 5:05 by Secretary, Rod Place.

Public Comment

Samantha Phillips-Bland introduced Laurie Wilson. Ms. Wilson has submitted an application to become a Board member. Also in attendance was Alicia Yonemoto. Ms. Yonemoto may also be interested in joining the Board.

### Approval of Minutes of August 26, 2014 and September 30, 2014 Meetings

Lei McMiller made a motion to approve the minutes of the August 26, 2014 and September 30, 2014 meetings as submitted. Luz Marie Sandoval seconded the motion and the Board unanimously approved the minutes.

### Report From the Executive Committee Conference Call

Samantha Phillips-Bland summarized the Executive Committee report from the conference call on September 3, 2014. Beth Shelton has resigned as Chair due to new job responsibilities. She will remain as a Board member. Rod Place offered to serve as Board Chair and open the floor to nominations of any other members who may wish to serve. Lei McMiller agreed to serve as Secretary if Mr. Place becomes Chair. The floor was also open to nominations for other Board Secretary candidates.

### Board Action Items

#### Accept Resignation of Beth Shelton as Chair and Approve Appointment of New Secretary

Bernadette Hanna made a motion to accept the resignation of Beth Shelton as Chair, approve the appointment of Rod Place as Chair, and approve the appointment of Lei McMiller as Secretary. Luz Maria Sandoval seconded the motion and the Board unanimously approved the motion.

#### Appointment of New Board Member – Delani Place

The Board members had previously been provided with the application of Delani Place. Margaret Szczepaniak asked if anyone had any questions or discussion about Ms. Place. There were no questions. Lei McMiller made a motion to approve Delani Place as a Board member. Luz Marie Sandoval seconded the motion. The Board unanimously approved Delani Place as a Board member.

#### Approval of Ebola Policy & Procedures- Action on this item was deferred until 11/25/14

Samantha Phillips-Bland discussed what the policy would cover, as well as steps that have been taking place throughout the clinics and the hospital to address the Ebola virus. . The Policy & Procedures document is not yet complete. It is anticipated that it will be complete in approximately two weeks. The final document will be presented to the Board at the next meeting for approval.

### SJCC Quality Assurance/Quality Improvement(QA/QI)

Dr. Farhan Fadoo provided the quarterly QA/QI report to the Board. . The numbers for most of the clinical performance indicators have improved since the last quarterly report. Some of the bills were held up and will soon be released. This was due to the eClinical works EHR implementation. That will cause a change in the Quality Assurance/Quality Improvement figures.

Ismael Cortez made a motion to accept the quarterly SJCC Quality Assurance/Quality Improvement report. Luz Maria Sandoval seconded the motion and the Board unanimously approved the motion.

Dr. Fadoo also reported that five of the six FQHC clinics are now approved for Medi-Cal billing. The new billing system – part of the ECW Electronic Health Record system– is being implemented.

### Approval of Final FY2014-2015 Budget

The Board of Supervisors reviewed and approved the SJCC budget for FY2014-2015. They approved an increase in the number of FTE's, and funding for positions that will be provided by Behavioral Health and Public Health Services in the SJCC. . There was a \$10 million increase in revenues projected from the original budget; supplemental funding sources are no longer reflected in the budget.

Ismael Cortez made a motion to approve the final FY2014-2015 budget and Luz Maria Sandoval seconded the motion. The board unanimously approved the budget.

### Board Development - DVD – "Why A Patient Majority?"

Samantha Phillips-Bland showed a 10 minute video showing a patient who was being nominated to serve on a community clinic board, asking about the responsibilities of a Board member.. The patient also thought she would have little to contribute to a Board of Directors. In the video, the clinic Executive Director explains that the patient is the best candidate to serve as a Board member because of her personal experience with the clinic doctors and staff. The Board discussed the video segment.

A portion of the DVD series will be shown at each Board meeting to enhance Board development. Rod Place also requested that Ms. Phillips-Bland look into the community board member course available through the University of the Pacific as another training option.

### Discussion Items

## Board Self Evaluation

Margaret Szczepaniak reminded the Board members to submit their FQHC Board Self-Evaluations, as well as the Annual Evaluation for SJCC Executive Director, as these are HRSA requirements. Only a few have been completed and returned.

## Board Recruitment

Two potential candidates were in attendance at the meeting. . The need for additional members, especially patients, was emphasized. Rod Place will also follow up with community groups he believes will be a potential source of new Board members.

## Operational and Staff Reports

### July and August Financial Report

There were less clinic visits in both July and August than were budgeted. However, due to the hold on billing, these numbers may be artificially underreported as the source for clinic visits is charge documents.

In July, Medi-Cal Managed Care and Self Pay patient revenue was significantly more than the amount that was budgeted for those patients. Overall, patient revenue was 0.8% less than budgeted. Total expenses for July were \$170,000 (42.8%) less than budgeted. The clinics were over budget for professional fees due to filling positions with temporary staff. Gross revenue per visit in July was \$320.000.?

In August, gross revenue was 7.8% better than budgeted. Salaries and expenses were less than budgeted, however professional fees were over budget. At the end of August, total expenses were 10.3% less than budgeted and net income was 20.3% over budget.

Year to date, total expenses for the clinics was 10.8% less than budgeted and net income was 32.5% less than budgeted.

## County Liaison Reports

Margaret Szczepaniak provided the members with a Summary of Recommended San Joaquin County Clinics Legislative Issues and Priorities for Consideration by the San Joaquin County Board of Supervisors for their information.

## Clinic Update Report

## Progress Report on Recruitment for Medical Director

Samantha Phillips-Bland reported that two candidates are being asked to come back for a second interview. Board members will be asked to participate when the interview dates have been set. The interviews are expected to take place in early November.

### Next Meeting

The next Board meeting will be held on Tuesday, November 25, 2014 at 5:00 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 6:58 p.m.

Respectfully submitted,

Lei McMiller  
Secretary, SJCC Board