

San Joaquin County Clinics (SJCC)
Minutes of March 25, 2014
Board Meeting

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

Board Members Present

Rod Place, Secretary
Bernadette Hanna
Luz Marie Sandoval
Javier Serrano
Beth Shelton (By Phone)

SJCC Staff Present

Samantha Phillips-Bland, SJCC Executive Director
Ron Kreutner, SJCC CFO
Farhan Fadoo, M.D., SJCC Associate Medical Director (By Phone)
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
David Culberson, CEO, SJGH
La Verne Self, SJGH Deputy Director Finance & Planning
Ramona Thomas, Interpreter

Call to Order

The meeting was called to order at 5:04 by Secretary, Rod Place.

Public Comment

David Hui and John Britto were present. Both expressed interest in possibly joining the Board. They attended the meeting to gain more information on the Board's goals and activities. Margaret Szczepaniak announced that both Alvin Maldonado, Chairperson, due to family illness, and Ogechi Achunine, Vice Chairperson, due to personal illness, were unable to attend. Therefore Rob Place, Secretary, was chairing the meeting.

Approval of Minutes of February 25, 2014 Meeting

Javier Serrano made a motion that the minutes of the February 25, 2014 meeting be approved as submitted. The motion was seconded by Luz Maria Sandoval and the Board unanimously approved the minutes.

Report From Executive Committee Meeting of March 19, 2014

Samantha Phillips-Bland read the minutes and summarized the actions taken at the Executive Committee meeting. Bernadette Hanna made a motion to approve the report of the Executive Committee meeting of March 19, 2014. Luz Maria Sandoval seconded the motion and the Board unanimously approved the Executive Committee report. The Executive Committee report was handed out at the meeting. The actions taken at the Executive Committee meeting were:

- **Adopt Changes to Organizational Chart** – Revision of Alice Souligne's title to Clinic manager/Clinic Service Coordinator for Family Medicine and primary Medicine Clinics. List Dr. Nguyen as Clinic Director for Family Medicine Clinic. List dr. Fadoo as Interim Medical Director until the position is filled.
- **Approval of Change to Sliding Fee Scale Descriptive Category** – Change the work "minimal" to "nominal" in the first column of the fee scale.
- **Approval of Change to Executive Director Job Description** – Revised to read that the Board evaluates the Executive Director and that the Executive Director will report to the Board, as reflect in the SJCC bylaws.
- **Approval of Administrative Policies** – The administrative policies list the core set of guiding operational principles for policies and procedures for the Board and the clinics.

Board Action Items

Revision to the Agenda

The Board by consent, agreed to revise the agenda to include an item that had been omitted in error. In accordance with the direction from the Executive Committee Report, the Board agreed to add the appointment of an interim Medical Director to the agenda.

Appointment of New Board Member – David Hui

Mr. Hui was briefed on the activities of the Board and responsibilities of the Board members. After discussion, it was agreed that Mr. Hui, as well as Mr. Britton would meet at a later date with Samantha Phillips-Bland and Margaret Szczepaniak to more fully discuss the activities and responsibilities of the Board before deciding if they would both like to commit to Board positions.

Approval of Quality Improvement/Quality Assurance (QA/QI) Policy

Dr. Fadoo explained that the revised Policy describes the approach to measuring and assessing compliance of quality measures and clinical indicators to the SJCC Board. A revised Policy and attachment were distributed at the meeting and Dr. Fadoo explained that the changes from the version that Board members received by mail.

Bernadette Hanna made a motion to approve the QA/QI Policy. Luz Maria Sandoval seconded the motion and the Board unanimously approved the Policy.

Approval of Revised Budget

Ron Kreutner distributed new handouts to the Board. These versions were revised from the ones that were previously mailed to Board members. The FY 13-14 budget information was modified to include the Family Practice Clinic on California Street, which began operation in March 2013.

Bernadette Hanna made a motion to approve the revised FY 2013-2014 budget as submitted. Luz Maria Sandoval seconded the motion and the Board unanimously approved the revised budget.

Appointment of Interim Medical Director – Dr. Farhan Fadoo

Samantha Phillips-Bland presented to the Board members Dr. Fadoo, who serves as the Chief Medical Information Officer for SJCC, has volunteered to serve as the Interim Medical Director as well until recruitment for a Medical Director has been completed.

Beth Shelton made a motion to appoint Dr. Farhan Fadoo as Interim Medical Director. The motion was seconded by Javier Serrano and the Board unanimously approved the appointment.

Board Development: Community Health Needs Assessment Presentation

William Mitchell, San Joaquin County Public Health Services Director gave a presentation on the 2013 Community Health Needs Assessment. Community non-profit hospitals have joined with community based organizations and the Medi-Cal managed care Local Initiative, Health Plan of San Joaquin, to gather information for a county-wide needs assessment, which is prepared every three years. The process looks at a host of data regarding the health status of the community. There were 8 focus groups and 137 community members participated in this year long process. Communities of concern were identified by zip code Based on feedback from key stakeholders and focus groups, the assessment identified seven priority areas:

- Lack of access to primary & preventative care services;
- Lack of or limited access to health education;
- Lack of or limited access to dental care;
- Limited cultural competence in health and related systems;
- Limited or no nutritious foods;
- Limited transportation options; and
- Lack of safe and affordable places to be active.

The full report can be found at www.healthiersanjoaquin.org.

Board members noted that the priority areas reflected our internal discussions regarding the SJCC and their role in the community. The 2013 Needs Assessment will also provide a guide for the SJCC strategic planning process.

Feedback and experiences from the 2013 assessment process will provide information for the 2016 assessment. SJCC board members will participate in the Needs Assessment for 2016 which has just had its first kick off meeting. Staff will provide information to the Board on future community meetings for the 2016 assessment.

Discussion Items

Preparation for the HRSA Site Visit

Samantha Phillips-Bland gave the Board the agenda for the site visit by HRSA which will take place April 2-4. Board members were especially asked to meet with HRSA: on April 2nd for an entrance conference and meeting with HRSA staff; on April 3rd for a working lunch meeting with HRSA; and on April 4th for an exit conference, depending upon availability and work schedules. Board members are welcome at any of the meetings with the reviewers.

Strategic Planning & Board Self-Evaluation

Samantha Phillips-Bland presented a strategic planning document that addressed a mission statement, vision statement, and value statements. The statements were developed by SJCC staff. Board members were asked to review and evaluate the statements and provide any feedback to Ms Phillips-Bland.

Margaret Szczepaniak noted that a conference for FQHC Board member and staff will be held in Sacramento on October 9-10th. The SJCC budget for FY14-15 will include funding for some Board members to attend. Members were asked to check their calendars.

Medi-Cal and Covered California Transition

Board members were provided with information on enrollment figures through February 28 that were released by Covered California and Department of Health Care Services. Unfortunately Covered California does not provide information for San Joaquin separately; the data is merged with 4 other counties and reported as a region.

Margaret Szczepaniak also discussed that the latest information on Medi-Cal Expansion enrollment for San Joaquin County. Between Oct 1st and February 28th, 23,000 new Medi-Cal Expansion enrollees had been added as beneficiaries by County Human Services Agency staff. Thousands of incomplete and "presumed eligible" applications have been forward to the county by Covered California for completion and determination—those applications are not included in the 23,000 reported. This change in the insurance status would be evident in the financial statements for the SJCC, as more patients move from indigent or MAP to Medi-Cal.

Operational and Staff Reports

January Financials Report

Ron Kreutner presented the financial statistics for the month of January 2014 and for year-to date. Clinic visits for the month of January were less than the same period the previous year. However, it was noted that there was a 15% increase in payor revenue which was attributable to the increase in patients enrolled in expanded Medi-Cal. Also, the number of indigent patients decreased due to enrollment in expanded Medi-Cal.

SJCC Budget Preparation for FY 2014-2015

LaVerne Self discussed the budget calendar year and dates involved in getting the budget completed. At the time of the meeting, the County budget was due to be complete in three days. Finance staff will meet with the County Administrator's staff shortly after that. Then the FY 2014-15 SJCC draft budget will be prepared to be

presented to the SJCC. The County Board of Supervisors will act on the County budget in June; the final SJCC budget will then come back to the SJCC for final adoption.

Clinic Update Reports

The number of patient visits in the Primary Medicine Clinic more than doubled from January due to the increase in staff in the clinic. There were 2,176 visits compared to 1,076 in January.

a. Progress Report on Recruitment for Medical Director

Recruitment for the SJCC Medical Director is moving forward. A recruitment firm has been retained to conduct a nationwide search but current physicians practicing here who meet the qualifications are also encouraged to apply. The position is being recruited as 50% clinical and 50% administrative. As candidates are identified, SJCC board members will be asked to participate in the screening process.

Update on FQHC Progress

HRSA's site visit to SJCC will be April 2-4. This will provide an opportunity to talk face to face with staff to determine the progress on HRSA's review of SJCC's application.

Next Meeting

The next Board meeting will be held on Tuesday, April 29, 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 6:55 p.m.

Respectfully submitted,

Rod Place
Secretary, SJCC Board