

**San Joaquin County Clinics (SJCC)
Minutes of December 29, 2015
Board Meeting**

**San Joaquin General Hospital (SJGH)
Conference Room One
French Camp, CA**

Board Members Present

Rod Place, Chair (By Phone)
Lei McMiller, Secretary
Ismael Cortez, Treasurer
Beth Shelton (By Phone)
Delani Place (By Phone)
Mary Mills
Alicia Yonemoto

SJCC Staff Present

David Jomaoas, SJCC Executive Director
Betty Jo, Riendel, R.N., SJCC Nursing Department Manager
Farhan Fadoo, M.D., SJCC Medical Director
Ron Kreutner, SJCC Chief Financial Officer

SJC Liaisons Present

Greg Diederich, Director, Health Care Services (HCS)
David Culberson, CEO, SJGH
La Verne Self, SJGH Deputy Director Finance & Planning
Vanessa Anderson, Management Analyst, HCS
Cynthia King, Administrative Secretary, HCS
Anita Marroquin Bernal, Interpreter

Guests

Leon Mayo, Sr*

**Please note: Mr. Mayo was appointed as a Board member later in the meeting as reflected in the Board Action Items section below.*

Call to Order

The meeting was called to order at 5:07 pm by Secretary, Lei McMiller.

Public Comment

None

Approval of Minutes of November 24, 2015 Meeting

Rod Place made a motion to approve the minutes of the November 24, 2015 meeting. The motion was seconded by Beth Shelton and the Board unanimously approved the minutes.

Board Action Items

Appointment of New Board Member

Leon Mayo was interviewed by telephone by Chair Rod Place, Secretary Lei McMiller, Executive Director David Jomaoas, and Margaret Szczepaniak on December 7. David Jomaoas made a recommendation that the Board to approve Mr. Mayo as a Board member.

Beth Shelton made a motion to approve Leon Mayo as a Board member. Ismael Cortez seconded the motion and the Board unanimously approved Leon Mayo as a Board member. As a new board member, Mr. Mayo was eligible to vote on the remaining Board Actions.

Accept Quarterly Review of Applicant/Co-Applicant Agreement

David Jomaoas presented the quarterly review of the Applicant/Co-Applicant agreement measures. There were no areas that "Did Not Meet" standards. The majority of the measures "Meet" the standards. Those measures that were rated as "Partial/In Progress" related to financial measures. Once there are more Board members, there will be a Finance Committee formed that will address those areas.

Beth Shelton made a motion to accept the quarterly review of the Applicant/Co-Applicant Agreement. Rod Place seconded the motion and the Board unanimously accepted the report.

Authorization to Submit Change of Scope

Mr. Jomaoas presented the Board with a request to authorize staff to develop clinic expansion plans and submit appropriate documents to the County Board of Supervisors and to HRSA. Plans are being developed for two new clinic sites. One site will be in Manteca and one site will be located on south Stockton. Authorization by the Board will allow for the planning of both sites, including leases and budgets. Both sites are accessible to patients by public transportation and also provide parking at the sites.

Alicia Yonemoto made a motion to authorize the submission of a change of scope. Rod Place seconded the motion and the Board unanimously approved the motion.

Board Development /Discussion Items

Clinic Staff Customer Service Video

David Jomaoas showed a video to the Board which emphasizes the importance of good customer service skills to the clinic patients. The video has already been shown to the Call Center staff. Mr. Jomaoas plans on having the video shown to all clinic staff. In the video, four keys to great customer service are explained. The first is to make serving others a top priority. The second key has to do with having a good/positive attitude. The third key to great customer service is consistency. Staff should set high standards and keep those standards high. The fourth key is teamwork.

Operational and Staff Reports

November Financials

Ron Kreutner reported the budget figures for November and year-to-date. Total patient visits for the month of November were 7,092, which is 28% more than was budgeted. There have been 36,442 patient visits year-to-date. Total operating revenue for November was \$1,846,660, which is 37% more than budgeted. Total operating revenue for year-to-date is \$9,695,858, which is 22% more than budgeted. Net income for November was 76.6% more than was budgeted. Year-to-date net income is \$177,922, which is 114.5% more than budgeted. Mr. Kreutner said that he continues having problems getting reports out of the eCW.

Clinic Operational Report

David Jomaoas introduced Vanessa Anderson to the Board. Ms. Anderson was hired on December 14 as the Management Analyst for Health Care Services.

The Public Health Services clinic on Hazelton is going to work in partnership with the clinics.

There are two people who have expressed interest in joining the Board. Cynthia King mailed information and applicants to them. They were invited to attend the January 29 Board meeting.

County Liaison Report

Greg Diederich reported that due to the holidays, there has been no legislative activities to report. A handout was given to the Board members that was published by the Centers for Medicare & Medicaid Services entitled "5 Facts for Consumers about the Fee for Not Having health Coverage."

Next Meeting

The next Board meeting will be held on Tuesday, January 26, 2016 at 5:00 p.m. at San Joaquin General Hospital in Conference Room 1.

Adjournment

The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Lei McMiller, Secretary
SJCC Board