

**San Joaquin County Clinics (SJCC)  
Minutes of October 30, 2018  
Board Meeting**

**San Joaquin General Hospital  
Conference Room 1**

Board Members Present

Rod Place, Chair  
Alicia Yonemoto, Vice Chair  
Alvin Maldonado  
Esgardo Medina  
Beth Shelton  
Mike Baskett

Board Members Absent

Luz Maria Sandoval, Treasurer  
Ismael Cortez, Secretary  
Mary Mills

SJCC Staff Present

Chuck Wiesen, SJCC Executive Director  
Diana Surber, SJCC Interim Chief Financial Officer  
Betty Jo Reindel, RN, SJCC Nursing Department Manager  
Farhan Fadoo, MD, SJCC Medical Director

SJC Liaisons Present

David Culberson, CEO, SJGH  
Greg Diederich, Director, HCS  
Matt Garber, Assistant Director, HCS  
Vanessa Anderson, Management Analyst, HCS  
Cynthia King, Administrative Secretary, HCS  
Mary Esteban, Interim SJGH Deputy Finance Director  
Joan Singson, Director, Population Health Department  
Erin Franklin, Director of Strategic Initiatives, Performance Improvement & Health Informatics  
Kur Song, Population Health Department  
Raymond Feliciano, SJGH  
Angelina Ayala, SJGH

## **Call to Order**

The meeting was called to order at 5:10 by Chair, Rod Place.

## **Public Comments**

Beth Shelton went to visit the Manteca clinic. She noted that the clinic is in need of Medical Assistants as well as supplies. Ms. Shelton also noted that there was no box in place for patients to provide comments. She asked the staff how they handle issues in the clinic and was told that they address each issue as it arises. Ms. Shelton also noted that there is now a billboard in place advertising the Manteca clinic location. Chuck Wiesen also noted that some of the RTD buses also have advertisements about the Manteca clinic.

## **Approval of Minutes of August 28, 2018 Board Meeting October 18, 2018 Special Meeting**

Alicia Yonemoto made a motion to approve the August 28, 2019 meeting and the October 18, 2018 meeting minutes. Alvin Maldonado seconded the motion and the Board unanimously approved the minutes.

## **Report on Finance Committee Meeting**

Diana Surber presented the July financial report. The number of visits in July was in line with the budgeted amount. There were some issues that occurred with regard to Cerner implementation that impact recording of gross charges and deductions from revenue so there is a method in place to estimate net revenue until the Cerner issues are resolved. A memo from Wipfli was distributed with an update on the Hazelton and Manteca Medi-Cal FQHC status.

## **Board Action Items**

### **Approve Quality Program Improvement Project Policy**

The policy was distributed at the meeting in September. Beth Shelton made a motion to approve the Quality Program Improvement Project Policy with a wording change and Esgardo Medina seconded the motion. The motion was unanimously approved by the Board members.

### **Approve Data Integrity Policy**

The Data Integrity Policy was distributed at the meeting. After some discussion, Alicia Yonemoto made a motion to approve the policy. Alvin Maldonado seconded the motion and the Board unanimously approved the policy.

### Approve Credentialing & Privileging Policy

Rod Place expressed concern about the responsibility of approving Physicians and other providers by the board. However this is to make sure that the hiring of providers is done with the utmost care to validate the background of applicants as stated in their curriculum vitae. It is the medical staff function and physician committee to satisfy us that the provider's stated license, education, training, work experience, testing, etc. can be proven accurate. It is on that basis that the providers are credentialed and given privileges to function within the scope of practice as defined. The provider credentialing and privileges recommended by the Medical Executive Committee was voted approved. The policy will come back to the board for consideration and revision.

### Approve Organizational Structure (Organization Chart)

Beth Shelton asked where Patient Registration and Health Information Management were on the organization chart. Chuck Wiesen explained that they were located under the CFO. The chart will add these lines of responsibility and come back to the next meeting. However, the board should consider adopting it and make the changes at the next meeting.

Esgardo Medina made a motion to accept the organization chart and Mike Baskett seconded the motion. The motion was unanimously approved by the Board members.

### Approve CEO Succession Plan

This item was deferred to the November 27 Board meeting.

### Approve After Hours Call Policy

SJCC has an after-hours call structure in which the calls to the normal SJCC phone line are routed to the switchboard. Calls are then directed according to several paths. If it is pediatric, the call is sent to the pediatrician on call. Ob-Gyn calls are forwarded to Labor and Delivery for the provider on the floor. Family Practice takes primary care calls through a pager with one of the residents. The one difficulty is proving that the call got tracked and entered into the EHR. The policy needs further work and will be brought back to the board.

### Approve SJCC Annual Certification Application

Board members were provided with a printout of the FQHC renewal as sent, since the board did not have that at the initial approval of submission.

Alvin Maldonado made a motion to approve the annual certification application and Esgardo Medina seconded the motion. The Board unanimously approved the motion.

## **Operational and Staff Reports**

### **Clinic Operational Report**

There is nothing more than that offered at the October 18 meeting.

### **Process of Billing**

As requested by the Board, Diana Surber presented a chart of the billing process beginning with when the patient is seen by a provider through payment of the charges.

### **Next Meeting**

The next Board meeting will be held on Tuesday, November 27, 2018 at 5:00 p.m. at San Joaquin General Hospital in Conference Room 1.

### **Adjournment**

The meeting was adjourned at 6:50 p.m.

Submitted by:

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Secretary