

**San Joaquin County Clinics (SJCC)
Minutes of April 24, 2018
Board Meeting**

**San Joaquin General Hospital
Conference Room 1**

Board Members Present

Rod Place, Chair
Ismael Cortez, Treasurer (By Phone)
Alvin Maldonado
Beth Shelton
Alicia Yonemoto
Mary Mills
Delani Place

SJCC Staff Present

Chuck Wiesen, Interim 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
Vanessa Anderson, Management Analyst, HCS
Cynthia King, Administrative Secretary, HCS
Pat Stalker, Interim SJGH Deputy Finance Director
Ron Kreutner, SJGH CFO

Guests

John Bousquet
Esgardo Medina
Milton Cook
Mariana Tellez
Jonathan Pakele

Call to Order

The meeting was called to order at 5:07 by SJCC Chair, Rod Place.

Public Comments

Milton Cook attended to express concerns that referrals for specialty services were not handled timely and that staff who stated they would call him back do not. He also expressed that past medical history was reported as a current health problem.

Ismael Cortez introduced his guest, Marian Tellez who was just crowned Cinco de Mayo Queen. Ms. Tellez received a scholarship with the title and is interested in letting teens know about the services available at the clinics. She is also interested in joining the Board.

Mr. Cortez invited the Board Chair, Rod Place to give an interview on his radio program so that the Spanish speaking community in the county are aware of the services provided by the clinic. Mr. Place was very interested and the two of them will work together to plan the interview.

John Bosquet provided samples of certificates to the Board in follow up to his offer to make certificates of recognition for Board members. At the last meeting it was discussed as a way of providing acknowledgement to Board members for their resumes.

Approval of Minutes of December 26, 2017, January 30, 2018 and February 27, 2018 and March 27, 2018 Board Meetings

Alicia Yonemoto made a motion to approve the minutes December 26, 2017, January 30, 2017 and March 27, 2018 meetings. The motion was seconded by Mary Mills and the Board approved the motion. The minutes of the February 27, 2018 Board meeting were not approved at the request of Ms. Yonemoto. She did not receive that information in the mail and as she chaired that meeting wanted to review the minutes prior to approving them. Cynthia King will email the February 27, 2018 minutes to Ms. Yonemoto tomorrow for her review. Those minutes will be on the May 29 agenda for approval.

Report on Finance Committee Meeting

This item was deferred to the meeting of May 29.

Board Action Items

Accept Quarterly QA/QI Report

The Quarterly QA/QI Report was distributed at the March 27 Board meeting. There was not a quorum so the motion to approve was deferred to the April 24 meeting. Delani Place made a motion to accept the Quarterly QA/QI Report. The motion was seconded by Mary Mills and the Board approved the motion.

Ratify Executive Committee Action on 2018 Sliding Fee Scale

Delani Place made a motion to ratify the executive committee approval of the 2018 Sliding Fee Scale. The motion was seconded by Alicia Yonemoto and the Board approved.

Ratify Executive Committee Action on Submittal of Annual FQHC Certification

The annual FQHC certification was submitted to HRSA in February as required. Delani Place made a motion to ratify the Executive Committee's action to approve the submittal. Mary Mills seconded the motion and the Board approved.

Recruit & Elect Board Secretary

The duties of the Board Secretary were discussed. There were no volunteers and the item was deferred.

Adopt Board Expense Stipend

Chuck Wiesen distributed a proposed policy for providing an expense stipend to Board members. The policy as presented provided for a stipend of \$55 per meeting attended for the Board members who are also clinic patients. It was suggested that the stipend be provided to all Board members and the members all agreed.

Beth Shelton made a motion to approve the provision of a stipend to all Board members who requested it. The motion was seconded by Alicia Yonemoto and the Board unanimously approved the motion.

David Culberson advised that he had a sample of a form to be used at each meeting for Board members who requested a stipend. Cynthia King will get the form from Mr. Culberson.

Approve Change in Scope for Other Activities

Staff submitted a Scope change proposal for other activities to cover Health Fairs, The Academy student health services, and Home visits to patients unable to come in for services. Mary Mills made a motion to approve the change in scope and Alicia Yonemoto seconded the motion. The Board approved the motion.

Approve Change in Scope for Hours

Delani Place made a motion to approve the change in scope for hours at the clinics. Alicia Yonemoto seconded the motion and the Board approved the motion.

Approve Change in Scope for Contracting Behavioral Health

This item is being deferred.

Approval of Capital Budget

This item is being deferred and will be presented to the Board with the entire draft budget at the May 29 meeting.

Operational and Staff Reports

Clinic Operational Report

Chuck Wiesen reported on activities for the past month:

Morale has been good with staff in regard to the change to Cerner electronic health records. There are nine Outpatient Clinical Assistants (Medical Assistants) starting in May.

February Financials

Diana Surber provided the financial report for February:

There were 8,887 (12.7% over budget) visits in February. 8,252 (4.6% over budget) of those visits were billable. Total revenue was \$43,000 over budget. Net revenue of \$1.4 million was equal to the budgeted amount. Salaries & Benefits were 20.9% below budget due to vacancies. This will change in the March figures due to new hires. Depreciation was -\$156.6% due to the lease of the Manteca clinic which was not included when the budget was developed. The figure will remain negative until the end of the fiscal year.

Accounts Receivables was \$1.8 million, which is down \$700,000 from January due to old uncollectables being written off. Cash collections were \$1.136 million before capitation and \$1.5 million including capitation.

Pas Stalker reported that only eCW was used in February. Gross accounts receivables were \$3.1 million, as of noon on the day of the meeting it was \$1.4 million. There are 5.5 people working on A/R. There were 33,000 accounts to bill at the beginning of the month and that number is now down to 7,000 accounts. Gross accounts receivables were \$1.8 million.

Other

Copies of Esgardo Medina's application were given to the Board members for their review. This item will be on the agenda for the May 29 Board meeting.

Next Meeting

The next Board meeting will be held on Tuesday, May 29, 2018 at 5:00 p.m. at San Joaquin General Hospital in Conference Room 1.

Adjournment

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Rod Place
Chair, SJCC