

**San Joaquin County Clinics (SJCC)
Minutes of May 29, 2018
Board Meeting**

**San Joaquin General Hospital
Conference Room 1**

Board Members Present

Rod Place, Chair
Luz Maria Sandoval, Secretary
Alvin Maldonado
Beth Shelton
Alicia Yonemoto
Delani Place

SJCC Staff Present

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

SJC Liaisons Present

Greg Diederich, Director, HCS
Vanessa Anderson, Management Analyst, HCS
Cynthia King, Administrative Secretary, HCS
Gay Walker, Interim SJGH Finance Supervisor

Guests

John Bousquet
Esgardo Medina
Jonathan Pakele

Call to Order

The meeting was called to order at 5:13 by SJCC Chair, Rod Place.

Public Comments

Beth Shelton thanked Dr. Fadoo for his assistance in answering questions that she had.

John Bousquet suggested that certificates of appreciation be given to volunteers who helped at the Health Fair and other community events.

Beth Shelton passed out a suggested flyer to be used in soliciting for Board members. It was suggested that the clinics' logo be added to the flyer. Cynthia King will get the logo from Adele Gribble in Ambulatory Care Clinics. It was suggested that the flyers be distributed to schools and at the clinics.

Several items have been deferred more than once and Mr. Place requested that a list be attached to the back of each agenda noting any items that have been deferred so that the items do not get forgotten. Ms. King will start attaching list of deferred items beginning with the agenda for the June 26 meeting.

One of the items to be put on the deferred list is the Patient Satisfaction Committee. It was suggested that this item be addressed once the new SJCC Executive Director begins.

Approval of Minutes of February 27, 2018 and April 24, 2018 Board Meetings

Alicia Yonemoto made a motion to approve the minutes of the February 27, 2018 and April 24, 2018 meetings. The motion was seconded by Alvin Maldonado and the Board approved the motion.

Report on Finance Committee Meeting

Staff has been working on the draft budget for FY2018-2019. The draft agenda will go to the Board of Supervisors in mid to late June.

Board Action Items

Approval of Draft Capital and Operating Budget

Diana Surber noted that the agenda did not refer to this action as approving the draft budget. Visits for the current fiscal year are projected to total 99,583. The proposed budget is based on forecasted visits of 116,070 for FY2018-2019. Total net revenue is projected to be \$16,262,000. This amount is based on current year experience and includes allowances for write-offs such as locum tenens, bad debts, and denied or untimely claims.

The draft budget shows a shift in overall payor mix, with Medicare decreasing as a percentage of total revenue and Managed Medi-Cal increasing due to higher growth at the Manteca and Hazelton clinics.

Delani Place made a motion to accept the budget. Luz Maria Sandoval seconded the motion and the Board approved.

Operational and Staff Reports

Clinic Operational Report

Chuck Wiesen provided a Director's Report 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) added to address the need to pre-visit plan in Cerner since every patient has to get registration information and past patient information in the next month or two.

Children's vaccines in the VFC program are at no cost for all of the vaccines that children need.

Family Planning – The FQHC status of Medi-Cal for Manteca has been questioned and so there is a delay in billing for Manteca.

WIC - WIC is now operating at French Camp.

There were 8,086 clinic visits in April.

Dr. Tha – a new physician – began seeing patients at the Family Practice clinic on California Street in April.

The Sunlight Giving Foundation has approved a \$75,000 grant for the upcoming year. The funds will be used for hiring needed staff.

February Financials

The February financials were discussed at the April 24 Board meeting. The financials for March and probably April will be available for discussion at the June 26 Board meeting. Due to the implementation of new software, the March financials were not finalized at the time of this meeting.

Accounts Receivables – Gay Walker reported Accounts Receivables Key Performance Indicators. Total cash collections was \$99,065. Staff is down one employee. A Locum billing refund is being sent to HPSJ. The Medi-Cal designation for the Manteca clinic has been questioned. Patient Financial Services is behind in cash posting due to learning the new system.

Other

Vanessa Anderson reported that she received a letter of designation from HRSA for the clinics for an extension of 18 months instead of a one year period. The annual certification process went very smoothly once HRSA received the information from San Joaquin County.

Ms. Anderson also reported that the lobby screen at the clinics now runs a message about needing Board members.

Beth Shelton requested a flowchart that would illustrate the entire process from when a patient arrives at the clinic for an appointment to the end of the billing cycle. Betty Jo Riendel and Gay Walker will work together to produce the flowchart.

Cynthia King advised that she received an application to become a Board member from Jonathan Pakele. Mr. Pakele attended the April Board meeting and wishes to join the Board. Ms. King will provide the Board with copies of the application for their review and consideration.

Next Meeting

The next Board meeting will be held on Tuesday, June 26, 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,

Luz Maria Sandoval
Secretary, SJCC

**San Joaquin County Clinics (SJCC)
Executive Committee Meeting
Minutes of May 29, 2018**

**San Joaquin General Hospital
Conference Room 1**

The Executive Committee met immediately following the Board meeting to make a motion on the Board member application that was submitted by Esgardo Medina in April. Rod place made a motion to approve Mr. Medina as a Board member. Luz Maria Sandoval seconded the motion and the motion was approved.

Respectfully submitted,

Luz Maria Sandoval
Secretary, SJCC