



**San Joaquin County Clinics (SJCC)
Minutes of January 29, 2019
Board Meeting**

**San Joaquin General Hospital
Conference Room 1**

Board Members Present

Rod Place, Chair
Esgardo Medina
Mike Baskett

Alicia Yonemoto, Vice Chair
Beth Shelton

Luz Maria Sandoval, Treasurer
Mary Mills

Board Member(s) Excused Absent

Alvin Maldonado

Board Member(s) Absent

Ismael P. Cortez

SJCC Staff Present

Chuck Wiesen, SJCC Executive Director
Art Feagles, Interim SJCC Chief Financial Officer
Erin Franklin, Director, Strategic Initiatives, Performance Improvement & Health Informatics
Isela Kloeppe, Director, Operational Excellence
Diana Surber, Interim SJCC Chief Financial Officer

SJC Liaisons Present

David Culberson, CEO, SJGH
Matt Garber, Assistant Director, HCS
Adelé Gribble, Office Tech Coordinator, ACS

Greg Diederich, Director, HCS
Vanessa Anderson, Management Analyst, HCS

Guest(s) Present

Bradley Seng

1. Call to Order

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

2. Public Comments

There was no public comment.

3. Approval of Minutes of December 18, 2018 Board Meeting

A motion to approve the minutes of the December 18, 2018 meeting was made and seconded. The Board unanimously approved the minutes.

4. Report on Finance Committee Meeting

- a. Mr. Rod Place introduced Mr. Art Feagles who will be the full time interim Chief Financial Officer for the FQHC. Mr. Feagles comes to us with great experience on transformation of FQHC clinics. He advised the clinics had several organizational struggles compounded by the migrating through a couple of systems. The goal is to complete this migration soon.

- b. Mr. Place reported on the Finance Committee meeting that met immediately before the Board Meeting. Mr. Place advised that Mr. Feagles has already provided a couple of reports that will provide more clarity surrounding the issues we have had in a trending report.

5. Board Action Items

- a. Credentialing Report (Betty Jo Riendel)

Mr. Chuck Wiesen presented the credentialing report. The first page is for providers who are being reappointed. The second page is for advancements. Mr. Wiesen asked the board to approve these appointments and advancements that have been recommended by the Medical Executive Committee. Mr. Culberson distinguished between the first line showing the provider's specialty in which they received their training and the second line is what department they are assigned to. A motion to approve was made and seconded. The Board unanimously approved.

- b. UDS Annual Report (Chuck Wiesen)

The UDS report is due to be submitted February 15th, so this is authorization to submit the UDS report which will be finalized before February 15. A copy of the final report will be provided to the Board at the next meeting. Ms. Mary Mills made a motion to submit the UDS report. Ms. Alicia Yonemoto seconded the motion and the Board unanimously approved the motion.

- c. Co-Applicant Agreement revisions (Chuck Wiesen)

Mr. Chuck Wiesen asked that this topic be deferred to February 26, 2019 meeting.

- d. Board Committees (Chuck Wiesen)

Mr. Chuck Wiesen recommended four committees, there is only one currently in place. He suggested the Finance Committee continue meeting monthly, the Quality Meeting meet quarterly, the Audit Committee twice a year and the Governance Committee meet quarterly. Ms. Alicia Yonemoto asked if there were any conflicts in being on more than one committee and there is not. Mr. Wiesen advised the Treasurer cannot be on the Audit Committee.

Mr. Rod Place advised the Board needs to approve this bylaw change to revise the committees. Mr. Place advised he would like to see a schedule put together and sent out to all the board members via email to fill in who will be going into which committee. This will be brought back to the Board next month to review and fill in any blanks.

Ms. Alicia Yonemoto made a motion to adopt the changes in committees as presented. Mr. Esgardo Medina seconded the motion and the Board unanimously approved the motion.

- e. New Board Member Policy (Rod Place/Chuck Wiesen)

Mr. Chuck Wiesen presented the New Board Members Policy that will be managed by the Governance Committee. Mr. Mike Baskett made a motion to approve. Ms. Mary Mills seconded the motion and the Board unanimously approved the motion.

- f. Conflict of Interest Statements (Chuck Wiesen)

Mr. Chuck Wiesen presented a Potential Conflict of Interest Disclosure Form that he advised all members will need to sign once a year. Ms. Alicia Yonemoto advised Ms. Cynthia King, HCS Secretary already had everyone sign an annual conflict of interest form and suggested we check with her as to what she already has on file. The policy is already in place and there is no decision necessary by the Board. Mr. Wiesen was not aware of the original Conflict of Interest Disclosure Form. This will be brought back next month after checking with Ms. King.

g. Revised Sliding Fee Scale for 2019 (Art Feagles/Chuck Wiesen)

Mr. Chuck Wiesen advised the Federal Poverty Level changed in January 2019. The Board needs to approve this revised Sliding Fee Scale. Mr. Art Feagles proposed there be a maximum charge of \$185 be added so that patients with incomes greater than 200% of Federal Poverty Level will know what they are expected to pay. Ms. Alicia Yonemoto made a motion to approve the new Federal Poverty level, the revised Sliding Fee Scale and the maximum charge of \$185. Mr. Esgardo Medina seconded the motion and the Board unanimously approved the motion.

h. New Access Point Application (Chuck Wiesen)

Mr. Chuck Wiesen advised HRSA has issued the announcement of a New Access Point Grant availability. The initial submission is in March and the full application is April 12. Mr. Wiesen advised Ms. Vanessa Anderson previously orchestrated putting together the application. We came within 3 points of securing funding in 2016. Mr. Wiesen is seeking the Board's approval to submit the application again. We would get an annual grant of \$650,000, but it puts us into a whole lot of opportunities such as Federal Tort Claims Act (FTCA) which largely replaces Professional Liability insurance. Grantees have the potential for additional expansion grants or adding services, etc. The other side to this is we will be subject to greater scrutiny by the Federal government. There will be one grantee for all the clinics. Mr. Jeff Slater is the grant writer on staff. Ms. Alicia Yonemoto made a motion to submit the grant and Mr. Mike Baskett seconded the motion. The Board unanimously approved the motion.

i. Transportation Policy (Chuck Wiesen)

Mr. Chuck Wiesen advised the board already approved the policy last month. He has provided the board with the Policy & Procedure. This is already in place and there is no further action needed by the Board.

j. 340B Medications Policy (Chuck Wiesen)

Mr. Chuck Wiesen advised we currently have a Policy and Procedure in place for the hospital. As an FQHC we need to adapt this policy to the FQHC. This does not mean we will have an onsite pharmacy, however we might contract with an offsite pharmacy for the 340B pricing. The medications used within the clinics will be paid for through the 340B Drug Pricing Program. This will result in some savings within the FQHC clinics. Mr. Mike Baskett made a motion to approve the 340B Drug Pricing Program Policy and Procedure for the FQHC. Ms. Mary Mills seconded the motion and the Board unanimously approved the motion.

k. After-Hours Policy (Dr. Farhan Fadoo)

Ms. Isela Kloeppe presented for Dr. Fadoo on how after hours calls from clients are handled. The Board needs to formally adopt a policy even though it is already in place. Ms. Alicia Yonemoto made a motion to approve the After-Hours On-Call Services Policy & Procedure, Mr. Mike Baskett seconded the motion and the Board approved the motion.

6. Operational and Staff Reports

a. Clinic Operational Report

Chuck Wiesen provided his Director's Report for January 29, 2019.

The State has set our initial rates for Manteca and Hazelton Clinics at \$166.60. Our rate setting cost report will be completed based on the next fiscal year – July 1, 2019 to June 30, 2020 upon which our permanent rate will eventually be set. In addition, Mr. Wiesen advised we received a \$33,000 Health Net incentive check. He advised Joan Singson set up Saturday clinics specifically to catch up on HEDIS measures. Ms. Erin Franklin advised she will continue to keep this up and will bring a report in during the months we don't have a quality report due. Ms. Alicia Yonemoto requested a productivity report per provider. Ms. Franklin advised this is done manually and they will bring these on alternate months.

b. Billing & Collections Policy (Lynn Kelley/Art Feagles)

Mr. Chuck Wiesen presented the FQHC Collections and Payment Plan Policy and Procedure to the Board to review and vote on next month. This will satisfy the HRSA requirements.

c. Consumer Feedback Report (Erin Franklin)

Ms. Erin Franklin presented the current Press Ganey Consumer feedback to the Board. Ms. Franklin advised some comments are still critical and some may require further investigation. Ms. Franklin said management normally reviews and acts on the comments. Ms. Franklin advised she will bring back the percentage of client surveys sent vs. the percentage of responses provided to us by Press Ganey.

d. Population Health (Joan Singson)

Ms. Joan Singson is not in attendance at January's meeting. Ms. Erin Franklin advised she had also provided a report on the PRIME data from November. She advised she can continue to provide this data to the Board. Mr. Rod Place asked if there is a paragraph synopsis for each measure that Ms. Franklin can include. Ms. Franklin will ensure this is provided for the Board to review.

e. Other – Board Member Applicant, Bradley Seng

Ms. Alicia Yonemoto stated according to Article 14 and the Bylaws, the stipulation is Board Members must be eighteen years old. Mr. Bradley Seng advised he is a Junior at Lincoln High School and is sixteen years old. Mr. Rod Place asked if the Board could vote to amend the bylaws to address the age limit on a case by case basis. Mr. Chuck Wiesen stated we would bring this topic back next month and the Board can address the bylaws. Mr. Seng advised he would return to observe the meeting in February.

Next Meeting

The next Board meeting will be held on Tuesday, February 26, 2019 at 5:00 p.m. at San Joaquin General Hospital in Conference Room 1.

Adjournment

The meeting was adjourned at 6:32 p.m. by Mr. Rod Place.

Submitted by:

Secretary