



**San Joaquin County Clinics (SJCC)
Minutes of February 26, 2019
Board Meeting**

**San Joaquin General Hospital
Conference Room 1**

Board Members Present

Rod Place (Chair)
Esgardo Medina

Alicia Yonemoto (Vice Chair)
Beth Shelton

Luz Maria Sandoval (Treasurer)
Mike Baskett

Board Member(s) Excused Absent

Alvin Maldonado

Board Member(s) Absent

Ismael P. Cortez (Secretary)

Mary Mills

San Joaquin County Staff Present

Chuck Wiesen
David Culberson
Dena Galindo

Art Feagles
Vanessa Anderson
Adelé Gribble

Diana Surber
Greg Diederich

Guest(s) Present

Bradley Seng

1. Call to Order

The meeting was called to order at 5:18 p.m. by Chair, Rod Place.

2. Public Comments

There was no public comment.

3. Approval of Minutes of January 29, 2019 Board Meeting

Ms. Alicia Yonemoto made a motion to approve the minutes of the January 29, 2019 meeting. Mr. Mike Baskett seconded the motion. The Board unanimously approved the minutes.

4. Report on Finance Committee Meeting

Mr. Rod Place reported on the Finance Committee meeting that met at 4pm today. Mr. Art Feagles had provided Financial Statements for December 2018 and January 2019 during the Finance Committee meeting. Mr. Place stated everyone is focusing on streamlining and stabilizing the financials. Mr. Feagles is very encouraged and sees great future for the clinics.

5. Board Discussion & Action Items

a. Credentialing Report (Betty Jo Riendel)

Mr. Chuck Wiesen advised there were no providers to credential so there was nothing to report at today's meeting.

b. UDS Annual Report (Chuck Wiesen)

Last month the board was asked for authorization to submit the report and the Board would receive a copy of what was submitted. Ms. Dena Galindo explained usually what happens is we submit the report but it still

needs to be reviewed by UDS so the report submitted is not finalized yet. As a result, we currently do not have a copy to provide to the Board until the UDS report is accepted and finalized.

c. Co-Applicant Agreement revisions (Chuck Wiesen)

Mr. Chuck Wiesen advised they met with the County Attorney in terms of how to make the changes HRSA asked for. The Bylaws have revisions that will solve the problem. The HRSA Site Surveyors wanted us to delineate that no one can make choices for the Board of Directors, the Board Chair or removal from those posts except the FQHC Board. The changes recommended are listed in the Bylaws in red on Page 5, Section 7; Page 5, Section 10; Page 10, Section 2 and Page 12, Section 10. These will be covered in the topic below.

d. Board Committees & Bylaws (Chuck Wiesen)

Mr. Chuck Wiesen advised the Board Committee members need to choose which committee they will be on and he will devise a calendar with dates of future meetings. The following was decided and may be amended:

- Finance Committee (Monthly): Members on this committee are Rod Place; Luz Maria Sandoval and Brandon Seng.
- Audit Committee (Twice a year): Mary Mills, Alicia Yonemoto and Mike Baskett. This would follow the hospital's audit schedule. It needs to authorize the fiscal year audit and recommend that to the Board and it needs to receive and review the audit findings to present to the Board.
- Quality Committee (Quarterly): Rod Place, Esgardo Medina and Alicia Yonemoto. Dena Galindo advised she would like to sit on this committee as a staff member. Quarter 1 – April, Quarter 2 – July, Quarter 3 – October, Quarter 4 - January
- Governance Committee (Twice a year): Rod Place, Beth Shelton and Alicia Yonemoto.

All committees will be staff supported. Mr. Place requested the finalized calendar for all committees be in place by next month's meeting.

Ms. Alicia Yonemoto made a motion to adopt the changes in the Bylaws as presented. Mr. Mike Baskett seconded the motion and the Board unanimously approved the motion.

e. Billing & Collections Policy (Chuck Wiesen)

Mr. Chuck Wiesen advised the Board needs to finalize the FQHC Collections and Payment Plan Policy and Procedure that was provided to the Board during last month's meeting. Mr. Esgardo Medina made a motion to approve. Ms. Alicia Yonemoto seconded the motion and the Board approved the motion.

f. Fee Schedule (Diana Surber)

Ms. Diana Surber advised the Board needs to approve the updated Fee Schedule. There is a HRSA program requirement for all the services provided be developed in line with our costs and prevailing market rates. Diana and Art had a WIPFLI Revenue Cycle review it. They obtained an Optum consultant that compiles all the payment information and they collected it for local zip codes, did the comparison and proposed a fee increase by an average of 14%. This is the first adjustment in some years.

Ms. Beth Shelton made a motion to approve the new Fee Schedule and Mr. Mike Baskett seconded the motion. The Board unanimously approved the motion.

6. Operational and Staff Reports

a. Clinic Operational Report (Chuck Wiesen)

Mr. Chuck Wiesen provided his Director's Report for February 26, 2019.

Mr. Wiesen added the Medi-Cal auditors were here this past Wednesday and the audit went very well. They reviewed the FQHC spaces to ensure staff were working solely in the FQHC, not shifting between the two facilities; hospital and FQHC. They toured French Camp and California Street Campuses. Everything went well and they expect the audit to be complete by early April.

Ms. Alicia Yonemoto asked if the Board can start receiving the productivity report again that stopped when Cerner was implemented. They will be back next month.

b. Quality Assurance Report (Dena Galindo)

Ms. Dena Galindo provided the Clinical Data that was submitted to UDS with the targets we have set and reviewed each measure as noted in her spreadsheet. Ms. Galindo advised they have done a lot of focus in pre-chart planning, taking the look up work away from the providers in the clinic. They are seeing good results and it is making provider time with the patient more about care than looking for past data.

Starting in November of last year, they started doing focus trainings around clinical measures and processes in the new EMR so we can track changes to understand where workflows failed or changed and where we are not able to touch the patient more effectively (at least on paper). Ms. Galindo advised she will provide a summary of the Operational Analytics Sub-Committee Report where they look at productivity, supply/demand, patient satisfaction etc. to the Board Meeting each month.

c. Board Training (Chuck Wiesen)

Mr. Chuck Wiesen advised we have secured Mr. Ron Some and Mr. Larry Blitz with WIPFLI to provide training for the Board members on a Saturday for approximately six to eight hours. Mr. Rod Place requested an agenda of the training that will be provided and a suggested date. Ms. Adelé Gribble will send available dates to the Board Members for the training before next month's meeting.

Next Meeting

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

Adjournment

The meeting was adjourned at 6:46 p.m. by Mr. Rod Place.

Submitted by:

Secretary