



San Joaquin County Clinics (SJCC)

**Minutes of August 27, 2019
Board of Directors Meeting**

**San Joaquin General Hospital
Conference Room 1**

ATTENDEES: Rod Place; Alicia Yonemoto; Ismael Cortez; Luz Maria Sandoval; Mike Baskett; Brian Heck; Esgardo Medina; Bradley Seng; John Bousquet; David Culberson; Greg Diederich; Dr. Farhan Fadoo; Erin Franklin; Isela Kloepfel; Betty Jo Riendel; Alice Souligne; Brian Watkins; Adelé Gribble

EXCUSED: Alvin Maldonado; Mary Mills

AGENDA ITEM	ATTACHMENTS	ACTION
<p>1. <u>Introduction & Establish Quorum (Rod Place, Board Chair & Alicia Yonemoto, Board Vice-Chair)</u></p> <p>a. Call to Order & Establish Quorum Mr. Rod Place called the meeting to order at 5:10 p.m. Brian Heck was welcomed as the newest Board Member as the board voted him on during a special meeting via conference call on 8/16/19.</p> <p>b. SJCC Board of Director's Attendance Record (Jan thru Jul) Board Members were accounted for by roll call and a quorum was established for today's meeting.</p>	<p>SJCC Board of Directors Attendance Record 2019</p>	
<p>2. <u>Approval of Minutes of June 25, 2019 and July 30, 2019 meeting (Rod Place, Board Chair)</u></p> <p>Since there wasn't a quorum established last month, the board needed to approve the minutes from both June and July. Alicia Yonemoto made a motion to approve the minutes from June 25, 2019 and July 30, 2019. Esgardo Medina seconded the motion and the board unanimously approved the minutes.</p>	<p>BOD Meeting Minutes – 06.25.19 & 07.30.19</p>	<p>Motion to approve both minutes – Alicia Yonemoto, seconded by Esgardo Medina and unanimously approved by the board.</p>
<p>3. <u>Public Comment (Rod Place, Board Chair)</u></p> <p>Bradley Seng commented on various topics pertaining to the Manteca Clinic. As a result of visiting the Open House held in Manteca last month, he wanted to share information on the following topics:</p> <ul style="list-style-type: none"> • Clinic Hours – There is a discrepancy between the hours mentioned at last month's board meeting, hours listed on the brochure and actual hours the clinic is open, • Call Center – there is a discrepancy between the hours the call center is open to take calls and book appointments and the hours of operation listed on the brochure • Google Maps – Staff and providers are very pleased the Manteca Clinic is now listed on Google maps. Locating the clinic should be easier for patients now. 	<p>No Attachments</p>	<p>Manteca Punchlist for next month's meeting.</p>

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<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> ○ Exterior camera coverage – several exterior cameras were observed; is the exterior camera coverage adequate? ○ Partitions – should partitions be added between patients and the registration staff ○ Key for the main door – Is there a key located onsite to lock the front door in the event of an emergency outside of the clinic ○ Security monitors – Can security monitors be moved from their current location to the reception area to monitors activities occurring outside? ○ Air/Heat – Two rooms in the front of the clinic are extremely hot <p>Mike shared comments about the Open House: low turnout and recommended different marketing strategy for future events</p> <p>Staff members and physicians reported that enjoy working at the Manteca clinic.</p> <p>Extended hours and providers: Alice Souligne advised Dr. Yep is onsite Tuesday, Wednesday and Thursday. Dr. Patel started the first week of August and Dr. Bahnam will be starting next week. Historically, the clinic was open until 7pm. Now they are open until 9pm.</p> <p>Management of Manteca Clinic: Alicia Yonemoto asked about clinic management in Manteca. Alice manages the clinic remotely and there is an RN onsite who oversees staff and day-to-day operations.</p>		
<p>4. <u>Finance Committee Report (Brian Watkins)</u></p> <p>Brian Watkins shared YTD through June 2019 finances (summary and a numeric breakdown), reviewed total revenue for this year compared to last year, and discussed the change in methodology. Gross and Net A/R reviewed.</p>	Attachment 4 (Finance Committee Agenda, Minutes and attachments)	No Action Required
<p>5. <u>Credentialing Report (Betty Jo Riendel)</u></p> <p>Betty Jo Riendel advised there are no Initial Appointments, no Reappointments and no Advancements for this report.</p>	Attachment 5	No Action Required
<p>6. <u>CEO Report (Dr. Farhan Fadoo)</u></p> <p>Dr. Fadoo provided the CEO Report – topics included:</p> <ul style="list-style-type: none"> • HR Tabletop Exercise • New Phone Center Leadership • Billing/Claims outsourcing assessment • Marketing Plan • Patient Outreach 	Attachment 6 Previous 30 Days	No action Required

AGENDA ITEM	ATTACHMENTS	ACTION
<ul style="list-style-type: none"> • HRSA & Wipfli activities • HRSA recertification • PRIME reporting and UDS Kickoff • Strategic Planning 		
<p>7. <u>Revised DCA Agreement (Dr. Farhan Fadoo)</u></p> <p>DCA agreement previously approved by board but DCA had roadblocks with thirty-six-month term and have returned with twenty-seven-month agreement.</p> <p>Nothing else changes in terms of the scope and this is presented to the board for their reconsideration.</p> <p>Esgardo Medina made a motion to approve the revised agreement. Mike Baskett seconded the motion and the board unanimously approved the revision.</p>	<p>Attachment 7 Revised DCA Agreement</p>	<p>Adelé Gribble to email signed agreement to DCA following this meeting</p>
<p>8. <u>Strategic Plan (Erin Franklin)</u></p> <p>Erin Franklin reviewed timeline of strategic planning efforts and milestones achieved.</p> <p>Given the board's involvement in the strategic planning process, Erin provided a high-level review of the summary and support spreadsheets included in the 2019-2022 Strategic Plan.</p> <p>During Board Governance overview - Ismael Cortez (through translation via Isela Kloeppel) recommended we work with the different consulates (especially the Mexican Consulate) as they have a lot of services they provide to the different communities. He also suggested we get involved politically, engage with mayors and/or representatives of each surrounding city and have them tour our facilities so they know we exist and have a partnership. Alicia advised Mary Mills brought up the same concern with the African American community. Alicia advised while the French Camp JSEL no longer has the building in French Camp they are still fairly active.</p> <p>Ismael offered Public Service Announcements with his Radio Station at no cost. He has slots available during peak hours Erin will share with Joan in Marketing/Community Engagement.</p> <p>Rod Place thanked all the board members who called in to the conference calls. It is exciting to have this plan moving forward.</p> <p>Esgardo Medina made a motion to approve the Strategic Plan, Alicia Yonemoto seconded the motion and the board unanimously approved the Strategic Plan.</p>	<p>Attachment 8 (San Joaquin County Strategic Plan 2019-2022)</p>	<p>Esgardo Medina made a motion to approve the Strategic Plan, Alicia Yonemoto seconded the motion and the board unanimously approved the Strategic Plan.</p> <p>Erin Franklin will submit the Strategic Plan to HRSA tomorrow morning.</p>
<p>9. <u>ADJOURNMENT</u></p> <p>There being no further topics of discussion, Rod Place adjourned the meeting at 6:15 p.m.</p>		<p>No action required</p>

Submitted by:

Date

RESPECTFULLY SUBMITTED ON BEHALF OF SJCC BOARD BY:
ADELÉ R. GRIBBLE, OFFICE TECHNICIAN COORDINATOR
ACS ADMINISTRATION, SAN JOAQUIN COUNTY CLINICS