



SJCC BOARD OF DIRECTORS ATTENDANCE RECORD 2020

2020 Meeting Dates

Member Name	Patient? Yes / No	Joined Board	1/8/20 Board Training	1/28/20	2/25/20	3/31/20	4/28/20	5/26/20	6/30/20	7/28/20	8/25/20	9/29/20	10/27/20	11/24/20	12/29/20
Baskett, Mike	No	2018	AE	P	P	P	P	P	P	P	P	P	AE	P	P
Cortez, Ismael	Yes	2011	P	AE	P	P	P	P	P	AE	P	AE	P	AE	P
Heck, Brian	No	2019	P	P	P	P	P	P	P	P	P	P	P	P	P
Maldonado, Alvin	Yes	2011	AE	AE	AE	P	P	AE	P	P	P	P	AE	P	P
Medina, Esgardo	Yes	2018	P	P	P	AE	P	P	P	P	P	P	P	P	P
Mills, Mary	No	2010	P	P	AE	P	P	AE	AE	P	AE	P	P	AE	P
Place, Rod	No	2010	AE	P	P	P	P	P	P	P	P	P	P	AE	AE
Sandoval, Luz Maria	Yes	2013	P	P	P	P	P	AE	AE	AE	AE	AE	AE	P	P
Scoz, Christopher*	Yes	2020	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P*	P*	P*	P	P	AE
Toutai, Melanie **	No	2019	P	P	P	AE	P	P	AE	AE	P	P	P	AE	N/A
Yonemoto, Alicia	Yes	2014	AE	P	AE	P	P	P	P	P	P	P	P	P	P

* Voted on to Board 10/27/2020, guest in July, August and September

** Resigned from Board effective 12/29/2020

CODE P = Present

Code AE = Absence Excused

CODE AU = Absence Unexcused



Finance Committee

January 25, 2021, 4:00 p.m.

[Join Microsoft Teams Meeting](#)

+1 209-645-4071 United States, Stockton (Toll)

Conference ID: 398 986 650#

Agenda

1.	Call to order	Rod Place	1 min
2.	Approval of Minutes from 12/28/2020	* Rod Place	1 min
3.	Introductions	Rod Place	1 min
4.	Presentation of November Financials	Kris Zuniga	10 mins
5.	Accounts Receivables Status / KPI	Kris Zuniga	10 mins
6.	Adjournment	Rod Place	1 min

*** Action Item**

Next Meeting: February 22, 2021 at 4:00 p.m.

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San Joaquin County Clinics (SJCC)

Minutes of December 28, 2020
FINANCE Committee Meeting Minutes

San Joaquin County Clinics
Web Conference Call

PRESENT:

Rod Place (SJCC Board Chair); Alicia Yonemoto (SJCC Board Vice-Chair); Esgardo Medina (SJCC Co-Treasurer); Brian Heck (SJCC Board Member); Dr. Farhan Fadoo (SJCC CEO); Alice Soulligne (SJCC COO); Kristopher Zuniga (SJCC CFO); Chris Roberts (SJGH CFO); Adelé R. Gribble (SJCC OTC)

EXCUSED:

Monica Nino (SJ County Administrator)

ABSENT:

Luz Maria Sandoval (SJCC Co-Treasurer); David Culberson (SJGH CEO); Greg Diederich (HCS Director)

AGENDA ITEM	ATTACHMENTS	ACTION
<p>1. <u>Call to Order (Rod Place, SJCC Board Chair)</u></p> <p>The meeting was called to order by Rod Place at 4:05 p.m. A quorum was established for today's meeting. Attendees were notified that this meeting is being recorded.</p>	No Attachments	No Action Required
<p>2. <u>Approval of Minutes of 11/23/2020 (Rod Place, SJCC Board Chair)</u></p> <p>The minutes were reviewed by present board members. Esgardo Medina made a motion to approve the minutes from November 23, 2020, Brian Heck seconded the motion and all present members unanimously approved the minutes.</p>	(Attachment 2) Finance Committee Meeting Minutes from November 23, 2020	Motion to approve minutes from 11/23/20 – Esgardo Medina; Second – Brian Heck. Committee unanimously approved the minutes.
<p>3. <u>Introductions (Rod Place, SJCC Board Chair)</u></p> <p>There were no introductions for this meeting</p>	No Attachments	No Action Required
<p>4. <u>Presentation of October Financials (Kris Zuniga, SJCC CFO)</u></p> <p>Below are the results for period ending October 30, 2020. For the month of October, we had billable visits of 9,469 visits. On a YTD basis, that represented 40,744 against a budget of 36,560, giving us a positive variance of 4,184 visits.</p>	(Attachments 4) Finance Narrative 2020-10	No Action Required

AGENDA ITEM	ATTACHMENTS	ACTION																																																																																																																																																																																																																																	
<p>Net Patient Revenue – we have approximately \$1M for the month. YTD is approximately \$5.5M against a \$4.4M budget for a favorable variance of approximately \$1M.</p> <p>Other Revenues – Capitation Revenue = \$448,657; Grant Revenue = \$137,822; First Responder Program = \$75,600. We received our first 340B Pharmacy Program revenue (Capture Rx) = \$69,298, Walgreens will be recognized later in the fiscal year. Total Net Revenues – \$1.8M on a YTD for a favorable budgeted variance of \$1,3M.</p> <p>Total Salaries and Benefits – approximately \$1.2M for the month of October. There is an unfavorable variance of \$266K.</p> <p>Our Net Income for the month before Overhead and Supplemental is \$271K. After Supplemental Revenues and Overhead Allocation, we have a Net Income of \$374,540. On a YTD basis this equates to a Net Income of \$1.9M against a budget of \$726K for a favorable variance of \$1.2M</p> <p>All additional information regarding the income statement can be found in the attachment labeled San Joaquin County Clinics Income Statement As Of October 31, 2020. A separate attachment showing breakdown by clinic is also available for further detail.</p>	<p>(Attachments 4 cont.) Income Statement 2020-10 Income Statement by Cost Center 2020-10</p>																																																																																																																																																																																																																																		
<p>5. <u>Accounts Receivables Status / KPI (Kris Zuniga, SJCC CFO)</u></p> <p>Kris Zuniga presented the PFS Accounts Receivable Aging Analysis for SJCC For the Month of October 2020 (attached and shown below).</p> <table border="1" data-bbox="163 914 1033 1482"> <thead> <tr> <th colspan="9">PFS Accounts Receivable Aging Analysis For SJCC For the Month of October 2020</th> </tr> <tr> <th>Aging Category</th> <th>MediCare</th> <th>MediCal</th> <th>Commercial</th> <th>Self Pay</th> <th>Total Aging This Month</th> <th>Total Aging Last Month</th> <th>\$ Increase (Decrease)</th> <th>% Increase (Decrease)</th> </tr> </thead> <tbody> <tr> <td>Accrued Receivables</td> <td></td> <td></td> <td></td> <td></td> <td>-</td> <td>0</td> <td>0</td> <td>0.00%</td> </tr> <tr> <td>1-30 Days</td> <td>112,519</td> <td>1,615,287</td> <td>93,636</td> <td>369</td> <td>1,821,811</td> <td>1,793,226</td> <td>28,585</td> <td>1.59%</td> </tr> <tr> <td>31-60 Days</td> <td>51,643</td> <td>157,825</td> <td>77,469</td> <td>0</td> <td>286,936</td> <td>159,247</td> <td>127,689</td> <td>80.18%</td> </tr> <tr> <td>61-90 Days</td> <td>17,380</td> <td>46,418</td> <td>67,585</td> <td>256</td> <td>131,639</td> <td>174,166</td> <td>(42,527)</td> <td>-24.42%</td> </tr> <tr> <td>91-120 Days</td> <td>20,323</td> <td>42,757</td> <td>92,707</td> <td>314</td> <td>156,101</td> <td>263,280</td> <td>(107,179)</td> <td>-40.71%</td> </tr> <tr> <td>121-180 Days</td> <td>95,310</td> <td>100,670</td> <td>222,198</td> <td>422</td> <td>418,599</td> <td>383,288</td> <td>35,312</td> <td>9.21%</td> </tr> <tr> <td>181-240 Days</td> <td>32,265</td> <td>15,470</td> <td>91,710</td> <td>0</td> <td>139,445</td> <td>170,115</td> <td>(30,670)</td> <td>-18.03%</td> </tr> <tr> <td>241-270 Days</td> <td>50,294</td> <td>7,117</td> <td>16,935</td> <td>21</td> <td>74,367</td> <td>98,936</td> <td>(24,569)</td> <td>-24.83%</td> </tr> <tr> <td>271-365 Days</td> <td>87,923</td> <td>158,900</td> <td>32,221</td> <td>24,081</td> <td>303,124</td> <td>863,172</td> <td>(560,048)</td> <td>-64.88%</td> </tr> <tr> <td>366 Days & Over</td> <td>84,637</td> <td>279,987</td> <td>50,946</td> <td>121,127</td> <td>536,696</td> <td>841,496</td> <td>(304,800)</td> <td>-36.22%</td> </tr> <tr> <td></td> <td>26%</td> <td>64%</td> <td>8%</td> <td>2%</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total FC This Month</td> <td>552,293</td> <td>2,424,429</td> <td>745,407</td> <td>146,590</td> <td>3,868,720</td> <td>4,746,926</td> <td>(878,206)</td> <td>-18.50%</td> </tr> <tr> <td>Total FC Last Month</td> <td>740,818</td> <td>3,046,556</td> <td>774,536</td> <td>185,016</td> <td>4,746,926</td> <td></td> <td></td> <td></td> </tr> <tr> <td>\$ Increase (Decrease)</td> <td>(188,524)</td> <td>(622,127)</td> <td>(29,129)</td> <td>(38,426)</td> <td>(878,206)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>% Increase (Decrease)</td> <td>-25.45%</td> <td>-20.42%</td> <td>-3.76%</td> <td>-20.77%</td> <td>-18.50%</td> <td></td> <td></td> <td></td> </tr> <tr> <th colspan="9">Monthly Management Summary</th> </tr> <tr> <td></td> <th>Beginning</th> <th>Charges</th> <th>Payments</th> <th>Adjustments</th> <th>Ending Gross</th> <td colspan="3"></td> </tr> <tr> <td>October Activity</td> <td>4,746,926</td> <td>2,456,901</td> <td>(1,596,943)</td> <td>(1,738,164)</td> <td>3,868,720</td> <td colspan="3"></td> </tr> <tr> <th colspan="9">PFS Key Performance Indicators for SJCC</th> </tr> <tr> <td></td> <th>October</th> <th>September</th> <th>August</th> <th>July</th> <th>June</th> <th>May</th> <th>April</th> <th>Increase (Decrease)</th> </tr> <tr> <td>Gross A/R Days</td> <td>51</td> <td>66</td> <td>72</td> <td>79</td> <td>101</td> <td>104</td> <td>130</td> <td>(15)</td> </tr> <tr> <td>Net A/R</td> <td>1,858,543</td> <td>1,842,401</td> <td>1,979,634</td> <td>2,220,764</td> <td>2,502,157</td> <td>2,297,224</td> <td>2,773,469</td> <td>16,142</td> </tr> <tr> <td>Net A/R Days</td> <td>39</td> <td>50</td> <td>55</td> <td>66</td> <td>77</td> 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<p>EMMI Average Collection Time on Paid Accounts by Date of Service is shown below:</p> <table border="1"> <thead> <tr> <th>Row Labels</th> <th>Average of Service to Claim</th> <th>Average of Claim to Payment</th> <th>Average of Collection Time</th> </tr> </thead> <tbody> <tr><td>2020-01</td><td>12.84</td><td>99.76</td><td>112.60</td></tr> <tr><td>2020-02</td><td>7.28</td><td>89.87</td><td>97.15</td></tr> <tr><td>2020-03</td><td>5.58</td><td>72.95</td><td>78.53</td></tr> <tr><td>2020-04</td><td>12.00</td><td>56.14</td><td>68.13</td></tr> <tr><td>2020-05</td><td>7.79</td><td>26.46</td><td>34.25</td></tr> <tr><td>2020-06</td><td>8.10</td><td>32.40</td><td>40.49</td></tr> <tr><td>2020-07</td><td>10.13</td><td>19.56</td><td>29.69</td></tr> <tr><td>2020-08</td><td>8.71</td><td>25.24</td><td>33.95</td></tr> <tr><td>2020-09</td><td>6.45</td><td>19.14</td><td>25.60</td></tr> <tr><td>2020-10</td><td>5.86</td><td>16.46</td><td>22.32</td></tr> <tr> <td>Grand Total</td> <td>8.96</td> <td>60.50</td> <td>69.46</td> </tr> </tbody> </table>	Row Labels	Average of Service to Claim	Average of Claim to Payment	Average of Collection Time	2020-01	12.84	99.76	112.60	2020-02	7.28	89.87	97.15	2020-03	5.58	72.95	78.53	2020-04	12.00	56.14	68.13	2020-05	7.79	26.46	34.25	2020-06	8.10	32.40	40.49	2020-07	10.13	19.56	29.69	2020-08	8.71	25.24	33.95	2020-09	6.45	19.14	25.60	2020-10	5.86	16.46	22.32	Grand Total	8.96	60.50	69.46		
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<p>6. <u>Adjournment (Rod Place, SJCC Board Chair)</u></p> <p>There being no further topics of discussion, Rod Place adjourned the meeting at 4:23 p.m.</p>	No Attachments	No Action Required																																																



**Audit Committee Meeting Agenda
January 26, 2021 at 4:00 p.m.**

[Join Microsoft Teams Meeting](#)

[+1 209-645-4071](#) United States, Stockton (Toll)

Conference ID: 710 946 401#

Agenda

- | | | | |
|----|--|--------------|----------------|
| 1. | Call to order | Brian Heck | 1 min |
| 2. | Approval of Minutes from December 29, 2020 | * Brian Heck | 1 min |
| 3. | SJCC Separation Update | Kris Zuniga | 20 mins |
| 4. | Adjournment | Brian Heck | 1 min |

*** Action Item**

Next Meeting: February 23, 2021 at 4:00 p.m.

Note: If you need disability-related modification or accommodation to participate in this meeting, please contact San Joaquin County Clinics at (209) 468-6757 or (209) 468-6372 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a). Materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection by contacting Ambulatory Care Services at 500 W. Hospital Road, French Camp, CA during normal business hours.



San Joaquin County Clinics (SJCC)


Minutes of December 29, 2020 at 4:00 PM
Audit Committee Meeting Minutes

San Joaquin County Clinics
Web Conference Call

BOARD MEMBERS PRESENT: Brian Heck (SJCC Audit Committee Chair)
BOARD MEMBERS EXCUSED: Rod Place (SJCC Board Chair); Christopher Scoz (SJCC Board Member);
BOARD MEMBERS ABSENT: NONE
SJCC STAFF PRESENT: Dr. Farhan Fadoo (SJCC Executive Director); Alice Souligne (SJCC COO); Kristopher Zuniga (SJCC CFO); Adelé Gribble (SJCC ACS OTC)
GUESTS: NONE

AGENDA ITEM	ATTACHMENTS	ACTION
<p>1. <u>Call to Order & Establish Quorum (Brian Heck, Audit Committee Chair)</u></p> <p>Attendees were notified this meeting is being recorded. The meeting was called to order by Brian Heck at 4:05 p.m. Rod Place and Christopher Scoz were unable to attend today’s meeting and a quorum was therefore not established.</p>	No Attachments	No Action Required
<p>2. <u>Approval of Minutes of October 27, 2020 (Brian Heck, Audit Committee Chair)</u></p> <p>Due to there not being a quorum for today’s meeting, approval of minutes from October 27, 2020 is postponed to next month’s meeting.</p>	Attachment 2 (Audit Committee Meeting Minutes from October 27, 2020)	Approval of minutes from 10/27/20 postponed to 01/26/21
<p>3. <u>SJCC Separation Update (Kris Zuniga, SJCC CFO)</u></p> <p>Kris Zuniga advised we met with several County officials to provide movement on the items listed in the project plan. One of the key elements will take place at the next SJ County Board of Supervisor’s (BOS) meeting (January 5th, 2021). At that meeting, the BOS will vote to approve SJCC as its own County affiliate.</p> <p>Dr. Fadoo advised the vote by the BOS will provide us with official separation from SJGH. More updates will be provided to SJCC Board once we are formally separated from SJGH. It is an open session forum and the public is invited to attend the meeting. Dr. Fadoo advised along with creating the separation next week with the BOS, there is also an action to approve an updated Applicant/Co-Applicant Agreement with the County.</p>	No Attachments	No Action Required
<p>4. <u>Adjournment (Brian Heck)</u></p> <p>There being no further topics of discussion, Brian Heck adjourned the meeting at 4:26 p.m.</p>	No Attachments	No Action Required

**San Joaquin County Clinics
Conflict of Interest**



FISCAL SOLUTIONS LLC

Renee Filson
January 26, 2021

1

Learning Objectives

- ▶ To understand BPHC’s requirements regarding conflict of interest
- ▶ To increase the board’s understanding of and confidence regarding conflict of interest &
- ▶ To understand the board role & responsibilities regarding conflict of interest.

2

Summary of BPHC Requirements Conflict of Interest

The health center has and implements written standards of conduct that apply, at a minimum, to its procurements paid for in whole or in part by the federal award. Such standards:

- ▶ Apply to all health center employees, officers, board members, and agents involved in the selection, award, or administration of such contracts;
- ▶ Require written disclosure of real or apparent conflicts of interest;
- ▶ Prohibit individuals with real or apparent conflicts of interest with a given contract from participating in the selection, award, or administration of such contract;
- ▶ Restrict health center employees, officers, board members, and agents involved in the selection, award, or administration of contracts from soliciting or accepting gratuities, favors, or anything of monetary value for private financial gain from such contractors or parties to sub-agreements (including [subrecipients](#) or affiliate organizations);
- ▶ Enforce disciplinary actions on health center employees, officers, board members, and agents for violating these standards.

3

Demonstrating Compliance

A health center would demonstrate compliance with these requirements by fulfilling the following: (See HRSA Compliance Manual for complete list)

- ▶ The health center is able to provide document(s) that contain its written standard of conduct for the selection, award and administration of contracts that, at a minimum, apply to its procurements paid for in whole or part by federal award.

4

Demonstrating Compliance

The written standards of conduct:

- ▶ Apply to all health center employees, officers, board members, and agents involved with the selection, award, or administration of such contracts
- ▶ Require written disclosure of any real or apparent conflicts of interest.
- ▶ Prohibit individuals with real or apparent conflicts of interest in participating in the selection, award or administration of such contracts
- ▶ Prohibit accepting gratuities, favors, or anything of monetary value
- ▶ Provide for disciplinary actions for violating the conflict of interest requirement

5

Demonstrating Compliance

- ▶ The health center has a process for disclosing real or apparent conflicts of interest in writing.
- ▶ The health center has a process to inform employees, officers, board members, and agents of its conflict of interest standards of conduct.
- ▶ The health center was able to produce documentation that it adhered to its standards of conduct related to the identified conflict(s) of interest, including the completion of written disclosures for procurements involving federal funding.

6

The Board Role & Responsibilities

- ▶ The Board is responsible for reviewing and approving the standards of conduct.
- ▶ Annually, the board members disclose any potential conflicts of interest.
- ▶ Periodically, during a board meeting if a real or apparent conflict of interest is identified by a board member:
 - ▶ Notify the board members there is a conflict of interest;
 - ▶ The board member should remove themselves from the discussion and vote; and
 - ▶ Document the conflict of interest in the board minutes.

7

Resources

- ▶ The Health Center Program Compliance Manual
<https://bphc.hrsa.gov/programrequirements/compliancemanual/>
- ▶ The Operational Site Visit Protocol
<https://bphc.hrsa.gov/programrequirements/svprotocol>

8



9

CEO Report – Previous 30 Days

12

- COVID19 response
 - Drive-through testing continues (OptumServe vs. in-house)
 - Homeless and ag worker field testing continues
 - Focus shifting to vaccination tiers (1st Mass Vax Operation in SJC led by SJCC 1/16 weekend with multiagency support: OES, EMSA, PHS, HPSJ, SJGH)
- SJCC/SJGH separation
 - Detailed updates provided to SJCC Board Audit Committee
 - SJC BOS approved item on 1/5/21; SJCC is a County “affiliate”
- HRSA vOSV
 - Mock vOSV performed by Fiscal Solutions week of 1/4
 - Gap analysis being reviewed and revisions to P&Ps being pursued
- Quality Update – QIP PY4 began 1/1; 40 metrics, all P4P, equity