



Morongo Basin Health Care District
Community Health Center
GOVERNING BOARD MEETING MINUTES
August 22, 2017
District Administrative Offices
6530 La Contenta Road, Suite 100, Yucca Valley CA 92284

Mission Statement: To provide affordable, quality healthcare to the communities we serve.

Vision Statement: We will improve the health of the community by increasing access to care in the Morongo Basin.

PRESENT:

- Susan Madavan, chairperson
- Mary Jane Binge, vice president
- Mike Lopez, treasurer
- Mara Cantelo, member, *not present*
- Laura Grabow, member
- Summer Grenzow, member
- Ricardo Tagle, member, *not present*
- Sue Tsuda, member, *not present*
- Sandy Potts, member
- Peggy Toney, member

STAFF:

- Ron Stewart, Executive Director
- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Alexandra Barba, Board Clerk trainee
- Cindy Schmall, Director of Facilities
- PK White, Controller
- Jeff Chawenson, Director Finance
- Daniel Frascetti, D.O., Provider
- Kathy Alkire, Director Quality
- Stephanie Eigner, Clinic Manager
- Heidi Albright, LCSW
- Angie Villaluz, Patient Care Manager
- Janeen Duff, Dental Manager
- Randy Roark, NP, Provider

CALL TO ORDER: 5:45 p.m.

OBSERVANCES:

- Mary Jane Binge led the assembly in the Pledge of Allegiance.
- Summer Grenzow read the mission and vision statements.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MEETING AGENDA:

Mike Lopez motioned to approve the meeting Agenda as presented; motion seconded by Mary Jane Binge; motion passed by unanimous vote.

ACTION ITEMS

APPROVAL OF PROVIDER PRIVILEGES – Jackie Combs, CEO

Jackie Combs reviewed the qualifications for two candidates:

- Randall Roark, NP Family Practice, who she introduced to the board; and
- Austin Puglisi, M.D., Psychiatry

Motion by Mary Jane Binge, second by Mike Lopez to approve the credentials of Randall Roark, NP and Austin Puglisi, M.D.; motion passed by unanimous vote.

APPROVAL OF POLICIES – *Summer Grenzow, Committee Member*

Ms. Grenzow reviewed the policies as presented under Tab 1 in the Agenda packet.

- CHC-FS-100 Sliding Fee Discount Program (*application form and policy*)
She stated that changes were made to the existing policy to make it more understandable to patients; the committee recommends approval.

Motion by Mary Jane Binge, second by Laura Grabow to approve policy CHC-FS-100 as presented; motion passed by unanimous vote.

- CHC-PC-117 Lethality
Heidi Albright, LCSW, was the author of this policy; Ms. Grenzow stated that clinical staff would be educated on the policy and referral process. The board asked questions about the referral relationship; there is no affiliation between MBCHC and the target patient resource.

Motion by Mike Lopez, second by Sandy Potts to approve the policy CHC-PC-117 as presented; motion passed by unanimous vote.

APPROVAL OF PEER REVIEW PLAN – *Ron Stewart, Executive Director*

Mr. Stewart referred the committee to Tab 2 in the Agenda packet. The Peer Review Plan was recommended by HRSA and is due September 13 as part of survey compliance. The Board took time to review the plan during the meeting. Jackie Combs gave an overview. The plan follows the hospital template which is familiar to our physicians.

1. The quality director will evaluate patient charts and present blinded statistical reports. Should there be a patient complaint from a bad outcome, then that chart would be reviewed by the Medical Director for evaluation and instruction to staff.
2. If peer review is required for a specialist outside of the Medical Director's scope, the organization would engage the services of a like-specialist from a local FQHC.

Dr. Fraschetti agreed the plan is needed and is pleased that it is being implemented.

Motion by Mary Jane Binge, second by Mike Lopez to approve the Peer Review Plan as presented; motion passed by unanimous vote.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT: *Ron Stewart, Executive Director*

Mr. Stewart presented his written report under Tab 3 in the Agenda packet.

- Mr. Stewart introduced staff who had not yet attended a board meeting: Angie Villaluz, Patient Care Manager; and Janeen Duff, Dental Program Manager.
- A review of Dr. Salhotra's patient charts revealed a 48% reduction in the issuance of opioid prescriptions and decreased number of pills. Susan Madavan expressed concern about the severe reduction in prescriptions for patients, citing poor outcomes. Jackie Combs stated that the CDC is monitoring physician compliance for reduction in opioids. Kathy Alkire, speaking as the Hospital to Home nurse manager, stated that none of Hospital to Home patients have been hospitalized for opioid reduction related issues.
- Phones: staff are now scheduled on Saturdays to answer phones and provide patient assistance.
- The Community Health Needs Assessment was presented at the last District board meeting; Jackie Combs gave to the Governing Board an overview of the final document which contains

a lot of data. Marge Doyle, district board member, stated that the District board will sort through the data and review possible opportunities to impact the community. Once they have worked through the data, then the District board will come to the CHC Governing Board to partner on related outcomes.

HEALTHCARE DISTRICT REPORT: Jackie Combs, CEO – Yucca Valley Campus Renovations
Jackie Combs explained the process for physical renovation based on the fact that CHC is a public entity and is subject to California law when contracting labor. Projects that exceed \$1,000 require labor to be paid at prevailing wage as set by the state. Competitive bids are also part of the process for projects over \$25,000.

MBCHC projects exceed the \$1,000 ceiling and will require compliance with State law. At Thursday's board meeting, the District board will review and approve a new procurement policy which will then flow to the MBCHC board. The maintenance team will assess the scheduled paint and flooring projects for best approach and compliance with state law.

FINANCE COMMITTEE: Mike Lopez, Committee Chair

Mike Lopez gave the financial report and referred board members to Tab 4 of the Agenda packet.

July revenue was 25% less than projected. This decrease follows a corresponding decrease in visits due to the absence of one pediatric provider who took vacation time, and to the departures and replacements of some mid-level providers. Patient volume was 2,297 visits overall. Staff were flexed accordingly to help control operating expenses. However, the health center picked up 96 new patients during the month.

Overall operating expenses were \$7,400 under budget. Purchased Services were also under budget by \$9,500 because of deferred EHR/PM monies not spent.

Mr. Lopez invited questions, none presented.

BYLAWS/CO-APP ADHOC COMMITTEE: Mike Lopez, Committee Chair

The committee identified the existing language recommended by HRSA and then reviewed the document for application to the MBCHC Board. An edited version has been presented to the committee for final review. The proposed document will be presented to the Governing Board at the September meeting. Then it will be forwarded to legal review and thereafter return to the MBCHC Board for ratification.

APPROVAL OF CONSENT AGENDA:

**Motion by Mike, second by Laura Grabow, to approve the Consent Agenda as presented.
The motion passed by unanimous vote.**

MINUTES

- Minutes of the Governing Board regular meeting dated July 25, 2017
- Minutes of the Policy Review Committee dated August 9, 2017
- Minutes of the ad hoc Bylaws & Co-app Agreement Committee dated August 14, 2017
- Minutes of the Finance Committee dated August 17, 2017

BOARD CALENDARS

- The agenda packet presented calendars for September and October, 2017.
- Appointment to attend MBHD meeting, September 14, 2017: Susan Madavan

- The Executive Committee will most likely meet in September to review and approve the final submissions to HRSA for the September deadline which falls before the next governing board meeting

MEMBER COMMENTS: None presented.

ITEMS FOR NEXT AGENDA:

- LD-240 Procurement to be reviewed and accepted by CHC board

MEETING ADJOURNMENT

Susan Madavan adjourned the meeting at 6:35 p.m.

Minutes recorded by Karen Graley, Board Clerk.



Susan Madavan, Governing Board Chair