



Morongo Basin Health Care District
Community Health Center
GOVERNING BOARD ANNUAL MEETING MINUTES
February 27, 2018
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
- Summer Grenzow, secretary
- Laura Grabow, member
- Peggy Toney, member
- Ricardo Tagle, member
- Sue Tsuda, member
- Sandy Potts, member
- Fred Simoneau, member
- Bryan Goldfarb, member

STAFF:

- Ron Stewart, Executive Director
- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Alexandra Barba, Board Clerk
- Kathy Alkire, Quality Director
- Janeen Duff, Dental Manager
- Angie Villaluz, Patient Care Services Manager
- Cindy Schmall, Director of Facilities
- Joe Ruddon, Director of Business Development

GUESTS:

- Paul Hoffman, MBHD Board Member
- Daniel Frascchetti, Medical Director, Pediatrics

CALL TO ORDER: 5:45 p.m.

OBSERVANCES:

- Sue Tsuda 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:

Peggy Toney motioned to approve the meeting Agenda as presented; motion seconded by Laura Grabow; motion passed by unanimous vote.

APPROVAL OF CONSENT AGENDA:

Motion by Sue Tsuda, 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 January 23, 2018

BOARD EDUCATION:

▪ INSURANCE PAYOR CREDENTIALING UPDATE – *Cindy Schmall, Director of Operations*

Cindy Schmall distributed a handout titled, 'Morongo Basin HealthCare District Community Health Center Insurance Matrix'. She explained that the handout contained a list of all the insurance carriers in alphabetical order and the types of services that are approved for the provider listed. The status of the contract is also listed on the handout as either 'complete' or 'pending'. She added that the MBCHC has a list of providers that is being sent to every single one of the insurance carriers listed. Susan Madavan asked the board if they had any questions for Cindy, but there were no further questions.

▪ LIFT TRANSPORTATION UPDATE – *Joe Ruddon, Director of Business Development*

Joe Ruddon presented a progress update on the LIFT transportation services. He stated that their mission is to improve the lives of the residents of the Morongo Basin by safely transporting each client to and from their healthcare appointments. In 2017, LIFT provided almost 10,000 one-way trips and are on track to do well more than 10,00 one-way trips this year. He added that this year the transportation team has noted great client feedback, improved accuracy of appointment data, reduced returned calls. The team has also developed a new driver resource binder to more efficiently orient new drivers. The vans will have new signs and branding to be more distinguished and recognized in the area this year. Joe shared that HRSA (Health Resources and Services Administration) recognized the District for 4 best practices and among them was our LIFT Program. Sue Tsuda asked how soon a patient has to make an appointment to be picked up and Joe responded that LIFT is running 7-10 business days out. When patients call LIFT they are told how far out the services are booked through so that they may make an appointment or plan accordingly. Patients also have the option of being placed on a standby list and when space becomes available LIFT calls to notify them. There were no further questions.

ACTION ITEMS:

▪ APPROVAL OF 2018 CHC GOVERNING BOARD OFFICERS – *Susan Madavan, Chair*

Motion by Laura Grabow, second by Ricky Tagle to approve the CHC Governing Board Officers; motion passed by unanimous vote.

▪ APPROVAL OF CHC BOARD MEMBERS' 2018 COMMITTEE ASSIGNMENTS – *Susan Madavan, Chair*

Motion by Susan Madavan, second by Bryan Goldfarb to approve the CHC Board Member's Committee Assignments; motion passed by unanimous vote.

▪ APPROVAL OF 2018 CHC SLIDING FEE DISCOUNT PROGRAM – *Jeff Chawenson, Finance Director*

Tabled to March 2018 meeting.

▪ APPROVAL OF MORONGO BASIN HEALTHCARE DISTRICT RECOMMENDED CHANGES TO THE DRAFT CHC BYLAWS – *Jackie Combs, CEO*

Jackie Combs shared that the District Board members reviewed the Bylaws and made a few more edits. She noted that the changes were included in blue and explained each change to the board as they revisited the Bylaws. No one contested the edits made.

▪ **Motion by Sue Tsuda, second by Laura Grabow to approve the CHC Bylaws with the recommended changes; motion passed by unanimous vote.**

▪ APPROVAL OF RECREDENTIALING FOR CHC PROVIDERS – *Jackie Combs, CEO*

- Gheidarpour, Parisa, Doctor of Dental Surgery (DDS)

Jackie Combs requested approval of Dr. Parisa Gheidarpour's credentials. She explained that she reviewed Dr. Gheidarpour's credentials which are up to date and in good standing.

Motion by Ricky Tagle, second by Bryan Goldfarb to approve the credentialing of Gheidarpour, Parisa; motion passed by unanimous vote.

REPORTS:

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

Mr. Stewart presented his written report under Tab 4 in the Agenda packet.

Quality

- During the month Adult, Behavioral Health, Dental, Pediatric providers & CHC leadership convened to engage in review of patient care, discuss advances in care & treatment, and share information.
- The annual Uniform Data System (UDS) report has been submitted to the Health Resources and Services Administration (HRSA) detailing the CHC's performance in 2017.
- The last of the remedies to cure deficiencies cited by HRSA during their May 2017 Operational Site Visit (OSV) to the CHC has been submitted and is under review.

Service

- Interior painting of the Yucca Pediatric clinic has begun and will be completed over the next few weeks. Cindy Schmall is coordinating painting to be done on Saturdays when the clinic is closed.
- eClinicalWorks (ECW) and the CHC are targeting Monday, June 18 as the date of formal conversion from the current health record and going "live" in the ECW record.

People

- Fred Simoneau conducted a tour of the CHC.
- I am meeting with all CHC staff, as is my semi-annual practice, to ask them for feedback about things they'd like for me to focus on as executive director, what additional support they need to be successful in their work, and what improvements they'd like to see come to the CHC.
- Joe Ruddon is leading a conversation with staff to explore what type of a recognition program is desired by them in order to boost employee engagement.
- PK White, Morongo Basin Healthcare District Controller, has resigned from her position.
- Dr. William Blau, Psychologist, and Cathey Blau, Licensed Clinical Social Worker (LCSW) are retiring from their part-time roles with the CHC at the end of February.
- Mary Jane Binge was honored for her service to the CHC by the Morongo Basin Healthcare District at their meeting on February 15th.

Finance

- The CHC delivered 3,894 patient visits during January. This number is an increase over December's count by 1,117 visits.
- My application to the Inland Empire Health Plan's (IEHP) to underwrite the salary of our newest nurse practitioner was rejected and done so stating that there are not enough IEHP members assigned to our CHC to support need for an additional mid-level provider for their patients.
- The annual budgeting process for the CHC has started. Capital item projects will be developed first followed by operational revenue and expense projections for FY 18/19.
- The Continuing Resolution enacted on February 9 by Congress provides two years of mandatory funding for the HRSA CHC Program, including a \$200 million increase in annual mandatory funding levels for both fiscal years 2018 and 2019.

Growth/Community

- I, and members of my leadership team, participated in a webinar focusing on “Medical Assistant Training, Supervision, and Scope of Work”.
- A two-page spread promoting the work of the CHC (designed by Karen Graley) appeared in the February 3 edition of the Hi-Desert Star’s The Weekender.
- The Morongo Basin Healthcare District released their recently commissioned Community Health Needs Assessment and it can be viewed at www.mbhd.org.
- At the invitation of Paul Hoffman I presented to the Joshua Tree Rotary informing the membership of the services available through the CHC.
- I have opened recruitments for Acupuncturist and Licensed Marriage and Family Therapist (LMFT) providers to expand services to the community.
- A Professional Services Agreement (PSA) has been extended to a new dentist to serve the CHC in a per diem role.
- I participated in a meeting with County Supervisor Ramos’ Chief of Staff to discuss strategies to prevent additional deaths among homeless persons during periods of extreme temperatures.
- I toured Linda Evans (Tenet’s Desert Market Strategy Director) through the CHC so that she could learn more about our services and strengthen the working relationship with Hi Desert Medical Center.
- I will be meeting with the principal of Landers Elementary and the school district’s information technology officer to continue planning for the launch of the Virtual Dental Home initiative.

FINANCE COMMITTEE REPORT – *Mike Lopez, Committee Chair*

Susan Madavan gave the financial report found under Tab 5.

Motion by Sue Tsuda, second by Laura Grabow to approve the Finance Committee minutes; motion passed by unanimous vote.

OVERVIEW

January’s net profit was \$124K. Year to date net profit is \$261K which is \$50K over budget.

REVENUE

This strong performance was driven by visits which increased 32% over the prior month. The Chiropractic practice caught up on its billing backlog and added another 200 visits from previous months to January’s revenue. The revenue value of the Chiropractic visits is approximately \$32K.

EXPENSES

Expenses were over budget by \$62K in January. Contract provider payments accounted for this variance and are the result of increased visits as discussed above. Operating income for the year to date exceeds the budget by \$97K. Expenses are over budget by \$46K and net income is over budget by \$51K.

In the absence of Finance Director, Jeff Chawenson, and Treasurer, Mike Lopez, Ron Stewart read the summary page and discussed the numbers that were changed. Sandy asked when the fiscal year begins and Ron responded that it begins in July and ends in June. There were no further questions.

REVIEW OF BOARD MEETING CALENDAR

- Assign Member to Attend the Healthcare District’s Board Meeting on March 1, 2018 at 5:30 p.m.
 - Bryan Goldfarb to attend the District Board meeting on the 15th instead.

ITEMS FOR NEXT GOVERNING BOARD MEETING AGENDA

- The Executive Committee will meet on Tuesday, March 13, 2018 to complete Ron Stewart's Annual Performance Evaluation and discuss the next Strategic Plan.

GOVERNING BOARD MEMBER COMMENTS

- The board liked the binders—Peggy Toney added that the binder is easier to follow.
- The board also liked the 'Insurance Matrix' that Cindy Schmall distributed and asked for it to become a standing item in the agenda binder.
- Peggy Toney suggested that Ron Stewart run an ad on a popular Social Work magazine in order to have a greater pool of LMFT applicants apply for the position that recently opened.

MEETING ADJOURNMENT

Susan Madavan adjourned the meeting at 6:45pm.

Minutes recorded by Alexandra Barba, Board Clerk



Susan Madavan, Governing Board Chair