



*Morongo Basin Health Care District*  
**Community Health Center**

## **GOVERNING BOARD MEETING**

**MINUTES of Tuesday, September 25, 2018, 5:45 p.m.**

**District Administrative Offices: 6530 La Contenta Road, Suite 200, 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 (Pt Rep)
- Sue Tsuda, Vice Chairperson (Community Rep)
- Laura Grabow, Treasurer (Community Rep)
- Sandy Potts, (Pt Rep)
- Mike Lopez, (Community Rep)
- Bryan Goldfarb, Member (Community Rep)
- Fred Simoneau, Member (Pt Rep)
- Ricky Tagle, Member (Pt Rep)
- Peggy Toney, Member (Pt Rep)

### **STAFF:**

- Ron Stewart, CHC Executive Director
- Jackie Combs, MBHD CEO
- Alexandra Barba, CHC Board Clerk
- Joe Ruddon, MBHD Director of Business Development
- Jeff Chawenson, CHC Finance Director
- Debbie Anderson, MBHD Controller
- Sheree Fansler, CHC Outreach Specialist

### **GUESTS:**

- Beverly Scott, Member of the Public
- Joe Sullivan, MBHD Member

**CALL TO ORDER:** 5:45 p.m.

**ROLL CALL:** Quorum was met.

### **OBSERVANCES:**

- Peggy Toney led the assembly in the Pledge of Allegiance.
- Laura Grabow read the mission and vision statements.

### **PUBLIC COMMENTS:**

There were no public comments.

### **APPROVAL OF MEETING AGENDA:**

**Motion** by Ricky Tagle to approve the meeting Agenda as presented; motion seconded by Bryan Goldfarb; motion passed by unanimous vote.

### **APPROVAL OF MINUTES:**

**Motion** by Sue Tsuda to approve the Governing Board meeting minutes dated August 28, 2018 as presented; motion seconded by Sue Tsuda; motion passed by unanimous vote.

### **REPORTS:**

- EXECUTIVE DIRECTOR'S REPORT – Ron Stewart, Executive Director  
Mr. Stewart presented his written report under Tab 2 in the Agenda packet.

### Quality

- During the month Behavioral Health, Adult Medicine, Pediatric Medicine and Dental providers met to discuss program operations, engage in chart review, and discuss best practices.
- The Quality Committee met on Friday, September 7<sup>th</sup> under the direction of Kathy Alkire, RN. Progress toward improving HRSA Clinical Measures outcomes will be monitored by the Committee moving forward.

### Service

- The District has retained the services of a professional recruitment firm to assist in placement of an MD/DO in Adult Medicine and an NP/PA with psychiatric training/experience in Behavioral Health.
- Susan Madavan, CHC Chair, will begin doing quarterly updates to the District Board starting in November. Topics will include Health Center utilization, productivity, patient satisfaction, achievement of identified goals & objectives, and financial performance.
- From the August patient satisfaction surveys ten people have asked for a call back from me to discuss their patient experience and those calls are underway.

### People

- Randy Roark, NP, resigned to relocate to San Diego.
- The All Employee Forum was held on September 25. Staff were provided with updates and served breakfast. I updated the team on the CHC Board's Priority #1 Strategic Plan objectives.
- Flu season is quickly approaching. All staff will be offered the flu vaccine free of charge and those declining the vaccination will need follow established policy regarding use of a mask from November 1 through March 31.
- All staff and interested providers were provided with a two-hour training on how to respond to an Active Shooter situation. Joe Ruddon and the Safety Committee organized this very well received training.
- I will be taking PTO from September 26 to October 5. Stephanie Eigner, clinic manager, will respond to critical issues that come to my desk.

### Finance

- Patient volume during the month was strong and exceeded budgeted visits by 15% with a total of 6,604 visits.
- Yucca Valley Dental had its best month ever with a total of 444 visits.

### Growth/Community

- The Mobile Medical Unit is built and will be delivered to the District in early October. A ribbon cutting ceremony will take place on October 4 at 5pm at the District offices. It is hoped that the first patient encounter in the Unit will occur as soon as November.
- The Dental Transformation Initiative program, funded by First 5, continues to move forward. All staff have been hired and programming should begin within sixty days. Our Health Center is being touted as the leader among all grantees given our partnership and progress in getting organized.
- Sue Tsuda will attend the 2018 Biennial Symposium of the Community Health Association Inland Southern Region in San Bernardino (our Health Center's trade association). The builders of the Mobile Medical Unit will have a vendor booth at the Symposium and will be taking our new Unit to the event as a showcase item.

- Saturday October 6 is the 29 Palms Community Health & Resource Fair. With the leadership of Laura (CHC Board Treasurer) and Jeff Grabow the Flying Doctors will make an appearance to provide dental and optical services. This is a “first ever” enhancement to the Health Fair and is generating a lot of excitement.

▪ FINANCE COMMITTEE REPORT - *Sue Tsuda, Chair*

Jeff reported that the month of August was a little under budget with a loss of 11k. However, visits are picking up and this will help increase revenue. Expenses are running close to budget and there are no major concerns. It is important to note that contractual allowances were not budgeted quite as they should have been, so those numbers are not very accurate. The year to date numbers do; however, offer more accurate information. The MBCHC’s current year to date net profit is \$181,164.

Jeff noted that patient visits were up by 15% in August in comparison to the month of July. Sue had shared that visits in July were lower because of the hotter weather. The MBCHC should be seeing patient visits increase now that the weather is cooling down, especially during flu season.

Joe Rudson is working on recruiting a full time Medical Doctor (MD). When this individual comes on board, patient visits should increase tremendously so Ron is hoping to have this resource in place as soon as possible. The recruitment process just recently began and the MBCHC even released a video that was approved this week to reach out to providers.

**Motion by Ricky Tagle, second by Mike Lopez to receive and file the Finance Committee minutes dated September 19, 2018; minutes approved by unanimous vote.**

▪ BOARD DEVELOPMENT COMMITTEE REPORT - *Sue Tsuda, Chair*

Sue reported that the Committee reviewed the Strategic Plan and prioritized all of the tactics listed under the four areas of focus. Ron added that each tactic, based on its level of priority, will be worked on during a specific time frame. For example, any tactic that was labeled “priority 1” will be worked on, and hopefully accomplished, between now and January 2019. A tactic with a “Priority 2” time frame would be worked on between February 2019 and July 2019. A “Priority 3” time frame would be worked on between August 2019 and January 2020, and a “Priority 4” would be worked on between February 2020 to July 2020. Ron added that some things may take longer to be accomplished than 2020, but will be worked on and accomplished sooner if and when time permits. He highlighted that tactic 3.1 (priority 1) of the Strategic Plan which states, “Train all staff in tactics to respond to workplace violence.” was already accomplished at the end of August with the Active Shooter Training Joe Rudson helped coordinate. If any of the CHC Governing Board members would like to know more about how the training went, Joe can provide them with the information he presented to the District Board.

Sue pointed to the Educational Training Calendar Ron created and explained that the topics listed across the 12 calendar months are board education trainings the Committee decided on. Though the Committee wanted the trainings done on a quarterly basis, Ron noted that some of the board education trainings were better suited for a specific month because of business that occurs in those months for the MBCHC. In January 2019, the CHC Governing Board will be receiving their first board education presentation on “Conflict of Interest/Ethics”. In February, the topic is “Annual Meeting & Review of Executive Director Performance Process”, which falls in line with the yearly Executive Director evaluation and annual meeting that occurs every February. Sue added that the Committee preferred that the board education segments not be longer than 20 minutes, but emphasized that they could be longer whenever necessary and to allow time for questions.

**Motion by Bryan Goldfarb, second by Sandy Potts to receive and file the Finance Committee minutes dated September 10, 2018; minutes approved by unanimous vote.**

▪ EXECUTIVE COMMITTEE REPORT – *Susan Madavan, Chair*

Susan reported according to the Co-Applicant Agreement it is required that there be, "Periodic reporting to the District regarding the CHC utilization, productivity, patient satisfaction, achievement of identified goals and objectives and financial performance in order to ensure communications and collaboration." In light of this requirement, Susan announced that beginning in November, the Executive Committee will be meeting with the District board on a quarterly basis to present to them on the specific items that are stated in the Co-Applicant Agreement. After these meetings occur, Susan will provide a summary report to the CHC board at the following CHC Governing Board meeting. The exact date for the November meeting is yet to be determined, but will be coordinated by the CHC Board Clerk.

**Motion by Mike Lopez, second by Ricky Tagle to receive and file the Executive Committee minutes dated September 11, 2018; minutes approved by unanimous vote.**

- OUTREACH & PATIENT EDUCATION COMMITTEE REPORT – *Ricky Tagle, Committee member*  
Joe reported that the Health Fair is a week from this Saturday and was very proud to announce that this is the third time the MBHD is hosting this event. The MBHD is partnering with the City of 29 Palms, the Chamber of Commerce, and the Flying Doctors ("Los Medicos Voladores"). The Morongo Basin has not partnered with the Flying Doctors in the past and Joe is excited for them to provide the community with 125 dental screenings and 65 vision screenings. Community members will be allowed to start lining up for services at 5am and will be given different colored wrist bands depending on the procedures they will be receiving. Joe reminded the board that the Flying Doctors will be providing services from 8am to 3pm and the Health Fair is planned to run from 10am to 2pm.

Joe recognized and thanked Laura and her husband, Jeff Grabow, for their hard work in helping bring the Flying Doctors to the Health Fair, as the organization would not have been a part of the event otherwise. Jeff Grabow shared that the Flying Doctors are very impressed with the level of support that the MBHD has from the community to put on this event.

**Motion by Bryan Goldfarb, second by Sandy Potts to receive and file the Outreach and Patient Education Committee minutes dated September 12, 2018; minutes approved by unanimous vote.**

#### **ACTION ITEMS:**

- APPROVAL OF PROVIDER CREDENTIALS– *Jackie Combs, CEO*  
Jackie stated that Medical Doctor, Jeffrey D. Seip, has undergone the necessary background and licensing checks and recommends he be credentialed.

**Motion by Sandy Potts, second by Mike Lopez to approve credentials as presented; approved by unanimous vote.**

- APPROVAL OF CHANGE IN SCOPE WITH HRSA TO ADD MEDICAL MOBILE UNIT – *Ron Stewart, Executive Director*  
Ron explained that HRSA requires that the Medical Mobile Unit (MMU) be added to the Health Center's Scope Of Service. Board approval is required before HRSA can include the Mobile Medical Unit in the Scope Of Service.

**Motion by Ricky Tagle, second by Sandy Potts to approve the Mobile Medical Unit as a specialty service under the HRSA Scope Of Services; motion passed by unanimous vote.**

- APPROVAL OF CHANGE IN SCOPE WITH HRSA TO ADD ORTHOPEDICS – *Ron Stewart, Executive Director*  
Ron spoke briefly about Dr. Jeffrey Seip, MD, who would provide orthopedic services to the patients of the Morongo Basin Community Health Center. Ron further explained that HRSA requires that orthopedics be

added to the Health Center's Scope Of Service. Board approval is required before HRSA can include orthopedics in the Scope Of Service.

**Motion by Peggy Toney, second by Ricky Tagle to approve orthopedics as a specialty service under the HRSA Scope Of Services; motion passed by unanimous vote.**

**REVIEW OF NEXT BOARD MEETING ATTENDANCE**

- ♦ Will we meet quorum for October's meeting? If not, then an Executive Meeting must take place. (Tentative Meeting Date: Monday, October 8<sup>th</sup> at 4:30 p.m.)

**BOARD CALENDAR:**

- ♦ Fred Simoneau to attend the Healthcare District's board meeting on October 4, 2018 at 3:00 p.m.
- ♦ Mike Lopez, Sandy Potts, and Ricky Tagle to attend the Health Fair on Saturday, October 6<sup>th</sup> and table for the CHC Governing Board.

**ITEMS FOR NEXT MEETING AGENDA:** None.

**MEMBER COMMENTS:**

Susan addressed MBHD Board member, Joe Sullivan, and asked him to please feel free to report back to his board about the MBCHC's Strategic Plan. Sandy recognized the Morongo Basin Community Health Center for doing a great job of listening to patient feedback and making major improvements as a result. Although sometimes challenging, she shared that it is wonderful to see that positive changes are being made within the Center.

**MEETING ADJOURNMENT**

Susan Madavan adjourned the meeting at 6:22 p.m.

*Minutes recorded by Alexandra Barba, Board Clerk*



---

*Susan Madavan, Governing Board Chair*