



Morongo Basin Health Care District
Community Health Center

GOVERNING BOARD MEETING

MINUTES of Tuesday, June 13, 2019, 6:00 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: A healthy Morongo Basin.

Core Values: Commitment, Collaboration, Accountability, Dignity, Integrity

PRESENT:

- Paul Hoffman, Chairperson (Comm. Rep)
- Joe Sullivan, Vice Chairperson (Comm. Rep)
- Mary Ann Shirbroun, Secretary (Pt. Rep)
- Marge Doyle, Treasurer (Community Rep)
- Barbara "Cassie" Souter, Member (Pt. Rep)
- Barbara Newman, Member (Pt. Rep)
- Beverly Scott, Member (Pt. Rep)
- Patricia "Pat" Cooper, Member (Pt. Rep)

STAFF:

- Jackie Combs, CEO
- Alexandra Barba, CHC Board Clerk
- Karen Graley, Director Communications
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director Operations
- Tricia Gehrlein, Director Population Health
- Debbie Anderson, Controller
- Stephanie Eigner, Clinic Manager

CALL TO ORDER: 6:01 p.m.

ROLL CALL: Quorum was met.

OBSERVANCES:

- Mary Ann Shirbroun led the assembly in the Pledge of Allegiance.
- Patricia Cooper read the mission and vision statements.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MEETING AGENDA:

Motion 19-44: Motion by Joe Sullivan to approve the meeting Agenda as presented; motion seconded by MaryAnn Shirbroun; motion passed by unanimous vote.

APPROVAL OF CHC MEETING MINUTES:

Motion 19-45: Motion by Marge Doyle, second by Beverly Scott, to approve the Governing Board meeting minutes dated May 9, 2019 with a correction to Beverly Scott's name within the text. The motion passed by unanimous vote with edit.

BOARD PRESENTATION:

- EMPLOYEE WELCOME – Jackie Combs, CEO

Ms. Combs presented the PowerPoint that is used to orient new employees. The presentation is an overview of the District and shows the relationship between the District, the CHC, departments and programs, and explains the relationship between the two governing boards. When Ms. Combs covered the Hospital to Home (H2H) Program, Ms. Doyle asked if the program would end once funding was cut in July; Ms. Combs stated that the Hospital to Home (H2H) Program would continue.

ACTION ITEMS:

▪ APPROVAL OF NEW CHC BOARD MEMBERS – *Paul Hoffman, Chair*

Mr. Hoffman shared that the interviewing committee highly recommends both Alejandro Penalva and Aaron Kyle to become a part of the CHC Governing Board. Both Mr. Penalva and Mr. Kyle are patient members, are involved in the community, and would be assets to the Board.

Motion 19-46: Motion by Marge Doyle, second by MaryAnn Shirbroun, to approve new CHC Governing Board member, Alejandro Penalva, as presented. The motion passed by unanimous vote.

Motion 19-49: Motion by MaryAnn Shirbroun, second by Barbara “Cassie” Souter, to approve new CHC Governing Board member, Aaron Kyle, as presented. The motion passed by unanimous vote.

▪ APPROVAL OF POLICY CHC-FS-214

Ms. Combs asked the Board to review and approve policy CHC-FS-214, “Waiver of Charges”, which establishes criteria to waive patient charges. The original policy was not accepted by HRSA in the survey process; the policy has been edited. Mr. Hoffman stated that there needs to be an edit made to number 7 in the procedures. Number 7 should read: “...the patient needs to be seen on the day...”.

Motion 19-47: Motion to approve Policy CHC-FS-214; motion by Marge Doyle, second by Beverly Scott; approved by unanimous vote.

REPORTS

▪ FINANCE REPORT – *Deborah Anderson, Controller*

Ms. Anderson reported that overall, the Clinics are showing positive operating income. Operating income after allocation year to date (July 2018 – April 2019) is \$114,866 and the Change in Net Position for the same period is at \$62,881.

Putting it all together, April 2019 operating net income is \$(299,141) under budget, which is (202%) under budget. If the Overhead Allocation is included in expenses, then the earnings before interest, taxes, depreciation and amortization (EBITDA) percentage over budget lands at (325%).

She highlighted that this year has seen a difference in approach. Since the balance sheet is being reconciled monthly, many of these “year-end adjustments” are showing up in the actual months the activity takes place. And while that causes the monthly net income to be below expectations, it also means that significant “year-end adjustments” should not take place and problems, concerns, and issues can be highlighted as they occur. In other words, issues cannot be resolved if information and trends that pinpoint those issues is not brought to light until months after the issue has occurred. The first step to solving an issue is early recognition.

The FY 18-19 is working through lingering financial issues from the old EHR system. The old system’s account receivable (AR) have been extensively worked through, and because no new data is being added to this AR, older issues are more transparent. The upshot is that there are numerous adjustments, contractals & write-offs that are occurring, mostly due to the EHR not being able to secondary bill for Medi/Medi clients and capitated clients. The impact of these contractals & write-offs is currently \$277,376 and estimated impact of those contractals & write-offs is anticipated at \$440,535 for the fiscal year. This spans fiscal years FY 15-16 through FY 18-19.

As such, despite the low net income and significant budget to actual variance, Ms. Anderson stated it is felt that the clinics are moving forward in a positive direction.

Following Ms. Anderson’s finance report, Mr. Hoffman asked Ms. Anderson to “include the allocations of the overhead, so the Board may have a clearer understanding of the numbers.” Ms. Anderson agreed to include a list of the actual items. Ms. Doyle asked for education on this topic for the Board at a future meeting.

Ms. Combs discussed several ways in which staff plans to increase patient volume, including the potential recruitment of a new Medical Doctor which would then allow Ms. Combs to recruit four more Nurse Practitioners or Physician Assistants, if needed. Ms. Doyle thanked Ms. Combs for having a plan to increase patient volume. Ms. Cooper thanked Ms. Anderson for all of her hard work to produce and present this month's finance report to the Board.

Motion 19-48: Motion by Marge Doyle to accept the Finance Report; second by Beverly Scott; accepted by unanimous vote.

▪ CEO REPORT – Jackie Combs, CEO

Ms. Combs referred the board members to her written report. She highlighted that each provider now has his/her own "team" made up of Medical Assistants (MA's) who will prep patient charts and ensure thorough patient discharge.

In regards to the Mobile Medical Unit (MMU) update, Ms. Scott asked if it could visit other places aside from those Ms. Combs mentioned in her report. Mr. Ruddon explained that the MMU does have the potential to go to other locations. Ms. Scott also asked if the MMU would ever be able to operate on a Saturday. Mr. Ruddon stated that a Saturday may be possible, but staff schedules would have to be rearranged since it would impact staff working hours.

BOARD CALENDAR:

- Shared Boards' Meeting on July 18, 2019 at 6:00pm in the District Board Room
 - The Shared Boards' meeting may be cancelled as several members stated that they cannot attend. The item on the agenda of the Shared Boards' meeting was the Co-Applicant Agreement.

ITEMS FOR NEXT MEETING AGENDA:

- Education on allocated overhead
- Shared Boards' Meeting status

MEMBER COMMENTS:


- Barbara "Cassie" Souter: Said she likes how the financials are becoming more clear to her.
- Beverly Scott: Expressed her concern for suicide rates in the San Bernardino County, and more specifically, in the Hi-Desert area. After recently attending a presentation about suicide by the Behavioral Health Department in San Bernardino County she found the high numbers alarming. Ms. Scott would like to see education on this difficult subject.
- Mary Ann Shirbroun: Asked Ms. Combs if she could attend a Community Vital Signs meeting with her, but since they are closed meetings Ms. Combs will invite her to an open meeting at the end of the summer.
- Pat Cooper: Acknowledged the Board member's participation.
- Marge Doyle: Thanked all of the MBHD/MBCHC staff for their hard work. She is impressed with the current CHC Board and believes the Board will be impressed by the newest Board members, Mr. Penalva and Mr. Kyle.
- Joe Sullivan: Stated that Ms. Combs represented us well at the San Bernardino County meeting concerning suicide rates and added that we are very proud of her.
- Paul Hoffman: Thanked Ms. Combs and Ms. Anderson for their hard work on the financials.
- Ms. Combs: Thanked the CHC Board and said that she is very proud of what is being accomplished.

MEETING ADJOURNMENT

Mr. Hoffman adjourned the meeting at 7:38 p.m.

Minutes recorded by Alexandra Barba, Board Clerk


Paul Hoffman, Chairperson


Mary Ann Shirbroun, Secretary