



Morongo Basin Health Care District
Community Health Center

GOVERNING BOARD MEETING

MINUTES of Tuesday, January 23, 2020, 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 (Present)
- Beverly Scott, Vice Chairperson (Present)
- Barbara “Cassie” Souter, Secretary (Present)
- Bryan Goldfarb, Treasurer (Present)
- Mary Ann Shirbourn, Member (Absent)
- Patricia “Pat” Cooper, Member (Present)
- Alejandro Penalva, Member (Present)
- Cecelia St. Clair (Present)
- Misty Evans, Member (Present)
- Dianne Greenhouse, Member (Present)

STAFF:

- Jackie Combs, CEO
- Alexandra Aquino, CHC Board Clerk
- Karen Graley, Director Communications
- Joe Ruddon, Director Business Development
- Janeen Duff, Clinic Manager
- Debbie Anderson, Controller
- Stephanie Eigner, Clinic Manager
- Cindy Schmall, Director Operations
- Michelle Zaccaria, Performance Improvement Manager

GUESTS:

- Ernest Figueroa, Z107.7 media
- Jenna Hunt, Hi-Desert Star, media

CALL TO ORDER: 6:05 p.m.

ROLL CALL: Quorum was met.

OBSERVANCES:

- Mr. Hoffman led the assembly in the Pledge of Allegiance.
- Ms. Evans read the mission and vision statements.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MEETING AGENDA:

Motion 19-70: Motion by Misty Evans to approve the meeting Agenda; motion seconded by Diane Greenhouse; the motion passed by unanimous vote.

APPROVAL OF CHC MEETING MINUTES:

Motion 19-71: Motion by Beverly Scott, second by Cassie Souter, to approve the Governing Board meeting minutes dated November 14, 2019; the motion passed by unanimous vote.

Motion 19-72: Motion by Cecelia St. Clair, second by Cassie Souter, to approve the Governing Board meeting minutes dated December 10, 2019; the motion passed by unanimous vote.

ACTION ITEMS:

- **ACCEPT THE RESIGNATION OF CHC BOARD MEMBER**

Mr. Hoffman read Mr. Aaron Kyle's resignation notice. He also read the thank you letter he sent to Mr. Aaron Kyle on behalf of the board.

Motion 19-73: Motion by Misty Evans, second by Bryan Goldfarb, to accept the resignation of board member, Aaron Kyle. The motion passed by unanimous vote.

ELECTION OF OFFICERS:

- **BOARD NOMINATIONS**

Ms. Combs turned the meeting to Alexandra Aquino, Board Clerk, to conduct the election process. It was noted that the term of office for each position is one year.

- **OFFICE OF THE CHAIRPERSON Motion 19-74**

Motion by Misty Evans, second by Cecelia St. Clair to approve Paul Hoffman as the Chairperson of the CHC Governing Board; motion approved by unanimous vote.

- **OFFICE OF THE VICE CHAIRPERSON Motion 19-75**

Motion by Misty Evans, second by Cassie Souter to approve Beverly Scott as the Vice Chairperson of the CHC Governing Board; motion approved by unanimous vote.

- **OFFICE OF THE SECRETARY Motion 19-76**

Motion by Beverly Scott, second by Paul Hoffman to approve Barbara Cassie Souter as the Secretary of the CHC Governing Board; motion approved by unanimous vote.

- **OFFICE OF THE TREASURER Motion 19-77**

Motion by Beverly Scott, second by Paul Hoffman to approve Bryan Goldfarb as the Treasurer of the CHC Governing Board; motion approved by unanimous vote.

- **ACKNOWLEDGEMENT OF MBHD BOARD APPOINTMENTS**

Mr. Hoffman read a memorandum written by MBHD Board Clerk, Karen Graley, that was addressed to the CHC Governing Board. The memorandum stated that on Thursday, January 9, 2020, at the regular monthly meeting of the Morongo Basin Healthcare District Board of Directors, Directors Marge Doyle and Joseph Sullivan resigned from the CHC Governing Board by action of the Board of Directors. The Board of Directors voted unanimously to appoint Directors Misty Evans and Dianne Markle-Greenhouse to represent the District on the CHC Governing Board.

Mr. Hoffman welcomed District Board members, Misty Evans and Dianne Markle-Greenhouse to the CHC Governing Board. Mr. Hoffman noted that the Bylaws should reflect this new process of seating MBHD Board members on the CHC Governing Board on an annual rotation basis.

REPORTS

- **FINANCE REPORT – Deborah Anderson, Controller**

Ms. Anderson shared her report for the months of October and November. She reported that the month of October showed positive operating income. The operating income year to date (July 2019 – October 2019) was \$81,039. Revenue was higher than budget due to more services performed in adult services. She noted that the clinics brought on another adult provider, which contributed to the positive variance. Additionally, contractals showed a positive variance for the month, due to higher payment amounts (which resulted in lower contractual amounts) in both Medi-Cal and Medicare.

Motion 19-78: Motion by Cassie Souter to accept the Finance Report for October 2019; second by Misty Evans; accepted by unanimous vote.

Ms. Anderson also shared her finance report for the month of November. She reported that November also showed a positive operating income. The operating income year to date (July 2019 – November 2019) was \$18,223. Patient services for November were under budget. Two factors went into this lower revenue: 1) physician/provider vacations, and 2), providers not closing charts by the end of the month due to vacations. However, physician fees experienced savings due to physician vacations. Supplies savings were due to not as many medical supplies bought during the month. Other direct expenses were over due to recruiting placement fees. She explained that the clinics took a step back in November and experienced a negative change in net position. However, historical trends show that November 2018 also dipped down in revenue (mainly due to vacation time), but will pick up in the month of December, which was true for December 2018. Mr. Hoffman thanked Ms. Anderson for her finance reports.

Motion 19-79: Motion by Misty Evans to accept the Finance Report for November 2019; second by Bryan Goldfarb; accepted by unanimous vote.

▪ CEO REPORT – Jackie Combs, CEO

Ms. Combs referred the Board to Tab 3 of the agenda packet for her written report. No additional information was provided to the written report in the agenda packet; however, she highlighted:

- The 29 Palms clinic had excellent results from the IEHP site survey. Ms. Combs was proud of Stephanie Eigner's leadership with this survey.
- MMU volume is increasing because of a continuous presence in the community.
- Soon there will be one patient satisfaction survey process through Press Ganey, which is a resource other FQHC's use to obtain patient feedback.
- Michelle Zaccaria is the new Performance Improvement Manager and will be working on a hand hygiene campaign that includes reeducating staff on proper hand-washing technique.
- Pediatric appointments in 29 Palms are projected to increase with the opening of the new Split Rock facility.

Mr. Hoffman suggested having an elementary class fill out the surveys and then having this highlighted in the town's newspaper—the Board agreed. Mr. Hoffman thanked Ms. Combs for her report.

BOARD CALENDAR:

- MBHD Board meeting on February 6, 2020 at 6:00pm
- Regular CHC Board meeting on February 13, 2020 at 6:00pm
- MBHD Board Special meeting on February 22, 2020 at 3:00pm
- MBHD Board meeting on March 5, 2020 at 6:00pm
- Regular CHC Board meeting on March 12, 2020 at 6:00pm

ITEMS FOR NEXT MEETING AGENDA:

- CEO Evaluation

MEMBER COMMENTS:

- Ms. Evans said she is happy to be on the CHC Governing Board and thanked the rest of the board members for volunteering their time.
- Mr. Goldfarb welcomed Misty Evans and Dianne Greenhouse to the board and wished Joe Sullivan and Marge Doyle, MBHD representatives, the best moving forward.
- Ms. Scott said she is happy the MMU will be servicing people in the Morongo Valley. She knows that in time, a lot more people will take advantage of this resource.
- Ms. Greenhouse thanked Ms. Anderson for her work, as well as the rest of the staff. She also said she is very happy to be serving on the board.
- Ms. St. Clair said she is happy to be a part of the board.

- Ms. Cooper said she is pleased to see new members on the board as well as new people in the officer positions. She added that she is interested in serving as an officer in the future.
- Mr. Penalva welcomed Misty Evans and Dianne Greenhouse to the board.
- Ms. Souter thanked Ms. Anderson for her work and for making it easy for the board to comprehend.
- Mr. Hoffman shouted out Stephanie Eigner and Michelle Zaccaria for their past hospital service and for helping to provide quality healthcare. He also emphasized that every board member's presence at the meetings is essential for discussing business and moving items forward. Mr. Hoffman asked that all members communicate, especially if they plan on being absent.

MEETING ADJOURNMENT

Mr. Hoffman adjourned the meeting at 6:41 p.m.

Minutes recorded by Alexandra Aquino, Board Clerk



Paul Hoffman, Chairperson



Cassie Souter, Secretary