



Morongo Basin Health Care District
Community Health Center

GOVERNING BOARD MEETING

MINUTES of Tuesday, July 9, 2020, 6:00 p.m.

- Convened via GoToMeeting, an electronic, remote-site platform temporarily permitted as per the Executive Order issued by California's Governor in response to the COVID-19 pandemic.
- Additionally, a physical meeting was convened on the District's campus at 6530 La Contenta Road, Yucca Valley, suite 700. The public was screened for COVID-19 symptoms before entering the building and were asked to wear a face mask while inside. Seating was limited to accommodate the six-foot distancing guidelines.

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 (on-site)
- Beverly Scott, Vice Chairperson (remote)
- Barbara "Cassie" Souter, Secretary (on-site)
- Bryan Goldfarb, Treasurer (remote)
- Mary Ann Shirbourn, Member (on-site)
- Patricia "Pat" Cooper, Member (on-site)
- Alejandro Penalva, Member (remote)
- Cecelia St. Clair (on-site)
- Misty Evans, Member (remote)
- Dianne Greenhouse, Member (on-site)

STAFF:

- Jackie Combs, CEO
- Karen Graley, Board Clerk
- Debbie Anderson, Controller
- Joe Ruddon, Director Business Development
- Kelly Maldonado, billing consultant (*remote*)
- Cindy Schmall, Director Operations
- Kathy Alkire, Education Manager
- Michelle Zaccaria, Performance Improvement Manager
- Janeen Duff, VDH Manager (*remote*)

CALL TO ORDER: 6:00 p.m.

ROLL CALL: Karen Graley, board clerk, conducted roll call and declared a quorum.

OBSERVANCES:

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

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MEETING AGENDA:

Motion 20-01: Motion by Ms. Shirbourn to approve the meeting Agenda; motion seconded by Ms. Greenhouse; the motion passed by unanimous vote.

APPROVAL OF CHC MEETING MINUTES:

Motion 20-02: Motion by Ms. Shirbourn, second by Ms. Souter, to approve the Governing Board meeting minutes dated June 11, 2020, amended to show Beverly Scott was present at the June meeting; the motion passed by unanimous vote.

PRESENTATION

- FEEDING MORONGO BASIN PROJECT VIDEO – *Jackie Combs, CEO*
Because of technical complications, the video was not shown.

ACTION ITEM

APPROVAL OF CHARGEMASTER – *Kelly Maldonado, billing consultant*

Ms. Maldonado spoke to why the billing fees should be increased. The chargemaster is a starting point for negotiations with commercial payors. It was last updated three years ago; it's important to update it annually to adjust for new coding. Because the chargemaster was outdated we lost revenue. We have added new charges and new codes for the providers to chart in the patient file. It's especially important for an FQHC to maximize commercial insurance payments.

The chargemaster does not affect the sliding fee scale patient.

The chargemaster now accurately reflects our value for services rendered. Medicare publishes fee schedules based on geographic areas. Typically, commercial payors pay the Medicare fee times two. Quite a few services were under market value and we were missing charges. Every year Medicare increased their fee schedule about one percent; an annual review will insure we keep current with the Medicare rate. This chargemaster update will increase revenue through accurate billing.

Mr. Hoffman asked if the missed charges could be quantified. Ms. Maldonado will research and report back to the board. She indicated that some charges can still be billed. The period impacted is one year, 2019-20.

Motion 20-03: Motion by Ms. Evans to approve the Chargemaster as presented; second by Mr. Goldfarb; approved by unanimous vote.

Ms. Evans thanked Ms. Maldonado for her presentation.

POLICY REVIEW – *Jackie Combs, CEO*

Ms. Combs presented policy CHC-FS-213 Sliding Fee Discount Program for review and discussion. HRSA requires review and approval of this policy every three years. There were no significant changes to the policy. Patients who don't have insurance and are determined to be at the poverty level are eligible for the sliding fee scale; HRSA states in their guidelines that anyone at two hundred percent over the poverty level is not eligible for the sliding fee scale. There's a second policy that applies to patients who cannot pay the minimum \$10 visit fee and, at the discretion of the clinic supervisor, may have the fee waived.

Motion 20-04: Motion by Mr. Goldfarb to approve policy CHC-FS-213 Sliding Fee Discount Program as presented; second by Ms. Greenhouse; approved by unanimous vote.

DISCUSSION

QUALITY SUBCOMMITTEE – *Paul Hoffman, Chairperson*

Mr. Hoffman presented the discussion. At the June regular business meeting, the board approved the formation of an ad hoc committee. Mr. Hoffman proposes to change the committee to a standing Quality Committee. Members who volunteered to sit on the committee are Dianne Greenhouse, Bryan Goldfarb, Cassie Souter, Pat Cooper and Paul Hoffman. It was proposed that standing meeting date be designated; committee members agreed to the second Tuesday of each month at 6 p.m. in suite 700. The first meeting will be August 11. The changes were approved by board general consensus.

REPORTS

FINANCE REPORT – Jackie Combs, CEO

Ms. Anderson presented May financials for CHC. Even though units were down in May, grant funding offset the losses. Recognition for prior months' losses have taken place in May, so even though this month clinics net income shows income, it accounts for losses that took place in February and March. Net income from February to May is essentially zero, due to the grants "filling in" for the missing revenue. As such, year to date net income for the clinics is about \$87,500, where it was before the whole pandemic hit. Management feels this rationale for recognizing income is in line with the whole intent of the stimulus and grant moneys awarded.

Other highlights for the month include IT purchases to bolster telehealth capacity and continued increased capitation participation. Also, even though the district's balance sheet is not presented at this board meeting, it should be noted that district continues to receive one time grants and stimulus money that help with clinic operations. For May, this includes a) grant moneys that were awarded and received from HealthNet in the amount of approximately \$125,000 to increase telehealth capacity and b) receipt of a HHS Rural Health Area payment for approximately \$725,000. Both have been placed into balance sheet liability accounts.

May 2020 operating income after allocation came in at \$56,370 and the change in net position came in at \$51,420, both of which were over budgeted expectations. Year to date clinic operations. Clinic operating income after allocation is coming in at \$121,478 and the change in net position came in at \$87,208, both of which exceeded budgeted expectations.

Motion 20-05: Motion by Ms. Shirbroun to accept the Finance Report for May 2020; second Ms. Cooper; accepted by unanimous vote.

CEO REPORT – Jackie Combs, CEO

Ms. Combs referred the Board to Tab 4 of the agenda packet for her written report. No additional information was provided to the written report; however, she highlighted:

- Total clinic volumes appear to be up approximately 15% since May.
- Dental services are completely operational.
- Alex Aquino, board clerk, relocated out of the area. Mr. Hoffman stated he'd like to write a letter on behalf of the board to thank her for her excellent work and support over the past three years.
- Feeding Morongo Basin food project update: the food boxes contain enough food to feed a family of four for five days; food box assembly is done by staff twice a month with monthly distribution events in Yucca Valley and 29 Palms. Our goal is to have 500 boxes at each site for July 18 distribution. The Hunger Help Line is receiving requests for a food box delivery; LIFT Transportation staff deliver the boxes to the home. Food pantry financial support applications have been received and are being processed.
- Mr. Hoffman inquired about the annual financial audit. Ms. Anderson said that the auditors request information and documents to be forwarded to them prior to the site visit which is targeted for the end of September.

BOARD CALENDAR:

- Shared Board meeting, July 16, 2020 at 6:00pm (*on-site and virtual platform*). Ms. Combs noted that she was going to report on the Community Health Needs Assessment which she is updating with local data; the intent is to use the data as the basis for creating a next strategic plan.

- National Community Health Center Week, August 9-15. Ms. Schmall reported that the week will include employee and patient appreciation; and includes employee service awards for years served. It also presents an opportunity for community education about FQHC status and our contribution to the community.

ITEMS FOR NEXT MEETING AGENDA:

- None presented.

MEMBER COMMENTS:

- BEVERLY SCOTT: The healthcare district is presenting itself well to the community; many people are so appreciative of the food distribution. I enjoyed Kelly Maldonado's presentation; I would appreciate education on the poverty level and the 200% ceiling.
- MARY ANN SHIRBOURN: Said she was impressed with Kelly Maldonado's presentation and how it works.
- BRYAN GOLDFARB: Great meeting; thrilled to hear about the chargemaster update and picking up increased revenue. The sliding fee scale is a great thing for our community
- BARBARA SOUTER: Said she was thrilled to hear about the grant monies to support the clinics.
- PAT COOPER: positive reports and good news. It's a high achievement in every direction; share my gratitude
- CECELIA ST. CLAIR: Said she was impressed with our press coverage and thanked Karen Graley for her efforts.
- DIANNE GREENHOUSE: Also acknowledged the marketing on behalf of the clinics and the full page, monthly advertorial in the newspaper; she thanked Cindy Schmall for the IT technical support; and Jackie Combs and Debbie Anderson for their reports. She is pleased that the Feeding Morongo Basin project is going so well.
- MISTY EVANS: She thanked everyone on the board for their commitment and that tonight's questions demonstrated that each was doing their due diligence and responsibility. She thanked the volunteers seated on the quality committee; and said she appreciates staff.
- PAUL HOFFMAN: Said he was very pleased with the attendance tonight and that it speaks to your dedication and determination to help the CHC and District succeed in their missions. He thanked Kelly Maldonado for her presentation and said he was looking forward to seeing some of those numbers. He is also looking forward to the Quality Committee meeting and how we can improve the bottom line.
- A question was posed: If we're giving \$80,000 to food banks as financial support, is it possible we could contribute to the MUSD school program of feeding children? Mr. Hoffman will reach out to Superintendent Doug Weller to inquire if the school district needs additional support for their program.


MEETING ADJOURNMENT

Mr. Hoffman adjourned the meeting at 7:00 p.m.

Minutes recorded by Karen Graley, Board Clerk



Paul Hoffman, Chairperson



Cassie Souter, Secretary