



**MORONGO BASIN
COMMUNITY HEALTH CENTER**
A SERVICE OF MORONGO BASIN HEALTHCARE DISTRICT

**COMMUNITY HEALTH CENTER (CHC)
GOVERNING BOARD MEETING AGENDA**

Thursday, October 8, 2020 – 6:00 p.m.

District Administrative Offices: 6530 La Contenta Road, Suite 700, Yucca Valley CA 92284

PLEASE SILENCE CELL PHONES AND ALL OTHER ELECTRONIC DEVICES

- *A physical meeting will be convened on the District's campus at 6530 La Contenta Road, Yucca Valley, suite 700. The public will be screened for COVID-19 symptoms before entering the building and will be asked to wear a face mask while inside. Seating is limited to accommodate CDC six-foot distancing guidelines.*
- *The public may also access the meeting 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.*

INSTRUCTIONS FOR JOINING THIS REMOTE SITE MEETING

Based on the California Governor's Executive Order cancelling large gatherings and suspending certain portions of the Brown Act, this regular meeting of the Board of Directors will convene via GoToMeeting, an electronic platform for remote communication. No physical access will be provided for this meeting. The community is welcome to join the meeting as follows:

- **Please join my meeting from your computer, tablet or smartphone.**
<https://www.gotomeet.me/MBHD/morongo-basin-community-health-center-board>
- **This meeting is locked with a password: ##meetingPassword**
- **You can also dial in using your phone at** United States: [+1 \(571\) 317-3122](tel:+15713173122)
- **Access Code: 205-998-205**
New to GoToMeeting? Get the app now and be ready when your first meeting starts:
<https://global.gotomeeting.com/install/360541893>

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

READING OF MISSION AND VISION STATEMENTS

***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*

PUBLIC COMMENTS

The public comment portion of this agenda provides an opportunity for the public to address the Governing Board on items not listed on the agenda and that are of interest to the public at large and are within the subject matter jurisdiction of this Board. The Governing Board is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to public comments at this time. Comments that concern individual incidences of patient care are welcome, however we encourage doing so only after other administrative avenues for redress have been fully exhausted. In all such instances we will be unable to ever respond publicly due to patient confidentiality obligations. In all cases, your concerns will be referred to the Administrator for review and a timely response.

A "Request to Speak" form shall be submitted to the clerk of the Board and can be found at the entrance to the meeting area. Comments are to be limited to three minutes per speaker and shall not exceed a total of 20 minutes. All comments are to be directed to the Governing Board and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. Public input may be offered on an agenda item when the item comes up for discussion and/or action and will be limited to 90 seconds per speaker. Members of the public who wish to speak shall proceed when called by the Chairperson the Board. Please state your name and community of residence for the record.

APPROVAL OF MEETING AGENDA

- *Motion 20-12: Motion to approve the Meeting Agenda.*

APPROVAL OF CHC MEETING MINUTES..... TAB 1

- *Motion 20-13: Motion to approve September 10, 2020 Meeting Minutes.*

DISCUSSION

Community Health Center Bylaws Review

REPORTS

FINANCE REPORT – Jackie Combs, CEO..... TAB 2

- *Motion 20-14: Motion to accept the Finance Report July, 2020.*

CEO REPORT – Jackie Combs, CEO..... TAB 3

REVIEW OF EVENT CALENDAR..... TAB 4

NEXT MEETING AGENDA

GOVERNING BOARD MEMBER COMMENTS

MEETING ADJOURNMENT

I CERTIFY THAT A COPY OF THIS AGENDA WAS POSTED PER SECTION 54954.2 OF THE CALIFORNIA GOVERNMENT CODE.



Karen Graley, Board Clerk

Posted: October 5, 2020 by 5:00 p.m.

The Morongo Basin Community Health Center meeting facilities are accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Board Clerk at least three (3) business days prior to the meeting. The Board Clerk’s telephone number is 760.853-3027 and the public meeting space is located at 6530 La Contenta Rd, #700, Yucca Valley, CA. 92284. Hearing impaired persons are encouraged to use the California Relay Service 711.

In conformity with Government Code Section 54957.5, any writing that is a public record, that relates to an item listed on this agenda, and that will be distributed to all or a majority of Morongo Basin Community Health Center Governing Board Members less than twenty-four (24) hours prior to the meeting for which this agenda relates, will be available for public inspection at the time the writing is distributed. This inspection may be made during the meeting at the address/meeting room(s) listed above or an electronic copy may be requested in advance of the meeting via email message to kgraley@MBHDistrict.org.



MORONGO BASIN
COMMUNITY HEALTH CENTER
A SERVICE OF MORONGO BASIN HEALTHCARE DISTRICT

TAB 1
MEETING MINUTES



Morongo Basin Health Care District
Community Health Center

GOVERNING BOARD MEETING

MINUTES of Thursday, September 10, 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, CFO
- Joe Ruddon, Director Comm Development
- Cindy Schmall, COO
- Karmollette Ogilvie, Women Health Manager
- Janeen Duff, VDH Manager (*remote*)
- Dale Mondary, community member
- Greg Brown, community member
- Denise Cullum, community member (*remote*)

CALL TO ORDER: 6:00 p.m.

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

OBSERVANCES:

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

PUBLIC COMMENTS:

There were no public comments. Mr. Hoffman thanked Greg Brown for joining the meeting remotely.

APPROVAL OF MEETING AGENDA:

Motion 20-09: Motion by Ms. Shirbourn to approve the meeting Agenda; motion seconded by Ms. Evans; the motion passed by unanimous vote.

APPROVAL OF CHC MEETING MINUTES:

Motion 20-10: Motion by Mr. Goldfarb, second by Ms. Shirbourn, to approve the Governing Board meeting minutes dated August 13, 2020; the motion passed by unanimous vote.

ACTION ITEM

QUALITY COMMITTEE CHARTER – *Paul Hoffman*

Mr. Hoffman introduced the Action Item stating that the charter will define the purpose and function of the committee.

Motion 20-11: Motion by Ms. Greenhouse to approve the charter for the CHCH Governing Board Quality Committee as presented; second by Ms. Shirbroun; motion passed by unanimous vote.

REPORTS

FINANCE REPORT – No financial report was presented.

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; however, she highlighted:

- We received HRSA approval to expand the scope of service for vision care. We are in process of credentialing and resolving electronic interface issues for patient charting. We plan to announce the partnership in the community.
- Labs are operational at both clinic sites with two phlebotomists. We are providing services to the community in 29 Palms as there is no other lab service in the community.
- We've begun COVID-19 testing for our patients who manifest COVID symptoms. Drive through appointments where patient remains in vehicle, are administered by the phlebotomist. We are averaging 5-6 tests per week.
- The County's Women's Health Network is putting a new survey out to the community. The flyer is included in the agenda packet as information.
- We are almost ready to begin a flu vaccine campaign. Vaccines for pediatric patients is on hand; we are waiting for county supply for adults. Requests for 65+ vaccines are referred to local pharmacies.

There were no questions.

BOARD CALENDAR:

- Food Distribution event Saturday, September 19, 7-9 a.m. at 29 Palms and Yucca Valley clinics.
- Shared board meeting October 15 will focus on the community needs assessment update. The new data will be used as part of the strategic planning process.
- November quality committee moved to Tuesday, November 17.

ITEMS FOR NEXT MEETING AGENDA:

- Strategic Plan at shared board meeting
- Review bylaws (send out before next meeting)

MEMBER COMMENTS:

- BEVERLY SCOTT: Happy to hear we are planning for flu season. It's especially important this year with COVID-19.
- MARY ANN SHIRBROUND: Flu shots important.

- CASSIE SOUTER: no comment
- PAT COOPER: The biggest and best thing is thanks to Jackie and staff that we've gotten through these last few months financially.
- CECELIA ST. CLAIR: no comment
- DIANNE GREENHOUSE: I've been asked numerous times about COVID-19 testing; good to hear that we are now testing patients.
- MISTY EVANS: Happy to hear about the COVID-19 testing.
- PAUL HOFFMAN: Congratulations to our board on 100% attendance at this meeting. He thanked Greg Brown for joining tonight's meeting.

MEETING ADJOURNMENT TO CLOSED SESSION

Mr. Hoffman adjourned the open session to closed meeting at 6:20 p.m. The closed session convened at 6:30 p.m.

- *Pursuant to Section 32155 of the Health and Safety Code for report involving quality assurance matters*

MEETING ADJOURNMENT

Mr. Hoffman adjourned the closed session at 7:00 p.m. No report is required for quality assurance matters.

Minutes recorded by Karen Graley, Board Clerk

Paul Hoffman, Chairperson

Cassie Souter, Secretary



MORONGO BASIN
COMMUNITY HEALTH CENTER
A SERVICE OF MORONGO BASIN HEALTHCARE DISTRICT

TAB 2
FINANCE REPORT



MORONGO BASIN HEALTHCARE DISTRICT

6530 La Contenta Road, Suite 100, Yucca Valley California 92284 | 760.820.9229

September 27, 2020

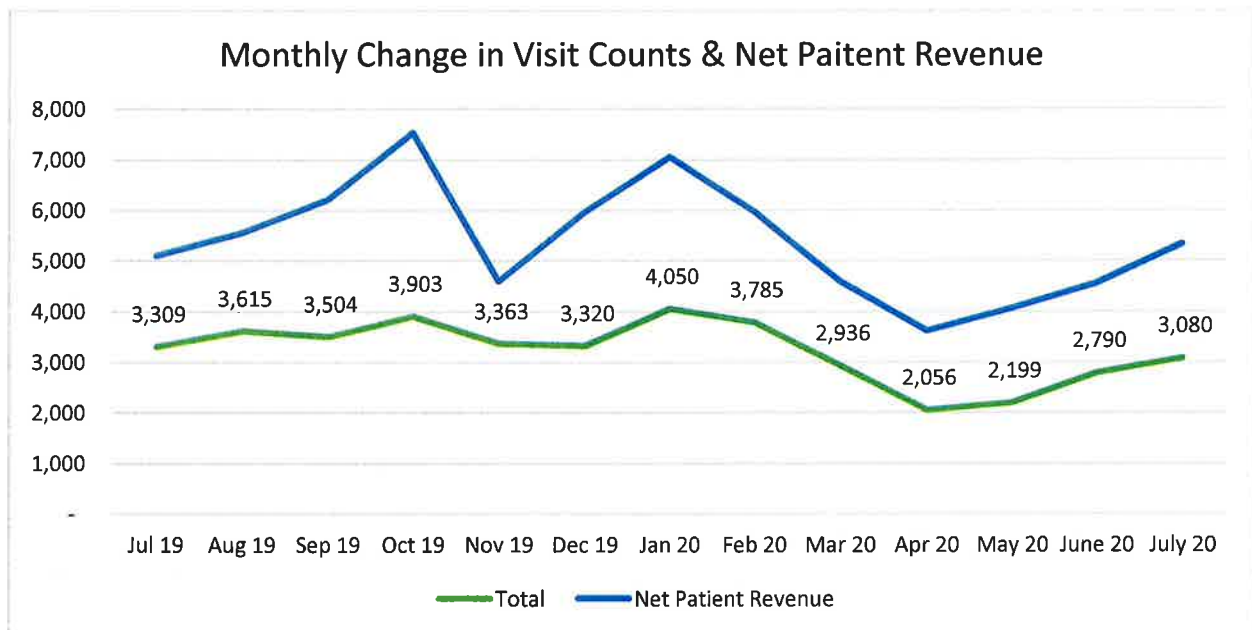
To: CHC Board of Directors

From: Deborah Anderson, Controller

Re: Controller's Report for July 2020

OVERVIEW

Units for July continued their upward trend. Average units for FY 19-20 pre COVID was 3,606 and July landed at 3,080, about 85%. Chart 1 below shows both the patient visit count as well as the net patient revenue for the month and prior year.



Other fiscal news is that the audit for FY 19-20 will be commencing this next week. Being prepared for this has obviously been a high priority, so accounting is excited to start (and end) this large project. Additionally, the district was going to be subject to the new GASB 84 requirement for fiduciary activity, but due to COVID this has been pushed back a year.

No net income has been recognized for “lost revenue” in July for HHS Rural Health monies due to the clinics having a positive bottom line of \$14,584. This grant doesn’t have to be used for “lost revenue”; it can also be used for PPE expenses and other COVID related items. However, currently any COVID related item is being reimbursed through other grants (CARES, HHS stimulus, etc.). When/If these grants run out of funding, should the clinics continue to show a positive bottom line, this grant will be used for those items. Deferred monies received (but not expended yet) is \$798,604 as of July 31, 2020.

Finally, the format being presented has been changed effective with the new fiscal year so that the numbers being presented now mirror the categories and placement of items on the audited financial statements. Namely, depreciation (an operating expense), is now included as an operating expense instead of a non-operating expense. Also, a final line below the official change in net position is being included so that the change in net position without depreciation can be easily seen.

CLINIC CHANGE IN NET POSITION

Table 1 below summarizes the clinics operations of the district. July 2020 operating income after allocation came in at \$14,584, and the change in net position came in at \$14,584, both of which were slightly under budgeted expectations.

Table 1 – Clinic July 2020

Net Income Clinic	Actual Mth	Budget Mth	Over/(Under)	% of Budget
Patient services	850,811	1,056,449	(205,638)	-19.47%
Contractuals	(317,145)	(366,104)	48,959	13.37%
Subtotal	533,666	690,345	(156,679)	-22.70%
Grant Revenue	255,297	191,530	63,767	33.29%
340B Revenue	32,051	28,683	3,368	11.74%
Capitation Fees	23,837	18,633	5,204	27.93%
Records & Interest	1,316	147	1,170	797.58%
Other	3,797	3,204	592	18.49%
	849,964	932,542	(82,578)	-8.86%
Salaries - Clinic	331,174	368,252	37,078	10.07%
Fringe - Clinic	69,404	67,051	(2,353)	-3.51%
Phys Fees - Clinic	145,607	190,795	45,189	23.68%
Purchases Services - Clinic	51,442	56,417	4,974	8.82%
IT, Network & Phones - Clinic	44,638	19,780	(24,857)	-125.67%
Supplies - Clinic	51,932	29,742	(22,190)	-74.61%
Supplies - 340B	11,472	14,241	2,769	19.44%
R&M - Clinic	4,472	3,475	(997)	-28.69%
Leases/Rentals - Clinic	25,148	25,341	193	0.76%
Utilities - Clinic	7,259	4,912	(2,346)	-47.76%
Ins - Clinic	-	115	115	100.00%
Other - Clinic	20,804	22,356	1,552	6.94%
Depreciation	11,796	11,710	(86)	-0.73%
	775,147	814,188	39,041	4.80%

Net Income Clinic	Actual Mth	Budget Mth	Over/(Under)	% of Budget
Operating Income/(Loss) before Allocation	74,817	118,355	(43,538)	-36.79%
Allocation of Overhead for Health Centers	(60,233)	(100,602)	40,369	40.13%
Operating Income/(Loss) after Allocation	14,584	17,752	(3,168)	-17.85%
Non-Operating	-	-	-	0.00%
	-	-	-	0.00%
Change in Net Position	14,584	17,752	(3,168)	-17.85%
Change in Net Position No Depreciation	26,380	29,462	(3,082)	-10.46%

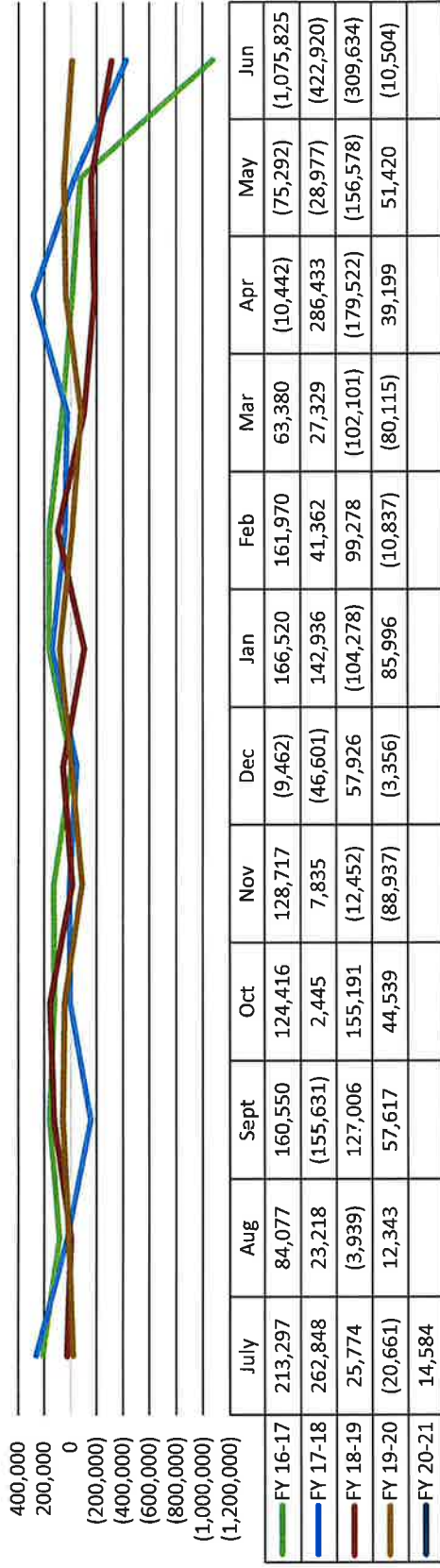
Line highlights include:

- Patient services revenue & contractals variance due to units being down. New programs haven't started yet, and services, while coming back, aren't quite up to pre COVID numbers.
- Grant revenue for COVID supplies, equipment, PPE, has been recognized from the CARES & HHS stimulus grants. Additionally, IT equipment (that can be reimbursed) was bought in July (note IT, Networks, & Phones expense is up)
- Salaries variance is due to federal reimbursement credits for staff being paid for a COVID related FMLA issue.
- Physician fees variance due to units being down.
- Clinic supplies variance due to additional supplies being bought for COVID (and these are being reimbursed, note grants revenue is up)
- Allocation of overhead variance is due to tax revenue being spread to clinic programs as well as district programs. The budget did not recognize any income offset of spreading of the expenses.

Year to date consolidated operating income is the same as July 2020 amounts presented in Table 1 above.

Chart A

Clinics Monthly Net Income FY 16-17 to FY 19-20 to date



Year	Net Income
FY 16-17	(68,094)
FY 17-18	140,277
FY 18-19	(403,330)
FY 19-20	(10,504)
FY 20-21 YTD	14,584



MORONGO BASIN
COMMUNITY HEALTH CENTER
A SERVICE OF MORONGO BASIN HEALTHCARE DISTRICT

TAB 3
DISTRICT REPORT



MORONGO BASIN HEALTHCARE DISTRICT

6530 La Contenta Road, Suite 100, Yucca Valley California 92284 | 760.820.9229

October 2, 2020

To: CHC Board

From: Jackie Combs, CEO

Re: CEO Report

Service

- The health centers have flu vaccine available for pediatric and adult patients. We encourage everyone to get their flu vaccine which are available at local pharmacies and is covered by Medi-Cal, Medicare, and most insurances.
- We will be expanding COVID testing and flu vaccinations in November or December to various locations throughout the Morongo Basin to increase COVID testing and flu vaccinations for the County. This is made possible through a grant from the San Bernardino County and Community Health Association Inland Southern Region (CHASIR). We are a member of CHASIR who is working with several San Bernardino County health centers through a Memorandum of Understanding.
- According to our Uniform Data Set (UDS) reports we are increasing the number of individual patient served by about 1,000 per month. Based on this information, I projecting the total patients served at 10,000 by the end of the year, compared to 9,300 last year.

People

- Employee Benefits Open Enrollment starts October 1 and is effective January 1. There is a 10% increase in total cost, with a slight increase to staff.

Human Resources is working with Press Gainey to prepare the Employee Engagement Survey. The survey will be administered in November.

Finance

- The annual audit has begun with auditors on site the week of September 28.
- The CHC received the HRSA award for Quality Improvement. The CHC was award dollars for Clinical Quality Improvers, Access Enhancers, Health Disparities Reducers, and Advancing Health Information Technology for Quality.

Community Outreach

- Copper Mountain College RN students started rotation through our pediatric clinic as part of their clinical rotation in pediatrics. A special thank you to peds staff and doctors Frascchetti and Shih.
- Joe Ruddon and Karen Graley have completed the graphic and narrative edits for the Community Needs Assessment. This is a reference document for the District-CHC meeting on October 15. The document will also be uploaded to our website soon for community availability.
- “Get your flu vaccine” targeting both adults and pediatric populations, were promoted on the radio, in lobby waiting areas, on Facebook and in print ads.



MORONGO BASIN
COMMUNITY HEALTH CENTER
A SERVICE OF MORONGO BASIN HEALTHCARE DISTRICT

TAB 4
CALENDAR REVIEW
& COORDINATION

OCTOBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 6:00p MBHD Board mtg	2	3
4	5	6	7	8 6:00p CHC Governing Board mtg	9	10
11	12	13	14	15 6:00p Shared Boards Mtg	16	17 8 a.m. Food Box Distribution @ 29P & YV
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2020							November 2020						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30				29	30					

[2020 Calendars](#) [2021 Calendars](#)

NOVEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Saving	2	3	4	5 6:00p MBHD Board mtg	6	7
8	9	10 6:00p CHC Quality Committee	11	12 6:00p CHC Governing Board mtg	13	14
15	16	17	18	19	20	21 8 a.m. Food Box Distribution @ 29P & YV
22	23	24	25	26	27	28
29	30					

October 2020							December 2020						
S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa
				1	2	3			1	2	3	4	5
4	5	6	7	8	9	10	6	7	8	9	10	11	12
11	12	13	14	15	16	17	13	14	15	16	17	18	19
18	19	20	21	22	23	24	20	21	22	23	24	25	26
25	26	27	28	29	30	31	27	28	29	30	31		

[2020 Calendars](#) [2021 Calendars](#)

DECEMBER 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																													
		1	2	3 6:00p MBHD Board mtg	4	5																																																																																													
6	7	8	9	10 6:00p CHC Governing Board mtg	11	12																																																																																													
13	14	15	16	17	18	19 8 a.m. Food Box Distribution @ 29P & YV																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30	31																																																																																															
		<p>November 2020</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			S	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>January 2021</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> </tr> <tr> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> </tr> <tr> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> </tr> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> </tr> <tr> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> </tr> <tr> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		S	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							2020 Calendars	2021 Calendars
S	M	T	W	Th	F	Sa																																																																																													
1	2	3	4	5	6	7																																																																																													
8	9	10	11	12	13	14																																																																																													
15	16	17	18	19	20	21																																																																																													
22	23	24	25	26	27	28																																																																																													
29	30																																																																																																		
S	M	T	W	Th	F	Sa																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
31																																																																																																			