



Morongo Basin Health Care District
Community Health Center
GOVERNING BOARD MEETING
MINUTES of June 27, 2017

District Administrative Offices
6530 La Contenta Road, Suite 100, 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
- Amanda Brannon, secretary
- Mary Jane Binge, vice president
- Mike Lopez, treasurer
- Mara Cantelo, member
- Laura Grabow, member
- Ricardo Tagle, member, not present
- Sandy Potts, member, not present
- Peggy Toney, member

STAFF:

- Ron Stewart, Executive Director
- Jackie Combs, CEO
- Karen Graley, Board Clerk
- P.K. White, Controller
- Joe Ruddon, Director Business Development
- Cindy Schmall, Director of Facilities
- Jeff Chawenson, Director Finance
- Kathy Alkire, Director Quality
- Alexandra Barba, Board Clerk trainee
- Stephanie Eigner, Clinic Manager

GUEST:

- Bob Armstrong, MBHC board member
- Sue Tsuda, board candidate (*invited*)
- Summer Grenzow, board candidate (*invited*)

CALL TO ORDER: 5:45 p.m.

OBSERVANCES:

- Amanda Brannon led the assembly in the Pledge of Allegiance.
- Mary Jane Binge read the mission and vision statements.

PUBLIC COMMENTS:

There were no public comments.

APPROVAL OF MEETING AGENDA:

Amanda Brannon motioned to approve the meeting Agenda as presented; motion seconded by Mary Jane Binge; motion passed by unanimous vote.

BOARD EDUCATION

The LIFT Transportation Services Program, *Joe Ruddon, Director Business Development*

Mr. Ruddon introduced the non-emergency transportation program. The program priority is safety for the clients, staff and the vehicles. We are different than other local programs because we provide door to door service, even navigating dirt roads. The service covers the entire District's 1,800 square

mile geographic area. We cater primarily to seniors and the disabled. The vehicles average over 200 round trips per month. Drivers take great pride in providing excellent service to our clients.

Mary Jane Binge asked about the volume reduction reflected in the PowerPoint slides; Mr. Ruddon stated that some of the volume cycle is related to client demand which is cyclical, and there were brief interruptions in service due to maintenance and repair. Mr. Stewart and Mr. Ruddon plan to meet and strategize how to streamline client service.

Mr. Ruddon stated we need another van to replace the aging vehicle and increase client service.

DISCUSSION

HRSA CONDITIONS LETTER – *Ron Stewart, Executive Director*

Mr. Stewart stated that the HRSA Conditions Letter has been received with six conditions for attention. Staff is already in process to respond and fix the identified areas. Susan Madavan referred the board members to the workshop minutes on June 12 for a list of conditions.

BOARD SPONSORED EMPLOYEE MORALE/MOTIVATION – *Ron Stewart, Executive Director*

Mr. Stewart stated that out of the monthly coordination meeting with Susan Madavan, the issue of staff motivation was discussed. Staff have asked for planned “fun activities” for group participation, such as taking a hike, visiting a museum, etc. Also considered was the board hosting a food event such as lunch. Peggy Toney asked if staff had been consulted for their preferences; he stated that staff had not been apprised because the board members had not been consulted. Susan Madavan suggested that the topic be referred to the Outreach and Education Committee for recommendations.

SAN DIEGO CONFERENCE – *Ron Stewart, Executive Director*

Mr. Stewart presented information about the National Association of Community Health Centers conference in San Diego in August. Projected cost is in the range of \$1,000 per person. Membership to this organization is \$17,000 a year. Susan Madavan stated that she and Ron Stewart are slated to attend. Ms. Madavan asked if any of the board members were able to attend the three-day conference in San Diego. Amanda Brannon is available to participate. Mr. Stewart will check with Michael Lopez if he would be interested in attending. There was further discussion about not using the full budget for this single opportunity and reserving funds for future training opportunities.

ACTION ITEMS

APPROVAL OF NEW AD HOC COMMITTEE – *Susan Madavan, Board President*

The ad hoc committee will revisit the bylaws and co-applicant agreement based on the HRSA survey results. Mike Lopez and Laura Grabow wanted to serve on the committee. Sue Tsuda and Peggy Toney volunteered to serve on the committee as well. Michael Lopez will chair the committee.

Motion by Amanda Brannon, second by Mary Jane Binge to approve the appointment of a new ad hoc committee to revisit the CHC Bylaws and co-applicant agreement with the District, motion passed by unanimous vote.

APPROVAL OF NEW STANDING POLICY COMMITTEE – *Susan Madavan, Board President*

Also coming out of the HRSA survey was that policies needed to be reviewed in depth by board members prior to approval. At the June 12 workshop, the board preferred to create a standing committee to review the policies and make recommendation to the full board. Amanda Brannon will chair the committee, with Laura Grabow and Summer Grenzow.

Motion by Amanda Brannon, second by Laura Grabow to approve the appointment of a new standing committee to process policies to the Governing Board, motion passed by unanimous vote.

APPROVAL OF PROVIDER CREDENTIAL – *Jackie Combs, CEO*

Also coming out of the HRSA survey was to present credential privileging to the board, separate from the consent agenda. The candidate presented was Christian Connie Blackwell, NP, who has served six months on a probationary approval; this consideration is for full privileges. Ms. Combs reviewed her qualifications and compliance and recommended approval of privileges.

Motion by Mary Jane Binge, second by Mara Cantelo to approve the credentials of Christian Connie Blackwell, NP; motion passed by unanimous vote.

APPROVAL OF FY2018 CAPITAL BUDGET – *P.K. White, Controller*

Ms. White gave a presentation reviewing the proposed capital budget. Staff has evaluated needs and researched appropriately to distill down the proposed budget as presented. Ms. White reviewed the items presented on the budget. It was noted that contracted labor must use “prevailing wages” which may adjust the expenses presented. If the increase is over 10 percent, then the budget will be presented again to the board for approval.

Motion by Laura Grabow, second by Amanda Brannon to approve the CHC FY2018 Capital Budget as presented; motion passed by unanimous vote.

APPROVAL OF NEW BOARD MEMBERS – *Susan Madavan, Board President*

Susan Madavan recommended the approval of Sue Tsuda to serve as a board member.

Motion by Mary Jane Binge, second by Mara Cantelo to approve the appointment of Sue Tsuda to the Governing Board; motion passed by unanimous vote.

Susan Madavan recommended to approval of Summer Grenzow to serve as a board member.

Motion by Amanda Brannon, second by Laura Grabow to approve the appointment of Summer Grenzow to the Governing Board; motion passed by unanimous vote.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT: *Ron Stewart, executive director*

Mr. Stewart introduced to the board Stephanie Eigner, new clinic manager at Yucca Valley. Mr. Stewart reviewed his written report with the board.

- Airway: targeted to open mid-July. Today, met with Nikki Asfaha, pain management physician; she has chosen not to see patients at the Airway location but rather in the Yucca Valley adult clinic.
- Mara Cantelo inquired about the holiday closure and patient volume loss; the Nurse On-Call program will provide patient assistance. The program has been promoted in the community and is posted in the waiting room lobby. Karen Graley is working on a rack card for the lobbies and patient education.

MONTHLY FINANCIAL REPORT: *Jeff Chawenson, director finance*

Mr. Chawenson gave a highlight presentation for the month of May. Of note:

- REVENUE: a financial summary was presented; total May net revenue was \$495,821 with YTD just under \$6 million.

- EXPENSES: operating expenses were as per budget with few anomalies.
- OVERALL: moving along nicely as we approach the end of the fiscal year.
- Peggy Toney asked about the behavioral health data presented in the report. Discussion about allocation of staff. The clinics are recruiting additional staff for the behavioral health component.
- Jackie Combs informed the governing board that the district board were concerned that the May financials were not presented to the district board because the finance committee did not meet. General consensus to refer review of the finance data to the executive committee when the finance committee does not meet; that will suffice so financial data may be presented to the district board as per schedule.

EXECUTIVE COMMITTEE:

- The Executive Committee met on June 12 and conducted business in closed session related to personnel issues. Susan Madavan will present her report to the full board tonight during the closed session.

FINANCE COMMITTEE:

- No Financial Committee report was presented as the committee did not meet in June.

APPROVAL OF CONSENT AGENDA:

Motion by Amanda Brannon, second by Mary Jane Binge, to approve the Consent Agenda as presented. The motion passed by unanimous vote.

MINUTES

- Minutes of the Governing Board regular meeting dated May 23, 2017
- Minutes of the Governing Board special meeting dated June 12, 2017
- Minutes of the Executive Committee dated June 12, 2017

BOARD CALENDARS

- The agenda packet presented calendars for June, and July 2017.

MEMBER COMMENTS: None presented.

ITEMS FOR NEXT AGENDA: None presented.

MEETING ADJOURNMENT TO CLOSED SESSION

- Pursuant to Government Code section 54957 of the Health and Safety Code: Employee Performance Evaluation: Executive Director.

CLOSED SESSION ADJOURNMENT

Susan Madavan reconvened the meeting to open session and reported that the governing board members were apprised of the evaluation administered to the Executive Director by the executive committee.



Susan Madavan, Governing Board Chair