



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

*Morongo Basin Health Care District
Community Health Center*

GOVERNING BOARD MEETING

MINUTES of Tuesday, March 14, 2019, 5:30 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:** We will improve the health of the community by increasing access to care in the Morongo Basin.*

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)
- Beverly Scott, Member (Pt. Rep)
- Bryan Goldfarb, Member (Community 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
- Kathy Alkire, CHC Quality Director
- Cindy Schmall, Director Operations
- Tricia Gehrlein, Director Population Health
- Debbie Anderson, Controller
- Janeen Duff, CHC Dental Manager

CALL TO ORDER: 6:02 p.m.

ROLL CALL: Quorum was met.

OBSERVANCES:

- Joe Sullivan led the assembly in the Pledge of Allegiance.
- Beverly Scott read the mission and vision statements.

PUBLIC COMMENTS:

There were no public comments. Mr. Hoffman reminded the audience that he will ask for public comment before every agenda and action item. In addition, the audience can bring up a topic that is not on the agenda so it may be considered by the Board for future agenda business.

APPROVAL OF MEETING AGENDA:

Motion 19-23: Motion by Marge Doyle to approve the meeting Agenda as presented; motion seconded by Mary Ann Shirbroun; motion passed by unanimous vote.

APPROVAL OF CHC MEETING MINUTES:

Motion 19-24: Motion by Mary Ann Shirbroun, second by Beverly Scott, to approve the Governing Board meeting minutes dated February 26, 2019 as presented. The motion passed by unanimous vote.

Motion 19-25: Motion by Mary Ann Shirbroun, second by Barbara Souter, to approve the Governing Board Special meeting minutes dated March 7, 2019 as presented. The motion passed by unanimous vote.

ACTION ITEMS:

▪ APPROVAL OF BYLAWS

Mr. Hoffman introduced the Action Item for discussion. Ms. Doyle recommended that the CHC Governing Board align their mission and vision statements with that of the MBHD Board and suggested that the

mission statement remain the same, but that the vision statement be changed to read, “A healthy Morongo Basin.” and add a value statement which includes, “Commitment, Collaboration, Accountability, Dignity and Integrity”. The Board agreed with Ms. Doyle’s recommendations as both boards are striving to work more cohesively together.

Mr. Sullivan stated that he had to miss the last meeting but congratulated the Board for all of the work they have completed to date.

Mr. Hoffman reminded the Board that they voted to delete the subcommittees at the February Board meeting, with the exception of the Executive and ad-hoc committees. Ms. Combs asked if the nominating committee is also being deleted and Mr. Hoffman confirmed that it is. Ms. Graley, in the audience, asked what method the Board will use at the annual meeting to transition new executive officers. Ms. Doyle stated that the Executive Board is still in place and can make nominations. She added that each year the District Board accepts nominations from the floor. Mr. Hoffman recommended that this type of nominating process be included in the CHC Bylaws—the Board agreed. There was no further discussion and Mr. Hoffman called for the vote.

Motion 19-26: Motion by Marge Doyle, second by Mary Ann Shirbroun to approve the Bylaws with the recommended changes; approved by unanimous vote.

▪ APPROVAL OF POLICIES

Policy CHC-103 Recruitment and Retention

Ms. Schmall presented the policy and explained that the Recruitment and Retention policy is new and part of a mandatory requirement to meet HRSA compliance. The policy delineates the practices for recruitment and retention of Morongo Basin Community Health Center staff. Ms. Doyle requested that this policy also be moved forward to the District Board.

Motion 19-27: Motion by Marge Doyle to approve policy *CHC-103 Recruitment and Retention*; second by Mary Ann Shirbroun; policy approved by unanimous vote.

Policy CHC-108 Staff Credentialing and Privileging

Ms. Schmall stated that the purpose of this policy is to insure that each licensed and certified health care practitioner has credentials and privileges which meet standards as set by the Health Resources and Services Administration (HRSA) Compliance Manual, Medicare and Medicaid, and approved insurance plans.

Motion 19-28: Motion by Marge Doyle to approve policy *CHC-108 Staff Credentialing and Privileging*; second by Mary Ann Shirbroun; policy approved by unanimous vote.

Policy CHC-109 Peer Review Plan

Ms. Schmall explained that the purpose of the Peer Review Plan policy is to provide ongoing review of quality of patient care and experience while ensuring provider competency. Peer Review is a HRSA requirement and used to determine the re-credentialing and privileging of providers.

Motion 19-28: Motion by Marge Doyle to approve policy *CHC-109 Peer Review Plan*; second by Mary Ann Shirbroun; policy approved by unanimous vote.

BOARD PRESENTATION:

▪ DISTRICT AND CHC ORGANIZATION CHARTS – Jackie Combs, CEO

Ms. Combs presented the organization chart for the Morongo Basin Healthcare District (MBHD) and the Community Health Center (CHC). She emphasized that both the MBHD and CHC boards are joined together by the Co-Applicant agreement and that the agreement will be considered for revision at a future meeting. Ms. Combs reviewed the flow of communication and accountability. There were no questions; Ms. Doyle thanked Ms. Combs for her presentation.

▪ DISCUSSION: QUARTERLY MEETINGS WITH MBHD BOARD

Ms. Doyle introduced the discussion and shared that in the past, some of the challenges the MBHD and CHC boards experienced were due to a lack of communication. The goal is to improve communication between boards. Ms. Doyle suggested that the CHC Board attend the MBHD Board meetings as a group. Ms. Combs asked if the proposed quarterly meetings could be presented as separate and distinct meetings so the original monthly MBHD board meetings would remain intact. Ms. Scott shared that she sees the value of having a separate meeting; Ms. Souter added that joint board meetings would provide equal footing of the boards. Mr. Hoffman agreed that the joint meeting should be a separate meeting and suggested the third or fourth Thursday of the month. He also noted that the CHC Board will have to amend the Co-Applicant agreement. The CHC Governing Board agreed on meeting with the MBHD Board every third Thursday of the month on a quarterly basis.

REPORTS

▪ FINANCE REPORT – *Deborah Anderson, Controller*

Ms. Anderson provided the board with a revised financial report for January 2019 and year to date. She presented that due to a grant revenue adjustment in January, the health center had a net income of \$89,301. Patient revenues were \$114,160 (or 19%) over budget, managed care capitation fees and other were 12% below budget, and grant revenues were readjusted which resulted in actual month revenue of \$154,562. For the first seven months of the financial year, the health center has a net income of \$322,401, before depreciation. The health center was budgeted to earn \$644,239 for the same period and is running about 50% less than budgeted for net income. Ms. Doyle asked Ms. Anderson if the primary reason for underperformance on a monthly basis was due to rent revenue and Ms. Anderson confirmed.

Mr. Hoffman asked the Board if they were satisfied with how the Controller presents and reports the financial information. Mr. Sullivan shared that he reads the synopsis and trusts that the information is being presented in a good manner. Ms. Scott shared that she is still learning how to process the financial information that is presented.

Mr. Goldfarb that historically the Financial Report was emailed to all board members for review prior to the meeting. He requested that he continue to receive an electronic copy of the full report. Ms. Combs assured him that the full financial report would be emailed to any board member who would like this monthly information.

Ms. Cooper shared that she simply looks for the bottom line, but thanked Ms. Anderson for her thorough report.

Ms. Doyle prefers to have less data and more information showing how the clinics are doing financially. She also asked if Ms. Anderson and Ms. Combs could offer the CHC Board a workshop on finances and the budget in the near future. Ms. Combs and Ms. Anderson agreed. Mr. Sullivan shared that he agrees with Ms. Doyle and Ms. Cooper about having a simpler report with numbers and details that show the financial health of the clinics.

Ms. Doyle asked if she and Mr. Hoffman could meet separately with Ms. Combs and Ms. Anderson to discuss how the financial report should be presented to the board at the future meetings. Ms. Combs and Ms. Anderson agreed to meet with them. Mr. Hoffman reminded the Board that they can also request to see the full financial information from Ms. Combs or Ms. Anderson before any board meeting.

Motion 19-30: Motion by Mary Ann Shirbroun to accept the Finance Report; second by Marge Doyle; accepted by unanimous vote.

▪ CEO REPORT – *Jackie Combs, CEO*

Ms. Combs presented her report to the Board and stated that the HRSA survey will take place April 1 through April 3. She reminded the Board that HRSA would like to meet with four CHC board members on April 3 from 12-1pm. Ms. Doyle, Mr. Sullivan, Ms. Scott, and Mr. Hoffman committed to meeting with

the HRSA Surveyors. The board members will report on their meeting with the surveyors. Ms. Combs added that she will give those board members the pre-printed HRSA questions to review.

BOARD CALENDAR:

- HRSA Survey meeting on April 3, 2019 from 12-1pm in the District Board Room (Limited to 4 Board Members)
- CHC Governing Board meeting: April 11, 2019 at 6:00 p.m.
- Flying Doctors Event: April 13, 2019, 8am-3pm, Copper Mountain College at the Bell Center
- Community Health and Resource Fair: May 11, 2019, 10am-2pm at the YV Community Center

ITEMS FOR NEXT MEETING AGENDA:

- Update on HRSA Site Visit

MEMBER COMMENTS:

- Ms. Scott shared that she has a better idea of what she needs to get up to speed on as a new board member.
- Ms. Souter thanked the Board for a productive meeting.
- Ms. Cooper is happy the CHC Board will begin having quarterly meetings with the MBHD Board.
- Ms. Doyle thanked everyone for their discussion on what financial information the Board wants to receive.
- Ms. Shirbroun stated she appreciates the information provided and knows that in time she will better understand the Board's role.
- Mr. Sullivan shared that the Board is off to a very good start. He complimented the leadership and said it is a very rewarding process for him.
- Mr. Hoffman shared that the Board will mature into a dynamic team. He encourages all board members to challenge the staff, each other, and themselves to come to the meeting prepared to talk about things that will move the Health Center forward and meet its mission. He reminded the Board to complete their Form 700 and Ethics Training online and bring the documents to the Board Clerk.

OPEN SESSION ADJOURNED:

Mr. Hoffman adjourned the open session at 7:24 p.m.

CONVENE TO CLOSED SESSION:

The Governing Board convened at 7:35 p.m. to Closed Session:

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

RECONVENE TO OPEN SESSION:

The Board reconvened to open session at 7:43 p.m. Mr. Hoffman reported the Board concurred with the evaluation presented by the ad hoc committee.

MEETING ADJOURNMENT

Mr. Hoffman adjourned the meeting at 7:45 p.m.

Minutes recorded by Alexandra Barba, Board Clerk


Paul Hoffman, Chairperson


Mary Ann Shirbroun, Secretary