



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, April 23, 2020, 6:00 p.m.**

**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 Shirbroun, Member (Present)
- Patricia “Pat” Cooper, Member (Present)
- Alejandro Penalva, Member (Absent)
- Cecelia St. Clair (Absent)
- 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
- Debbie Anderson, Controller
- Cindy Schmall, Director Operations
- Kathy Alkire, Education Manager
- Michelle Zaccaria, Performance Improvement Manager

**CALL TO ORDER:** 6:00 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 19-84:** Motion by Misty Evans to approve the meeting Agenda; motion seconded by Mary Ann Shirbroun; the motion passed by unanimous vote.

### **APPROVAL OF CHC MEETING MINUTES:**

**Motion 19-85:** Motion by Mary Ann Shirbroun, second by Cassie Souter, to approve the Governing Board meeting minutes dated January 16, 2020; the motion passed by unanimous vote.

### **ACTION ITEM**

- APPROVAL TO ADD OPTOMETRY SERVICES – Jackie Combs, CEO

Ms. Combs requested approval to add optometry services to the CHC scope of services. Ms. Combs explained that she has established an agreement with Yucca Valley’s Acuity Eye Group & Retina Institute of California, which would allow Acuity Eye Group to see patients of the

community health centers (CHC) and provide optometry services. Ms. Combs stated this service would provide guaranteed vision services to uninsured and Medi-Cal patients. Once this change in scope is submitted to HRSA it will take 60 days to be approved.

**Motion 19-86:** Motion by Bryan Goldfarb to add optometry services to the scope of services; second by Diane Greenhouse; approved by unanimous vote.

## REPORTS

### ▪ FINANCE REPORT – *Deborah Anderson, Controller*

Ms. Anderson presented reports for January and February 2020.

For the month of January, she reported that both District and Clinics had positive change in net position. January 2020 operating income after allocation was \$89,329 for clinic operations and the change in net position (which includes non-operating income, expense and depreciation) was \$85,996. She highlighted that overall, the clinics exceeded budgeted expectations by \$108,844. The exciting news for this month, she stated, was that the clinics did extremely well and January showed the highest change in net position for this fiscal year. The biggest variance, she explained, came from patient service revenue, which was up due to higher visits for the month. Contractuals were over budget, but that was due to the Accounts Receivable balance being up for the month. Since monthly capitation fees continue to exceed budget expectations, she noted that capitation enrollment has been steadily climbing. Capitated client counts as of January 31, 2019 was 987 clients; capitated clients counts one year later as of January 31, 2020 were 1,184, a 20% increase. She added that physician fees tend to be over or under budget based on the visit volume. For the month of February, operating income after allocation was \$7,504 and the change in net position was at \$10,837. This is slightly under budgeted expectations. Patient services were over budget, contractuals were under budget, with the net effect of income being over budget. This was due to higher patient services than budgeted as well as higher grant revenue and capitation fees received. Expenses were over budget mainly due to salaries, fringe benefits, physician fees, and purchased services. Fringe benefits have been for the most part stable except for the PTO used. Physician fees were up, as was patient revenue. Finally, Ms. Anderson highlighted that purchased services now include the outsourcing of the billing department. Year-to-date operating income after allocation, which was \$100,026 and the change in net position was \$76,704, which was better than budgeted expectations. Contributing to this has been higher capitation fees, better than expected patient visits, and a bump in rates, which helps lower contractuals.

Ms. Anderson closed by stating that while year-to-date operations have exceeded budgeted expectations, circumstances are changing due to COVID-19 pandemic. The coronavirus is expected to negatively impact operations of the clinics due to the population being ordered to shelter in home and practice social distancing. She added that even though the clinics remain open, many patients are rescheduling their appointments. Since the events unfolding are historically unprecedented it is difficult to predict the overall financial impact in the months to come. However, Ms. Combs and the leadership team have applied for different grants and are looking to offset the losses caused by the current pandemic. Ms. Combs thanked Ms. Anderson for her hard work in managing the grants during this time. She also emphasized that once it is safer for people to schedule their regular appointments, the health centers will see a large increase in patient visits.

**Motion 19-87:** Motion by Misty Evans to accept the Finance Report for January and February 2020; second by Beverly Scott; 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 in the agenda packet; however, she highlighted:

- More well-child appointments are being scheduled as children, birth to two years old, still need to received childhood vaccines.
- Personal Protective Equipment (PPE), hand sanitizer and cleaning supplies have remained constant. There are periods of back orders. The Community Health Services Association has also assisted with getting supplies.
- We received two additional grants from HRSA during the COVID-19 crisis for supplies, communications to the public, and continued operation of the health center.
- Karen Graley created a COVID-19 Quick Reference Guide for public information. This seven-page guide was mailed to 20,000 homes in the Morongo Basin, and is based on recommendations of CDC and San Bernardino County Department of Public Health.

Ms. Combs answered questions from the Board. She assured them that once she has a quarter's worth of patient satisfaction surveys collected through the new Press Ganey service, she will share the results in a closed session quality report.

**BOARD CALENDAR:**

- MBHD Board meeting, May 7, 2020 at 6:00pm
- Regular CHC Board meeting, May 14, 2020 at 6:00pm
- MBHD Budget Workshop, May 21, 2020 at 6:00pm

**ITEMS FOR NEXT MEETING AGENDA:**

- None presented.

**MEMBER COMMENTS:**

- Ms. Shirbroun thanked Ms. Anderson and Ms. Combs for their reports. She shared that she enjoyed the meeting and was happy it was able to take place virtually.
- Ms. Souter said she was grateful for our IT Administrator, Marvin Schmelling, who called each individual board member days before the meeting to ensure they would be able to successfully join Thursday's Board meeting via their phones or laptops.
- Ms. Scott recognized the District staff for how the pandemic was being handled and for staying on top of things. She applauded the leadership team who has been consistently trying to get resources for staff and patients.
- Mr. Goldfarb said he was pleased with how the virtual meeting went and encourages meetings to remain the same until it is safer to physically meet again.
- Ms. Cooper shared that the reports were wonderful. She complimented the leadership staff for their hard work and efforts to obtain more resources.
- Ms. Greenhouse stated that it was wonderful that staff are taking personal precautions and no one has been laid off, but instead reassigned to other areas. She highlighted that this shows we are truly trying to get through this together.
- Ms. Evans thanked all the staff for their hard work. She also shared that she received the COVID-19 reference guide Ms. Graley, Director of Communications, produced. She appreciated the data

and research-based information at a time when misinformation is greatly circulating. She is proud of our community's response to this pandemic.

- Mr. Hoffman thanked the staff for taking care of patients during this unpredictable time. He added that he has been out in the community in different stores and has taken notice of the overall positive change in people's attitudes, which he believes says a lot about how our community is responding. He also encouraged board members to consider donating to the 29 Palms or Joshua Tree Rotary Club as local food pantries have been short of food and money and have even had to turn people away.

**OPEN SESSION ADJOURNED:**

Mr. Hoffman adjourned the open session at 6:55 p.m.

**CONVENE TO CLOSED SESSION:**

The Governing Board convened at 7:00 p.m. to Closed Session by the virtual platform:

- *Pursuant to Government Code 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 7:35 p.m. Mr. Hoffman stated that the Evaluation of the CHC CEO will continue pending receipt of additional information from board members.

**MEETING ADJOURNMENT**

Mr. Hoffman adjourned the meeting at 7:36 p.m.

*Minutes recorded by Alexandra Aquino, Board Clerk*

  
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Paul Hoffman, Chairperson

  
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Cassie Souter, Secretary