



Morongo Basin Health Care District
Community Health Center
GOVERNING BOARD MEETING

MINUTES of Thursday, July 13, 2023, 6:00 p.m.

This meeting convened on the District's campus at 6530 La Contenta Road, Yucca Valley, suite 400. The meeting was also accessible by Microsoft Teams remote platform.

Mission Statement: *To improve the health and wellness of the communities we serve.*

Vision Statement: *A healthy Morongo Basin.*

Core Values: *Commitment, Collaboration, Accountability, Dignity, Integrity*

PRESENT:

- Cody Briggs (*not present*)
- Patricia "Pat" Cooper (*present*)
- Bryan Goldfarb (*not present*)
- Nicola Keller (*present*)
- Jennifer Rendon (*present*)
- Cecelia St. Clair (*present*)
- Heidi Stiemsma (*present*)
- Jackie Todd (*not present*)
- Jack Williams (*present*)

STAFF:

- Cindy Schmall, CEO
- Karen Graley, Board Clerk (*remote*)
- Debbie Anderson, CFO
- Joe Ruddon, Chief Community Programs Officer
- Tina Huff, Director Clinical Care
- Tela Thornton, Administrative Assistant
- Janeen Duff, Program Development Liaison
- Kathy Alkire, Patient Educator (*remote*)

CALL TO ORDER: The meeting was called to order by Nicola Keller at 6:00 p.m.

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

OBSERVANCES:

Jennifer Rendon led the assembly in the Pledge of Allegiance

Cecelia St. Clair read the mission and vision statements.

PUBLIC COMMENTS:

No public comments were presented.

APPROVAL OF MEETING AGENDA:

- **Motion 23-43:** Motion by Cecelia St. Clair to approve the meeting Agenda as presented; motion seconded by Jack Williams; the motion passed by unanimous vote.

APPROVAL OF CHC CONSENT AGENDA:

Motion 23-44: Motion by Heidi Stiemsma, second by Jack Williams, to approve the Consent Agenda as presented; the motion passed by unanimous vote. There was no discussion.

- Minutes of the Governing Board regular business meeting June 8, 2023

ACTION ITEMS

APPROVE CO-APPLICATION AGREEMENT

Cindy Schmall introduced the action item, referring the board members to the agenda packet for a copy of the co-application agreement. Board members reviewed the document at the previous board meeting as part of an orientation. Members had been asked to review the document in detail and to bring recommendations for change to this meeting; none were presented for consideration.

She reiterated that the co-app is an agreement between the two boards for managing the health centers and has been in place since 2013. The agreement is specific to the HRSA grant which requires the health center to operate within established guidelines. The agreement is reviewed annually by both boards.

Ms. Schmall called attention to section 2, noting that the CHC board is the co-applicant in this document, the district board is publicly elected and therefore is the first party in the agreement. 51% of the CHC governing board must be health center patients. This HRSA requirement ensures that health center patients have a voice in the operations of the clinic and is meeting the needs of the community. Ms. Schmall encouraged board members to help recruit patients to serve as board members, stating we currently have nine board members but would like to seat eleven on the board.

Ms. Schmall reviewed the board members' responsibilities for the CHC governing board:

- Ensure the health centers are operated in compliance with all applicable federal, state and local laws and regulations, which means the board trusts that we, as your leadership team, are doing our job. This includes asking leadership questions when you don't understand something.
- Establish a fee schedule for service lines.
- Ensure that the sliding fee discount program is properly managed by staff.
- Establish billing and collection policies.
- Review the quality-of-care program, approve policies for that program, and each quarter review and assess quality of care data, including patient satisfaction and safety.
- Set the scope and availability of services, locations, and hours of operation for the health centers.
- Approve the operations budget for the CHC.
- Approve grant applications.
- Assist leadership in filling board vacancies and recruitment.

Ms. Schmall than reviewed the responsibilities of the district board as defined in the agreement.

- Manage personnel.
- Present an operations budget for CHC.
- Ensure a financial audit of the health centers.
- Appoint district board members to the CHC governing board to facilitate communication and collaboration between boards.

Shared responsibilities between the two boards include:

- Hiring and termination of the CEO.
- CEO annual performance evaluation.
- Development of a strategic plan.
- Conduct and review a community needs assessment.

Jack Williams asked about the needs assessment process. Ms. Schmall stated that HRSA requires a reassessment every three years. It is a process where the district identifies the health needs of our community, whether we provide that service or not. The last assessment was done in 2021. Data from 2017 was updated in the 2021 document. For this assessment, we began the process with the community surveys administered at the two health fairs in 2023. In addition to collecting data from the state, San Bernardino County and agencies within the Basin, we intend to use patient focus groups and a community member focus group in the hopes of identifying what our community needs. She invited board members to participate when the focus groups are convened. There was discussion. Jennifer Rendon asked if the school district was included in the assessment; Ms. Schmall assured her they were.

- **Motion 23-45:** Motion by Heidi Stiemsma to approve the co-application agreement as presented and without change; motion seconded by Jennifer Rendon; the motion passed by unanimous vote.

RATIFY CHC OPERATIONS BUDGET FOR FY-23-24

Cindy Schmall introduced the action item and asked Debbie Anderson to present the review of the operations budget for Y2023-24. Ms. Anderson used a PowerPoint presentation to walk the board through the numbers.

BUDGET ASSUMPTIONS: The following assumption were used to create the budget.

- **Adult Volume:** projections for adult visits are being increased over the calendar year but are still significantly reduced from last year's total volumes. We expect the providers, who are now more seasoned in their patient care, to increase their patient volumes.
- **Pediatric Volumes:** with the addition of another provider, we expect patient volumes to increase by 6%.
- **Chiropractic Volume:** staff is down to one provider so projected volumes will be reduced this budget year.
- **Behavior Health Volume:** as discussed in last month's meeting, staff is working to increase volumes in this department. Projections have been made for a full case load for each provider. We are expecting the department to break even this year. Projections are 30% over last year's budget.
- **Dental Volumes:** this is another department that has struggled with enough visits to offset costs. Patient volumes have languished due to provider absences. The plan is to hire another provider to meet projections and reduce patient wait time to see a provider.
- **No new grant funding** was incorporated into the budget.

Cindy Schmall stated that the district has struggled with the behavioral health service line because of the huge community need for services. It is a necessary service but has been operating at a loss. The behavioral health patient population is inconsistent in following through on their scheduled appointments which results in a large number of "no-show" patients. After executive review of the department, staff has revamped provider schedules for improved visit volumes, and is reinforcing existing policy to manage no-show patients which will free the schedule to accommodate patients from the wait list.

Ms. Anderson presented the service lines with budget year comparisons. It was noted that the budget assumes there are no other grants available. There was discussion around questions asked by board members regarding projected volumes and capitation.

- **Motion 23-46:** Motion by Heidi Stiemsma to the CHC operations budget for FY23-24 as presented; motion seconded by Jack Williams; the motion passed by unanimous vote.

REPORTS

STAFF REPORT – Tina Huff, Chief Clinical Operations Officer

Tina presented reviewed her report with the board. (handout)

FINANCE REPORT – Debbie Anderson, CFO

The clinic financials for the month of May show income of \$171,226 and year to date income of \$329,334.

Ms. Anderson stated that we have received notice that the fourth and final Medi-Cal point-of-service (POS) rate audit will begin in June. This audit, once completed, will set the health center's POS rate from the interim rate to the final rate. We have been expecting this audit for a while.

- **Motion 23-47:** Motion by Cecelia St. Clair to accept the financial report; second by Heidi Stiemsma; motion passed by unanimous vote.

BOARD CALENDAR:

The calendars were reviewed. Cindy Schmall called to the board's attention that the September regular business meeting was moved to September 21 because Pat Cooper and Heidi Stiemsma will be away at a conference.

MEMBER COMMENTS:

- **CECELIA ST. CLAIR:** "I am so impressed at what all has been accomplished and the level of information we receive. Thanks to all."
- **NICOLA KELLER:** "It's overwhelming the information that has been presented. It's impressive."

MEETING ADJOURNMENT

The meeting was adjourned at 7:43 p.m.

Minutes recorded by Karen Graley, Board Clerk


Cecelia St. Clair, Secretary