



119 Adkisson Way Taft, CA 93268 (661) 765-7234

## BOARD MEETING

Thursday, February 23, 2017 at 4:00pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 4:00pm. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Dr. Timothy Lee	Medical Director
Robyn Melton	Board Clerk

Board Member, Ginny Miller was excused. Board President, Eric Cooper led the Pledge of Allegiance. In attendance, Summer Wood-Luper, Cheryl Duncan, Emily Phillips and Lisa Weaver. Camden, a student from Taft Union High School's Career Technical Education Center program was also in attendance.

2. **PUBLIC INPUT**

None

3. **APPROVAL OF MINUTES**

The Board meeting minutes of Thursday, January 26, 2017 were reviewed. Jan Ashley made a Motion to approve the minutes. Darren Walrath Seconded, Motion Carried.

4. **FINANCIAL REVIEW**

The Financial Statements for January 2017 were reviewed and summarized by Executive Director, Jerry Starr. After discussion, the Board had some financial questions, the discussion was tabled until the March Board Meeting.

The Fiscal Year 2016 final Audit should be presented at the March 2017 Board meeting.

5. **ANNUAL FILING OF STATEMENTS OF ECONOMIC INTEREST, FORM 700 STATEMENTS**

Submitted for Board review and signatures.

6. **REVIEW AND APPROVE TELEMEDICINE SERVICES CONTRACT WITH TELEHEALTHDOCS MEDICAL**

The Contract was not ready for review at the time of the meeting, this item was Tabled for the March 2017 Board Meeting.

7. **REVIEW/DISCUSSION - QUALITY IMPROVEMENT MEETING MINUTES**  
Dr. Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. Discussions included the monthly dashboard and daily clinic operations.
8. **REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**  
Tabled for review and approval at the March Meeting.
9. **DISCUSSION/APPROVAL OF DONATION TO WEST SIDE PARK AND RECREATION DISTRICT, SENIOR WALKING PROGRAM**  
After discussion, Board President Eric Cooper directed the Community Outreach Committee to meet with the Park and Rec District for further discussion on the program before a donation is made.
10. **PHYSICIAN RECRUITMENT UPDATE, EXECUTIVE DIRECTOR, JERRY STARR**  
The Board of Directors passed on the last candidate offered by Merit Hawkins recruiting, and the Search will continue. The District has also retained Jackson Physician Search to broaden the search potential.
11. **ADMINISTRATIVE UPDATE**
  - A. **Executive Director and Management Team:**
    - The AIA design process continues; Design Development and equipment planning and budgeting is in process. Owner-provided medical equipment for clinical spaces estimate is pending from Henry Schein. Non-medical equipment is in review; internal communications (Telephone, intercom, etc.) is estimates pending.
    - The project at 75% + Design Development is estimated to be 21,400 s.f. with construction costs of \$7,979,892. Additional planning sessions will refine scope and cost for presentation to the Board for approval to move to Construction Documents. A Facilities Committee will be scheduled when CMA refines cost estimates.
    - The financing/funding pre-application has been filed and USDA transferred accountability to their Fresno office. We are pending the new office's acceptance of the pre-app as complete.
    - The pro forma business plan (a feasibility plan) to support financing options and facilitate Board approval is a vital next step to move the project. Gary Hicks the financing advisor will be at the District on March 2<sup>nd</sup> for review and update.
    - Design Development of the project continues. We are preparing documents for the City Planning Department's review and approval to proceed to Construction Documents. Bid award and ground-breaking for the project are still scheduled in late September 2017.
    - The Rural Health Clinic certification has been completed and we are waiting for the CMS acknowledgement/approval and the provider numbers which will enable RHC billing/accounting for Medi-Cal and Medicare patients
    - Telemedicine discussions continue with Telehealth Docs and an Agreement for establishing our service line is in process.
    - The revenue-cycle management continues to be enhanced with AthenaNet. Hands-on access, experience and training in the billing and collections process will continue to improve our revenue-cycle outcomes. Billing process for Medi-Cal will require training.
    - We continue direct negotiations with commercial insurance GemCare managed care is in place. Kern Health Systems and Medicare and MediCal will required special focus as we await our

final CMS acknowledgement of our RHC status. This will enable electronic billing. We will also address reimbursement for our radiology services to outside providers.

- The management of Accounts Receivables with Practice Velocity (PV): We continue this focus in

the final stages of the relationship with PV there will be an account-by-account review of the accounts >90 days. Aged accounts have been reduced from \$251K to \$170K in January with minimal recovery.

B.

- Disaster Medical Planning continues. The District's role in assuming responsibility for disaster supplies was discussed with the regional planning group convened by the District on January 12<sup>th</sup>. Storage facility evaluation and design are under discussion.
- Tax Exempt issues: At this point the discussions have not been productive although we continue to discuss with the County. We will need to include, now, the new 7 acre parcel in the discussion

C. Medical Director:

- a. Medical Staff issues: Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics comprise our MD schedule. Heather Bosma (NP-C); Amberlee Livesey, (NPC) has been removed; Janice Nichols-Ray (NPC); Mr. Dorian Reed (PA) make up the mid-level staff. We continue to meet mid-level staffing compliance.
- b. Temporary staffing requirements still occasionally are a challenge. We have also supplemented physician staff in January and February with Locum tenens staffing.
- c. We met with Susanne S. Levene, M.D. who visited Taft on February 6<sup>th</sup> and did not extend further discussions. We have engaged Jackson Physician Search to broaden the search potential for a primary care physician.
- d. The subject for Grand Rounds in January was Diabetes. February will be Telemedicine and the Grossmann Burn Center is scheduled for March.
- e. A report from the Quality Assurance Performance Improvement (QAPI) Committee is on the Board's primary agenda.

D. District Manager and the Accounting Manager:

- The District Manger continues with the myriad duties and responsibilities of the District Office, support of the Executive Director, Human Resources functions, Community Outreach and the Board.
- Accounting Manger focus: The Accounts Receivable Aging project with Practice Velocity; Payroll, deposits and savings and checking accounts oversight; Accounts payable processing and the activities associated with QuickBooks and the production of the monthly Financial Statements with Mr. Hohenbrink and staff.
- The District advertisement (communication) on the Billboard on 10<sup>th</sup> Street will be reviewed in the branding process for West Side Family Health Care. We continue to investigate the process (consulting) and cost for Board review and approval.
- Credentialing of providers with insurance payors; and, the direct involvement in the revenue cycle management has increased the daily activity of the District Office. That will continue to increase with the RHC certification prompting contract-by-contract review to evaluate primary care billing, urgent care reimbursement and reimbursement for radiology services for outside providers.

E. MCCF Health Services:

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- Dr. Rupal Sidhu is on PTO from February 8 to March 1, 2017 to travel to India. Staffing coverage has been effective for the extended period of his absence.

F. West Side Family Health Care Operations: Clinic Director Summer Wood-Luper, BSN, PHN

- Census: 1,457; 16 LWBS
- Front Desk Collections (Cash and Credit Card) PV: \$648.35; Athena: \$11582.97. Practice Velocity Net Collections and Deposits: \$11,334.76; Athena Net Collections and Deposits: \$122,860.03. Misc. District Office Deposits: \$265.00. Total Deposits: \$146,691.11.
- Clinic Staffing for RNs and LVNs is adequate, however we will be adding a per diem RN. Challenges with MA staffing are resolving through the use of per diem staff (we are at 89% staffing effectiveness).
- There are three on-going projects involving the leadership and staff of the Clinic. The staff is to be commended for their focus and commitment in continuing to affirm the processes involved in compliance with the Plan(s) of Correction from our on-site surveys:
  1. Policy and Procedure review continues especially with the current process of Annual Review.
  2. We anticipate continuing consulting assistance with both Clinic operations and revenue cycle work flow; but with a reduced level of cost for professional consulting.
  3. Design development for the new Outpatient Health Facility continues with the room mock-up and clinical equipment planning. We await the project budget estimate from Henry Schein as a result of our equipment planning,
- Vaccine for Children and CHDP program requirements can now move forward to enable VFC certification with our successful Rural Health Clinic designation. Given our long survey process there is some retraining for certification required.
- The Clinic continues to carry-out community vaccine projects.

12. BOARD COMMITTEE UPDATES

1. Finance - No updates at this time.
2. Facilities Committee- Cooper, Walrath, brief meeting with updates and discussion about the new facility and the timeline.
3. Community Outreach- Ashley, Walrath. Jan Ashley would like to see the District become more visible within the community. Darren Walrath is going to check with Hall Ambulance to see about a Sidewalk CPR training class to be held in Taft in the near future.
4. Personnel Committee- Ashley, Ward. The committee will meet on March 10<sup>th</sup> at 3:00pm to discuss customer service training for the staff

13. DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS

Monthly ACHD and California Special District Association newsletters were included for informational purposes.

14. BOARD MEMBER INPUT

Darren Walrath – Sorry to have missed January’s Board Meeting. Thank you for making the requested changes to the website.

Eric Cooper – Customer Service training will be very valuable for all of the staff.

15. **CLOSED SESSION**  
Mr. Cooper asked for a motion to enter into Closed Session. Jan Ashley made a Motion, Darren Walrath Seconded. The Board entered into Closed Session at 5:35 pm.
16. **OPEN SESSION**  
After discussion, the Board reconvened to open session at 6:25 pm. Board President, Eric Cooper reporting no action was taken during closed session.
17. **ADJOURNMENT**  
At 6:25 pm the February 23, 2017 Board Meeting was adjourned.

Respectfully Submitted,



Adele Ward, Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, March 30<sup>th</sup> at 4:00pm  
the West Side Health Care District Office**