



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

BOARD MEETING

Thursday, January 26, 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
Gerald Starr	Executive Director
Dr. Timothy Lee	Medical Director
Robyn Melton	Board Clerk

Board Members, Ginny Miller and Darren Walrath were excused. Executive Director, Jerry Starr led the Pledge of Allegiance. In attendance, Summer Wood-Luper, Cheryl Duncan, Emily Phillips and Lisa Weaver, Ray and Lodema Hatch, Ken Anderson, John Erin and Nathaniel Neumann and Jerry Livingston.

2. PUBLIC INPUT

HEALTH AND WELLNESS NUTRITION PROGRAM

Ray Hatch addressed to the Board, in regards to the Taft healthy eaters, and the benefits of a plant based diet. He presented the Board with handouts for review. Mr. Hatch suggested the District consider bringing a Nutritionist on staff to assist with community and patient education.

3. NON- AGENDA PUBLIC INPUT

a. Kathy Johnson, Taft College. Ms. Johnson provided brochures for review for the new adult education being offered by West Kern Adult Education Network for individuals who would like to pursue a career in home-based personal care. The 100 hour, evening class, will be free of charge.

Erin Neumann addressed the Board, with a complaint about the service her son received at the West Side Family Health Care facility. She presented the Board with photos of her son's laceration. Ms. Neumann discussed the experience in detail. Nathaniel Neumann, also addressed the Board on the same complaint. The Neumann's requested clarification and changes regarding the policy for late arrival patients.

Board President, Eric Cooper, thanked the Neumann's for coming to address the Board, and apologized for their experience. He assured them that the District has taken this matter very seriously, policies have been changed, and staff have been educated and counseled on this matter. Mr. Starr as expressed regret and reviewed the actions that the Medical Director and management staff had taken immediately as well as in follow up in review of their complaint. He further explained the actions staff will take in the future to insure that policy and customer service actions are followed.

4. **OATH OF OFFICE, ADMINISTERED BY BOARD PRESIDENT, ERIC COOPER**
Board members Adele Ward and Janice Ashley recited the Oath of Office administered by Board President, Eric Cooper. Both terms of office run through 2020.
5. **APPROVAL OF MINUTES**
The Board meeting Minutes of Thursday, December 22, 2016, were reviewed. Adele Ward made a Motion to approve the Minutes. Jan Ashley Seconded, Motion Carried.
West Side Health Care Foundation meeting Minutes of Monday, January 9, 2017 were reviewed. Adele Ward made a Motion to approve the Minutes. Jan Ashley Seconded. Motion Carried.
The Personnel Committee meeting Minutes of Tuesday, January 17, 2016 were reviewed. Adele Ward made a Motion to review and file the Minutes. Jan Ashley Seconded, Motion carried.
6. **FINANCIAL REVIEW**
The Financial Statements for December 2016 were reviewed and summarized by Executive Director, Jerry Starr. After discussion, Jan Ashley made a Motion to accept the December 2016 Financial reports, and file for audit. Adele Ward Seconded, Motion carried.
The Finance Committee meeting Minutes of January 23, 2016 were reviewed. A motion was made by Jan Ashley to review and file the Finance Committee Minutes. Adele Ward Seconded. Motion carried.
7. **RURAL HEALTH DESIGNATION UPDATE**
The Compliance Team letter of approval and certificate of excellence were reviewed by the Board of Directors. Executive Director, Jerry Starr applauded the whole team that worked very hard for this certification. The certification will result in reimbursement that will help support new services the District will be able to offer to the community.
8. **REVIEW/DISCUSSION - QUALITY IMPROVEMENT MEETING MINUTES**
Dr. Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. The Compliance Team plan of correction was discussed. Also discussed, patient census, wait times and staffing effectiveness, and a patient grievance.
9. **REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**
Policies reviewed were; Waived Testing Quality Assurance, Waived Testing DCA Vantage Analyzer Hemoglobin A1C, and Cash on Hand Management. A Motion was made by Jan Ashley to approve the policies and procedures as written. Adele Ward Seconded. Motion carried.
10. **DISCUSS 2017 AMERICAN CANCER SOCIETY, TAFT RELAY FOR LIFE SPONSORSHIP**
After discussion, it was proposed that the District sponsor the West Side Family Health Care Relay for Life team for the 2017 walk. The District will donate \$1,000.00 and become a Silver Sponsor for the event, in addition a \$500.00 donation to the team will be given to be used for supplies and team appeal.
11. **DISCUSSION/APPROVAL- DISTRICT SPONSORED WEST SIDE LITTLE LEAGUE SCOREBOARD**
It was proposed that the West Side Health Care District sponsor the new scoreboard on field # 2 at the West Side Little League facility. The West Side Recreation and Parks District will maintain and install the scoreboard. This is a good name exposure for the West Side Family Health Care facility as well as help the youth of the community. Estimated cost not to exceed \$6,500.00. Adele Ward made a Motion to approve the purchase of the new scoreboard. Jan Ashley Seconded. Motion carried.
12. **PHYSICIAN RECRUITMENT UPDATE, EXECUTIVE DIRECTOR, JERRY STARR**
Dr. Nancy Ferrel has withdrawn her letter of acceptance for the position with the District. Factors for withdraw included health issues and family commitments. A new candidate interview has been set up for Monday, February 6, 2017 with Dr. Susanne Levene at the District office.

13. ADMINISTRATIVE UPDATE

A. Executive Director and Management Team:

- The AIA design process continues; design development and equipment planning and budgeting is in process. We have identified owner-provided medical equipment for clinical spaces and will begin to focus on non-medical equipment soon.
- The project concept at the end of schematics is estimated to be 21,400 s.f. with construction costs of \$7,979,892. Additional planning sessions have resulted in changes in some project areas (Dental for example). Project costs will continue to be refined by the CMA as design development continues. A Facilities Committee meeting will be coordinated in the near future.
- The financing/funding pre-application has been filed and USDA transferred accountability to their Fresno office. Additional information has been requested and 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.
- Construction Documents are scheduled to be completed on/about May 1, 2017. The bidding process will continue then with bid award and ground-breaking for the project scheduled in late September 2017.
- The Rural Health Clinic certification has been completed! The Plan of Correction was accepted and the RHC certification date is expected to be 1/12/17. Dr. Lee, Summer Wood-Luper, Cheryl Duncan and the entire Clinic staff is to be congratulated!! A long-term process of teamwork is certainly acknowledged!!
- Telemedicine discussions will move forward quickly to establish selected Telehealth services.
- Our Electronic Medical Record system conversion is essentially complete.
- 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.
- We have begun direct negotiations with commercial insurance payors (BCBS in place) GemCare managed care is in process. Kern Health Systems and Medicare and MediCal will require special focus as we await our final CMS acknowledgement of our RHC status. This will enable electronic billing. We also are addressing reimbursement for our radiology services to outside providers.
- The management of Accounts Receivables with Practice Velocity (PV): We will still need to focus on and clear the Aged AR over 90-days. As we near the final stages of the relationship with PV we will be an account by account review of the accounts >90 days. We are working with managers at PV to achieve this goal.
- 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 12th. Storage facility evaluation and design are under discussion.
- Tax Exempt issues: Robyn has been very active in tracking down this issue and is in contact with County staff. At this point the discussions have not been productive.

B. 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); Janice Nichols-Ray (NPC); Mr. Dorian Reed (PA) make up the mid-level staff. We are meeting mid-level staffing compliance.
- b. Temporary staffing requirements still occasionally are a challenge. We continue discussions with a local Medical Staff Foundation. We have also supplemented physician staff in January and February with Locum tenens staffing.

- c. Dr. Nancy Ferrel has withdrawn her Letter of Intent. We have scheduled Susanne S. Levene, M.D. for a visit to Taft and interviews on February 6, 2017. An agenda will be forthcoming.
- d. The subject for Grand Rounds in January was Diabetes and the waived testing for blood glucose levels (A1C) using newly acquired equipment and training of our Clinic staff.
- e. A report from the Quality Assurance Performance Improvement (QAPI) Committee is on the Board's primary agenda.

C. District Manager and the Accounting Manager:

- The District Manager continues with the myriad duties and responsibilities of the District Office, support of the Executive Director, Human Resources functions, Community Outreach and the Board. See attached activities report.
- Robyn occasionally assists with issues regarding the TMCCF provider staff, and scheduling.
- Accounting Manager 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 10th Street has been posted.
- While the Billboard advertising is "informational" the next step will be a branding process for West Side Family Health Care and will require the involvement of Board, Clinic Staff, providers and the Community. We will be investigating 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.

D. MCCF Health Services:

- Dr. Rupal Sidhu has requested PTO in February to travel to India. We have staffing coverage in place for this extended period.

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

- Census: 1,420; 3 LWBS
- Front Desk Collections (Cash and Credit Card) PV: \$39.42; Athena: \$8,619.08. Practice Velocity Net Collections and Deposits: \$79,630.23; Athena Net Collections and Deposits: \$32,812.34. Misc. District Office Deposits: \$1,626.22. Total Deposits: \$122,727.29.
- Clinic Staffing for RNs and LVNs is adequate. Challenges with MA staffing are resolving through the use of per diem staff (we are at 87% 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 leading to two important on-site surveys:
 1. Policy and Procedure review continues with implementation of reviewer recommendations.
 2. Conversion of our Electronic Medical Record continues as we gain experience in both clinical and revenue-cycle requirements. 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. The focus on design development for the new Outpatient Health Facility continues with the room mock-up and clinical equipment planning.
- Vaccine for Children and CHDP program requirements can now move forward to enable VFC certification with our successful Rural Health Clinic designation.
- The Clinic continues to carry-out community vaccine projects.

14. **BOARD COMMITTEE UPDATES**
 1. Finance - No updates at this time.
 2. Facilities Committee- No updates at this time.
 3. Community Outreach- No update at this time
 4. Personnel Committee- Discussed and Approved during the last Personnel and Finance meetings, the West Side Family Health Care Staff will receive a 5% raise, effective February 6, 2017.
13. **DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS**

Monthly ACHD and California Special District Association newsletters were included for Informational purposes.
14. **BOARD MEMBER INPUT**

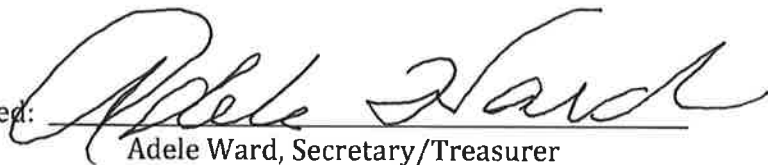
Eric Cooper – will be meeting with “Stop Meth Now” project manager, and is hoping the District can offer future support.
15. **CLOSED SESSION**

Mr. Cooper asked for a motion to enter into Closed Session. Adele Ward made a Motion, Jan Ashley Seconded. The Board entered into Closed Session at 5:43 pm.
16. **OPEN SESSION**

After discussion, the Board reconvened to open session at 6:00 pm. Board President, Eric Cooper reporting no action was taken during closed session.
17. **ADJOURNMENT**

At 6:00 pm the January 26, 2016 Board Meeting was adjourned.

Respectfully Submitted:


Adele Ward, Secretary/Treasurer