



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

## BOARD MEETING

Thursday, March 30, 2017 at 4:00pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 4:03pm. Those present were:

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

Board Member, Darren Walrath was excused. Board Member, Jan Ashley led the Pledge of Allegiance. In attendance, Summer Wood-Luper, Cheryl Duncan, Lisa Weaver and CPA, Rick Jackson

2. **PUBLIC INPUT**

None

3. **APPROVAL OF MINUTES**

The Board meeting minutes of Thursday, February 23, 2017 were reviewed. Jan Ashley made a Motion to approve the minutes with one correction. Adele Ward Seconded, Motion carried.

The Personnel Committee minutes of Friday, March 10, 2017 were reviewed. Jan Ashley made a Motion to approve the minutes. Adele Ward Seconded, Motion carried.

The Facilities Committee minutes were reviewed. Jan Ashley made a Motion to approve the minutes with one correction. Adele Ward Seconded, Motion carried.

4. **FINANCIAL REVIEW**

The January 2017 Tabled Financial Statements from February 23, 2017 were reviewed and remaining questions were addressed by Executive Director, Gerald Starr.

The Financial Statements for February 2017 were reviewed and summarized by Executive Director, Gerald Starr. After discussion, Ginny Miller made a Motion to approve and file for audit January and February 2017 Financial Statements. Jan Ashley Seconded, Motion carried.

CPA, Rick Jackson discussed the FY 2016 Final Audit with the Board. After review, Adele Ward made a Motion to approve the 2016 Audit. Ginny Miller Seconded, Motion carried.

5. **REVIEW/DISCUSSION - QUALITY IMPROVEMENT MEETING MINUTES**

Dr. Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. Discussions included monthly census, medication management, and not seen or treated incident reports.

6. REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES  
Policies were review with one wording change. Jan Ashley made a Motion to approve. Adele Ward, Seconded, Motion carried.

The policies and Procedures approved were: Animal Bites, Employee Health, Security and Retention of Medical Records, Section 405 Notice of Program Accessibility, Contagious Patient, Temperature-Rectal Welch Allyn Sure Temp, Temperature-Axillary Welch Allyn Sure Temp, Temperature-Tympanic Thermometer, Temperature-Temporal Scanner, Temperature-Oral Welch Allyn Sure Temp, Standardized Procedures for Pregnancy Testing of Patients on Contraception, Standardized Orders for Physical Examinations, Standardized Procedures for Glucose Check for Diabetic Patients, Supply Outdates, Standardizes Procedures for Flu Shots, Supply Ordering, Waived Testing- Strep A Direct Rapid Testing, Storage, handling, and Delivery of Medications, Sterile Supplies and Instruments, Urine Collections- Clean Catch Male, Urine Collection- Clean Catch Female, Urinary Cauterization, Unscheduled Downtime of Electronic Medical Records, Universal Precautions, Transfer of Patient-Chart Information, Vaccine Administration, Use of Gloves, Standardized Procedures of Hemoglobin Assessment, Standardized Procedures for Strep A Rapid, Standardized Procedures for Pulse Oximeter, Urine Pregnancy- Waived, Sterile Shelf Life, Sterile Field, Standardized Procedure for Urinalysis, Retention of Records, Scope of Service, X-Ray Orders, Withdrawal of Care, Waive Testing-Occult Stool, Visual Acuity, Visitors and Relatives, Vendor Visitor Management, Standardized Order for Urinalysis on Pregnant Patients, Staff Meetings, Quality Assurance & Continued Quality Improvement Plan, Quality Assurance Guidelines, Pulse Oximeter, Primary Authority Over Clinic Operations, Prescription Refills, Peer Review, Equipment Management, Patients' Rights and Responsibility Statement, Patient Medical Record Content, Par Levels, Initial Patient Contact and Medical Emergencies, Informed Consent, Infectious Control, HIV Testing, Hazardous Waste, Handwashing, GemCare Specialist Request, Emergency Release of Patients Records, Formulary, Follow-up of Patients, Follow-up Calls, Eye Medications Dispensing, Exam Table and Exam Room Cleaning and Disinfection, Elder or Dependent Adult Abuse Reporting, EKG, Durable Medical Equipment (DME) Dispensing, Ear Irrigation, Drug Samples, Disaster- Water Contamination, Organization of Nursing Personnel, Non-Discrimination, Motor Vehicle Accident Reporting, Monitoring Inspection of Medication Inventory, Mission Statement, Medication Reconciliation, Medication Management Emergency Response to Power Failure, Medical Record transfer, Medical Records Release, Medical records Forms and Fees, Medical Director Direction of Practitioners in the Clinic, Loo-Alike Sound-Alike Medications, List of Services, Laundry and Linen, Lapses of Consciousness-DMV Reporting ,Kern Health Systems Specialist Request, Communication with Persons with Limited English Proficiency, Correction of Information in the Medical Record, Crash Cart, Kaiser Eligibility Verification, Demonstrated Competency, Information Technology Rules of Use, Abnormal Vital Signs, After Hours Telephone Management, Age Restriction, Auxiliary Aids and Services for Persons with Disabilities, Cardiopulmonary Resuscitation/Basic Life Support, Child-Abuse-Reporting, Chronic Pain Management, Appointment Rescheduling, Splints and Ace Wraps, Telephone Request for Medical Information, Urine Drug testing-Rapid, Urinalysis Using Siemens Analyzer, Transfer of Patient to a Hospital, Threatening or Hostile Patient, Waive Testing-RSV Rapid Test, Waived Testing-Overview, Waived Testing -Influenza A and B Test, Venipuncture, Medication Administration, Intramuscular Injections, Patient Left: Not seen or Treated, Infectious Control- Overview, Nebulizer Treatments, Medication, Supply, and Equipment Recalls/Warnings, Medical Staff Committees, Med-Cal Eligibility Verification, Litigation(potential), Consent for Treatment Guidance, Critical Alert Value Notification, Intravenous Therapy, Answering a Phone Call, Cleaning Duties, Accounts Payable, Adverse Drug Reaction, Business Hours, Abnormal Vital Signs, Audiogram-Threshold, Appointment Scheduling, Appointment Notification, Cash Collection, and Late Arriving Unscheduled Patients.

7. **APPROVAL OF BOARD RESOLUTION #2017-1**  
Authorizing consolidation of West Side Health Care District election with the Statewide General elections. Board Clerk, Robyn Melton called Roll Call, Ayes; Cooper, Ward, Miller, Ashley. Noes; None. Absent; Walrath. Abstain; None. A copy of Resolution # 2017-1 will be sent to the Kern County Election Office.
8. **PHYSICIAN RECRUITMENT UPDATE, EXECUTIVE DIRECTOR, JERRY STARR**  
Dr. Nancy Ferrel was sent a Letter of Intent. It may be possible for her to join West Side Family Health Care as early as June 2017. A second site visit will be planned with Dr. Ferrel and the Board of Directors in the coming weeks.
9. **DISCUSSION/APPROVAL OF DONATION TO West Side PARK AND RECREATION DISTRICT, SENIOR WALKING PROGRAM**  
After discussion, the annual donation of \$3,000.00 to the Senior Walking Program, which was tabled at the February 2017 meeting was approved.
10. **PROGRAM APPROVAL/ SET DATE SIDEWALK CPR**  
The District will collaborate with Hall Ambulance with this project to be held on June 24, 2017 during the Taft Chamber of Commerce Car Show.
11. **DISCUSS/APPROVE TAFT CHAMBER OF COMMERCE, TAFT FIREWORK SHOW DONATION**  
After Board discussion, it was decided not to donate to the Taft Chamber of Commerce firework show. The donation is not be consistent with the District's health related Mission Statement.
12. **OVERVIEW OF THE NATIONAL RURAL HEALTH CLINIC CONFERENCE, SAN ANTONIO, TEXAS EXECUTIVE DIRECTOR, JERRY STARR**  
Mr. Starr shared with the Board of Directors his experience at the conference. Most significant was the extent of the effort it took for the District to be awarded Rural Health Clinic designation. After discussion, it was proposed that the Board schedule a Special Meeting to further learn about the Rural Health Care accomplishment in more detail. Mr. Starr will congratulate Staff again on a fine job at the April Staff Meeting.
13. **ADMINISTRATIVE UPDATE**
  - A. **Executive Director and Management Team:**
    - The AIA design development process continues; Design Development with the objective to reduce the project square footage and cost per square foot is in process. The owner-provided medical equipment for clinical spaces estimate from Henry Schein has been received. Non-medical equipment is in review; internal communications (Telephone, intercom, etc.) estimates are pending.
    - The Facilities Committee meeting held on March 24<sup>th</sup> reviewed the design development process and data and objectives developed for the business feasibility plan. Further review is pending Kitchell CEM's (CMA) refined cost estimates.
    - The financing/funding USDA pre-application with the Fresno office is pending. Developing a strategy for the USDA financing option is a vital next step.
    - The City Planning Department's review will be scheduled following the revisions in design development. The schedule for the bidding process and ground-breaking for the project will also be modified.
    - We are still waiting for the CMS acknowledgement/approval and the provider numbers which will enable RHC billing for Medi-Cal and Medicare patients. Accrual accounting began with the 1/12/17 Compliance Team certification.

- 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 Athena Health.
- The RHC certification which has prompted contract-by-contract review is in process. Letters requesting the updating of our contracts have been sent. We will establish primary care, continuing walk-in (urgent care) services, and address reimbursement for our radiology services to outside providers.
- The Accounts Receivables with Practice Velocity (PV) have been reduced to \$95,260 (EOM February). Practice Velocity will continue collection efforts.
- Disaster Medical Planning continues. 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. A tax bill was received regarding the new 7-acre parcel. A letter has been sent regarding inclusion of Parcel No 9 as a tax-exempt property of the District.

B. Medical Director:

- a. Medical Staff issues: Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics continue on our MD schedule. An R-3, Dr. Joseph BenPerlas from Kern Medical has been added. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-D); Matthew Tate (PA) and Mr. Dorian Reed (PA) make up the mid-level staff.
- b. Temporary staffing requirements, still, are a challenge. We have also supplemented physician and mid-level staff in February and March with Locum tenens staffing.
- c. We have engaged Jackson Physician Search to broaden the search potential for a primary care physician. No new candidates have been identified at this point.
- d. The subject for Grand Rounds in February was Telemedicine. The Grossmann Burn Center is scheduled for March 29th.
- 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 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. The process of Annual review of Policies and Procedures continues.
- Accounting Manger focus: The Accounts Receivable Aging with Athena Health (AH) is the primary focus. Individual patient account reconciliation between PV and AH including patient rebates is also a focus; 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 according to Mr. Hohenbrink have been greatly improved.
- Regarding 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.

D. MCCF Health Services:

- Dr. Rupal Sidhu has returned from his overseas PTO trip. No extended absence, near-term, is planned.

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

- Census: 1,286 (28 days-46/day); 30 LWBS (Significant variance)

- Front Desk Collections (Cash and Credit Card) PV: \$75.54; Athena: \$10,652.43. Practice Velocity Net Collections and Deposits: \$2,240; Athena Net Collections and Deposits: \$46,480.94. Misc. District Office Deposits: \$7,226.86. Total Deposits: \$66,676.47.
- Clinic Staffing for RNs and LVNs is adequate. Challenges with MA staffing are resolving through the use of per diem staff (we are at 89% staffing effectiveness).
- There are on-going activities 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.
- 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.

14. BOARD COMMITTEE UPDATES

1. Finance - No updates at this time.
2. Facilities Committee- Cooper, Walrath, thank you, Jerry for keeping the Board in the loop on the ever changing project.
3. Community Outreach- Ashley, Walrath. Jan Ashley likes the ideas the Rec Department presented in the packet. She would like to see the Board more involved in the program and to help the Rec spread the word to the community.
4. Personnel Committee- Ashley, Ward. The committee will meet on March 10<sup>th</sup> to discuss customer service training for the staff. The Committee would like to see more options before choosing the final program.

15. DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS

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

16. BOARD MEMBER INPUT

Ginny Miller – Very glad to have participated in this months Grand Rounds, very interesting.  
Jan Ashley – The Health Pathways students also attended Grand Rounds this month and thought it was “very cool”

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 5:55 pm.

16. OPEN SESSION

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

17. ADJOURNMENT

At 6:18 pm the March 30, 2017 Board Meeting was adjourned.

Respectfully Submitted: Virginia Miller  
Virginia Miller, Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, April 27, at 4:00pm  
the West Side Health Care District Office**