



**westside**  
HEALTH CARE DISTRICT

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

**BOARD MEETING**  
**Monday, July 24, 2017, at 3:00 pm**

**1. CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 3:07 pm. Eric Cooper led the Pledge of Allegiance. Those present were:

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

In attendance, Clinic Director, Summer Wood-Luper, Lisa Weaver and Doug Keeler.

**2. PUBLIC INPUT**

None

**3. APPROVAL OF MINUTES**

The Board meeting minutes of Thursday, June 22, 2017, were reviewed. Adele Ward made a Motion to approve the minutes. Jan Ashley Seconded, Motion carried.

**4. FINANCIAL REVIEW**

The Financial Statements for June 2017 were reviewed and summarized by Accountant, Kelly Hohenbrink via telephone. After discussion, Adele Ward made a Motion to approve and file for Audit the June 2017 Financial Statements. Ginny Miller Seconded, Motion carried.

**5. REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**

Policies were reviewed, Jan Ashley made a Motion to approve. Ginny Miller Seconded, Motion carried.

The Policies and Procedures approved were:

Domestic Violence Reporting Suspicious injury reporting, Kern Health Systems (KHS) Prior Authorization of Services and Procedures, Procedure Time Out, Culture Transmittal, Waived Testing-Bilirubin Meter, Annual Clinic Evaluation, Autoclave Use and Maintenance, Withdrawal of Care.

6. **ANNUAL REVIEW OF WEST SIDE HEALTH CARE DISTRICT BOARD POLICIES AND PROCEDURES**  
After discussion and review, Ginny Miller made a Motion to Approve the Board Policies and Procedures. Jan Ashley Seconded, Motion carried.
7. **REVIEW/DISCUSS QUALITY IMPROVEMENT MINUTES, MEDICAL DIRECTOR, DR. LEE**  
Dr. Timothy Lee led the discussion and reviewed the Quality Improvement meeting minutes with the Board. Discussions included monthly census, staffing effectiveness, and patient wait time.
8. **FINALIZE TIME AND LOCATION FOR PUBLIC MEETING REQUIRED FOR USDA APPLICATION, AUGUST 2017**  
After discussion, the public meeting will be postponed until further notice.
9. **DISCUSS REQUEST FOR PROPOSAL SUBMITTED AND APPROVED AWARD OF USDA FEASIBILITY STUDY CONSULTANT, EXECUTIVE DIRECTOR, GERALD STARR**  
Four responses to the Request for Proposals were received and have been evaluated by the Financial Advisor, Gary Hicks and the Executive Director and presented for review by the Board. Following review and discussion the Board indicated a preference for the Coker Group submittal. Pending favorable review of the agencies responding by USDA and evaluation by Mr. Hicks the Board will accept the recommendation of the Executive Director in consultation with the Board members of the Finance Committee.
10. **NEW HEALTH CARE FACILITY PROJECT UPDATE, EXECUTIVE DIRECTOR, GERALD STARR**  
Preliminary budget numbers still project a cost per square foot that is over budget. Gerald Starr will continue to work with the IBI Group and Kitchell to reduce the overall cost of the new facility.
11. **ADMINISTRATIVE UPDATE**
  - A. **Executive Director and Management Team:**
    - The AIA re-design and development project team met on 7/10/17 with a review of the new site plan and schematics. Some additional survey work by Nelms and site soils testing by BSK was necessary.
    - The schedule for the bidding process and ground-breaking for the project has been modified and set for March-April 2018.
    - The application filing for USDA financing is in process and overseen by Mr. Hicks. The architect and construction manager will be involved. We determined that the financial feasibility study could not be performed by JWT, LLP. An RFP was developed and sent to several firms with a response requested NLT noon July 20, 2017.
    - The update and modifications in the Athena EMR to accommodate the RHC billing is essentially complete. A significant volume of claims have been processed and "dropped" that should reflect improved performance in revenue-cycle management in the financial reports in the months of June and July.
    - Telemedicine services in the District with Telehealth Docs began with clinics (mental health) on 6/29 and 7/6 and 7/13. We will continue with mental health and work on expanding to other specialties.
    - Contract-by-contract review with priority payers; i.e., Kern Health Systems (KHS); GEMCare and Independence Medical Group has been accomplished. The Kaiser contract is completed with limited changes and is pending signature. Focus continues on other contracts (Commercial) at this time.

- The Accounts Receivables with Practice Velocity (PV) has been reduced to \$14,465.77 (EOM July). Practice Velocity will continue collection efforts; however, we will terminate this receivable soon.
  - Disaster Medical Planning: Storage facility evaluation and design still under discussion. The District Office is initiating a project in the meantime to scan old files and dispose of other “accumulations” items no longer needed or usable. We will have have-in place-a disaster response plan (for internal and external disasters) by November 15, 2017.
  - Tax Exempt issues: We have received a partial tax rebate for 2016 tax payments on Parcel NO 032-060-05-00-6. We continue to correspond with the County on the various parcels that we feel are tax exempt--including the new 7-acre parcel (Parcel No 9).
- B. Medical Director:
- a. Medical Staff issues: Dr. Nancy Ferrel’s began to see patients on July 5, 2017, and has been well received by patients and staff. Drs. Burnett Rucker and Ron Ostrom along with Dr. Lee in Pediatrics continue our MD schedule. Drs. Mohamed Hammami and Dr. Joseph BenPerlas are providing per diem MD coverage. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-C) make up the mid-level staff.
  - b. Physician and mid-level staffing for July –August time frame is expected to be sufficient for the Clinic. Jackson Physician Search continues recruiting for a mid-level, full time.
  - c. The subject for Grand Rounds on June 28, 2017, was Urologist Dr. Huynh. Dr. Lee presented “Quality” on July 19, 2017.
  - d. 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. The process of Annual review of Policies and Procedures is ongoing.
  - The District Manager has begun the process of reviewing our Storage facility with removing unnecessary items; organizing remaining items and scanning documents/historical files that we are required to retain. A temporary work team has been formed to assist in those physical activities.
  - District manager: Credentialing activities have increased with the number of providers (MD and Mid-level) and payer-contract negotiations requiring credentials compliance. Carrie Coleman continues in the part-time medical staff assistant position. She will also assist in maintaining the competency and training status of our District employees.
  - Preparations and support for the Sidewalk CPR training event this past month at the Chamber of Commerce Care Show in partnership with Hall Ambulance was very successful! We believe the District’s participation was recognized and effective. The support of the Board members attending was very much appreciated!
  - Meetings regarding the branding process for West Side Family Health Care, with Heise Media, continue. Website activities are in motion including provider pictures and development of a new logo.
  - Accounting Manager focus: On Going Activity: Accounts Receivable management; reconciliation of inaccurate/incomplete accounts to enable payment processing; reconciling deposits with cash receipt; monitoring the efficiency and effectiveness of the collections process.
  - The Board will evaluate, monthly, accounts which should be assigned to Transworld. At this point, we’ve transferred 78 accounts with collections in two phases amounting to approximately a 10.5% recovery or approximately \$12,000 transferred and \$1,300 recovered.

- Accounting Manager Routine Activities: Payroll; Savings and checking accounts oversight; Accounts payable processing; maintaining QuickBooks; and, the production of the monthly Financial Statements. We are also preparing for the FY 2017 audit with the goal of Board approval NLT October 2017.

D. MCCF Health Services:

- Dr. Rupal Sidhu: No extended absence, near-term, is planned.

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

- Census: 1,205 (40/day); 13 LWBS; FY 15,536 (42.56/day)
- Collections: PV: \$2,284.23; Athena: \$225,303.99; Misc. Deposits: \$173.75; Total Deposits: \$227,761.97
- Clinic Staffing for RNs and LVNs is adequate. We are at 88% staffing effectiveness. Nonproductive hours required for staff training has an effect on staffing effectiveness statistics. Flexing of staff is occurring and will be ongoing as needed to meet clinic productivity.
- We are currently providing VFC vaccines to children who qualify. We have successfully established an agreement with OMNI Health addressing the possible failure of our vaccine fridge and freezer. We are still awaiting the completion of staff training in the California Immunization Registry (CAIR2).
- Multiple registration oversight audits indicate poor compliance with our registration processes. To rectify this oversight, 100 % of all patient charts will be self-audited daily utilizing a self-audit tool to ensure compliance with our registration policies and procedures.
- Vaccination clinics with Taft City Schools will continue in September.

12. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- No updates at this time.
3. Community Outreach- Around 50 participated in Side Walk CPR.
4. Personnel Committee- Met July 21, 2017

13. DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS

Monthly Association of California Healthcare Districts, California Special District Association Newsletters, Little Hoover Commission Letter and a copy of letter AB 1479 Bonta Public Records, Senator Jackson

14. BOARD MEMBER INPUT

Nothing to report at this time.

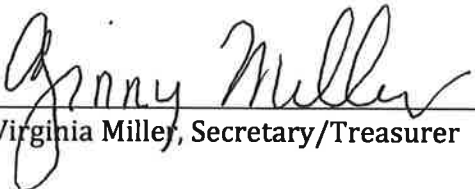
15. CLOSED SESSION

Mr. Cooper asked for a motion to enter into Closed Session. Ginny Miller made a Motion, Darren Walrath Seconded. The Board entered into Closed Session at 4:36 pm.

16. OPEN SESSION

At 5:43 pm, Board President, Eric Cooper announced the evaluation of the Executive Director, Gerald Starr was accomplished as noticed in the Agenda. The evaluation was discussed with Mr. Starr with Board Member comments. There was a salary adjustment of 6% effective July 1, 2017 resulting in annual compensation rate of \$174,900.00. No other discussion items resulted in a formal Board action.

17. **ADJOURNMENT**  
At 5:43 pm, July 24, 2017, Board Meeting was adjourned.

Respectfully Submitted:   
Virginia Miller, Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, August 28, at 4:00 pm  
West Side Health Care District Office**