



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

## BOARD MEETING

Thursday, August 24, 2017, at 4:00 pm

1. **CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 4:00 pm. Darren Walrath 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, Consultant, Cheryl Duncan and Account manager, Lisa Weaver.

2. **PUBLIC INPUT**

None

3. **APPROVAL OF MINUTES**

The Board meeting minutes of Thursday, July 24, 2017, were reviewed. Ginny Miller made a Motion to approve the minutes. Adele Ward Seconded, Motion carried.

4. **FINANCIAL REVIEW**

The Financial Statements for July 2017 were reviewed and summarized by Executive Director, Gerald Starr. After discussion, Ginny Miller made a Motion to approve and file for Audit the July 2017 Financial Statements. Adele Ward 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 with one correction the Policy Ownership and Governance Statement. Darren Walrath Seconded, Motion carried.

The Policies and Procedures approved were:

Standardizing Orders for Childhood Periodic Hearing Health Screening, PPD Test Results, Waived Testing LeadCare II, On-Call Program, Ownership and Governance Statement, Emergency Situation/Unresponsive Patient, Medical Assistant Scope of Practice, Disaster- Fire, and Medical Records.

6. **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 patient wait time, medication management and a radiology service audit.
  
7. **REVIEW AND DISCUSS DISASTER PREPAREDNESS AND MEDICAL STORAGE, APPROVE DISCUSSIONS WITH CITY OF TAFT AND COUNTY OF KERN**  
Proposed presentation to be shared with City of Taft and County of Kern was reviewed by the Board. Executive Director, Gerald Starr will make the presentation to each agency. After discussion, it was proposed by Ginny Miller to approve the presentation, Adele Ward, Seconded. Motion carried.
  
8. **ADMINISTRATIVE UPDATE**
  - A. **Executive Director and Management Team:**
    - The AIA re-design at 75% was reviewed by Kitchell CMA. A revised cost of project estimate is \$6,990,855 before permits, fees, owner provided equipment etc. The Facilities Committee has reviewed the estimate and has discussed options in moving forward with the project.
    - The USDA application for financing is in process and overseen by Mr. Hicks. The architect and construction manager will be involved through the Preliminary Architects Report. The financial feasibility study RFP received responses from five firms with Hendrickson Consultants chosen to perform the study.
    - The modifications in the Athena EMR ("Rule Changes") to accommodate the RHC Medi-Cal billing has been slow with the Athena process. A significant volume of claims have been held pending the appropriate "rules" within the Athena system. Aggressive action is being directed to Athena to complete the "rules" process. When completed we should see an improved performance in revenue-cycle management.
    - The Executive Director is registered to attend the ACHD annual meeting in San Diego in September.
    - Telemedicine services in the District with Telehealth Docs continues. We will continue with mental health and work on expanding to other specialties through local advertising and communications within the medical community.
    - Contract-by-contract review with priority payers: The Kaiser contract is completed with limited changes and has been signed. Focus continues on other contracts at this time with some focus on Blue Shield systems issues.
    - The Accounts Receivables with Practice Velocity (PV) have been reduced to \$13, 211.83. Practice Velocity will continue collection efforts; however, we will terminate this receivable soon.
    - Disaster Medical Planning: The Medical Supply Storage facility design cost estimate by Glenn Black. A discussion of this project is on the Board Agenda. 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 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 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.

- b. Heather Bosma (NP-C); Janice Nichols-Ray (NP-C); Guadalupe Galindo NP-C) make up the mid-level staff.
  - c. Physician and mid-level staffing for July –August time frame is expected to be sufficient for the Clinic. Jackson Physician Search continues recruiting with Nurse Practitioner interviews to be completed by 8/25/17.
  - d. The subject for Grand Rounds on Thursday 8/24/17 is Cocci presented by Heather Bosma, NP-C.
  - 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 is ongoing.
  - The District Manager directed 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 was formed to assist in those physical activities.
  - The District Manager/Assistant are completing the process to designate the West Side Health Care District as a Certified District by ACHD.
  - District manager: Credentialing activities continue with new providers (MD (OB/Gyn) and Mid-level) and payer-contract negotiations requiring credentials compliance. Carrie Coleman continues in the part-time medical staff assistant position taking on tasks in support of the Medical Director. She will also assist in maintaining the competency and training status of our District employees.
  - Meetings regards 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 Manger 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 129 accounts with collections in two phases amounting to approximately a 9.4% recovery or approximately \$22,169.53 transferred and \$2,089 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. A 3-day break in late August will be covered by C. Harris PA-C
  - The annual peer review for Dr. Sidhu will be performed by the Medical Director
- E. West Side Family Health Care Operations: Clinic Director Summer Wood-Luper, BSN, PHN
- Census: 1,106 (35.7/day); 11 LWBS; July 2016: 1,084 35/day
  - Collections: PV: \$1080.29; Clinic Collections: \$14,786.99; Athena: \$123,498.36; Misc. Deposits: \$236.80; Meaningful Use Deposit: \$21,397.66. Total Deposits: \$161,000.10

- Clinic Staffing is adequate. We are at 84% staffing effectiveness. The staffing effectiveness has been updated to accommodate nonproductive hours (Staff Orientation, Staff Meetings, Staff Training, Online HR Training, Off-Site Community Events, and Telehealth) which had 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. 100% of all immunizations are audited for correct eligibility verification and chart documentation. 90% of staff have completed the required online CAIR2 training to date. All vaccine inventory, both Private and VFC will be uploaded into CAIR2 scheduled 8/26/17 to aid in inventory management and reporting.
- Registration audits indicate poor compliance with our registration processes. Staff have been assigned to audit 100% of patients registered utilizing a daily self-audit tool to ensure compliance with our registration policies and procedures. Self-auditing will continue until compliance is reached and sustained.
- Community events include participation in the Volleyball Clinic at the Recreation Center and the Back to School Drive held at First Assembly of God. Vaccination Clinics with Taft City Schools will continue in September. Flu Vaccination Clinics are anticipated to commence in September as well.

9. **BOARD COMMITTEE REPORTS**

1. Finance Committee- No further updates at this time.
2. Facilities Committee- Public USDA Meeting set for Thursday, September 19, 2017, at 5:00 pm at the West Side Parks and Rec Department Community Room.
3. Community Outreach- Great American Shake Out, October 19, at 10:19 am
4. Personnel Committee- No further updates at this time.

10. **DISTRIBUTION OF BOARD INFORMATION AND NEWSLETTERS**

Monthly Association of California Healthcare Districts, California Special District Association Newsletters for review. The Annual Friends of the Fort Membership Drive was reviewed, it was discussed, and determined, to be out of the scope of the District's mission.

11. **BOARD MEMBER INPUT**

Jan Ashley- CTEC at Taft High class up and running, going well. Grand Rounds was very educational on Valley Fever.  
Eric Cooper- Would like to check into the District giving a scholarship to a CTEC student in 2018.

12. **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 5:36 pm.

13. **OPEN SESSION**

At 6:04 pm, Board President, Eric Cooper announced that no action was taken during Closed Session.

14. **ADJOURNMENT**

At 6:05 pm, August 24, 2017, Board Meeting was adjourned.

Respectfully Submitted:   
Virginia Miller, Secretary/Treasurer

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