



# West Side Health Care District

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

## BOARD MEETING MINUTES

Thursday, May 31, 2018, at 4:00 pm

**1. CALL TO ORDER**

Board President, Eric Cooper, called the meeting to order at 4:01 pm. President, Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Robyn Melton	Clerk of the Board

Board Secretary/Treasurer, Ginny Miller was excused. In attendance, Clinic Director, Summer Wood-Luper, Consultant, Cheryl Duncan, Accounting Manager, Lisa Weaver and Doug Keeler.

**2. PUBLIC INPUT**

None

**3. APPROVAL OF MINUTES**

The Board meeting Minutes of Thursday, April 25, 2018, were reviewed. Adele Ward made a Motion to approve the Minutes. Jan Ashley Seconded. Motion carried. The Special Board Meeting Minutes of Wednesday, May 9, 2018, were reviewed. Adele Ward made a Motion to approve the Minutes. Jan Ashley Seconded. Motion carried.

**4. FINANCIAL REVIEW**

The Financial Statements for April 2018 were reviewed by CPA, Kelly Hohenbrink via telephone. After discussion and review of reports, Adele Ward made a Motion to approve the April 2018 Financials and file for Audit. Darren Walrath Seconded. Motion carried.

**5. REVIEW DRAFT BUDGET FOR FISCAL YEAR 2018/2019**

A draft copy of the Fiscal Year 2018/2019 budget was presented for discussion. A final Budget will be presented to the Board at the June 28, 2018 Board Meeting for final Approval.

**6. APPROVAL OF BOARD RESOLUTIONS 2018-2 through 2018-4**

A. Resolution 2018-2 Loan Authorization, United Security Bank. This Resolution was tabled, final bank documents were not available for review by the start of the meeting.

B. Resolution 2018-3 Designating Reserves for Capital Improvements and Reserves for a Debt Service Reserve Fund, USDA. This resolution was renamed Resolution 2018-2. Unanimously Approved by Roll Call. Ayes: Cooper, Ward, Ashley, and Walrath. Absent: Miller

C. Resolution 2018 - 4 USDA Loan Resolution. This resolution was renamed Resolution 2018-3. Unanimously Approved by Roll Call. Ayes: Cooper, Ward, Ashley, and Walrath. Absent: Miller.

**7. REVIEW AND DISCUSSION, MAY 2018 QUALITY ASSURANCE/PERFORMANCE IMPROVEMENT MEETING MINUTES**

QAPI meeting Minutes were discussed by Summer Wood-Luper and Cheryl Duncan. Policies that were reviewed were: Medication Management, Patient, Staff Safety and Incident Reports were among the items reviewed by the Board.

8. **REVIEW/ APPROVAL OF WEST SIDE FAMILY HEALTH CARE POLICY AND PROCEDURES**  
Policies were reviewed, Jan Ashley made a Motion to Approve the following Policy and Procedures. Darren Walrath Seconded. Motion carried.

The Policy and Procedures approved were:

Sensitive Services, Splints/Ace Wraps, Flat Rate Fee Program, and Cash Collection

9. **ADMINISTRATIVE UPDATE**

A. Executive Director:

- West Side Family Health Care Outpatient Facility: Our project went to public bid on 5/18; the pre-bid conference is 5/30; public bid opening is 2 PM on 6/14. Anticipating Board award to the General Contractor at the Board meeting on June 28, 2018. A revised project schedule will be available at the Board meeting.
- The USDA application: Letter of Conditions action items are completed or in process. Construction documents approved. Contract document approved. United Security Bank (USB) Construction Loan Resolution on this agenda.
- Formal planning has begun for the ground-breaking ceremony July 13. That will be following the award of the construction project contract to the General Contractor. Active site work may begin the following week.
- We are reviewing bids for the development of a model of the project for display, presentations to our community and for use as a resource for the Foundation in fund raising. The cost is expected to be around \$9,000 plus S & H from Vancouver B.C. (the lowest bid).
- The Athena EMR and Revenue-Cycle Update:  
All aged wrap claims have been submitted to Athena and payments are being received from MediCal weekly. Athena continues to research the reason why 250 of the dropped wrap claims were held incorrectly and caused to be denied due to untimely filing. A project relative to the aged AR is in process with attention being paid to 2016 accounts which are being researched and either written off or resubmitted for payment. Staff is being supervised on registration best practices to ensure more accurate registrations to decrease/eliminate administrative delays in claims processing.
- The contract with MSZ Resource Group, Inc., continues with focus on revenue cycle including review and resolution of A/R. Policies and procedure review is up to date. Budget and Clinic project-owner specific planning is in process.
- We have achieved "eligible provider" status with the National Health Service Corps (NHSC). We are monitoring for open enrollment for 2018. This will be a valuable recruiting tool in our expanded clinic operations in CY 2019.
- Disaster Medical Planning: The West Side Disaster Preparedness Planning Group will continue to meet on routine basis. A staff member has been assigned inventory management responsibilities.
- Restructure of the District parcel map(s): The project to reduce the number and realign identified parcels on the District property is nearly complete. We will review with the Facilities Committee as we develop that plan.

B. Medical Director: (Nancy L. Ferrel, M.D.)

- Dr. Ferrel continues in her role as Interim Medical Director for the period January 1<sup>st</sup> to June 30, 2018. She is also fully credentialed with Kaiser which is worthy to note. Their credentialing process is quite long with very extensive and detailed professional review.
- We continue with the recruitment of a Family Nurse Practitioner and are negotiating an offer with a local C-RNP. We continue with Jackson Physician and a contingency recruiter with

- priority for a Board Certified Family Physician. Interviews are scheduled with Board member participation.
- Medical Staff issues: Drs. Nancy Ferrel continues as our primary MD scheduled. Drs. Mohamed Hammami, Burnett Rucker, Burton Slanger, Nadeem Goraya and Ron Ostrom are providing per diem MD coverage. We continue to discuss a per diem provider relationships with Luis Martinez, D.O.
- Heather Bosma (NP-C) was joined in April and May by a locums (PA-C) Leroy Richard (extended through 6/30) as scheduled mid-level staff.
- We are adding a second provider on Monday through Thursday afternoons at 5 PM due to the continued increase in volumes
- Telemedicine: Our Telemedicine services continue to grow. Mental health (28) and Endocrinology (12) continue as the active specialties.
- Our after-hours on-call service continues in keeping with our primary care provider contractual obligations and continuity of care responsibilities.
- The Quality Assurance Performance Improvement (QAPI) Committee is up to date with two meetings early this month. The report will be presented to the Board.

C. MCCF Health Services: Through Contract with City of Taft

- Dr. Rupal Sidhu, MD: Coverage continues
- Dr. J. Sterling Bryan, DDS: Coverage continues
- PTO and CME Coverage in the future is expected to be facilitated with additional mid-level providers credentialed by CDCR.

4. District Manager and the Accounting Manager:

- The District office staff continue with the countless duties and responsibilities of the District Office, Human Resources functions, Community Outreach and the Board. The process of Annual review of Policies and Procedures is ongoing.
- The new facility Groundbreaking celebration planning is in motion. The event is scheduled (at this time) for Friday, July 13<sup>th</sup> at 9:00 am.
- The District Celebration, Summer Sizzle Pool Party is in the process for Board Members, Providers, Staff and families BBQ dinner, shaved ice and swimming are all planned at the Natatorium, Friday, July 20<sup>th</sup> from 6:30 to 9:00 PM.
- The District Transparency Certificate of Excellence through CSDA will be completed and submitted for approval soon.
- District manager: Credentialing activities continue with new providers (MD and Mid-level). Carrie Coleman continues in the Medical Staff Assistant position taking on tasks in support of the Medical Director. She is responsible for the ongoing and provider scheduling of the "Call My Doc" phone app, and maintains the provider scheduler in Athena. She has taken on the added responsibility of developing the initial provider schedule, which will then be approved by Dr. Ferrel before publishing. She is also the contact person for medical records requests.
- The Board will evaluate, monthly, accounts which are recommended for transfer to Transworld for collections. At this point we've transferred 387 accounts with collections in two phases amounting to approximately a 16.6% recovery or approximately \$66,983.12 transferred and \$11,087.63 recovered.
- Accounting Manager Routine Activities: Payroll; Savings and checking accounts oversight; Accounts payable processing; maintaining QuickBooks; and, the production of the monthly Financial Statements.
- A meeting regarding the marketing process for West Side Family Health Care, with Heise Media is scheduled. In addition, Heise Media will be included in planning for the formal ground-breaking ceremony for the Clinic expansion project.

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

Dashboard: Census: 1,388 (46/day); 11 LWBS; April 2017:1,247 42/day;

X-Ray: 101

Collections: PV: \$0; Clinic/District Collections: \$19,707.50; Athena Deposits: \$130,975.73 Misc. Deposits: \$396.30; Total Deposits: \$151,079.53

Accounts Receivable:

- Clinic Staffing is adequate. We have hired a new per diem MA who is on orientation. We plan to hire a second per diem MA to support staffing. Our new Administrative Medical Assistant II (Billing & Referral Specialist) is currently on orientation. We are at 94% staffing effectiveness.
- We continue to provide VFC vaccines to children who qualify. We have completed our recertification for 2018 and completed our site survey with great success.
- Registration oversight indicate a need for improvement in collection of accurate demographics on intake. Staff will be assigned to make demographic corrections in addition to receiving education on importance of clean claims and how to improve the revenue cycle.
- CHDP site survey will occur once we have secured a new full-time family practitioner or pediatrician.
- Health Net completed the chart review of 10 primary managed care patients. Deficiencies were noted by medical staff in primary care treatment, quality measures, and documentation. Plan of correction has been completed along with the required education and training has been submitted to Health Net for review.
- Onsite staff training includes organization of Kern CPR to provide BLS training, and CHDP Hearing & Vision training and certification.
- Community events include the Health Fair in April, as well as sports physicals at the recreation center in May, and Taft High School Physicals in June.

B. AUTHORIZED AGENT REPORT- NOTHING TO Report at this Time.

C. UPDATE OF CLINIC FACILITY PROJECT

D. SUMMER SIZZLE, DISTRICT CELEBRATION, JULY 20<sup>th</sup> at 6:30 pm – 9:00 pm

10. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- Successful Pre-Bid Conference and Bid Walk were held May 30.
3. Committee Outreach-Will send planning spreadsheet to Committee for review/additions.
4. Personnel Committee- Nothing at this time.

11. BOARD MEMBER INPUT- None at this time.

12. ITEMS FOR FUTURE AGENDAS – None at this time.

13. CLOSED SESSION

President, Eric Cooper asked for a Motion to enter into Closed Session. Adele Ward made the Motion. Jan Ashley Seconded. The Board entered into Closed Session at 5:10 pm.

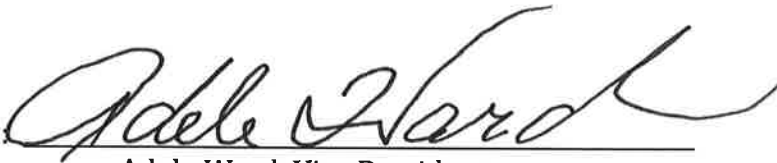
14. OPEN SESSION

Jan Ashley made a Motion to return to Open Session at 5:55 pm. Darren Walrath Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.

13. ADJOURNMENT

At 6:00 pm, Jan Ashley made a Motion to Adjourn the Board Meeting of May 31, 2018. Darren Walrath Seconded. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Adele Ward". The signature is written in black ink and is positioned above a horizontal line.

Adele Ward, Vice President

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