



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

BOARD MEETING MINUTES

Thursday, June 28 2018, at 4:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 4:05 pm. President, Eric Cooper led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Adele Ward	Board Vice President
Ginny Miller	Board Secretary/ Treasurer
Jan Ashley	Board Member
Dr. Nancy Ferrel	Medical Director
Robyn Melton	Clerk of the Board

Board Member, Darren Walrath was excused. Executive Director, Gerald Starr joined the meeting via telephone. In attendance, Clinic Director, Summer Wood-Luper, Attorney, Mark Bateman, Consultant, Cheryl Duncan, Accounting Manager, Lisa Weaver and Doug Keeler and Jerry Livingston.

2. PUBLIC INPUT

None

3. APPROVAL OF MINUTES

The Board meeting Minutes of Thursday, May 28, 2018, were reviewed. Jan Ashley made a Motion to approve the Minutes. Adele Ward Seconded. Motion carried.

4. FINANCIAL REVIEW

The Financial Statements for May 2018 were reviewed by Consultant, Cheryl Duncan. After discussion of the revenue cycle and review of monthly reports, Ginny Miller made a Motion to approve the May 2018 Financials and file for Audit. Adele Ward Seconded. Motion carried.

5. REVIEW/APPROVE PROPOSED BUDGET FOR FISCAL YEAR 2018/2019, UPON FINANCE COMMITTEE RECOMMENDATION

The proposed Fiscal Year 2018/2019 budget was presented for discussion. Review and discussion was led by Consultant, Cheryl Duncan. After discussion, a Motion was made by Adele Ward to Approve the 2018/2019 Budget. Ginny Miller Seconded. Motion carried.

A. Review/Approve District Organizational Chart in accordance with 2018/2019 Budget, Effective July 1, 2018

Jan Ashley made a Motion to Approve the Organizational Chart with an effective date of July 1, 2018. Ginny Miller Seconded. Motion carried.

6. REVIEW/APPROVED NOTICE OF INTENT TO AWARD, PROFFITT CONSTRUCTION, INC. DBA SUPERIOR CONSTRUCTION, GENERAL CONSTRUCTION, CONTRACTOR FOR WEST SIDE FAMILY HEALTH CARE FACILITY CONSTRUCTION PROJECT

Mark Bateman (District counsel) reported to the Board. Three proposed bids were received for construction of the West Side Health Care Project (the "Project"). The District's Construction Manager for the Project (Kitchell CEM) ("Kitchell") analyzed the bid results and has identified Proffitt Construction Inc., dba Superior Construction ("Superior") as the apparent lowest responsible bidder with a Base Bid of \$7,030,000, a Base Bid plus \$65,000 Allowance totaling \$7,095,000, and a Total Bid (Base Bid plus Allowance plus Deductive Bids Alternates #1 through #10) of \$6,828,100.00.

In evaluating the bids received, Kitchell observed that on Superior's Bid Proposal its Base Bid and Total Bid values were provided in figures only and not in words. Section 1.04 of the Instruction to Bidders requires the prices to be both in figures and words. Mr. Bateman commented that he believes the District has the discretion to waive this "variance" if the District determines that doing so would not affect the amount of the bid nor give Superior an advantage or benefit not allowed other bidders – in other words, if the District determines the variance is inconsequential.

Mr. Bateman further observed that after submitting its bid proposal, but before the District's acceptance of any bid, Superior submitted to Kitchell a revised subcontractor listing with indication that the revisions are due to listing errors or subcontractor's request. Mr. Bateman recommended to the Board that, if the District awards the contract to Superior, the District should instruct Superior that before it can substitute any subcontractor(s) in place of any subcontractor(s) listed in its original bid, Superior must comply with California Public Contract Code Section 4107, beginning with Superior making a formal written request to the District requesting any such substitution(s) with a detailed explanation as to be basis for any such substitutions and reasons Superior believes such substitution(s) are permissible under California Public Contract Code Section 4107(a).

Mr. Bateman also commented that an award of the Project to Superior should be expressly made subject to each of the following conditions: (a) USDA approval of the award to Superior; (b) the District's obtaining all necessary and desired third-party financing for Project (including a construction loan from United Security Bank); and (c) execution of a construction contract between the District and Superior.

After discussion of the foregoing, and on motion made by Jan Ashley, and seconded by Adele Ward, the Board unanimously determined that:

(1) The District will exercise its discretion to waive the variance between Superior's Bid Proposal listing its Base Bid and Total Bid values in figures only and not in words, and Section 1.04 of the Instruction to Bidders (requiring prices to be both in figures and words);

(2) The District will accept Superior's bid proposal and award the Project to Superior, subject to each of the following conditions: (a) USDA approval of the award to Superior; (b) the District's obtaining all necessary and desired third-party financing for Project (including a construction loan from United Security Bank); and (c) execution of a construction contract between the District and Superior; and

(3) The District will inform Superior (through Kitchell) that before Superior can substitute any subcontractor(s) in place of any subcontractor(s) listed in its original bid, Superior must comply with California Public Contract Code Section 4107, beginning with Superior making a formal written request to the District requesting any such substitution(s) with a detailed explanation as to the basis for any such substitutions and reasons Superior believes such substitution(s) are permissible under California Public Contract Code Section 4107(a).

7. BOARD RESOLUTION 2018-4, LOAN AUTHORIZATION, UNITED SECURITY BANK

This Resolution was Tabled, pending further Attorney Review. Jan Ashley made a motion to Table Board Resolution 2018-4. Ginny Miller Seconded. Motion carried.

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. Ginny Miller Seconded. Motion carried.

The Policy and Procedures approved were:

Waste, Fraud, and Abuse, Annual Clinic Evaluation, Autoclave Use and Maintenance, Child Abuse-Reporting, Culture Transmittal, Compliance, Culture Transmittal, Domestic Violence Reporting Suspicious Injury Reporting, Flat Rate Program, Kern Health Systems Linguistic Services, Kern Health Systems(KHS) Prior Authorization of Services and Procedures, Narcotic Policy, Procedure Time Out, Standardized Procedure for Visual Acuity, and Billing Practices.

9. **ADMINISTRATIVE UPDATE**

A. **Executive Director:**

- West Side Family Health Care Outpatient Facility: Our project went to public bid on 6/14. Board award to the General Contractor is on the Board meeting Agenda. The recommendation of the Executive Director is based on the vetting process with the Construction Manager (Kitchell) the Architect (IBIGroup) and our attorney.
- The USDA application: Letter of Conditions action items are completed. The United Security Bank (USB) Construction Loan Resolution is on this agenda based on review based on the recommendation of the financial planner (Gary Hicks); the USDA and our attorney.
- The ground-breaking ceremony is July 13. District Staff and Mr. Cooper have been involved in the planning. Active site work may begin the following week following a pre-construction meeting on July 18th.
- A model of the project for display, presentations to the community and for use as a resource for the Foundation in fund raising. In addition, we have received "concept" ideas for donor recognition from the architect.
- 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 dropped wrap claims were held incorrectly and caused to be denied due to untimely filing. A project relative to the aged AR continues in process. Staff are being supervised on registration best practices to ensure more accurate registrations to decrease/eliminate administrative delays in claims processing.
- Claims processing update: Claims are being processed in < 2 days (average). This improves the number of days in A/R outstanding. We are focusing on claims that are placed in "denial" status. This will improve both our knowledge and workflow and to hold Athena accountable for their processes. We are automating the "small balance" write-off process to improve efficiency and insure a "clean A/R" report. We have implemented a more comprehensive process to encourage patient payment of "self-pay" balances through a series of personalized letters.
- The contract with MSZ Resource Group, Inc., continues with focus on revenue cycle, policies and procedure review to maintain and up-to-date review cycle. The budget preparation was a major focus this month. Clinic project-owner-specific planning is in process.
- We have achieved "eligible provider" status with the National Health Service Corps (NHSC). We continue to monitor 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 has not met at this point. We must focus on this in the summer months. A staff member has been assigned Disaster 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 should be able to review the recommendations of the City and the Surveyor with the Facilities Committee in July.
- B. Medical Director: (Nancy L. Ferrel, M.D.)
- Dr. Ferrel will complete her role as Interim Medical Director on June 30, 2018. Dr. Ronald J. Ostrom, D.O., has agreed to assume that role on July 1st. "Dr. Ron" is very familiar with the former West Side Urgent Care and the West Side Family Health Care Clinic as a per diem and on-call (App) provider.
 - We continue with the search for a Family Nurse Practitioner. We continue with Jackson Physician and a contingency recruiter with priority for a Board Certified Family Physician. Interviews will be scheduled with Board members following interviews and vetting by the staff.
 - Medical Staff issues: Drs. Nancy Ferrel continues as our primary MD scheduled. Dr. Nadeem Goraya, Board Certified Family Practice has provided extensive coverage this month and is scheduled in July. Drs. Mohamed Hammami, Burnett Rucker, Burton Slanger, and Ron Ostrom are providing per diem MD coverage.
 - Heather Bosma (NP-C) and locums (PA-C) Leroy Richard (who extended through 6/30) have been our scheduled mid-level staff. Mr. Richard will be missed as he is returning to his home (Louisiana).
 - We will continue to add a second provider on Monday through Thursday afternoons at 5 PM as needed during the summer lower census. We continue in the mid-50s in average daily census Monday-Friday.
 - Telemedicine: Our Telemedicine services continue to grow. Our staff are receiving some training at the Telehealthdocs facility in Bakersfield. We are planning a community information effort regarding the availability of telemedicine services with Telehealthdocs.
 - 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. Dr. Ostrom will lead/participate with staff in the QAPI process going forward.
- 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.
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 for Friday, July 13th at 9:00 am.
 - The District Celebration, Summer Sizzle Pool Party is in process for Board Members, Providers, Staff and families BBQ dinner, shaved ice and swimming are all planned at the Natatorium, Friday, July 20th from 6:30 to 9:00 PM.
 - Board Retreat is planned for Thursday, July 26 –Friday, July 27th in Pine Mountain Club.
 - The District Transparency Certificate of Excellence through CSDA will be completed and submitted for approval soon.

- District manager: Credentialing activities continue with new providers. 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 all medical records requests.
- The Board will evaluate, monthly, accounts which are recommended for transfer to Transworld for collections. At this point we've transferred 456 accounts with collections in two phases amounting to approximately a 17.8% recovery or approximately \$81,144.56 transferred and \$14,438.73 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 responsible for the press release for the media.

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

E. Dashboard: Census: 1,441 (46/day); 23 LWBS; 11 Higher Level of Care, 10 Condition Not Urgent/Emergent, 0 Patient Preference, 2 Insurance Issues: May 2017 1311 (42/day): X-Ray: 131

Collections: PV: \$0; Clinic/District Collections: \$19,645.55; Athena Deposits: \$162,304.54 Misc. Deposits: \$342.01; Total Deposits: \$182,292.10

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 93% 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.
- Staff training includes renewing of Annual Demonstrated Competencies.
- Community events include the Sports Physicals at the Rec in May and TUHS in June.

B. AUTHORIZED AGENT REPORT- Nothing Further at this Time

C. UPDATE OF CLINIC FACILITY PROJECT- Nothing Further at this Time

10. SET/APPROVE JULY 26, 2018 BOARD MEETING START TIME

After discussion, Ginny Miller made a Motion to start the July 26, 2018 Board Meeting at 12:00 noon. Jan Ashley Seconded. Motion carried.

11. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- No further updates at this time.

3. Committee Outreach- Students completed 40- hour adult home care class. Students available to work in the community, helping elderly patients. Short or long term care available.
4. Personnel Committee- Nothing at this time.

12. BOARD MEMBER INPUT- None at this time.

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

14. CLOSED SESSION

President, Eric Cooper asked for a Motion to enter into Closed Session. Ginny Miller made the Motion. Adele Ward Seconded. The Board entered into Closed Session at 5:14 pm.

15. OPEN SESSION

Jan Ashley made a Motion to return to Open Session at 5:25 pm. Ginny Miller Seconded. Motion carried. Board President, Eric Cooper announced that no action was taken during Closed Session.

16. ADJOURNMENT

At 5:26 pm, Jan the Board Meeting of June 28, 2018, was adjourned.

Respectfully Submitted:


Virginia Miller, Secretary/Treasurer President

**Next regular Board Meeting is scheduled for Thursday, July 26, at 12:00 pm
at the West Side Health Care District Office**