

**San Joaquin County Clinics (SJCC)
Minutes of November 27, 2018
Board Meeting**

**San Joaquin General Hospital
Conference Room 1**

Board Members Present

Rod Place, Chair
Alvin Maldonado
Mary Mills

Alicia Yonemoto, Vice Chair
Esgardo Medina
Mike Baskett

Luz Maria Sandoval, Treasurer
Beth Shelton

Board Member(s) Absent

Ismael Cortez, Secretary

SJCC Staff Present

Chuck Wiesen, SJCC Executive Director
Betty Jo Reindel, RN, SJCC Nursing Department Mgr

Diana Surber, SJCC Interim Chief Financial Officer
Farhan Fadoo, MD, SJCC Medical Director

SJC Liaisons Present

David Culberson, CEO, SJGH
Matt Garber, Assistant Director, HCS
Joan Singson, Director, Population Health Department
Erin Franklin, Director of Strategic Initiatives, Performance Improvement & Health Informatics

Greg Diederich, Director, HCS
Cynthia King, Administrative Secretary, HCS
Isela Kloepfel, Population Health Department

Call to Order

The meeting was called to order at 5:05 by Chair, Rod Place.

Public Comments

There was no public comment.

Approval of Minutes of October 30, 2018 Board Meeting

Alicia Yonemoto made a motion to approve the minutes of the October 30, 2018 meeting. Alvin Maldonado seconded the motion and the Board unanimously approved the minutes.

Report on Finance Committee Meeting

The Finance Committee did not meet.

Board Action Items

New Board Member

The Board members were provided with the application of Joseph Schmit. Rod Place suggested that a policy be written for the review and approval of new Board members. There was discussion that applicants should be required to attend one, two, or three meetings before being considered. It was also suggested that a committee might interview applicants prior to being approved for the Board. Chuck Wiesen mentioned that HRSA recommended that the Board set up a Governance Committee and that issue of new members would be one of the committee’s responsibilities. Chuck Wiesen will bring a proposed policy regarding a Governance Committee to the meeting on December 18.

Board Member Expense Payments

Chuck Wiesen explained that one of the concerns that HRSA expressed during their October site visit was the use of the word “stipend” for reimbursing expenses to Board members. The suggestion was to create a Per Diem policy to cover board member expenses. Mr. Wiesen will bring a re-worded policy to the December 18 Board meeting for the Board’s approval.

Approve Credentialing & Privileging Policy

As requested at the October 30 Board meeting, the complete list of current providers was presented and accepted. Betty Jo Rindel provided the latest Medical Executive Committee recommendations for Credentialing & Privileging by SJCC Board. Alvin Maldonado made a motion to approve the credentialing and privileging of the providers as recommended. Luz Maria Sandoval seconded the motion and the Board unanimously approved.

Approve Change in Scope for Contracted Services

Following the HRSA site visit there is a need to make Scope changes for SJCC on the hours and contracted services arrangements as presented on the Forms 5A and 5B. HRSA interprets arrangements with other county departments as a contracted service even though they are all county employments and costs are put on the SJCC financial reports. So that requires changing the designations as follows:

	Current on Form 5 A		
	Column I	Column II	Column III
	Direct	Contracted FQHC pays	Contracted FQHC does not pay
Primary Care	X		
Transportation		X	
Mental Health		X	X
Substance Abuse	X		X
Psychiatry			
Dietitian			
Speech/Language			
Other HCIN		X	

	Recommended		
	Column I	Column II	Column III
	Direct	Contracted FQHC pays	Contracted FQHC does not pay
	X	X	
		X	X
		X	
		X	
	X		

Alicia Yonemoto made a motion to approve the changes in scope as presented. Esgardo Medina seconded the motion and the Board unanimously approved.

Approve Change in Scope for Hours

HRSA very precisely calculated the publicly stated clinic hours and the following changes match their record. So the recommendation is to change the hours as follows:

- i. Family Medicine Clinic to 68 Hrs.
- ii. PMC to 59.5 Hrs.
- iii. HBF to 45 Hrs.
- iv. CHS to 55 Hrs.
- v. HBC to 45 Hrs.
- vi. Manteca to 55 Hrs.
- vii. FPCC to 53 Hrs.

Alicia Yonemoto made a motion to approve the change in scope for hours. Esgardo Medina seconded the motion and the Board unanimously approved.

Board Discussion Item

Organization Chart (Revised)

Chuck Wiesen provided a revised organization chart per the suggestion of Beth Shelton.

Operational and Staff Reports

Clinic Operational Report

This item was deferred to the December 18 Board meeting.

Transition of Care Unit

Isela Kloeppel provided handouts showing the Transition of Care Unit's process. The Unit contacts hospitalized patients post discharge to check on their progress since discharge, reinforce discharge instructions, checks understand and use of medications, and addresses any questions the patients have. They also schedule post hospital check-ups with their primary care provider and other ordered services. The Transition of Care Unit is staffed by nurses, office workers and medical assistants, and patient navigators.

Population Health Departments

This item was deferred to the December 18 Board meeting.

Presentation: Call Center Process

Ms. Kloeppel also provided a handout and information on the Call Center that unit's duties. The Call Center receives calls for all of the clinics including specialty clinics and schedules appointments, fields medication requests and refills, messages to providers, and scheduling of health education classes and referrals. They also place appointment

reminder calls and follow up with patients who have not shown up for their appointments. The goal is for staff to take an average of 12 calls per calls per hour with zero missed calls. A statistical summary was provided for calls received, answered and missed for 2016-2018.

Other

Board members were provided with a list of 2019 meeting dates.

Next Meeting

The next Board meeting will be held on Tuesday, December 18, 2018 at 5:00 p.m. at San Joaquin General Hospital in Conference Room 2.

Adjournment

The meeting was adjourned at 7:00 p.m.

Submitted by:

Secretary