



westside
HEALTH CARE DISTRICT

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

BOARD MEETING

Tuesday, February 20, 2018, at 4:00 pm

1. CALL TO ORDER

Board President, Eric Cooper, called the meeting to order at 4:02 pm. Darren Walrath led the Pledge of Allegiance. Those present were:

Eric Cooper	Board President
Virginia Miller	Board Secretary
Jan Ashley	Board Member
Darren Walrath	Board Member
Gerald Starr	Executive Director
Dr. Nancy Ferrel	Medical Director
Robyn Melton	Clerk of the Board

Board Vice President, Adele Ward was absent. 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 Wednesday, January 31, 2018, were reviewed. Ginny Miller made a Motion to approve the Minutes. Darren Walrath Seconded. Motion carried.

4. FINANCIAL REVIEW

The Financial Statements for January 2018 were reviewed by Accountant, Kelly Hohenbrink. After discussion, and review of reports, Ginny Miller made a Motion to approve the January 2018 Financials and file for Audit. Darren Walrath 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 the following Policy and Procedures pending Dr. Nancy Ferrel's approval. Darren Walrath Seconded. Motion carried.

The Policies and Procedures approved were: Mission Statement, Monitoring Inspection of Medication Inventory, Motor Vehicle Accident Reporting, Nebulizer Treatments, Non-Discrimination, Organization of Nursing Personnel, Par Levels, Kern Health Systems Specialist Request, Lapse of Consciousness-DMV Reporting, Laundry and Linen, Litigation (Potential), Look-Alike Sound-Alike Medications, Patient Left: Not Seen or Treated, Patient Medical Record Content, Patient Rights and Responsibilities Statement. Primary Authority over Clinic Operations, Pulse Oximeter, Standardized Procedure for Glucose Check for Diabetic Patients, Standardized Procedure for Hemoglobin Assessment, Standardized Procedure for Flu Shots, Injection Control Injection Control Overview, Intermuscular Injections, Intravenous Therapy, Information Technology Rules of Use, Kaiser Eligibility Verification, Electronic Protected Health

Information, Formulary, GemCare Specialist Request, Handwashing Hazardous Waste, and Incident Reports,

6. REVIEW AND SIGN FORM 700 FOR SUBMISSION

Present Board Members reviewed and signed their Form 700's. All documents will be submitted as soon as all forms are returned complete by the outside Consultants.

7. ADMINISTRATIVE UPDATE

A. Executive Director and Management Team:

- West Side Family Health Care Outpatient Facility Construction Documents (CD) are in process of responding to Agency review questions and comments.
- Project scope and concepts for remodeling exam rooms in the existing Clinic to accommodate dental services have been received from Henry Schein representatives.
- The USDA application for financing is being reviewed by the USDA officials in Fresno and Sacramento.

The Athena EMR and Revenue-Cycle Update:

A total of 3,307 MediCal "code 18 wrap claims" have been identified as "not processed" as a result of review and audit of the claims processing activity reports. At this time, staff has manually dropped those claims (worth approximately \$160,000) and are working with Athena to have them automate the processing and take over the task of dropping those claims. Updates to follow.

- The contract with MSZ Resource Group, Inc., continues with focus on revenue cycle, policy and procedure review and revisions and review of the value engineering suggestions in the Clinic project.
- We hope to achieve "eligible provider" status with the National Health Service Corps (NHSC). Such status will enable providers to apply for "forgiveness" of student loans for their service in rural-health HPSA-designated areas. This should be a valuable recruiting tool in our expanded clinic operations in CY 2019.
- The Administrative Internship Experience for a graduate student, Mr. Ryan Shultz continues. With an interruption for a jury duty experience, we are in the process of completing the disaster Medical Storage project.
- The Executive Director attended the ACHD Leadership Seminars son Feb. 7th, 8th and 9th. Four Board members attended also.
- Feedback from the ACHE Affordable Care conference is shared wi the Board by separate communication.
- Disaster Medical Planning: Installation of shelving is in process and we are moving to placement and management of the Cache inventory. We will reconvene the West Side Disaster Preparedness Planning Group soon.
- Restructure of the District parcel map(s): We are communicating with the City of Taft and Nelms Survey to reduce the number and realign the identified parcels on the District property bordered by North Street, 1st Street and Highway 33. We will review with the Facilities Committee as we develop that plan.
- Tax Exempt issues: We will follow up on correspondence with the County regarding the fees paid in escrow for the new 7-acre parcel (Parcel No 9).

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

- Dr. Ferrel has been very active in her role as Interim Medical Director for the period January 1st to June 30, 2018.
- We have initiated a contract with Jackson Physician Search for the recruitment of a pediatrician/physician to replace Dr. Lee.
- Medical Staff issues: Drs. Nancy Ferrel, Burnett Rucker, and Ron Ostrom along with Dr. Lee in Pediatrics continue our MD schedule. Drs. Mohamed Hammami, Dr. Joseph BenPerlas, and Dr. Burton Slanger are providing per diem MD coverage. Dr. Ferrel is talking with an additional physician to add to our per diem MD coverage.
- Heather Bosma (NP-C) has been joined for February and March by a locums (NP-C) Heather Duncan to comprise our mid-level staff. Jackson Physician Search continues to search for a full-time FNP. We are talking with a Physician Assistant who has worked with us before as a potential permanent mid-level provider.
- Dr. Luis Martinez, Jr. D.O. is continuing in the credentialing process as an additional resource for per diem physician coverage.
- 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 are growing. There is the potential that referrals for these specialties for Kern Health Systems patients from other Taft providers will be referred to our telemedicine services by KHS.
- The Grand Rounds: The program scheduled for 1/31 will be rescheduled.
- Our after-hours on-call service continues.
- The Quality Assurance Performance Improvement (QAPI) Committee process is being assessed with Dr. Ferrel's leadership.

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

- Dr. Rupal Sidhu, MD: Coverage continues
- Dr. J. Sterling Bryan, DDS: Coverage continues
- There are coverage issues being reviewed should Dr. Sidhu request PTO/CME in the near future.

4. District Manager and the Accounting Manager:

- The District Manager continues with the countless 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.
- Diligently working to find vacation coverage for Dr. Sidhu, now that his previous coverage is no longer eligible to work in a CCF facility.
- Waiting for ACHD certification review and approval:
- District Transparency Certificate of Excellence through CSDA will be completed and submitted for approval soon, with Emily's assistance.
- Assisting Ryan Shultz with the Medical Disaster Storage project. 18 shelving units have been installed. Outside facelift in the process. Medical supplies will arrive before the end of February.
- District manager: Credentialing activities continue with new providers (Per-diems). Carrie Coleman continues in the part-time medical staff assistant position taking on tasks in support of the Medical Director. She is currently in the process of completing the ever-changing Physician monthly schedule in support of Dr. Ferrel, Carrie also maintains the provider scheduler in Athena. In addition, she is the contact person for medical records requests.

- Working with Carrie to learn the multiple steps necessary to the “onboarding” process to integrate a new Provider into Athena.
- Reservations have been made for March 17th – 21st for San Antonio Texas for myself and Summer. We are both preparing for the National Rural Health Care Clinic Certified Administrators Exam and Conference. Wish us luck!
- The Board will evaluate monthly, accounts that should be assigned to Transworld. At this point we have transferred 231 accounts with collections in two phases amounting to approximately a 17.5% recovery or approximately \$39,742.47 transferred and \$6,961.33 recovered.
- Accounting Manager Routine Activities: Payroll; Savings and checking accounts oversight; Accounts payable processing; maintaining QuickBooks; and, the production of the monthly Financial Statements.
- The next Quarterly budget variance report will be prepared for the Finance Committee’s review March.

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

Dashboard: Census: 1,749 (56/day); 23 LWBS; January 2017:1,457 47/day; X-Ray: 117
Collections: PV: \$67.04; Clinic/District Collections: \$23,830.10; Athena Deposits: \$123,466.28 Misc.
Deposits: \$271.50; Total Deposits: \$147,634.92

- Clinic Staffing is adequate. We have hired a new per diem MA who is on orientation. We are at 96% staffing effectiveness. The rise in staffing effectiveness and patient volume indicates a need to increase back-office support. The addition of a third back office staff M-Th between 2-8 pm has provided this support. Recruitment efforts have also begun with local Medical Assistant training facilities for future clinical employees.
- We continue to provide VFC vaccines to children who qualify. 100% immunizations continue to be audited for correct eligibility verification and chart documentation. We will need to recertify by March 2, 2018, and expect a site survey in April 2018.
- Registration audits indicate improvement in compliance with our registration processes. Staff will move from self-auditing to peer audit as assigned to ensure compliance with our registration policies and procedures. Random peer auditing will continue until compliance is reached and sustained.
- CHDP site survey will occur once we have secured a new full-time family practitioner or pediatrician.
- Health Net will be visiting in March 2018 to complete the chart review of 10 primary managed care patients.
- A 2-hour refresher training was held on January 30th by PAS Associates. We received staff surveys and are awaiting for PAS’s detailed results.
- We have received our full inventory of Flu vaccines and will continue to offer an opportunity to vaccinate our community members.

7B. NOT SEEN OR TREATED POLICY REVIEW, SUMMER WOOD-LUPER

Clinic Director, Summer Wood-Luper reviewed the Not Seen or Treated Policy, and discussed reasons why a Patients would leave the Clinic without being seen by a Provider. She also reviewed the Staffs documentation and Patient follow up processes.

7C. UPDATE MEDICAL DISASTER FACILITY PLANNING PROCESS

The building is complete inside and the supplies will begin arriving Monday, February 26, 2018. Outside work to the building has begun as well. Executive Director Gerald Starr, will reconvene the Kern County Disaster Preparedness group as soon as the facility is fully completed, for a ribbon cutting ceremony and planning meeting.

7D. UPDATE OF MEDICAL FACILITY PROJECT

Executive Director, Gerald Starr updated the Board on the construction documents process. The project is currently undergoing reduction efforts, to bring the cost down. United Security Bank appears to be very positive toward our construction loan, and the USDA is currently reviewing our loan application.

8. BOARD COMMITTEE REPORTS

1. Finance Committee- No further updates at this time.
2. Facilities Committee- No further updates at this time.
3. Committee Outreach- No further updates at this time.
4. Personnel Committee- No further updates at this time.

9. BOARD MEMBER INPUT

Ginny Miller- Had a great time learning in Sacramento at the ACHD Conference.

Darren Walrath – Great conference, very valuable.

Jan Ashley – Disappointed to miss the conference in Sacramento, but was able to represent the District at the Chamber Installation dinner.

10. CLOSED SESSION

Mr. Cooper asked for a Motion to enter into Closed Session. Jan Ashley made the Motion. Ginny Miller Seconded. The Board entered into Closed Session at 5:50 pm. After discussions, Ginny Miller made a motion to adjourn from Closed Session at 6:09 pm. Darren Walrath seconded. Motion Carried.

11. ITEMS FOR FUTURE AGENDAS

None requested

12. OPEN SESSION

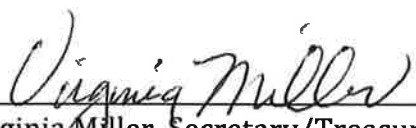
Board President, Eric Cooper announced that no Action was taken during Closed Session.

Ginny Miller made the Motion to Adjourn; Darren Walrath seconded. Motion carried.

13. ADJOURNMENT

At 6:10 pm, February 20, 2018, Board Meeting was adjourned.

Respectfully Submitted:



Virginia Miller, Secretary/Treasurer

**Next regular Board Meeting is scheduled for Thursday, March 29, 2018, at 4:00 pm
West Side Health Care District Office**