

**REGULAR MEETING OF THE RIVERSIDE COUNTY
COMMUNITY HEALTH CENTER BOARD (CHCB)**

March 13, 2019, at 11:30 AM
RUHS Medical Center Education Building Magnolia Room A & B
26520 Cactus Avenue, Moreno Valley, CA 92555

PUBLIC INPUT AT THE COMMUNITY HEALTH CENTER BOARD MEETINGS

The meeting of the Community Health Center Board is open to the public. Any member of the public may address this meeting of the Community Health Center Board on any items appearing on the Agenda by raising their hand to be recognized by the Chair, or Acting Committee Chairperson, either before the item about which the member desires to speak is called, or at any time during consideration of the item. A three-minute limitation shall apply to each member of the public unless such time is extended by the Chair. No member of the public shall be permitted to "share" his/her three minutes with any other member of the public.

Meeting Minutes

Mission ~ to provide and/or support the delivery of comprehensive, culturally competent, quality primary health care services to the low-income and the underserved population.

I. **Call to Order** at 11:39 am. (B. Corindia, Chair)

II. **Board Introductions & Comments**

Board Members Present: B. Corindia, G. White, T. Geiger, S. Otta, A. Garcia, C. Kelliher, D. Fleming, C. Briseno, P. Romero, J. Zamora, V. Redding

Counsel: M. Knutson, G. Priamos

Board Members Absent: C. Randle, C. Bromley

III. **Preliminary Matter** (B. Corindia, Chair)

B. Corindia explained that the County Board of Supervisors had requested that George Johnson, County CEO, Zareh Sarrafian, Assistant CEO, Gregory Priamos, County Counsel and Jennifer Cruikshank, Medical Center and Clinics CEO be allowed to present all information and answer questions relevant to the matters before the Board in closed session in order to make an informed decision.

Motion to allow George Johnson, Gregory Priamos, Zareh Sarrafian, and Jennifer Cruikshank, for the duration of the closed session: J. Zamora, 2nd: S. Otta

Ayes: G. White, A. Garcia, P. Romero, C. Kelliher, D. Fleming, C. Briseno, P. Romero, S. Otta, V. Redding

Nays: B. Corindia **Absent:** C. Bromley, C. Randle

IV. **Closed Session**

V. **Report Out from Closed Session** (A. Garcia, Chair for the remainder of the meeting)

A. Garcia, serving as Chair for the remainder of the meeting after resignations were received from B. Corindia, C. Kelliher and G. White, noted that Ms. Robbins had the opportunity to be present for this meeting but had not done so. He and M. Knutson then reported on the decisions of the Board arrived at in closed session:

- **Approval of the dismissal of Joan Robbins as Chief Executive Officer for the Community Health Center.**
Ayes: T. Geiger, S. Otta, P. Romero, C. Briseno, J. Zamora, A. Garcia, D. Flemming, V. Redding
Nays: None.
Absent: C. Randle, C. Bromley
- **Approval of Jennifer Cruikshank as the Interim Chief Executive Officer for the Community Health Centers was passed unanimously.**
Ayes: T. Geiger, S. Otta, P. Romero, C. Briseno, J. Zamora, A. Garcia, D. Flemming, V. Redding

Nays: None.

Absent: C. Randle, C. Bromley

VI. **Adoption and Approval of Minutes**

The regular meeting of the Community Health Center Board - February 2019 meeting minutes were reviewed.

Motion to approve: S. Otta, 2nd: D. Fleming

Ayes: T. Geiger, S. Otta, P. Romero, C. Briseno, J. Zamora, A. Garcia, D. Flemming, V. Redding

Nays: None.

Absent: C. Randle, C. Bromley

VII. **Interim Chief Executive Officer Report** (*J. Cruikshank, Interim Chief Executive Officer*)

J. Cruikshank orally reported to the board and answered questions in regards to her written report. The Board of Directors, Executive Report is attached to these minutes for reference (pages 3-4).

J. Cruikshank requested a motion to ratify the action of the Executive Team to submit the Notice of Intent to Grants.gov for a New Access Point Grant. She described the requirements of the application, timing of when the award decision is expected and the purposes such an award would be put to.

Motion to ratify the action taken by the Executive Team: V. Redding, 2nd: T. Geiger

Ayes: T. Geiger, S. Otta, A. Garcia, J. Zamora, P. Romero, D. Fleming, V. Redding, C. Briseno

Nays: None.

Absent: C. Randle, C. Bromley

J. Cruikshank requested a motion to approve the Community Health Centers being listed as integrated care in a SAMHSA grant application, reflecting the availability of the CHCs as a treatment site for behavioral health patients.

Motion to approve: J. Zamora, 2nd: V. Redding

Ayes: T. Geiger, S. Otta, A. Garcia, J. Zamora, P. Romero, D. Fleming, V. Redding, C. Briseno

Nays: None.

Absent: C. Randle, C. Bromley

VIII. **Comments from the Public** (*A. Garcia*)

None.

IX. **Board Committee Reports** (*Committee Chairs*)

1. **Executive Committee** (*A. Garcia, Temporary Chair*)

A. Garcia explained that the Executive Committee met and due to the fact that there was not a disagreement on the decision by the Board of Supervisors, a vote to select and approve two members to participate in a joint conference committee was not necessary.

2. **Finance Committee**

J. Zamora assisted in the Finance Committee report, stating the committee met and the committee was given copies of the fiscal year 2018 audit completed by Brown Armstrong Accountancy Corporation. The audit resulted in a clean opinion without any qualifiers. Copies of the audit will be sent to the full Board to review prior to the next board meeting.

3. **Membership Committee** (*J. Zamora*)

J. Zamora reported that the committee met with the prospective new members, and they will be voted on at the next board meeting. J. Zamora and T. Geiger will be working together to clarify the processes and procedures on how to become a board member.

4. Medical Services (*Dr. Leung*)

Dr. G. Leung requested a motion to approve the recommended credentialing acceptance and privilege decisions:

a. Initial appointments:

1. Arda, Carmencita NP- Hemet
2. Huang, Louise MD- Moreno Valley
3. Perichino, John DO- Moreno Valley
4. Wong, Gustavo RD- Banning, Hemet, Palm Springs, Indio

Motion to approve the listed appointments, give credentialing acceptance, and privilege approval: S. Otta, 2nd: V. Redding

Ayes: T. Geiger, S. Otta, A. Garcia, J. Zamora, P. Romero, D. Fleming, V. Redding, C. Briseno

Nays: None.

Absent: C. Randle, C. Bromley

b. Voluntary Resignations:

1. Pearce, Daniel MD- Riverside: Immediately
2. Salgado, Yvonne LCSW- Corona: Immediately
3. Garcia-Maravillas, Christian- Perris: Effective 11/30/2018

c. Withdrawals:

1. Golboo, Sepehr MD- Charter Home
2. Orji, Uchenna NP- Charter Home
3. Huynh, Phuc MD- Charter Home
4. Richmond, Aqueelah MD- Charter Home

Motion to approve these voluntary resignations and withdrawals: J. Zamora, 2nd: V. Redding

Ayes: T. Geiger, S. Otta, A. Garcia, J. Zamora, P. Romero, D. Fleming, V. Redding, C. Briseno

Nays: None.

Absent: C. Randle, C. Bromley

X. Round Table

None.

XI. Adjournment at 2:08 pm (*A. Garcia, Temporary Chair*)

NEXT MEETING:

Wednesday, April 10, 2019

RUHS Medical Center Education Building

Magnolia Room A & B

26520 Cactus Avenue, Moreno Valley, CA 92555

Respectfully submitted by

Co-signed by

Jennifer Brock, Recording Secretary

Art Garcia, Chair for the Meeting

**Board of Directors
Executive Report
March 13, 2019**

Grants

New Access Point (NAP)

Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2019. The purpose of this funding is to provide operational support for new service delivery sites to improve the health of the nation's underserved communities and vulnerable populations by expanding access to affordable, accessible, quality, and cost-effective primary health care services.

Estimated Award Amount: Up to \$650,000 per year subject to the availability of appropriated Funds

SAMHSA

The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS) is accepting applications for fiscal year (FY) 2019 National Center of Excellence for Integrated Health Solutions. The purpose of this program is to advance the implementation of high quality, evidence-based treatment for individuals with co-occurring physical and mental health conditions, including substance use disorders. The goal of this grant is to ensure that these services are provided in the most effective manner possible.

Estimated Award Amount: Up to \$2,000,000 per year

Length of Project Period: Up to 5 years

General Updates

Budget: We are working on our budget for the upcoming fiscal year now, and our CHC team will bring our proposed/requested budget to the April 2019 CHC Board Meeting.

MOU: Our CHC's have a Memorandum Of Understanding with RUHS Medical Center and Clinics for specific services they provide to support our CHC's (administrative support, IT, pharmacy...). The team at the CHC has been working on reviewing and modifying this MOU and will likely have it finalized for the CHC Board to review at the May 2019 CHC Board Meeting.

CHC Billing and Receivables: Billing is on good footing, though we continue to evaluate for opportunities to improve. Our challenges are really around operational issues (productivity, scheduling, coding, documentation, no show rates, accurate check-in, verification of coverage and eligibility). The CHC team worked very hard in the past few months to maximize the schedules to ensure we are seeing as many patients as possible and we see increased volumes. These efforts have involved many people across the entire health system (from scheduling, check-in, compliance, physicians, data analysts and all of the site staff). The denial rates for bills

submitted are around 10%; this is a bit higher than we would like so we will be working as a team to continue to manage this. The team deployed some auditing staff starting in January to evaluate physician documentation and coding practices to ensure we are capturing all activities. We are actively evaluating the volume of self-pay patients as our percent of patients presenting as self-pay is trending higher than we should expect. Additionally, all of the patients assigned to our clinics from IEHP are not yet being seen so we are deploying increased and new efforts to connect with our assigned patients and get them seen.

New Sites and Budgets: The CHC team is actively working on plans, new site notifications, and budgets for the new sites coming on board. As a board, we have been discussing the new Jurupa, Palm Springs, Perris and MOB sites that are coming available. During the next several months we will be bringing the new budgets for all of these clinics.

CHC OSV Prep/Compliance Review: The CHC team is actively working with our Consultant to review our readiness for the upcoming HRSA On-Site-Visit. This assessment has just started in detail, and we will bring you status updates as we continue to prepare.

County Audited Financials and Enterprise Fund Update: The enterprise fund has been established, our enterprise fund was audited. The finance committee will be reviewing the audited financials (which includes a balance sheet) in this month's meeting, and we will work with the Chair of the Finance Committee to bring a summary of that audit to the meeting in April 2019.

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	The meeting was called to order at 10:11 am by B. Corindia.	B. Corindia
II.	Roll Call	Committee Members present: B. Corindia, C. Kelliher, G. White, Other Board Members present: A. Garcia, T. Geiger, V. Redding, J. Zamora Staff: J. Cruikshank, A. Galindo, J. Brock, M. Knutson	
III.	Review of Meeting Minutes	Meeting minutes from February were reviewed; Motion to approve: G. White; 2nd C. Kelliher Ayes: C. Kelliher, B. Corindia, G. White Nays: None. Absent: None.	B. Corindia
IV.	Comments from the Public	None.	B. Corindia
V.	Closed Session		
VI.	Report Out from Closed Session	B. Corindia reported on the on the decisions of the committee arrived at in closed session: <ul style="list-style-type: none"> Not to recommend the dismissal of Joan Robbins as Chief Executive Officer for the Community Health Centers to the main board. Ayes: B. Corindia, C. Kelliher, G. White Nays: None. Absent: None. Not to recommend Jennifer Cruikshank as the Interim Chief Executive Officer for the Community Health Centers to the main board. Ayes: B. Corindia, C. Kelliher, G. White Nays: None. Absent: None. 	B. Corindia
VI.	Joint Conference Committee a. Select and approve two members to join (ACTION)	B. Corindia explained that he wanted a Joint Conference Committee to be selected and approved to be the Board’s voice if the vote at the Main Board meeting resulted in an impasse between the Board of Supervisor’s decisions. B. Corindia deferred this vote until after the Main Board’s Closed Session.	
VII.	Discussions: a. Compliance Review	a. Compliance Review: B. Corindia requested that J. Cruikshank present a monthly report on the progress of HRSA compliance to the Executive Committee.	

	<p>b. Fiscal Deficits</p> <p>c. CHC Annual Budget</p> <p>d. CHC billing/receivables</p> <p>e. Expired MOU</p> <p>f. Budgets for New Sites: MOB, Jurupa, Perris, Palm Springs, Perris</p> <p>g. County Audit</p> <p>h. CHC Enterprise Fund</p> <p>i. Balance Sheet</p>	<p>b. Fiscal Deficits: B. Corindia stated that in his view there were too many deficiencies in the fiscal reporting provided for the Board. Ms. Cruikshank suggested that a closed session be held to review the CHC's finances and operations.</p> <p>c. CHC Annual Budget: In response to questions, J. Cruikshank stated that she would bring the CHC's annual budget to the Board in April 2019 for review before submitting the approved budget to the County in June.</p> <p>d. CHC Billing/ Receivables: (This topic was not discussed)</p> <p>e. Expired MOU: B. Corindia stated that the CHCs are working off an expired MOU with RUHS Medical Center. J. Cruikshank stated that the revised MOU will be brought to the Board in May 2019 for review.</p> <p>f. Budgets for New Sites: MOB, Jurupa, Perris, Palm Springs, Perris: In response to questions, J. Cruikshank stated that the Board will have budgets for the new sites in April 2019.</p> <p>g. County Audit: B. Corindia stated that the outside Audit presented to the Finance Committee would be sent to all Board members for review and voting at the April Board meeting. County Audit:</p> <p>h. CHC Enterprise Fund: (This topic was not discussed.)CHC Enterprise Fund: Balance Sheet:</p> <p>i. Balance Sheet: Lindsey McGuire from Brown Armstrong gave a presentation to the Finance Committee. The CHC's had a clean external audit with no exceptions. This Audit included a balance sheet as of June 2018.</p>	
VIII.	Requested items for March Agenda	<ol style="list-style-type: none"> 1. Closed Session for Budget Review 2. Finances and Operations of the Community Health Centers 3. Election of a Secretary for the Board (Action Item) 4. Removal of Chiquita Randall (Action Item) 5. Review of the Brown Armstrong Audit Report (Action Item) 	
IX.	Open Discussion	B. Corindia explained in more detail his displeasure with several issues that he felt had not been addressed during his prior meetings with County CEO, members of the Board of Supervisors and RUHS staff.	
X.	Meeting Adjourned at 10:51 am		

**Community Health Center Board
Finance Committee Meeting
March 13, 2019
9:00 a.m. – 10:00 a.m.**

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	G. White called the meeting to order at 9:03 am.	G. White
II.	Roll Call	Committee Members: G. White, B. Corindia, A. Garcia Other Board Members Present: J. Zamora Staff: M. Knutson, J. Cruikshank, A. Galindo, J. Brock Guests: A. McCann, Lindsey McGuire	
III.	Review of Meeting Minutes	Meeting minutes from February were reviewed; Motion to approve: B. Cordina; 2nd A. Garcia Ayes- G. White, B. Corindia, A. Garcia Nays- None Absent- C. Bromley	G. White
IV.	Comments from the public	None.	
V.	Monthly Financial Summary Review	December financials were reviewed and discussed. J. Zamora explained that there were significant variances when compared against the budget that was prepared last Spring. The clinics have made significant changes in their operations which are trending towards improvement which can be seen in the numbers for January 2019.	G. White
VI.	Discussions: a) Approvals of Contracts, Leases, and MOUs b) New Sites Update	a. Approvals of Contracts, Leases, and MOUs J. Cruikshank explained that the approvals of contracts, leases and MOU's will usually be set up by the Executive team that has been in place to keep the clinic costs within the approved budget. The Board will not need to approve all the contracts, leases and MOU's that are for everyday business and remain within the Board approved budget. The Board will be presented with any contract, lease, or MOU that requires Board approval. b. New Sites Update J. Cruikshank informed the committee that the team has the keys to the new Jurupa site. It is scheduled to open in late spring, 2019. The Board will be scheduled to complete a walk-thru in April 2019. The staff would like to move the current Jurupa site into the new Jurupa site as soon as possible. The Perris site is looking into integration with Behavioral Health. At this time there are no up to date budgets for the Jurupa, Perris or Palm Springs clinics. J. Cruikshank stated that budgets will be prepared and brought to the Board in April.	

VII.	County Audit Results	J. Zamora introduced Lindsey McGuire from Brown Armstrong, the firm that completed our fiscal year 2017-2018 audit. A copy of the audit will be provided to the Board prior to the next meeting. L. McGuire reviewed the audit process for the Community Health Centers and explained that the CHC's audit was completed without any major findings or material weaknesses. L. McGuire will be available at the next Board meeting to answer any questions from the Board after their review of the audit.	
VIII.	Requested Items for April Agenda	<ul style="list-style-type: none"> a) Review and approval of the Audit (Action item) b) Review of financial statements 	
IV.	Open Discussion	B. Corindia shared his displeasure about several matters.	
IX.	Meeting Adjourned at 9:52 am.		

**Community Health Center Board
Membership Committee Meeting
March 13, 2019
11:00 a.m. – 11:30 a.m.**

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	The meeting was called to order at 11:05 am by J. Zamora.	J. Zamora
II.	Roll Call	Committee Members present: J. Zamora, B. Corindia, C. Kelliher, G. White, T. Geiger Other Board Members present: S. Otta, A. Garcia, V. Redding Staff: J. Cruikshank, M. Knutson, A. Galindo, J. Brock	
III.	Review of Meeting Minutes	Meeting minutes from September were reviewed; Motion to approve: G. White; 2nd T. Geiger Ayes: C. Kelliher, B. Corindia, G. White, J. Zamora, T. Geiger Nays: None. Absent: C. Briseno	J. Zamora
IV.	Comments from the Public	A. Garcia noted that the last membership meeting met in September 2018 and he would like to see the Membership Committee meet regularly.	J. Zamora
V.	Prospective Members Discussion: a. Greg Rodriguez b. Dr. Arnold Tabuenca	J. Zamora introduced to prospective members and each candidate gave a little information about themselves. He explained that the committee will conduct a formal vote to recommend them to the Main Board at the next meeting. a. Discussion with Greg Rodriguez Greg Rodriguez introduced himself and explained that he has served on a few FQHC boards prior to this one and is excited to see where this program is headed. He is willing to resign his role on the Aids Project board in the Desert to comply with HRSA regulations. G. Rodriguez is applying as a Community Representative. b. Discussion with Dr. Arnold Tabuenca Dr. Arnold Tabuenca introduced himself as the Chief Medical Officer for RUHS, which includes the medical center, behavioral health, and the clinics. He is driven by primary care and he will work with the Board to bring an integrated primary care system. Dr. Tabuenca is applying as the medical center representative on the Board and he is a current County employee.	J. Zamora
VI.	Membership Recruitment Process Strategy Discussion	J. Zamora would like to create a more formalized process for the membership process from the application to the candidate being presented to the full board for approval. A. Garcia encouraged the membership committee to visit websites of other health center boards to see their membership process. J. Zamora and T. Geiger will work together to create a process and procedure for the membership committee.	J. Zamora

VI.	Requested items for April Agenda	<ol style="list-style-type: none"> 1. Vote to recommend Greg Rodriguez and Dr. Arnold Tabuenca to the full board. (Action Item) 2. Vote to recommend Chiquita Randal be removed from the Board due to being absent for one and a half years due to illness. (Action Item) 	
VII.	Open Discussion	None.	
VIII.	Meeting Adjourned at 11:30 am		