

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

September 12, 2018, 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 CENTERS 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 11:32 am (*B. Corindia, Chair*)
- II. **Board Introductions & Comments**
Board Members Present: B. Corindia, G. White, T. Geiger, S.Otta, , A. Garcia, P. Romero, C. Bromley, J. Zamora, J. Cruikshank
Staff Present: J. Robbins, S. Tsang, N. Jimenez, F. Drewette, R. Walsh, G. Leung
Board Members Absent: C. Randle, J. Slayton, V. Redding, C. Briseno
- III. **Chairman Report** (*B. Corindia, Chair*)
B. Corinda invited the board to attend Moreno Valley CHC ribbon cutting on Monday September 17th. Board training will be on November 14th, M. Wilcox will be leading the training focusing on the Board's role and responsibilities and Board development. A twelve-month board-training calendar will be developed in which trainings will be conducted at each board meeting. In the future, the Membership Committee will be responsible for managing and maintaining the training sessions.
- IV. **Adoption and Approval of Minutes**
The regular meeting of the Community Health Center Board- August 2018 meeting minutes
Motion to approve: G. White, 2nd: A. Garcia, all in favor
- V. **Chief Executive Officer Report** (*J. Robbins, Chief Executive Officer*)
J. Robbins orally reported to the board her written report previously attached to the board packet. Attached to these minutes as reference (pages 3-4).

J. Robbins asked the board to approve the Substance Abuse Supplemental Funding application that was submitted to HRSA in July: **Motion to approve: G. White, 2nd S. Otta, All in favor.**
- VI. **Comments from the Public** (*B. Corindia, Chair*)
None.
- VII. **Board Committee Reports** (*Committee Chairs*)
 1. **Executive Committee** (*B. Corindia*)
The October board meeting will be held at the new Corona Community Health Center, a tour of the new site will be scheduled, and transportation arrangements will be made for those who need it. The Board training for October will focus on How RUHS functions as a system within the Community Health Centers.
 2. **Finance Committee** (*G. White*)
G. White reported to the board that preliminary numbers for FY17-18 were presented and they are subject to change, as adjustments are still being made. No balance sheet was presented to the committee this month; the committee expects to receive one next month.

3. Membership Committee (*B. Corindia*)

1. Report
2. Priscilla Romero Renewal – **Motion to approve: A. Garcia, 2nd G. White, All in favor.**
3. New Members:
 - a. Ismae Zelaya: **Motion to table: S. Otta, 2nd. A. Garcia, All in favor.**
 - b. Fred Drewette: **Motion to approve: A. Garcia, 2nd C. Bromley, All in favor.**
 - c. Craig Kelliher: **Motion to approve: A. Garcia, 2nd C. Bromley, All in favor.**
 - d. Dr. Denise Fleming: **Motion to approve: A. Garcia, 2nd S. Otta, All in favor.**

4. Quality Committee (*T. Geiger*)

T. Geiger reported to the board clinical outcomes, grievances, incidents, and patient satisfaction data for all sites.

5. Medical Services Report (*G. Leung, Medical Director*)

1. Credentialing acceptance and privilege approval:
Initial Appointment:
 - a. Mary Stephanie Bautista, NP (Lake Elsinore)
 - b. Li Che, DO (Perris)
 - c. Kyi Myint, MD (Riverside Neighborhood)

Request for Additional Prenatal and Postpartum care Privileges:

- a. Shannon Allen, NP (Hemet)
- b. Eric Esparza, PA (Perris)
- c. Barbara Ganchingco, DO (Perris)
- d. Brett Grundl, PA (Hemet)
- e. Sharon Jack, FNP (Perris)
- f. Eduardo Ramirez, MD (Indio)

Motion to approve credentialing and privileges: T. Geiger, 2nd: J. Zamora, all in favor.

VIII. Board Training (*M. Knutson, Counsel to the Board*)

Brown Act training was conducted; the board appreciated the training and found it very informative.

IX. Round Table

None.

X. Adjournment at 1:45 pm (*B. Corindia, Chair*)

NEXT MEETING:

*Wednesday, October 10, 2018 @ 11:00 AM (call to order 11:30 AM)
Corona Community Health Center
2813 S. Main St. Corona, CA 92882*

Respectfully submitted by

Co-signed by

Noemi Jimenez, Recording Secretary

Jen Cruikshank, Board Secretary

Board of Directors CEO report

September 12, 2018

This month we have focused on several key areas of function, they are the improvement of patient access through the implementation of the Trifecta Teams, operationalizing new facilities, new services and building the infrastructure of the CHC to manage our growing department adequately. Also, we are continuously working to maintain our relationship with the Bureau of Primary Care.

The Trifecta teams and Operations

Each site has a new Trifecta team to manage the day-to-day functions at the sites. Each team has a Physician-in- Charge or PIC, a business manager and a nurse coordinator. The roles, responsibilities, and authority of the teams are developing. Ten of the eleven teams are in place, and we are onboarding the final team this month. A kick-off meeting for the teams was held, and we have monthly meetings of all of the teams to train them in their new roles. The next training will be about the disciplinary processes of Riverside County. The goal in establishing the teams is to assure the access to care at all of our sites.

There are unique services that are needed at the sites to function as a CHC appropriately. This structure is the first step toward that goal. We will then determine what additional staff if any is needed at each unique site.

The nurse coordinators meet each week to develop clinical protocols and standing orders. Training is also part of these meetings. The PICs also have monthly meetings. The business manager meeting is being developed.

Onboarding of new providers and the necessary credentialing has been done by the Medical Center until the beginning of this month; now this function will be done in the Administrative office of the CHC.

The Operationalizing of new sites and services

Corona Community Health Center

This site has been operational since the beginning of June. It is the first site in a series, and it has a very different layout than our previous facilities. We are actively learning patient flow in this beautiful space and are making adjustments as we go. It has proven to be more of a challenge than we expected.

Moreno Valley Community Health Center

This location opened the beginning of August. It is home to the RUHS family practice residency program. This facility offers significantly more space than they had at the medical center and they are very appreciative of that space. The adjustment is different than the challenges at Corona, but everything is progressing nicely.

Jurupa Valley Community Health Center

The anticipated finish of construction of the new building is in November. We still will need to add the equipment and work with the teams for function in the new space. I am guessing an opening in late spring.

Palm Springs Community Health Center

The bid process for this new facility is complete. We expect to open at this site in late spring of 2020.

Building the infrastructure for the CHCs

The CHC's are continuing to grow and offer more services. I am working with HR to analyze our current organizational chart and will make recommendations for any changes we will need to support the health center sites.

Currently, we have some of the administrative and support functions within the CHC administration and for some of the other functions, we collaborate with the medical center. In the coming months, we will review and assess the best way to achieve the desired results.

Maintaining the relationship with the Bureau of Primary Care

The annual UDS trend reports are now available. These reports compare our statistics and quality with other CHCs in California and the nation. It also shows us trending of our numbers. Based on this report we received \$62,700 in a supplemental award from HRSA.

The Corona Valley pharmacy is now 340B eligible and we have a pharmacist available onsite for pharmacy consults.

HRSA has provided supplemental funding for the health centers to increase services to address the opioid epidemic. We submitted the proposal for the maximum dollars available to us. We have not received the notice of award. It is expected this month and should be approximately \$250,000.

The change of scope requests are moving forward and are as follows:

- Corona new facility—in scope and 340B eligible
- Moreno Valley facility—in scope and 340B eligibility pending
- Sports Medicine service line—in scope
- Emergency Medicine—in scope
- Podiatry—in process
- Psychiatry—in process
- Substance Abuse—in process
- Jurupa Valley new facility—budget and change in scope documents under development. Should be ready for the Board of Directors at the November meeting.
- Ophthalmology—waiting
- Endocrinology--waiting

**Community Health Center Board
Executive Committee Meeting
September 12, 2018
10:00 a.m. – 11:00 a.m.**

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	The meeting was called to order at 10:04 am by B. Corindia.	B. Corindia
II.	Roll Call	Members present: B. Corindia, G. White, C. Bromley, T. Geiger, J. Cruikshank, A. Garcia Staff: J. Robbins, N. Jimenez, R. Walsh, M. Wilcox Members Absent: J. Slayton, V. Redding	
III.	Review of Meeting Minutes	Meeting minutes from August were reviewed; Motion to approve: A. Garcia; 2nd C. Bromley; all in favor.	B. Corindia
IV.	Retreat Planning	<p>M. Wilcox will be leading the board retreat in November. Retreat training will address:</p> <ul style="list-style-type: none"> • Board Roles and Responsibilities • Board Development <p>B. Corindia suggested putting together an annual training schedule and including training at each meeting. He asked the committee for training input. Suggestions included:</p> <ul style="list-style-type: none"> • Quality • Finance • Board Recruitment • Bylaws • Compliance • Board Policy • Strategic Planning • Community Needs Assessment <p>The committee decided that Strategic Planning will be done after the Board training, it should include what exists now within the county and how the CHC fits within the county. M. Wilcox can put together surveys and send them out to the entities (stakeholders) identified by the Board. After the surveys are conducted B. Corindia suggests forming an ad-hoc strategic committee that works with J. Robbins and CHC staff. The ad-hoc committee will work together and then present to the board.</p> <p>B. Corindia would like a board training to be scheduled for the next board meeting in October.</p>	B. Corindia

**Community Health
Centers**

		<p>T. Geiger suggested the training to be how RUHS functions as a system within the CHC (to be an hour long).</p> <p>M. Wilcox noted that the Membership Committee should oversee training, manuals, and board member recruitment.</p>	
V.	Comments from the Public	None.	
VI.	Open Discussion	<p>B. Corinidia passed around the Committee Member list to see which committees the board members are interested in for next year.</p> <p>J. Robbins invited the committee to attend Moreno Valley CHC ribbon cutting on Monday, September 17th. The family medicine resident program (FCC1) moved over to the new Moreno Valley CHC, which opened August 4th.</p>	
VII.	Meeting Adjourned at 10:45 am		

**Community Health Center Board
Finance Committee Meeting
September 12, 2018
9:00 a.m. – 9:30 a.m.**

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	The meeting was called to order at 9:05 am by G. White.	G. White
II.	Roll Call	Members: G. White, B. Corindia, Staff: J. Robbins, R. Walsh, N. Jimenez, M. Wilcox	
III.	Review of Meeting Minutes	Meeting minutes from August were reviewed; Approval tabled for next month.	G. White
IV.	Monthly Financial Summary Review	June financials were reviewed, R. Walsh clarified that the numbers are preliminary as adjustments are currently being made. Detailed explanations and a balance sheet will be presented at the next meeting.	G. White
V.	Revenue Cycle Updates	R. Walsh continues to work on Rubidoux' permanent PPS rate. The enterprise fund is up and running. The Finance team is currently working with the Auditor's Controllers Office (ACO) on closing FY18. R. Walsh is working on uploading the trial balance onto Strata, a decision support system. As soon as he confirms that the trial balance from PeopleSoft is uploading correctly, he will have the ability to run and design financial reports directly from the software instead of doing it manually. J. Robbins shared how the PPS rates are set.	
VI.	Requested Items for October Agenda	PPS rates for all sites.	
VII.	Comments from the public	None.	
VIII.	Open Discussion	J. Robbins is working on an EPIC redesign to make it functional for the CHC; a task force was created to assist in getting this done. Additional task forces have been created to work on several items to improve patient care and function effectively. All sites now have the trifecta teams in place.	
IX.	Meeting Adjourned at 9:37 am.		

	Agenda Item	Discussion/ Recommendations	Presenter
I.	Call to Order	The meeting was called to order at 12:10 pm by J. Slayton.	J. Slayton
II.	Roll Call	J. Slayton, G. White, B. Corindia, J. Robbins, C. Briseno, C. Bromley, P. Romero, A. Garcia, J. Cruikshank, J. Zamora, M. Knutson, N. Jimenez	
III.	Review of Meeting Minutes	Meeting minutes from June were reviewed; Motion to approve: C. Briseno; 2nd C. Bromley; all in favor.	J. Slayton
III.	Existing Board Composition	<p>J. Slayton discussed the current board composition and future needs. J. Slayton reminded the committee that per the bylaws four county members are to form part of the board, which includes a representative from each County Department: Public Health, Behavioral Health, RUHS, and Mental Health. Additionally, HRSA requirements state that 51% of the board should be consumers.</p> <p>P. Romero suggested that board members qualifications should be determined; A. Garcia suggested requiring a cv/resume as part of the application process, however it was acknowledge that some may not have one, therefore it should be reviewed case by case. J. Slayton will work with J. Robbins and the committee to develop a plan for the future as the CHC continues to grow.</p>	J. Slayton
IV.	Board Member Renewal	Priscilla Romero, four year term renewal recommendation; Motion to approve: C. Briseno; 2nd C. Bromley; all in favor.	
V.	Prospective Members	<p>Four prospective board member applications were reviewed and discussed:</p> <ol style="list-style-type: none"> 1. Ismae Zelaya; Conference call was held, to discuss her interest in joining the board; Motion to recommend for approval: C. Briseno; 2nd C. Bromley; all in favor. 2. Fred Drewette Motion to recommend for approval: C. Bromley; 2ndC. Briseno; all in favor. 3. Craig Kelliher; Motion to recommend for approval: C. Briseno; 2nd C. Bromley; all in favor. 4. Dr. Fleming; Motion to recommend for approval: C. Briseno; 2nd C. Bromley; all in favor. 	
	Meeting Adjourned at 1:10 pm		