



**South Central Family Health Center
Board of Directors' Meeting Minutes
November 28, 2017**

Present: Fernando Almodovar, Dr. Tumani Leatherwood, Martha Munoz, Amir Johnson, Tia Strozier, Jan Brittain, Elmer Roldan, Jaime Moreno (phone) and Adrian DeVargas (phone)

Absent: Rosie Rios, Erica Hernandez

Staff: Richard Veloz, Paul Ramos, Dr. Jose Perez, Dr. Ryan Huang, David Roman, Genevieve Filmardirossian, Angel Obregon

Guests: Lauren Brunet, Development Assistant; Crystal Morales, Executive Assistant to Richard A. Veloz, CEO

Agenda Items	Discussion Items	Action Items
Meeting called to order	The meeting was called to order at 6:36 PM by Board Chair, Fernando Almodovar.	
Roll Call	Roll was called; there was a quorum present.	
Announcement of New Employees and Introductions Richard Veloz, CEO and Fernando Almodovar, Board Chair	Richard Veloz and Fernando Almodovar introduced new SCFHC employees Angel Obregon, JD, Chief of Administration/Compliance (Human Resources); Lauren Brunet, Development Department Assistant as part of the AmeriCorps Vista Program; and Crystal Morales, Executive Assistant to Richard Veloz.	
“Fast Pitch Competition” Presentation Lauren Brunet, Development Assistant	The County of Los Angeles in partnership with CCALAC, DHS and the Department of Public Health have an Annual Fast Pitch Competition in which Lauren applied using the research question of re-usable feminine products. Lauren is the youngest person to date to qualify for this competition which was highly competitive. As part of the “Fast Pitch Competition,” Lauren Brunet presented the five minute pitch to the Board members addressing women's cost of menstrual health and the concept of 2 reusable products (pad made	

	<p>out of fabric and a cup) as options to solving the problem of lack of access to pads/tampons in low income communities. Genevieve Filmardirossian suggested that Lauren's presentation be recorded at the Fast Pitch Competition and share it online through SCFHC website as well as through social media. The Board members commended Lauren Brunet on her great informative and creative presentation.</p>	
<p>Administrative Report Richard Veloz, CEO</p>	<p>Mr. Veloz presented staff reports to the Board and discussion followed answering questions and providing feedback to the Board members. He also shared with the Board members a cordial invite to the 2017 Employee Appreciation Luncheon which will be held on December 8, 2017 at the Monterrey Hill Restaurant from 1:30 PM to 7 PM. Employees will be recognized at this event for the following categories: Core Value Awards and Years of Service Awards.</p> <p>Mr. Veloz shared information that a 70% cut in mandated funding for FQHC's will take place if Congress does not pass mandated funding for FQHC's. We have prepared a budget reflecting this cut for SCFHC in anticipation of this worse-case scenario. Congress can act by December 8, or enact another Continuing Resolution (CR) and hold on acting until late December or early January.</p> <p>As the Chair of the Community Clinic Association of L.A. County (CCALAC), Mr. Veloz has been working with our clinic partners to monitor funding and other Congressional actions that will impact our clinic.</p> <p>S. Mark Taper Foundation Health Clinic at The Accelerated School (TAS) We have had a long and sometimes contentious relationship at TAS since first opening our clinic with a grant from the S. Mark Taper Foundation. Over the years in order to be able to maintain our clinic license, various maintenance and repairs have been necessary, but could only be fixed by formalizing our relationship with a lease. Consequently, a year and a half ago, Mr. Veloz presented a lease arrangement to the TAS Director, Mr. Jonathan Williams. The lease was never returned even after numerous attempts were made to try</p>	

	<p>and negotiate. In the meantime, we have continued to have connectivity and telephonic maintenance issues which has resulted in dropped patient calls to 911 and to our clinic for needed appointments and follow up. This places us in legal jeopardy. To resolve this, Mr. Veloz re-issued a lease to Mr. Williams. This one he returned requesting that we pay a retroactive payment of \$35,000 for the lease. Attempts have been made to contact Mr. Williams to resolve this issue but have been unsuccessful. We currently have a receptionist at the site but we are unable to see patients due to the possible liability reasons. Board Member, Jan Brittain suggested that an option would be to go directly to the Mark Taper Foundation Board so the Board can address these issues with the principal.</p>	
<p>Human Resources Report Angel Obregon, Chief of Administration / Compliance</p>	<p>2018 Risk Management Plan Angel Obregon, Chief of Administration/Compliance presented to the Board members and staff our new Risk Management Plan. The Risk Management Plan addresses employee safety as well as patient/visitors safety. We are also in the process of creating a Safety Committee (comprised of management staff). Board member, Dr. Tumani Leatherwood asked about the issue of confidentiality in case staff, patients/visitors would like to address a concern/complaint? Mr. Obregon shared that there is now a "hot email" system and also a red phone (with an 800 number) to address complaints internally with employees. HR staff are being trained on how to address complaints right away. Board member, Tia Strozier suggested to include an introductory paragraph/note mentioning that the Risk Management Plan that the Board signed is an abstract of the original document.</p> <p>Mr. Obregon also shared information regarding SCFHC's new Recruitment Plan. Fernando Almodovar asked if HR was documenting the reason why people are leaving. Mr. Obregon mentioned that we are. Mr. Almodovar recommended that we have a brief survey available to employees when they decide to leave SCFHC.</p>	<p>Motion by Dr. Leatherwood to approve the 2018 Risk Management Plan. Seconded by Jan Brittain. The motion was unanimously approved. Martha Munoz abstained from voting.</p>
<p>Development Report</p>	<p>David Roman, Development Manager, reported that the Development Department has raised approximately \$1.2 M in</p>	

<p>David Roman, Development Manager</p>	<p>FY2017. He also reported on Development plans for 2018, which includes an advocacy/social media emphasis, and the translation of our website in Spanish as well as English. He also reported that we are submitting by December 13, our Service Area Competition (SAC) Grant to HRSA for our main site (90011/ South Central Los Angeles). The grant will provide funding for three years, at \$4.6 million per year. David invited Board members if their organizations wish to donate funds to SCFHC. An email will be sent in the next few days with additional information. A list of grants/funds has been shared as part of David's Development Report, which includes \$1,199,000 in grants received; \$265,000 in grants requested; and \$200,000 in grants declined.</p>	
<p>Operations Reports Genevieve Filmardirossian, Associate Director/COO</p>	<p>Genevieve reported that SCFHC was awarded funding for two dental chairs at the SCFHC/Jefferson Dental Clinic and two additional dental operatories for the SCFHC/Elizabeth Learning Center.</p> <p>She also reported that the Cudahy Clinic which has been closed for three weeks due to a fire at an adjacent building is now open. We have reported the damage caused by the fire to our insurance broker and should be compensated through our insurance shortly.</p> <p>Genevieve also reported on the 2017 Employee Appreciation Luncheon: The Employee Appreciation Luncheon will be held on 12/8/17 from 2 PM to 7 PM at the Monterrey Hill Grand Ballroom. A copy of the program and the Board of Directors invite flyer is attached. So far we expect donations in the amount of \$10,000 dollars from vendors. This will cover part of the expenses for the dinner party and raffles for staff.</p> <p>The Turkey Giveaway A total of 16 turkeys were donated from Councilmember Curren Price's office. Our staff called the patients last Friday to inform them about the turkey giveaway. Board member, Ms. Rosie Rios scheduled the distribution at 12 PM. We gave away 7 turkeys and distributed the rest to patients in the clinic on the same day.</p>	

	<p>Please note: Amir mentioned to contact him for next year (2018) to get additional turkeys donated to SCFHC patients.</p> <p>Core Values Awards Program We have ordered the trophies for the Core Values Award winners which will be presented at the 2017 Employee Appreciation Luncheon on 12/18/17. SCFHC has seven (7) Core Value Awards. They are: Excellence, Integrity, Service, Compassion, Dedication, Respect, and Fiscal Responsibility. All staff members are eligible to nominate a colleague or themselves in one or multiple Core Values Areas. Nominations were due by November 3, 2017.</p> <p>Toy Drive On behalf of SCFHC, we'd like to thank our Board member Jan Brittain for arranging the Hermosa Beach Fire Department toy donations to our clinic. Our staff will be picking up toys on 12/16/17. Also, Care 1st Health Plan will be donating toys. The distribution will be on December 21, 2017 from 10 AM to 12 PM. We are collecting all the families' names, number of children, sex and ages for distributing toys accordingly.</p>	
<p>Medical Report Dr. Jose Perez, CMO</p>	<p>Dr. Jose Perez reports to the Board of Directors that multiple trainings occurred. Dr. Kemmer presented the P4P. Also, the department continues with its presentations for upgrade of our NEXTGEN system but the training will be postponed until mid-December.</p> <p>Productivity The approximate goal for the department is to have more than 8,000 patient visits per month. We were able to see 7,725 patients, an increase of about 600 patient visits from the 7,164 seen in the month of September 2017.</p> <p>Dr. Perez presented learning materials for Title X for Board approval.</p> <p>Dr. Perez presented new credentialing criteria for Board approval.</p>	<p>Motion by Dr. Leatherwood to approve the Title X flyers/learning materials introduced by Dr. Jose Perez in order to ensure that they are culturally sensitive materials for distribution purposes. Seconded by Martha Munoz. The motion was unanimously approved.</p> <p>Motion by Dr. Leatherwood to approve the use of a SCFHC 6 month letter notice to give to providers to request proof of re-credentials. Seconded by</p>

	<p>Dr. Perez requests a board motion to accept Ms. Jennifer Edwards' re-credentialing for the next two years.</p> <p>For Prescription Statistics (see Medical Report handout)</p>	<p>Martha Munoz. The motion was unanimously approved.</p> <p>Motion by Dr. Leatherwood to accept Ms. Jennifer Edwards' re-credentialing for the next two years. Seconded by Amir Johnson. The motion was unanimously approved.</p>
<p>Dental Report Dr. Ryan Huang, Dental Director</p>	<p>Dr. Ryan Huang reports that he now has a staff of 18 employees. There are still 3 open Dental positions (Dentist; RDA/DA; Dental PSR/Referral Specialist).</p> <p>Kindergarten Mandate Dr. Huang shared with the Board members information about the upcoming oral screening events. With the joint cooperation between LA Trust, LAUSD, and South Central Family Health Center. We will be providing oral health screenings and applying fluoride at Hooper Avenue Elementary on December 6th and 49th Street Elementary on December 13th. The plan is to screen and educate over 300 students, from TK, Kinder, and 1st grade classes. Each school has approximately 150 to 250 students per school, giving SCFHC an opportunity to close the gap of lack of dental services in low-income communities.</p>	
<p>Pharmacy Report Keith Fukuyama, Pharm.D.</p>	<p>Dr. Jose Perez reported on behalf of Dr. Keith Fukuyama that there are no issues at the moment. Please refer to the Pharmacy Report for prescription statistics as well as Operations and personnel information.</p>	
<p>Finance Report Paul Ramos, CFO</p>	<p>Paul Ramos reported to the Board members that the Finance Committee met on November 28, 2017 to review in depth the financials for October and November as well as the proposed 2018 budget.</p> <p>SCFHC 2018 Budget Proposal: It is estimated that SCFHC will have an increase of 15% in total visits compared to the year 2017.</p>	

	<p>Projected medical visits = 77,127 Projected dental visits = 10,025 A total of 87,154 visits projected by 12/31/17.</p> <p>Projected total adjusted revenue \$19,849,256 by 12/31/17. Total expenses \$19,625,997 Excess (Deficit) \$223,259</p> <p>The goal for the year 2018 is to hire less consultants (projected - 23%).</p> <p>2018 Capital Expenditure Budget Medical equipment / Office equipment \$106,500.</p> <p>Paul Ramos and Richard Veloz presented to the Board the Discretionary Funds Proposal for FYE 2017. This year, we are proposing to the Board two options:</p> <p>Option A 2017 Employee Bonuses .75% which is \$61,333 2017 Discretionary Fund (Retirement Plan) .75% which is \$61,333 Total 1.5% = \$122,666</p> <p>Option B 2017 Discretionary Fund (Retirement Plan) 1.5% = \$122,666</p>	<p>Motion by Dr. Leatherwood to approve the financials for October/November; 2018 budget to include medical equipment/office equipment expenditure of \$106,500. Second by Jan Brittain. The motion was unanimously approved.</p> <p>Motion by Jan Brittain to approve Option A to use discretionary funds for both employee bonuses and retirement plan 50/50. Seconded by Dr. Leatherwood. The motion was unanimously approved.</p>
Correspondence	Performance Evaluation Profile prepared by Capital Link (South Central Family Health Center 2013-2016).	
Approval of the Minutes for the October 30, 2017 Board Meeting	The minutes of the October 30, 2017 meetings were reviewed.	Motion by Amir Johnson to approve the Board minutes for October 30, 2017. Seconded by Elmer Roldan. The motion was unanimously approved.
Upcoming Board Meeting	The next Board meeting will be a conference call scheduled for Thursday, December 14, 2017 at 5 PM.	

Adjournment	There being no further business, the meeting was adjourned.	
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Minutes respectively submitted by Crystal Morales

Approved by: _____