



**South Central Family Health Center
Board of Directors' Meeting Minutes
August 22, 2017**

Present: Fernando Almodovar, Jan Brittain, Adrian DeVargas, Tia Strozier (phone)
Absent: Dr. Tumani Leatherwood, Amir Johnson, Erica Hernandez, Jaime Moreno, Martha Munoz, Rosie Rios, Elmer Roldan
Staff: Richard Veloz, Paul Ramos, Genevieve Filmardirossian, Dr. Jose Perez, David Roman, Ryan Huang

Agenda Items	Discussion Items	Action Items
Meeting called to order	The meeting was called to order at 6:30 pm	
Roll Call	Roll was called; there was not a quorum present.	
Administrative Report Richard Veloz	Richard Veloz indicated that last week in recognition of National Health Center Week, South Central Family Health hosted three health fairs and a Grand Opening for the Vernon Medical Clinic. He thanked David Roman who coordinated the Grand Opening and Genevieve Filmardirossian who worked with SCFHC staff to coordinate the other events during the week. SCFHC recognized Joseph DeArmas, a former Board member Emeritis, for his years of hard work and dedication to the organization and presented an award to him for his service. SCFHC received a grant from HRSA in the amount of \$129,000 for Quality Improvement in which it dealt with preventive measures and follow up with our patients.	
Development Report David Roman	David Roman updated the Board on the status of grants received, grants pending and grants declined. He indicated that a Health Net grant is due this week as well as a grant from Cedars-Sinai Medical	

	<p>Center for the end of August for HCCN. He is working with QueensCare for a possible grant. David stated he has been working on final reports for the following: Weingart Foundation, S. Mark Taper Foundation, The Ahmanson Foundation and Kaiser Permanente. Announced that Eric Filmardirossian has resigned as Development Assistant. Stated a Donor Wall has been developed in the Vernon Building; on the second floor is the S. Mark Taper Foundation Women's Center and third floor is the chronic disease management floor sponsored by Kaiser Permanente. He gave a presentation on some of the photographs taken at the Grand Opening and identified the key stakeholders, elected officials and community members present. Stated Dr. Leatherwood did a fantastic job as Mistress of Ceremonies for the Grand Opening.</p>	
<p>Operations Report Genevieve Filmardirossian</p>	<p>Genevieve Filmardirossian updated the Board on the timeline for the following sites:</p> <ul style="list-style-type: none"> • There were a few snags as it relates to the chairs for the Dental Clinic which will delay the opening of the building a few weeks in September. • The Optometry Clinic opening – to be determined. • Genevieve was invited to do a public service announcement on August 1, 2017 for 93.9 radio station to inform the community about the services offered at SCFHC. Announced the upcoming events in celebration of National Health Center Week (August 13-19, 2017 as well as the Grant Opening to be held on August 17th. • The lease agreement still has not been signed by the CEO of The Accelerated School. The air conditioning unit needed repairs in which SCFHC paid for the repairs in order to be functional at the school-based clinic. • Currently working on a three year modernization plan for the Elizabeth Learning Center in order to be in compliance with OSHPD 3. 	
<p>Medical Report Dr. Jose Perez</p>	<p>Dr. Jose Perez stated that one of the goals of the department is to increase and strengthen the services we provide to our patients. He stated that a Mental Health Department was created to address</p>	

	<p>some of these issues. One of our staff employees has a degree in Marriage and Family Therapy and will begin seeing patients three times a week. Many of the patients at SCFHC suffer from depression and we anticipate offering these services will address these needs. We hope to have a full time mental health provider hired by December.</p> <p>Chart Review for SCFHC Senior Population</p> <p>Noted some deficiencies in the way our providers are documenting; a training is scheduled for September to follow up and correct these issues.</p> <p>Dr. Perez discussed some challenges the department experienced this month. Productivity is down somewhat due to absences and shortage of providers. Recommendations were made to address these challenges.</p>	
<p>Dental Report Ryan Huang, DDS</p>	<p>Dr. Ryan Huang expressed he is working closely with Human Resources to identify and hire staff to work in the Dental Department. Discussed productivity issues by site. Staff performed oral screenings for adults and children in recognition of National Health Center Week.</p>	
<p>Finance Report Paul Ramos</p>	<p>The Finance Committee met and reviewed the following documents:</p> <ol style="list-style-type: none"> 1. Statement of Revenue and Expenses for July 31, 2017 2. Balance Sheet as of July 31, 2017 3. Statement of Revenue and Expenses by Sites 4. Budgeted Statement of Revenue and Expenses 5. Productivity Report Overall (graph) 6. Actual Visits by Sites (graph) 7. Personnel Cost by Department 8. Expenditure Report by Month 9. Accounts Receivable Ageing and Detail 10. Accounts Payable Ageing and Detail 11. Cash Receipts and Disbursement Report 12. Payer Mixed <p>Total Revenue:</p>	

	<p>July 2016: \$1,311,467 July 2017: \$1,643,966 Total Expenses: July 2016: \$1,298,712 July 2017: \$1,667,358 Assets and Liabilities: Total cash and investment balance as of July 31, 2017 was \$2,017,431. This money was in checking and investment accounts at Chase, Bank of the West, ProAmerica and Smith Barney Salomon and Unemployment Services Trust. Total Net Assets as of July 31, 2017 was \$9,005,924. Productivity: During July 2017, there were 6,701 visits compared to a projected of 7,771 or 13% under budget. Total visits for the year has a variance of 596 or 1% over compared to last year. Budget: Total adjusted revenue for the year is \$718,577 over budget or 6%; patient revenue net is \$492,747 or 6% under budget. Total expenses for the year is \$136,702 under budget or 1%. Cash Flow: For the month there was an excess of \$98,000 (Cash Receipts minus Cash Disbursements). As per year-to-date, there was a deficit of \$272,000.</p>	
Executive Session	The Board went into Executive Session with the CEO, CFO and CMO.	
Adjournment	<p>Since there was no quorum for the meeting, no action items could be approved. There being no further business, the meeting was adjourned.</p>	

Minutes respectively submitted by Anita Mossett

Approved by: _____