



**South Central Family Health Center  
Board of Directors' Meeting Minutes  
May 30, 2017**

**Present:** Fernando Almodovar, Dr. Tumani Leatherwood, Rosie Rios, Martha Munoz, Amir Johnson, Tia Strozier  
**Absent:** Jan Brittain, Erica Hernandez, Jaime Moreno, Adrian DeVargas, Elmer Roldan, Meryl Humphrey  
**Staff:** Richard Veloz, Paul Ramos, Genevieve Filmardirossian, Dr. Jose Perez, David Roman, Keith Fukujama  
**Guests:** Roger Martinez and Jonathan Agot with Gilbert Vasquez & Company

Agenda Items	Discussion Items	Action Items
<b>Meeting called to order</b>	The meeting was called to order at 6:30 pm	
<b>Roll Call</b>	Roll was called; there was a quorum present.	
<b>Presentation by Vasquez &amp; Company</b>	An audit was conducted by Vasquez & Company in 2016 and a presentation was made to the Board of Directors. The audit included reports on the following: financial statements, internal control structure, compliance with laws and regulations, schedule of expenditures of Federal awards, internal control over major Federal programs, major Federal program compliance and schedule of prior audit findings. A summary of the audit results was presented to the Board and further discussion followed.	
<b>Administrative Report</b> Richard Veloz	Richard Veloz presented staff reports to the Board and discussion followed answering questions and providing feedback to the Board members.  <b>California Primary Care Association's Day at the Capital</b> Genevieve Filmardirossian and David Roman attended the CPCA annual legislative day in Sacramento to meet with legislators and hear from the keynote speaker CA Attorney General Xavier	

	<p>Becerra. The conversations with legislators make all the difference to ensure that we have support for our clinic programs and issues that affect community health centers.</p> <p>Richard indicated that he met with Congresswoman Karen Bass in May to further discuss the health needs and issues pertinent to South Los Angeles.</p>	
<p><b>Development Report</b> David Roman</p>	<p>David Roman provided an update to the Board as it relates to the status of grants and awards. He announced that he and staff are diligently working on the Grand Opening for the Vernon Medical Clinic which is scheduled for mid August. David reported to the Board on postings on SCFHC's Facebook, Instagram and Twitter.</p>	
<p><b>Operations Report</b> Genevieve Filmardirossian</p>	<p>Genevieve Filmardirossian announced that a draft Marketing Plan was emailed to the Board for their review and feedback. The purpose of the Marketing Plan is to recruit between 3,500 – 6,000 additional patients for the main site. This will replace the 3,500 patients that will be transferred to the new Vernon Clinic in July 2017 within the next two years. She will be meeting with the Cosmos Group to start planning strategies and implementation of the Marking Plan. The Cosmos Group will conduct outreach for SCFHC and will represent them at markets, swap meets, churches and schools.</p>	
<p><b>Medical Report</b> Dr. Jose Perez</p>	<p>Dr. Jose Perez announced that the new P4P program has been launched. All providers, medical assistants and nurses have been trained on the new program which was enthusiastically received. Quality indicators rates and productivity to assess the effectiveness of the program will be monitored.</p> <p><b>Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Participated in the quarterly Quality Indicator Data Exchange with CCALAC on hypertension control and the use of aspirin and statins in the presence of heart disease.</li> <li>• In blood pressure control, we are at 65%, at the average at CCALAC and slightly better than healthy people 2020 benchmark.</li> <li>• In ischemic vascular disease and the use of aspirin or other anti-thrombotic, we are at 81% and exceeding the Medicaid</li> </ul>	

	<p>and CCALAC averages.</p> <ul style="list-style-type: none"> <li>In coronary artery disease and the use of statin, we are at 88%, 9 percentage points better than the CCALAC average.</li> </ul>	
<b>Dental Report</b>	<p>Dr. Ryan Huang provided a report on HRSA HIIP. Construction is ongoing for the new dental clinic located at 4415 S. Central Avenue, Los Angeles. Equipment has been ordered for the clinic: dental chair units, hand pieces, dental instruments and Panoramic x-ray machine. The 6-chair clinic is slated to be functional and operational by August, 2017.</p>	
<b>Finance Report</b>	<p>The Finance Committee met and reviewed the following documents:</p> <ol style="list-style-type: none"> <li>Statement of Revenue and Expenses for April 30, 2017</li> <li>Balance Sheet as of April 30, 2017</li> <li>Statement of Revenue and Expenses by Sites</li> <li>Budgeted Statement of Revenue and Expenses</li> <li>Productivity Report Overall (graph)</li> <li>Actual Visits by Sites (graph)</li> <li>Personnel Cost by Department</li> <li>Expenditure Report by Month</li> <li>Accounts Receivable Ageing and Detail</li> <li>Accounts Payable Ageing and Detail</li> <li>Cash Receipts and Disbursement Report</li> <li>Payer Mixed</li> </ol> <p><b>Total Revenue:</b>  April 2016: \$1,329,688  April 2017: \$1,526,486</p> <p><b>Total Expenses:</b>  April 2016: \$1,315,810  April 2017: \$1,487,041</p> <p><b>Assets and Liabilities:</b>  Total cash and investment balance as of April 30, 2017 was \$1,612,800. This money was in checking and investment accounts at Chase, Bank of the West, Wells Fargo, ProAmerica and Smith Barney Salomon &amp; Unemployment Services Trust. Total Net</p>	

	<p>Assets as of April 30, 2017 was \$8,151,405.</p> <p><b>Productivity:</b> During April 2017, there were 7,009 visits compared to a projected of 7,315 or 4% under budget. Total visits for the year has a variance of 79 or 0% over compared to last year.</p> <p><b>Budget:</b> Total adjusted revenue for the year is \$265,897 under budget or 4%. Patient revenue net is \$301,106 or 7% under budget. Total expenses for the year is \$534,420 under budget or 8%.</p> <p><b>Cash Flow:</b> For the month there was a deficit of \$153,000 (cash receipts minus cash disbursements). Year-do-date, there was a deficit of \$677,000.</p>	
<b>Action Items</b>		
<b>Approval of the 2016 Audited Financial Statements</b>	The Finance Committee made the recommendation to approve the Year End 2016 Audited Financial Statement.	Motion by Amir Johnson to approve the Year End 2016 Audited Financial Statements. Second by Tia Strozier. The motion was unanimously approved.
<b>Approval of the change in architect firms</b>	Recommendation made to approve the change in architect firms from our former architect Andrew Cox to Offenhauser/Mekeel Architect and approve their fees for the Optometry Clinic located at 4411 S. Central Avenue, Los Angeles up to \$46,000.	Motion by Dr. Leatherwood to approve the change in architect firms to Offenhauser / Mekeel. Second by Rosie Rios. The motion was unanimously approved.
<b>Approval of revised Dental Floor Plan</b>	The Finance Committee made the recommendation to approve the revised Dental Floor Plan to renovate the area that was allocated for storage and change it to an employee lounge and approve a General Contractor. Two quotes were received; one from Advanced Contractors in the amount of \$35,362 and one from Soco Construction in the amount of \$42,400.	Motion by Amir Johnson to approve the revised Dental Floor Plan and approve the General Contractor. Second by Martha Munoz. The motion was unanimously approved.
<b>Adjournment</b>	There being no further business, the meeting was adjourned.	

Minutes respectively submitted by Anita Mossett

Approved by: \_\_\_\_\_