



**South Central Family Health Center
Board of Directors' Meeting Minutes
June 27, 2017**

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

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 a quorum present.	
Administrative Report Richard Veloz	<p>Richard Veloz presented staff reports to the Board and discussion followed answering questions and providing feedback to the Board members.</p> <p>Dental Clinic Expansion Update: Richard announced to the Board that the 6-chair Dental Clinic is scheduled to open by the end of August, 2017. Dental chairs and other equipment are being installed this week. Dr. Huang, DDS oversees the Dental Clinic and recently conducted an oral health screening for 65 students at Jefferson High School.</p> <p>Richard indicated that recent elections were held for Community Clinic Association of Los Angeles County and he was nominated and selected as the 2017-18 Chair of the Board of Directors.</p> <p>SCFHC Strategic Plan: Staff continue to work with Maura Harrington from the Center for Nonprofit Management to finalize the Strategic Plan. We anticipate presenting the plan to the Board</p>	

	of Directors' in July.	
Development Report David Roman	<p>David Roman gave a presentation to update the Board and staff on the following:</p> <ul style="list-style-type: none"> • Field Deputy, Cynthia Morales from Congresswoman Roybal-Allard visited during a preview of the Vernon Medical Building on June 13, 2017. • Developing graphic tools to help our elected officials understand how SCFHC serve their constituents. • Postings on Facebook, Instagram and Twitter continue to increase their performance. • Goals and objectives were identified for SCFHC website for improvement. • Grand Opening for the Vernon Medical Clinic will be held on Thursday, August 17, 2017. 	
Operations Report	<p>Genevieve Filmardirossian presented the timeline for the opening of the new Vernon Medical Clinic – anticipated opening in July.</p> <p>National Health Center Week: The theme for National Health Center Week 2017 is “Celebrating America’s Health Centers: The Key to Healthier Communities.” Staff is working extremely hard to host three health fairs in celebration of this week – August 13-19, 2017.</p>	
Medical Report	<p>Providers: SCFHC providers were taken on a tour of the Vernon Medical Clinic and new assignments were given. New coats were provided with the SCFHC logo. We continue to recruit for additional providers.</p> <p>Quality Improvement: Dr. Jose Perez indicated that SCFHC participated in the quarterly Quality Indicator Data Exchange with CCALAC on preventive services including tobacco use, pneumococcal vaccine, well-child care visits and depression screening. Shared with the Board measurement tools and percentages scored in each of these categories. Graphs were presented to outline the results.</p>	
Dental Report	<p>Dr. Ryan Huang reported that he continues to work with Human Resources to identify potential candidates for the following positions: Dentist, RDA/DA and Dental PSR. Provided reports on</p>	

	all sites as it relates to productivity. Identified improvements needed to increase monthly utilization.	
Finance Report Paul Ramos	<p>The Finance Committee met and reviewed the following documents:</p> <ol style="list-style-type: none"> 1. Statement of Revenue and Expenses for May 31, 2017 2. Balance Sheet as of May 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: May, 2016: \$1,470,992 May, 2017: \$1,864,323</p> <p>Total Expenses: May, 2016: \$1,454,758 May, 2017: \$1,737,800</p> <p>Assets and Liability: Total cash and investment balance as of May 31, 2017 was \$2,213,923. This money was in checking and investment accounts at Chase, Bank of the West, Wells Fargo, ProAmerica and Smith Barney Salomon & Unemployment Services Trust. Total Net Assets as of May 31, 2017 was \$8,800,377.</p> <p>Productivity: During May, 2017, there were 7,508 visits compared to a projected of 7,433 or 1% over budget. Total visits for the year has a variance of 494 or 1% over compared to last year.</p> <p>Budget: Total adjusted revenue for the year is \$134,464 over budget or 2%</p>	

	<p>patient revenue net is \$410,737 or 8% under budget. Total expenses for the year is \$407,939 under budget or 5%.</p> <p>Cash Flow: For the month, there was an excess of \$601,000 (Cash Receipts minus Cash Disbursements). As per year to date, there was a deficit of \$76,000.</p>	
Action Items:		
Approval of Form IRS 990	The Finance Committee reviewed and made the recommendation to file IRS Form 990.	Motion made by Amir Johnson to file IRS Form 990. Second by Jan Brittain. The motion was unanimously approved.
Approval of State of California Form 199	The Finance Committee made the recommendation to file the State of California Form 199 – California Exempt Organization Annual Information Return.	Motion made by Amir Johnson to approve State of CA Form 199. Second by Adrian DeVargas. The motion was unanimously approved.
Approval of County of Los Angeles Minimum Wage Ordinance	The Finance Committee made the recommendation to approve the County of Los Angeles Minimum Wage Ordinance – Hourly Compensation Study Phase II effective 7/1/2017.	Motion made by Jaime Moreno to approve the County of Los Angeles Minimum Wage Ordinance. Second by Jan Brittain. The motion was unanimously approved.
Approval of full credentialing and privileging for Suzan Khajari, DDS	The Medical Committee made the recommendation to approve the credentialing and privileging for Suzan Khajari, DDS.	Motion made by Dr. Leatherwood to approve the credentialing and privileging for Suzan Khajari, DDS. Second by Martha Munoz. The motion was unanimously approved.
Approval of the change in hours at the S. Mark Taper Health Clinic at The Accelerated School	Recommendation made to approve the change in hours at the S. Mark Taper Health Clinic at The Accelerated School for the summer. The new hours beginning July 19 th – July 27 th will be Monday, Tuesday and Thursday, 8:00 am – 4:30 pm. The original hours of operation was Monday – Friday, 8:00 am – 4:30 pm.	Motion by Elmer Roldan to approve the change of hours at the S. Mark Taper Health Clinic at The Accelerated School. Second by Jaime

		Moreno. The motion was unanimously approved.
Approval to submit application for licensing and certification	Recommendation made for approval to submit an application to the Department of Public Health for the Vernon Medical Clinic for licensing and certification.	Motion by Jan Brittain to approve the submission of an application for licensing and certification for the Vernon Medical Clinic. Second by Amir Johnson. The motion was unanimously approved.
Approval of the Board Resolution regarding Board Composition	Recommendation made to ensure that SCFHC's governing Board meets HRSA/BPHC Governance/Board Composition requirements. Motion presented to the Board for approval of the resolution.	Motion by Jaime Moreno to approve the Board Resolution. Second by Martha Munoz. The motion was unanimously approved.
Adjournment	There being no further business, the meeting was adjourned.	

Minutes respectively submitted by Anita Mossett

Approved by: _____