



South Central Family Health Center
Board of Directors' Meeting Minutes
July 25, 2017

Present: Fernando Almodovar, Dr. Tumani Leatherwood, Adrian DeVargas, Elmer Roldan, Tia Strozier, Meryl Humphrey, Martha Munoz, Rosie Rios (via phone), Jamie Moreno (via phone)
Absent: Erica Hernandez, Jan Brittain, Amir Johnson
Staff: Richard Veloz, Paul Ramos, Genevieve Filmardirossian, Dr. Jose Perez, David Roman, Ryan Huang
Guest: Maura Harrington, Center for Nonprofit Management

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.	
Strategic Planning Update Maura Harrington	Maura Harrington, Center for Nonprofit Management, presented the Strategic Plan for South Central Family Health Center. Next steps were identified as well as areas of responsibility. Senior staff will be meeting shortly and prepare a presentation for the Board of Directors. The timeframe for outcomes on the Strategic Plan, measurement tools and the resources that will be needed will be identified by Senior Management.	
Administrative Report Richard Veloz	Richard Veloz presented staff reports to the Board and discussion followed answering questions and providing feedback to the Board members Board Member Boot Camp will be conducted August 26, 2017 in San Diego at the Annual Convention and Community Health Institute Conference hosted by NACHC.	

<p>Development Report David Roman</p>	<p>David Roman announced the Grand Opening for the Vernon Medical Clinic will be conducted on Thursday, August 17, 2017 from 11:00 am until 1:00 pm. An update on the guests, program and layout was discussed. Board members were encouraged to participate in this event. Board members requested further clarification as to the details of the Grand Opening.</p>	
<p>Operations Report Genevieve Filmardirossian</p>	<p>Genevieve Filmardirossian invited the Board of Directors to participate in National Health Center Week which will be celebrated August 13 – 19, 2017. In recognition of this week, SCFHC will be hosting three health fairs:</p> <ul style="list-style-type: none"> • Elizabeth Learning Center, August 15th from 11:00 am – 3:00 pm • SCFHC, August 16th from 9:00 am – 1:30 pm • Huntington Park Family Health Center, August 18th from 10:00 am – 2:00 pm. <p>Genevieve announced that SCFHC was selected to receive a donation from the National Association of Community Health Centers in the amount of \$1,000. McKesson agreed to be a sponsor of National Health Center Week and donated the check in recognition of this week.</p>	
<p>Medical Report Dr. Jose Perez</p>	<p>Dr. Jose Perez provided an update to the Board on provider meetings and trainings. Efforts continue to recruit additional providers for SCFHC and its satellite clinics. Several providers require re-credentialing.</p> <p>An update was provided to the Board regarding Quality Improvement /Quality Assurance. Discussion followed regarding these issues.</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 June 30, 2017 2. Balance Sheet as of June 30, 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

Total Revenue:

June 2016 - \$1,389,007

June 2017 - \$1,837,518

Total Expenses:

June 2016 - \$1,331,565

June 2017 - \$1,837,518

Assets & Liabilities:

Total cash and investment balance as of June 30, 2017 was \$1,919,523. 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 June 30, 2017 was \$9,100,671.

Productivity:

During June, 2017, there were 7,208 visits compared to a projected of 7,692 or 1% under budget.

Budget:

Total adjusted revenue for the year is \$643,832 over budget or 7%; patient revenue net is \$464,797 or 7% under budget. Total expenses for the year is \$181,742 under budget or 2%.

Cash Flow:

For the month, there was a deficit of \$294,000 (Cash Receipts minus Cash Disbursements). As per year-to-date, there was a deficit of \$370,000.

During the Finance Committee, there was discussion on the final plans for the SCFHC Medical and Dental site. The same vendors were used for the Vernon Medical Center. There is no item more than \$5,000 per unit; hence quotes were not necessary.

Action Items		
Approval of Dental Provider Credentialing and Privileging	The Medical Committee made the recommendation to approve the full Dental Provider credentialing and privileging for Suzan Khajavi, DDS.	Motion made by Dr. Leatherwood to approve the full Dental Provider credentialing and privileging for Suzan Khajavi, DDS. Second by Martha Munoz. The motion was unanimously approved.
Approval of change orders	The certificate of occupancy for the Vernon Medical Clinic was received. A motion was made to approve the change orders in the amount of \$62,295.	Motion made by Dr. Leatherwood to approve the change orders for the Vernon Medical Clinic in the amount of \$62,295. Second by Tia Strozier. The motion was unanimously approved.
Executive Session	Closed Executive Session to discuss SCFHC personnel issues.	
Adjournment	There being no further business, the meeting was adjourned.	

Minutes respectively submitted by Anita Mossett

Approved by: _____