



**South Central Family Health Center  
Board of Directors' Meeting Minutes  
September 26, 2017**

**Present:** Fernando Almodovar (phone), Dr. Tumani Leatherwood, Jan Brittain, Erica Hernandez, Amir Johnson (phone), Adrian DeVargas, Jaime Moreno (phone), Elmer Roldan, Tia Strozier (phone)  
**Absent:** Rosie Rios, Martha Munoz  
**Staff:** Richard Veloz, Paul Ramos, Genevieve Filmardirossian, Dr. Jose Perez, Dr. Ryan Huang, Dr. Keith Fukuyama, David Roman  
**Guests:** Frances Offenhauser, Architect, Shweta Mehrotra and Roger Martinez with Vasquez and Company, Auditors

<b>Agenda Items</b>	<b>Discussion Items</b>	<b>Action Items</b>
<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 Frances Offenhauser</b>	Frances Offenhauser with Offenhauser/Mekeel Architects presented to the Board on how the SCFHC Dental/Medical Clinic located at 4415 S. Central Avenue, Los Angeles turned out financially, and discussed how the project began with an extremely tight budget. In total, the change orders were \$66,482 over budget but for each of the dollars you spent, you received something extra and of value for it. \$9,500 was spent on some requirements for licensing that are not requirements for additional construction. Some of the improvements requested by the staff include: IT requirements which are handled in-house, water heaters, the exiting halls were re-painted, 2/3 of the floors were re-done, maintenance upgrade items, i.e. maples floors required new plywood, issues with the basement required additional work, etc. Frances shared new ideas with the Board on the SCFHC Vision Care Clinic located at	

	4411 S. Central Avenue, Los Angeles. Suggestions were made on improvements. SCFHC will seek additional funding opportunities to implement some of these suggested changes. Staff thanked Frances and her staff on their hard work on these projects.	
<b>Presentation by Vasquez and Company</b>	Roger Martinez made a presentation to the Board and discussed the scope of the audit of financial statements for SCFHC's 403(b) retirement plan for the year ended December 31, 2016. The financial statements fairly present, in all material respects, the Plan's Statement of Net Assets available for benefits and statement of changes in net assets available for benefits. Vasquez and Company made the recommendation to management that SCFHC initiate the preparation and review of financial statements, and establish controls surrounding the preparation process. It is the responsibility of management and those charged with governance to determine whether to accept the risk associated with this condition because of cost or other considerations. Issues of fraud and collusion were discussed with the Board and it was explained that based on the nature of the financial audit, many times it is not detected in this type of audit. If fraud is suspected, the request for a fraud audit is recommended. SCFHC successfully passed the audit of the 403(b) retirement plan.	
<b>Presentation by Elmer Roldan and Tia Strozier</b>	Elmer Roldan and Tia Strozier attended a NACHC Board Member Boot Camp on August 26, 2017 in San Diego. Elmer expressed that it was extremely helpful especially for those individuals who have never served as a Board member. The conference covered a wide range of topics such as what it means to be a Board member of a health clinic and discussed the responsibilities as a Board member, attending meetings, bylaws, and voting. Topics also discussed were fiduciary responsibilities, fundraising goals and understanding the various levels of regulations that the clinic falls under at the federal, state and county level.	
<b>Action Items</b>		
<b>Approve Board Minutes</b>	The Board reviewed the minutes for March, April, May, June and August, 2017. Dr. Leatherwood indicated that in the May, 2017 minutes, staff needs to add the recommendations made to	Motion by Jan Brittain to approve the Board minutes for March, April, June and August,

	Management pertinent to the Vasquez & Company 2016 audit.	2017. Second by Erica Hernandez. The motion was unanimously approved. Corrections will be made to the May minutes and presented to the Board for approval at the October meeting.
<b>Approve Credentialing and Privileging</b>	The Medical Committee made the recommendation to approve the credentialing and privileging for Anna Davydov, DDS, dental provider, on a temporary basis.	Motion by Dr. Leatherwood to approve the credentialing and privileging for Anna Davydov, DDS. Second by Erica Hernandez. The motion was unanimously approved.
<b>Approve and File 403 B Retirement Plan and Form 5500</b>	The Finance Committee made the recommendation to approve and file SCFHC's 403 B Retirement Plan and Form 5500 with our Financial Retirement Planner. It was noted that a correction should be made on the average index return on the Investment Performance presented by Vasquez and Company and should be recalculated.	Motion by Jan Brittain to approve and file 403 B Retirement Plan and Form 5500 with the Financial Planner. Second by Jaime Moreno. The motion was unanimously approved.
<b>Approve Purchase of Air Conditioning Unit</b>	The Finance Committee made the recommendation to approve the purchase of a new 15 ton air conditioning unit for Huntington Park Family Health Center for \$29,800. Daniels Heating & Air Conditioning, Inc. and K & S Air Conditioning gave us a bid to replace the air conditioning unit. It was determined to accept the bid from Daniels Heating & Air Conditioning due to time restraints and the convenience for our patients.	Motion by Elmer Roldan to approve the purchase of the an air conditioning unit for Huntington Park Family Health Center for \$29,800. Second by Amir Johnson. The motion was unanimously approved.
<b>Approve Retinal Camera</b>	David Roman shared with the Board that a grant was approved by Dabney Pharmacy in the about of \$250,000 over a five year period to SCFHC. As a result of these funds, it was recommended to purchase a Daytona Retinal Camera for \$48,995. This camera is state-of-the-art and the latest in technology. Bids were received from Optos and from Cal Coast. It was determined to accept the bid from Optos. This camera will be used for the diabetic patients at SCFHC when the Vision Eye Clinic opens in January, 2018.	Motion by Dr. Leatherwood to approve the purchase of the Retinal Camera. Second by Jan Brittain. The motion was unanimously approved.
<b>Approve Filing for Clinic</b>	The recommendation was made to approve the filing of the clinic	Motion by Elmer Roldan to

<p><b>License</b></p>	<p>license for the SCFHC Dental/Medical Clinic located at 4415 S. Central Avenue, Los Angeles.</p>	<p>approve the motion to file for the clinic license for the Dental/Medical Clinic. Second by Erica Hernandez. The motion was unanimously approved.</p>
<p><b>Approve SCFHC Medical Policy and Procedure</b></p>	<p>Dr, Perez indicated that based on a recent audit, it was recommended to update and revise SCFHC’s Medical Policy and Procedure for Medical Records Criteria. Basically, the policy clearly spells out what the providers are responsible for and details specific duties and requires stricter documentation. The Medical Committee recommended approval of the Policy and Procedure.</p> <p>Dr. Perez stated that another recommendation was made based on the audit to lock the progress notes of medical records. In order to comply with this requirement of SCFHC’s Electronic Health Records, a new policy was developed to address this issue. The Medical Committee recommended that the Board approve the SCFHC Medical Policy and Procedure for Medical Records Criteria – Locking Progress Notes.</p> <p>As a result of an incident in which a provider prescribed narcotics to one our employees, but did not document properly, Dr. Perez revised the current policy to forbid providers writing a prescription for narcotics which is also a conflict of interest. A recommendation was made by the Medical Committee to approve the SCFHC Medical Policy and Procedure regarding Health Services for Staff, Dependents and Volunteers.</p>	<p>Motion by Dr. Leatherwood to approve the Medical Policy and Procedures on Medical Records Criteria, Medical Records Criteria – Locking Progress Notes and the policy on Health Services for Staff, Dependents and Volunteers. Second by Jan Brittain. The motions were approved unanimously.</p>
<p><b>Administrative Report</b> Richard Veloz</p>	<p>Richard Veloz wanted to thank Board members and staff who contacted their local congress representatives to make sure that the Affordable Care Act was not repealed and he is happy to say that today they pulled the Graham-Cassidy Health Care Bill because there was not enough votes to pass it. He also stated that by September 30<sup>th</sup>, the funding for community health centers, for the National Health Service Corps, as well as the Child Health Insurance Program (CHIP) will terminate without congressional approval. This is a bi-partisan, legislative process called the</p>	

	<p>CHIME Act which stand for Community Health Investment and Modernization and Excellent Act for five years to extend community health centers plus the National Health Service Corps and the CHIP program. We are lobby and advocating for that bill. Now every three years, SCFHC needs to compete with other 330 clinics for federal funding for grants. SCFHC's application is due in December, 2017. David Roman, Teri Jolin and other staff will be working on the grant application. We need to show that we accomplished what we stated we would accomplish in the last three years, that we saw X amount of patients, we have x amount of uninsured patients, we have X amount of patients on Medi-Cal, etc. If we can show our accomplishments, we have a good chance in receiving the grant. The grant is approximately for \$5 million.</p>	
<p><b>Development Report</b> David Roman</p>	<p>David Roman reported he submitted a grant proposal to HRSA-AIMS and SCFHC received \$175,000 which will be utilized for mental health and substance abuse prevention. He reiterated that SCFHC will be competing with other 330 clinics for federal funding in December, 2017.</p> <p>David received a letter inviting SCFHC to submit an application to the Every Child Foundation for \$1 million. Several years ago we submitted an application to this organization. Development staff is researching information to submit the application to Every Child Foundation.</p> <p>A grant request was received from Kaiser Permanente – Downey in the amount of \$50,000 which would be used to strengthen STD/STI services in Huntington Park and Cudahy.</p>	
<p><b>Operations Report</b> Genevieve Filmardirossian</p>	<p>Genevieve Filmardirossian met with Andrea Williams, Executive Director for the Southside Coalition of Community Health Centers and with Lucy Castro, Community Outreach Coordinator for the Southside Coalition to discuss recruiting consumer board members. The Southside Coalition has a funded program from the California Endowment for Advocacy and ACA Outreach. With this funding, the Southside Coalition formed a group called the Community Action Group which meets monthly with patients from the community. Out of this group there have been several consumer board members identified as potential board members. There is a potential board member for SCFHC and we will follow up shortly.</p>	

	<p>Genevieve shared with the Board the status of the air conditioning unit for Huntington Park Family Health Center which went out approximately three week ago. A detailed report is in the Operations Report. Also outlined in her report is a monthly report for Outreach, Managed Care and the Integrated Care Program.</p> <p>The clinic license for the Cudahy Family Health Center was postponed due to compliance issues. The re-modeling of the Cudahy Clinic was done before January, 2017 and new guidelines came out in 2017. Therefore, we have to prepare a three year plan of modernization under the new guidelines. The architect prepared the modernization plan which is attached to address these compliance issues. The new Vernon Clinic does not have these issues and we are moving forward to obtain the clinic license.</p> <p>Effective September 22, 2017, Genevieve was assigned as the official supervisor of the Human Resources Department and she is working really hard to re-structure the Department.</p>	
<p><b>Medical Report</b> Dr. Jose Perez</p>	<p>Dr. Jose Perez updated the Board on some of the activities taking place with the providers. He stated that six providers were trained by Blake Leong from Bayer Pharmaceuticals on insertion and withdrawal of intra-uterine devices. This will increase access to long term contraception for our patients.</p> <p>Dr. Michael Kemmer has taken the lead in becoming SCFHC's Clinician Champion in information technology. He is the new super user in Nextgen and i2i.</p> <p>Dr. Youn, podiatrist, will commence providing services in the month of October. In addition, Dr. Navarro, psychologist, will begin to provide services this week.</p>	
<p><b>Finance Report</b> Paul Ramos</p>	<p>The Finance Committee met and reviewed the following documents:</p> <ol style="list-style-type: none"> <li>1. Statement of Revenue and Expenses for August 31, 2017</li> <li>2. Balance Sheet as of August 31, 2017</li> <li>3. Statement of Revenue and Expenses by Sites</li> <li>4. Budgeted Statement of Revenue and Expenses</li> <li>5. Productivity Report Overall (graph)</li> </ol>	

	<p>6. Actual Visits by Sites (graph)  7. Personnel Cost by Department  8. Expenditure Report by Month  9. Accounts Payable Ageing and Detail  10. Accounts Receivable Ageing and Detail  11. Cash Receipts and Disbursement Report  12. Payer Mixed</p> <p><b>Total Revenue:</b>  August 2017: \$1,727,351  August 2016: \$1,546,473</p> <p><b>Total Expenses:</b>  August 2017: \$1,718,596  August 2016: \$1,549,445</p> <p><b>Assets and Liabilities:</b>  Total cash and investment balance as of August 31, 2017 was \$1,753,144. 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 August 31, 2017 was \$8,977,598.</p> <p><b>Productivity:</b>  During August 2017, there were 7,808 visits compared to a projected of 8,478 or 8% under budget. Total visits for the year has a variance of 1,114 or 2% over compared to last year.</p> <p><b>Budget:</b>  Total adjusted revenue for the year is \$496,893 over budget or 7%; patient revenue net is \$453,184 or 5% under budget. Total expenses for the year is \$29,426 under budget or 0%.</p> <p><b>Cash Flow:</b>  For the month, there was a deficit of \$264,000 (Cash Receipts minus Cash Disbursements). As per year-to-date, there was a deficit of \$5,00</p>	
<b>Executive Session</b>	The Board went into Executive Session with the Chief Executive Officer, Richard Veloz, to discuss ongoing litigation and Board member issues.	
<b>Adjournment</b>	There being no further business, the meeting was adjourned.	

Minutes respectively submitted by Anita Mossett

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