



**South Central Family Health Center
Board of Directors' Meeting Minutes
April 24, 2017**

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

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.	
Presentation by Frances Offenhauser	Frances Offenhauser with Offenhauser/Mekeel Architects presented to the Board on the layout of the new Vision Care Clinic located at 4411 S. Central Avenue, Los Angeles. She explained the design concept for the building and discussed numerous changes that were implemented to make the clinic "patient friendly". In addition, Frances outlined change orders for the Vernon Medical Clinic located at 1028 E. Vernon Avenue, Los Angeles. Discussion followed regarding the many changes orders that took place in the planning process.	
Administrative Report Richard Veloz	Richard Veloz presented staff reports to the Board and discussion followed answering questions and providing feedback to the Board members. Staffing financial review Richard has been working with senior staff and Finance over the	

	<p>last month on updating and comparing our staff salaries and benefits as well as our incentive plan to ensure that we are within the market range to stay competitive with other clinics and health care providers. We completed a salary market comprehensive review and report late last year. Our current efforts are centered on our providers and build upon what we already have in place. Our final recommendations will be presented to the Board for review prior to any implementation. In addition, our goal is to increase minimum wage salaries of \$15 an hour ahead of the mandated L.A. City date of 2020, and the State date of 2022. By July 1, 2017, we will be increasing our minimum salary to \$13 an hour, the city of L.A. will require a \$12 minimum by July 1, and the State will require an \$11 minimum wage by January 1, 2018.</p>	
<p>Development Report David Roman</p>	<p>David Roman updated the Board on the status of grants received, pending grants and grants which were declined. For the month of April, grants were submitted to the following: Kaiser Permanente, Pierre Farchaud Foundation, Crail Johnson Foundation and L.A. Care.</p>	
<p>Operations Report Genevieve Filmardirossian</p>	<p>Genevieve Filmardirossian updated the Board on some of the strategies implemented to increase patient enrollment. The Outreach Team has been collaborating with numerous organizations to address these issues. Highlights of fairs and events that the outreach team has accomplished in the last month include:</p> <ul style="list-style-type: none"> • The Breast and Colon Community Conference and Resource at the Mercado La Paloma • Three Wins Fitness Grand Opening at the Jazz Park • NAVA Middle School Open House • Park Avenue Elementary Parent Presentations in Cudahy • The Elizabeth Learning Center’s Student Health Governance Women’s Empowerment, “Mi Cuerpo, Mi Salud” (My Body, My Health) presentation 	
<p>Medical Report Dr. Jose Perez</p>	<p>Dr. Jose Perez stated that as part of the recruitment and retention plan, he continues to work with providers to create the “ideal practice”. The more satisfied providers are, the less likely they are to leave.</p>	

	<p>Quality Improvement SCFHC participates in a county-wide Community Health Center Consortium in L.A. County which addresses areas in quality improvement. The Dashboard for SCFHC's diabetes program include the following:</p> <ul style="list-style-type: none"> • At least HgA1c in 12 months: 84% • Last HgA1c < 8% 58% • Last HgA1c < 9% and no A1c 37% • BP < 140/90 75% • LDL in the last 12 months 58% • Microalbumin Test in last year 54% • Retinal Exam in last year 23% • No ASCVD + statin 55% 	
<p>Dental Report Dr. Ryan Huang</p>	<p>Dr. Ryan Huang discussed some of the challenges faced by the department as it relates to productivity. He identified improvements necessary to increase monthly utilization:</p> <ul style="list-style-type: none"> • Increasing frequency of confirmation calls to patients • Increasing focus on customer service to maintain current patients and increase referrals from existing patients 	
<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 March 31, 2017 2. Balance Sheet as of March 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 March 2016: \$1,462,001 March 2017: \$1,584,438</p> <p>Total Expenses March 2016: \$1,458,868 March 2017: \$1,534,377</p> <p>Assets and Liabilities Total cash and investment balance as of March 31, 2017 was \$1,766,156. This money was in checking and investment accounts at Chase, Wells Fargo, ProAmerica and Smith Barney Salomon and Unemployment Services Trust. Total Net Assets as of March 31, 2017 was \$7,970,159.</p> <p>Productivity During March 2017, there were 7,559 visits compared to a projected of 7,354 or 1% under budget. Total visits for the year has a variance of 181 or 1% over compared to last year.</p> <p>Budget Total adjusted revenue for the year is \$206,627 under budget or 4% patient revenue net is \$142,608 or 5% under budget. Total expenses for the year is</p>	
Action Items		
Approval of layout for the Vision Care Clinic	Frances Offenhouse with Offenhauser/Mekeel Architects presented to the Board on the final layout for the Vision Care Clinic. Recommendation was made to approve the final layout.	Motion by Jan Brittain to approve the final layout for the Vision Care Clinic. Second by Erica Hernandez. The motion was unanimously approved.
Approval of Credentialing and Privileging for Susan Khajavi, DDS	The Medical Committee made the recommendation to approve the temporary credentialing and privileging for Susan Khajavi, DDS as a dental provider.	Motion by Dr. Tumani Leatherwood to approve the temporary credentialing and privileging for Susan Khajavi, DDS. Second by Martha Munoz. The motion was unanimously approved.
Approval of purchase of	The Finance Committee made the recommendation to approve the	Motion by Adrian DeVargas to

Panoramic x-ray machine	purchase of a Panoramic X-ray Machine for the new Dental Clinic located at 4415 S. Central Avenue, Los Angeles, 1 st Floor. Two quotes were received from Henry Schein; one for \$48,022 and another for \$21,995. In addition, there was a recommendation made to purchase two Sofix Digital Sensors for children and two Sofix Digital Sensors for adults in the amount of \$20,000. This recommendation was made by Ryan Huang, DDS, SCFHC's Dental Director for a total of \$45,774.	approve the purchase of the Panoramic X-ray Machine for the Dental Clinic. Second by Tia Strozier. The motion was unanimously approved.
Approval to add HRSA/BPHC Scope of Work	The recommendation was made to approve SCFHC's HRSA/BPHC Scope of Work for the following: <ul style="list-style-type: none"> • Add 1028 E. Vernon Avenue, Los Angeles to the project scope • Add 4415 S. Central Avenue, Los Angeles, Suite 1000 to the project scope • Add Podiatry as a specialty service to our project scope 	Motion by Meryl Humphrey to approve the Scope of Work for the projects listed. Second by Martha Munoz. The motion was unanimously approved.
Approval of Minutes	Motion made to approve the Board of Directors' minutes for February 28, 2017.	Motion by Jan Brittain to approve the February 28, 2017 minutes. Second by Tia Strozier. The motion was unanimously approved.
Adjournment	There being no further business, the meeting was adjourned.	

Minutes respectively submitted by Anita Mossett

Approved by: _____