

REDWOODS RURAL HEALTH CENTER
BOARD OF DIRECTORS MEETING MINUTES
Wednesday, September 27, 2017

Present: Janet Fitzgerald, Erica Boyd, Pamela Moore, Christina Huff, Shelby, Marcia Mendels, Julia Minton, Tina Tvedt Schaible (staff), Michele Hernandez (staff),

Absent: Ralph Emerson, Jane Gund

1. Call to Order – Meeting called to order at 3:25pm
2. Assign Timekeeper – group effort
3. Approve Agenda – Tina requested the addition of Review and Approval of Security System quotes as an Action Item. ***ACTION:** Motion by Janet to approve the agenda with the above addition, second by Pamela. All were in favor.
4. Correspondence/Public Comment – none
5. Update from Board Members &/or Staff Members –
 - Christina attended the Accountable Community for Health (ACH) meeting. Their focus is on ‘substance use disorder’ diagnoses.
 - Christina asked about the model for ED evaluation that Tina distributed to the Board earlier this year and whether the Board needs to formally adopt the process. The item will be placed on a future agenda for discussion.
 - Michele gave a quick update on the Social Determinants’ of Health (SDH) and CalFresh grant programs. SDH funds will not be available to reapply for so we will need to submit a larger CalFresh grant in order to maintain some of our existing programs. Food insecurity in our community is increasing.
6. Executive Director Update –
 - Tina received a call from Kathy Moxon of Greenway regarding how she might support RRHC’s renovation/expansion project. Grant funding would be necessary in order to hire Greenway.
 - Tina, Terri and Jillian participated in a call with our HRSA project officer. Tina distributed a handout for review. The tentative date of our site visit is April 2018.
 - Tina met with Matt Ries, SHCHD ED. RRHC and SHCHD will be collaborating on Breast Cancer Awareness month like last year. This year RRHC will be able to schedule our own patients into designated RRHC ‘slots’.
 - Tina met with Estelle regarding Prop S funding. While Estelle wants these funds to come down to So Humboldt, she seems to be more focused on the Excise Tax (cannabis sales tax).
7. Consent Agenda – ***ACTION:** Consent agenda approved with motion by Janet and second by Marcia. All were in favor.
8. Recruiting Update
 - Dentist – We received an application from a 5th year dental student. We are reaching out to multiple schools and recruitment agencies. Christina suggested Loma Linda School as a good resource.
 - Licensed Clinical Social Worker – Tina has had dialogue with Mariah Miranda, James Holland, Singing Trees and a potential intern regarding working at the clinic.
 - Medical Assistant – We still need a part time MA.
 - HIT – seeking full time candidate

- Telehealth – We are seeking a part time tele-health person as Shelly has officially resigned. It is hoped that we will be able to hire a full time person to fill this position along with the part time MA.
- CFO – Advertising for CFO on Craigslist.

9. Action Items for Review and Approval

- Privileging Request for Janis Madkins, DDS, Locum – ***ACTION:** Janet moved to approve privileging for Dr. Madkins, DDS. Marcia seconded and all were in favor.
- Review and Approval of Security System quotes – Quotes were reviewed. Terri recommends Home Security. SHCHD uses them and Kent raves about them. Images are clear and identifiable and the system can be added to in the future as we grow. Any security option will need a dedicated IT room/space for the equipment. This will likely be housed in the basement. ***ACTION:** Christina made the motion to approve contracting with Home Security. Pamela seconded the motion and all were in favor.

10. Discussion Items

- Board Training Topic of the Month: The Board’s Role in Adopting and Overseeing Health Center Policies and Procedures (electronic only) – Christina and Janet requested a spreadsheet listing the policies the Board approves and the date of last review/approval. Tina shared the current Health Center Program Compliance Manual which supersedes previous manuals.
- Quality Improvement – UDS trends and comparison – RRHC data was reviewed. Cost per patient; diabetes and access to prenatal care data was positive.
 - Over the past 3 years RRHC has increased Patients Served by 12%; Patient Visits by over 12%; Homeless Patients Served by 4% and Agricultural Workers by 51%.
 - Tina is scheduled to meet with Sarah Ross next week regarding collaborating on pre-natal services once Open Door is providing pre-natal services in Fortuna. The question of what midwives and doulas are currently available in So Humboldt. Jami Johnson is a midwife serving clients in So Humboldt and there is a group of doula’s who are meeting monthly in Garberville. Circle of Care is currently reaching out to them to gather more information and offer support.
 - Christina Huff shared that there have been 82 births in So Humboldt, 10 of them were homebirths.
- Board Recruitment –
 - Board members whose terms are up in February of 2018 include Ralph, Jane and Christina.
 - The first draft of the letter Terri developed was reviewed. There was question regarding the language ‘Board members are also representatives of our amazing team of providers and staff’. Julia asked about adding contact information, either Tina or the Board. Of particular note in the letter was the absence of a parent on our Board. The question was also asked whether this would be submitted as an article or letter to the editor.
 - Christina requested a copy of the Board Interest letter. Michele will send it to her digitally.
 - Several employees’ family members have expressed interest in being on the Board. As this is against policy Michele asked how the Board would like to respond.
- Expansion & Renovation Project Update –
 - Strategic Planning in Uncertain Times – There was discussion regarding the formation of a committee to identify various ‘scenarios’. The Board requested that

staff compose the possible scenarios and make a recommendation for the Board to review/approve.

- VCEE Clinic – This program allows on demand tele-med type appointments via cell phones. RRHC could potentially utilize VCEE by sending a nurse with cell phone to outlying areas to run a ‘clinic’ where patients could have appointments with providers who are physically at RRHC. SHCHD recently approved \$40,000 in exploratory funding for the program.
- HRSA Notice of Award and Budget Narrative for AIMS Grant – This funding is for expanded access to mental health services. We have been awarded \$175,000 for year one. Subsequent year’s allocation will be \$90,000. This is ongoing annual funding.
- Partnership Health Plan Board of Commissioners – Requirements for sitting on this commission were discussed. It requires a high level of commitment and participation that comes along with a chance to have a large impact.
- Policy & Legislative Updates – A robust discussion regarding clinic funding was had. The question of who can we politically advocate to outside of the state of California, as in general the state of California supports clinic funding.

11. Future Agenda Items

- Updated Lab and Records P & P’s
- Updated Mandatory Reporting and Chaperone P & P’s
- Updated Same Day Appointment Scheduling P & P
- Updated Collection and Bad Debt P & P
- Updated QI Calendar and CQI Plan
- Follow-up on Phone System Quotes

12. Next Board Meeting will be held Wednesday, October 21, 2017 at 3:30pm after the Finance Committee meeting at 3:00. SAVE THE DATE: Membership Meeting, Monday, November 13@6pm.

13. Executive Session – No Executive Session

14. Adjourn Meeting

Redwoods Rural Health Center Finance Committee
September 27, 2017 Minutes

Present: Erica Boyd-Walsh, Shelby, Pamela Moore, Christina Huff, Janet Fitzgerald, Marcia Mendels, Julia Minton (3:26pm), Tina Tvedt Schaible, Michele Hernandez

Patient accounts receivable increased to \$315,712

Tina has not heard from the state regarding last year's PPS reconciliation (around \$200,000 to 'pay back', though she believes next year the state may owe us.

RRHC just received payment report and it included some great data.

'Other revenue' funds (\$73,111) include \$42,500 in Meaningful Use funds and \$16,000 in 340B monies.

Expenditures above budget in the Supplies & drugs category reflects \$5,300 expended for the 340B program.

Through the 340B program Lima's Pharmacy offers direct to home deliveries in Southern Humboldt, including on the weekends.

Accounts receivable reflect 65% from Medi-Cal; 17% from Commercial insurance; 11% from Medi-Care. Also noted was that our Medi-Care rate = PPS rate + 20% that the patient is responsible for.

Adjourned at 3:23pm