

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

104  
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**FROM:** Riverside County Regional Medical Center/  
Riverside County Health System

**SUBMITTAL DATE:**  
March 21, 2013

**SUBJECT:** Appointment of Member to the FQHC Community Health Center Board

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Declare the position held by Steven Sims vacant, and appoint Jean Vavao (Health Center Representative) to the Community Health Center Board for the term of February 13, 2013 until February 13, 2015.

**DB:LBK:pk**

**BACKGROUND/APPOINTEE INFORMATION:** (Page 2)

*Douglas D. Bagley*

Douglas D. Bagley, Hospital Director

<b>FINANCIAL DATA</b>	<b>Current F.Y. Total Cost:</b>	\$ N/A	<b>In Current Year Budget:</b>	
	<b>Current F.Y. Net County Cost:</b>	\$ N/A	<b>Budget Adjustment:</b>	N/A
	<b>Annual Net County Cost:</b>	\$ N/A	<b>For Fiscal Year:</b>	

<b>SOURCE OF FUNDS:</b> N/A	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Debra Cournoyer*  
Debra Cournoyer  
**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Tavaglione, Stone, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** April 23, 2013  
**xc:** RCRMC

Kecia Harper-Ihem  
Clerk of the Board  
By: *[Signature]*  
Deputy

**Prev. Agn. Ref.:** | **District:** All | **Agenda Number:**

2-14

Dept's Recomm.:  
Per Exec. Ofc.:

Policy  
 Policy  
 Consent  
 Consent

Departmental Conference

Form 11

Subject: Appointment of Member to the FQHC Community Health Center Board  
Page 2

**BACKGROUND:**

As a requirement of the Federally Qualified Health Center Look –Alike designation, the County must have a Community Health Center Board, which is authorized by County Ordinance. There are thirteen (13) positions on the Board of which a majority must be users of services at the County Family Care Centers. Board members must also be broadly representative of the characteristics of the population served. The individual in the motion have been reviewed and accepted by the Community Health Center Board.

**Health Center Representative**

Jean Vavao *representing*  
Banning Family Care Center  
3055 W. Ramsey  
Banning CA 92220

DB:LBK:pk  
3/21/2013



Community Health Center Board  
Federally Qualified Health Centers Look-Alike  
February 13, 2013  
**MEETING MINUTES**

**Board Members - Present**

Debbie Cournoyer  
Art Garcia, Chair  
Cynthia Oma Gray, Vice Chair  
Charles "Chuck" Goldstein  
Katie Greene  
Maria Juarez  
Debra Lertola  
Maria Mabey  
Ron Stewart, Secretary  
Jean Vavao  
Lawrence Wright, Treasurer

**Staff - Present**

Laurie Bowers-Kane, Executive Director  
Geoffrey Leung, M.D., Chief of Medical Services  
Patricia Kimberling, Recording Secretary

**Guests:**

Paula Meares  
Natalie Moy  
Gloria Robinson  
Frances Rojas

**Absent:**

Ann Barnes-Dansby (E)

**I. Call to Order** (*Art Garcia, Chair*)

Art Garcia called the meeting to order at 11:36 a.m. The meeting was held at the Riverside County Regional Medical Center (RCRMC), 26520 Cactus Avenue, Moreno Valley, CA; Conference Room.

Self introductions were made by all present. A quorum was present.

**II. Self-Introductions** were made by all who were present.

**III. Board Secretary** (*Ron Stewart, Secretary*)

Items that need to be added to the agenda during the time of the meeting require vote and approval by the Board.

*Art Garcia requested addition of Unfinished Business Items. Specifically, V.: d., e. and g. Chuck Goldstein moved to accept the additions. Debbie Lertola seconded the motion. The motion was unanimously approved.*

**IV. Conflict of Interest Disclosure** (*Art Garcia, Chair*)

In accordance with FQHC Bylaws, these meetings will continue to be open to the public, and in accordance with the Brown Act, meeting notices along with the meeting agenda are posted in a public location.

*There were no conflicts of interest present.*

**V. Adoption and Approval of Minutes— January, 2013** (*Art Garcia, Chair*)

Amend Item V.f: *Strike "Art motioned for"*

*Chuck Goldstein motioned to accept the Minutes as corrected. Larry Wright seconded. The vote was unanimously approved.*

## **VI. Policy Agenda and Status Reports**

### **a. Administration** (*Laurie Bowers Kane, Executive Director*)

- i. UDS (Uniform Data System) Report, which is required by HRSA (Health Resources and Services Administration) for FQHC (Federally Qualified Health Center) status is due by February 15, 2013. This critical report includes demographic and cost analysis trends.
- ii. EHR (Electronic Health Record) selection process is ongoing.
- iii. Strategic Planning is at preliminary stage.
- iv. Mental Health Integration is on track to expand in Indio and Lake Elsinore.

### **b. Operations Department** (*Laurie Bowers Kane, Executive Director*)

- i. A Nurse Manager position for the Western Region is pending offer. Three (3) Assistant Nurse Manager (ANM) positions are pending offers.
- ii. Paula Meares summarized expectations and focus (i.e. access, customer service) for the Patient Experience Project and reviewed the RCRMC and RCHS (Riverside County Health System) patient advocacy concept. Patient Experience Outreach Meeting to follow the Community Health Center Board Meeting.  
Natalie Moy, Director of Patient Care and Frances Rojas, Patient Advocate are Project Team members as well.

### **c. Medical Services Department** (*Geoffrey Leung, M.D., Chief Medical Officer*)

- i. Goal over the coming months is to recruit six (6) Medical Doctors, as space allows. Dr. Leung clarified that NPs (Nurse Practitioners) and PAs (Physician Assistants) will not be phased out.
- ii. The Health Home Innovation Project, in conjunction with HealthTeamWorks Consulting Firm is working with RCHS (Riverside County Health System) for continuous improvement of and staff operations implementations.
- iii. RCHS has been awarded three grants:
  - o Membership to Innovation Learning Network (staff participation in shared trainings)
  - o Diabetes Performance Improvement (Pharmacist coordinated)
  - o Safety Net Innovation Challenge Grant (virtual telephone patient visits)

### **d. Quality Management Department** (*Laurie Bowers Kane, Executive Director*)

- i. Performance Improvement Plan Report will be presented at March Meeting.

### **e. Executive Committee** (*Art Garcia, Chair*)

#### **i. Committee Assignments**

Maria Mabey, Chuck Goldstein, and Maria Juarez agreed to sit on the Nominating Committee. Maria Mabey will act as Chair.

Art Garcia, Katie Greene, Chuck Goldstein, Maria Mabey and Debbie Lertola to sit on the By-Laws Committee. Art will act as Chair.

Larry Wright, Jean Vavao and Debbie Cournoyer to sit on the Finance Committee. Larry Wright will act as Chair.

Cynthia Gray, Ron Stewart, Art Garcia, Debbie Lertola and Larry Wright to sit on Membership Committee. Cynthia Gray to act as Chair.

The Agenda (*ad hoc*) Committee will consist of the Executive Board members.

**f. Board Committees (*Committee Chairs*)**

- i. **Nominating Committee:** Appoint Jean Vavao as Health Representative replacing Steven Sims. Cynthia Gray so moved. Maria Juarez seconded. The vote was unanimously approved. Laurie Bowers Kane administered the Oath of Office.
- ii. **Bylaws Committee:** *No Report*
- iii. **Finance Committee:** *No Report*
- iv. **Membership Committee:** Cynthia Gray, Art Garcia, Ron Stewart, and Debbie Lertola met on January 30, 2013 to review the board member application and recruitment tools. The committee recommends attendance at Clinician Team and Clinic Site Manager Meetings for recruitment presentation. The annual Health Expo and Exclusive Care members were also identified as potential recruitment prospects.
- v. **Agenda Revision:** *No Report*

*The Chair called for a vote to accept the policy agenda as presented. Chuck Goldstein so moved; Larry Wright seconded. The vote was unanimously approved.*

**VII. Consent Agenda**

- a. **Administration** (*Geoffrey Leung, M.D., Chief Medical Officer*)  
No items were presented for approval at this time.
- b. **Finance Department** (*Tom King, Administrative Services Officer*)  
No items were presented for approval at this time.
- c. **Operations Department** (*Laurie Bowers-Kane, Executive Director*)  
No items were presented for approval at this time.
- d. **Medical Service Department** (*Geoffrey Leung, M.D. Chief Medical Officer*)  
No items were presented for approval at this time.
- e. **Quality Management Department** (*Laurie Bowers Kane, Executive Director*)  
No items were presented for approval at this time.

**VIII. Board Training**

Gloria Robinson, Assistant Nurse Manager

- Overview of Indio Family Care Health Center (47-923 Oasis Street Indio CA).
- Mission Statement
- Visits by zip code. Patient visits can number up to 350 daily (variation depends on seasonal and walk-in services)
- Highlighted services include:  
Primary Care; CHDP (Child Health and Disability Program); Teen Clinic  
STD (Sexually Transmitted Disease) Testing; Cancer Screening,  
Nutrition Services and EIP (Early Intervention Prevention – HIV)

**IX. 90 day Objective and Summary Comments** (*Laurie Bowers- Kane, Executive Director*)

- i. UDS Report submission
- ii. Strategic Plan presentation
- iii. Quality Manager Nurse Hire
- iv. CHCB Website Page Update
- v. EHR Update

**X. Roundtable**

- Maria Juarez made informational flyers available for the Earned Income Tax Preparation Program.
- Art noted the Health Center Expo takes place in August in observance of Health Center Week. Board members should plan to participate.

**XI. Comments from the Public**

**XII. Adjournment**

Mr. Garcia thanked the Board for their participation and adjourned the meeting at 1:07 p.m.

**Next Meeting** March 13, 2013 Riverside County Regional Medical Center,  
Conference Room F 1<sup>st</sup> Floor

Respectfully Submitted by Patricia Kimberling,  
Riverside County Health System (RCHS)  
Ambulatory Care Division Administration