

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

212A



FROM: Riverside County Regional Medical Center (RCRMC)

SUBMITTAL DATE:

March 2, 2015

SUBJECT: Appointment of Members to the FQHC-LA Community Health Center Board

RECOMMENDED MOTION: That the Board of Supervisors:

- 1) Appoint Jaime Slayton (Health Center Representative) to the Community Health Center Board to fill opening vacated by Cynthia Oma Gray; for term of July 2014 until July 2016.
- 2) Appoint Twila "Rochelle" Klock (Health Center Representative) to the Community Health Center Board to fill opening vacated by Jean Vavao; for term of July 2014 until July 2016.
- 3) Appoint Glen Klock (Health Center Representative) to the Community Health Center Board; for term of January 2015 until January 2017 to fill vacancy due to term expiration for Lawrence Wright.
- 4) Accept the resignation of Angela Gordon (Community Representative – Department of Public Social Services) and appoint Felix Minjarez (Community Representative – Department of Public Social Services) to the Community Health Center Board to fill this opening; for term of January 2015 until January 2017.
- 5) Declare a Health Center Representative vacancy due to term expiration for Charles "Chuck" Goldstein.

Departmental Concurrence

Continued Page 2

Jennifer Cruikshank

Jennifer Cruikshank
Chief Operating Officer,
for Zareh Sarrafian, Hospital CEO

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$	\$	\$	Consent <input checked="" type="checkbox"/> Policy <input type="checkbox"/>
NET COUNTY COST	\$ 0	\$	\$	\$	

SOURCE OF FUNDS:

Budget Adjustment:

For Fiscal Year:

C.E.O. RECOMMENDATION:

APPROVE

BY: *Debra Cournoyer*
Debra Cournoyer

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Washington, Benoit and Ashley
Nays: None
Absent: Tavaglione
Date: March 10, 2015
xc: RCRMC

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
Deputy

Prev. Agn. Ref.:

District: All

Agenda Number:

2-17

A-30 ☐ Positions Added ☐
4/5 Vote ☐ Change Order ☐

BACKGROUND:

Summary

As a requirement of the Federally Qualified Health Center Look –Alike (FQHC-LA) 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 Community Family Care Centers. Board members must also be broadly representative of the characteristics of the population served. The individuals in the motion have been reviewed and accepted by the Community Health Center Board.

Community Representative:

Felix Minjarez – Department of Social Services

Health Center Representatives

Glen Klock – Lake Elsinore Family Care Center

Twila “Rochelle” Klock – Lake Elsinore Family Care Center

Jaime Slayton – Perris Family Care Center



Community Health Center Board
Federally Qualified Health Centers Look-Alike
June 11, 2014
MEETING MINUTES

Board Members - Present

Art Garcia
Debbie Cournoyer, Vice Chair
Traci Cornelius, Secretary
Tonya Geiger
Angela Gordon
Debra Lertola, Chair
Tamara Martin
Larry Ruschell

Board Members - Absent

Charles Goldstein
Maria Mabey
Lawrence Wright

Staff - Present

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

Guests:

Sandy Gregston
Twila Rochelle Klock
Jaime Slayton

I. Call to Order (*Debra Lertola, Chair*)

Debra Lertola called the meeting to order at 11:39 a.m. The meeting was held at the Riverside County Regional Medical Center (RCRMC), 26520 Cactus Avenue, Moreno Valley, CA; Conference Room. A quorum was present.

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

III. Conflict of Interest Disclosure (*Debra Lertola, 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.*

IV. Changes to the Agenda Packet (*Debra Lertola, Chair*)

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

- Item G. Board Committees - .5 Establish ad hoc Health Expo Committee
Art Garcia moved to approve. Larry Rushchell seconded. The motion was unanimously approved.

V. Adoption and Approval of Minutes— May 2014 (*Traci Cornelius, Secretary*)

Debra Lertola moved to accept the Minutes as written. Debbie Cournoyer seconded. The vote was approved. *Art Garcia and Angela Gordon abstained.*

VI. Policy Agenda and Status Reports

a. Administration (*Laurie Bowers-Kane Executive Director*)

- i. Riverside County Health System will become a stand-alone County Department. Annette Greenwood has been named as Chief Executive Officer and Carley Linn as Chief Financial Officer. A streamlined transition is anticipated, in keeping with the County's vision to provide seamless health care for all residents/patients.
- ii. Annual Recertification is due in August. Staff is working to prepare documentation, measures, reports and data to assure a timely process.
- iii. Electronic Health Record implementation is moving forward. This is a priority project.
- iv. National Health Center Week is August 10-16. The two target areas are Lake Elsinore and Palm Springs. A committee will be formed to determine site(s) and format for an RCHS sponsored Health Expo.

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

- i. The Assistant Nurse Manager (ANM) position has been filled at Lake Elsinore FCC.
- ii. Review of CHDP and IEHP Audits. Both Audits are conducted every three years on a rotating basis.

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

- i. i2i Tracks Program is being evaluated to fine tune measuring tools.
- ii. RCHS is partnering with local academic institutions to place Student Health Coaches in the clinics. This program is designed to focus on specific patient needs and to improve outcomes.
- iii. Every Woman Counts will offer Cervical Cancer Pap Smear Screenings.
- iv. The County of Riverside Heart Walk is September 20th at Rancho Jurupa Park. In Riverside.

d. Finance Department (*Cynthia Pledger, Administrative Services Officer*)

- i. No report

e. Quality Management Department (*Carolyn Netti, Nurse Manager*) (*ref handouts*)

- i. Performance Improvement (P.I.) Plan – In-depth review of current trends and forecasts. Colorectal is most common cancer in the U.S.
- ii. Diabetes, Blood Pressure Control, Cervical Cancer Screening and Childhood Immunizations are targeted for improvement emphasis.
- iii. Data capture involves tabulations of several medical records at multiple sites.

f. Executive Committee (*Debra Lertola, Chair*)

- i. *No report*

g. Board Committees (*Committee Chairs*)

- i. Nominating
No report
- ii. Bylaws
This committee has reviewed the current Bylaws and recommends no change for the remainder of CY 2014. A motion to approve will be called at the July meeting.

- iii. Finance
No report

iv. Membership

- a. The Committee Chair reviewed Board member term expirations.
- b. Due to eligibility parameters, Mr. Lawrence Wright is ineligible to continue as a board member. Therefore, creating a Health Center Representative vacancy and the Office of Treasurer vacancy.
- c. Potential Board member candidates, Twila Rochelle Klock and Jaime Slayton, provided verbal, respective bio presentations.
- d. After Ms. Klock and Ms. Slayton were excused from the room, the Board members discussed/recommended their appointment as Board members. Art Garcia moved to accept the two candidates as Board members. Tamera Martin seconded. The vote was unanimously approved.
- e. Laurie Bowers-Kane conducted the Oath of Office.

****The Chair called for a vote to accept the policy agenda as presented. Art Garcia so moved; Larry Ruschell seconded. The vote was unanimously approved.****

VII. Board Training *(ref handout)*

- i. Carolyn Netti conducted the Health Care Compliance PowerPoint presentation.

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

- i. Annual FQHC Recertification
- ii. Change of Scope for Blaine Street Clinic – Mental Health Integration

IX. Roundtable

- i. 2015 Board of Supervisor Budget Workshop is Monday June 11th.
- ii. Office on Aging and RCRMC are partnering to facilitate programs specifically for seniors.
- iii. Art Garcia noted that CHCB Member Applications availability should be increased at Riverside Neighborhood Health Center and Rubidoux Family Care Center.

X. Comments from the Public

- i. Sandra Gregston discussed her referral process experience.
- ii. Jaime Slayton provided technical advice regarding electronic health record applications.
- iii. Larry Ruschell shared his experience with obtaining a specialist referral.
- iv. Carolyn Netti noted that implementation of seamless procedures is foremost important goal.

XI. Adjournment

Ms. Lertola thanked the Board for their participation and adjourned the meeting at 1:09 p.m.

Next Meeting

July 9, 2014 Riverside County Regional Medical Center – Conference Room F – 1st Floor

Respectfully Submitted by Patricia Kimberling

- Riverside County Health System (RCHS)
Ambulatory Care Division - Administration



Community Health Center Board
Federally Qualified Health Centers Look-Alike
December 10, 2014
MEETING MINUTES

Board Members - Present

Traci Cornelius, Secretary
Debbie Cournoyer, Vice Chair
Art Garcia, Treasurer
Tonya Geiger
Angela Gordon
Rochelle Klock
Debra Lertola, Chair
Maria Mabey
Jaime Slayton

Staff - Present

Laurie Bowers-Kane, Executive Director
Geoffrey Leung, M.D., Chief Medical Officer
Carley Linn, Chief Finance Officer
Carolyn Netti, Quality Nurse Manager
Patricia Kimberling, Recording Secretary

Board Members – Absent

Tamara Martin

Guests:

Glen Klock
Tara Klock

I. Call to Order (*Debbie Lertola, Chair*)

Debbie Lertola called the meeting to order at 11:35 a.m. The meeting was held at the Riverside County Regional Medical Center (RCRMC), 26520 Cactus Avenue, Moreno Valley, CA; Conference Room. *A quorum was present.*

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

III. Conflict of Interest Disclosure (*Debbie Lertola, 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.*

IV. Changes to the Agenda Packet (*Debbie Lertola, Chair*)

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

Addition: VI A 5 Administration – Move Dashboard Report to VI D Finance

Art moved to accept revised Agenda. Maria Mabey seconded. Agenda accepted as revised.

V. Adoption and Approval of Minutes— November 2014 (*Traci Cornelius, Secretary*)

Art Garcia moved to accept the Minutes as submitted. Rochelle Klock seconded. Debbie Lertola, Maria Mabey and Angela Gordon abstained.

VI. Policy Agenda and Status Reports

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

- i. Board members reviewed the December *Letter from the Director* and Laurie explained the 5/10 Challenge (5 feet=greeting/10 feet=smile) *ref handout*.
- ii. Grant Applications for TCPI (Transforming Clinical Practice Initiative)/PTNs (Practice Transformation Networks) funding opportunity will be submitted February 2015. Thirty-five agencies will be selected.

- iii. The East Regional Nurse Manager; Principal Accountant, and Accounting Technician will attend UDS Training in Burbank, CA on December 19th.

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

- i. Administrative Services Officer: A candidate has accepted and is completing the onboarding process.
- ii. Electronic Health Record GOLIVE! Is set for June 2015.
- iii. Ebola Procedures have been completed and are in place at all Family Care Centers. Public Health Disease Control staff will conduct training on proper donning/shedding of protective gear.
- iv. An Assistant Nurse Manager (ANM) Manual is being drafted to foster consistency, uniformity and best practice standards throughout the Ambulatory Care system. Standard Clinic Workflow Practices for Certified Medical Assistants (CMA) are also being developed.

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

- i. Grand Rounds on Integrated Mental Health are being conducted today.
- ii. Providers for Banning, RNHC, and Lake Elsinore are in negotiation/onboarding process.
- iii. Dr. Leung will attend an Ellipsis Health Meeting on December 17th. Ellipsis supports a cloud-based platform and chronic diseases management applications.

d. Finance Department (*Carley Linn, Chief Finance Officer*)

- i. Review of Dashboard Report for November (*ref handouts*)
 - Drop in November visits is attributable to Provider decrease and Holidays).
 - Accounts/Receivables activity will improve when the Patient Management System is in place
 - Self-pays My be in pending status or are bring encouraged to complete application for eligible services
 - Veterans were able to come to FCCs for are during transition, if they have other insurance, or for immediate assistance

e. Quality Management

- i. i2i re-education will be conducted in February
- ii. A Nurse Navigator has been hired for the Desert region.
- iii. Patient Improvement Plan will be presented at next Board meeting.
- iv. Review of Patient Satisfaction Report (*ref handout*)
 - *Survey return rate is expected to increase due to additional staffing/task assignment.*

f. Executive Committee (*Debbie Lertola, Chair*)

- i. *No report*
- ii.

g. Board Committees (*Committee Chairs*)

i. Officer Nominating/Proposed Slate/Election of 2015 Officers:

- Traci Cornelius nominated Debbie Lertola for Chair, Art Garcia seconded. Debbie Lertola accepted the nomination.
- Debbie Cournoyer nominated Tonya Geiger for Vice Chair, Angela Gordon seconded. Tonya Geiger accepted the nomination.
- Art Garcia nominated Traci Cornelius for Secretary, Angela Gordon seconded. Traci Cornelius accepted.
- Art Garcia nominated Maria Mabey for Treasurer. Rochelle Klock seconded. Maria Mabey accepted the nomination.

The candidates were subsequently excused from the room and the four (4) Officer appointments were unanimously approved by voting board members.

ii. **Bylaws**
No report

iii. **Finance**
No report

iv. **Membership**

- Debbie Lertola acknowledged receipt of Board Member Application as a Health Center Representative (Lake Elsinore FCC) from Glen Klock and recommended approval. Mr. Klock discussed his experience as a board member with various agencies. After Mr. Klock was excused, Traci Cornelius moved to accept Glen Klock as a Board member and Maria Mabey seconded. The vote was unanimously approved. Laurie Bowers-Kane administered the Oath of Office. Mr. Klock's term is effective January 2015.
- Board committee member assignments will be determined next meeting.

****The Chair called for a vote to accept the policy agenda as presented. Art Garcia so moved; Maria Mabey seconded. The vote was unanimously approved****

VII. Board Training

Upcoming training will include overview of HRSA Requirements

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

- i. Change in Scope: Hospital-based Clinics and Blaine Street Clinic under FQHC
- ii. Schedule of Reports for 2015
- iii. Ambulatory Care Data Unit formation
- iv. i2i up and running
- v. NextGen Transition Preparation/Full-Time Team

IX. Roundtable (*Debbie Lertola, Chair*)

- i. Debbie Lertola and Jaime Slayton were given Certificates of Appreciation for 2014 Health Expo planning and participation.
- ii. Angela Gordon submitted her resignation and introduced Felix Minjarez as her counterpart from DPSS as a Community Representative.
- iii. Jaime Slayton discussed the condition of waiting room furniture at Perris FCC. Management staff noted that all FCC facility aesthetics are being addressed in accordance with budgetary availability.

X. Comments from the Public (*Debbie Lertola, Chair*)

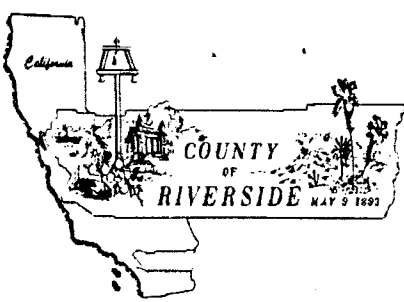
XI. Adjournment

Ms. Lertola thanked the Board for their participation and adjourned the meeting at 1:00 p.m.

Next Meeting

January 14, 2015 Riverside County Regional Medical Center – Café Annex – 1st Floor

*Respectfully Submitted by Patricia Kimberling
Ambulatory Care Department - Administration*



Department of Public Social Services

23119 Cottonwood Ave Building C
Moreno Valley, CA 92553
951-413-5230

Angela M. Gordon, Regional Manager

December 10, 2014

FQHC Community Health Center
Riverside Community Regional Medical Center
26520 Cactus Ave
Moreno Valley, CA 92553

Board Members,

Please accept this letter of resignation of my position as Board Member of FQHC Community Health Center effective as of today December 10th 2014.

It has been a pleasurable learning experience working as part of your team and I wish nothing but success with the Boards future endeavors.

Sincerely,

Angela M. Gordon

Cc:ss



November 24, 2014

Charles Goldstein
1151 Serene Drive
Corona, CA 92880

RE: Community Health Center Board ~ Board Member Attendance

Dear Mr. Goldstein,

In accordance with the County of Riverside FQHC Look-Alike Community Health Center Board Bylaws Policy regarding attendance at the monthly board meetings, this letter will serve to notify you of the Board's decision to terminate your membership in this regard.

The Board is appreciative of the time and attention you brought to this forum and wishes you well in all future endeavors. Please do not hesitate to contact the FQHC Look-Alike Executive Office at the telephone number listed below if you have any questions or concerns. Thank you.

Sincerely,

Debra Lertola

Debra Lertola, Chair

APPOINTMENT AND OATH OF OFFICE

COPY

State of California,)
County of Riverside) ss.

The Board of Supervisors of the County of Riverside, State of California, hereby appoints

Charles Goldstein

as a member of the FOHC Look-A-Like Community Health Center Board

of the County of Riverside, for a term commencing, May 9, 2012 and ending May 9, 2014

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the Board of Supervisors on
March 20, 2013

KECIA IHEM, Clerk of the Board of Supervisors

(SEAL)

BY: R. Wagner, Deputy

OATH OF OFFICE

(Required by Article XX, Constitution of California)

State of California,)
County of Riverside) ss.

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; and that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature: [Signature]

Address: 1151 Serene Drive
Corona, CA 92880

Subscriber and sworn to before me

Date: February 2013

Laurie B Kane
Signature of Authorized Official

Assistant Chief Nursing
Title Officer

FILE THIS OATH OF OFFICE WITH THE COUNTY CLERK
PROMPTLY BEFORE ENTERING UPON DUTIES OF OFFICE