

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



**FROM:** RUHS Medical Center

**SUBMITTAL DATE:**  
September 20, 2016

**SUBJECT:** Appointment to FQHC Board

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

- 1) Appoint Jennifer Cruikshank (Community Representative – RUHS Medical Center) to the FQHC Community Health Center Board in accordance with revised bylaws designation of September 13, 2016; for term of September 2016 until September 2020.

**BACKGROUND:**

Summary

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost:</b>
<b>COST</b>	\$ n/a	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> n/a			<b>Budget Adjustment:</b> NO	
			<b>For Fiscal Year:</b>	16/17

**C.E.O. RECOMMENDATION:**

**BACKGROUND:**

Summary

As a requirement of the Federally Qualified Health Center (FQHC) designation, the County must have a Community Health Center Board, which is authorized by County Ordinance. There are thirteen (13) to twenty-five (25) positions on the Board of which a majority must be users of services at the Community Family Care Centers. Board members must also be broadly representative of the characteristics of the population served. The individual in the motion has been reviewed and accepted by the Community Health Center Board.


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**MINUTES OF THE BOARD OF SUPERVISORS**

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

**Ayes:** Jeffries, Tavaglione, Washington, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** October 4, 2016  
**xc:** RUHS

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

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

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**Community Representative**

Jennifer Cruikshank: Riverside University Health System – Medical Center

**Impact on Residents and Businesses**

An active FQHC Board is an important element of maintaining high quality care at the county's clinics.

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APPOINTMENT AND OATH OF OFFICE

State of California, )  
 ) ss.  
 County of Riverside )

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

**Jennifer Cruikshank**

as a member of the FQHC Community Health Center Board of the  
 County of Riverside, for a term commencing, September 2016 and ending September 2020

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the Board of Supervisors on  
 \_\_\_\_\_, 2016.

**KECIA IHEM**, Clerk of the Board of Supervisors

(SEAL) BY: \_\_\_\_\_, Deputy

**OATH OF OFFICE**

(Required by Article XX, Constitution of California)

State of California, )  
 ) ss.  
 County of Riverside )

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: *Jennifer Cruikshank*

Jennifer Cruikshank

Subscribed and sworn to before me

Address: 26520 Cactus Avenue

Date: September 14, 2016

Moreno Valley, CA 92555

*Daniel Fontoura*

Signature of Authorized Official  
 Daniel Fontoura  
 Executive Director  
 FQHC Community Care Clinics

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



I hereby affirm that I have received a copy of the Standards of Conduct and Conflict of Interest Policy for Riverside University Health System Federally Qualified Health Center.

I have read and understand the policy and agree to comply with stated policy and have disclosed any known or potential conflicts of interest.

*James C. Cushman*

Signature

Date



STATEMENT OF ECONOMIC INTERESTS

Date Initial Filing Received Official Use Only

COVER PAGE

REGISTRATION

16 MAR 23 AM 11:58

Please type or print in ink.

NAME OF FILER (LAST) CRUIKSHANK (FIRST) JENNIFER (MIDDLE) L.

1. Office, Agency, or Court County of Riverside
Agency Name (Do not use acronyms) Riverside University Health System - Medical Center Chief Operating Officer
Division, Board, Department, District, if applicable Your Position

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State, Multi-County, City of, Judge or Court Commissioner (Statewide Jurisdiction), County of Riverside, Other

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2015, through December 31, 2015.
Leaving Office: Date Left
Assuming Office: Date assumed
Candidate: Election year and office sought, if different than Part 1:

4. Schedule Summary (must complete) Total number of pages including this cover page:
Schedules attached
Schedule A-1 - Investments - schedule attached
Schedule A-2 - Investments - schedule attached
Schedule B - Real Property - schedule attached
Schedule C - Income, Loans, & Business Positions - schedule attached
Schedule D - Income - Gifts - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached
None - No reportable interests on any schedule

5. Verification 26520 CACTUS AVE MORENO VALLEY CA 92555
MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER (951) 486-4458 E-MAIL ADDRESS j.cruikshank@ruhcahalth.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 02/15/16 (month, day, year)

Signature Jennifer Cruikshank (File the originally signed statement with your filing official.)

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# SCHEDULE C Income, Loans, & Business Positions (Other than Gifts and Travel Payments)

**CALIFORNIA FORM 700**  
FAIR POLITICAL PRACTICES COMMISSION

Name  
**JENNIFER CRUIKSHANK**

**1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME  
**RIVERSIDE COUNTY (RHS-MED CTR) EMPLOYER**

ADDRESS (Business Address Acceptable)  
**26520 CACTUS AVE MORENO VALLEY 92565**

BUSINESS ACTIVITY, IF ANY, OF SOURCE  
**CHIEF OPERATING OFFICER**

YOUR BUSINESS POSITION

---

GROSS INCOME RECEIVED

\$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary     Spouse's or registered domestic partner's income  
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of \_\_\_\_\_  
(Real property, car, boat, etc.)

Loan repayment

Commission or     Rental Income, list each source of \$10,000 or more

\_\_\_\_\_  
(Describe)

Other \_\_\_\_\_  
(Describe)

**1. INCOME RECEIVED**

NAME OF SOURCE OF INCOME

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

YOUR BUSINESS POSITION

---

GROSS INCOME RECEIVED

\$500 - \$1,000       \$1,001 - \$10,000  
 \$10,001 - \$100,000       OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary     Spouse's or registered domestic partner's income  
(For self-employed use Schedule A-2.)

Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)

Sale of \_\_\_\_\_  
(Real property, car, boat, etc.)

Loan repayment

Commission or     Rental Income, list each source of \$10,000 or more

\_\_\_\_\_  
(Describe)

Other \_\_\_\_\_  
(Describe)

**2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD**

\* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER\*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

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HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000  
 \$1,001 - \$10,000  
 \$10,001 - \$100,000  
 OVER \$100,000

INTEREST RATE      TERM (Months/Years)

\_\_\_\_\_ %     None

SECURITY FOR LOAN

None       Personal residence

Real Property \_\_\_\_\_  
Street address

\_\_\_\_\_ City

Guarantor \_\_\_\_\_

Other \_\_\_\_\_  
(Describe)

Comments: \_\_\_\_\_

**REGULAR MEETING OF THE RIVERSIDE COUNTY FQHC COMMUNITY HEALTH CENTER BOARD (CHCB)**

September 14, 2016

11:30 AM

Riverside University Health System - Medical Center

Café Annex

26520 Cactus Avenue

Moreno Valley, CA 92555

**PUBLIC INPUT AT THE COMMUNITY HEALTH CENTER BOARD MEETINGS**

*The meeting of the Community Health Center Board is open to the public. Any member of the public may address this meeting of the Community Health Center Board on any items appearing on the Agenda by raising their hand to be recognized by the Chair, or Acting Committee Chairperson, either before the item about which the member desires to speak is called, or at any time during consideration of the item. A three-minute limitation shall apply to each member of the public, unless such time is extended by the Chair. No member of the public shall be permitted to "share" his/her three minutes with any other member of the public.*

**MEETING MINUTES DRAFT**

*Mission ~ To provide and/or support the delivery of comprehensive, culturally competent, quality primary health care services to the low-income and the underserved population*

*(Art Garcia, Chair)*

**Call to Order**

**I. Self-Introductions**

**Attendees (ref Sign-In Sheet)**

Board Members Present - Garcia, Lertola, Slayton, Enriquez, Corindia, Sims, Romero, Geiger, Horn, Redding

Board Members Absent: Enriquez

Counsel Present: Martha Knutson

Staff Present: Fontoura, Dr. Leung, Anthony, Netti, Tran, Kimberling

Guests Present: Prieto-Garcia, Dr. Hamade, Sanchez, Cruikshank

**II. Conflict of Interest Disclosure**

Any person present at this board meeting who wishes to speak on a matter must state:

1. Their name and the organization they represent
2. Contributions in excess of \$250.00 made by them or their organization in the past twelve (12) months to a Community Health Center Board member
3. The name of the Community Health Center Board member receiving the contribution
4. The agenda item or matter of consideration with which they are involved

**III. Changes to the agenda packet including the "Information Relative to the Possible Conflict of Interest" Form**

Carolyn Netti requested the Credentials Committee Meeting Minutes dated August 26, 2016 be switched out with a corrected version.

*(Debra Lertola, Secretary)*

**IV. Adoption and approval of the [REDACTED] - Regular Meeting of the Community Health Center Board**

**Changes/Corrections**

- 1) *The Recording Secretary requested a formatting error be deleted in its entirety: Item VII.c.iii,iv, and v (while items are accurate, they are from a previous meeting minutes template).*
- 2) *The Chair requested Comments from the Public to be moved to the top of the Agenda (Item V.)*

*On motion duly made (Barry Corindia) and seconded (Vicki Redding) and one abstention (Steve Sims), the Minutes were approved as written.*

\*\*\*\*\*

**V. Comments from the Public (Art Garcia, Chair)**

*None*

Attachment: SEP 2016 Minutes (2451 : Appointment to FQHC Board)

VI. Policy Agenda and Status Reports (*Art Garcia, Chair*)

Items listed on the Policy Agenda are expected to be routine and non-controversial and, unless the Board directs that an item be held for further discussion, the entire Policy Agenda will be acted upon for block approval.

A. ADMINISTRATION (*Daniel Fontoura, Chief Executive Officer*)

*Reference attachments/handouts hereby incorporated within*

1. Executive Report:  
Danny Fontoura and Art Garcia attended the NACH Conference in Chicago last month and agree it was time well spent, with lessons learned and daunting challenges ahead.
2. Review of Grant Summary Documents:  
The NAP Grant propelled our community health clinics into full FQHC status. As a result, we have access to grant monies to provide elevated patient services such as outreach enrollment insurance coverage enrollment and expanded hours (weekends and evenings).
3. Sliding Fee Scale Discussion:  
Rita Prieto-Garcia reviewed Sliding Fee Scale guidelines based on ATP monthly and annual incomes; and FQHC 330. Families at or below 100% of the FPG are charged sliding nominal fee of \$20.00. No one can be denied care if unable to pay. A menu of programs is available to augment patient services provided at clinic sites. These include: Family P.A.C.T., Every Woman Counts, Child Health and Disability (CHDP), and vision and dental care.
4. Board Self-Evaluation Results:  
A summary was handed out to board members. Some members expressed they were unable to access the evaluation from their computer system. Email Maria Camacho for assistance.

B. OPERATIONS DEPARTMENT (*Lynette Anthony, Consulting Operations Officer*)

*Reference attachments/handouts hereby incorporated within*

1. Operations Report:  
Lynette Anthony thanked everyone for extensive time commitment to reviewing policies and procedures.
2. HIPAA Policy Approval:  
reviewed; motion set forth to approve by Debra Lertola; seconded by Priscilla Romero. The vote was unanimous.
3. 340b Drug Policy:  
reviewed; motion set forth to approve by Barry Corindia; seconded by Steve Horn. The vote was unanimous.
4. Conflict of Interest Policy Distribution and Acknowledgement:  
All board members were given a form to complete and return at end of meeting; file.
5. Governance Policy Revisions/Corrections Final (*provided for information per August meeting discussion*)
6. Approval of Succession Planning Revision:  
The change specifies a number of applicants to allow flexibility of CEO selection process. Debra Lertola moved to approve this change; Barry Corindia seconded the motion. The vote was unanimously approved.
7. HRSA Site Visit:  
The visit is next week, September 20, 21, and 22. All board members should plan to attend on Wednesday from Noon-1:30 pm. Encouraged to participate other two days, but (with exception of Chair and Vice-Chair), not required.

C. MEDICAL SERVICES DEPARTMENT (*Geoffrey Leung, M.D., Chief Medical Officer*)

1. Medical Director's Report:  
Dr. Leung summarized onboarding provider staff/locations. Noted that the incentive package has increased number of interested candidates (a plus for recruitment and retention goal). Update on 20/20 PRIME. RUHS Medical Center Epic Go Live! is scheduled for October 2<sup>nd</sup>.



D. QUALITY MANAGEMENT DEPARTMENT (*Carolyn Netti, Nurse Manager, QA*)

1. Credentialing – Approval of Providers:

Referencing list of Providers recently credentialed, the board was asked to review and approve. Those still pending were asked to be approved electronically. The Chair declined electronic approval, citing non-compliance with the Brown Act and board bylaws. However, agreed to ask a motion be put forth to approve based on favorable Credentialing Committee recommendation. Steve Horn moved to approve the list of 19 candidates. Barry Corindia seconded. The vote was unanimously approved.

E. EXECUTIVE COMMITTEE (*\*Garcia, Slayton, Horn, Lertola*)

*(This committee met 9/9/16 at the Riverside County Administrative Center 4080 Lemon Street Riverside 92501)*

- 1. CHCB Sub-committee Member Re-designation (*the Chair revised slate to include current board members*)
- 2. Approval of Strategic Plan/Business Plan (*deferred to October*)
- 3. Change in Meeting Date/Time (*will meet prior to regular CHCB Meeting*)

F. COMMITTEES (*\*Committee Chairs*)

*Reference attachments/handouts hereby incorporated within*

Nominating Committee (*\*Lertola, Slayton, Geiger, Corindia, Redding*)

- 1. Membership status update  
Jennifer Cruikshank, Operations Officer for the RUHS-Medical Center, was interviewed by committee members. Jennifer provided summation of her background and experience. After dismissal from the room, the board discussed Jennifer’s suitability as a board member. Steve Sims motioned to accept Jennifer as a community representative for the Community Health Center Board; Jaime Slayton seconded. The vote was unanimously approved. Dan administered Oath of Office. Jennifer’s term will be September 2016-September 2020.
- 2. Informational – Bylaws and Co-Applicant Agreement

Finance Committee (*\*Horn, Corindia, Slayton*)

*(This committee met 9/9/16 at the Riverside County Administrative Center 4080 Lemon Street Riverside 92501)*

- 1. Review of monthly financial and visitation reports (*ref handout*)
- 2. Change in meeting date and time (*this committee will meet prior to regular CHCB meeting*)

Performance/Improvement Committee (*\*Slayton, Geiger, Garcia*)

*(This committee met 9/7/16 at the RUHS-Medical Center Education Building 26520 Cactus Avenue Moreno Valley CA 92555)*

- 1. Patient Satisfaction Surveys will be sent by a 3<sup>rd</sup> party and will be compared to national data.
- 2. FIT and Flu promotion will combine flu shots with colorectal screening.
- 3. The state will provide 20,000 doses. Approx. 11,000 patients annually. However, children/infants are not counted.
- 4. HIV Testing will be increased at the Perris, Banning and Palm Springs sites to increase awareness.
- 5. Grievance resolution is approx. 14 day turnaround.

Health Expo Committee 2016 (ad hoc) (*\*Garcia, Enriquez, Sims, Netti, Vargas, Henry*)

- 1. Recommend discontinuation (*committee dissolved*)

\*\*\*\*\* **BLOCK APPROVAL MOTION** \*\*\*\*\*

VII. Training/Education (*Staff*)

~~~ Needs Assessment ~~~ reference handout

VIII. Main objectives for the next 90 days and summary comments (*Daniel Fontoura, Chief Executive Officer*)

- *HRSA site Visit; and*
- *Corrective Action Plan*
- *Jurupa Re-design*
- *Corona Re-design*
- *Capital Grants*
- *Germane Consultants – Cost Reports*

Attachment: SEP 2016 Minutes (2451 : Appointment to FQHC Board)

- IX. Roundtable (*Art Garcia, Chair*)  
Tonya Geiger will bring Nursing staff to administer flu shots to board members following October board meeting
- X. Adjournment (*Art Garcia, Chair*)  
1:35 PM

*NEXT MEETING:*

*Wednesday, October 12, 2016 @ 11:00 AM (call to order 11:30 AM)  
RUHS Medical Center – Café Annex  
26520 Cactus Avenue Moreno Valley CA 92555*

*DRAFT Submission (from written notes) by:  
Patricia Kimberling, Recording Secretary  
Monday, September 19, 2016*