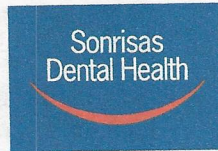


Board Meeting
September 19, 2019, 6:30 PM
San Mateo Center Board Room

AGENDA

1. **CALL TO ORDER: Chair Taverner** called the meeting to order at **6:34 pm**.
 - **ROLL CALL – Present:** Chair Taverner, Directors Helen Galligan, Liz Dodge and Larry Cappel. **Also present:** CEO Tracey Carrillo Fecher, Dental Director Dr. Torrey Rothstein, Dr. Bonnie Jue (Later), CFO Cheryl Fama, Sr. Accountant Tina Wang, Administrative Assistant Libby Barnard. **Public in Attendance:** Ralph Sharp
2. **MISSION MOMENT – Director Rothstein** shared a story from a farmworker patient who will be affected by the upcoming closure of a Half Moon Bay plant nursery. The patient needed a root canal of a lower front tooth and had saved up to pay for the procedure, since the SMMC Farmworker Contract does not cover that procedure. After she learned she is going to be laid off, she decided she could no longer afford to have the root canal. Dr. Torrey hopes that SMMC will approve a contract extension to cover root canals at the end of this calendar year.
3. **PUBLIC COMMENTS: Ralph Sharp** shared that he is a Medi-Cal dental patient in need of dental services and that he only has 12 teeth left. He is on the SDH waitlist. Mr. Sharpe offered his marketing, website design, and fundraising services to SDH, regardless of becoming a dental patient at SDH.
4. **APPROVAL OF BOARD MINUTES:** *It was motioned by Director Galligan, seconded by Director Dodge, and approved unanimously to approve the minutes for the July Board meeting and August Board Retreat as written. 4/0/0*
5. **CEO REPORT**
 - **Coastside Clinic Incident:** CEO Tracey Fecher reported that there was an incident on Friday 8/23 and Monday 8/26 where some patients were treated with instruments that had not been properly sterilized. Since it could not be determined which patients were treated with unsterilized instruments, all patients treated on those days, except for the last patient seen on 8/26, were notified via mail about the possible exposure. At the time of the meeting, all but two patients have confirmed notification of the letter, and **Dr. Rothstein** has addressed varied reactions and questions from patients. CEO Fecher and Dr. Rothstein spoke with the San Mateo County Department of Public Health Communicable Disease Control Program Supervisor as well as the California Department of Public Health Licensing to report the incident. The instrument sterilization procedures for both SDH's centers has been documented more thoroughly and at the all staff training day on September 6th, all clinical staff in attendance were retrained on sterilization procedures. CEO Fecher highlighted that this has been a learning experience for the entire clinical and leadership team.

[Dr. Bonnie Jue entered at 6:48]



- **Staff Additions** CEO Fecher reported that SDH will be posting for a part-time HR personnel to take on the workload of employee compliance and FQHC compliance.
- **SDH's Medi-Cal Dental waiting list** was revised after the Center Director worked closely with Care Coordinators to contact each of the patients on the list. After confirming which potential patients moved or no longer qualified for Medi-Cal Dental had been removed, the list was reduced significantly.
- **Dr. Jue** reported that SDH has billed \$32K in services for school screenings, outreach events and uncompensated care for students of the La Honda-Pescadero school district.

6. CFO REPORT

- **August Report: CFO Fama** presented fiscal year-end figures. The revenue actuals exceeded the budget and expenses were under budget. The recent audit at PHCD is still in progress, but she received positive feedback from the auditor that SDH was accommodating and prepared. CFO Fama also highlighted that SDH is gaining traction in the health care community. SDH has gained support from the Sequoia Health Care District (SHD), and the five hospital partners of the Healthy Community Collaborative of San Mateo County (HCC).

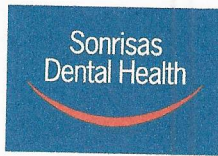
7. UNAUDITED FINANCIALS

- **July Report: Ms. Wang** reported that the profit and loss for July is on trend from historical reports. She highlighted a prior period adjustment due to reimbursement from tobacco tax. The reimbursement is less than previous months because SDH saw fewer adult patients on Medi-Cal Dental, but more child patients, who are exempt for tobacco tax reimbursement. SDH received \$75K from PHCD and \$32K from La Honda-Pescadero School District for screenings. Direct expenses were \$16k less than budget, due to less expenses in personnel cost and fewer costs in dental supplies and lab fees. Indirect cost was \$25K less than budget due to \$22K budgeted for PHCD rent and loan interest. SDH's July income is \$17K and the YTD cashflow is \$40K.

8. FY19-20 BUDGET REVISION *It was motioned by Chair Taverner, seconded by Director Cappel, and approved unanimously to approve the revised budget. 4/0/0*

9. FUNDRAISING

- **Development and Grant Activity Report:** SDH applied to Stanford for \$50,000 from an invitation that came out SDH's connection to the HCC. **CEO Fecher** reported positive interactions with the Community Benefits Manager, who helped to form the HCC initiative, and who was eager to find other ways to partner with SDH. CEO Fecher will be meeting with Lucile Packard Children's Hospital to propose a grant related to the other HCC partner grants. Additionally, a grant proposal was sent to the Chan Zuckerberg Initiative.
- **Five Contacts from Each Board Member:** Following up from an action item that came from the board retreat in 2018, board members had been asked to share the name of five potential donors to SDH. **Director Cappel** expressed that he had several candidates in mind but would need to confirm before releasing those names. **Chair Taverner** offered a potential candidate.
- **Names of Potential New Board Members:** It was agreed that SDH needs to find candidates who have the fundraising acumen to take the organization through the next phase of growth. It was also agreed upon that this topic warrants further discussion.



- **Fall Campaign:** Chair Taverner shared that he, along with Directors Dodge and Hinshelwood would spearhead a fall campaign to attract smaller, consistent donors.

[Director Dodge left at 7pm and called into the meeting]

10. COMMUNITY ENGAGEMENT OUTCOMES

- **School Screenings** have grown exponentially since offering these services. SDH recently was invited by the superintendent and principal at Bayshore Elementary School to complete sealant procedures for 27 students. She also reported positive feedback in the recent pilot partnership with Atria living. SDH's clinical staff was able to see one senior, who after expressed enthusiasm at the prospect of SDH hosting a mobile clinic day at the residence.
 - **Upcoming Goals:** Dr. Jue plans on attending 4 health fairs to promote oral health education in the community, and 7 school screening, which would include approximately 1,000 children. SDH is exploring partnerships to receive \$100K in funding for school-based services. Dr. Jue reported that a new cost calculator for screenings has been created that will allow the number of screenings for grant applications. CEO Fecher mentioned that tracking volunteer hours will be completed this year and that data will be added to future annual reports. CFO Fama added that there may be opportunities to partner with other youth service organizations such as the Boys and Girls Club. Chair Taverner commended Dr. Jue for her work and noted that schools and funders are interested in partnering with us because of our consistent follow-through.
 - **Health Fair Attendance:** In anticipation of the changes that SDH' FQHC partnership will bring, Dr. Jue asked the board to discuss how volunteers and staff would address a health fair attendee's inquiry about scheduling an appointment. The board of directors determined that it might be a better use of resources to invest more in care programs, like school screenings, and pull back on hosting tables at health fair and community events.
11. **BOARD RETREAT DEBRIEF – Chair Taverner** briefly stated the action items contained in the minutes for the board retreat (*Found in the September Board Packet Pages 6-8*). The board members in attendance offered positive feedback on the content and logistics of the board retreat and did not give any recommendations.
12. **BOARD NOMINATION COMMITTEE –Chair Taverner** agreed to meet with Director Young before the next board meeting to review the committee's presentation to board.
13. **SUGGESTED AGENDA ITEMS FOR NEXT MEETING (October 17)** – Chair Taverner deferred the Board Nomination Committee report until the next board meeting, so that the committee leader could be present.
14. The meeting was adjourned at **8:52pm**.

Written and submitted by:
Libby Barnard

Approved by:

A handwritten signature in blue ink, appearing to read "Nigel Taverner", is written over a horizontal line.

Chair Nigel Taverner



The Chairman, Chair Treasurer stated that he, along with Director Doherty and his fellow staff members will continue to work on the various projects.

Director Doherty stated that he will continue to work on the various projects.

10. COMMITTEE ENCAGEMENT OUTCOMES

The Board of Directors has been very active in the past year. The Board recently was informed by the Superintendent that the school is planning to have a major renovation project for 27 schools. The Superintendent also reported that the school is planning to have a major renovation project for 27 schools. The Superintendent also reported that the school is planning to have a major renovation project for 27 schools.

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11. BOARD RETIREAL DEBATES - Chair for retirement was held in a meeting on the 11th of the month. The Board discussed the retirement of Board Member, Board Member. The Board discussed the retirement of Board Member, Board Member. The Board discussed the retirement of Board Member, Board Member.

12. BOARD REORGANIZATION COMMITTEE - Chair for reorganization was held in a meeting on the 11th of the month. The Board discussed the reorganization of the Board. The Board discussed the reorganization of the Board. The Board discussed the reorganization of the Board.

13. SUGGESTED BOARD MEMBERS FOR NEXT YEAR - Chair for suggested board members was held in a meeting on the 11th of the month. The Board discussed the suggested board members for next year. The Board discussed the suggested board members for next year. The Board discussed the suggested board members for next year.

14. THE MEETING WAS ADJOURNED AT 8:30 PM.


Chairman

Written and submitted by
Duffy