



**Board Meeting
July 18, 2019, 6:30 PM
San Mateo Center Board Room**

AGENDA

1. **CALL TO ORDER: Chair Taverner** called the meeting to order at **6:32 pm**.
 - a. **ROLL CALL – Present:** Chair Taverner, Secretary Hinshelwood (on phone), and Directors Navarro (late arrival) and Cappel. **Also present:** CEO Tracey Carrillo Fecher, Dr. Bonnie Jue, CFO Cheryl Fama, Sr. Accountant Tina Wang, and Administrative Assistant Libby Barnard.

2. **MISSION MOMENT – Dr. Jue** shared about a pregnant woman with severe dental complications. Sonrisas' dentist team was able to treat within the short window of time provided by her pregnancy (3rd Trimester). The patient had been unable to find a DentiCal provider but heard about Sonrisas through our outreach program.

3. **PUBLIC COMMENTS:** No public in attendance.

4. **APPROVAL OF June 20, 2019 BOARD MINUTES:**
It was motioned by Director Cappel, seconded by Director Navarro, and approved unanimously to approve the minutes as written. 4/0/0

5. **CEO Report**
 - a. **CEO Fecher** reported that Sonrisas' volunteers continue to perform high quality dental services. An email for the recently launched IV Sedation program will go out to the dental society on Thursday July 25th. Under the Farmworker mobile program, Sonrisas has submitted a request to the county to provide reimbursement for translation services on clinic days. **Dr. Jue** added that San Mateo County has asked Sonrisas to submit for funding for procedures such as root canals and crowns.

[Director Navarro arrived at 6:41pm]

 - b. **CEO Fecher** reported that Sonrisas has an average of 52 new Denti-Cal patients per month, most of whom are children. **CEO Fecher** and **Director Jue** responded to Director Cappel's questions for clarification concerning SDH's current practices and the pending contract with FQHC. **Director Jue** reviewed the most recent outreach events that Sonrisas has been part of, including the ABD Heath Fair and The Big Lift at El Granada Elementary.

 - c. Sonrisas intends on invoicing the county for screenings and follow-ups completed in FY 2018-19. There were funds left over for dental services provided to screened students, up to \$18k.

 - d. **Chair Taverner** asked for an update on the Samaritan House program. **Director Jue** stated that it was going so well that it almost runs itself. She intends on encouraging more pediatric attention, but the organization is invoiced each month for the cost of materials.

6. **CFO Report**
 - a. **CFO Fama** is negotiating with Health Plan of San Mateo Children's Health Initiative to put unused funds in dental care needs. Sonrisas gave a presentation to the Heathy Community Collaborative (HCC) in June. The HCC committee is meeting this Monday to decide where to focus their combined funding efforts and Sonrisas is being considered as a recipient of the funding.

 - b. It was also reported that the forgiveness of the loan from PHCD was approved. They are looking to add an addendum to the contract, that if SDH has net income, after all expenses are paid, any additional monies would be split 50/50 between Sonrisas and the district. She will recommend that the district implements the forgiveness effective July 1, 2018 to provide Sonrisas with an opportunity to improve the audited financials for FY18-19.



- c. As a follow up to the discussion on the status of claims made under Prop 56, it was reported that claims submitted are up to date; meanwhile, a sample has been done on two bulk EOB's (100 of each procedure) and all were correct.

7. UNAUDITED FINANCIALS FOR MAY '19

- a. **Ms. Wang** reported that Sonrisas had the strongest month year to date. May had the highest number of patient visits, and gross revenue, and patient net revenue. Sonrisas received \$70K from tobacco tax increases in Denti-Cal reimbursements.
- b. In this month, the organization was able to forgo \$75K from PHCD. Expenses were reported as lower than the prior month.

8. FUNDRAISING

- a. **CEO Fecher** reported on grants that are upcoming and in-process, noting that SDH was awarded a Health Child Healthy Smiles grant in June for \$20K. In a recent follow-up conversation with the Sunlight Foundation, CEO Fecher confirmed that Sonrisas is a good fit for a grant and will reach out to them in December or January, when funding opens up again. She has been working with the grants writer and administrative assistant to keep track of grants. Furthermore, she is looking for candidates for the development position that will be posted in October.
- b. **Chair Taverner** reported that the Giants Raffle will not have a live drawing, and that sales are not as strong as they have been in previous years. He anticipates that sales will reach about \$3000.

9. Overview of FQHC Contract with San Mateo Medical Center (SMMC) ACTION ITEM

- a. While Sonrisas will remain the dental home for current Public Dental Insurance patients, they will start seeing new Public Dental Insurance patients who are referred by the SMMC through this contract.
- b. Sonrisas' leadership team is looking into logistics related to eCW, including which personnel to train and how to schedule patients effectively. The contract is scheduled to be presented to the Board of Supervisors for approval on August 6th. **CFO Fama** suggested strategizing on a press release. **Secretary Hinshelwood** asked about the financial impact over the next couple of years. **CEO Fecher** clarified that, if the organization replaces 600 Public Dental Insurance patient visits with those that it would receive from the FQHC contract, the fiscal impact will be ~ \$100K positive per year.
- c. **Director Cappel** posed some questions about the terms of the proposed FQHC contract, to which Dr. Jue, CFO Fama, Chair Taverner and CEO Fecher responded with further clarification. **Dr. Jue** clarified that for Sonrisas to get the funding from the FQHC program, the patient has to be an established patient at SMMC.
- d. **CFO Fama** noted that this contract increases SDH's viability to other potential partnerships. **Chair Taverner** explained that it should allow Sonrisas to increase its capacity to serve FQHC patients in the future, once the program is tried and tested. **Director Navarro** suggested using careful language when explaining to the patients about the Public Dental Insurance waitlist.
- e. **Director Cappel** asked whether there is a risk that the county would primarily refer patients who need high cost services. **Dr. Jue** and **CEO Fecher** explained that the contract states that while referred patients are to be chosen at random; and if a pattern of the referral of difficult procedures occurred, Sonrisas would address it. **Chair Taverner** motioned to approve this contract pending that there are no legal concerns. The motion was seconded by **Director Navarro**, and unanimously approved. 4/0/0.

10. OLD BUSINESS

- a. **Chair Taverner** explained that the board retreat would be a strategy workshop, where the mission of Sonrisas Dental Health would guide the discussion of the priorities and focus of the SDH team. Topics will include marketing, outreach programs and forming a development strategy. **Director Cappel** asked for an agenda before the retreat and asked to add a discussion around our appeal to the labor force. **Director Cappel** motioned to approve that the board retreat take place on Saturday August 24, 9am-1pm, in lieu of the August 15th board meeting, which was seconded by **Secretary Hinshelwood**, and unanimously approved. 4/0/0
- b. In September **Board Nominating Committee**, will recommend that the board increase from seven to nine members. by Quarter 1 2020, the committee will nominate one candidate and by Quarter 4 in 2020, they will nominate another. The priority is to find candidates that have the networks and interest in fundraising, who identify with the Sonrisas mission. Key desired skillsets are in dentistry, human resources, or law. It was also recommended to form a development committee.



- c. **CEO Fecher** has spent the last 30 days in her new position getting to know Sonrisas and focusing on operational efficiencies. She has also spent a significant amount of time on the area of Human Resources, creating support for better compliance. The FQHC has also been a major focus of her last 30 days. She has been strategically networking with board members and people in the non-profit field. In the next 60 days, CEO Fecher would like to implement practices of forecasting.

11. **NEW BUSINESS:**

- a. **Adjustment to Benefits—CEO Fecher** brought before the board an adjustment to allow employees who work 30 hours a week to receive all benefits, including life insurance, vision, and dental. The cost per employee would be \$1000/annually per employee and there are 3 eligible employees. **Director Cappel moved to approve and Director Navarro seconded this motion. It was unanimously approved. 4/0/0.**
- b. She also asked to add an FSA and HSA account beginning January with a cost of \$55/ month. *It was motioned by Director Navarro and seconded by Chair Taverner. It was unanimously approved. 4/0/0.*

- 12. **Chair Taverner** suggested adding a discussion about potential new board member candidates to the September 19th board meeting.

- 13. **ADJOURNMENT:** The meeting was adjourned at **8:34 pm.**

Written and submitted by:
Libby Barnard

Approved by:



Chair Nigel Taverner