



SJ Health Board of Directors – Governance Committee Agenda

Friday May 20, 2022, 3:30 p.m.

[Click here to join the meeting](#)

[+1 209-645-4071](#) United States, Stockton (Toll)

Phone Conference ID: 922 705 956#

- | | |
|---|---------------|
| 1. Introduction & Establish Quorum | Brian Heck |
| a. Call to Order & Establish Quorum | |
| 2. Approval of Minutes SJCC Governance Committee from 4/21/22 | * Brian Heck |
| 3. Review Current Recruitment Candidates | |
| a. Kristin Shinn | * Jeff Slater |
| 4. Adjournment of Board Meeting | Brian Heck |

***Action Item**

Next Meeting Date: **TBD**
 Microsoft Teams Meeting

Note: If you need disability-related modification or accommodation to participate in this meeting, please contact San Joaquin Health Centers at (209) 953-3711 at least 48 hours prior to the start of the meeting. Government Code Section 54954.2(a) - materials related to an item on this agenda submitted to the Board after distribution of the agenda packet are available for public inspection by contacting SJ Health Clinic Administration at 10100 Trinity Parkway, Suite 100, Stockton, CA 95219 during normal business hours.

Minutes of April 21, 2022

SJ Health Board of Directors – Governance Committee

Board Members Present: Farhan Fadoo (CEO); Brian Heck (Board Member); Cynthia King (Board Member); Rod Place (Board Chair)

Absent Excused: none

Absent Unexcused: Monica Fuentes (Board Member)

SJCC Staff: Michael Allen (Board Clerk); Alice Soulligne (COO); Jeff Slater (Consultant)

AGENDA ITEM	ATTACHMENTS	ACTION
1. <u>Call to Order (Brian Heck, Governance Chair)</u> The meeting was called to order at 4:03 p.m. by Brian. A quorum was established for today's meeting.	No attachments	No action required
2. <u>Approval of Minutes from February 10, 2022 (Brian Heck)</u> Meeting minutes from 2/10/22 were approved unanimously.	Governance Committee Minutes 2022-02-10	Cynthia motioned to approve the minutes and Rod seconded; motion was approved unanimously
3. <u>Review Current Recruitment Candidates (Jeff Slater)</u> Tarsha Taylor-Godfrey's CV was reviewed and the results of her initial interview with leadership was summarized. The overwhelming sentiment was that she would make an excellent Board member.	Tarsha CV	Cynthia motioned to recommend Tarsha for membership to the full Board and Rod seconded; motion was approved unanimously
4. <u>Adjournment of Board Meeting</u> There being no further topics of discussion, Brian Heck adjourned the meeting at 4:14 p.m.	No attachments	No action required



**SAN JOAQUIN COUNTY CLINICS
APPLICATION FOR BOARD OF DIRECTORS**

INSTRUCTIONS: Please complete each item below. For more information or assistance, contact the Clerk of the Board of San Joaquin County Clinics.

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

MEMBERSHIP INTEREST: ☐ REGULAR BOARD ☐ FINANCE ONLY ☐ QUALITY ONLY

CATEGORY FOR WHICH YOU ARE APPLYING:

☐ PATIENT MEMBER ☒ NON-PATIENT MEMBER

MR ☐ MS ☒ Kristin D Shinn
FIRST NAME MI LAST NAME

BIRTHDATE January / 15 / 1978
MONTH DAY YEAR

11781 N Lower Sacramento Rd Lodi Ca 95242
HOME ADDRESS CITY STATE ZIP

Length of Residence: 15 Years 0 Months

MAILING ADDRESS (if different from Home) CITY STATE ZIP

kristinshinn@gmail.com 209-642-2811
EMAIL CONTACT PHONE NUMBER

Lodi Unified School District Medical Assistant Instructor
CURRENT EMPLOYER JOB TITLE

FORMER EMPLOYER (IF RETIRED) JOB TITLE

INTERESTS AND EXPERIENCES

I have been in healthcare since 1998. I started as a Medical Assistant at Healthy Beginnings in 1998. From there I went on to work at Kaiser, UC Davis Medical Center, and ended most recently as a practice manager for Adventist Health outpatient clinics. I currently teach Medical Assisting to 12th graders and adults and send them into our community for externships and ultimately employment. With my medical background combined with my administrative mind, I have always loved to be helpful to my community. I have also served on the San Joaquin County Opioid Safety coalition since 2018. I hold a BS Health Science with an emphasis on professional development and advanced patient care.

HOW DID YOU LEARN OF THE OPENING?

Online

BRIEFLY STATE, WHY YOU ARE INTERESTED IN SERVING ON SJCC'S BOARD OF DIRECTORS:

I am interested in serving on the board ultimately to provide my experience and knowledge and to provide feedback to make my community health care services the best they can be.

PLEASE CHECK ANY OF THE FOLLOWING EXPERIENCE/EXPERTISE YOU POSSESS:

- ☐ BEHAVIORAL HEALTH
- ☐ BUSINESS
- ☒ COMMUNITY ADVOCATE
- ☒ EDUCATION/CHILD CARE
- ☐ FINANCIAL/BANKING/ACCOUNTING
- ☐ FUND RAISING
- ☐ GOVERNMENT
- ☒ HEALTH CARE-ADMINISTRATION
- ☒ HEALTH CARE-CLINICAL/QM/QI
- ☐ LABOR RELATIONS/HUMAN
- ☐ RESOURCES LEGAL
- ☐ PLANNING/PROGRAM EXPERTISE
- ☐ PUBLIC RELATIONS
- ☐ RELIGION/FAITH-BASED
- ☐ SOCIAL/HUMAN SERVICES
- ☐ OTHER (PLEASE SPECIFY)

BRIEFLY DESCRIBE YOUR EXPERIENCE/EXPERTISE/EDUCATION THAT YOU FEEL WILL BE HELPFUL FOR FULFILLING THE RESPONSIBILITIES OF A BOARD MEMBER.

I have had several years in healthcare management combined with outpatient clinic Medical Assisting experience for over 20 years. I am now educating our community and teach Medical Assisting to seniors in high school as well as adults (Lodi Unified School District).

BRIEFLY STATE THE PROFESSIONAL AND/OR OTHER COMMUNITY ORGANIZATIONS TO WHICH YOU BELONG:

I am a member of the San Joaquin County opioid safety coalition and have been since its induction in 2018.

1. Are you an employee or officer of San Joaquin County, any City in the County, the State, or the Federal government? ☐ Yes ☒ No

If yes, please specify employer or office: _____

2. Have you ever been convicted of a felony which could disqualify you from appointment? ☐ Yes ☒ No

If yes, please list the nature of the conviction and the date and court in which the conviction was entered. _____

3. Are you related by blood, adoption or marriage to any employee or officer of San Joaquin County Clinics or San Joaquin County? ☐ Yes ☒ No

If yes, please specify: _____

4. Are there any facts of which you are aware that would cause you to have an actual or apparent conflict of interest with respect to the position to which you are seeking appointment? ☐ Yes ☒ No

If yes, please specify: _____

5. Confirm you meet the minimum qualifications to serve on the committee for which you are applying and are available to attend meetings regularly. Qualifications and meeting information is listed on the Fact Sheet available at the Clerk of the Board office and on the website at www.sjclinics.org ☒ Yes ☐ No

Please complete the entire Board Packet and submit along with a current CV or resume.


APPLICANT SIGNATURE

5/9/22
DATE

MAIL TO
Clerk of the Board
San Joaquin County Clinics
500 West Hospital Road French Camp, CA 95231

OR EMAIL TO THE CLERK OF THE BOARD AT
mjallen@sjgh.org

If you have any questions, please call the Clerk of the Board Office at (209) 468-7837.



SAN JOAQUIN COUNTY CLINICS
BOARD OF DIRECTORS

APPLICATION ADDENDUM

Membership on the San Joaquin County Clinics (SJCC) Board, by federal regulation, requires the majority of the members be patients of the clinic system and that collectively, members adequately represent the demographics of patients served in terms of race/ethnicity, gender and economic status. This information is required in order to accept an application for board membership, and incomplete applications will not be considered.

Gender (Select one): FEMALE

Race (Select one): WHITE/CAUCASIAN

Ethnicity (Select one): NOT HISPANIC OR LATINO

For prospective board members who are clinic patients:


Have you obtained medical care from San Joaquin County Clinics within the previous 2 years?

☐ Yes ☒ No

If yes, at what clinic are you a patient? (Check all that apply):

- ☐ Family Medicine Clinic, French Camp
- ☐ Primary Medicine Clinic, French Camp
- ☐ Healthy Beginnings, French Camp
- ☐ Healthy Beginnings CA St, Stockton
- ☐ Family Practice Clinic CA St, Stockton
- ☐ Children's Health Services CA St, Stockton

I agree and understand that my potential board membership publicly identifies me as a patient of San Joaquin County Clinics. Any and all other health information regarding my medical care at SJCC remains protected and confidential. I, therefore, accept this disclosure, and do not hold the SJCC responsible for this limited disclosure.



Signature

5/9/22
Date

Please note: Service on this board requires annual disclosure of potential conflicts of interest

Kristin Shinn
11781 N Lower Sacramento Rd, Lodi, CA 95241
209-642-2811
KristinShinn@gmail.com

OBJECTIVE

To obtain a position where my skills and knowledge can be used to their fullest potential.

EXPERIENCE

Teacher

2019-Present

Lincoln Technical Academy/ Lodi Unified School District

- Prepared course work and taught assigned courses. Including Professionalism, customer service excellence, health insurance billing, medical terminology, clinical skills.
- Contacted students outside the classroom due to student absence to relay information related to class work and assignments.
- Adult education combined with 12th grade seniors.
- Informed students about course requirements, evaluation procedures and attendance requirements.
- Maintained necessary attendance, scholastic and student records, and submits records according to published guidelines.
- Participated in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Participated in the evaluation, revision and development of curriculum and instructional methods.
- Created curriculum for Medical Assistant Boot Camp material. Led classes of 20 students who are current Medical Assistants in test prep for the State and National exams.
- Due to school closures in California, created and implemented a new online distance learning curriculum within days' notice.

Practice Manager

2017-2019

Adventist Health Lodi Memorial

- Implemented and supported applications and operational processes, both site-specific and managed the daily operations of multiple hospital-based outpatient medical practices with 22 providers and 44 support staff.
- Team member for the Rapid Cycle Improvement projects at AHLM
- Plan and implement Quality Improvement initiatives as it related to HRSA.
- Oversaw personnel, financial, clerical, maintenance, and purchasing functions.
- Reviewed medical records for documentation compliance and billing/coding compliance.
- Assisted in various State, County, and accreditation audits including Joint Commission.
- Participated and contributed to process and implementation of Annual Wellness Visit project to comply with ACO.
- Monitored activities and operations to ensure practices successfully meets objectives.
- Supervise and direct the activities of various levels of assigned personnel utilizing both professional and supervisory discretion and independent judgment.
- Assists/supports staff as needed as a resource/lead person with daily office duties and functions.

- Monitor workflow and create efficient business processes while continually reviewing and recommending best practices.
- Facilitate communication between front and back office staff as situations arise, i.e., scheduling changes, customer concerns, staffing needs and policy changes.
- Facilitate and process projects, audits, surveys, statistics, etc. as directed.
- Maintains office regulations and standards according to JCAHO, DHCS, and the CMS.
- Conduct regular staff meetings and annual performance evaluations.

Ambulatory Operations Support/ Medical Office Coordinator

2015-2017

Adventist Health Lodi Memorial

- Cerner Application Support
- Trained over 200 medical assistants and end users on Cerner EHR in preparation for Go-Live of new software
- Trained and supported Cerner software to 58 physicians from various ambulatory specialties.
- Provided on-site go-live support, upgrade support and ongoing application support and optimization.
- Participated in pilot program for point of care testing interface and implementation.
- Ran analytics on various providers to determine opportunity to optimize provider documentation and time spent in patient record. Evaluated and analyzed provider processes to optimize their workflow, then trained provider to use various streamlined techniques to increase productivity.
- Troubleshoot and support, testing and implementation of Cerner projects and upgrades.
- Act as the central point of communication for assigned issues and coordinated all activities on behalf of the IS organization.
- Presentation, collaborate with multiple teams with the ability to provide exemplary customer service by troubleshooting user issues.
- Place HEAT ticket requests, Follow up on HEAT tickets, etc.
- Subject matter expert in OB/GYN

Administrative Assistant III/ Medical Assistant II

2012-2015

UC Davis Medical Center/ Elk Grove PCN/ Obstetrics & Gynecology

- Super User for EPIC software. Help employees troubleshoot computer-related issues. Provide support as employees are learning to use the system.
- Lead role assisting in EPIC conversion at the Elk Grove facility.
- Appointment scheduling and physician template maintenance.
- Room patients and maintain patient/physician operational flow.
- Assist with in office procedures.
- Prepare all expense reimbursements including travel, entertainment, CME, and mileage logs for all staff.
- Compile data and prepare and/or assists the Office Manager and Nurse manager in the preparation of reports from data collected and records kept
- Researches, compiles, and analyzes data for assigned special projects and reports.
- Prepare, distribute, and maintain complex On-Call calendaring/scheduling for 10 physicians.
- Safety coordinator-injury prevention. Gather data regarding the department injury prevention program and assist in review of the effectiveness of the departmental injury prevention plan.
- Work independently to meet established timelines.
- Maintain confidentiality patient and employee according to HIPAA and UC Davis Policies.
- Communicate with Medical Staff and ensure physicians complete certifications, renewals, & licenses in a timely manner prior to deadline.

Medical Assistant Instructor/ Externship Coordinator**2010-2012***Brightwood College (Formerly Kaplan College)*

Prepared course work and taught assigned courses. Including Professionalism, customer service excellence, health insurance billing, medical terminology, clinical skills.

Medical Assistant**2003-2007***Kaiser Permanente Obstetrics and Gynecology*

- Assist attending physicians with all OB/GYN procedures including IUD placement, Colposcopy, Endometrial biopsy, Urogynecology procedures, LEEP procedures, and prenatal visits.
- Document and retrieve information using EPIC
- Answer and route patient messages, schedule appointments, obtain referral and authorizations, ICD-9, CPT coding.

Medical Assistant**1998-2003***San Joaquin General Hospital- Obstetrics and Gynecology*

- Assist attending physicians with all OB/GYN procedures including IUD placement, Colposcopy, Endometrial biopsy, LEEP procedures, and prenatal visits.
- Answer and route patient messages, schedule appointments, obtain referral and authorizations, ICD-9, CPT coding.

EDUCATION

Grand Canyon University**2017-2020***Arizona*

- Bachelor of Science in Health Science in Professional Development and Advanced Patient Care

Andon College**1998***Stockton, CA*

- Medical Assistant

CERTIFICATIONS/CREDENTIALS

CTE California Teaching Credential**2019-2022***Health Science and Medical Technology***AAMA- CMA****Exp. 2024**