



SJ Health Board of Directors – Governance Committee Agenda

Monday August 22, 2022, 4:00 p.m.

[Click here to join the meeting](#)

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

Phone Conference ID: 790 410 565#

- | | |
|---|----------------|
| 1. Introduction & Establish Quorum | Brian Heck |
| a. Call to Order & Establish Quorum | |
| 2. Approval of Minutes SJCC Governance Committee from 5/20/22 | * Brian Heck |
| 3. Review Current Recruitment Candidates | |
| a. Samantha Monk | * Jeff Slater |
| 4. Review 2022 Term Expirations | Michael Allen |
| a. Cynthia King (9/25/22) | |
| b. Karen Lee (9/25/22) | |
| c. Bernadette Pua (9/25/22) | |
| 5. Review Board Self-Evaluations | Michael Allen |
| 6. Approval of New Board Member Policy | * Farhan Fadoo |
| 7. 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 May 20, 2022
SJ Health Board of Directors – Governance Committee

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

Absent Excused: none

Absent Unexcused: Cynthia King (Board Member)

Others: Michael Allen (Board Clerk); Alice Soulligne (COO); Jeff Slater (Consultant); Susan Thorner (Consultant)

AGENDA ITEM	ATTACHMENTS	ACTION
1. <u>Call to Order (Brian Heck, Governance Chair)</u> The meeting was called to order at 3:32 p.m. by Brian. A quorum was established for today's meeting.	No attachments	No action required
2. <u>Approval of Minutes from April 21, 2022 (Brian Heck)</u> Meeting minutes from 4/21/22 were approved unanimously.	Governance Committee Minutes 2022-04-21	Brian motioned to approve the minutes from 4/21/22 and Monica seconded; motion was approved unanimously
3. <u>Review Current Recruitment Candidates (Jeff Slater)</u> Kristin Shinn was interviewed by the Board leadership and they felt she would make a good fit. It was agreed by the Governance committee that she should advance to the full Board for a vote on membership.	Kristin Shinn Resume 2022; SJC Board of Directors Application	Monica motioned to recommend Kristin Shinn to the full Board for a membership vote and Brian 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 3:37 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 ☒ Samantha A monks
FIRST NAME MI LAST NAME

BIRTHDATE January March 24, 1993 (3124193)
MONTH DAY YEAR

14890 N. Alpine Rd. Lodi CA 95240
HOME ADDRESS CITY STATE ZIP

Length of Residence: 3 Years 5 Months

1040 W. Kettelman Ln. #875 Lodi CA 95240
MAILING ADDRESS (if different from Home) CITY STATE ZIP

Samanthamonks@gmail.com 209 747 0225
EMAIL CONTACT PHONE NUMBER

Pdmsi / HCA Quality manager
CURRENT EMPLOYER JOB TITLE

FORMER EMPLOYER (IF RETIRED) JOB TITLE

INTERESTS AND EXPERIENCES

[Family, Fitness, Community]

my whole career has been in Health care administration.

Supporting providers, either to help change processes for clinic operations. Help support population health management with web based tools. Finally increase revenue via P4P programs

HOW DID YOU LEARN OF THE OPENING?

from Kristin Shinn

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

I am interested in being a part of understanding my communities struggles and barriers and finding/supporting solutions. much of our future depends on healthy people!

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 been working in San Joaquin county for 14 years working to make healthcare a great place for patients and primary care. I have my BS from Sac State in Health Science.

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

vinewood community church

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

8/13/22
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): AMERICAN INDIAN OR ALASKA NATIVE ~~none~~ neither

Ethnicity (Select one): HISPANIC OR LATINO ~~none~~ neither

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

Date

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

Samantha Monks

samanthamonks@gmail.com • (209) 747-0225
[linkedin.com/in/samantha-monks-33b5b748/](https://www.linkedin.com/in/samantha-monks-33b5b748/) • Lodi, CA

Operations Management

Accomplished professional with extensive experience managing multiple operations and planning and implementing quality improvement initiatives while adhering to corporate standards.

Top-performing professional; capable of administering all front-line duties, as well as organizing and prioritizing tasks within time and budgetary constraints. Proven success monitoring health care administration functions, delivering transformational programs, increasing revenue potential, and coordinating tasks in challenging environments. Strong management skills, with proficiency in maintaining professional demeanor while maintaining consistency to facilitate routine operations. Regularly utilizes problem solving, multitasking, and communication skills to support objectives of organization.

Areas of Expertise

- Operations Management
- Fee for Service & Cap Models
- Performance Enhancement
- Quality & Cost Control
- HEDIS/ CMS Requirements
- Practice Transformation
- Cross-functional Collaboration
- Issue Identification & Resolution
- Leadership & Team Support

Career Experience

Adventist Health Lodi Memorial, CA
Director Of Operations

Apr 2018 – Present
Nov 2020 – Present

Own control over end-to-end management of routine operations of 5 ambulatory clinics along with 15 providers. Maximize clinic operations success and monitor and corrected a revenue capture and office billing process. Administer provider compensation and billing identify and corrected a broken system. Exercise leadership by directing team to enhance overall productivity. Ensure 100% timely delivery of payment to provider by devising clear market wide strategy. Eliminate potential inaccuracies by identifying issues and providing corrective solutions. Play integral role in managing health plan relationships and enhancing overall performance.

- Directed all operational aspects of market strategy to achieve key objectives.
- Monitored 2M in budget and ensured turnover rate stayed below 5% by executing tasks during global pandemic.

Practice Administrator

Apr 2018 – Nov 2020

Led to improve performance in system wide ranking quality data. Supported providers and associates by implementing continuous process improvement initiatives. Maximized revenue and patients' satisfaction by formulating and executing market wide Annual Wellness Visit program for Medicare plans. Successfully ranked Gold Status for 2020 with American Heart Association for diabetic care and hypertensive care.

- Reached 75th percentile and receiving 2nd position in system in a year through utilization of EHR process.
- Accomplished system goals for HEDIS performance while earning \$750,000 in additional value-based compensation.

Hill Physicians Medical Group, CA
Practice Transformation Facilitator

Feb 2007 – Apr 2018

Facilitated in 20 independent provider practices by implementing online population health management tool to meet HEDIS and CMS benchmarks and increase revenue in value-based payment programs. Served as a liaison, educator, and valuable supporter to fulfil company driven initiatives.

- Participated in CMS program and presented transformation work in primary care to CMS.

Education

Bachelor of Science in Community Health Education
 California State University Sacramento, Sacramento, CA

Dec 2006

Statement	Our meetings actively engage the members to focus on the matters that are most important to the CHCs.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results			1	4	

This would improve if:

Statement	Most Board Members are prepared for the meetings most of the time.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results			1	4	

This would improve if:

Statement	Board Packets (including agenda, previous meeting minutes, related reports, background reading) are complete and provided to the Board sufficiently prior to the meeting for meaningful participation.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results			1	4	

This would improve if:

Statement	The Board asks hard and even unpopular questions.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results	2		1	1	1

This would improve if:

Statement	There is friendly, respectful exchange of ideas that encourages participation.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results			1	4	

This would improve if:

Statement	The Board spends most of its time on the issue of greatest importance.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results				4	1

This would improve if:

Statement	The Board spends the majority of its time discussing the future.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results			3	1	1

This would improve if:

Statement	I feel prepared for my role on the Board.				
	Strongly disagree/never (1)	Disagree/ sometimes (2)	Agree/ most of the time (3)	Strongly agree/ always (4)	Unable to Assess
Results		1	1	3	

This would improve if:

Additional Comments:

"Continue to provide flexibility to allow for remote meetings access."

"Over the past year the board has improved in its abilities and capabilities. The support staff has been tremendous and greatly appreciated and respected."

San Joaquin Health Centers	Department ADMINISTRATION		Page 1 of 1
	Policy/Procedure No	Effective 08/2022	Date Replaces New
Title of Policy/Procedure NEW BOARD MEMBER POLICY			

POLICY:

SJ Health is governed by a Board of Directors that meets the federal Health Resources and Services Administration (HRSA) compliance requirements. Continuous compliance is a HRSA requirement and SJ Health makes adjustments to its Board in order to maintain appropriate Board composition, as set forth in the organization's bylaws.

PROCEDURE:

Those who are interested in becoming an SJ Health Board member must complete an application. The Clerk of the Board receives all applications and, as appropriate, arranges an introductory interview between the candidate and key SJ Health leadership personnel, the purpose of which is to ensure a good fit for both parties. Following the screening interview, leadership presents its recommendation regarding membership to the SJ Health Governance Committee. The prospective member can be invited to attend Board meetings as a guest, prior to a membership vote. If the Governance Committee recommends approval of membership, this recommendation is presented to the full SJ Health Board and a vote is called to formalize election to the Board.

The Governance Committee is able to arrange an orientation for the new member.

New members will be required to complete a Form 700 on Conflict of Interest, a Conflict of Interest disclosure form, and a CMS855A Section 6 Ownership/Management Control Information form. The Conflict of Interest Disclosure will need to be repeated anytime there is a change or annually.

Approval(s):	Approval(s):
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