

**DEL PUERTO HEALTH CARE DISTRICT**  
**875 E Street - Patterson, California 95363**  
**EMERGENCY FINANCE MEETING via Zoom Video Conference**  
**MINUTES JUNE 17, 2020**

**I. Call to order/Attendance**

The meeting was called to order by Anne Stokman, Committee Chair, 1:32 PM

**Other Board Members Present:** Becky Campo, Committee Member

**Other Staff Members Present:** Karin Hennings, Administrative Director/CEO; Maria Reyes-Palad, Financial Accounting Manager; Jose Rodriguez, MD, Medical Director; Suzie Benitez, Health Center Manager; Cheryle Pickle, Human Resources Manager; and Danae Skinner, Administrative Staff Accountant

**II. Public Participation – No comments**

**III. Acceptance of Agenda**

M/S/C Anne Stokman/Becky Campo to accept the agenda as presented.

**IV. New Business**

**A. Health Center Emergency Cost Savings Options**

Karin Hennings reviewed COVID-19 impact on Health Center revenue levels, patient counts and labor costs. Patient visits are down to 55 per day, the normal is 75 per day in the summer. This is reflected as a 50% reduction in patient revenues. Karin Hennings, Suzie Benitez, and Dr. Rodriguez presented cost reduction and revenue generation strategies.

Cost reductions will be as follows:

1. Medical Assistant (MA) hours will be reduced to 20 per week until the end of August. This will qualify them for Unemployment benefits plus the \$600 COVID supplement to make up the difference in wage loss so they will still be at or above full pay. This will result in a savings of 16.6%. The \$600.00 COVID supplement expires July 31<sup>st</sup>
2. Mid-Level Providers hours will be reduced to 32 per week. Both will be taking PTO in the next few weeks. Christine for 3 weeks and Lennard for 2 weeks.
3. Both doctors already took their PTO when patient volume started declining. Both doctors are covering for the Mid-Levels without extra pay.

Revenue generation goal is to increase patient visits by 15 per day.

1. We have been getting 2-3 new patients per week.
2. Staff are calling patients that have not been in recently to come in. Especially those with chronic conditions that need monitoring.
3. Both doctors are working an extra day per week, without extra pay, to get the numbers up.
4. Newly hired Telehealth Coordinator, Jose Vigil is ahead of schedule with roll out.
5. Public Relations campaign will be a consistent message that we are open and treating patients. We have a slogan "Be Safe & Be Seen". We need to get this message to the entire community. Several Hispanic patients have remarked that they thought that we were closed. The committee wanted to know if the Clinic had a Facebook page; they do not.
6. Health Net's marketing department will distribute post cards to its members and Suzie is in contact with Health Plan of San Joaquin to get the message to their members too.
7. We are still doing COVID-19 testing

Impact on personnel