

Ventura COHS
Executive/Finance Committee
Meeting Minutes

Ventura County Public Health
2240 E. Gonzales Road, Suite 200
Oxnard, CA 93036

June 16, 2010

√	Committee Members in Attendance	Staff in Attendance
√	Terrie Stanley, Interim CEO	Narcisa Egan, Assistant Health Care Agency CFO
√	Anil Chawla, MD, Director, Physician, Clínicas del Camino Real, Inc.	Dee Pupa, Interim Assistant Clerk of the Board
	Lanyard Dial, MD, Vice-Chair, Physician, Ventura County Medical Association	Alison Sawyer, Interim Clerk of the Board
√	Rick Jarvis, Private Hospitals/Healthcare System	
√	Michael Powers, Director, Ventura County Health Care Agency	
√	Catherine Rodriguez, Ventura County Medical Health System	

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
1. Call to Order Welcome and Roll Call Terrie Stanley	<ul style="list-style-type: none"> The meeting was called to order at 4:04 p.m. All Members present, except for Dr. Lanyard Dial (<i>Excused</i>) ^{ACS} 7/26/10 Ms. Stanley welcomed everyone to the first meeting of the Ventura COHS Executive/Finance Committee.	
2. Interim Committee Co-Chair Terrie Stanley	Recommendation: Select a committee member to serve as interim co-chair for this committee until a permanent CFO is selected for the Ventura COHS. Ms. Stanley noted that other COHS have their CEO and CFO act as chair and vice-chair of the Executive/Finance Committees. The same is proposed for Ventura COHS and in the interim (until the positions are permanently filled), it is recommended that the Ms. Stanley, as the Interim CEO, serve as Chair and Ms. Narcisa Egan (HCA Asst CFO)	Mr. Powers made the motion to select Ms. Stanley as the interim Committee Chair and Ms. Egan as the interim Vice-Chair, Mr. Jarvis seconded. Approved: 4-0

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	serve as Vice-Chairs.	
<p>3. Roles and Responsibilities of Executive/Finance Committee</p> <p>Terrie Stanley</p>	<ul style="list-style-type: none"> • Ms. Stanley reviewed with Committee members the composition and duties of the Committee as authorized by the Commission on 5/24/10. She noted that the composition was designed to reflect the categorical representation on the Commission. By way of information, she reminded the Committee that its Clinic Representative member had not been determined during the Commission meeting. As of 5/28/10, Dr. Chawla is the final member of this Committee. • Ms. Stanley queried the Committee for any thoughts on additions to the listed duties. In response to a question from Ms. Rodriguez, Ms. Stanley said that the Executive/Finance Committee reviews information and forwards it to the full Commission with its recommendations. • Ms. Stanley noted that there are a number of contracts that are in the works. With that in mind, she requested the Committee to set a maximum amount that the CEO may approve before bringing it to the Committee. There was discussion from Dr. Chawla, Mr. Jarvis, Mr. Powers, and Ms. Rodriguez on what would be an appropriate amount. Ms. Rodriguez inquired if this would include one-time agreements or provider agreements. Ms. Stanley responded that the Committee is set to discuss provider agreements separately at Agenda Item 8. In response to Mr. Jarvis question, Ms. Stanley said that there could be quite of few contracts for over \$100,000. Ms. Rodriguez recommended \$100,000 and three bids. • Ms. Stanley reviewed the list of contracts that are in the works. These included: <ul style="list-style-type: none"> ○ Insurance broker: insurance for both Directors/Officers and health plan claims reinsurance. Ms. Stanley noted that legal has been asked to take a look at the agreement and, if approved, she will proceed. ○ Admin Services Agreement: Ms. Stanley was pleased to announce that the final piece of the agreement with ACS is 	

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	<p>in place. The goal is to have it signed next week. In response to a question from Mr. Powers she stated that there had been no material change to the agreement since its approval by the Commission. She did point out to the committee that the pharmacy contract is a separate agreement—not rolled into with administrative services.</p> <ul style="list-style-type: none"> ○ Staffing: including working on the benefit package for the staff. ○ Actuarial Services: analysis of the rates, both from the state to the plan and from the plan to providers. ○ General Legal Counsel: County Counsel is helping out now, but moving forward the COHS will hire its own counsel. Ms. Stanley noted that they have the names of two potentials. In the interests of having a list of at least three from which to choose, she polled the Committee for any additional recommendations that would not be in conflict. Mr. Jarvis and Mr. Powers both commented that Hooper Lundy would be an acceptable addition. In response to a question from Mr. Powers, Ms. Stanley noted that the COHS counsel would not necessarily attend all meetings. • Graphics and Printing: Ms. Stanley noted that they are looking for a cost-effective source for graphics and printing. In addition, a working priority is deciding on a “dba” and developing a logo before any large print job is ordered. • Mail House: Ms. Stanley noted that the COHS will be looking for a mail distribution vendor to distribute member packets, etc. • Office Space: Ms. Stanley commented that there is space that may meet the needs in a building near to this Committee’s meeting room. An appropriate space would have: working space for 39 Ventura staff co-located with 6-10 ACS staff, 2+ conference rooms, break room, mail room, etc. Ms. Stanley informed the committee that she will continue to look for other likely spaces and bring back the options to the Committee. • Office Furniture, Phone and Equipment • Bank Account vs Ventura County Treasury Trust Account: Ms. 	

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	<p>Stanley noted that the COHS has filed for a tax ID which is required to open a bank account. In the interim, in order to have a place into which moneys can be deposited and out which payments can be made, she has talked to the Ventura County Treasurer and Auditor-Controllers about setting up a trust account. In addition, she has spoken with Wells-Fargo (four out the five other COHS use Wells-Fargo). Nothing has been finalized.</p> <ul style="list-style-type: none"> • Business license: once the decision is made about office space, a business license for that city will be obtained. Important attributes for the locations are: centralized on a bus route for more convenient access by beneficiaries. 	
<p>4. 2010 Meeting Schedule</p> <p>Terrie Stanley</p>	<p>Recommendation: Approve 2010 Committee Meeting Schedule</p> <p>Ms. Stanley presented the 2010 meeting schedule for approval. There was some discussion on moving the meetings to the first Wednesday of each month. However, some Committee members noted that would cause conflicts.</p>	<p>Mr. Powers made the motion to approve the 2010 Meeting Schedule, Ms. Rodriguez seconded.</p> <p>Approved: 4-0</p>
<p>5. CLOSED SESSION</p> <p>Narci Egan</p>	<p>MEDI-CAL NEGOTIATIONS (Health & Saf. Code, sec. 1457, 1462; Welf. & Inst. Code, sec. 14081, 14082; Gov. Code, sec. 6254, subd. (q))</p>	
<p>6. Provider Contracting Negotiations and General Principles of Reimbursement</p> <p>Terrie Stanley</p>	<p>Recommendation: Authorize the interim CEO to open provider negotiations for contracting based on current Ventura County Medi-Cal reimbursement rates.</p> <p>Ms. Stanley reviewed the general principles of reimbursement with the Committee adding that a contract template is available (see Agenda Item 8). She proposed that the COHS begin by paying according to current Medi-Cal rates – at least for year one – as there is a need to build experience and develop procedures. She commented that the budget for provider reimbursement will be set but, recognizing the make-up of the Committee, individual contracts will not be brought back to the Committee.</p> <p>Ms. Stanley also noted that demonstration of network adequacy is</p>	<p>Mr. Powers made the motion to approve the recommendation, Ms. Rodriguez seconded.</p> <p>Approved: 4-0</p>

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	<p>required by DHCS before approval of implementation. In response to a question about next steps, Ms. Stanley informed the Committee that this would be brought forward to the full Commission.</p>	
<p>7. Member Auto-Assignment Policy Terrie Stanley</p>	<p>Recommendation: Approve an auto assignment policy for members who do not select a PCP within 30 days of assignment to the Ventura COHS plan.</p> <p>Ms. Stanley reviewed the policy with the Committee, noting that the goal was to get every member to a PCP. However, there is a subset of members (“administrative member”) who do not get assigned—their care and needs do not fall under the purview of a PCP; examples of this are long-term care patients or out-of area-residents. With this in mind, assignment of these members still occurs—taking geographic, cultural, and linguistic preferences into account. The auto-assignment policy assures that such a member is assigned by rotation to a PCP – maintaining an even distribution of patient load across the panel of providers. Mr. Powers asked how the policy is implemented and Ms. Stanley stated that rules would be installed in the system with ACS.</p>	<p>Mr. Powers made the motion to approve the recommendation, Mr. Jarvis seconded. Approved: 4-0</p>
<p>8. Template Provider Contracts Terrie Stanley</p>	<p>Recommendation: Approve use of template provider contracts for Primary Care Physicians, Specialty Physicians, Hospitals, and Ancillary Service Providers.</p> <p>Ms. Stanley informed the Committee that, as mentioned earlier (Agenda Item 6), a template provider agreement, developed by a consortium of other COHS, is available for use. She noted that this template contains all the required language and is a good place to start. It will be sent to our attorney for review and to tailor to our use. Ms. Stanley reviewed the listed recommended duties of the PCP, adding that it is possible that there may be some fee-for-service items outside of those included in the capitation rate. Dr. Chawla inquired if Specialty Physicians would be reimbursed on a PMPM (per member per month) basis. Ms. Stanley responded that, if the Committee agreed, the COHS could consider this type of reimbursement but it would have to be developed. In response to a question, Ms. Stanley noted that Ancillary Services would include</p>	<p>Mr. Powers made the motion to approve the recommendation, Mr. Jarvis seconded. Approved: 4-0</p>

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	laboratories.	
9. Names for Ventura COHS Terrie Stanley	<p>Recommendation: Select possible names for the Ventura COHS and bring forward to next Commission meeting.</p> <p>Ms. Stanley started the discussion of choosing a “name” (dba) for the COHS by noting that a name should be recognizable and meaningful – it should reflect on the mission, the bylaws, and what is important to the COHS. A few names were suggested and it was stated that there could be an advantage to having a name that would be closer to the top of an alphabetized list.</p>	<p>The Committee declined to make a recommendation, preferring to bring the issue, as is, forward to the Commission for further discussion and decision.</p>
10. Final Comments from Commissioners All	<p>Dr. Chawla suggested a 3:30 p.m. start to future Executive/Finance Committee meetings. Other Committee members agreed conditional upon schedule checking.</p>	
11. Public Comment/Correspondence Open	<p>No Public Comment or Correspondence</p>	
12. Adjourn Chair	<p>Ms. Stanley adjourned the meeting at 5:49 p.m.</p>	

Submitted by:


 Recorder