

July 14, 2010

√	Committee Members in Attendance	Staff in Attendance
√	Terrie Stanley, Co-Chair Interim CEO	Dee Pupa, Interim Assistant Clerk of the Board
√	Narcisa Egan, Co-Chair Assistant Health Care Agency CFO	Alison Sawyer, Interim Clerk of the Board
√	Anil Chawla, MD, Director, Physician, Clínicas del Camino Real, Inc.	
	Lanyard Dial, MD, Physician, Ventura County Medical Association	
√	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
<p>1. Call to Order Welcome and Roll Call</p> <p>Terrie Stanley</p>	<ul style="list-style-type: none"> The meeting was called to order at 3:30 p.m. All Members present, except for Dr. Lanyard Dial. (Excused) ^{ACS} 7/26/10 A quorum was present. <p>Ms. Stanley welcomed everyone to the second meeting of the Ventura COHS Executive/Finance Committee.</p>	
<p>2. Minutes of Prior Meeting</p> <p>Terrie Stanley</p>	<p>The Minutes of the June 16, 2010 Executive/Finance Committee meeting were presented for review and approval.</p> <p>Ms. Stanly noted that there had been some discussion at the full Commission meeting about acting on Committee recommendations before the Committee's minutes had been approved by the Committee. She provided counsel's opinion: as a public body, the Committee must approve its minutes in a public forum. It may elect to have a short meeting immediately preceding the Commission's meeting for the purpose of approving the minutes, or it may consider its recommendations to the Commission as adequately represented in</p>	<p>Mr. Powers made the motion to approve the minutes; Dr. Chawla seconded.</p> <p>Approved: 4-0</p> <p>Mr. Powers made the motion to call a meeting of the Committee immediately prior to the Commission meeting, in order to approve the minutes; Mr. Jarvis seconded.</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>the Committee Chair's reports. Commissioner Powers suggested that there was no issue, as the Committee was not taking an action but was rather making recommendations. Commissioner Chawla expressed concern that the Committee could not make motions thus producing an action item, it could only have discussions. Commissioner Rodriguez inquired if approval of the Committee minutes could be an agenda item for the Commission, given that the voting Committee members are all Commission members. Ms. Stanley responded that this would not work, as counsel had noted that the Committee itself must convene to approve the minutes. Mr. Jarvis recommended meeting immediately prior to the Commission meeting, other members concurred.</p>	<p>Approved: 4-0</p>
<p>3. Financial Update and Board Recommendation of Fiscal Year</p> <p>Narci Egan Terrie Stanley</p>	<p>Recommendation: Recommend to the Commission at its next meeting that Ventura COHS/s fiscal year corresponds to the State of California's fiscal year – currently July 1 - June 30.</p> <p>Co-Chair Egan informed the Committee that the COHS is in the process of applying for a tax ID number which requires establishing the Fiscal Year. The timing of the State fiscal year (July 1 – June 30), the Federal fiscal year (Oct 1 – Sept 30), and the other COHS' choices for fiscal years were considered (three use July 1 - June 30, two use January 1 – December 31). Ms. Egan commented that it is more favorable to parallel with the State as it supports synchronization in the budget processes. Commissioner Jarvis expressed concern about the timing, noting that the budget process would need to start much earlier. Ms. Stanley mentioned that the state budget is proposed in January and officially revised in May. These documents contain usable projections and assumptions. Mr. Jarvis expressed the need for the most current information. Ms. Stanley confirmed that this timeframe will work the best it can, given the current situation. She noted that sometimes it is necessary to go back and adjust. Ms. Rodriguez asked about the term of the contract with the State. Ms. Stanley stated that it has a three-year term but rates can be adjusted annually. Off-cycle adjustments can be made if</p>	<p>Dr. Chawla made the motion to approve the recommendation, Mr. Powers seconded.</p> <p>Approved: 4-0</p>

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	<p>necessary. She informed the Committee that the rate development process is a thorough, detailed process.</p>	
<p>4. Staffing Update Terrie Stanley</p>	<p>Ms. Stanley provided a Recruitment Update memo from Jennifer Bower, Regional Government Services (RGS) Human Resources Consultant. In reviewing the memo, Ms. Stanley noted that the recruitments for the CEO, CFO, and CMO have been posted in various places including websites and professional publications. In addition, other plans are being contacted for any recommendations they might have. The recruitments have closing dates due to the time urgency. As point of information for the Committee, Ms. Stanley noted that she has submitted her own application for the position of CEO.</p> <p>Ms. Stanley briefly reviewed the benefits that RGS offers to employees. These include employer-paid vision, dental and life insurance, and partial employer-paid medical insurance. A defined contribution retirement plan is also included. She noted that the insurance premium rates are still in development. She commented that, while not excessive, it is a good attractive benefit package. In response to Dr. Chawla's question concerning the life insurance benefit, Ms. Stanley noted that one times annual salary is typical, with additional coverage offered as an option that the employee may elect to pick up.</p>	<p>Informational Only</p>
<p>5. Revised Roles and Responsibilities of Committee Terrie Stanley</p>	<p>Recommendation: Approve the revised duties of the Committee.</p> <p>Ms. Stanley reminded the Committee that at its last meeting, it had discussed expanded and revised duties. She noted that she had revised the attached document to include the recommended items. In response to a question, she noted that the revisions included bringing forth the Committee's evaluation of the CEO's performance to the full Commission for action. In confirming the Committee's 2010 schedule as approved at the last meeting, Ms. Stanley noted that she would add the following to the schedule: short meetings immediately prior to each Commission meeting as needed for the purposes of approving the Committee minutes.</p>	<p>Mr. Powers made the motion to approve the recommendation; Dr. Chawla seconded. Approved: 4-0</p>

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<p>6. State Deliverables Update</p> <p>Terrie Stanley</p>	<p>Ms. Stanley provided an update on the status of State deliverables. She informed the Committee that the rates still have not been received from the State. She noted that she had discussed the issue with the Contract Manager and did not get a clear sense of why the rates have not been received. She informed the Committee that they are apparently developed but waiting for "sign-off". Ms. Stanley expressed concern, noting that the COHS has entered into contracts in good faith. The Contract Manager was unable to provide a time commitment.</p> <p>Ms. Stanley stated that the delay is extremely problematic. Mr. Powers commented that it significantly impacts the go-live date. He suggested that communication with the State concerning this issue be documented in writing as the timing of implementation is now affected.</p> <p>Concerning deliverables to the State, Ms. Stanley informed the Committee that she has been working with ACS on development. In addition, P&Ps from other plans have been obtained—the requirements are very similar although they will be customized. The P&Ps will have to go to the UM Committee for review and approval. Ms. Stanley anticipates this committee to be established after the CMO is brought on board. She noted that the implementation plan has been shared with the State and it looks good. However, individual documentation for each standard will still need to be developed and submitted to the State, and they will need to sign-off.</p>	<p>Informational Only</p>
<p>7. Counsel Selection</p> <p>Terrie Stanley</p>	<p>Recommendation: Bring forth to Commission an Agreement for Specialty Health Care Counsel with Tin Kin Lee.</p> <p>Noting that Mr. Lee had been of great assistance in developing the administrative contract with ACS, Ms. Stanley presented her recommendation to engage Mr. Lee as the COHS counsel. In reviewing his curriculum vitae, she stated that he was very qualified with a wealth of knowledge. He has experience with public plans, both other COHS and local initiatives plans. In addition, because it is a non-profit and a start-up, he is willing to decrease his hourly rate for</p>	<p>Dr. Chawla made the motion to approve the recommendation, Mr. Powers seconded.</p> <p>Approved: 4-0</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<p>the COHS. Ms. Stanley commented that another individual attorney had been considered, as had Hooper Lundy but Mr. Lee was the best choice. In response to Ms. Rodriguez question inquiring if he would attend every Commission meeting, Ms. Stanley noted that he would not need to attend every meeting but, initially, it would help bring him up to speed. Mr. Powers asked if references were obtained. Ms. Stanley noted that Alameda Health Plan and Fresno-Madera-Kings Regional Health Authority were contacted and both gave good references. Dr. Chawla asked if he would be involved in negotiating rates. Ms. Stanley said that typically he would not, unless contract issues came up. In response to a question from Mr. Jarvis, Ms. Stanley said that the agreement with Mr. Lee would be not be open-ended. Dr. Chawla asked if he would be on retainer. Ms. Stanley stated he would be hourly.</p> <p>In response to Mr. Jarvis's question, Ms. Stanley noted that it was her understanding that three bids were to be solicited, as opposed to three RFPs.</p> <p>In summary Ms. Stanley commented that Mr. Lee was a better fit, a little more an advocate in getting favorable language in the contract. The references agreed that he was responsive and kept the plan's best interest in mind. Mr. Jarvis inquired if he would be the one providing services, rather than an associate. Ms. Stanley said it would be Mr. Lee although he does work with other attorneys and can call on them when needed.</p>	
<p>8. Office Space Selection</p> <p>Terrie Stanley</p>	<p>Recommendation: Bring forth a recommendation to Commission for office location.</p> <p>Ms. Stanley informed the Committee that she looked at a number of locations for appropriate space to house the 39 staff expected to be hired in the near future. Search criteria were: central location, sufficient size, proximity to public transportation, minimal improvements needed, security, and parking. Ms. Stanley noted that she focused on the Oxnard area as it has a large beneficiary population and is centralized. She looked at places accompanied</p>	<p>Mr. Powers made the motion to approve the recommendation, Dr. Chawla seconded.</p> <p>Approved: 4-0</p>

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	<p>brokers and lease representatives. Reviewing a summary of comparisons handout with the Committee, she noted that the location that met all the requirements and was the most cost-effective is a county-owned building at 2220 E. Gonzales. Mr. Jarvis asked how negotiable the prices are with a five-year lease. Ms. Stanley said that many of the listed prices were negotiated down from original. There was some discussion concerning the delay in receiving rates from the State and language in the lease contract. Mr. Powers commented that it was significant that there were no tenant improvement required at this location.</p>	
<p>9. Process for Selection of Name Terrie Stanley</p>	<p>Recommendation: Develop a plan to bring forward to the next Commission meeting that will outline the process for name selection for the Ventura COHS.</p> <p>Ms. Stanley reminded the Committee that the Commission had suggested that other options be looked at--something that focuses on the mission. She expressed a concern that seeking outside professional help might be too costly. HCA PIO Shelia Murphy was called upon to report what the association of public information officers had said when they were asked to consider the existing options. She said that they were still considering the issue, but that their initial impression was (1) "CHOICE" did not have meaning to them, (2) "CHOICE Health Plan" was too long, and (3) the name should be related to health care.</p> <p>Dr. Chawla suggested "Buena Ventura Health Plan"</p> <p>Mr. Powers suggested a community survey -- informal or formal, perhaps asking public/private providers. Mr. Jarvis commented that it would be a good idea to have an option to present at the next Commission meeting. He suggested Committee members asking their marketing departments, where available.</p> <p>There was further discussion concerning hiring professional help, but the general consensus was to do an informal survey of external community sources (marketing departments, providers, beneficiary clients) to begin with.</p>	<p>Ms. Rodriguez made the motion to proceed with getting additional input from the community on the selection of a name; Mr. Jarvis seconded.</p> <p>Approved: 4-0</p>

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
10. Final Comments from Commissioners All	No Final Comments	
11. Public Comment/Correspondence Open	No Public Comment or Correspondence	
12. Adjourn Chair	Ms. Stanley adjourned the meeting at 4:30 p.m.	

Submitted by:

Alison C. Sawyer
Recorder

Public Meeting of the Ventura COHS Executive/Finance Committee

DATE: Wednesday July 14, 2010
TIME: 3:30-5:30 PM
ADDRESS: 2240 E Gonzales Road Suite 200
 Oxnard CA 93036

AGENDA

Item	Documents for Review	Subject	Presenter	Time
1		Call to Order, Welcome and Roll Call	Terrie Stanley	3:30-3:35
2 COMMISSION	ATTACHMENT A Minutes of June 12, 2010	Review and Approval of Minutes	ALL	3:35-3:45
3 COMMISSION	ATTACHMENT B Board Letter to Bring Forth a Recommendation at the July Commission Meeting	Financial Update and Board Recommendation of Fiscal Year	Narci Eagan and Terrie Stanley	3:45-3:55
4		Staffing Update	Terrie Stanley	3:55-4:00
5	ATTACHMENT C Board Letter on Revised Duties of the Executive/Finance Committee	REVISED Roles and Responsibilities of Committee	Terrie Stanley	4:00-4:10
6 COMMISSION		State Deliverables Update	Terrie Stanley	4:10-4:30
7 COMMISSION	ATTACHMENT D Board Letter to Bring Forth to Commission an Agreement for Specialty Health Care Counsel	Counsel Selection	Terrie Stanley	4:30-4:45
8 COMMISSION	ATTACHMENT E Board Letter to Bring Forth to Commission a Recommendation on Leasing Space	Office Space	Terrie Stanley	4:45-5:00
9 COMMISSION	ATTACHMENT F Board Letter to Bring Forth to Commission Recommendations for Name Selection	Process for Selection of Name	Terrie Stanley	5:00-5:15
10		Final Comments from Commissioners	All	5:15-5:20
11		Public Comment/Correspondence	Open	5:20-5:25
12		Adjourn	Narci Eagan and Terrie Stanley	5:30

Meeting agenda and documents available at meeting location and at our website www.vchca.org/cohs

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT LAURA AT 805/981-5023. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING

**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, Clinicas 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 <p>Ms. Stanley welcomed everyone to the first meeting of the Ventura COHS Executive/Finance Committee.</p>	
2. Interim Committee Co-Chair Terrie Stanley	<p>Recommendation: Select a committee member to serve as interim co-chair for this committee until a permanent CFO is selected for the Ventura COHS.</p> <p>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)</p>	<p>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.</p> <p>Approved: 4-0</p>


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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 	

AGENDA ITEM / PRESENTER	MOTIONS / MAJOR DISCUSSIONS	ACTION TAKEN
	<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; Well. & 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	Recommendation: Select possible names for the Ventura COHS and bring forward to next Commission meeting. 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.	The Committee declined to make a recommendation, preferring to bring the issue, as is, forward to the Commission for further discussion and decision.
10. Final Comments from Commissioners All	Dr. Chawla suggested a 3:30 p.m. start to future Executive/Finance Committee meetings. Other Committee members agreed conditional upon schedule checking.	
11. Public Comment/Correspondence Open	No Public Comment or Correspondence	
12. Adjourn Chair	Ms. Stanley adjourned the meeting at 5:49 p.m.	

Submitted by: 
 Recorder

VENTURA COUNTY
MEDICAL
AGED CARE
COMMISSION
www.vchca.org/cohs

DATE: July 14, 2010
TO: Ventura COHS Executive/Finance Committee
FROM: Terrie Stanley, interim CEO and Narci Egan, interim Financial Officer
SUBJECT: Fiscal Year

Recommendations: Bring forth a recommendation at the July Commission meeting to set-up Ventura's fiscal year to correspond to State of California's fiscal year (currently July 1-June 30). This will allow the organization to budget and make revenue assumptions in correlation with the effective dates of capitation rates (revenue) which are currently adjusted every July 1st.

Discussion:
In order to file needed paperwork to get a TAX ID, the Ventura COHS will need to determine what it will be using for its Fiscal Year.

A fiscal year (financial year, or sometimes called budget year) is a period used for calculating annual ("yearly") financial statements. Regulatory laws regarding accounting and taxation require such reports once per twelve months, but do not require that the period reported on constitutes a calendar year (i.e., January through December). Fiscal years vary between organizations.

For the State of California, the Governor submits the Governor's Budget to the Legislature in January, it is revised in May, and the fiscal year begins July 1.

Current Fiscal Years for other COHS:

CalOptima	July 1-June 30
CenCAL	July 1-June 30
Central Coast Alliance	January 1-December 31
Partnership	July 1-June 30
San Mateo	January 1-December 31

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n Care Agency

rd K. Dial

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Araujo
Family Medicine
Program Director

Berry
Beneficiary /
Representative

Chawla

del Camino Real Inc.

Fankhauser

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S. Juarez CEO
del Camino Real Inc.

r Kathy Long
County
Supervisors

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Reg. Med. Center

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Berry
Beneficiary /
Representative

Chawla

Del Camino Real Inc.

Fankhauser

Executive Committee

Hospital/
Health System
Health System

S. Juarez CEO
Del Camino Real Inc.

Kathy Long
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DATE: July 14, 2010
TO: Ventura COHS Executive/Finance Committee
FROM: Terrie Stanley, Interim CEO
SUBJECT: Duties of Executive/Finance Committee
Recommendations: Approve the revised duties of the Committee

Discussion: The role of the Executive/Finance committee shall be to assist the CEO and Commission accomplish its work in the most efficient and timely way. Meetings of this committee shall be at the request of the Commission Chair or CEO to evaluate time sensitive matters. The Committee shall report all action taken by it to the Board at its next regular meeting succeeding the taking of such action. In order to better reflect the duties of the executive/finance committee, the following was recommended at the June 28, 2010 meeting of the Ventura County Medi-Cal Managed Care Commission.

Ventura COHS Executive/Finance Committee- Composition

5 Members of the Commission- representative of the major categories that Commission is composed of:

- | | As of 5-24 |
|---------------------------------------|------------------------|
| • Commission Chair | Mike Powers |
| • Commission Vice-Chair and Physician | Lanyard Dial |
| • Hospital/Health System –Private | Rick Jarvis |
| • Hospital/Health System –Public | Catherine Rodriguez |
| • Clinic | Anil Chawla As of 5-28 |

The Interim CEO and Interim Finance Director will serve as Ex-Officio members to Co-Chair the committee until both positions are permanently filled.

Ventura COHS Executive/Finance Committee- Duties

- Advising the Board Chair on matters it is requested to do so
- Assist the CEO in the planning or presentation of items for board consideration
- Assist CEO or plan staff in the initial review of draft policy statements requiring board approval
- Assist the CEO in the ongoing monitoring of economic performance by focusing on budgets for pre-operational and operational periods
- Review proposed State contracts and rates-once actuary has had review and recommendations
- Review proposed contracts for services over the assigned dollar value/limit of the CEO
- Establish basic tenets for payment-provider class and levels as related to M-CAL rates
 - PCP
 - Specialists
 - Hospitals
 - LTC
 - Ancillary Providers
- Recommend auto assignment policies for beneficiaries who do not select a Primary Care Provider
- Review and recommend Provider Incentive Program Structure
- Review Investment Strategy and Make Recommendations
- Evaluate CEO performance and bring forth to full Commission for action
- Serve as Interview Committee for CEO/CMO/CFO
- Serve as the Nominating Committee for the Purpose of Confirmation of Candidates for roles of Chair and Vice Chair of the VCOMMCC.

The Committee shall not have the power or authority in reference to the following matters:

1. adopting, amending or repealing any bylaw; or
2. making final determinations of policy; or
3. approve a change to the budget or make major structural or contractual decisions (such as adding or eliminating progr
4. filling vacancies or removal of any Commission member; or
5. changing the membership of, or filling vacancies in, the Executive Committee; or
6. hiring or firing of senior executives, but may make recommendations to the Commission as to their appointment, disn
ongoing performance

The Committee may call a special meeting of the Commission and will assist the Commission and/or the CEO in determining appropriate committee to best deal with questions or issues that may arise.

Ventura COHS Executive/Finance Committee- *Meeting Schedule*

LOCATION: Ventura County Public Health
2240 E Gonzales Road Suite 200
Oxnard CA 93036

TIME: 3:30-5:30 PM

DATES: WEDNESDAY

June 16th
July 14th
Aug. 11th
Sept. 8th
Oct. 13th
Nov. 10th
Dec. 8th

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S. Juarez CEO
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(805) 677-5203

DATE: July 14, 2010
TO: Ventura COHS Executive/Finance Committee
FROM: Terrie Stanley, Interim CEO
SUBJECT: Selection of Counsel
Recommendations: Bring forth to Commission an Agreement for Specialty Health Care Counsel

Discussion: Specialty health care counsel will be required during development and subsequently from time to time once the plan moves forward. Development work undertaken to date that required special counsel included the finalization of the Administrative Services Agreement with Affiliated Computer Services. To obtain the needed recommendations, Mr. Tin Kin Lee, Attorney was engaged through the Health Care Agency's existing contract with Pacific Health Consulting Group.

Examples of services required over the next several months of development include review of template provider contracts so that they can be submitted to Department of Health Care Services for review and approval as well as review of fully executed contracts, review of the contract that will be in place with the Department of Health Care Services, review of a limited number of policies for both member and provider appeals and provider credentialing.

To secure the needed services, it is recommended that Ventura enter into an agreement with Mr. Lee. Hourly rates for services will be set at \$280 exception for litigation at \$300. In addition to fees, additional costs such as document imaging and duplication, postage and telephone as well as actual out-of-pocket costs for travel if needed. For use of any outside attorneys to assist will be subject to the same terms.

A copy of Mr. Lee's Curriculum Vitae is attached. He has over twenty-three years experience in health care contracting and currently works with other Medi-Cal Managed Care Plans across the state.

**PROFILE
OF
TIN KIN LEE**



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Pasadena, California 91101
Tel: (626) 229-9828
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tlee@tinkinlee.com

TIN KIN LEE

PROFESSIONAL EXPERIENCE

Tin Kin Lee has been practicing law for over 23 years, of which 18 years have been specialized in representing clients in the healthcare industry. Clients Mr. Lee has represented include some of the largest Medi-Cal managed care health plans in the State, multi-system hospitals (nonprofit and proprietary), community hospitals, mental health providers, physician practice management companies, large integrated medical groups, medical equipment leasing companies, ancillary service providers, independent practice associations and physicians.

In providing legal representation to his clients, Mr. Lee also works with various federal, state and local agencies on licensing and other regulatory matters, including the California Department of Health Services (DHS), California Department of Managed Health Care (DMHC), California Department of Social Services (DSS), California Department of Aging (CDA), California Managed Risk Medical Insurance Board (MRMIB), and the Centers for Medicare & Medicaid Services (CMS).

Mr. Lee's practice includes providing legal representation and advice in all aspects of healthcare transactional and regulatory matters, including, without limitation, the following areas:

- Knox-Keene, DHS, CMS and MRMIB licensing and regulatory issues.
- Fraud and abuse issues, including the application of the anti-kickback safe harbors, Stark II, Spier and the applicable regulations.
- Corporate practice of medicine.
- Antitrust issues -- e.g., analysis of antitrust safety zones in connection with group purchasing organizations, and integration issues in connection with physician contracting.
- Medicare and Medi-Cal reimbursement issues.
- Inurement and private benefit issues, including analysis of intermediate sanctions rules, etc.
- Managed care contracting issues.
- Hospital licensure issues involving CHOW applications, successor liability issues, etc.

Examples of transactional and regulatory matters for which Mr. Lee has provided legal representation include the following:

- Development and implementation of local initiative Medi-Cal health plan, including Two-Plan model contract negotiations with the California Department of Health Care Services and Knox Keene licensure by the California Department of Managed Health Care.
- Securing Knox Keene “restricted” licensure for Medicare Advantage lines of business.
- Representation of managed care health plans to obtain “shadow plan” Knox Keene licensure for purposes of quality improvement fee (“QIF”) implementation.
- Acting as corporate and regulatory counsel in connection with health plan acquisitions, including commercial, Medicare, Medi-Cal and Medi-Cal dental, and Healthy Families lines of business.
- Representation of a public entity Medi-Cal managed care health plan in connection with claims disputes with out-of-plan providers, reimbursement disputes with State Department of Health Services, and litigation involving the application of the State’s Two-Plan Model rules.
- Representation of a privately-held health plan in its sale of certain assets comprising multiple lines of business to Health Net of California.
- Obtaining health care service plan licensure from the Department of Managed Health Care in connection with the implementation of the quality improvement fee (“QIF”) legislation.
- Representation of a congregate living health facility in connection with licensing and various regulatory issues involving the Department of Health Care Services and the Department of Social Services.
- Negotiation of the master services agreement with the State Department of Health Services on behalf of the statewide coalition of local initiative managed care plans.

- Representation of a multi-hospital system in connection with the formation of an outpatient-based integrated healthcare delivery system and the acquisition of medical practice assets of various physician groups.
- Representation of a general acute care hospital in connection with the formation of a management services organization to manage a mental health professional group providing professional services in a managed care setting.
- Representation of a general acute care hospital in connection with the restructuring of a cardiac catheterization laboratory.
- Organization of “captive” professional corporations and financing arrangements between network of surgery center physicians and a physician practice management company.
- Representation of a general acute care hospital in connection with its consolidation of clinical laboratory operations.
- Representation of a general acute care hospital in connection with its participation in a California-statewide hospital facility contracting network.
- Representation of various physician groups in connection with the formation of IPAs and integrated medical practice groups.
- Formation of technology joint venture based in Arizona between two hospital systems.
- Representation of a master limited partnership in connection with the permanent financing of a medical office building comprising over 60,000 square feet located in Glendale, California.
- Corporate restructuring of a public company hospital operator to spin off real estate assets into a REIT.
- Development of internet application service provider agreements and related documentation for medical practice management applications.
- Representation of purchasers and sellers of hospitals in connection with hospital licensure and real estate issues.

POSITIONS HELD

- Sheppard, Mullin, Richter & Hampton, LLC. Partner, Healthcare Practice Group.
- Manatt, Phelps & Phillips (Los Angeles, CA). Partner, Healthcare Dept.
- McDermott & Trayner (Pasadena, CA). Healthcare Partner.
- Rogers & Wells (Los Angeles, CA).
- Melrod, Redman & Gartlan (Washington, D.C.).

PROFESSIONAL AFFILIATIONS

- California State Bar Association
- California Association of Health Plans
- California Association of Dental Plans
- Healthcare Executives of Southern California
- Healthcare Financial Management Association
- California Society of Healthcare Attorneys

EDUCATION

- **Columbia Law School**, Juris Doctor, 1986.
- **University of Southern California**, 1983. B.S., cum laude, Business Administration (Finance).

ADDITIONAL INFORMATION

- Author, "Silk Road: Opportunities for Foreign-Owned Healthcare Clinics in China." Published: Managed Healthcare, May, 1996; Australian Health Review, Vol. 19, No. 2, 1996.
- Author, "*Imbalance Of Power And The Use Of Balance Billing*," September 2004.
- Author, "*Status Of QIF Under FY 2006 Federal Budget*," November 2005.

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DATE: July 14, 2010
TO: Ventura COHS Executive/Finance Committee
FROM: Terrie Stanley, Interim CEO
SUBJECT: Location of Office Space
Recommendations: Bring Forth a Recommendation to Next Commission Meeting for Office Location

Discussion:
The Ventura COHS will need space for operations. The current plan calls for 39 staff to be hired over the coming months. The first 20 to be hired will consist mostly of management, executive support, provider relations and contracting staff. The final 19 to be hired will be operational and brought in during the last 30-45 days before "go-live".

Considerations include:

- Location-central to all areas of the County
- Size of space-it is estimated to accommodate offices for directors and cubicles for staff as well as meeting room and common space-a minimum of 6,000 square feet of usable space is required-(150 per employee).
- Proximity to public transportation
- Minimal "build-out"-to keep costs down
- Safety of building
- Sufficient parking

A number of office buildings in and around the Oxnard area were looked at. The best found is space on the second floor of the 2220 Gonzales Building that is 6,671 square feet. The Ventura County is willing to provide it to the COHS at the rate of: \$2.00/sq ft, fixed for the first three years with an annual CPI inflator beginning in year 4. The offer is a full service lease (includes all utilities, repair and maintenance, security and janitorial service). Currently, there is over \$10K of office furniture with this space that the county will provide at no additional cost. This is an extremely competitive offer as other space that was looked at for the same price was much smaller, did not include the same fixed term arrangement, did not include the same services, did not contain any furniture, and required proof of current financial status to include income, which is currently limited.

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DATE: July 14, 2010
TO: Ventura COHS Executive/Finance Committee
FROM: Terrie M Stanley, Interim CEO
SUBJECT: Name for the Ventura County Organized Health System

Recommendation: Develop a plan to bring forward to next commission meeting that will outline the process for name selection for the Ventura County Organized Health System.

Discussion: At the June VCOMMCC meeting, the following options were presented for consideration in the naming of the health plan:

- Ventura County CHOICE
- CAL-CHOICE
- CHOICE Health Plan or Health Care Plan

It was recommended that other options be considered that would involve focusing on the mission of the organization as well as getting input from the community.

As requested by Commissioner Long, Sheila Murphy, Public Information Officer for the Ventura County Health Care Agency will be presenting this item at the next meeting of the State-wide Group of County Public Information Officers and will return with recommendations from that group.

If additional or outside help is required to hold meetings, outside of those of the commission, for the process of name selection, the cost could be upwards of \$15,000-\$20,000 and will require hiring a marketing or public relations firm to assist with the process.

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