

**County of Solano**  
**Community Healthcare Board**

**REGULAR GOVERNING BOARD MEETING MINUTES**

May 15, 2019

2101 Courage Drive, Fairfield, Ca 94533, Multipurpose Room

**Members Present:**

Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes

**Members Absent:**

None

**Staff Present:**

Santos Vera, Bela Matyas, Michael Stacey, Janine Harris, Andrew Obando, Amanda Meadows, Daniel Yolangco, Alicia Jones, Connie Pettersen, Cheryl Esters, Sumeera Arshad, Thy Robles, Jaron West, Patricia Zuniga

**1) CALL TO ORDER- 12:00PM**

- a) Welcome
- b) Roll Call

**2) APPROVAL OF THE AGENDA**

Move to approve the agenda with no changes.

Motion by Brandon Wirth, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes

Nay: 0

Motion Carries

**3) APPROVAL OF May 15, 2019 MEETING MINUTES**

Move to approve the May 15, 2019 meeting minutes with no changes.

Tracee Stacy suggested more discussion is captured in the minutes from the board members.

Motion by Ruth Forney second by Tracee Stacy

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes

Nay: 0

Motion Carries

**4) ITEMS FROM THE PUBLIC**

No Public Comment

## 5) Executive Director's Report

### a. Mobile Units

- i. Santos Vera met with Pastor Dennis from Hope Christian Church. Pastor Dennis is involved with many churches throughout the Fairfield community. These churches provide overnight shelter and food for the homeless. Pastor Dennis has asked to have one to two days out of the month to bring the mobile units to the churches to provide services for the homeless. Santos Vera has invited Pastor Dennis for a future date to present to the board members, to approve the services of the dental, medical, or both mobile units at the churches based on the surveys and findings from Pastor Dennis.
- ii. Tracee Stacy states the board has already given discretion to use the mobile units. The board members want to be informed with the events, however they do not want to hold up any community services while waiting to vote on the topic, unless it's a permanent decision.

### b. Hiring

- i. One Senior Health Services Manager (SR HSM) is in recruitment- previous SR HSM retired in April. Interviews set for May.
- ii. Two HSM are in recruitment - interviews were held a couple months ago, did not find a candidate and will be going through the interview process again.
- iii. Project Manager - is on maternity leave scheduled to come back end of May.

### c. Greg Factor & Associates (GFA)

- i. GFA is a consulting firm FHS has brought in to help prepare for the Health Resources and Services Administration (HRSA) Operational Site Visit (OSV) in September. "Kick Off" meeting with GFA & FHS operational team was held last week. Training, coaching and education will be provided to staff and board members from GFA. It is highly recommended the board members meet with GFA.

## 6) OPERATIONS COMMITTEES' REPORTS

### a. Provider Advisory

- i. Presented by Dr. Stacey - committee has met twice. Working on strategies to better provide more clinical supervision for our nurse practitioners (NP) and physician assistants (PA). Working with Touro and our providers with appropriate ratios, within our delegated services agreement.

### b. Finance

- i. Presented by Janine Harris - Back office and front office data were used to report to the finance committee trends through revenue cycle. Connie stated that the committee also went over the 3<sup>rd</sup> quarter numbers.
- ii. Tracee Stacy has asked for the invites for the Finance Committee Meeting - next meeting with be held on May 29, 2019.

### c. Quality Performance

- i. Presented by Santos Vera - Quality Performance Committee to be taken over by Dr. Stacey as this committee touches the clinical aspect for HRSA. Committee has not yet met after this transition.

**d. HRSA OSV**

- i. Presented by Santos Vera - HRSA OSV committee meeting to be held every Wednesday from 10am-12pm. Last meeting was held prior to today's board meeting.

**e. COMMITTEE REPORT DISCUSSION**

- i. Tracee Stacy was under the impression that budget would be a standing business item. Topics that are presented in the finance committee reports would be given, for more understanding of these committees. Examples include, patient volumes, access points.

**ACTION: Santos Vera appointed Connie Pettersen to provide a grid to the board members from the finance committee monthly.**

- ii. Ruth Forney & Tracee Stacy discussed the issues of updating and canceling numerous meetings and how hard it is to keep track of all the invites.

**Action: Santos Vera appointed Andrew Obando to present a list of meetings for the board members. Amanda Meadows to send invites to the board members based on the committees the board members want to attend.**

- iii. Ruth Forney followed up with the County providing the board members with a county email. Santos Vera has confirmed that County can provide emails, per the board members desire to obtain an email.

**7) UNFINISHED BUSINESS**

**a. Provide an update to Family Health Services' Mission, Vision, & Values (MVV)**

- i. Tracee Stacy stated a subcommittee or ad hoc meeting, to comply with the Brown act, should be established to formularize the MVV. The board at this time has not gone over MVV.
- ii. Board members were advised to consider the following when finalizing the MVV- patient access, revenue cycle, and quality of care. Suggestion to add to the agenda, where discussion and voting can take place. FHS is a FQHC govern by the board members under the Solano County staff, the MVV can be represented as its own identity.

**ACTION: Andrew Obando add on the June agenda Mission, Vision, & Values consider for approval.**

**8) NEW BUSINESS**

**a. Discuss and consider for approval board member travel and attendance to the 2019 Community Health Institute & Expo in Chicago, IL scheduled August 18-20, 2019.**

- i. Ruth Forney stated that although it was voted and approved for her to attend the 2019 National Health Care for the Homeless Conference, she will not be attending, as it was advised to her by staff to attend the 2019 Community Health Institute & Expo. The 2019 Community Health Institute & Expo is more beneficial and covers more of a scope of knowledge for the board members to attend than specifically the homeless conference. With multiply board members in attendance more knowledge will be gain throughout the conference.
- ii. Travel process should be done earlier. Board Members were advised by staff to figure out the conference at the beginning of year, to allow time for processing travel request.
- iii. Move to Approve the attendance of Tracee Stacy, Anthony Lofton, Mike Brown, Ruth Forney, upon the approval of Solano County, for the 2019 Community Health Institute & Expo in Chicago, IL scheduled August 18-20, 2019.

Motion by Tracee Stacy second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes

Nay: 0

Motion Carries

**b. Review and consider for approval FHS's Policies:**

- i. #100.13-Dental Appliances
- ii. #100.14- Bad Debt Write Off
- iii. #200.02- Language Access and Interpretation

Move to approve FHS Policies: #100.13, #100.14, & #200.02

Motion by Brandon Wirth second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes

Nay: 0

Motion Carries

**c. Review and adopt financial management policies as approved and retained by the Solano County Board of Supervisors, Solano County Auditor-Controller's Office and/or Solano County Administrator's Office**

- i. Upon discussion it was made clear to the board members, that there are policies implemented strictly by Solano County's Board of Supervisors that are nonnegotiable. However, under HSS department policies board members are encouraged to review or make suggestions regarding department related polices.

Move to approve and adopt financial management policies as approved and retained by the Solano County Board of Supervisors, Solano County Auditor-Controller's Office and/or Solano County Administrator's Office

Motion by Brandon Wirth second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes  
Nay: 0  
Motion Carries

**d. Review County of Solano Single Audit Report for the Fiscal Year Ended June 30, 2018 as accepted by the Solano County Board of Supervisors**

- i. Single audit states that the County of Solano complied, and everything was in order.

Move to approve County of Solano Single Audit Report for the Fiscal Year Ended June 30, 2018 as accepted by the Solano County Board of Supervisors

Motion by Tracee Stacy second by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones, Carl Holmes  
Nay: 0  
Motion Carries

**e. Discuss and consider nominations for Board Chair & Vice Chair, and consider term of appointment**

- i. It was brought to the board members attention that there is a conflict of the board calendar and the board bylaws. One is on a HRSA timeline (Jan-Dec) the other is on a County time line (June-July). Suggestion would be to hold nominations today and vote in June, with the term ending in Dec and re-nominations in Nov for a January through December term. Decision to hold elections in June for a 6-month term, with nominations in November for a January-December term.

- ii. The following are the nominees for Chair and Vice Chair:

1. Ruth Forney nominated for Chair
2. Tracee nominated for Vice Chair & Chair
3. Brandon nominated Vice Chair

**9) BOARD MEMBER COMMENTS**

- a. Brandon Wirth & Sandra Whaley like the agenda package.
- b. Ruth Forney inquired about the workshop for the HSS reorganization. Dr. Matyas informed the board the workshop will be held on Tuesday May 21, 2019 2:30-430pm in the board of chambers room.

**10) CONSIDERATIONS FOR FUTURE AGENDA ITEMS**

- a. Ruth Forney wants to bring back the discussion of the Executive Director's position of the clinics.
- b. Dr. Matyas, with the permission of the Board, proposes the board members to reconsideration the Bad Debt policy and the wording. Give feed back to the staff to present to the board of supervisors.

**11) ADJOURMENT**

**HANDOUTS:**

- **April 17, 2019 meeting minutes**
- **2019 Community Health Institute & Expo hotel and agenda information**
  
- **Family Health Services Policies:**
  - **#100.12 Dental Appliances**
  - **#100.14 Bad Debt Write Off**
  - **# 200.02 Language Access and Interpreters**
- **Solano County Board of Supervisors, Solano County Auditor-Controller's Office and/or Solano County Administrator's Office financial management policies**
- **Solano County Single Audit Report for the fiscal Year Ended June 30, 2018 as accepted by the Solano County Board of Supervisors**