



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, November 17, 2021 (Please note: we experienced technical difficulties with sound.)
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Sandra Whaley, Katrina Morrow, Mike Brown, Gerald Hase, Anthony Lofton, Miriam Johnson, Brandon Wirth, and Tracee Stacy

Members Absent: Jim Jones

Staff Present:

Dr. Michele Leary, Dona Weissenfels, Toya Adams, Gerald Huber, Noelle Soto, Clarisa Sudarma, Julie Barga, Tess Lapira, Nina Delmendo, Janine Harris, Cheryl Esters, Jannett Alberg, Thomas West, Florentina Certuche, Danielle Seguerre-Seymour, and Patricia Zuñiga

1) Call to Order – 12:02 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

- a) Update on AB 361 – signed by Governor Newsom on September 16, 2021, revises Government Code section 54953 of the Brown Act and permits legislative bodies to hold meetings via teleconference without compliance with the requirements of Government Code section 54953(b)(3), subject to certain conditions. The Deputy County Counsel, Clarisa explained that in order to continue virtual meetings, the findings of AB 361, must be met and then the Board Members took a vote, whether meeting in person would pose imminent danger to their health.
 - i) ACTION ITEM: The Board will consider making the findings as noted in Agenda item 2) a) i), ii), iii), iv) and v), due to the COVID-19 Pandemic, whether it may pose imminent danger, to the Board Members to meet in person, and if the Board makes subsequent findings to pose imminent danger, thus Board may continue to teleconference.

Motion: To adopt the findings of the Governor's Bill AB 361, because meeting in person poses imminent risk, to the health of the Board Members and attendees and vote to continue to meet virtually, without having to do the noticing as required by the Brown Act.

Motion by: Mike Brown and seconded by Anthony Lofton

Discussion: None.

Ayes:

Nays: Ruth Forney, Sandra Whaley, Katrina Morrow, Mike Brown, Gerald Hase, Anthony Lofton, Miriam Johnson, Brandon Wirth, and Tracee Stacy

Abstain:

Motion Carried – The Board moved forward with a virtual meeting.



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3) Approval of November 17, 2021, Agenda

Motion: To approve the November 17, 2021, Agenda

Motion by: Brandon Wirth and seconded by Anthony Lofton

Discussion: None

Ayes: Ruth Forney, Sandra Whaley, Katrina Morrow, Mike Brown, Gerald Hase, Anthony Lofton, Miriam Johnson, Brandon Wirth, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

4) Public Comment

None.

5) Project Director/Clinic Operations Officer Report

a) Health Center Operations Update

i) On-boarding Report

- Dona stated it has been almost sixty (60) days, so she is giving a 60-day update. She has been engaging with outside entities.
- She gave her 90-day and 120 day plan.
- She mentioned that she would like to engage Board Members over the next few months.
- In December, Dona will be meeting with outside vendors. Board Member Tracee requested feedback from the vendors and hoped it will be positive.

ii) Partnership HealthPlan of California

- She has had discussions with Partnership HealthPlan of California (PHC), and the hope is to open the Fairfield Adult Clinic in late December and unconsolidated the Fairfield Adult and Pediatrics clinics. She will give an update at the December meeting.
- She mentioned that letters are being sent to the patients.
- She mentioned that PHC sent Family Health Services (FHS), a Corrective Action Letter. In response to the Corrective Action Letter, on behalf of FHS, Dona sent a response to PHC. Dona promised to send copies of these letters to the Board Members. It was noted that on 11/17/2021, after the meeting, the CHB Clerk, Patricia Zuñiga sent copies of those letters to all the Board Members in the format of emails, as attachments and paper copies through the Post Office to those members that receive USPS mail correspondence.



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b) Staffing Update

- i) Dona mentioned that Dr. Michele Leary and the HR Credentialing Team are doing a great job in preboarding four (4) provider candidates.
- ii) Dona mentioned that two (2) Health Service Managers are expected at the end of November and December.
- iii) Dona gave kudos to the efforts of the FHS Hiring Team coordinating with Human Resources and Credentialing, to streamline the hiring process.
- iv) Dona stated there is recruiting for Physicians and Supervising Physicians.

6) Operations Committee Update Reports

a) 2019 – 2022 Strategic Plan Update – Dona Weissenfels

- i) Dona mentioned the Strategic Plan was a good plan, but it hasn't been implemented, due to COVID. She asked that the plan be refreshed and implement it and see where to go moving forward.
- ii) Board Member, Brandon Wirth, thanked Dona and stated that the Plan is key and that it is good to communicate and discussed at the executive level and the strategy to implement it.
- iii) Dona was pleased and is being transparent in working with the Board to implement the Plan. Due to a lot of COVID struggles, FHS hasn't been able to implement the plan.
- iv) Board Member, Tracee Stacy, asked to put this on future agendas, and provide updates, to keep track of how it progressing. Dona responded and said it would be added to future agendas.

b) Cash Handling Policy Number 100.02 Updates – Janine Harris

- i) Janine reviewed the updates in the *Family Health Services Cash Handling Policy Number 100.02*, in detail, with the Board Members and participants at the meeting.

Action Item: Consider approval of the updated Cash Handling Policy Number 100.02

Motion: To approve the updated Cash Handling Policy Number 100.02

Motion by: Brandon Wirth and seconded by Sandy Whaley

Ayes: Ruth Forney, Mike Brown, Tracee Stacy, Brandon Wirth, Gerald Hase, Anthony Lofton, Sandra Whaley (Katreena Morrow and Miriam Johnson didn't reply.)

Discussion: None

Nays: None

Abstain: None

Motion carried.

7) Unfinished Business

- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending completion of policy review by Compliance.
 - i) Cheryl stated it was not ready yet.



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8) Discussion

- a) Chair, Ruth Forney, announced that nominations are being accepted today for the Officer positions. She reviewed those in current Executive Positions, that were up for nominations. Currently, the Chair is Ruth Forney, the Vice Chair is Jim Jones, and the Member at Large is Katreena Morrow. She asked the Board Members to consider nominations, they would like to make at the December meeting.
 - i) Board Member, Brandon Wirth, asked Mike if he was interested on the Executive Committee. Mike's response was he doesn't have time. He also asked that any future Board Members recruited be available to participate on the Executive Committee. He asked if Gerald would be interested, and Gerald stated that he thought that other members on the board would be better to participate on the Executive Committee. He asked Sandra if she was interested, but she mentioned that she is expecting and would be expecting early next year, so she is unable to participate. He asked that officers be rotated, and all Board Members consider to hold an officer position. He would like to ask if Katreena and Jim are interested in a second term.
 - ii) Board member, Brandon Wirth, reviewed the terms of the Officers, and stated they are all one-year terms and up to four (4) terms.
 - iii) Chair, Ruth Forney, read the terms of officers from the CHB Bylaws: The Chair shall hold office for a maximum of one year, or until a successor is appointed and approved. All members of each committee should hold office for one year and a person should be limited to no more than four (4) consecutive terms of membership. The bylaws were written in 2015. They were readopted in 2019, when the Board became a 330E.
 - iv) A request was made to the Executive Committee, to prepare a history of all the officers that have served on the Board.
 - v) Chair, Ruth Forney, mentioned that she would reach out to Katrina, Jim, and Anthony, to find out if they are interested.
- b) Board Member Recruitment
 - i) Chair, Ruth Forney, asked the Board Members and staff to reach out to others, if they are interested in being a Board Member. She also mentioned she will work with Dona to update the recruitment flyer. She also asked to forward names to the Clerk, Patricia Zuñiga. She also mentioned that she would like to see the membership more diversified, and represent the Filipino, American Indian and Hispanic communities. Once the flyers are finalized, they will be in the clinic waiting rooms.
 - ii) Board Member, Brandon Wirth, asked the Executive Committee to revisit the main points, why someone should serve on the Board, noted on the flyer. In terms of reaching out to others, he asked if the flyer could be emailed to the patients, in the database. Clarisa, mentioned that it would probably depend on what is permissible to send to the patient database, and there are prohibited mask mailing rules. Dona recommended not to use a mass email and asked that members reach out.
 - iii) Dona mentioned that there are currently five (5) patients as Board Members, and more are needed on the Board.
 - iv) Chair, Ruth Forney, stated she will work with Dona and the Executive Committee and asked that all those interested be or the Executive Committee.
- c) Review 2022 Community Healthcare Board Calendar (Additions/Deletions)



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- i) A Board Member asked that Strategic Plan be on the December agenda. Clerk, Patricia stated the Strategic Plan is on the calendar for December 2021. She mentioned that she would like to have a report of well child visits, for example. Dona responded that she is creating a matrix, that would include the well child visits and report out on them. Tracee would like to get a report out of childhood vaccinations as well.
- ii) Nina Delmendo, Policy and Financial Manager, requested that the timing of the Quarterly Financial Reports be moved. She requested to report out in the months of January, April, August, and October and remove from the months of March, June, September, and December. She explained to the Board that she would have more accurate numbers to present, due to when she receives her reports.
- iii) Dr. Leary, Chief Medical Officer, requested that the Strategic QA/QI Plan be presented in June, in the years of 2022 and 2024.
- iv) With these changes, can the Executive Committee discuss the changes and present an updated calendar in December.

9) Action Items

- a) Consider approval of the updated Cash Handling Policy Number 100.02
 - i) Note: This was voted and approved by the Board during Agenda Item 6b).

10) Board Member Comments

- a) Chair, Ruth Forney, mentioned that everyone is doing a great job at the COVID-19 vaccinations, at the Vallejo Fairgrounds!
- b) Chair, Ruth Forney, mentioned that Congressman, John Garamendi, is scheduled to take a tour on November 29, 2022, 11:30am – 12:30pm, and she invited all Board Members and staff to attend.
 - i) Board Member, Brandon Wirth, encouraged all Board Members to attend Congressman Garamendi's tour. Patricia sent an email to the Board Members as a reminder and asked for a confirmation if attending.
 - ii) Chair, Ruth Forney, stated she would also invite Board of Supervisor, Vasquez to the Congressman's tour.
 - iii) Clarisa mentioned that Jerry Huber, H&SS Director, put the following comment in the chat: We could do a posting at the clinic sites as well, in terms of recruiting new Board Members. Child vaccines are being done through the Mass Vax site in Vallejo and at schools primary and Kaiser are doing their own to a certain extent, for their members.

11) Parking Lot (These items are postponed, until further notice.)

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design
- c) The IHI Quadruple Aim Initiative *Health Center Practices*

12) Next Community Healthcare Board Meeting

DATE: December 15, 2022
TIME: 12:00 p.m.
TO JOIN: Telephone Conference Call
Dial: 1-323-457-3408, Conference ID: 446 778 066#



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13) Adjourn

Meeting was adjourned at 1:58 p.m.

Handouts:

- AB 361 Open meetings: state and local agencies: teleconferences
- Solano County Family Health Services Strategic Plan 2019-2022
- Family Health Services Cash Handling Policy Number: 100.02
- Family Health Services Community Health Care Board Recruitment Flyer
- Draft Family Health Services Community Healthcare Board 2022 Annual Calendar, updated 11/8/2021