**County Of Solano**

**Community Healthcare Board**

**REGULAR GOVERNING BOARD MEETING MINUTES**

January 16, 2020

2101 Courage Dr. Fairfield, CA 94533- Multipurpose Room

**Members Present:**

Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

**Members Absent:**

Rosalyn Lewis, Theresa Wright-Mcdowell

**Staff Present:**

Bela Matyas, Santos Vera, Michele Leary, Janine Harris, Jack Nasser, Alicia Jones, Noelle Soto, Michael Shorter, Amanda Meadows, Charlynn Askim, Ericka Saielli, Anna Mae Gonzales, Cheryl Esters, Sneha Innes, Joann Parker, Toya Adams, Yvonne Ezenwa, Patrick Stasio

1. **12:00pm-12:30pm Closed Session: Personnel Review**
2. **CALL TO ORDER- 12:00 PM**
   1. Welcome
   2. Roll Call
3. **Approval Of The Agenda**

Move motion to approve agenda

Motion by Tracee Stacy, seconded by Brandon Wirth

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

1. **Approval Of The December 18, 2019, Meeting Minutes**

Move motion to approve the November 20, 2019, Meeting Minutes

Motion by Brandon Wirth seconded Michael Brown

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

1. **Public Comment**

None

1. **Deputy Director/Chief Executive Officer Report**
   1. Vacancies & Recruitment:
      1. Presented by Bela Matyas
      2. Vacancy: Refer to section 7b. of the agenda packet, *Family Health Services FY2019/2020 Personnel*, *Vacant Positions by location & Vacancy Rates, HSS Family Health Services Division Run Date: PeopleSoft All Position Report 1/6/2020*
         1. Allocated: 178.15
         2. Vacancy: 31.50
         3. Vacancy Rate: 18%
      3. Recruitment:
         1. The economy is too strong to recruit MAs, Solano County is comparable with salary
            1. Solano County: FHS takes graduated from Blake Austin College
         2. Physicians are hard to find as they are limited in numbers, Physicians’ Union is voting on higher pay & new bonus structure. Board of Supervisors to vote on the January 20, 2020 Board of Supervisors Board Meeting
            1. The bonus structure is based on the number of patients the providers are seeing, creating more revenue

Brandon Wirth expressed concern on the monitoring of quality performance with increased patients within the bonus structure. He was advised the new “formula” will focus on quality and quantity.

* + - * 1. The budget process is aware of these concepts for the proposed budget

presented to the Board of Supervisors & Union

* + - 1. Brandon Wirth asked about the hiring process within FHS. He was advised that Jack Nasser is the hiring manager. The process starts with Human Resources for outside recruitment and from the time of the interview (Oral & Hiring interview) to the first day on the job this process could take an estimated up to several months. For hard to fill positions (i.e. Physicians) the process is shortened due to the need.
  1. Contracting (New & Renewal)
     1. Presented by Santos Vera
     2. Moving forward FHS will present to the board all new and renewal contracts within FHS. This will be for informational purposes.
  2. 2020 Health Resources & Services Administration (HRSA) Uniform Data System (UDS) Reporting
     1. Presented by Ericka Saielli
     2. UDS is considered HRSA’s “Mid Term”
     3. A reporting of all data of services & patient information that they have seen throughout the calendar year within FQHCs. FHS is reporting data from 2019.
     4. How reporting is presented: 13 structures forms referred to as “Tables” related to patient data, visit data, staffing utilization, quality care indicators, outcomes & disparities, financial cost, & revenues
     5. Importance in UDS Reporting: helps improve the health center's performance in operations and the overall HRSA structure. The data provides helps maintain HRSA grants by justifying the needs such as, how many homeless people are seen & how many patients were seen
     6. Deadline: February 15, 2020
     7. Revision Period: February 16, 2020- March 31, 2020
     8. HRSA will compare 2019 to 2018 reporting
     9. Board Members were advised UDS reporting is being treated as a “project” with a team working together to pull the data each representing the “Tables” being reported: HRSA, Fiscal, Revenue Cycle, Dental, Clinical, & Information Technology

**ACTION: Ericka Saielli to present to the Board on February 19, 2020, of what was submitted to HRSA for the UDS reporting**

* 1. 2020 NACHC & CPCA Conferences, number of board attendees to each conference
     1. This is presented to the board in advance for informational purposes and to be voted on in the upcoming board meeting, as to which board members will be present at the National and State conferences.
     2. Ruth Forney expressed interest in adding the *National Health Care for the Homeless Council (NHCHC): 2020 National Health Care for The Homeless Council Conference & Policy Symposium May 11-14, 2020- Phoenix, AZ*
        1. To apply for a scholarship to attend the conference
     3. NACHC (National Conference): August 30, 2020 - September 1, 2020, San Diego, CA
        1. Focuses on Governance and Administration level
     4. CPCA (State Conference)- October 15-16, 2020 Los Angeles, CA
        1. Focuses on CA FQHC are doing across the state

**ACTION: Ericka Saielli to add: NHCHC, NACHC, & CPCA conferences to the February Agenda as an action item to vote on attendance**

1. **Operations Committee Updates & Reports**
   1. Finance & Budget
      1. Revenue Cycle Management
         1. Presented by Janine Harris: refer to section *7a. Revenue Cycle Management-* Charts compare 2018 vs 2019: Overall No-Show Rates, No Show Rates by Clinic, Kept Appointments Rates by Clinic, Overall FQHC Encounters, Overall FQHC Encounters, & Overall Unduplicated Patients
      2. Monthly budgets updates and budget development for upcoming FY 20-21
         1. Presented by Bela Matyas on behalf of Connie Pettersen (absent)
         2. Refer to section 7b. in the agenda packet: *Monthly Status (DIV) Selection Criteria: Date 7/1/2019-1/6/2020 Division 7580*
         3. Board members were advised that the Finance Committee Meeting for January has been canceled. Next meeting will be held on Wednesday, February 26, 2020, from 1:30-2:30 located at 275 Beck Ave Fairfield, CA 94533-1stFloor Conference Room 1
         4. Budget Development: requested positions have been brought to the attention of the department head, the next step will be to meet with County Administrator. As well as the budget has been processed by Connie Pettersen, and the next steps are approval by County Administrator.

**ACTION: Report back to board members at the March Board Meeting of what has been accepted with the budget and requested positions.**

* 1. Quality Performance
     1. Presented by Dr. Leary:
        1. There are upcoming trainings for team members

1. **Action Items**
   1. Review & Approve 100.14 FHS Bad Debt Write Off Policy:

Janine Harris advised that patients can not be brought to collections under this updated policy

Move motion to approve 100.14 FHS Bad Debt Write Off Policy

Motion by Tracee Stacy seconded Brandon Wirth

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

* 1. Review & Approve 600.01 FHS Credentialing & Privileging Policy
     1. Cheryl Esters has requested to pull the 600.01 FHS Credentialing & Privileging Policy as there are updates that need to take place.

Move motion to table 600.01 FHS Credentialing & Privileging Policy

Motion by Tracee Stacy seconded Sandra Whaley

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

* 1. Review & Sign Annual Conflict of Interest Code
     1. Ericka Saielli has advised the board this is an annual document that requires the signatures of each board member to stay in compliance with HRSA. No voting required.
  2. Review & Approve the 2020 QI/QA Plan
     1. Dr. Leary has advised the board the measures are not released till February or March and at the earliest, this item can be presented in April. Also, a modification to the 2020 HRSA Calendar will need to reflect the new reporting month of the QI/QA Plan.

**ACTION: Ericka Saielli to amend the 2020 HRSA calendar and present to the board members for approval with the changes reflecting the QI/QA Plan for the February board meeting**

* 1. Review & Approve the Project Director/Chief Executive Officer Evaluation
     1. This was completed during the closed session. Board members have indicated they will meet with Bela Matyas regarding the evaluation. This item has been tabled for the February Meeting.

Recommended by Ruth Forney to table the Project Director/Chief Executive Officer Evaluation for the February Board Meeting

Motion by Ruth Forney

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

* 1. Discuss, Review & Approve New CHB Member Application
     1. Recommendation by Joann Parker, County Counsel, to table item due to running out of time. Joann wants to review the application template for any updated information.

Move motion to Accept the New CHB Member Application, Metris Harrison

Motion by Brandon Wirth seconded Sandra Whaley

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Abstain: Anthony Lofton

Nay: None

Motion Carries

* 1. Discuss, Review & Approve Articles I-III of the Bylaws of the County of Solano Community Healthcare Board

Move motion to table Articles I-III of the Bylaws of the County of Solano Community Healthcare Board to February Board Meeting

Motion by Tracee Stacy seconded Sandra Whaley

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Abstain: Tracee Stacy

Nay: None

Motion Carries

1. **Board Member Comments**

None

1. **Considerations for Future Agenda Items**
   1. Monthly Review of Article IV to XIII of the Bylaws of the County of Solano Community Healthcare Board
   2. Co-Applicant Agreement Revision Discussion with Counsel
   3. Health Center Marketing Campaign & Website Design
   4. 2020 Board Member Tour of the Health Centers
   5. The IHI Quadruple Aim Initiative
   6. Future Member Application Review
   7. Adhoc Committees

Board Member Onboarding Committee

* 1. Health Center Practices

Patient Walk-in Wait List

Patient Welcome Packet (why filling out again?)

Retention Numbers for Patient Staff

Water Waste in the Bathrooms

Feedback Form and Grievance Box

Patient Portal

Health Center Brochure

1. **Next Community Health Board Meeting**

DATE: February 19, 2020

START TIME: 12:00pm

LOCATION: 2101 Courage Dr. Fairfield, CA 94533

ROOM: HSS-FHS-Multipurpose Room

1. **Adjourn**

**HANDOUTS:**

* Agenda
* November 20, 2019, Meeting Minutes
* 2020 HRSA Calendar
* New Board Member Application
* Basic Robert’s Rules of Order
* Get to Know the Brown Act