



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, December 15, 2021
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:

Staff Present:

Dr. Michele Leary, Dona Weissenfels, Toya Adams, Noelle Soto, Ana Mae Gonzales-Smith, Clarisa Sudarma, Julie Barga, Tess Lapira, Nina Delmendo, Janine Harris, Cheryl Esters, Jannett Alberg, Thomas West, Niccore Tyler, Florentina Certuche, and Danielle Seguerre-Seymour

1) Call to Order – 12:03 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: Ruth Forney, Sandra Whaley, Katrina Morrow, Mike Brown, Gerald Hase, and Anthony Lofton

Nays:

Abstain: Miriam Johnson

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



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3) Approval of December 15, 2021, Agenda

Motion: To approve the December 15, 2021, Agenda

Motion by: Sandy Whaley and seconded by Mike Brown

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

4) Approval of the October 17, 2021, Meeting Minutes

Motion: To approve the October 17, 2021, Meeting Minutes

Motion by: Sandy Whalen and seconded by Mike Brown

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

5) Public Comment

None.

6) Project Director/Chief Executive Officer Report

a) Health Center Operations Update

- i) Dona Weissenfels, mentioned that she has been at the clinics for 95 days and gave the last of her 90-day orientation report. She has focused on growth and reviewing current expansion efforts.
- ii) Dona mentioned that she is engaged Greg Faktor, and Associates, who assisted with the Family Health Services (FHS) 2019 Onsite Visit, the Strategic Plan, and the Community Needs Assessment. They are in discussions about pricing and needs.
- iii) Dona shared that the Uniform Data System (UDS) report will be submitted in January 2022. Once it is submitted, they can begin working with Greg Faktor and Associates, on the Community Needs Assessment, maybe in February or March 2022.



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- iv) She mentioned that there needs to be a strategy refresh of the Strategic Plan, about the same time as the Needs Assessment. There will be an invitation to the Board of how they would like to be involved.
- b) Staffing Update
- i) Dona mentioned that Toya Adams would present the Staffing Update. There has been a lot of improvement in streamlining the hiring process and Toya's Hiring Team has been doing a good job in moving forward with the recruitment and hiring.
 - ii) Toya mentioned there are four (4) mid-level Provider candidates, in various stages, in background. She expects one (1) Provider in January 2022 and the other three (3) Provider candidates soon, so all four (4) Provider candidates will arrive by the end of March 2022.
 - iii) Toya also mentioned one (1) Clinic RN is in the background phase and there are three (3) potential RN candidate applicants in the precertification stage. There are also multiple Medical Records, Sr., candidate applicants and Medical Assistant candidate applications, in the precertification phase and would be concluding Accounting Clerk II interviews by the end of the day.
 - iv) Dona thanked Toya for presenting the Staffing Update, as it was her day off.
 - v) Dona mentioned FHS had a very successful and positive, two-hour, Town Hall Meeting for all staff on December 9, 2021. She thanked Dr. Matyas and Ruth for participating and giving the Public Health and Board's perspective. There were clinic updates, accomplishments and achievements were mentioned, and did de-escalating training to keep patients and staff safe. She mentioned the goals and focus for 2022, were: workload efficiency and standardization in the clinics; schedule optimization; and with the HRSA onsite visit in fall of 2022 – the clinics need to make sure they are prepared for that audit; and major project implementation from the Strategic Plan.
- c) 340B Application
- i) There is a 340B Program, which is a great benefit to those patients that are very sick and have a high amount of pharmacy costs. She mentioned thanks to Janine and Anna Mae, who have resurrected this program and to find a vendor for this program.
- d) Federal Tort Claims Act (FTCA) Application
- i) This is a malpractice application, where the government will pay the malpractice for community health centers. It's focus is credentialing, risk management and other areas. There is much preparation needed, in order to complete and file the application.
 - ii) Niccore Tyler, H&SS Admin Services Manager, who heads the Credentialing Team was invited to report about Credentialing activities, of the clinic staff, to the Board, which is a new topic and important as well. Niccore gave an update on credentialing. She will be reporting on credentialing at future meetings and giving the Board updates.
 - December has been a very good month and in December Partnership gave approval for three (3) providers, which is a huge win. Two (2) of the providers are mid-level and hopefully will start in the clinics soon. The third provider is a Touro DO who will provide OMM Services in the clinics.
 - Pending is one mid-level provider and hope to have them be reviewed in January by Partnership and then have them be onboarded. Also pending are live scan results for another mid-level provider and a Clinic RN, so they can move forward with the credentialing.



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- They are really busy, but are excited, because the recruitment and hiring efforts are key and critical to the success of the clinics. Dona and her Hiring Team have been great working with and supporting the Credentialing Team! Looking forward to the ongoing partnership and continued success in onboarding providers, for our patients.
- They run monthly sanction checks on all providers in the clinics, as is required and will be reporting on these at future meetings, to ensure everyone is in good standing.

7) Operations Committee Update Reports

Dona mentioned that the clinics are on target to unconsolidated the Fairfield clinics on December 20, 2021, so adult patients will be seen at the Fairfield Adult Clinic at 2201 Courage Drive.

a) 2019-2022 Strategic Plan Update – Dona Weissenfels

- i) Dona mentioned there is more to come and Greg Faktor will be sending a proposal soon. Once the proposal is received, Dona will bring it to the Board and ask the Board for their input in moving forward with the Strategic Plan.

b) Quarterly Quality Improvement Report – Dr. Michele Leary

- i) Dr. Leary apologized for the poor color quality of the report, that was distributed and that she will be presenting an updated report, which she displayed on the screen, that had updated data, compared with the handout.
- ii) Dr. Leary reviewed the updated version of the *Community Healthcare Board Clinical Quality Improvement Report, Solano County Family Health Services, November 2021*, with the Board Members and participants at the meeting.
- iii) Because the report presented was the updated copy, a copy will be made available and posted on the web page after the meeting, so the Board Members and public will have access to it.
- iv) Chair, Ruth Forney, asked about the Asthma Medication Ratio slide, whether nutrition was taken into consideration, to educate patients that certain foods could affect their asthma. Dr. Leary stated that for the initiative, the slide notes short acting and long acting prescribed inhalers. As part of the provider's training, they review allergy induced asthma and the tactics to use for allergy induced asthma as part of their overall education, Geno report and how to handle asthma in general. The initiative does not take nutrition into account.
- v) Dona wanted to commend Dr. Leary and the Quality Team. These quality measures are patients that are pulled into the clinics or identified when they walk in. This is a really heavy lift. The team is great and it's all about the patients.

c) Service Area Competition (SAC) Application – Noelle Soto

- i) Noelle reviewed the SAC Application budget, *County of Solano – Family Health Services Budget Summary, FY 2022 Health Center Program, Grant Number H80CCS04218, Support Year 18 – May 1, 2022, to April 30, 2023*, in detail, with the Board Members and participants at the meeting.
- ii) Before she reviewed the budget, she clarified that she would review the budget for the overall SAC application. HRSA requires Board approval, for specifically what the clinics are doing for the budget items and with the money that, in this case, the clinics have reapplied. The SAC application is about 60+ pages.



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- iii) The SAC was submitted and due. In our case it's a competing continuation application. This competing period is a continuation of our overall health center funds and our healthcare for the homeless funding. It was submitted in two phases, with the first submitted in October and the second phase submitted in November.
- iv) The performance period is from May 1, 2022, through April 30, 2025, and within that period there are three (3) separate funding years. The amount awarded that we apply for is \$1,725,661.00 per year, 2022 through 2023, and 2023 through 2024 and 2024 through 2025. The distribution is 75% to community healthcare center funding and 25% to healthcare for the homeless funding.
- v) Dona mentioned that she will be meeting with HRSA Project Officer, Kathleen Ruck on December 20, 2021, so it's possible they will discuss the SAC Application, so be sure we are on track.
- vi) It was noted that to ensure all grant funding is spent or drawn down, the Grants Team meets bi-weekly, to keep on track and spend all grant funding in a timely manner.

8) 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) It was mentioned that the policy needs to be reviewed to ensure it fits FHS and current practices and ensure it includes best practices.

9) Discussion

- a) Review of handout of previous Executive Positions: Election Results
 - i) As requested by a Board Member, Chair, Ruth Forney, stated that all Board Members received the handout, showing those board members that held executive positions from 2017 to 2021.
- b) Review Bylaws, Article X: Officers
 - i) As requested by a Board Member, Chair, Ruth Forney, shared Article X, of the Bylaws, which describes the terms of offices.
- c) Board Nominations for Executive Positions: Chair, Vice Chair and Member at Large
 - i) Chair – Gerald Hase, Katrina Morrow and Anthony Lofton nominated Ruth Forney.
 - ii) Vice Chair – Gerald Hase, Katrina Morrow and Anthony Lofton nominated Mike Brown.
 - iii) Member at Large – Gerald Hase nominated Anthony Lofton.

10) Action Items

- a) Accept Resignation of Jim Jones, Vice Chair
Motion: To Accept Resignation of Jim Jones, Vice Chair, as of December 1, 2021
Motion by: Mike Brown and seconded by Sandy Whaley
- b) Board Elections will be an open vote process due to meeting restrictions:
 - 1. Each Nominee will make a brief statement.
 - i) Chair – Ruth Forney: She didn't see any other nominations for Chair and said she would have been fine if someone else was nominated. She mentioned as a retiree



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from Solano County, she values all the work at the clinics, and it's her passion to look out for the less fortunate, served by the clinics.

- ii) Vice Chair – Mike Brown: He accepted the nomination. He stated since the Congressman's visit and he likes what he sees in the clinics, what the staff are doing, and he likes being a part of the Team as a Board Member. He has seen a lot of growth and he likes what's going on in Vallejo and he wants to help further with the health clinics and the people in the community.
- iii) Member at Large – Anthony Lofton: Since he is at the Christian Help Center, he felt privileged, because he likes to help people, any way he can and that's what he feels he needs to do. He stated it was an honor.

- 2. One person will be elected for each position:
- 3. After votes are tallied, the Board will vote to approve the appointments of Board Members elected.
- 4. Election process is now turned over to the CHB Clerk, Danielle Seguerre-Seymour

Motion: To approve the slate.

Motion by: Miriam Johnson and seconded by Gerald Hase

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

Discussion: None

Nays: None

Abstain: None

Motion carries.

- c) The Board will consider approval of the Service Area Competition (SAC) Application

Motion: To approve the SAC Application Updates

Motion by: Mike Brown and seconded by Sandy Whaley

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

Discussion: None

Nays: None

Abstain: None

Motion carries.

- d) Consider approval of the 2022 Community Healthcare Board Calendar

Motion: To approve the 2022 Community Healthcare Board Calendar

Motion by: Anthony Lofton and seconded by Katrina Morrow



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

Discussion: None

Nays: None

Abstain: None

Motion carries.

11) Board Member Comments

- a) Miriam congratulated Ruth and the other two members! She announced that she will be resigning as a Board Member this week. She commended Dona and staff, on how things have improved since she has been onboard.
- b) Mike thanked Ruth for Congressman's visit, and he gave the Board and clinics suggestions to apply for funding for the clinics.
- c) Chair, Ruth Forney, mentioned the Garamendi's article, which was included in the packet. She thanked several people in making it a productive tour. She disclosed that the food was a contribution to the group. She thanked everyone. She also mentioned there was discussion about the \$32,000,000.00 in the American Rescue Plan and mentioned there is also \$10,000,000.00 in the Build Back Better. If it gets approved, it could provide funding to expand facilities.
- d) Chair, Ruth Forney, also mentioned that since we are in recruiting mode, and as we bring on new board members, Roberts Rules and Compliance training will be provided.

12) 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*

13) Next Community Healthcare Board Meeting

DATE: January 19, 2022
TIME: 12:00 p.m.
TO JOIN: Telephone Conference Call
Dial: 1-323-457-3408, Conference ID: 446 778 066#

14) Adjourn

Meeting was adjourned at 1:23 p.m.

Handouts:

- News article, "Garamendi Discusses Efforts for Solano Businesses, Healthcare, and First Responders During Solano County Work Day"
- Community Healthcare Board Clinical Quality Improvement Report, Solano County Family Health Services, November 2021
- County of Solano – Family Health Services Budget Summary, FY 2022 Health Center Program, Grant Number H80CCS04218, Support Year 18 – May 1, 2022, to April 30, 2023.
- Community Healthcare Board – Officers, Historical Data
- Community Healthcare Board Bylaws – Article X: Officers, Page 15
- Family Health Services Community Healthcare Board 2022 Annual Calendar, revised 11/8/2021.