



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, August 17, 2022
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Deborah Hillman and Brandon Wirth

Members Absent: Don O'Conner, Tracee Stacy

Staff Present:

Dona Weissenfels, Dr. Michele Leary, Toya Adams, Noelle Soto, Anna Mae Gonzales-Smith, Tess Lapira, Nina Delmendo, Elise Lenox, Lavona Hamilton, Todd James, Julie Barga, Janine Harris, Cynthia Coutee, Robert Wieda, Danielle Seguerre-Seymour, and Patricia Zuñiga.

1) Call to Order – 12:00 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

On June 13, 2022, due to a surge of COVID-19 in Solano County, it was advised and decided by the Solano County Health Officer, the Clinic Operations Officer and the Chair of the Board, that the June 15, 2022, Community Healthcare Board Meeting be held as a virtual meeting, with consideration of the safety of the Board Members and meeting participants, until there would be a notable decrease in the COVID surge in Solano County. At the July 20, 2022, meeting, a majority of the Board voted to make AB 361 findings to allow teleconferencing without compliance with the requirements of Government Code section 54953(b)(3). The prior findings expire the earlier of August 20, 2022, or such time the Board makes subsequent AB 361 findings.

County Counsel recommends the Board consider making AB 361 findings before each meeting.

- i) **ACTION ITEM:** The Board will consider making the findings as noted in Agenda item 2) a) i), ii), iii), iv), v), vi), vii), viii), and ix), due to the surge of COVID-19 in Solano County, and as recommended by the Solano County Health Officer and FHS Clinic Operations officer, 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 meet virtual.

Motion: To accept and approve the findings of the Governor's Bill AB 361 and move forward to meet via teleconference.

Motion by: Mike Brown and seconded by Sandra Whaley

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, and Deborah Hillman



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Nays: Brandon Wirth.

Abstain: None.

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

3) Approval of August 17, 2022, Agenda

Chair Ruth Forney mentioned that a Board Member wanted to add an agenda item, regarding sharing information about an upcoming conference, but the Board Member was not present at the meeting to present the information, so the board member could suggest the topic to be added to the agenda at the September meeting, and present the information about the conference.

Motion: To approve the August 17, 2022, Agenda

Motion by: Brandon Wirth and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Deborah Hillman and Brandon Wirth

Nays: None

Abstain: None

Motion Carried

4) Approval of the July 20, 2022, Minutes

Motion: To approve the July 20, 2022, Minutes

Motion by: Mike Brown and seconded by Anthony Lofton

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, and Deborah Hillman

Nays: None

Abstain: Brandon Wirth

Motion Carried

5) Public Comment

None.

6) Project Director/Clinic Operations Officer Report

- a) Health Center Operations Update – Dona Weissenfels
 - i) Health Center Activities, Internal & External Update



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- Dona announced that externally, Ole Health Centers and the Community Healthcare Centers were in the process of merging 17 sites, and with the merger over 71,000 patients would be served. HRSA still needed to approve the merger and address any questions and concerns.
- Dona mentioned that internally, FHS missed celebrating Health Centers Week with the public, due to the lack of a budget and staff shortage, but she shared a short video clip about the history of Federally Qualified Health Centers (FQHCs) with FHS staff and the Board Members. She received positive feedback and the information about the history of FQHCs was new to some. She would start early next year to organize an event in 2023.
- Dona stated that internally, Greg Facktor was assisting with reviewing and revising the Community Needs Assessment and they hoped to complete it in September. Meetings would be scheduled for project planning and preparation for the upcoming Operations Site Visit (OSV), in the fall of 2023.
- Dona announced that a Safety Coordinator, named Ted Garza was hired to oversee safety for patients and staff within Health & Social Services. She met with Ted, who would be touring the clinics, in the future. She also mentioned that a safety plan was needed for all clinic sites, in preparation of an emergency.

ii) Operational Dashboards

- ◆ Call Center Update / Metrics
 - Dona stated that all dashboards were a “work in progress”. In relation to the call centers, the number of calls had increased, but a fair percentage of incoming calls were missed due to staff shortage and that the clinics are working on areas of improvement and standardization.

iii) OCHIN Epic Update

- Dona reported that progress was being made and she planned to hold a virtual Town Hall Meeting, for all FHS staff and Board members to attend and would give an update.

b) Staffing Update – Toya Adams

- Toya mentioned since the last meeting, a new Clinic Registered Nurse started at the Fairfield Pediatrics, and a Clinic Registered Nurse, Senior was expected to start August 22, 2022. On September 6, 2022, they expected a new Medical Records Technician, Senior at Fairfield and a half time Clinic Registered Nurse at Vacaville.
- She stated there would be Registered Dental Assistant Interviews held on August 11 and 18, 2022. They continue to recruit for a Bilingual OAI, for the Vallejo Clinic, Front Office position, Medical Assistants and mid-level positions (Nurse Practitioners/Physician Assistants).
- Dona gave a generous “Thank You” to Toya Adams and Noelle Soto, for their effort in supervising at the Fairfield and Vacaville Dental clinics as the Dentist Manager position is still vacant. She also mentioned recruitment is still ongoing for a Dentist Manager.

7) Operations Committee Reports

a) Hiring Credentialing Update – Elise Lenox

- Elise mentioned that the half time Clinic Registered Nurse was credentialed.



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- ii) Elise stated that she would be starting credentialing on three (3) Touro Physician Assistants that are expected in the fall, who would also be reviewed by Partnership HealthPlan of California (PHC) and that they would be scheduled to work one day per week in the clinics.
- iii) Revalidating – She mentioned that there is one (1) clinic provider and two (2) dentists that are being revalidated.
- b) FY 2023/2024 Budget Development Update – Nina Delmendo
 - i) Nina mentioned that the FY 2023/2024 County Staff Budget Kickoff meetings would start in a couple weeks.
 - ii) Nina reminded the board members about a Budget Workshop that she and Tess Lapira hosted, last year, for the board members and the meeting participants, on October 27, 2021. She asked the board members whether it would be helpful to host another Budget Workshop in the next couple of months. It was noted that the board members agreed to holding a Budget Workshop, and that Nina would present a couple dates at the September meeting, so the board members could vote on a date to hold the Budget Workshop. This would be an agenda item and action item, for the September 21, 2022, meeting.
- c) FY 2021/2022 Year End Report – Nina Delmendo

Nina presented and reviewed the FY 2021/2022 Year End Report of FHS, with the board members. Please reference the handout titled, *“County of Solano Dept 7580 – Family Health Services Year End Variance – Final, Fiscal Year 2021/22”*.

 - i) Vice Chair Mike Brown, had a couple questions regarding the line item showing the cost of Malpractice Insurance. He also asked Nina whether she could find out the number of malpractice claims and whether any amount of money was awarded. Nina said she would seek the information, and report back to the board members at the September 21, 2022, meeting.

8) Unfinished Business

- a) Credentialing Privileging Policy and Procedure Update – Dona Weissenfels and Cheryl Esters
 - i) There was no update, but with the Greg Facktor contract in place, they will be asked to provide their recommendations, in finalizing the policy.
- b) HIPS/HIPAA Training – This training will be scheduled to be presented to the Board, after new members are added to the Board.
- c) Confidentiality Form - This form will be presented and distributed to the Board Members and must coincide with HIPAA Training.
- d) Community Healthcare Board Self-Assessment Form – It was decided by the Board at the April 20, 2022, meeting to be reviewed and revised by the Board.

9) Discussion

- a) Board Member Recruitment Status and Update
 - i) Chair Ruth Forney and Dona Weissenfels, mentioned that they continue to reach out to the community and patients.
- b) Board Member Application received from Robert Wieda.
 - i) Chair Ruth Forney, announced that a board member application was received from Robert Wieda, who was a member of the board last year, but was called out of state for several



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months. She also mentioned that it was confirmed that he is officially a patient of Family Health Services effective 8/16/2022, and if he was approved as a board member, he would be considered a Consumer Member on the board.

- ii) The Executive and Membership Committees reviewed the Board Member Application, submitted by Robert Wieda, and recommends the Board's approval for Robert Wieda to become a Community Healthcare Board Member.
- iii) **ACTION ITEM:** The Board will consider Robert Wieda to become a Community Healthcare Board Member.

Motion: The Board will consider Robert Wieda to become a Community Healthcare Board Member.

Motion by: Mike Brown and seconded by Sandra Whaley

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Deborah Hillman and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

10) Board Member Comments

- i) None.

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

12) Next Community Healthcare Board Meeting (virtual)

DATE: September 21, 2022

TIME: 12:00 p.m.

TO JOIN Telephone Conference Call:

Dial: 1-323-457-3408, Conference ID: 446 778 066# (please announce your name)

Teleconference: Contact the Clerk: 707-784-8775

13) Adjourn

Meeting was adjourned at 1:08 p.m.

Handouts:

- County of Solano Dept 7580 – Family Health Services Year End Variance – Final, Fiscal Year 2021/22
- Family Health Services Community Healthcare Board 2022 Annual Calendar updated June 15, 2022.