



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, January 18, 2023
In Person Meeting

Members Present:

At Roll Call: Mike Brown, Ruth Forney, Gerald Hase, Deborah Hillman, Don O’Conner, Sandra Whaley, Robert Wieda, and Brandon Wirth

Members Absent: Anthony Lofton and Tracee Stacy

Staff Present:

Gerald Huber, Dr. Bela Matyas, Dona Weissenfels, Dr. Michelle Stevens, Toya Adams, Noelle Soto, Anna Mae Gonzales-Smith, Rebecca Cronk, Nina Delmendo, Valerie Flores, Desiree Bodiford, Elise Lenox, Cheryl Esters, Krista McBride, Julie Barga, Danielle Seguerre-Seymour, and Patricia Zuñiga

1) Call to Order – 1:05 p.m.

- a) Welcome
- b) Roll Call

2) Approval of the January 18, 2023 Agenda

Motion: To approve the January 18, 2023, Agenda, with the change of moving Agenda item 6d to 5a.

Motion by: Sandra Whaley and seconded by Robert Wieda

Discussion: A request was made by Dona Weissenfels, to move Agenda Item 6d to 5a, scheduled to be presented by Dr. Michelle Stevens, because she is covering in the Fairfield Pediatrics Clinic and has patients scheduled, due to staff shortage.

Ayes: Mike Brown, Ruth Forney, Gerald Hase, Deborah Hillman, Don O’Conner, Sandra Whaley, Robert Wieda, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

3) Approval of the December 21, 2022 Minutes

Motion: To approve the December 21, 2022 Minutes

Motion by: Mike Brown and seconded by Ruth Forney

Discussion: None

Ayes: Mike Brown, Ruth Forney, Gerald Hase, Deborah Hillman, Don O’Conner, Sandra Whaley, Robert Wieda, and Brandon Wirth



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Nays: None

Abstain: None

Motion Carried.

4) Public Comment

No public comment.

5) Project Director/Clinic Operations Officer Report

a) ~~6a)~~ This agenda item 6a was approved by the Board to be moved to 5a.

The Board will consider approval of submission of the Partnership HealthPlan (PHP), Unit of Service Health Equity Grant – Dr. Michelle Stevens

i) ACTION ITEM: The Board will consider approval of submission of the Partnership HealthPlan (PHP), Unit of Service Health Equity Grant

- Dr. Stevens reviewed the Partnership HealthPlan (PHP), Unit of Service Health Equity Grant guidelines and the grant submission. Please reference handouts, titled, *“Primary Care Provider – Quality Improvement Program 2022 Quality Measure Highlight, Unit of Service – Health Equity Grant, Measure Description”*, and *“Solano County Family Health Services 2022 Quality Measure Highlight, Unit of Service – Health Equity Grant Submission Proposal”*.

Motion: To approve the submission of the Partnership HealthPlan (PHP), Unit of Service Health Equity Grant

Motion by: Robert Wieda and seconded by Deborah Hillman

Discussion: A request was made by Dona Weissenfels, to move Agenda Item 6d to 5a, scheduled to be presented by Dr. Michelle Stevens, because she is covering in the Fairfield Pediatrics Clinic and has patients scheduled, due to staff shortage.

Ayes: Mike Brown, Ruth Forney, Gerald Hase, Deborah Hillman, Don O’Conner, Sandra Whaley, Robert Wieda, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

b) ~~6b)~~ Health Center Operations Update – Dona Weissenfels

i) Health Center Activities, Internal & External Update

- Dona notified the Board that there was water damage to the Fairfield Adult Clinic on January 2, 2023. She was advised it would take thirty (30) to sixty (60) days to repair. The clinic was temporarily closed to patients, but patients continued to be seen at the Fairfield Pediatrics clinic. As of yesterday, the clinic was reopened to patients.



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- Dona notified the Board of a break-in at the Fairfield Dental Clinic. Food was taken from the refrigerator and the safe was stolen. Security has been increased and staff were notified to be aware of their surroundings when they arrive and leave the clinics.
- Dona mentioned that the Solar Project at the Vacaville location was completed and the parking situation was resumed back to normal. The Shuttle services went well. She mentioned that they have begun solar projects at the Vallejo and Fairfield locations.
- Dona announced that the California Department of Health Care Services (DHCS) is offering a Workforce Stabilization Program, to make payments to clinic staff. The application is due January 27, 2023 and 150 people are eligible to receive \$1000.00 each. This is a work in progress, and she was happy that the State recognized staff needs for stabilization.
- Dona mentioned the 2023 Community Needs Assessment was completed and hoped to present a summary at the future Board Meeting. It was a huge document and is the foundation of the Strategic Plan in preparation for the Operation Site Visit (OSV).
- Dona also mentioned that John Gressman and Deanna Drake with Facktor Health are working on an operational assessment, in preparation of the OSV in July. She also mentioned there would be 9I audit points and the audit is virtual.
- Dona mentioned that John and Deanna would present Strategic Planning Training to the Board, as the current one is out of date. She also mentioned that w work plan was submitted to Dr. Matyas, that will tie in with the Strategic Plan.
- Dona notified the Board that the Community Needs Assessment would be on the February agenda, for Board approval.

c) ~~h~~ Staffing Update – Toya Adams

- i) Toya announced several recent new hires as follows; Dr. Reza Rajabian, Dentist Manager, Dr. Bobbi Underhill, a Pediatrics Physician, with Locum Tenens, Jackson + Coker, and three (3) Medical Assistants and one of them would be a half-time support for QA/QI.
- ii) Toya stated there were several candidates in background and Credentialing, as noted: two (2) Medical Assistants, Clinic Registered Nurse and an Office Assistant.
- iii) Toya mentioned they continue to recruit aggressively to fill vacant positions.

6) **Operations Committee Reports** – It was voted and approved by the Board to move Agenda Item 6d to 5a.

a) Hiring Credentialing Update – Desiree Bodiford

- i) Desiree introduced herself as the new Administrative Services Manager, and moving forward she would present the Hiring Credentialing Updates and Elise and Cherry would be available to fill in when necessary.
- ii) Desiree stated there were 131 employees sanctioned. There was a total of 121 County employees and 10 Touro staff and there were no exclusions. Good news!
- iii) Desiree mentioned they in December, they credentialed eleven (11) employees as noted: four (4) Touro Providers, two (2) Locum Tenens Providers and 5 County employees.

b) HRSA and Grants Update – Noelle Soto

- Noelle reviewed a HRSA post-award Health Center Program application opportunity for the clinics, for the purpose of providing COVID-19 vaccinations and she reviewed the



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submission, which would cover the period of December 1, 2022 through May 31, 2023. Submission is up for Board approval.

- Please reference the handout titled, “2023 Expanding COVID-19 Vaccination (ECV) Grant Number H8GCS47592 December 1, 2022 to May 31, 2023”.
- i) ACTION ITEM: The Board will review and consider approval of the FY 2023 Expanding COVID-19 Vaccination (ECV) Post Award – Application Submission

Motion: To approve the FY 2023 Expanding COVID-19 Vaccination (ECV) Post Award – Application Submission.

Motion by: Robert Wieda and seconded by Deborah Hillman

Discussion: None

Ayes: Mike Brown, Ruth Forney, Gerald Hase, Deborah Hillman, Don O’Conner, Sandra Whaley, Robert Wieda, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

- c) Quarterly Financial Report – Nina Delmendo

Nina introduced Valerie Flores, a new hire, in the position that Jannett Alberg held. Nina mentioned that she is working on the mid-year budget to be presented to the Board of Supervisors (BOS), in March. She reviewed the highlights of the FHS Quarterly Financial Report. Please reference handout, titled, “Quarterly FHS Financial Report, December 31, 2022”.

✎ This agenda item 6a was approved by the Board to be moved to 5a. Please reference 5a.

7) Unfinished Business

- a) Community Healthcare Board Self-Assessment Form – It was decided by the Board at the April 20, 2022, meeting to be revised by the Board Members. This item is pending an action plan.

8) Discussion

- a) Board Member requirement to sign Annual Bylaws, Appendix A, Conflict of Interest Form

- i) Chair Brandon Wirth explained to the Board that this form is completed annually in January. He asked the Board Members to remember to complete the form and submit them to the Board Clerk, Patricia Zuñiga, before leaving the meeting.

- b) Finance – Future Agenda Format

- i) Chair Brandon Wirth, proposed discussion about a change in format or process when Nina presented the Quarterly Financial Report..

- ii) He encouraged the Board Members to attend the Financial Committee Meetings and stay informed about the Quarterly Financial Report presented at the Board Meetings. All Board



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Members receive the Finance Committee documents and the Quarterly Financial Report is included. He asked for Board Member feedback.

- iii) Dona presented feedback that there was an opportunity for all Board Members to review the Quarterly Financial Report on their own time or attend the Financial Committee Meetings, so that at the Board Meeting when Nina presents the Quarterly Financial Report, the Board Members already have reviewed the report and could ask questions to Nina at the Board Meeting, instead of having her go through each line item and be more efficient of Nina's time during the meeting.
- iv) Board Member Ruth Forney thought it was a good idea, and the Board Members could either attend the Financial Committee Meetings and ask questions at that time or review the report in advance and ask questions to Nina at the Board Meeting.
- v) Chair Brandon Wirth asked about Nina's thoughts about having the Board Members prepared to ask questions about the financial report, rather than Nina going through each of the line items. Nina responded that it would be up to the Board, and she didn't mind going through the line items for the Board Members. She stated it was up to the Board Members, if they wanted to change the format of the Financial Report out.
- vi) Chair Brandon Wirth and Nina Delmendo reminded the Board Members that regular Finance Committee meetings were held on the fourth (4th) Wednesday in the months of March, July, September and December, from 1:30 p.m. to 2:30 p.m.
- vii) This was only a discussion item and County Counsel, Julie Barga guided the Board that if this topic needed to be approved by the Board Members, it would need to be added as an agenda and action item on a future board meeting agenda.

9) Board Member Comments

- i) Board Member Ruth Forney mentioned that it was better now that the meetings are in person, so they can meet everyone. Other Board Members agreed.

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

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design

11) Next Community Healthcare Board Meeting (in person)

DATE: February 15, 2023 (In person)
TIME: 12:00 p.m. – 2:00
Location: Multi-Purpose Room
2101 Courage Drive
Fairfield, CA 94533

12) Closed Session

- a) Process of Project Officer/CEO Evaluation Review, by Board Members
 - i) Chair Brandon Wirth excused all guests and asked them to leave the room for Closed Session. He reminded Board Members that all that was discussed in closed session was to remain private among Board Members only.



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13) Adjourn

Meeting was adjourned at 2:35 p.m.

Handouts:

- HRSA Health Center Program Fiscal Year 2023 Expanding COVID-19 Vaccination (ECV)
- 2023 Expanding COVID-19 Vaccination (ECV) Grant Number H8GCS47592 December 1, 2022 to May 31, 2023
- Quarterly FHS Financial Report, December 31, 2022
- Primary Care Provider – Quality Improvement Program 2022 Quality Measure Highlight, Unit of Service – Health Equity Grant, Measure Description
- Solano County Family Health Services 2022 Quality Measure Highlight, Unit of Service – Health Equity Grant Submission Proposal
- FHS Community Healthcare Board Bylaws, Article VII: Conflict of Interest and Appendix “A” Conflict of Interest form
- Approved Family Health Services Community Healthcare Board 2023 Annual Calendar