

County Of Solano
Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

June 19, 2019

2101 Courage Drive, Fairfield, Ca 94533, Multipurpose Room

Members Present:

Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Members Absent:

Carl Holmes

Staff Present:

Bela Matyas, Janine Harris, Andrew Obando, Noelle Soto, Amanda Meadows, Alicia Jones, Barbra Barbeau, Michele Leary, Teresa Shinder, Connie Pettersen, Cheryl Esters, Sumeera Arshad, Thy Robles, Jaron West, Patricia Zuniga, Patrick Stasio

Guest:

Ericka Saielli, Michael Shorter, Natalia Sejbuk, Gail Thomson

1) CALL TO ORDER- 12:00PM

- a) Welcome
- b) Roll Call

2) Reorganization Of The Community Healthcare Board

- a. Election Of Chair
 - i. Last meeting Tracee Stacy & Ruth Forney were nominated for Chair
 - ii. Tracee Stacy has removed herself from chair nomination
 - iii. Move motion for Ruth Forney to be Chair of the Community Healthcare Board

Motion by Brandon Wirth, second by John Diaz

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- b. Election Of Vice Chair
 - i. Last meeting Brandon Wirth & Tracee Stacy were nominated for Vice Chair
 - ii. Brandon Wirth has removed himself from the Vice Chair nomination
 - iii. Move motion for Tracee Stacy to be Vice Chair of the Community Healthcare Board

Motioned by Mike Brown, second by Antony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- c. Consider the nomination and election of Member-At-Large
 - i. Move motion to elect Brandon Wirth as the Member-at-Large for the executive committee.

Discussion: Brandon Wirth wanted more information for the title is responsible for. Dr. Matyas has explained per the bylaws it is at the discretion of the board members to figure out the often the meetings will be held and what will be discussed. Brandon Wirth accepts.

Motioned by Tracee Stacy, seconded by Ruth Forney

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- d. Approve the implementation of the Executive Committee
 - i. Move motion of implementation of the executive committee, with the approved members of the Chair, Vice Chair and member at large.

Motion by Tracee Stacy, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

3) Approval Of The Agenda

- a. Discussion:

Tracee Stacy would like to see a monthly budget information added to the agenda. Also updates on when the committee meetings are held. Janine Harris let the board members know that the Finance Committee will be held on Wednesday June 26 1:30-2:30 at 275 Beck Ave Fairfield, CA 1st floor.

Bela Matyas has recommended to add on the Community Health Board link, located on the FHS website; monthly budget update, committee meetings, & standing items.

ACTION: Andrew Obando to provide a link that provides the committee meetings to the website and send this information to the board members by the end of the week June 21.

Finance Committee to work on a format, that makes sense to the “outside”, to present budget items to report to the board members monthly as a standing agenda item.

- b. Move motion to approve agenda with changes

Motion by Tracee Stacy, second by Ruth Forney.

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

4) Approval Of The May 15, 2019 Meeting Minutes

- a. Move motion to approval of the May 15, 2019 meeting minutes

Motion by Ruth Forney, seconds by Brandon Wirth

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

5) Items From the Public

- a. Gail Thompson presented to the board input for what temperatures & locations the City of Vacaville should implement for warming & cooling stations for the homeless population. Currently the temperatures at or above 105 for more than two days a cooling station is used. Night time standards are more than two days of 80 degrees or more. She also gave praise to Jaron West's outreach to the homeless population. His outreach is gaining noticed among the homeless population, hoping to utilize the mobile units.

6) Executive Director's Report

- a. Greg Facktor & Associates (GFA) has been hired on to help FHS with the HRSA site visit. GFA will be working with each of the board members and what to expect during the site visit. This will allow better understanding for the board members to prepare for any questions asked by HRSA. GFA is working with FHS leadership to make sure our clinics are running to HRSA standards. Board members are encouraged to reach out if needed more training from GFA. The goal is to always be prepared rather than feeling the need of having to get prepared.
- b. On boarding new hires:
 - i. Jack Nasser-SR Health Services Manager (Chief Operations Officer) starting on July 1
 - ii. Ericka Saielli- Health Services Manager- starting on July 15
 - iii. Addition to other staff, HSM, OA's, Accountant
- c. Dr. Stacey has resigned. Dr. Michele Leary has been promoted as the new Interim Medical Chief Officer. The recruitment for a permanent position may take a few months. A new classification description needs to be written and approved, followed by hiring process.
- d. Budget was approved to the coming fiscal year- Clinic Physician Supervisor has been approved. This will make three Clinic Supervisors plus the Chief Medical Officer.

- e. Behavioral Mental Health integrated with FHS with the board is recommended to discuss after the HRSA site visit. As well as another Electronic Medical Records to use in the clinics.

7) Operations Committee's Reports

- a. Provider Advisory Committee presented by Dr. Leary- transition from Dr. Stacey to Dr. Leary as Interim Chief Medical Officer. Discussion of the supervision of APPs (Advance Practice Provider) shift from the term "Mid-Level" Provider which includes Nurse Practitioner (NP) and Physician's Assistant (PA).
- b. Quality Performance Committee presented by Dr. Leary- Working with GFA to reboot Quality Performance meetings.
- c. Finance Committee presented by Janine Harris-Last meeting was cancelled, new meeting scheduled for June 26, 2019.
- d. HRSA OSV Committee presented by Andrew Obando-weekly conference calls with GFA to discuss operational needs. Reviewing documents/contracts and providing feedback for improvement and to ensure it follows HRSA standards.
- e. Board Training- presented by Natalia from GFA-mock interviews with board members

ACTION: Andrew Obando to update the July board meeting from 11-1 followed by GFA training from 1-2.

8) Unfinished Business

- a. Discuss and adopt draft FHS' Mission, Vision, & Values (MVV's)
- b. Discussion- Tracee Stacey suggested logo changes a consideration for future agenda- recommended for after the HRSA OSV. Brandon Wirth mentions his thoughts of the importance of making sure our values are integrated with employees
- c. Move motion to approve of MVV's

Motioned by Ruth Forney, seconded by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

9) New Business

- a. Discuss the Executive Director position and approve Dr. Bela Matyas as the Chief Executive Officer for Solano County Family Health Services Health Centers.

- i. Discussion-Bela Matyas speaks on HRSA requires the Executive Director (ED) to oversees both clinical and operations. Dr. Matyas' position meets this requirement. Dr. Matyas also suggest that Santos Vera would be the best fit as ED as he oversees the clinic operations daily. Unfortunately, with the current county structure Mr. Vera is unable to supervisor the Chief Medical Officer, therefore Dr. Matyas role is best suited. Co-applicant agreement states that the Health Services Administrator (HSA) can serve as ED, however this doesn't comply with HRSA under County classification of the HSA. Must modify co applicant agreement to meet HRSA's expectations. Suggestion for improvement, modify the co applicant agreement, revisit the roles, submit to the Board of Supervisors a modification that is less specific.
- ii. Move to approve Dr. Bela Matyas as the Chief Executive Officer for Solano County Family Health Services Health Centers.

Motioned by Ruth Forney, seconded by Brandon Wirth

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- b. Approve Scheduling a special meeting, if needed, to be held on August 28th from 11:00am to 1:00pm if Board approvals are required prior to the Operational Site Visit.

- i. Move motion for a special meeting held on August 28th from 11am-1pm

Motioned by Brandon Wirth, seconded by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- c. Review & approve FHS Policies:

- i. #100.05-Coding
- ii. #100.06-Other Health Insurance/Private Insurance
- iii. #100.07-Void/Deleted Payments
- iv. #100.11-Billing and Collections
- v. #100.14-Bad Debt Write Off
- vi. #100.15-Back Office Claims Processing
- vii. Discussion- Tracee Stacy has asked for more clarification on policies #100.07 Void/Deleted Payments & #100.14 Bad Debt Write Off policy. Starting with #100.07 Void/Deleted Payments. Janine Harris explains when someone comes in and makes a payment, and the patient didn't receive the service and payment is return to them. Therefore a "void" is in the system. Then #100.14 Bad Debt Write Off- there is less than 2% of bad debt can not bill other health centers, or homeless patients that can not get a hold of. Recommended that board members attend finance committee for more understanding.

- viii. Move motion to approve FHS Policies: #100.05, #100.06, #100.07, #100.11, #100.14, #100.15

Motioned by Brandon Wirth, seconded by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- d. Discuss and approve a formal change in Scope to add Endocrinology as a Specialty Service provided through a formal written agreement with Touro University.

- i. Move motion to add Endocrinology as a Specialty Service provided through a formal written agreement with Touro University.

- ii. Discussion- Endocrinology is important part for the advance care of diabetes. Having providers that specializes in Endocrinology in house will be beneficial, as well as this helps serves a large cliental. This will also save money on specialty referrals.

Motioned by Tracee Stacey, seconded by John Diaz

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- e. Discuss and approve the following scope adjustments to better align the HRSA Scope of Project with services provided by FHS:

- i. General Primary Medical Care Services- Add to Column II

- ii. Gynecological Care Services- Add to Column II

- iii. Pharmaceutical Services- Add to Column II

- iv. Translation Services- Add to Colum II

- v. Transportation Services- Move from Column I to Column II

- vi. Additional Dental Services- Add to Column II

- vii. Discussion- Andrew Obando states, FHS is already providing all these services, that this adjustment will better align our services to our HRSA scope of how we are conducting these services. Currently it states we are doing it directly, adding it to column II will indicated that not only are we are directly but we are having a contractor do it for us.

- viii. Move to approve the above scope adjustments to better align the HRSA Scope of Project with services provided by FHS.

Motioned by Tracee Stacey, seconded by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton, Sandra Whaley, Brandon Wirth, John Diaz, Jim Jones

Nay: 0

Motion Carries

- f. Discuss and approve future board meeting locations, day of week, time of day, and implementation of proposed changes.
 - i. Discussion- Idea is to have the board meeting accessible to all involved through the Solano County locations. Jim Jones expresses his concerns of the lack of advertisement for the board meeting. Suggestion to have fliers for the board meetings posted at each clinic location to notify the public. Flier with pictures of the board members and information identifying the purpose of how the board serves the community. All are welcome to the board meetings.
 - ii. Board Members agree for no changes to the board meeting locations.

10) Board Members Comments

- a. Tracee Stacey brings up the dental expansion in Vallejo, if we can prove the need for services and financial availability for the dental expansion. Dr. Matyas states that Western Dental is now moving into Vallejo therefore the need is less. Perhaps only 1-2 chairs rather than 12 chairs can be discussed for an expansion. In November there will be a reassessment of the Dental need.
- b. Introduction of Michael Shorter. New Accountant to start on July 1·2019
- c. Tracee Stacey would love to see the great ideas that the clinics are implementing.
- d. Ruth Forney mentioned a county counsel to attend the board meeting. Dr. Matyas mentions that we have people to review items provided to the board to comply with regulations.

11) Considerations For Future Agenda Items

- a. No items

12) Adjourn

HANDOUTS:

- **Reorganization of the Community Healthcare Board**
- **May 15, 2019 Meeting Minutes**
- **Draft of FHS Mission, Vision, & Values**
- **Policies: #100.05, #100.06, #100.07, #100.11, #100.14, #100.15**
- **New Business-Endocrinology as a Specialty Service**
- **New Business-Scope Adjustments to better align with HRSA Scope of Project**