

## County of Solano

### Community Healthcare Board

#### REGULAR GOVERNING BOARD MEETING MINUTES

January 20, 2021

Telephone Conference Call

#### Members Present:

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

#### Members Absent:

None.

#### Staff Present:

Dr. Bela Matyas, Gerald Huber, Debbie Vaughn, Tess Lapira, Toya Adams, Anna Mae Gonzales-Smith, Janine Harris, Dr. Rebekah Kim, Dr. Sneha Innes, Dr. Michele Leary, Jack Nasser, Noelle Soto, Cheryl Esters, Clarisa Sudarma, Laura Hernandez, Nina Delmendo, Patricia Zuniga

#### 1) Call to Order- 12:00 PM

- a) Welcome
- b) Roll Call

#### 2) Approval of January 20, 2021, Agenda

Move motion to approve January 20, 2021, Agenda

Motion by Miriam Johnson, seconded by Mike Brown.

Discussion: None

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

Nay: None

Abstain: None

Motion Carries

#### 3) Approval of December 16, 2020, Meeting Minutes

Move motion to approve December 16, 2020, Meeting Minutes

Motion by Tracee Stacy, seconded by Miriam Johnson

Discussion: None

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

Nay: None

Abstain: Sandra Whaley

Motion Carries

#### 4) Public Comment

None. No cards available, due to the meeting in the venue of MS Teams, online. If the public calls in, they are asked to introduce themselves on the phone, if they would like to make a comment.

#### 5) Project Director/Chief Executive Officer Report

- a) COVID-19 Health Center Impact Update: Presented by Dr. Bela Matyas
  - i. It was noted that there are signs that the number of COVID-19 cases are potentially showing signs of turning the corner. The number of positive cases is decreasing. In the past weekend, there was a decrease in positive case rates and about 10-15 fewer patients being hospitalized and a decrease in beds used. The hope is to sustain the decrease in numbers.
  - ii. The goal is to continue vaccinating those in healthcare and in congregate facilities first, then offer the vaccine to those 75 years of age and older hopefully in the next couple of weeks. There was news that one of the lots was pulled, because there were a high number of those who experienced allergic reactions to the vaccine, in San Diego, and is under investigation. This eliminated some of the supply. Family Health Services (FHS), health centers received the vaccine and close to 50% of the clinic staff received their first of two doses.
  - iii. The impact of COVID-19 on clinic operations is less and there are increased number of encounters and providers are returning to the clinics. With the alternatives of appointments, offered to the patients, for example, phone appointments, and telehealth there is an increase of encounters. The hope is to offer video telehealth to patients and there are still a few providers out on leave, so there is a limit of patients that can be seen.
  - iv. With the Chief Operations Officer (COO), position, recruiting for this position has not started yet. There is a plan to work in tandem with the recruiter, working for NorthBay, to recruit the COO for Family Health Services, but has yet to be determined.
  - v. With the Chief Medical Officer (CMO) position, there were steps between the Union and the County, that had to take place, which have been accomplished, so the next step is for the Board of Supervisors to approve the Union side letter, then Dr. Michele Leary will be appointed as CMO.
  - vi. The FHS Clinics are struggling with staff shortages, but we are in a recession and vacancies are frozen. The clinics are doing the best they can with limited staffing.
  - vii. It was asked, from the board, if hair stylists are allowed to cut hair, in Solano County, and the answer was no. The Governor has issued a Stay-at-Home order and hair salons and beauty shops should remain closed, until the order is lifted.
  - viii. It was asked, by a board member, how patients, 75 and older, be notified to get vaccinated, and it was noted that lists of those patients were pulled composed for 75 and older and 65 to 74. There are about 700-800 patients in the 75 and older list, but they hope to roll out the vaccine with those who have called in asking about the vaccination, then call those on the list. These patients will be contacted by the clinic and appointments made, when a supply of the vaccine is available, in a couple weeks. It was noted that the challenge with the vaccine is it comes in a vial, with 10 doses, so there must be patients that show up and lined up to get vaccinated. The goal is to prevent waste of the vaccine.
  - ix. It was asked, by a board member, if someone gets the first dose of the vaccine, then they become positive, do they get a second dose, or do they need a second dose and it was mentioned that anyone who is ill, can't get a vaccine.
  - x. It was asked by a board member, if there were any bad reactions to the vaccine, and it was mentioned that there are none at this time.

- xi. It was asked by a board member, when Johnson and Johnson will come out with a proposed 1 dose vaccine, and it was noted that it is in the trials stages and not FDA approved.
  - xii. It was stated by a board member that a few people initially declined the vaccine, then after not seeing fellow workers getting side effects, then decided to get it after all.
  - xiii. It was asked by a board member if someone dies and had COVID-19, and had other health issues, how is the cause of death determined and it was noted that if the person tested positive for COVID-19 or had symptoms related to COVID-19, then it is due to COVID-19. The Physician will state the cause of death and it was noted that all people admitted to a hospital gets tested for COVID-19 and the coroner is asked to test also.
- b) Health Center Operations Update: Presented by Jack Nasser
    - i. It was noted that all FHS staff, who worked within the walls of the clinics, were offered the COVID-19 vaccine and it went well.
    - ii. It was mentioned that in clinic staff administering the vaccine, it served as a good experience as a test pilot, in preparing to administer vaccines to patients in the future.
    - iii. It was mentioned that Dr. Leary and Jack are working on a process and a protocol, for effectively administering vaccinations for our patients in the future
  - c) Staffing Update: Presented by Jack Nasser
    - i. No change since the December meeting and a staffing freeze is still in effect. No new staff.

## **6. Co-Applicant Agreement Update by Deputy County Counsel**

- a) The Chair, Ruth Forney, stated that that JoAnn sent her an update to present at the meeting. In her statement, JoAnn advised the board that a response was received from Health Resources Services Administration (HRSA), Technical Advisor and that the County and the Executive Committee are considering the ramifications going forward and that JoAnn will meet with management this afternoon, and the Clinic Organization and Co-applicant Agreement will be discussed. Clarissa stated she received the same information and had nothing further to add.

## **7. Operations Committee Updates and Reports**

- a) COVID-19 Grant Summary: Presented by Noelle Soto  
No handouts to share. She mentioned she submitted the third budget progress reports for the three COVID-19 grants, on January 13, 2021 to HRSA. Also, the weekly COVID-19 grant survey is submitted every Tuesday. She is working with the Ryan-White HIV Team, in preparation for the Ryan-White Services Report due on February 1, 2021. As mentioned in the last meeting Noelle and her team are working on the annual Uniform Data System (UDS), Report, with the first deadline on February 15, 2021. A portal opened on January 1, and weekly meetings have resumed, in preparation of the UDS initial submission deadline. After the initial deadline on the March 15<sup>th</sup>, feedback will be received from the HRSA Project Officer and other reviewers and the official submission deadline is March 29, 2021.
- b) Review and Approve the QI/QA Plan: Presented by Dr. Michele Leary  
Although this item is scheduled for January, it was not available at this time. Dr. Leary mentioned this was discussed last year. This report is not possible to be presented in

January, and it is more appropriate to present mid-year. It was noted that both UDS and Partnership HealthPlan, do not release their final guidelines until April or later in the year. Dr. Leary made a proposal to the Board, to move this item to June, annually. This item will be added to the February 17, 2021 Agenda, under #8 Unfinished Business, and take a vote on it then to change the 2021 Calendar.

## 8. Unfinished Business

- a) None.

## 9. Discussion

- a) Process of Project Officer/CEO Evaluation Review, by Board Members
  - i. A suggestion was made to discuss a process how these forms could be completed, since the meetings are virtual. It was suggested to send the evaluations via email and USPS mail, then after each member completed them, the board members can discuss the results in a virtual closed session.
  - ii. A suggestion was made that the Board Clerk work with Tracee and Jim to see if MS Teams has a polling option, with chat.
- b) Board Member Requirement to Sign Annual Bylaws, Appendix A Conflict of Interest form
  - i. It was confirmed that the form was emailed and mailed via USPS to all board members on January 8, 2021. The envelope, sent to each Board Member's home address, included a self-addressed stamped envelope, so each board member could return it to the clerk.
  - ii. It was noted that four (4) of the forms were not received from Tracee, Brandon, Anthony, and Jim. Updates were given as follows: Tracee hasn't had a chance to complete it; Brandon dropped off his paperwork; Anthony didn't receive it in the mail, so Mike will assist him in getting it turned in; and Jim mailed it in. The clerk should receive the remaining four (4), soon.

## 10. Action Items

At the Chair's discretion, the process of elections, in 10 a., b., and c., were turned over to the Clerk to guide the board members in the voting process.

The Clerk stated the steps as follows: Because the voting process was held virtually, the appointment and the nominees were stated. Then each nominee was allowed to make a statement. Then each Board Member was called upon and stated their vote, with the clerk keeping track of the votes. The tally of the votes and the winner of each appointment was announced. After all the appointments were decided, a motion was made to approve all those appointed.

- a) Board Elections – To vote for nominees: Ruth Forney and Brandon Wirth for Chair and appoint one person to this position. To vote for nominees: Brandon Wirth and Jim Jones for Vice Chair and appoint one person to this position.  
For the Chair Position, the nominees were Ruth Forney and Brandon Wirth:
  - i. There were nine (9) votes for Ruth Forney and two (2) votes for Brandon Wirth. Congratulations to Ruth Forney!For the Vice Chair Position, the nominees were Brandon Wirth and Jim Jones:
  - ii. There were two (2) votes for Brandon Wirth and nine (9) votes for Jim Jones. Congratulations to Jim Jones!
- b) Executive Committee Elections – To vote for nominees: Katrina Morrow and Tracee Stacy for Member at Large and appoint one person to this position.  
For the Member at Large Position, the nominees were Katrina Morrow and Tracee Stacy:
  - i. Tracee announced that she would prefer, that a patient be included on the committee and decided to not run for this position. By default, since Katrina Morrow was the only nominee, she was voted the Member at Large position, on the Executive Committee. Congratulations to Katrina Morrow!

With all the appointments voted and decided, a motion was made.

Move to approve all those offices elected: The Board Chair is Ruth Forney, the Vice Chair is Jim Jones and the Member at Large on the Executive Committee, is Katrina Morrow.

Motion by Brandon Wirth, seconded by Tracee Stacy

Discussion: None

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

Abstain: None

Nay: None

Motion

Caries

- c) Consider for approval – Amendment to the Bylaws Article XI: Executive Committee Section 2: Membership.
- i. The notice of the Bylaws Committee Meeting on 12/28/2020 and the proposal to revise the Bylaws membership was emailed to all board members and mailed via USPS on 12/31/2020.
  - ii. The Chair, Ruth Forney read the proposed language of the Executive Committee membership. It proposed to add the outgoing Chair, who will be encouraged to participate as an ex-officer on the Executive Committee.

Move motion to approve the recommendation to add a new line to the section of membership, of the Executive Committee and add, "The outgoing chair is encouraged to participate as an ex-officio member".

Motion by Tracee Stacy, seconded by Brandon Wirth

Discussion: None

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

Abstain: None

Nay: None

Motion

Caries

## 11. Board Member Comments

- a) Ruth mentioned that she appreciated the confidence in the Board to serve as Chair and congratulated all other appointed to positions. She also mentioned that the 2021 Calendar was included in the packet, because there was a typo that was corrected, so it was updated and shared with everyone.
- b) Ruth also mentioned that the Board received an application, a month ago, and apologized for taking so long. She contacted the applicant and after conversation, it was revealed that the applicant wanted to apply for the Mental Health Board. The applicant was not considered for the Community Healthcare Board.
- c) Miriam offered congratulations to Ruth, Jim and Katrina and mentioned that both nominees for the Chair position made good statements.
- d) Katrina congratulated Ruth and Jim and she appreciated the appointment on the Executive Committee. She mentioned that we are all going through a rough time in our world and we need to be focused on helping each other and not being against each other and pull together to come up with greater ideas on how we can make everything move smoothly for the community. She stated she loves serving people and this is a good opportunity for her to show what she can do.

- e) Jim congratulated and thanked Katrina for her beautiful comments.
- f) Ruth asked the Board to think about working with the County to have a Budget Workshop, not to control how the budget is done, but to give the board members a better understanding about the process and have the administration meet with the Board.
- g) Jim encouraged the board members to participate.
- h) Jack mentioned that last week he met with Fiscal last week and they are in the works in planning a meaningful way to present the budget process and break down the process in small increments. He thought it was also a good opportunity to County staff as well.
- i) Ruth mentioned to feel free to contact Ruth with any questions they may have and don't hesitate to call her.

**12. Parking Lot Items**

- a) Finance: Fiscal Report from Health & Social Services Administration
- b) Compliance Training and Robert's Rules Review
- c) Health Center Marketing Campaign and Website Design
- d) The IHI Quadruple Aim Initiative "Health Center Practices

**13. NEXT COMMUNITY HEALTHCARE BOARD MEETING**

DATE: February 17, 2021  
 TIME: 12:00pm

TO JOIN : Telephone Conference Call  
 Dial : +1 (323) 457-3408  
 Conference ID: 299 423 65#

**14. Adjourn**

Move motion to Adjourn Meeting  
 Motion by Jim Jones, Seconded by Robert Wieda  
 Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones, Sandra Whaley  
 Nay:None  
 Motion Carries

**HANDOUTS:**

- CHB January 20, 2021 Agenda
- CHB December 16, 2020 Meeting Minutes
- Community Healthcare Bylaws, Appendix A Conflict of Interest
- CHB 2021 Calendar