



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, April 20, 2022
Video and Telephone Conference Call

Members Present:

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

Members Absent: Brandon Wirth, Tracee Stacy, and Katrina Morrow

Staff Present:

Dona Weissenfels, Debbie Vaughn, Tess Lapira, Bela Matyas, Nina Delmendo, Dr. Innes, Michele Leary, Lavona Hamilton, Toya Adams, Anna Mae Gonzales-Smith, Janine Harris, Noelle Soto, Cheryl Esters, Clarisa Sudarma, Elise Lenox, Julie Barga, (925-381-9387), (707-712-4869), and Patricia Zuñiga.

1) Call to Order – 12:08 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

- a) At the March 16, 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 April 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), and viii), 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 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, Anthony Lofton, Gerald Hase, and Sandra Whaley

Nays: None.

Abstain: None.

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



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3) Approval of April 20, 2022, Agenda

Motion: To approve the April 20, 2022, Agenda

Motion by: Gerald Hase and seconded by Anthony Lofton

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

4) Approval of the March 16, 2022, Minutes

Motion: To approve the March 16, 2022, Minutes

Motion by: Mike Brown and seconded by Anthony Lofton

Discussion: None

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

Nays: None

Abstain: None

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

- Dona mentioned that she is working with Health and Social Services, the Family Health Services Division, and the Legislative Advocate Team. They put together a proposal for the 2023 Federal earmarked funds, towards the acquisition of a County-Wide electronic medical records system. They submitted it to official congressional delegates, including Senators Padilla and Feinstein and Congressmen Garamendi and Thompson and included were letters of support from the Solano County Board of Supervisors and Dr. Matyas, as Solano County Public Health Officer. We asked for \$1,000,000 for implementation.
- Dona stated they are pursuing more information about OCHIN EPIC, an electronic medical records system. They have two (2) pricing reviews. For right now it is for Family Health Services, but it likely will include Behavioral Health in a couple years. This system is superior to what we have.



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- Dona reported on Operational Improvement. There is improvement in data collection and staff is working on improving patient scheduling. They are looking at decreasing the types of appointments to three (3).
 - Dona announced that there will be an FHS Town Hall Meeting on June 9, 2022, and all Board Members are invited. Patricia will send out the invite and a link to the meeting.
 - Dona announced that representatives from Greg Faktor, will be visiting the clinics on May 19, 2022. They would like to meet with staff and the Board members.
- ii) Operational Dashboards
- Refer to handout: *Call Center Stats 2022* Dashboard. Dona reviewed the Dashboard for March 2022.
- b) Staffing Update – Toya Adams
- i) Toya announced a newly hired Clinic Physician Supervisor, for Pediatrics, Dr. Michelle Stevens, who started on April 4, 2022, and she is getting acclimated to the County and her staff in her position. She will support and has a tentative rotation throughout all the pediatric clinics. Also, a new Clinic Registered Nurse started at the Vallejo Clinic on April 4, 2022. Another Clinic Registered Nurse is in background and is intended to be assigned to the Fairfield Clinic, and FHS had four (4) new Medical Assistants that started this week.
- ii) She mentioned that a second Clinic Supervising Physician, and one Medical Assistant are expected to start at the Fairfield Clinic on May 2, 2022.
- iii) Toya mentioned they continue to recruit for the Health Services Manager and a Lead Medical Assistant.
- iv) She said that interviews are scheduled for the following positions: OAll Bilingual, Clinic Registered Nurses and Medical Assistants.
- v) She mentioned that the newly hired Health Services Manager, Rebecca Cronk, was in a training session and was unable to attend the meeting. Rebecca has been in the position for five (5) weeks as the new Health Services Manager at the Vallejo clinic.
- c) Dental Operations Update – Dr. Sneha Innes
- i) Dr. Innes mentioned that the Dental Mobile Unit finished a round, providing services for the preschool children’s Head Start program, at Fairfield, Vacaville, Suisun City and Vallejo.
- ii) She mentioned they will also, start providing dental services at the Vallejo Clinic, one day per week, to start, then adding additional days per week, as they increase the number of patients. There is no plan for the Dental Mobile Unit, to be at various Vallejo sites, at this time.
- iii) She mentioned they just received approval by IT, for their Q-Matic queuing system, intended for the Fairfield clinic.
- iv) Dr. Innes announced that she is resigning from her position at the end of May and will be moving on and making a big adjustment to a position in Oregon.
- v) Dona and Chair Ruth Forney praised Dr. Innes for her hard work and thanked her for her dedicated service, in doing an excellent job as the Dentist Manager and wished her the best of luck!

7) Operations Committee Update Reports

- a) Hiring Credentialing Update – Elise Lenox



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- i) Elise mentioned they conducted 127 sanction screenings in March, which included 116 staff and 11 Touro staff.
 - ii) She mentioned they are in the process of credentialing eight (8) employees, and two (2) are Touro providers and they are close to completion of two (2) Touro providers. One (1) is a Clinic OMM Physician and the other is a PharmD. Also, five (5) Medical Assistants and one (1) Clinic Registered Nurse were credentialed. They will be credentialing another Clinic Registered Nurse and two (2) Clinic Physician Supervisors.
 - iii) She mentioned for Partnership HealthPlan, one new provider was enrolled, one provider transferred, and one Touro provider will be reviewed in May.
 - iv) She stated that revalidated is starting up again, and as the pandemic has lifted, they have revalidated four (4) dentists, two (2) have preliminary approval, and two (2), they are still checking their status. These validations are typically done every two (2) years. On the Partnership side they submitted one (1) dentist for revalidation and will be submitting another dentist for revalidation in May.
 - v) Elise mentioned NPI revalidations. They revalidated three (3) in February, three (3) in March, two (2) due in April and one (1) due in June. These are typically done every 5 years.
 - vi) She mentioned that Credentialing has been providing technical assistance to the Providers, for PAVE and PECOS sites, which are the Medi-Cal and Medi-Care systems.
- b) H80 Grant and H8F Grant – Third Quarter Budget Revisions – Noelle Soto
- i) On hold, and waiting for Fiscal reports to complete revisions and approval
- c) Quarterly Financial Report – Nina Delmendo
- i) Refer to handout: *County of Solano Expenditure and Revenue Report, Dept: 7580 Family Health Services, March 2022* report. Nina mentioned that 75% of the year is past and the Team is working on the third quarter budget and then reviewed the report
 - ii) When reviewing the report to the Board Members, she noticed line item 152, needed to be corrected. She will send a corrected to the Clerk, who will provide the corrected report.

8) Unfinished Business

- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending Compliance review of policy.
 - i) Dona mentioned she is reviewing 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.
 - i) This item is pending, until we recruit new members.
- c) Confidentiality Form - This form will be presented and distributed to the Board Members and must coincide with HIPAA Training.
 - i) This item is pending, until we recruit new members.

9) Discussion and Action Items

- a) Board Self-Assessment Form
 - i) Chair Ruth Forney mentioned that the form hasn't been reviewed in a long time and that some of the questions were not current and proposed to the Board Members, that the form be reviewed and revised before completing it.



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- ii) The members present agreed to revise the Board Self-Assessment Form and will delay submitting the form this month, until the form has been revised. Dona mentioned that she could reach out to other health centers to compare this form with the ones they use.
- b) Board Member Application received from Don O’Conner
 - i) The Executive and Membership Committees reviewed the Board Member Application, submitted by Don O’Conner, and recommended the Board’s approval for Don O’Conner to become a Community Healthcare Board Member.
 - Chair Ruth Forney reported out on the Board Member Application, received from Mr. O’Conner, and mentioned that he has served on the Board in the past.
 - ii) **ACTION ITEM:** The Board will consider Don O’Conner to become a Community Healthcare Board Member

Motion: To appoint Don O’Conner, as a new Community Healthcare Board Member

Motion by: Sandra Whaley and seconded by Anthony Lofton

Discussion: None

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

Nays: None

Abstain: None

Motion Carried.

- Chair Ruth Forney will notify Mr. O’Conner of his appointment as a Community Healthcare Board member.
- c) Virtual, In-Person, or Hybrid Meetings
 - i) Discuss the pros and cons and decide on a virtual, in-person, or hybrid meeting format. The Bylaws allow for in-person and telephone attendance, but also provide that all meetings will be conducted in accordance with the Brown Act.

Standard Brown Act Rules: Majority must meet in person within the jurisdiction of the Board, and a minority may use teleconferencing, as long as:

- ♦ The Board posts agendas at all teleconference locations; and
- ♦ Identifies each teleconferencing location in the notice and agenda of the meeting; and
- ♦ Each teleconference location is open to the public, and members of the public to address the legislative body at each teleconference location. (Government Code section 54953(b)(3).)

The Board members discussed the pros and cons as follows:

- Pros of meeting in person or virtually: It builds relationships in person, it’s nice to participate virtually and from home, and don’t have to drive from Vallejo. As a hybrid meeting, people could meet in person or call into the meeting by phone, the meeting could be more effective in person.
- Cons of meeting in person or virtually – Missing something in not getting together in person, not all board members can meet on Teams, don’t want to burden limited support staff in preparation of on-site meetings, concerned about spreading COVID to each other or to family members, if social distancing is still in place, due to



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COVID restrictions, there is a maximum number of people that can meet in the room, due to 6 ft. distancing, if held hybrid, the room is not equipped for virtual.

ii) **ACTION ITEM:** The Board will consider a vote on the meeting format

Motion: To hold future Community Healthcare Board meetings as a Hybrid meeting; in person and by phone, effective June 15, 2022.

Motion by: Mike Brown and seconded by Sandra Whaley

Discussion: None

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

Nays: None

Abstain: None

Motion Carried.

10) Board Member Comments

i) Chair Ruth Forney congratulated Board Member Sandra Whaley on her new baby girl, born April 5, 2022.

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

DATE: May 18, 2022

TIME: 12:00 p.m.

TO JOIN: Telephone Conference Call:

Dial: 1-323-457-3408, Conference ID: 446 778 066#

Teleconference: Contact the Clerk at 707-784-8775

13) Adjourn

Meeting was adjourned at 1:23 p.m.

Handouts:

- Call Center Reporting Dashboard – March 2022
- County of Solano Expenditure and Revenue Report, Dept: 7580 Family Health Services, March 2022 Report (Note: A corrected version will be attached to the May 18, 2022, packet.)
- Community Healthcare Board Self-Assessment April 2022