



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, May 18, 2022

Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Members Absent: Katrina Morrow, Don O'Conner and Sandra Whaley

Staff Present:

Dona Weissenfels, Tess Lapira, Nina Delmendo, Dr. Innes, Michele Leary, Lavona Hamilton, Toya Adams, Noelle Soto, Cheryl Esters, Clarisa Sudarma, Niccore Tyler, Julie Barga, Cynthia Coutee, Anna Mae Gonzales-Smith, Rebecca Cronk, and Patricia Zuñiga.

1) Call to Order – 12:02 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

- a) At the April 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 May 20, 2022, or such time the Board makes subsequent AB 361 findings. Also, at the April 20, 2022, meeting, the Board discussed a desire to have a hybrid meeting option in June 2022.

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 Anthony Lofton

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None.

Abstain: None.

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



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3) Approval of May 18, 2022, Agenda

Motion: To approve the May 18, 2022, Agenda

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried

4) Approval of the April 20, 2022, Minutes

Motion: To approve the April 20, 2022, Minutes

Motion by: Anthony Lofton and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

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 complimented all the Family Health Services (FHS) staff and all supportive help from Credentialing, Compliance and IT, which provides ongoing improvement to FHS.
- Dona mentioned a Congressional earmark was submitted on behalf of Family Health Services, to Congressman Garamendi, requesting one million dollars (\$1,000,000.00) to implement a new Electronic Health Records (EHR) system for Solano County. She said it was a long shot, but they are waiting for a response and as soon as they receive a response, she will keep the Board updated.
- Dona mentioned they are still in conversations with OCHIN EPIC, which is the premier EHR system. They had three (3) pricing reviews, to understand the implementation costs, and are getting close to final pricing.



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- Dona met with representatives from Greg Facktor, to prepare the FHS clinics, for the upcoming Operations Site Visit (OSV) in fall of 2023. They will be visiting tomorrow, and Ruth will be available to meet with them. There is a lot of work that needs to be done, such as the Community Needs Assessment, Strategic Planning by the Board, OSV spot assessments to indicate where we are at or not, and OSV support, when HRSA is on site for their audit.
 - Dona mentioned that on June 14, 2022, the Board of Supervisors (BOS), will review a request from FHS to accept a \$12,500.00 donation, from the Solano County Association of Realtors Foundation, to support the Dental Mobile Clinic, and provide outreach to children in the community. Due to the pandemic, many children didn't get dental care.
 - Dona stated she is very pleased with the operational improvement projects. One of the projects she mentioned was improvement of the Front Desk practices. In the past, there was information that hadn't been collected as required by HRSA at the Front Desk. The Office Supervisors and Health Services Managers met several times and as a result, updated the Patient Welcome Packets, mapping it back to our UDS requirement to ensure we are collecting demographic information data such as poverty level, homeless status, etc., at the Front Desk and collected appropriately. She gave a Shout Out to all the office supervisors in dental and medical, managers, IT, and everyone involved in this performance improvement project! FHS is also working on a referrals' improvement project.
 - Board members Gerald Hase and Tracee Stacy and expressed their thanks and appreciation with Dona's leadership and the support of FHS staff in making improvements at the clinics.
 - Dona announced that there will be an FHS Town Hall Meeting on June 9, 2022, and all Board Members are invited
- ii) Operational Dashboards
- Refer to handout: *Call Center Stats 2022* Dashboard. Dona reviewed the Dashboard for April 2022.
 - Refer to handout: *Family Health Services - Referrals*. Dona reviewed the Dashboard for the first quarter Referral Orders in 2022.
- b) Staffing Update – Toya Adams
- i) Toya welcomed a new Health Services Manager for the Vacaville Primary Care Clinic, Cynthia Coutee, who started on May 16, 2022, and we are very glad she is onboard. She comes with a wealth of experience as she has worked for Solano County for over 30 years. She was previously assigned as the Communicable Disease Investigator (CDI) Supervisor, in Public Health. She also mentioned other newly hired staff; a new Clinic Physician Supervisor, Dr. Bradley Walker assigned to the Vallejo and Vacaville clinics, and five (5) Medical Assistants, two (2) at Vallejo and Fairfield and one (1) at the Vacaville clinics and a new Clinic Registered Nurse, assigned at Fairfield clinic.
 - ii) She mentioned there are three (3) office Assistant II Bilingual Spanish candidates and one (1) Clinic Registered Nurse in background. They will also be doing an in-person, informal interview with a Senior Clinic Registered Nurse candidate, this afternoon.
 - iii) Toya mentioned they are recruiting for Medical Assistants, Medical Record Technicians, Seniors and a Dental Manager.



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7) Operations Committee Update Reports

- a) Hiring Credentialing Update – Niccore Tyler
- i) Niccore mentioned they have been very busy too, in streamlining candidates onboard for the clinics. There is one (1) Touro OMM Provider application scheduled for Partnership HealthPlan of California (PHC) for review in June 2022, and one (1) Pharmacist (Pharm-D) application is pending final routing, before PHC review, and a Clinic Registered Nurse is in the process of being credentialed.
 - ii) She mentioned they are in the process of re-credentialing, and they have one submission in process to submit and two (2) with PHC and are pending for two (2) providers. They are up to date in credentialing.
 - iii) She noted there are revalidations for dentists and four (4) have been submitted, with one (1) that has been approved and three (3) that are still pending, from Denti-Cal. They are up to date in revalidations.
 - iv) She stated they ran sanction screenings for all providers and employees and there were no sanctions.
- b) Updated Fee Waiver & Payment Plans Policy Number 100.08 – Dona Weissenfels
- Dona mentioned the updates in the policy which included additional clarifications for the patients and information regarding appeals, so it could be better understood for the patients and staff.
 - i) **ACTION ITEM:** The Board will consider approval of the Fee Waiver & Payment Plans Policy Number 100.08

Motion: The Board will consider approval of the Fee Waiver & Payment Plans Policy Number 100.08

Motion by: Tracee Stacy and seconded by Anthony Lofton

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

- c) H80 Grant and H8F Grant Updates – Noelle Soto
- Noelle acknowledged and thanked the Team, as they were able to draw down the funds. As requested by the Board, to show the non-static sheets, the new columns highlighted in green showed the changes.
 - i) **ACTION ITEM:** The Board will consider approval of the H80 Grant – Budget Revision

Motion: The Board will consider approval of the H80 Grant – Budget Revision

Motion by: Tracee Stacy and seconded by Anthony Lofton



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Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

- ii) **ACTION ITEM:** The Board will consider to apply for the H&F Supplemental Funding: FY 2022 American Rescue Plan Uniform Data System Patient-Level Submission (ARP-UDS+)

- Noelle mentioned the supplemental funding opportunity to apply for the grant is for FY 2022, for the period of 8/1/2022 through 3/31/2023 and is a one-time supplemental funding. There are two (2) categories, and FHS will apply for funding to improve Information Technology (IT) at the clinics.

Motion: The Board will consider to apply for the H&F Supplemental Funding: FY 2022 American Rescue Plan Uniform Data System Patient-Level Submission (ARP-UDS+)

Motion by: Tracee Stacy and seconded by Brandon Wirth

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

- d) FQHC Requested Budget Proposal for FY 2022/2023 – Nina Delmendo

- Nina reviewed the budget proposal.

- i) **ACTION ITEM:** The Board will consider approval of the FQHC Requested Budget Proposal for FY 2022/2023

Motion: The Board will consider approval of the FQHC Requested Budget Proposal for FY 2022/2023

Motion by: Anthony Lofton and seconded by Brandon Wirth

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Tracee Stacy, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

8) Unfinished Business



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- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending Clinic Operations Officer review of 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) Board Member Comments

- a) Board Member Tracee Stacy asked about the HRSA requirement of the Board positions, whether they are out of compliance due to the number of community members vs. the number of patient board members. Dona mentioned that there are two (2) positions opened and they are for one (1) community member and one (1) patient member.
- b) Board Member Tracee Stacy mentioned she attended a Suicide Prevention meeting and that the numbers of suicides increased dramatically, during COVID, in Solano County. She inquired about the clinic suicide screenings at the clinics and the frequency. Dr. Leary noted that they perform the Q9 surveys.
- c) Chair Ruth Forney reminded everyone that the next meeting scheduled on Wednesday, June 15, 2022, is a hybrid meeting, in person and via telephone conference. Lunch will be provided to the Board Members. She reminded them that they must email or call the Clerk, Patricia Zuñiga to RSVP a week in advance, to plan for the lunches, otherwise they won't be provided lunch.
- d) Board Member Tracee Stacy asked if there could be a Board Retreat to plan the strategic planning process. Dona Weissenfels, COO, mentioned that at the meeting scheduled on 5/19/2022, the initial meeting with Greg Facktor, and they will be implementing a plan in alignment with the Community Healthcare Board. Chair Ruth reminded the Board Members that the HRSA OSV was rescheduled to 2023.

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 (Hybrid Meeting, In person and via Telephone)

DATE: June 15, 2022
TIME: 12:00 p.m.
PLACE: 2101 Courage Drive, Multi-Purpose Room, Fairfield, CA 94533
PHONE: Telephone Conference Call:
Dial: 707-784-2211, then announce your name when entered into the call

12) Adjourn

Meeting was adjourned at 1:45 p.m.



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Handouts:

- Call Center Stats – April 2022
- Family Health Services – Referrals, Q1 2022 Referral Orders
- Fee Waiver & Payment Plans Policy Number: 100.08
- H80 Rev V.3 County of Solano Personnel Justification Table FY 2021 Health Center Program, Support Year 17 – May 1, 2021, to April 30, 2022.
- Fiscal Year (FY) 2022, American Rescue Plan Uniform Data System Patient-Level Submission (ARP-UDS+) Supplemental Funding
- County of Solano, Dept: 7580 Family Health Services, Requested Budget FY 2022/23
- Revised Financial Report presented at the April 20, 2022, Community Healthcare Board Meeting (See line 152 Headings.)