



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, September 15, 2021
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Jim Jones, Mike Brown, Miriam Johnson, Sandra Whaley, and Brandon Wirth
Arrived during the meeting: Robert Wieda, Anthony Lofton, and Tracee Stacy,

Members Absent: Gerald Hase and Katrina Morrow.

Staff Present:

Dr. Bela Matyas, Dr. Michele Leary, Dr. Sneha Innes, Dona Weissenfels, Toya Adams, Noelle Soto, Clarisa Sudarma, Julie Barga, Tess Lapira, Nina Delmendo, Janine Harris, Jannett Alberg, Thomas West, Danielle Seguerre-Seymour, and Patricia Zuñiga

1) Call to Order – 12:11 p.m.

- a) Welcome
- b) Roll Call

2) Approval of September 15, 2021, Agenda

Motion: To approve the September 15, 2021, Agenda

Motion by: Miriam Johnson and seconded by Sandra Whaley

Discussion: None

Ayes: Ruth Forney, Jim Jones, Mike Brown, Miriam Johnson, Sandra Whaley, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried

3) Approval of the August 25, 2021, Meeting Minutes

Motion: To approve the August 25, 2021, Meeting Minutes

Motion by: Miriam Johnson and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Jim Jones, Mike Brown, Miriam Johnson, Sandra Whaley, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried



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4) Public Comment

- a) Board member, Miriam Johnson, requested that on behalf of the patients she has been talking with, to add an agenda item, titled "Concerns and Advocacy for Patients", to the next meeting agenda.

5) Project Director/Chief Executive Officer Report

- a) Introduction to Clinic Operations Officer (Candidate)
 - i) Dr. Matyas introduced Dona Weissenfels to the Board Members and the participants.
 - ii) Dona stated she thanked the Board for inviting her to the meeting and mentioned she will be starting on Monday, 9/20/2021 and is excited to be working with the Board.
 - iii) Dr. Matyas mentioned that Dona comes with over twenty (20) years of experience and comes with a lot of experience.
- b) COVID-19 Health Center Impact Update- Present by Dr. Bela Matyas
 - i) Dr. Matyas mentioned the number of COVID cases are less, which indicate we are coming off of the surge. The number of positive cases, hospitalization, and ICU patients, is down. The impact on our clinics should be diminishing. There are fewer County and FHS staff calling in, due to testing positive. We will likely get another surge around the Thanksgiving Holiday.
 - ii) There the two State Health Orders have been implemented at the clinics. The July health order which requires the clinic to test weekly, staff that has not shown evidence of their vaccination and it requires that all workforce staff wear surgical masks and all visitors to wear face coverings. There have not been positive findings yet. The August 5th order that requires that all workers be vaccinated or have a medical or religious exemption is being implemented. Staff have until September 30th to comply. There are about ten (10) staff members that have not shown evidence or exemptions for the COVID vaccination.
 - iii) Board Member Miriam asked how the religious exemptions can be validated, because she overheard a conversation in a hospital. Dr. Matyas mentioned that the person may have a religious basis for not being vaccinated, belonging to any religion. It is a self-attestation, that the person believes in and not necessarily a belief of the church they belong.
- c) Health Center Operations Update
 - i) Dr. Matyas mentioned that the clinic consolidated operations are necessary due to the extreme shortage of staff, and it started this week. Services offered at the Fairfield Adult Clinic have been reduced. The provider(s) for the Fairfield Adult Clinic are combined and operating at the clinic site located at 2101 Courage Drive, the Peds Clinic. Some personnel from the adult clinic have been moved to the Vallejo and Vacaville clinics. This will remain in place, until vacancies can be filled. Clients are assisted with travel.
- d) Staffing Update
 - i) Dr. Matyas stated that the nurse interviews have been going well, but of the five (5) that were offered the position, four (4) declined. We have four (4) vacancies of which three (3) are for Registered Nurse vacancies and one (1) is for a Sr. Registered Nurse vacancy. We continue to struggle to fill the positions and are requesting another recruitment.
 - ii) Toya Adams mentioned that FHS had Health Services Manager (HSM) interviews, but none was selected, and another set of HSM interviews will be held on Monday, September 20th.



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- iii) The Clinic Physician position is open, but there are no candidates. The Board of Supervisors approved to use a Locum Tenons, Barton and Associates, LLC, to provide temporary help and recruit for temporary provider support.
 - iv) Patricia and Toya Adams mentioned the following hiring updates: re: Medical Records Technician, Sr. Extra Help -- a panel is being arranged and then interviews will be scheduled; re: Health Education Specialist, Extra Help -- we have not received a list of candidates yet; OAll Bilingual interviews and Medical Assistant Interviews are scheduled the week of September 20th and 27th.
 - v) Board Member Tracee asked if there is a process to communicate to our at-risk approved population, for boosters. Dr. Matyas stated the criteria for a 3rd dose is for the severely immunocompromised and in order to qualify, the patient needs to be in the care of a person beyond primary care, for example, such as an OB/GYN, HIV Provider, or organ transplant. These types of patients would not be identified by us. When a 3rd dose is approved by the Advisory Committee on Immunization Practices (ACIP), then administering it to our workforce, would be considered and in a staggered manner. There is a tentative plan, when the ACIP approves a 3rd dose.
 - vi) It was also mentioned that two (2) Office Assistants were hired. One is supporting the CQA/QI Team and the other will be supporting Dona, the COO. It will be up to Dona to decide the allocation of duties, of her support.
- 6) Update by Deputy County Counsel**
- a) Two (2) bills passed on September 13, 2021, AB339-Open and public meetings, and AB361-Open meetings: state and local agencies. It is anticipated that they will be signed and in effect by 9/30/2021 and 10/1/2021. These bills will have an impact on whether these meetings can continue to be virtual or in person. This topic will be a recurring agenda item, depending on the laws that go into effect.
- 7) Operations Committee Update Reports**
- a) Quarterly Quality Improvement Report – Dr. Michele Leary
 - i) Refer to handout: *Community Healthcare Board Clinical Quality Improvement Report, Solano County Family Health Services, August 2021*. Dr. Leary reviewed the report with the Board Members and participants at the meeting.
 - ii) Dr. Leary mentioned that the Uniform Data System (UDS) Resources’ metrics were not included in the report, as they had not been received. When they are received, the measures will be revised.
 - b) Quarterly Financial Report – Nina Delmendo
 - i) Refer to handout: *Family Health Services, Expenditure and Revenue Report, August 31, 2021*. Nina reviewed the report with the Board Members and participants at the meeting.
 - c) Health and Human Services Provider Relief Fund Report – Jannett Alberg
 - i) Refer to handout: *Health Resources & Services Administrator (HRSA) Reporting*. Jannett reviewed the application with the Board Members and the participants at the meeting.
- 8) Unfinished Business**
- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending completion of policy review by Compliance.



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- i) It was mentioned that this item is not ready for discussion and when it is completed, it will be presented to the Board for review and approval.

9) Discussion

- a) Board Members Discussion with Clinic Operations Officer (Candidate)
 - i) Dona Weissenfels, the Clinic Operations Officer (COO), mentioned she has a 90-day and a 120-day plan and will meet with staff to help bring various areas to come up to speed.
 - ii) She mentioned that the top priorities are to listen and meet with staff and get oriented with budget units, then review financial reports and have an understanding of what's going well and not going well, then she plans to have a project plan in place to identify those tasks that need attention.

10) Closed Session (See Item 11b. Below.)

11) Action Items

- a) Schedule Budget Development Meeting – Fiscal Will present dates to the Board to select a date for the Budget Development Workshop.

Motion: To propose the Budget Development Workshop be held on October 27, 2021, 1:00 p.m. – 5:00 p.m.

Motion by: Mike Brown and seconded by Miriam Johnson

Discussion: None

Ayes: Ruth Forney, Jim Jones, Mike Brown, Miriam Johnson, Sandra Whaley, Brandon Wirth, Robert Wieda, Anthony Lofton, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

- b) Board will vote in closed session, on selecting the new Federally Qualified Health Centers (FQHC) Project Director.
 - i) Ruth Forney, reported out from closed session and announced that the New FQHC Project Director is Dona Weissenfels, the new COO.
- c) Consider resuming Board meetings in person, pending September 30, 2021, State decision on Brown Act.

Motion: To delay voting on this item, due to no action taken today, and to bring back this item to the October 20, 2021, meeting.

Motion by: Miriam Johnson and seconded by Anthony Lofton

Discussion: It was decided by the Board that given the information that there are two bills in legislation, this will be reviewed at the next meeting, if the bills are voted.

Ayes: Ruth Forney, Jim Jones, Mike Brown, Miriam Johnson, Sandra Whaley, Brandon Wirth, Robert Wieda, Anthony Lofton, and Tracee Stacy



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Nays: None

Abstain: None

Motion Carried

12) Board Member Comments

- a) Board Member Robert Wieda announced this was his last meeting to attend, because he will be moving out of state. Everyone thanked him for his time serving on the Board and wished him well.
- b) Vice Chair, Jim Jones, mentioned that since we are not meeting in person, it's hard to nominate people, because it's hard to know who is interested in being nominated. He suggested that everyone be encouraged to think about being nominated, if they are interested.
- c) Board Member Miriam Johnson announced that she may be stepping down, but didn't know when.

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

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design
- c) The IHI Quadruple Aim Initiative *Health Center Practices*

14) Next Community Healthcare Board Meeting

DATE: October 20, 2021

TIME: 12:00 p.m.

TO JOIN: Telephone Conference Call

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

14) Adjourn

Meeting was adjourned at 2:12 p.m.

Handouts:

- Community Healthcare Board Clinical Quality Improvement Report, Solano County Family Health Services, August 2021.
- Family Health Services, Expenditure and Revenue Report, August 31, 2021F
- Health Resources & Services Administrator (HRSA) Application
- FHS Credentialing and Privileging Policy Number 600.01 - DRAFT