

**County of Solano  
Community Healthcare Board  
Regular Meeting**

October 19, 2022

12:00 pm-2:00 pm

Conference Call Microsoft Teams

MS Teams Dial-in number: 1-323-457-3408 and Conference ID: 446 778 066#

On June 13, 2022, due to a surge of COVID-19 in Solano County, it was advised and decided by the Solano County Health Officer, the Clinic Operations Officer and the Chair of the Board that the June 15, 2022, Community Healthcare Board Meeting be held as a virtual meeting, and future meetings, until there is a notable decrease in the COVID surge in Solano County. The meeting on October 19, 2022, will be held via teleconference. To join in for audio only, please use the dial in number and Conference ID above.

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The County of Solano Community Health Board does not discriminate against persons with disabilities. If you wish to participate in the meeting and you require assistance to do so, please call Solano County Family Health Services at 707-784-8775 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to the meeting.

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Public Comment: To submit public comment, please see the options below.

Teleconference: Contact the Clerk at 707-784-8775.

Mail:

If you wish to address any items listed on the Agenda by written comment, please submit comments in writing to FHS Community Healthcare Board Clerk by U.S. Mail. Written comments must be received no later than 8:30 A.M. on the day of the meeting. The mailing address is: Solano County H&SS, ATTN: FHS CHB Clerk (MS 9-100), P. O. Box 4090, Fairfield, CA 94533. Copies of comments received will be provided to the Board and will become part of the official record but will not be read aloud at the meeting.

Phone:

To submit comments verbally from your phone during the meeting, you may do so by dialing 1-323-457-3408, and Conference ID: 446 778 066#. No attendee ID number is required. Once entered in the meeting, you will be able to hear the meeting and will be called upon to speak during the public speaking period.

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Non-confidential materials related to an item on this Agenda, submitted to the Board after posting of the agenda at:

[https://www.solanocounty.com/depts/ph/bureaus/fhs/community\\_healthcare\\_board/](https://www.solanocounty.com/depts/ph/bureaus/fhs/community_healthcare_board/) and Family Health Service clinics located at 1119 E. Monte Vista, Vacaville, CA; 2101 Courage Drive, Fairfield, CA; 2201 Courage Drive, Fairfield, CA; and 365 Tuolumne Drive, Vallejo, CA., will be updated at

[https://www.solanocounty.com/depts/ph/bureaus/fhs/community\\_healthcare\\_board/](https://www.solanocounty.com/depts/ph/bureaus/fhs/community_healthcare_board/) and emailed upon request. You may request materials by contacting the Clerk at 707-784-8775.

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**AGENDA**

**1) CALL TO ORDER – 12:00 PM**

- a) Welcome
- b) Roll Call

**2) UPDATE BY DEPUTY COUNTY COUNSEL**

On June 13, 2022, due to a surge of COVID-19 in Solano County, it was advised and decided by the Solano County Health Officer, the Clinic Operations Officer and the Chair of the Board, that the June 15, 2022, Community Healthcare Board Meeting be held as a virtual meeting, with consideration of the safety of the Board Members and meeting participants, until there would be a notable decrease in the COVID surge in Solano County. At the September 21, 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 October 21, 2022, or such time the Board makes subsequent AB 361 findings.

County Counsel recommends the Board consider making AB 361 findings before each meeting.

**ACTION ITEM:** Consider making the findings that:

- i) Pursuant to Government Code section 8625, Governor Gavin Newsom declared a State of Emergency in the State of California on March 4, 2020, as a result of the threat of the Coronavirus (COVID-19) pandemic; and the proclaimed State of Emergency remains in effect; and,
- ii) As of the date of this Meeting, neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and,
- iii) The California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations (CCR), Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and,
- iv) Based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(c)(5)(D), the Board finds

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that state or local officials have imposed or recommended measures to promote social distancing; and,

- v) Title 8 of the California Code of Regulations, Section 3205(c) requires the County to establish, implement and maintain a COVID-19 Prevention Program, which the County has done; and,
- vi) The County's COVID-19 Prevention Program either recommends or requires County employees to social distance or not to enter County facilities under certain circumstances; and,
- vii) Starting from October 2021, the Board previously made findings that the requisite conditions existed for its legislative bodies to conduct its meetings without complying with Government Code section 54953(b)(3); and,
- viii) As a result, the Board hereby proclaims that state officials have imposed or recommended measures to promote social (physical) distancing based on the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(c)(5)(D); and,
- ix) The Board will conduct open and public remote teleconferencing meetings in accordance with AB 361 immediately upon making these findings until the earlier of (1) November 16, 2022, or (2) such time that the Board makes subsequent findings in accordance with Government Code section 54953(3)(3) to extend the time during which the Board may continue to teleconference without compliance with Government Code section 54953(b)(3), or (3) the Governor or the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency.  
(Government Code section 54953(e)(3).)

**3) APPROVAL OF THE OCTOBER 19, 2022, AGENDA**

**4) PUBLIC COMMENT**

This is the opportunity for the Public to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. If you would like to make a comment, please announce your name and the topic you wish to comment and limit comments to three (3) minutes.

**5) PROJECT DIRECTOR / CLINIC OPERATIONS OFFICER REPORT**

- a) Health Center Operations Update – Dona Weissenfels
  - i) Health Center Activities, Internal & External Update
  - ii) Operational Dashboards/Update
- b) Staffing Update – Toya Adams

**6) OPERATIONS COMMITTEE REPORTS**

- a) Hiring Credentialing Update – Elise Lenox
- b) HRSA and Grants Updates – Noelle Soto

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- c) Quarterly Financial Report– Nina Delmendo
  - i) **ACTION ITEM:** The Board will consider approval of the Quarterly Financial Report

**7) UNFINISHED BUSINESS**

- a) Credentialing Privileging Policy and Procedure Update – Dona Weissenfels
- b) HIPS/HIPAA Training – Scheduling of this training will be deferred until the January 18, 2023, Board Meeting, after new members are added to the Board.
  - i) **ACTION ITEM:** The Board will consider and provide direction to schedule a HIPS/HIPAA Training for the Board Members.
- c) Community Healthcare Board Self-Assessment Form – It was decided at the April 20, 2022, meeting to be revised by the Board Members.

**8) DISCUSSION**

- a) Board Member Recruitment Status and Update

**9) BOARD MEMBER COMMENTS**

**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**

DATE: November 16, 2022  
TIME: 12:00 PM  
TO JOIN: Telephone Conference Call:  
Dial: +1-323-457-3408, Conference ID: 446 778 066#  
Teleconference: Contact the Clerk at 707-784-8775

**12) ADJOURN**

COUNTY OF SOLANO					
EXPENDITURE AND REVENUE REPORT					
DEPT: 7580 FAMILY HEALTH SERVICES					
SEPTEMBER 30, 2022					
		A	B	C	D
	Category Subobject	Description	FY 2022/23 Working Budget	9/30/22 YTD Actuals	% of Actual Spending Against WB (Col C divided by Col B)
<b>EXPENDITURES</b>					
	<b>1000</b>	<b>SALARIES AND EMPLOYEE BENEFITS</b>			
1	0001110	SALARY/WAGES REGULAR	14,232,905	2,303,119	16.18%
2	0001121	SALARY/WAGES-EXTRA HELP	370,757	16,369	4.42%
3	0001131	SALARY/WAGES OT/CALL-BACK	102,976	10,411	10.11%
4	0001141	SALARY/WAGES PREMIUM PAY	-	-	#DIV/0!
5	0001142	SALARY/WAGES STANDBY PAY	63,500	8,258	13.00%
6	0001210	RETIREMENT-EMPLOYER	4,249,940	601,742	14.16%
7	0001211	PARS RETIREMENT-ER	-	-	#DIV/0!
8	0001212	DEFERRED COMP-COUNTY MATCH	9,360	2,077	22.19%
9	0001213	OPEB COSTS	284,661	45,352	15.93%
10	0001220	FICA-EMPLOYER	1,011,977	165,943	16.40%
11	0001230	HEALTH INS-EMPLOYER	2,467,971	332,037	13.45%
12	0001231	VISION CARE INSURANCE	23,078	3,353	14.53%
13	0001240	COMPENSATION INSURANCE	269,010	-	0.00%
14	0001241	LT DISABILITY INSURANCE ER	7,692	807	10.49%
15	0001250	UNEMPLOYMENT INSURANCE	-	-	#DIV/0!
16	0001260	DENTAL INS-EMPLOYER	166,375	22,579	13.57%
17	0001270	ACCRUED LEAVE CTO PAYOFF	66,779	4,331	6.49%
18	0001290	LIFE INSURANCE-EMPLOYER	19,454	2,789	14.33%
19	0001999	SALARY SAVINGS	(2,213,847)	-	0.00%
20	<b>1000</b>	<b>SALARIES AND EMPLOYEE BENEFITS</b>	<b>21,132,588</b>	<b>3,519,167</b>	<b>16.65%</b>
21					
22	<b>2000</b>	<b>SERVICES AND SUPPLIES</b>			
23	0002011	CLOTHING & PERSONAL SUPPLIES	-	-	#DIV/0!
24	0002021	COMMUNICATION-TELEPHONE SYSTEM	100,401	-	0.00%
25	0002022	COMMUNICATION-TELEPHONE AMC	19,168	-	0.00%
26	0002023	COMMUNICATION-VOICE MAIL	-	-	#DIV/0!
27	0002025	CELLULAR COMMUNICATION SERVICE	16,128	1,864	11.56%
28	0002026	CELL PHONE ALLOWANCE	480	-	0.00%
29	0002028	TELEPHONE SERVICES	17,000	2,968	17.46%
30	0002035	HOUSEHOLD EXPENSE	25,633	5,080	19.82%
31	0002050	INSURANCE-RISK MANAGEMENT	2,149	-	0.00%
32	0002051	LIABILITY INSURANCE	246,890	-	0.00%
33	0002057	MALPRACTICE INSURANCE	592,301	-	0.00%
34	0002103	INTERPRETERS	6,462	235	3.64%
35	0002120	MAINTENANCE EQUIPMENT	33,703	2,736	8.12%
36	0002122	FUEL & LUBRICANTS	1,295	228	17.60%
37	0002140	MAINTENANCE-BLDGS & IMPROVE	-	534	#DIV/0!
38	0002151	DRUGS & PHARMACEUTICAL SUPP	232,080	57,694	24.86%
39	0002153	MEDICAL/DENTAL SUPPLIES	330,497	29,829	9.03%
40	0002170	MEMBERSHIPS	15,060	-	0.00%
41	0002171	PROFESSIONAL LICENSES & CERT	16,357	-	0.00%
42	0002176	FEES AND PERMITS	10,965	410	3.74%
43	0002178	CASH SHORTAGE	-	-	#DIV/0!
44	0002180	BOOKS & SUBSCRIPTIONS	5,250	-	0.00%
45	0002200	OFFICE EXPENSE	59,930	8,565	14.29%
46	0002201	EQUIPMENT UNDER \$1,500	18,710	906	4.84%
47	0002202	CONT ASSETS COMPUTER RELATED	157,425	-	0.00%
48	0002203	COMPUTER COMPONENTS <\$1,500	33,253	-	0.00%
49	0002204	COMPUTER RELATED ITEMS:<\$500	3,500	1,275	36.42%
50	0002205	POSTAGE	60	-	0.00%
51	0002206	CONT ASSET-NON COMP RELATED	464,949	-	0.00%
52	0002207	ERGONOMIC UNDER \$1500	25,206	-	0.00%
53	0002215	MANAGED PRINT COST PER COPY	14,820	2,019	13.62%
54	0002216	MAINTENANCE/SERVICE CONTRACTS	22,000	11,756	53.44%
55	0002221	RECORDS STORAGE	4,558	204	4.47%
56	0002226	MEDICAL/DENTAL SERVICE	239,000	52,714	22.06%
57	0002245	CONTRACTED SERVICES	654,589	10,110	1.54%
58	0002250	OTHER PROFESSIONAL SERVICES	79,750	17,551	22.01%
59	0002255	CREDIT CARD PROCESSING FEES	2,450	225	9.17%

		A	B	C	D
	Category Subobject	Description	FY 2022/23 Working Budget	9/30/22 YTD Actuals	% of Actual Spending Against WB (Col C divided by Col B)
60	0002260	DATA PROCESSING SERVICES	2,500	-	0.00%
61	0002261	SOFTWARE MAINTENANCE & SUPPORT	572,572	120,876	21.11%
62	0002263	H&SS DOIT TIME STUDY COSTS	770,034	20,232	2.63%
63	0002264	HSS CDP COSTS	331,299	82,824	25.00%
64	0002266	CENTRAL DATA PROCESSING SVCE	708,468	179,290	25.31%
65	0002270	SOFTWARE	5,000	-	0.00%
66	0002271	SOFTWARE RENTAL / SUBSCRIPTION	30,964	3,059	9.88%
67	0002280	PUBLICATIONS AND LEGAL NOTICES	2,805	-	0.00%
68	0002281	ADVERTISING/MARKETING	7,500	-	0.00%
69	0002285	RENTS & LEASES - EQUIPMENT	10,762	3,449	32.05%
70	0002295	RENTS & LEASES-BUILDINGS/IMPR	6,000	400	6.67%
71	0002310	EDUCATION & TRAINING	18,197	-	0.00%
72	0002312	SPECIAL DEPARTMENTAL EXPENSE	56,541	1,506	2.66%
73	0002335	TRAVEL EXPENSE	7,789	-	0
74	0002336	TRAVEL OUT-OF-STATE	-	-	#DIV/0!
75	0002337	MEALS/REFRESHMENTS	3,000	-	0
76	0002338	EMPLOYEE RECOGNITION	3,850	-	0.00%
77	0002345	MOVING/FREIGHT/TOWING	-	-	#DIV/0!
78	0002350	COUNTY GARAGE SERVICE	22,754	(24,098)	-105.91%
79	0002355	PERSONAL MILEAGE	7,921	1,050	13.25%
80	0002360	UTILITIES	179,824	45,691	25.41%
81	0002361	WATER	39,624	11,549	29.15%
82	2000	SERVICES AND SUPPLIES	6,239,423	652,730	10.46%
83					
84	3000	OTHER CHARGES			
85	0003121	INDIGENT CARE	25,820	10,157	39.34%
86	0003153	CONTRACTED DIRECT SERVICES	975,000	-	0.00%
87	0003158	FOOD FOR INDIGENT CLIENS	150	157	104.69%
88	0003160	TRANSPORTATION FOR CLIENTS	28,600	3,803	13.30%
89	0003690	INTERFUND SERVICES USED-COUNTY	6,775	-	0.00%
90	0003691	INTERFUND SVCES-ACCTG & AUDIT	-	-	#DIV/0!
91	0003694	INTERFUND SVCES-PROFESSIONAL	720,483	21,574	2.99%
92	0003695	INTERFUND SVCES-MNT MATERIALS	5,439	1	0.01%
93	0003696	INTERFUND SVCES-SMALL PROJECTS	47,882	14	0.03%
94	0003697	INTERFUND SVCES-POSTAGE	29,677	78	0.26%
95	0003698	INTERFUND SVCES-MNT LABOR	6,061	642	10.59%
96	0003701	CONTRIB - NON COUNTY AGENCIES	5,000	-	0.00%
97	0003710	COUNTYWIDE ADMIN OVERHEAD	896,007	-	0.00%
98	0003712	CAC BUILDING CHARGES	-	-	#DIV/0!
99	3000	OTHER CHARGES	2,746,894	36,425	1.33%
100					
101	4000	FIXED ASSETS			
102	0004303	EQUIPMENT	-	-	#DIV/0!
103	0004304	COMPUTER EQUIPMENT	-	-	#DIV/0!
104	4000	FIXED ASSETS	-	-	#DIV/0!
105					
106	5000	OTHER FINANCING USES			
107	0005040	TRANS OUT-POBs	225,218	35,852	15.92%
108	5000	OTHER FINANCING USES	225,218	35,852	15.92%
109					
110	7000	INTRA FUND TRANSFERS			
111	0007010	INTRA-FUND TRANSFER	2,384,541	-	0.00%
112	0007023	INTRAFUND SVCES-PERSONNEL	99,268	(14,901)	-15.01%
113	0007024	INTRAFUND SVCES-PROFESSIONAL	-	62	#DIV/0!
114	7000	INTRA FUND TRANSFERS	2,483,809	(14,839)	-0.60%
115					
116		TOTAL EXPENDITURES	32,827,932	4,229,336	12.88%

