



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, September 21, 2022
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O'Conner, Deborah Hillman, and Robert Wieda

After meeting started: Brandon Wirth and Tracee Stacy

Members Absent: None.

Staff Present:

Dona Weissenfels, Dr. Michele Leary, Toya Adams, Noelle Soto, Anna Mae Gonzales-Smith, Tess Lapira, Nina Delmendo, Elise Lenox, Lavona Hamilton, Carrie Blacklock, Julie Barga, Janine Harris, Cynthia Coutee, Danielle Seguerre-Seymour, and Patricia Zuñiga.

1) Call to Order – 12:00 p.m.

- 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 July 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 August 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), viii), and ix), due to the surge of COVID-19 in Solano County, and as recommended by the Solano County Health Officer and FHS Clinic Operations officer, 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, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O'Conner, Deborah Hillman, and Robert Wieda



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Nays: None.

Abstain: None.

Motion Carried.

3) Approval of the September 21, 2022, Agenda

Motion: To approve the September 21, 2022, Agenda

Motion by: Sandra Whaley and seconded by Gerald Hase

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O'Conner, Deborah Hillman, and Robert Wieda

Nays: None

Abstain: None

Motion Carried.

4) Approval of the August 17, 2022, Minutes

Motion: To approve the August 17, 2022, Minutes

Motion by: Mike Brown and seconded by Don O'Conner

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O'Conner, Deborah Hillman, and Robert Wieda

Nays: None

Abstain: Brandon Wirth

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 announced that at the Board of Supervisors' Meeting, the Board approved 5.2 million dollars towards the funding of the new and improved, OCHIN EPIC Electronic Health Records (EHR) Program. Dona also thanked Ruth for calling into the meeting, since it was helpful. The next step is the contract phase is to go to General Services and justify using OCHIN EPIC.



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- Dona mentioned that the Greg Facktor Kickoff Meeting would be starting soon for an organizational assessment, to see how FHS is doing on an organizational basis.
- Dona mentioned internally, a Town Hall All Staff Meeting is scheduled in December and is planned to be held in person and the Board Members were invited to attend.

ii) Operational Dashboards

- ◆ Call Center Update / Metrics
 - Dona stated that there have been long term issues with NextGen metrics, which are not accurate, in relation to the Call Center, Referrals and Revenue Cycle. It is a “work in progress”.

b) Community Needs Assessment-Solano County Family Health Center Patient Origin & Service Area Analysis, August 2022 – Dona Weissenfels

- i) **ACTION ITEM:** The Board will consider acceptance of the Solano County Family Health Center Patient Origin & Service Area Analysis, August 2022.

Motion: To accept the Solano County Family Health Center Patient Origin & Service Area Analysis, August 2022

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O’Conner, Deborah Hillman, Robert Wieda, Tracee Stacy and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

c) Staffing Update – Toya Adams

- i) Toya stated there is ongoing recruitment for a Dentist Manager, Medical Assistants and providers.
- ii) Toya mentioned Family Health Services (FHS) hired, a part time Clinic Registered Nurse and a Senior Medical Records Technician.
- iii) She stated interviews were held for Medical Assistants and three (3) candidates were identified. Interviews for a Dentist Manager and an Extra Help Dentist Manager were also held, and a candidate was identified for each position, and both are in background.
- iv) Toya mentioned a requisition was submitted for a Clinic Registered Nurse and that recruitment for a Supervising Physician is ongoing.

7) Operations Committee Reports

a) Hiring Credentialing Update – Elise Lenox

- i) Elise confirmed the FHS workforce of 134 employees, were sanction screened and there were no exclusions. Good news!



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- ii) Elise mentioned they were in the process of credentialing four (4) Touro providers (3 Physician Assistants and 1 Clinic Physician) and 1 Pharm D. On the County side, there are 2 Dentist Managers, and 1 Registered Dental Assistant in the process of credentialing.
 - iii) Elise stated they are providing technical assistance to the providers with the PAVE and PECOS applications.
 - iv) Elise mentioned that FHS launched a FHS, and Credentialing monthly meeting and Toya is the lead. Credentialing is doing their best to move timely in onboarding providers.
- b) Uniform Data System (UDS) and Grants Update – Noelle Soto
- i) Noelle reviewed the updates.
 - ii) Please reference the handouts titled, “*HRSA 2021 Health Center Program Highlights, Uniform Data System (UDS), August 9, 2022*”, and “*FHS 2021 Uniform Data System (UDS) Report*”.
- c) Quarterly Quality Improvement Report – Dona Weissenfels
- i) Please reference the handout titled, “*Quarterly Quality Improvement Report*”.
- d) Evaluation of QI/QA Program – Dona Weissenfels
- Dona reviewed the highlights of this new evaluation.
- i) **ACTION ITEM:** The board will consider approval of the Evaluation of the QI/QA Program

Motion: To approve the Evaluation of the QI/QA Program

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Don O’Conner, Robert Wieda, Tracee Stacy and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

8) Unfinished Business

- a) Credentialing Privileging Policy and Procedure Update – Dona Weissenfels
 - i) There was no update, but with the Greg Facktor contract in place, they will be asked to provide their recommendations, in finalizing 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.

It was recommended by Cheryl Esters that this Action Item be postponed to the January 2023 meeting.

- i) **ACTION ITEM:** The Board will consider and provide direction to schedule a HIPS/HIPAA Training for the Board on a date proposed by Compliance.



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- 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 revised by the Board.
 - i) Dona mentioned the form was not required by HRSA and thought maybe Greg Facktor could assist in revising the form.

9) Discussion

- a) Board Member Recruitment Status and Update
 - i) Chair Ruth Forney mentioned there were ten (10) Board Members, which consisted of five (5) Community Members and five (5) Patients. She stated that in order to be in compliance with HRSA, one more Patient Board Member is needed.
- b) Proposed dates are Wednesday, October 26, 2022, and Wednesday, November 2, 2022, for a virtual Budget Workshop, presented to the Board Members, hosted by Nina Delmendo.
 - i) **ACTION ITEM:** The Board will vote for the virtual Budget Workshop to be held on Wednesday, October 26, 2022, or Wednesday, November 2, 2022

Motion: The Board will hold the virtual Budget Workshop to be held on Wednesday, November 2, 2022.

Motion by: Mike Brown and seconded by Anthony Lofton

Discussion: None

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

Nays: None

Abstain: None

Motion Carried.

- c) 2022 California Primary Care Association Annual Conference, Scheduled October 27-28, 2022, in Sacramento.

Chair Ruth Forney referenced the handout titled, “2022 California Primary Care Association Annual Conference”, and asked if any of the Board Members were interested in attending. Due to a lack of funding, the Board was unable to send a Board Member to the conference and no Action Item was needed.

- i) **ACTION ITEM:** The Board will consider approval of board member(s) to attend the 2022 California Primary Care Association Conference
- d) NACHC 2022, CHI & Expo Conference Recap – Chair Ruth Forney and Dona Weissenfels.
 - i) Chair Ruth Forney mentioned her experience attending the conference in person. She had the opportunity to attend several sessions and really enjoyed it the conference. One of the sessions she attended was “Using Technology”, which showed how technology can build and improve a relationship between a patient and their doctor. She also attended a session



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about “Federal Actions Update”, and a session about “Where Congress was headed and how advocacy is vital to success” and mentioned advocacy was the key to moving actions in the Federal Government.

- ii) Dona attended the conference virtually and shared Federal updates and highlights about the sessions she attended. She stated that her objective was in holding up to her commitments to Healthcare Services and serving our FHS patients. She reiterated that advocacy is key to success.

e) Board Member discussion of holding meetings in person or continue to meet virtually.

- Discussion by the Board Members ensued of the pros and cons of meeting in person or virtually.
- Solano County Health Officer, Dr. Matyas expected that there would be a peak again of COVID-19, with the upcoming holidays, when families get together.
- Dona mentioned that Clinic staff has been impacted with COVID-19 , thus there have been less staff in the clinics due to illness with COVID-19. She asked the Board to defer this Action Item until December and revisit at the December Meeting.

- i) **ACTION ITEM:** The Board will consider and provide direction on holding meetings in person or continue to meet virtually.

Motion: The Board will wait until the December meeting, and revisit this item, whether to meet virtually or in person.

Motion by: Tracee Stacy and seconded by Robert Wieda

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Sandra Whaley, Robert Wieda and Tracee Stacy

Nays: Brandon Wirth

Abstain: None

Motion Carried.

10) Board Member Comments

- i) Tracee Stacy mentioned she is a member of the Suicide Prevention Committee. She asked if FHS and Mental Health interaction could be considered to be included in the Strategic Plan Process.

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



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12) Next Community Healthcare Board Meeting (virtual)

DATE: October 19, 2022
TIME: 12:00 p.m.
TO JOIN Telephone Conference Call:
Dial: 1-323-457-3408, Conference ID: 446 778 066# (please announce your name)
Teleconference: Contact the Clerk: 707-784-8775

13) Adjourn

Meeting was adjourned at 2:05 p.m.

Handouts:

- Solano County Family Health Services Patient Origin & Service Area Analyses August 2022
- HRSA 2021 Health Center Program Highlights, Uniform Data System (UDS), August 9, 2022
- FHS 2021 Uniform Data System (UDS) Report
- Quarterly Quality Improvement Report
- QI/QA Biannual Program Evaluation
- 2022 California Primary Care Association Annual Conference