



## County of Solano Community Healthcare Board

### REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, December 21, 2022  
Video and Telephone Conference Call

#### Members Present:

At Roll Call: Ruth Forney, Mike Brown, Anthony Lofton, Gerald Hase, Deborah Hillman, Tracee Stacy, Sandra Whaley, Robert Wieda, and Brandon Wirth

**Members Absent:** Don O'Conner

#### Staff Present:

Gerald Huber, Debbie Vaughn, Dr. Bela Matyas, Dona Weissenfels, Dr. Michelle Stevens, Toya Adams, Noelle Soto, Anna Mae Gonzales-Smith, Rebecca Cronk, Tess Lapira, Desiree Bodiford, Elise Lenox, Cheryl Esters, Lavona Hamilton, Krista McBride, Kelly Welsh, Julie Barga, Janine Harris, Cynthia Coutee, Kristine Gual (PHC), Danielle Seguerre-Seymour, and Patricia Zuñiga

**1) Call to Order – 12:04 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 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 Board also voted to wait until the December 21, 2022 meeting, to revisit and consider whether to continue to hold meetings in person or continue to meet virtually. The prior findings expire the earlier of December 18, 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, as 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.



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

Nays: Brandon Wirth

Abstain: None.

Motion Carried.

### 3) Approval of the December 21, 2022, Agenda

Motion: To approve the December 21, 2022, Agenda

Motion by: Robert Wieda and seconded by Anthony Lofton

Discussion: County Counsel, Kelly Welsh, requested that a change be made to the Agenda, for Item 10, "Discussion".

She asked that Item 10b, "The Board will consider approval of the 2023 Community Healthcare Board Calendar and Action Item" be moved to 10c and that Item 10c, "Brown Act Updates" be moved to 10b. The Board moved forward to approve the changes requested by County Counsel and vote.

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

Nays: None

Abstain: None

Motion Carried.

### 4) Approval of the November 16, 2022 Minutes

Motion: To approve the November 16, 2022 Minutes

Motion by: Mike Brown and seconded by Deborah Hill

Discussion: None

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

Nays: None

Abstain: None

Motion Carried.



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- 5) Board Nominations and Elections for the Chair, Vice Chair and Member at Large – These will be an open vote process due to meeting restrictions.

As a result of much discussion, among the Board Members, board nominations were confirmed as below:

- Chair – Tracee Stacey nominated Brandon Wirth
- Vice Chair – Mike Brown nominated by Ruth Forney
- Member at Large – Anthony Lofton nominated by Brandon Wirth

As a result of the Board Elections, by the Board Members, the newly elected officers were:

- Chair – Brandon Wirth
- Vice Chair – Mike Brown
- Member at Large – Anthony Lofton

Motion: To approve the appointments of the Board Members elected: Brandon Wirth as the Chair, Mike Brown as the Vice Chair and Anthony Lofton as the Member at Large.

Motion by: Anthony Lofton and seconded by Deborah Hill

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

### 6) Public Comment

- Kristine Gual, with Partnership HealthCare of California (PHC), introduced herself and mentioned she joined the meeting.

### 7) Project Director/Clinic Operations Officer Report

- a) Health Center Operations Update – Dona Weissenfels
- i) Health Center Activities, Internal & External Update
- Dona congratulated the newly elected officers.
  - Dona notified the Board Members that on January 18, 2023, Facktor Health would be providing Strategic Planning Training in person and more information would be available.
  - Dona mentioned that the Community Needs Assessment is with Facktor Health and is waiting for the final report.
  - Dona announced that the HRSA On Site Visit (OSV) is scheduled July 23-26, this year, but there might be an opportunity to delay it. She asked the Board Members to keep July 23 – 25, 2023, open, so they could be present during the OSV. Preparation for the OSV is in process. At this time, the OSV will be virtual.



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- Dona mentioned great news! On December 20, 2023, the Congressional ear mark for \$1,000,000 (one million dollars), has been set aside for the FHS Electronic Health Records (EHR) and the Board of Supervisors (BOS) has also approved funding for the EHR.
- Dona also mentioned two agenda items were submitted to the BOS for a future BOS meeting. One was to request additional funding for clinic staff for various needed positions in FHS and the other was to request the BOS to approve the Co-Applicant Agreement.
- Dona thanked the Board Members that attended the December 9, 2022 FHS Town Hall All Staff meeting.

### b) Staffing Update – Toya Adams

- i) Toya stated there was ongoing aggressive recruitment for several open positions and that there were several candidates in background and Credentialing.
- ii) Toya mentioned one (1) Physician Assistant, two (2) Medical Assistants and one (1) Lead Medical Assistant started in early December. They were also expecting a Dentist Manager in January 2023, and one (1) Registered Dental Assistant (RDA), in February 2023.

## 8) Operations Committee Reports

### a) Hiring Credentialing Update – Elise Lenox

- i) Elise confirmed the FHS workforce of 120 County employees plus 9 Touro Contractors were sanction screened and there were no exclusions. Good news!
- ii) Elise mentioned they were in the process of credentialing three (3) Touro Physician Assistants (PAs), and one (1) returning Pharm-D, and two (2) Locum Tenens Providers. On the County side, credentialing is in process for the Dentist Manager. No providers were re-credentialled. She is working with Dona on the OSV.

### b) HRSA and Grants Update – Noelle Soto

- i) Noelle reviewed the Health Center Program (HCP) Non-Competing Continuation (NCC) Budget Period Progress Report (BPR). Please reference handout, titled, *“County of Solano – Family Health Services Health Center Program Grant Number H80CS04218, Non Competing Continuation Progress Report”*.

Motion: To approve the Health Center Program (HCP) Non-Competing Continuation (NCC) Budget Period Progress Report (BPR).

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: None

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

Nays: None

Abstain: None

Motion Carried



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- ii) Noelle reviewed the Ryan White (RW) Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report. Please reference handout, titled, *“County of Solano – Family Health Services Ryan White Part C Early Intervention Services Program, Grant Number H76HA00823, Non Competing Continuation Progress Report”*.

Motion: To approve the Ryan White (RW) Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report.

Motion by: Brandon Wirth and seconded by Tracee Stacy

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

- c) Quarterly Quality Improvement Report – Dona Weissenfels

- i) Dona did a brief review of the Quarterly Quality Improvement Report. Please reference handout, titled, *“Quarterly Quality Improvement Program Report, December 2022”*.

### 9) Unfinished Business

- a) 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.
- b) Community Healthcare Board Self-Assessment Form – It was decided by the Board at the April 20, 2022, meeting to be revised by the Board Members.

### 10) Discussion

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

Motion: To meet in person at the January 18, 2023 Board Meeting.

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: None

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

Nays: None

Abstain: None

Motion carried.



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- b) e) Brown Act Updates – Kelly Welsh, County Counsel (*Note: Agenda item originally 10c was moved to 10b and approved by the Board.*)

County Counsel advised the Board of the updates to the Brown Act.

- c) b) The Board will consider approval of the 2023 Community Healthcare Board Calendar. (*Note: Agenda item originally 10b was moved to 10c and approved by the Board.*)

Motion: To approve the 2023 Community Healthcare Board Calendar

Motion by: Brandon Wirth and seconded by Mike Brown

Discussion: None

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

Nays: None

Abstain: None

Motion Carried

### 11) Board Member Comments

- i) Chair Ruth Forney wished everyone a Merry Christmas and a Happy New Year. She also thanked the Board Members and the participants and to the Clerk, Patricia for their support over the years she served as the Board Chair.
- ii) Chair Ruth Forney mentioned that the New County BOS, Wanda Williams and BOS John Vasquez also attended the FHS Town Hall All Staff Meeting.
- iii) Board Members Gerald Hase and Tracee Stacey thanked Chair Ruth Forney for support and for doing a great job.
- iv) Tracee also wished everyone a Merry Christmas, Happy Holidays and a Happy New Year and that everyone be well.

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

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design

### 13) Next Community Healthcare Board Meeting (in person)

DATE: January 18, 2023 (In person)

TIME: 12:00 p.m.

Location: Multi-Purpose Room  
2101 Courage Drive  
Fairfield, CA 94533

### 14) Adjourn

Meeting was adjourned at 2:00 p.m.



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### Handouts:

- County of Solano – Family Health Services Health Center Program Grant Number H80CS04218, Non Competing Continuation Progress Report
- County of Solano – Family Health Services Ryan White Part C Early Intervention Services Program, Grant Number H76HA00823, Non Competing Continuation Progress Report
- Quarterly Quality Improvement Program Report, December 2022
- Draft Family Health Services Community Healthcare Board 2023 Annual Calendar