



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, November 15, 2023

In Person Meeting

Members Present:

At Roll Call: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Members arrived late: Sandra Whaley and Tracy Stacy

Members Absent: Ruth Forney, Don O'Conner and Robert Wieda.

Staff Present:

Gerald Huber, Roger Robinson, Bela Matyas, Dona Weissenfels, Desiree Bodiford, Etta Cooper, Cynthia Coutee, Rebecca Cronk, Nina Delmendo, Valerie Flores, Krista McBride, Dr. Reza Rajabian, Noelle Soto, Kelly Welsh, Danielle Seguerre-Seymour and Patricia Zuñiga-Gerhardt.

1) Call to Order- 12:02 pm

- a. Welcome
- b. Roll Call

2) Approval of the November 15, 2023 Agenda

Motion: To approve the November 15, 2023 Agenda.

Motion by: Michael Brown and seconded by Charla Griffith

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Nays: None

Abstain: None

Motion Carried

3) Public Comment

There was no Public Comment.



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Regular Calendar

4) Approval of Minutes

Approval of the October 18, 2023 draft minutes.

Motion: To approve the October 18, 2023 draft September 18, 2023 Minutes

Motion by: Deborah Hillman and seconded by Anthony Lofton

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton and Brandon Wirth.

Nays: None

Abstain: Brandon Wirth.

Motion Carried

5) Clinic Operations Reports

i) Chair Brandon Wirth mentioned to the board members that each report has a responsible person named to each report, and it would provide transparency and familiarize the board members with those presenting these reports. It also would keep track whether the reports were included in the packet or not.

a) **Staffing Update** — Dona Weissenfels

- Dona stated the report was included in the packet and that they have been working very aggressively bringing provider numbers up. UHC and Barton and Associates are recruitment agencies working with Dr. Leary, our interview warrior, who has already screened about fifty (50) applicants in the last month, trying to find a good fit for our patient population.
- Dona reviewed the details in the report and mentioned there was finally a candidate for the Planning Analyst position, which has been requested for several years.

b) **Credentialing Update** — Desiree Bodiford

- Desiree briefly reviewed the report, included in the packet.

c) **HRSA Grants update** — Noelle Soto

- Noelle reviewed her report.
- Noelle mentioned the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report and the FY 2023 Bridge Access Program (Bridge Funding) is on the agenda for board approval.

d) **Grievances/Compliments** — Rebecca

- Rebecca shared a compliment given to a Nurse at the Vallejo Clinic by a patient's parent.
- Rebecca presented the current metrics for Grievances/Compliments for Family Health Services. She mentioned a couple updates: Under the Scheduling category there were 4 instead of 2; and under the Quality of Care category there was 6.



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- The CHB Members evaluated the data and discussed the performance of the Clinics. A follow-up request was made by the CHB to better define the grievance categories, especially the Quality of Care category. Rebecca agreed to the request and will follow-up with the CHB at the December meeting with additional information.
 - Chair Brandon Wirth asked that a graph be created to show a tracking or trend of the numbers over the past months. Again, Rebecca agreed and will prepare a historical graph at the December meeting.
- e) **Compliance** — Cheryl was not present, so Krista McBride represented Compliance
- Krista stated there were no compliance updates to report.
- f) **Finance** — Nina Delmendo
- Nina mentioned that she will host the next Financial Committee Meeting on Wednesday, December 27, 2023 from 1:30pm – 2:30pm. It will be held in person at the Multi-purpose room, the same place where the CHB meetings are held. The board members would be invited, and a meeting invite will be sent out soon.
 - Nina reviewed the Financial report in detail and mentioned that her team is working on the mid-year budget report and that the Quarterly Report she presents in December may not be the final report.
 - Nina also asked if she could present both the Finance and the Revenue Cycle Management reports at the same time instead of separately. The Chair Brandon Wirth agreed to her request and starting with the December Meeting, it will be updated on the agenda, and moving forward, Nina will present both the Finance and the Revenue Cycle reports.
- g) **Referrals** — Cynthia Coutee
- Cynthia mentioned there is a new procedure in handling the referrals received from all clinics. The referrals are received in a central location, so that those medical assistants working at all locations can process them as a team effort and making sure the process is understood by all and will see the value in the changes of the procedure.
 - Cynthia added that with the change in this process, there were changes made in the Referral Policy and it is up for board approval later in the agenda.
- h) **Major Project Updates** — Dona Weissenfels
- There were no updates to report and she would give her Project Officer Report later in the agenda.
- i) **QI update** — Dr. Michele Leary – Dona Weissenfels reported on Dr. Leary’s behalf as she is out of the office.
- Dona mentioned a QI project in process. A contract was signed with Alinea, a company who provides mammogram screenings with their pink mobile van. Services would be provided to FHS patients, ages 15 to 74, sometime in 2024. The van would rotate to the Vallejo, Fairfield and Vacaville clinics. In comparison with the brick & mortar locations, this service would be more convenient for our patients. FHS will be working with Partnership Health of California (PHC) to establish this service. When the service is in place, there would be flyers to advertise the services.
- j) **Revenue Cycle Management** — Nina Delmendo
- Please refer to the “Finance” report above. Starting with the December CHB meeting, Nina will report on this along with “Finance” report.
- k) **FHS Clinic Q-Matic Stats** — Noelle Soto
- Noelle reviewed the report.



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6) HRSA Project Officer Report – Dona Weissenfels

a) Health Center HRSA Project Officer Update

- Dona acknowledged Etta Cooper and welcomed her to the meeting. Etta Cooper submitted a board member application, to be a patient board member, and there was an agenda item later in the agenda for board approval.

i) Health Center Activities – Internal and External

- Dona mentioned that Vacaville and Fairfield clinics have been and are closed to new patients and that Vallejo was a priority in getting providers, since they are still open to new patients. The goal was to bring on more providers at Vacaville and Fairfield by March 2024 and hopefully open the Vacaville and Fairfield clinics to new patients.
- Dona congratulated the Vallejo Clinic, because PHC performed a facility and medical records audit of the Vallejo Clinic. They scored 99%, on the facility audit, which is the highest score ever! Vallejo scored 95% on medical records audit! Congratulations and great job to the Vallejo staff and Credentialing!
- Dona reviewed contracts they are working on:
 - They have a signed contract with Quest Diagnostics. The contract would provide expansion of services in Vallejo to provide full service laboratory services. More to come.
 - Recently signed a Solano County FHS and Behavioral Health agreement.
 - Just signed a Medical Records Associate medical coding contract. Medical coding would be vital when the clinics eventually switch to the Alternative Payment Method (APM). It will be key to reimbursement and define the health of our patients.
 - Dona mentioned that as a result of the HRSA VOSV, there were issues with the NorthBay contract. She met with NorthBay staff and now has a consistent contact to work on the contract.
 - Dona mentioned FHS is working on a radiology contract and the OB/GYN contract and hope to prepare it by December 2023 for Legal Counsel review and start the contract review and contract approval process.
 - They are still working on the OCHIN EPIC HER contract. Just yesterday they submitted an RFQ for an IT Project Manager to help with DoIT. There is a list of contractors that OCHIN EPIC prefers so the RFQ would be sent to those vendors and hope to have a contractor selected soon. In the interim, a Facktor Health Project Manager is being utilized.

ii) Strategic Plan Review.

- Dona mentioned that this would be discussed at the December meeting.

iii) DHCS Equity and Practice Transformation, Provider Directed Payment Program Grant Application Update.

- Dona mentioned FHS should know in December whether they are eligible for any of the \$3.75 million funding. The purpose of this funding is to prepare for APM, for value based care and transform the clinics to state of the art clinics.

iv) HRSA Virtual On Site Visit (VOSV) Report and Update.

- Dona said there were some conditions that needed to be cleared. She met with the assigned HRSA Project Coordinator to assist with the uploads and reviews. The first due date is January 2, 2024 and are targeted to submit almost everything, but will need Board



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signatures, but she mentioned there would be an additional 60-day period beyond January 2nd. She wants to get FHS as close to the finish line as possible.

- v) Board membership recruitment update.
 - Dona reached out to the Board and told them that as a result of the OSV, HRSA was unhappy that the board member representation did not meet the Solano County population. We are in need of individuals to represent our Hispanic/Latino and Asian Pacific Islander population. Please reach out on our behalf and if you know of anyone that would meet that requirement. Please notify the Clerk, Patricia.
 - Dr. Bela Matyas added that they are working with County Counsel on the draft of the Collaborative Co-Applicant Agreement between Solano County and the Community Healthcare Board, and eventually it will be reviewed by the CHB, then by the Board of Supervisors. When a draft is ready, it will be presented to the Board. More to come.

7) Business Governance

- a) Review and consider approval of the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report – Noelle Soto.
 - Noelle briefly reviewed the report.
 - i) **Action Item:** The Board will consider approval of the Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report.

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

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.

Nays: None

Abstain: Brandon Wirth.

Motion Carried

- b) Review and consider approval of the FY 2023 Bridge Access Program (Bridge Funding) – Noelle Soto
 - Noelle reviewed the funding with the Board.
 - i) **Action Item:** The Board will consider approval of the FY 2023 Bridge Access Program (Bridge Funding)

Motion: To approve the FY 2023 Bridge Access Program (Bridge Funding).



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Motion by: Deborah Hillman and seconded by Tracee Stacy

Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.

Nays: None

Abstain: None

Motion Carried

8) Discussion

- a) Board Nominations – Chair, Vice Chair and Member at Large. Voting for these offices will be at the December Meeting.
 - As a result of discussion among the board members nominees were decided as follows:
 - Chair – Brandon Wirth
 - Vice Chair – Michael Brown
 - Member at Large – Anthony Lofton
 - Voting by the board members is on the agenda for the December 20, 2023 meeting.
- b) Review Annual Board Calendar for any additions or changes. Voting on the 2024 Community Healthcare Board Calendar will be at the December meeting.
 - Board Members were asked to review the topics listed on the 2023 calendar and to bring any changes to the December meeting.
 - Board Member Tracee Stacy asked when the Strategic Plan would be on the agenda. Dona responded and mentioned that a Strategic Plan Report would be on the December agenda and a copy of the report included in the December agenda packet.
- c) Board Member Application received from Etta Cooper.
 - i) The Executive Committee reviewed the Board Member Application submitted by Etta Cooper and recommends the Board's approval for Etta Cooper to be appointed as a Community Healthcare Board Member.
 - ii) **Action Item:** The Board will consider Etta Cooper to be appointed as a Community Healthcare Board Member.
 - Etta Cooper introduced herself and mentioned that she was a patient at the Fairfield Dental Clinic. She found out about the CHB through her dentist, Dr. Rovirosa who gave her a flyer about the Board. She mentioned her passion was always helping people in the community and she wanted to let everyone know that as a member of the board, she would welcome the opportunity, to be able to make a difference in her community and help those in need.

Motion: To approve that Etta Cooper be appointed as a Community Healthcare Board Member.

Motion by: Tracee Stacy and seconded by Deborah Hillman



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Discussion: None.

Ayes: Michael Brown, Charla Griffith, Gerald Hase, Deborah Hillman, Anthony Lofton, Brandon Wirth, Tracee Stacy and Sandra Whaley.

Nays: None

Abstain: None

Motion Carried

9) Board Member Comments

- Sandra Whaley asked if the “Parking Lot” items could be added back into the agenda maybe as discussion items, so those topics would not be forgotten. She mentioned that one of the items, was that a Behavioral Health report was asked to be presented the Board. Dona informed the board that she spoke to the LCSWs in the clinics and they would attend one of the meetings in the future and give a presentation.
- Board member Tracee Stacy asked about Integrated care between FHS and Behavioral health and what was the status of implementing it. Gerald Huber asked for clarification and if the board wanted Behavioral Health to give a presentation. Board member Tracee Stacy thought it would be a good idea. Tracee then shared her experience of participating in a MIT conference. Dona mentioned that integrated health is in the future. Chair Brandon mentioned that the board oversees FHS and that there is opportunity to connect resources with other programs in the County but the focus of the board is FHS.

10) Adjourn: To the Community Healthcare Board Meeting of:

DATE: December 20, 2023
TIME: 12:00 p.m. — 2:00 p.m.
Location: Multi-Purpose Room
2101 Courage Drive
Fairfield, CA 94533

The Meeting was adjourned at 1:41 p.m.

Handouts

- October 18, 2023 draft minutes
- Clinic Operations Report – Family Health Services Staffing Update, November 15, 2023
- Clinic Operations Report – Employee Services Unit (ESU) Status Report, November 2023
- Clinic Operations Report – HRSA Grants Update(s), November 15, 2023
- Clinic Operations Report – Family Health Services Grievance Report, October 2023
- Clinic Operations Report – Family Health Services Finance Report, October 2023
- Clinic Operations Report – Revenue Cycle Report as of October 28, 2023
- Clinic Operations Report – Queue Management (Q-Matic) Stats, March-October 2023



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- Ryan White Part C Early Intervention Services (EIS) Program Non-Competing Continuation (NCC) Progress Report
- FY 2023 Bridge Access Program (Bridge Funding)