**County Of Solano**

**Community Healthcare Board**

**REGULAR GOVERNING BOARD MEETING MINUTES**

February 19, 2020

2101 Courage Dr. Fairfield, CA 94533- Multipurpose Room

**Members Present:**

Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

**Members Absent:**

Sandra Whaley , Rosalyn Lewis,

**Staff Present:**

Bela Matyas, Santos Vera, Michele Leary, Janine Harris, Connie Pettersen, Jack Nasser, Alicia Jones, Noelle Soto, Anna Mae Gonzales, Michael Shorter, Amanda Meadows, Charlynn Askim, Cheryl Esters, Joann Parker, Toya Adams, Yvonne Ezenwa, Patrick Stasio, Debbie Vaughn

1. **CALL TO ORDER- 12:00 PM**
   1. Welcome
   2. Roll Call
2. **Closed Session: Personnel Review**
3. **Approval Of The Agenda**

Move motion to approve agenda

Motion by Brandon Wirth, seconded by Miriam Johnson

Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

Nay: None

Motion Carries

1. **Approval Of The January 20, 2020, Meeting Minutes**

Move motion to approve the January 20, 2020, Meeting Minutes

Motion by Miriam Johnson seconded Brandon Wirth

Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

Nay: None

Motion Carries

1. **Public Comment**

Tracee Stacy commented on the following: She is involved with Suicide Prevention Training and wanted to thank Anna Mae Gonzales, who came from the mental health department. Anna Mae provided communication from both departments. Anna Mae sent Maria to the Suicide Prevention Training that was in partnership with Solano County Office Of Education. Tracee wanted to thank Anna Mae for sending Maria and loved to see the collaboration of multiple entities within the County.

1. **Deputy Director/Chief Executive Officer Report**
   1. **Vacancies & Recruitment- Presented by Jack Nasser**
      1. FHS currently has 31 open positions. Filled positions in the last month: 4 MAs, 4 OAs ,2 RDAs. Positions in the process of onboarding: 2 RDAs, 1 MA, 1 OA, 1 PT Clinic RN. Interviews in place for: 1 PHN, 9.5 MAs, 1 OA. Waiting for names from HR: 1 SR Clinic RN, 1 Dentist, & 1 Clinic Physician Board Certified.
      2. FHS will take part in the *Solano County Job Fair & Career Expo* held on Saturday, March 21, 2020, from 10:00 am-2:00 pm located at County Events Center 601 Texas St. Fairfield, CA 94585.
      3. Goal to drop down to 10% vacancy rate
      4. Gerald Hase-suggested advertising at the Department of Labor
      5. Miriam Johnson-concern over Dr. Jow’s retirement. She was advised the County can not actively look to fill an occupied position, however, there are back up plans in the event he retires.
      6. Gwen Piercy – asked is there are is some sort of survey of the “why” people leave. She was advised there is an exit questioner however not everyone participates.
   2. **Contracting (New & Renewal)- Presented by Santos Vera**
      1. Contracts (new & renewals) are to be presented to the board for approval. This is standard practice for a Co-Applicant board. No contracts are presented at this time.
   3. **2020 NACHC & CPCA Conferences, number of board attendees to each conference-Presented by Santos Vera.**
      1. *NACHC (National Conference): August 30-Sept 1, 2020, San Diego, CA*
      2. *CPCA (State Conference): October 15-16, 2020, Los Angeles, CA*
      3. *National Health Care for the Homeless Council (NHCHC): 2020 National Health Care for the Homeless Council Conference Policy Symposium May 11-14, 2020- Phoenix, AZ*
         1. Ruth Forney has suggested applying for a scholarship to attend this conference- however, the attendee would need to pay in advance and then be reimbursed by the scholarship
         2. No board member was interested in going to the NHCHC Conference.
         3. Board Members were advised to put in for the budget next year to plan accordingly
      4. Board Members are to advise staff which members will attend these conferences
      5. Conferences are presented early so paperwork can be completed promptly and to be accounted for the Budget for FY20/21
      6. The expectation from the County is that 2-3 people attend and bring back information. The meeting after the conferences, add to the agenda to discuss what was learned for all to be informed.

**ACTION: Board Members to decided how many members to attend each conference in 2020-2021 so staff can advocate the money for the budget. This is to be completed for the March Board Meeting.**

1. **Co-Applicant Agreement Update: Presented By JoAnn Parker**
   1. Discussions were made by the administration, as well as Santos & Ruth for a clear idea of what the expectation is for the Co-Applicant agreement. JoAnn will present a draft to the Executive Committee Board before the March Board Meeting. With approval from the Executive Committee, JoAnn will present to the rest of the board members at the March Board Meeting. Once the draft is approved by all board members, JoAnn will revise the bylaws. Once approved by CHB then this item will be presented to the Board Of Supervisors for approval, with an intention for April's Board Of Supervisors Meeting. JoAnn has asked this item (Bylaws & MUO) is a standing agenda item to be completed by the end of the fiscal year.
2. **Operations Committee Updates & Reports** 
   1. **2019 Health Resources & Services Administration (HRSA) Uniform Data System (UDS) Presentation: Presented by Yvonne Ezenwa on behalf of Ericka Saielli**
      1. Refer to: HRSA 2019 UDS Report flier. Ericka has been the team lead and is working with staff from FHS, Fiscal, Admin, & IT. UDS report was submitted to HRSA on February 14, 2020. UDS is a standard set of metrics used across all health centers. It's a "report card" of operations performance. Information is compiled at a national, state, & local level.
      2. Highlights:
         1. Served 22,698 unduplicated patients
         2. 77,260 Clinic Visits
         3. UDS Revenue over $22 million
         4. 20 zip codes used for this reporting
      3. Importance – how we use it moving forward, trending vs previous years, setting strategic goals against our UDS data. Looking at what our priorities are making sure our operations are aligning. If there are specific QI project UDS will provide support to QI impact.
3. **Action Items**
   1. **Review & Approve 100.16 Non-Sufficient Funds Policy- Presented by Janine Harris**
      1. A rare occasion of bad checks, most patients pay with cash or card. Needed to update the policy. Reserve the payment, and the patient will be advised of a $35 returned check fee. Outstanding balances will not be turned away. Collections will proceed as normal.

Move motion to approve agenda

Motion by Tracee Stacy, seconded by Jim Jones

Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Anthony Lofton, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

Abstain: Brandon Wirth, Katrina Morrow,

Nay: None

Motion Carries

* 1. **Review & Approve 100.03 Sliding Fee Scale Policy-Presented by Janine Harris**
     1. Updated the federal poverty guidelines. New dollar amounts are given by federal standards every January, Janine will present to the board every February with the updated dollar amount for the policy.

Move motion to approve agenda

Motion by Tracee Stacy, seconded by Mike Brown

Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Anthony Lofton, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

Abstain: Brandon Wirth, Katrina Morrow

Nay: None

Motion Carries

* 1. **Review & Approve Ryan White Sliding Fee Scale Policy-Presented by Santos Vera**
     1. Santos has advised the board this item is not ready and asked this item to be pulled with the intent to add to next month's board meeting. Ryan White Sliding Fee Scale Policy is part of HRSA and will need to be approved by the board.

**ACTION: Add Ryan White Sliding Fee Scale Policy to April CHB agenda**

* 1. **Review & Approve updated 2020 HRSA Calendar-Presented by Santos Vera**
     1. The calendar has been updated and reflects to align with HRSA's calendar

Move motion to approve agenda

Motion by Tracee Stacy, seconded by Mike Brown

Discussion: None

Aye: Ruth Forney, Michael Brown, Tracee Stacy, Anthony Lofton, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Theresa Wright-Mcdowell, Jim Jones

Abstain: Brandon Wirth, Katrina Morrow

Nay: None

1. **Board Member Comments**
   1. Miriam Johnson: asked why there is only one location for ADAP (Age Drug Assistance Program) sign-ups. She was advised the requirements are vigorous. Required to have the location under lock and key. ADAP enrollment can only occur in an improved certified location. Currently, the only location is Vallejo 365 Tuolumne building. Fairfield would be an ideal second location. More information will be presented to the board.
   2. Gwen Piercy:
      1. Crypted emails-She was advised there are directions on how to unlock those emails with the emails that are sent. Must have a Microsoft account. Cheryl Esters has offered to help if needed.
      2. Tour of the facilities- Santos has advised to let the staff know when members would like to have a tour of the facilities. These tours would need to take place after hours.
      3. Outreach- Proposed a Health Fair good for marketing. Also, the 100th anniversary for women's right to vote, to advocate for Women’s Health Care.
      4. Elevators & Water- wanted to confirm the board holds no liability. Gwen was advised these concerns/liability fall within the County, not CHB.
      5. Application forms-it was stated to list areas of involvement. She feels there is a disconnect between who has interests in each area. The staff has advised this is between the members to discuss.
      6. Boilers test ect- wanted to confirm these findings are reported to someone, she was advised they are.
      7. Give thanks to Janine Harris & Michael for helping her in trying to figure out her medical through the county.
   3. Robert Wieda: gave praise to the mobile clinics located in Vallejo at First Baptist Church.
   4. Ruth Forney- Please update any contact information
2. **Considerations for Future Agenda Items**
   1. Standing report of strategic planning
   2. Old Business
   3. Health Center Marketing Campaign & Website Design
   4. The IHI Quadruple Aim Initiative
   5. Adhoc Committees
   6. Health Center Practices
3. **Next Community Health Board Meeting**

DATE: March 18, 2020

START TIME: 12:00pm

LOCATION: 275 Beck Ave Fairfield, CA 94585

ROOM: Conference Room 1

1. **Adjourn**

**HANDOUTS:**

* Agenda
* January 16, 2020, Meeting Minutes
* Community Health Board 2020 Conference Information
* HRSA 2019 UDS Report
* Non-Sufficient Funds- Policy # 100.16
* Sliding Fee Scale Discount Program- Policy Number 100.03
* FHS-CHB 2020 Annual Calendar