



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, June 21, 2023
In Person Meeting

Members Present:

At Roll Call: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Members Absent: Anthony Lofton, Robert Wieda and Brandon Wirth

Staff Present:

Gerald Huber, Roger Robinson, Bela Matyas, Dona Weissenfels, Dr. Michele Leary, Cynthia Coutee, Rebecca Cronk, Desiree Bodiford, Nina Delmendo, Valerie Flores, Cheryl Esters, Krista McBride, Toya Adams, Dr. Reza Rajabian, Danielle Seguerre-Seymour, Noelle Soto, Julie Barga, Kathryn Power (PHC) and Patricia Zuñiga

1) Call to Order – 12:00 p.m.

- a) Welcome
- b) Roll Call

2) Approval of the June 21, 2023 Agenda

Motion: To approve the June 21, 2023, Agenda with the change to move Agenda Item 6) after Agenda Item 4).

Motion by: Sandra Whaley and seconded by Don O'Conner

Discussion: A request was made to move Agenda Item 6) Health and Social Services Director Update following Agenda Item 4) Approval of Minutes and the Board Members agreed to the change.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

3) Public Comment

There was no Public Comment

Regular Calendar

4) Approval of Minutes

Approval of the May 17, 2023 Draft Minutes.

Motion: To approve the May 17, 2023 Draft Minutes.



County of Solano Community Healthcare Board

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

~~5~~5) Health and Social Services Director Update – Gerald Huber

- i) Mr. Huber discussed the Family Health Services (FHS) Budget in general and how there was and usually was a deficit in the clinic budget, with the current Revenue Cycle method used in the clinics. He noted that last year the FHS budget deficit was covered by Public Health Division and this year about a 1.3 million dollar deficit was covered using County General Funds.
- ii) He mentioned that this year the County continues to build their infrastructure of staff and after discussions with the County Administrator Officer, FHS was granted two (2) new classifications a Call Center Supervisor and a Planning Analyst, to oversee the FHS QA/QI.
- iii) Mr. Huber mentioned that he was fully committed to transition to the APM methodology for the clinics, but the clinics are not ready yet and need to improve their infrastructure of staffing. He hoped to see this change in four (4) to five (5) years.
- iv) Mr. Huber shared about a plan the County is working on, to bring in a consultant who would assess all Medical partners in Solano County. This would include FQHCs, hospitals, medical centers, etc. The consultant would evaluate and measure efficiencies of the medical businesses that provide services to our community in Solano County. Afterwards, the consultant would present results and recommendations.
- v) Mr. Huber also mentioned a concern that those patients on Medi-Cal and Medi-caid could lose their medical coverage due to determination.
- vi) On a brighter note, Mr. Huber stated that FHS staff be acknowledged for all they do in serving the most vulnerable patients in our community, those who have nowhere else to go and the homeless. He mentioned National Health Centers Week in August and reminded everyone that on August 10, 2023, FHS would be celebrating the FHS Clinics in the Multi-purpose room to primarily acknowledge staff and promote the services FHS has to offer.
- vii) He said that those who serve on the Community Healthcare Board are recognized and with the \$18,000.00 added in the FHS 2023/24 budget, four (4) Board Members will have the opportunity to attend the NACHC CHI and Expo Conference in San Diego also in August.

~~5~~6) Clinic Operations Reports

- a) Compliance – There was no report by Compliance.
- b) Staffing Update – Toya Adams – Please reference the handout titled, *“Family Health Services Staffing Update – CHB June 21, 2023”*.
- c) Credentialing Update – Desiree Bodiford – Please reference the handout titled, *“Status Report June 2023: FHS Credentialing, Provider Enrollment and Sanction Screening Activities”*
- d) HRSA Grants update – Noelle Soto – Please reference the handout titled, *“Health Resources and Services Administration (HRSA) Grant Updates.”*
- e) Grievances/Compliments – Rebecca Cronk - Please reference the handout titled, *“Family Health Services Grievance Report – May 2023”*.



County of Solano Community Healthcare Board

- f) Finance – Nina Delmendo – Nina mentioned that the FHS Proposed Budget for FY 2023/2024 Budget was on the agenda for Board approval. Please reference the handout titled, “County of Solano Family Health Services Proposed Budget for FY 2023/24”.
 - g) Referrals – Cynthia Coutee – Cynthia mentioned that she updated the format of the report, so it was easier to understand and more concise. Please reference the handouts titled, “*Total Referrals, May 2023*” for the Fairfield, Vacaville and Vallejo FHS Clinics.
 - h) Major Project Updates – Dona mentioned there were no updates at the time and would report out at her HRSA Project Officer Report.
 - i) QI Update – Dr. Michele Leary – Dr. Leary mentioned that the Quality Improvement Team has been experiencing several changes, which has impeded their goals, due to lack of enough staffing for QA/QI. One of the team’s Medical Assistants transferred to Public Health, so there is only one MA left and the hope is to have the Planning Analyst position filled as soon as possible to help the QA/QI Team. She mentioned they were tracking Well-Child visits in the Fairfield Pediatrics and reported of the 74 possible patients, 40 were no longer in the area so they focused on the 34 remaining patients: 19 completed 5 of 6 visits and 13 completed 2 to 3 visits. She mentioned that they would be rolling out the same measure at the Vallejo clinic, then at the Vacaville clinic.
 - j) Revenue Cycle Management – Nina Delmendo – There was no report.
 - k) FHS Clinic Q-Matic Stats – Noelle Soto - Please reference the handout titled, “*Queue Management (Q-Matic) Stats – May 2023*”.
 - l) Call Center Stats – Toya Adams – It was mentioned that there are still a number of abandoned calls, but it is due to lack of staffing and to train those staffing the call centers, they are in the process of standardizing scripts for the medical assistants, so the calls are more proactive. Quality calls are more important than picking up calls in the long run. Please reference the handout titled, “*Call Center Stats updated as of May 2023*”.
- ~~6) Health and Social Services Director Update – Gerald Huber This agenda item was moved after Agenda Item 4).~~
- 7) HRSA Project Officer Report
 - a) Health Center HRSA Project Officer Update – Dona Weissenfels
Dona reminded everyone that FHS puts “Patients First” because that’s our purpose.
 - i) Health Center Activities, Internal & External Update
 - Dona noted that when a consultant is hired, to assess the clinics, afterwards there would be an opportunity to get insight about what the clinics are doing well and areas of improvement. She reiterated since the consultant that Mr. Huber mentioned would assess all clinics in Solano County, it would be a higher level of comparison. The intent is to finalize the assessment, present results to the Board and create a workplan to improve areas that are non-compliant and acknowledge areas that are positive.
 - Dona mentioned that they are looking into more recruiting of staff through another outside agency **UHC Solutions**.
 - They are also looking at possibly having a residency program in place at the clinics, since some of the providers hired are from Touro University, and their students do their clinical rotations at FHS. It will take about 3 years or more to prepare and implement.
 - ii) Review Strategic Plan – Strategic Plan Tracker Form
 - Discussion notified the Board Members the tracker form was included in the packet and will hope to start it in September.
 - iii) FHS Patient Survey
 - Dona mentioned there was a vendor lined up to do the survey, but the contract fell through, so they would be carrying out a 7-question paper survey at all the clinics



County of Solano Community Healthcare Board

during the week. The results would be presented and will be up for board approval at the July meeting.

- Dona noted that when OCHIN EPIC is in place this task would be accomplished much easier.

8) Business Governance

a) Review and approve the updated Family Health Services (FHS) Use of Funding from the Health Resources and Services Administration (HRSA) Policy Number: 900.01 – Noelle Soto

- i) ACTION ITEM: The Board will consider approval of the Family Health Services (FHS) Use of Funding from the Health Resources and Services Administration (HRSA) Policy Number: 900.01

Motion: To approve all the Family Health Services (FHS) Use of Funding from the Health Resources and Services Administration (HRSA) Policy Number: 900.01.

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O’Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

b) Review and approve the updated Family Health Services (FHS) Documenting Use of Non-Grant Funds Policy Number: 900.02 – Noelle Soto

- Noelle mentioned the policy 900.02 was a new policy.
- i) ACTION ITEM: The Board will consider approval of the Family Health Services (FHS) Documenting Use of Non-Grant Funds Policy Number: 900.02

Motion: To approve all the Family Health Services (FHS) Documenting Use of Non-Grant Funds Policy Number: 900.02.

Motion by: Sandra Whaley and seconded by Ruth Forney

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O’Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

c) Review and consider approval of the FHS Proposed Budget for FY 2023/2024 – Nina Delmendo

- Nina noted that \$18,000 was added to the budget, so that board members could attend the upcoming NACHC Conference in August 2023. To accomplish this, Nina mentioned the areas where funding was removed in the FHS budget to accommodate additional funds requested by the Board.



County of Solano Community Healthcare Board

- i) ACTION ITEM: The Board will consider approval of FHS Proposed Budget for FY 2023/2024.

Motion: To approve the FHS Proposed Budget for FY 2023/2024.

Motion by: Deborah Hillman and seconded by Ruth Forney

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

- d) Review and consider approval of the updated Community Healthcare Board Bylaws – Mike Brown

- i) ACTION ITEM: The Board will consider approval of the Community Healthcare Board Bylaws

Motion: To approve the Community Healthcare Board Bylaws.

Motion by: Ruth Forney and seconded by Deborah Hillman

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

- e) Review and consider approval of the Family Health Services Clinic Hours of Operation and Locations – Dona Weissenfels

- i) ACTION ITEM: The Board will consider approval of the Family Health Services Clinic Hours of Operation and Locations.

Motion: To approve the Family Health Services Clinic Hours of Operation and Locations.

Motion by: Ruth Forney and seconded by Sandra Whaley

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O'Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.



County of Solano Community Healthcare Board

- f) Review and consider approval of the FY 2023 Community Project Funding/Congressionally Directed Spending (CPF/CDS) Budget Justification – Noelle Soto.

- i) ACTION ITEM: The Board will consider approval of the FY 2023 Community Project Funding/Congressionally Directed Spending (CPF/CDS) Budget Justification.

Motion: To approve the FY 2023 Community Project Funding/Congressionally Directed Spending (CPF/CDS) Budget Justification.

Motion by: Ruth Forney and seconded by Tracee Stacy

Discussion: None.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O’Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None

Motion Carried.

9) Discussion

- a) Compliance Program – Compliance Team was not present to report on any updates.

- b) Health Centers Week, August 7 – 11, 2023 Update.

- Board Member Ruth Forney notified everyone that the Multi-purpose room was reserved all day on Thursday, August 10, 2023 to hold an event to acknowledge staff and National Health Centers week. An Open House is planned and elected officials will be invited. The theme is Committed Health Centers and to Go Back to a Stronger America. She wanted to be sure to show appreciation to staff and will be asking donations from the community businesses.
- The hope is to have the Mobile Medical and Dental Clinic Units available for tours as well as tours of the Public Health Laboratory.

- c) National Association of Community Health Centers (NACHC) Community Health Institute (CHI) & Expo Conference, August 27-29, 2023 in San Diego, CA.

- i) ACTION ITEM: The Board will consider approval of [board member(s)] to attend the National Association of Community Health Centers (NACHC) Community Health Institute (CHI) & Expo Conference, August 27-29, 2023 in San Diego, California.

Motion: To approve two (2) Board Members to attend the NACHC CHI & Expo Conference in person and two (2) Board Members to attend the NACHC CHI & Expo Conference virtually.

Motion by: Sandra Whaley and seconded by Ruth Forney

Discussion: Names of the Board Members to attend was discussed. Ruth Forney and Brandon Wirth were mentioned to attend in person and Mike Brown and Deborah Hillman were noted to attend virtually. Tracee will also be considered as a back up to attend in person. The Clerk will follow up with the board members on Friday, June 30, 2023, to confirm the board members who will commit to attend.

Ayes: Mike Brown, Ruth Forney, Charla Griffith, Gerald Hase, Deborah Hillman, Don O’Conner, Tracee Stacy and Sandra Whaley

Nays: None

Abstain: None



County of Solano Community Healthcare Board

Motion Carried.

10) Board Member Comments

- Vice Chair Mike Brown thanked the Board Members for moving along with the full agenda.
- Board Member Tracee Stacy expressed her concerns about and mentioned suicides were up in the area and nine (9) were confirmed homeless, accidental deaths.
- Board Member Tracee Stacy followed up about a prior request to present a Behavioral Health Plan to the Board, regarding integrated behavioral health for the FHS patients and asked that it be presented in the fall as an agenda item.
- Vice Chair Mike Brown reminded Board Members that the next Board meeting would be held on Friday, July 7, 2023 at 12:00 noon at the same place.

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

DATE: July 7, 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 1:59 p.m.

Handouts:

- May 17, 2023 Community Healthcare Board Draft Minutes
- Community Healthcare Board Family Health Services Staffing Update – CHB June 21, 2023
- Status Report June 2023: FHS Credentialing, Provider Enrollment and Sanction Screening Activities
- Health Resources and Services Administration (HRSA) Grant Updates
- Family Health Services Grievance Report (May 2023)
- Total Referrals, May 2023 for the Fairfield, Vacaville and Vallejo FHS Clinics
- Clinic Metrics, Queue Management (Q-Matic) Stats – May 2023
- FHS Call Center Stats May 2023
- 900.01 – Use of Funding from the Health Resources and Services Administration Policy Number: 900.01
- 900.02 – Documenting Use of Non-Grant Funds Policy Number: 900.02
- County of Solano Family Health Services Proposed Budget for FY 2023/24
- Family Health Services Community Healthcare Board Bylaws
- Family Health Services Clinic Hours of Operation and Locations
- Budget Justification – County of Solano FY 2023 Community Project Funding/Congressionally Directed Spending (CPF/CDS), Non-Construction, Grant Number (TBD), July 1, 2023 to June 30-2024