

**County of Solano**  
**Community Healthcare Board**

**REGULAR GOVERNING BOARD MEETING MINUTES**

April 17, 2019

2101 Courage Drive, Fairfield, Ca 94533, Multipurpose Room

**Members Present:**

Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton

**Members Absent:**

Sandra Whaley, Brandon Wirth

**Staff Present:**

Bela Matyas, Michael Stacey, Janine Harris, Andrew Obando, Amanda Meadows, Daniel Yolangco, Shelli Cannon-Dekreek, Alicia Jones, Patrick Stasio, Thurman Robbison, Carol Cronin, Thy Robles, Jaron West, Connie Pettersen

**Guest:**

John Diaz, Jim Jones, Carl Holmes, Patricia Callaghan

**1) CALL TO ORDER- 12:00PM**

- a) Welcome
- b) Roll Call

**2) APPROVAL OF THE AGENDA**

Move to approve the agenda with no changes.

Motion by Mike Brown, second by Anthony Lofton

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton

Nay: 0

Motion Carries

**3) APPROVAL OF MARCH 20, 2019 MEETING MINUTES**

Move to approve the March 20, 2019 meeting minutes with no changes.

Motion by Tracee Stacey, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Nay: 0

Motion Carries

**4) ITEMS FROM THE PUBLIC**

No Public Comment

## 5) Executive Director's Report

Santos Vera highlighted the following:

- a. Credentialing
  - i. FHS associates from credentialing were unable to attend the meeting and provide an update on the credentialing component. Also, the report is not completed. Santos Vera ask to move forward to the next item.
  
- b. Board Elections
  - i. At the last board meeting there was a suggestion to hold board elections this year. Andrew Obando commented on the fact that on the calendar states elections are tentative to be held in November or December. At the time of this discussion board members did not have a quorum. One member showed up to the meeting late, therefor a quorum was now formed. Members asked to wait for new board members to be elected so the new members can have a voice in the voting process. Board elections have been postponed.
  
- c. Contracts i.e. Greg Facktor & Associates (GFA)
  - i. GFA, a consulting firm based out of Los Angeles County, was hired to provide help and guidance to Family Health Services (FHS) with the HRSA audit site visit scheduled for September 10-12, 2019. GFA & FHS are working closely together on finishing the contract. GFA is accountable in making sure FHS has everything in order. Some areas of guidance include helping and/or developing Policies & Procedures (P&P) for FHS and reviewing contract between the Board of Supervisors & Co Applicant Board Members. Another component for GFA will be review other categories already in place. Such as governance, administration, clinical, and fiscal. Santos Vera is scheduled to have a meeting with GFA on April 18, 2019 to make sure they have all the assets they need to put the contract in play. Santos Vera hopes they can start within the month.

## 6) OPERATIONS COMMITTEES' REPORTS

The chairs of each committee provided an updated report to the board members:

- a. Dr. Stacey presented the Provider Advisory Committee report. This committee meets once a month. Changes are occurring with scheduling as they want key providers to be able to attend the meetings. FHS has a contract with Touro University to provided facility providers to FHS clinics. It's important to have Touro present in the physician advisory meeting. Dr. Stacey continues his updates with stating the supervisor physicians are working on Phase II of the operational assessment of the clinics. Phase II will help streamline to make workflows more efficient.
  - i. Board members have been invited to these meetings. Some concerns were all the updates of the meetings and they are hard to keep track of when and where they are held. Unfortunately, with key staff members needed to attend these meetings, updates are inevitable. Board members were advised by staff to click accept and their calendar will update with the correct information. They were also advised to assign different board member to attend one committee meeting and to provide the rest of the members with updates. Mike Brown ask to have a break down of each committee meetings to have a better understanding of each committee will discuss at these meetings.

**ACTION: Andrew Obando to provide the list of the committee meetings to the board members.**

- b. Janine Harris presented the Finance Committee (FC) report. First meeting was held on March 28, 2019, next meeting is scheduled for May 1<sup>st</sup>. Moving forward these meeting will occur the last Wednesday of each month. Topics discussed at the meeting included: ground rules for accountability and what is responsible of the finance committee, a way to collaborate with finance and operations. Key performance indicators and revenue are some of the highlighted topics discussed during the meetings. As well as all policies and procedures (P&Ps) go through FC before moving forward. Santos Vera brought to the board members attention, once P&Ps are approved they are implemented right away.
- c. Santos Vera presented Quality Performance Committee report. Recently had second meeting, the committee is working on getting people from different sites. Currently recruiting for a coordinator and one medical assistant. Santos Vera is the committee's chair, while Dr. Leary & Dr. Shinder serve as co-chairs. Moving forward with this committee, one goal is to look for patients who have gaps in care that need to be address. This is a collaboration between Partnership Healthcare and FHS. Working together to find the patients and bring them in to identify the gaps and close them while meeting standards set forth by HRSA and Partnership.
- d. Andrew Obando presented the HRSA OSV report. HRSA OSV meet 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> Wednesday of the month. A meeting was held prior to the board meeting. The meeting was an overview of where they were at with the committee assignments. HSRA OSV is made largely of employees that are in leadership roles throughout the clinics. All required tasks have been assigned to the appropriate people. Currently these tasks are completed or in progress. There is emphasis on the time frame for the site visit, only 100 business days left. A large component of the site visit is the health centers have P&Ps in place to address the requirements set by HRSA. All P&Ps completed by staff will be brought to the board for approval by July meeting, this will allow training for staff. Andrew advises that it is vital the board members are attending the meetings, so a quorum is formed to vote and approve the P&Ps.

**ACTION: All P&P completed by staff and present to the board by July meeting**

## 7) UNFINISHED BUSINESS

- a. Review and consider for approval key management staff and organization charts of FHS health centers
  - i. Santos has stated staff is skipping this and moving it down.
- b. Provide an update to FHS ' Mission, Vision, & Values(MVV)
  - i. The was a disconnect on what was expected from the board members on this topic. Currently FHS has borrowed from Health & Social Services MVV. Santos Vera has also provided the board members HRSA's MVV. Staff has asked the board to review and formulated a new MVV for FHS. Board members were advised to get together to only review and brainstorm new ideas which will allow them to have a good starting point for the next board meeting in May. If no decision is made during this reviewing meeting they will not violate the Brown Act.

**ACTION: Santos Vera will have Andrew Obando send the board members Mission, Vision, & Values for review. Board members are to brainstorm and discuss FHS new Mission, Vision, & Values statement by May board meeting.**

**8) NEW BUSINESS**

- a. Receive a presentation on the Mobile Clinics' redeployment and consider for approval proposed redeployment plan.
  - i. Jaron West, Physician Assistant from FHS' Vacaville location, to present a presentation on mobile units with consideration and approval of a launch date for the mobile units for May 12, 2019. His focus on this presentation was to point out key locations throughout Solano County that will benefit the population's need. Jaron also emphasized on finding the right partners that we can collaborative with marketing our mobile units, i.e. churches.

Move to postpone the redeployment plan to launch the mobile units after May 12, 2019. To provide FHS clinics with enough staff support and allow for marketing and outreach to take place in preparation for a summer launch date.

Motion by Tracee Stacy, second by Anthony Lofton  
Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton  
Nay: 0  
Motion Carries

- b. Review and consider for approval Family Health Services Policies:
  - i. #100.01 -Claims Processing
  - ii. #100.08 - Fee Waiver & Payment Plan
  - iii. #100.10 – Patient Registration
  - iv. #100.12 – Fee schedule
  - v. #200.01 – Supervision of Minor Child
  - vi. # 200.02 – Patient Grievance/Complaint Process
  - vii. #300.01- After Hours Coverage
  - viii. #900.01 – Use of funding from the Health Resources and Services Administration

Move to approve Family Health Services Policies provided with the signatures of the chair & co chair: #100.01, #100.08, #100.10, #100.12, #200.01, #200.02, #300.01, #900.01

Motion by Tracee Stacy, second by Mike Brown  
Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton  
Nay: 0  
Motion Carries

- c. Receive and consider recommended nominees for board membership.

Move to approve the acceptance of Carl Holmes, John Diaz, & Jim Jones as new board members.

Motion by Tracee Stacy, second by Mike Brown  
Aye: Mike Brown, Ruth Forney, Tracee Stacy, Anthony Lofton  
Nay: 0  
Motion Carries

- d. Discuss and consider for approval of rotation of the regular meeting locations to accommodate patient attendance.

Board members decided not to move forward on the vote. They have suggest this topic be postponed to another meeting discussion for approval and consideration.

#### **9) BOARD MEMBER COMMENTS**

No board member comments.

#### **10) CONSIDERATIONS FOR FUTURE AGENDA ITEMS**

No considerations for future agenda items.

#### **11) ADJOURMENT**

##### **HANDOUTS:**

- **March 19, 2019 meeting minutes**
- **Family Health Services Policies:**
  - **#100.01 -Claims Processing**
  - **#100.08 - Fee Waiver & Payment Plan**
  - **#100.10 – Patient Registration**
  - **#100.12 – Fee schedule**
  - **#200.01 – Supervision of Minor Child**
  - **# 200.02 – Patient Grievance/Complaint Process**
  - **#300.01- After Hours Coverage**
  - **#900.01 – Use of funding from the Health Resources and Services Administration**
- **Board Members Applications**
  - **Carol Holmes**
  - **John Diaz**
  - **Jim Jones**