

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

**REGULAR GOVERNING BOARD MEETING MINUTES**

November 18, 2020

Telephone Conference Call

**Members Present:**

Ruth Forney, Michael Brown, Brandon Wirth, Jim Jones, Anthony Lofton, Robert Wieda, Miriam Johnson, Gerald Hase, Katrina Morrow, Tracee Stacy

**Members Absent:**

Sandra Whaley

**Staff Present:**

Dr. Bela Matyas, Gerald Huber, Toya Adams, Anna Mae Gonzales-Smith, Janine Harris, Dr. Rebekah Kim, Dr. Sneha Innes, Dr. Michele Leary, Jack Nasser, Noelle Soto, Cheryl Esters, Clarisa Sudarma, Thomas West, Patricia Zuniga

**1) Call to Order- 12:02 PM**

- a. Welcome
- b. Roll Call

**2) Approval of November 18, 2020, Agenda**

Move motion to approve November 18, 2020, Agenda

Motion by Miriam Johnson, seconded by Anthony Lofton

Discussion: None

Aye: Ruth Forney, Michael Brown, Brandon Wirth, Jim Jones, Anthony Lofton, Robert Wieda, Miriam Johnson, Gerald Hase, Katrina Morrow, Tracee Stacy

Nay: None

Motion Carries

**3) Approval of October 21, 2020, Meeting Minutes**

Move motion to approve October 21, 2020, Meeting Minutes

Motion by Brandon Wirth, seconded by Mike Brown

Aye: Ruth Forney, Michael Brown, Brandon Wirth, Jim Jones, Anthony Lofton, Robert Wieda, Miriam Johnson, Gerald Hase, Katrina Morrow, Tracee Stacy

Nay: None

Motion Carries

#### 4) Public Comment

None

#### 5) Project Director/Chief Executive Officer Report

- a. COVID-19 Health Center Impact Update: Presented by Dr. Bela Matyas
  - i. COVID-19 disease rates in Solano County are doing very poorly. We are experiencing a very, significant surge in COVID illness. The numbers are getting close to those, as in the previous peak, in July. The primary reason is gatherings among family and friends without maintaining social distancing and not wearing masks. Also, large events, such as weddings and potlucks, contribute to the surge in numbers. With the upcoming holidays, it is likely, people will continue to get together with family and friends and not follow distancing and wearing of masks. The concern is, these gatherings are multigenerational, so the numbers of illness are expected to increase.
  - ii. Solano County is now in the Purple Tier and will likely remain in the Purple Tier for a couple months and may not get back into the Red Tier until maybe late January or February of 2021, due to holiday gatherings.
  - iii. While in the Purple Tier, most businesses will go back to closing indoor activities and return to outdoor services only, but personal services can continue to operate indoors with restrictions and schools are not permitted to reopen to face-to-face learning.
  
- b. Health Center Operations Update: Presented by Dr. Bela Matyas and Jack Nasser
  - i. Family Health Services clinics continue to normal operations, with proper social distancing and safety precautions. There is a substantial return of patients, but with the current situation.
  - ii. Regarding the numbers at the clinics, Primary Care services have been trending upward to the pre-COVID numbers, with increased efficiency of provider scheduling and telehealth appointments. Dental services are back to the pre-COVID numbers.
  - iii. Primary care clinics are in the process of test piloting a telehealth platform, through Doxie.Me, approved by Compliance and IT and which is currently utilized in Behavioral Health Division. Partnership has agreed to work with FHS in a Quality Improvement Project in telehealth visits with video. If FHS can demonstrate at least 20% utilization of daily telehealth visits, including video, for Partnership patients, there is a quality monetary, improvement incentive, offered to the health centers. Currently, Doxie.Me is in the test phase this week and hopefully will roll it out to all the providers in the next couple of weeks. Telehealth is an ideal supplement to provide to our patients. Dental can use it as well.
  
- c. Staffing Update: Presented by Dr. Bela Matyas and Jack Nasser
  - i. Chief Medical Officer (CMO) position – Dr. Leary has been selected and a process is in place, for the proper step of salary for her.
  - ii. Clinic Operation Officer (COO) – The hope is to put out a recruitment soon and this person would oversee all operations at FHS, both primary care and dental. HR is looking for a recruitment entity that specializes in healthcare, to get the recruitment process started. This person would be considered the Project Director under HRSA.
  - iii. Clinic Physician (Board Certified) – Dr. Christine Kinnevey, currently a full time Touro provider, at the clinics, is a new half time Primary Care Physician with Solano County, beginning on 11/30/2020. She will continue to be with Touro, half time. Since she has

been a full time Touro provider, working at the clinics, there will be a seamless transition, as she is already familiar with FHS patients and the clinics.

#### **6. Co-Applicant Agreement Update by Deputy County Counsel**

- a. Presented by Clarisa Sudarma – JoAnn Parker, previously assigned to the Board, asked Clarisa to pass along that there are no substantial updates and she will notify the Board of any updates as they come in.
- b. Clarisa Sudarma is a Deputy County Counsel and has worked at Solano County for 7 years. As of last week, her new assignment is to support this board and provide services as needed. JoAnn is reassigned in other assignments, but JoAnn will still, continue working with the Board, in finalizing the Co-Applicant Agreement and meetings with HRSA.

#### **7. Operations Committee Updates & Reports**

- a. Encounter Summary: Presented by Janine Harris  
Janine provided a chart titled, “Total FQHC Encounters, January 2020-September 2020” and reviewed the data showing the number of encounters, in Primary Care (comparing telephone vs in-person appointments), Primary Care and Behavioral Health and Dental Care.
- b. Finance: Presented by Connie Pettersen  
In Connie’s absence, Jack shared the slides provided by Connie. Jack announced that Connie will be retiring at the end of the year. It was advised to join the Finance Meeting on November 25, 2020.
- c. COVID-19 Grant Summary: Presented by Noelle Soto  
Noelle provided a chart titled, “Family Health Services COVID-19 HRSA Grants Summary, Quarter 2” and reviewed the data showing the grant funding provided to FHS. The total award amount from the grants is \$1,473,551.00 and the total funds drawn down as of 10/30/2020 are \$330,162.28 (22%), leaving a total balance remaining of \$1,143,288.72, which Fiscal is working on utilizing as many funds as possible. Specific to the Governor’s CARES funding, the deadline is 12/30/2020. There are discussions that possibly there will be an extension to use the Governor’s CARES funding, maybe additional 6 months.

#### **8. Unfinished Business**

- a. None

#### **9. Discussion**

- a. Board Member Elections
  - i. Discussion of Nominations for the Chair– Vice Chair - and the Executive Committee took place. Suggestions for nominations and comments by the Board were expressed. There was discussion whether there was a provision in the Executive Board, to include the outgoing Chair for a year. It was mentioned, that in the Bylaws, it states that a person shall be limited to no more than 4 consecutive terms of membership.  
Nominations were discussed as follows:  
Chair –Ruth Forney and Brandon Wirth  
Vice Chair – Brandon Wirth  
Executive Committee consists of the Chair, Vice Chair and a Board Member at Large.  
Board members were asked to consider membership on the Executive Committee. The Bylaws Committee will meet, prior to the December Board meeting and any amendments will be presented at the December 16, 2020 meeting.
  - ii. Elections and voting will take place at the December 16. 2020 Meeting.

- iii. Executive Committee Membership – Language in the Bylaws. Clarification of the members was noted according to the Bylaws. The Executive Committee includes the Chair, Vice Chair and a Board Member at large. It was suggested to amend the Executive Committee Membership language in the Bylaws: It was suggested to have a consumer, or the outgoing Chair added to the Executive Committee and if so, whether the bylaws need to be changed. It was also suggested to have two members at large appointed (a Board member and a consumer). If the Board wants to change the language, it was advised that the members review the Procedure for making amendments to the Bylaws is on Page 18.
- iv. It was agreed by the Board Members to Agendize discussion of Article XIII Amendments, to discuss this topic at the December Meeting and to review the Bylaws to see what else can be amended.
- v. It was suggested that Patricia schedule a meeting for the Bylaws Committee, so proposed amendments to the bylaws can be agendized at the December meeting.
- b) Review of Board Calendar 2020
  - i. No changes and on schedule.
- c) Annual Review of Strategic Plan
  - i. Updates of the six goals on page 22 were discussed and based on the SWAT analysis on September 19, 2019.
  - ii. It was asked by a Board member to agendize discussion of updates on the goals of the strategic plan, possibly at the January 2021 meeting. This can bring the goals into alignment with current situation, celebrate the accomplishments and make adjustments accordingly to keep the document dynamic moving forward.
  - iv. The Black Infant Health Program was mentioned, but this is a program in Public Health, not part of Family Health Centers. Diabetes and hypertension and QI initiatives were discussed.

**10. Acton Items**

- a. Schedule a Bylaws Committee Meeting – prior to the 12/16/2020 Board Meeting
  - i. Discuss Article XIII Amendments
- b. Agendize “Discussion of updates of the Goals noted in the Annual Review of the Strategic Plan at the January 2021 meeting.
  - i. Give updates on the 6 goals.

**11. Board Member Comments**

- a. Tracee Stacy: Reported out on a Suicide Prevention Committee Meeting. There were 39 deaths in Solano County, which is half over the years, which is positive.
- b. Tracee Stacy: Asked the status of flu shots to the public and whether the vans were utilized for flu shots. – The clinics have a limited supply of flu vaccine and as they do each year in the fall, Public Health has been hosting free flu shot clinics. The clinics do not have the band width to do a calling campaign for flu, so patients, from 6 months of age are encouraged to get the flu shot. Community wide outreach is what Public Health has been doing.
- c. Miriam Johnson: Asked about COVID-19 testing for those that don’t come into the clinics. Clinic patients are offered testing and testing for the public is still available throughout the County. and you can query “COVID Testing” on the Internet. Can call 1-888-634-1123 to schedule an appointment.

**12. Parking Lot Items**

- a. Health Center Marketing Campaign & Website Design
- b. The IHI Quadruple Aim Initiative \*Health Center Practices\*

**13. NEXT COMMUNITY HEALTH BOARD MEETING**

DATE: December 16, 2020  
START TIME: 12:00pm  
LOCATION: Telephone Conference Call  
Dial: +1 (323) 457-3408  
Access Code: 299 423 65#

**14. Adjourn**

Move motion to Adjourn Meeting  
Motion by Anthony Lofton, Seconded by Robert Wieda  
Discussion: None

Aye: Ruth Forney, Michael Brown, Brandon Wirth, Jim Jones, Anthony Lofton, Robert Wieda,  
Miriam Johnson, Gerald Hase, Katrina Morrow, Tracee Stacy  
Nay: None  
Motion Carries

**HANDOUTS:**

- Agenda
- October 21, 2020 Meeting Minutes
- September 2020 RCM Finance Committee Reports
- Budget 7580 Medical Services Reports
- COVID-19 HRSA Grants Summary, Quarter 2
- CHB Calendar for 2020
- FHS Strategic Plan 2019-2022