



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, February 15, 2023 In Person Meeting

Members Present:

At Roll Call: Mike Brown, Ruth Forney, Gerald Hase, and Brandon Wirth

Members Absent: Deborah Hillman, Anthony Lofton, Don O’Conner, Tracee Stacy, Sandra Whaley, and Robert Wieda

Staff Present:

Dr. Bela Matyas, Dona Weissenfels, Toya Adams, Noelle Soto, Rebecca Cronk, Dr. Reza Rajabian, Roger Robinson, Nina Delmendo, Valerie Flores, Desiree Bodiford, Krista McBride, Julie Barga, Kelly Welsh, Cynthia Coutee, Janine Harris, Kristine Gual with PHC, Danielle Seguerre-Seymour, and Patricia Zuñiga

1) Call to Order – 12:15 p.m.

A quorum was not present, so a regular meeting could not be held. With County Counsel’s recommendation, without a quorum present, any agenda items requiring action, or a vote and any board member discussion had to be withheld. Only announcements could be made.

a) Welcome

- i) Chair Brandon Wirth welcomed those who attended the meeting and announced the meeting would move forward with items that were considered announcements to the public.
- ii) The following introductions were made – Dr. Reza Rajabian, the new Dentist Manager and it was mentioned that he is a returning Solano County employee and thrilled to have him back; Roger Robinson, the new Health and Social Services Department Assistant Director, and Kristine Gual, with Partnership HealthPlan of California (PHC), Manager of PI.

b) Roll Call – There were four (4) Board Members present which did not fulfill a quorum.

2) Approval of the February 15, 2023 Agenda

No action. Due to the lack of a quorum, there is no formal agenda for the February 15, 2023 Meeting.

3) Public Comment

No public comment noted.

4) Approval of Consent Calendar

No action. Due to the lack of a quorum, approval of the Consent Calendar items will be added to the March 15, 2023 Agenda. Reports were made as permissible.

- Toya shared the status of repairs at the Fairfield Adult Clinic. An assessment was performed, and no mold was found. Progress is seen on a daily basis and a walk through was scheduled tomorrow to assess future repairs. She stated there haven’t been any interruption of patient services.

a) Approval of the January 18, 2023 Draft Minutes

b) Clinic Operations Reports (Written Monthly Reports, Proposed Plan)

- i) Staffing Update – Toya Adams reported that Locum Tenens, PA George Pearson, with Barton and Associates started at the Fairfield Adult Clinic. Dr. Leary has mid-level (NP/PA) interviews scheduled soon. She also reported that there is one (1) Clinic RN in background and two (2) MAs are tentatively scheduled to start on February 21, 2023.
- ii) Credentialing Update – Desiree Bodiford reported that there were 129 employees sanction screened in January with no exclusions. The Team also credentialed eight clinic staff, which



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included four (4) Touro providers, one (1) locum tenens and three (3) medical assistants.

- iii) HRSA Grants Update (UDS) – Noelle Soto mentioned that the deadline to submit the Unified Data System (UDS) report was today and she was happy to submit it on time and very thankful for everyone who assisted in submitting lots of information which involved critical data and data checking. Dona thanked Noelle for heading up this complex and involved project and those who assisted and she appreciated their effort and hard work.
- iv) Grievances/Compliments
- v) Referrals.
- vi) Finance
- vii) Major Project Updates
- viii. QI Update
- ix) Clinic Metrics (Clinic Health Services Managers)

5) **Project Director/Clinic Operations Officer Report**

- a) Health Center Activities, Internal & External Update
 - i) Dona announced that Congressman Garamendi was expected at the Family Health Services (FHS) Fairfield Adult Clinic on Thursday, February 16, 2023 to present the one million dollar award to FHS. She invited the Board Members to attend. The check was granted as a Congressional Ear Mark to help fund the new electronic health record software called EPIC.
 - ii) Dona mentioned that there were a few more items to finalize on the OCHIN EPIC Contract.
 - iii) Dona notified everyone that the clinic had a visit by Facktor Health for an organizational assessment, involving current operations improvement in the clinics, in preparation of the FHS July audit. The representatives of Facktor Health were highly complementary and impressed with the clinic staff-patient interactions they observed. She also notified that the Board would be reviewing and approving various FHS Policies in the near future.
 - iv) Dona mentioned the 2023 Community Needs Assessment included in the packet and part of the HRSA requirement and is created every three (3) years. The purpose is to help drive clinic operations and formulate the strategic plan. Dona mentioned highlights of the 75 page document.
 - v) On the external front, Dona mentioned that she contacted the California Primary Care Association (CPCA), a government agency, for resources and will give feedback in the future.
 - vi) Dr. Bela Matyas, Solano County Health Officer, announced that the Board of Supervisors (BOS) approved the FHS Co-Applicant Agreement, which was approved by the Board some time ago. Chair Brandon Wirth made a request that a copy of the executed Co-Applicant Agreement be provided to the Board Members at the next regular meeting.
 - vii) Dr. Bela Matyas also mentioned that soon there would be a board item posed to the BOS for approval, to increase staff positions, such as additional call center staff and other vital clinical positions. He would keep the Board Members updated.

6) **Business Governance**

No action. Due to the lack of a quorum, Business Governance will be added to the March 15, 2023 Agenda.

- a) Review and approve the Family Health Services (FHS) Sliding Fee Scale Program Analysis – Janine Harris
 - i) ACTION ITEM: The Board will consider approval of the FHS Sliding Fee Scale Program Analysis
- b) Review and approve the Family Health Services (FHS) Sliding Fee Scale Policy Number: 100.03 – Janine Harris
 - i. ACTION ITEM: The Board will consider approval of the FHS Sliding Fee Scale Policy Number: 100.03



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- c) Review and approve the 2023 Community Needs Assessment – Dona Weissenfels
 - i) ACTION ITEM: The Board will consider approval of the 2023 Community Needs Assessment
- d) Discuss recent changes at the Global Center for Success in Vallejo, a Family Health Services (FHS) Primary Care Outreach Site. Request Board approval to close the location.
 - i) ACTION ITEM: The Board will consider approval to close the Global Center for Success location in Vallejo, Medical Services will be provided via Mobile Medical Clinics when staffing levels improve.

- 7) Unfinished Business**

No action. Due to the lack of a quorum, Unfinished Business will be added to the March 15, 2023 Agenda.

 - a) Community Healthcare Board Self-Assessment Form – It was decided by the Board at the April 20, 2022, meeting to be revised by the Board Members. Status update.

- 8) Discussion**

No action. Due to the lack of a quorum, Discussion will be added to the March 15, 2023 Agenda

 - a) Open Topic: Community Health Center Week – August 2023 Planning
 - i) Dona shared information about Federal Qualified Health Centers (FQHCs). She mentioned there are about 1300 FQHCs nationwide and for one week in in August, they are recognized and celebrated across the Country. She was interested in celebrating this event at the FHS clinics and stated that Board Member Ruth Forney was asked to chair and head the planning of an event at FHS.
 - ii) Chair Brandon Wirth advised the Board Members to review the Bylaws, specifically the information about subcommittees.

- 9) Board Member Comments**

No action. Due to the lack of a quorum, Board Member Comments will be added to the March 15, 2023 Agenda

- 10) Parking Lot (These items are postponed, until further notice.)**
 - a) Compliance Training and Robert’s Rules Review
 - b) Health Center Marketing Campaign & Website Design

- 11) Next Community Healthcare Board Meeting (in person)**

DATE: March 15, 2023 (In person)
TIME: 12:00 p.m. – 2:00 p.m.
Location: Multi-Purpose Room
2101 Courage Drive
Fairfield, CA 94533

- 12) ADJOURN**

Meeting adjourned at 12:45 p.m.

- 13) Closed Session**

No action. Due to the lack of a quorum, Closed Session items will be added to the March 15, 2023 Agenda

 - a) HRSA Project Director Evaluation Discussion
 - b) Present Evaluation to HRSA Project Director



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Handouts:

- Community Healthcare Board January 18, 2023 Draft Minutes
- Family Health Services Sliding Fee Scale Analysis Memo
- Sliding Fee Scale Discount Program Policy Number: 100.03
- 2023 Family Health Services Community Needs Assessment