

County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

February 20, 2019

2101 Courage Drive, Fairfield, CA 94533, Multipurpose Room

Members present:

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

Members absent:

Anthony Lofton, Charlotte Webb, Eva Yra-Bernardes

Staff Present:

Santos Vera, Bela Matyas, Michael Stacey, Angela McClure, Andrew Obando, Alicia Jones, Noelle Soto, Ciara Gonsalves, Daniel Yolangco, Amanda Meadows

1) CALL TO ORDER – 12:00 PM

- a) Welcome
- b) Roll Call

2) APPROVAL OF THE AGENDA

Move to approve the agenda with no changes.

Motion by Brandon Wirth, second by Tracee Stacy

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

Motion carries

3) APPROVAL OF THE JANUARY 16, 2019 MEETING MINUTES

Move to approve the January 16, 2019 meeting minutes with no changes.

Motion by Tracee Stacy, second by Ruth Forney

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

Motion carries

4) CLOSED SESSION

- a) Bylaw review and development

5) ITEMS FROM THE PUBLIC

No Public Comment

6) EXECUTIVE DIRECTOR'S REPORT

Executive Director Santos Vera highlighted the following items in his report:

- Board of Directors Responsibility & Accountability
- FQHC Policy Development
- Questions asked by auditors

7) STAFF COMMITTEE REPORTS

- a) Physician Advisory, Finance, Quality Performance, HRSA OSV

Andrew Obando, HRSA Manager, highlighted the follow items:

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- The last grant condition regarding Required and Additional Services was lifted on Feb 12, 2019. There are no longer any grant specific conditions on the health center grant.
- Staff continues to review/prepare for Operational Site Visit tentatively scheduled for September 2019.

Mr. Vera highlighted efforts and attention for preparation of the upcoming Operational Site Visit (OSV) with the introduction of a proposed consultant to assist FHS with the preparation of the OSV. The Board provided their acceptance and approval of the proposed consultant.

8) UNFINISHED BUSINESS

a) Board member conflict of interest

Andrew Obando, HRSA Manager, informed the Board that their request for technical assistance on Compliance Manual Chapter 13 Conflict of Interest from their HRSA Project Officer has been submitted but is still awaiting a response. Mr. Obando will report out at a future meeting when additional information is provided.

9) NEW BUSINESS

a) Review and consider for approval Articles IV through IX of the bylaws Move to approve all remaining changes to the bylaws.

Motion by Tracee Stacy, second by Ruth Forney

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

b) Review and consider for approval Family Health Services Policies:

i) #100.01 – Insurance Eligibility

ii) #100.02 – Cash Handling

iii) #100.03 – Sliding Fee Scale Discount Program

Move to approve Policies #100.01, #100.02, and #100.03, and to amend the title of Policy #100.01 to Insurance & Eligibility Verification

Motion by Tracee Stacy, second by Brandon Wirth

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

c) Review and consider for approval Community Healthcare Board Calendar 2019 Move to approve the Community Healthcare Board Calendar 2019, with the following amendments:

- Adding quarterly financial reports to the months of Jan, Apr, Jul, & Oct.
- Moving Strategic Planning from the month of August to June
- Adding Budget Development to the month of July and August

Motion by Brandon Wirth, second by Mike Brown

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

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- d) Review and consider for approval key management staff and organization charts of Family Health Services Health Centers
Health Officer Bela Matyas informed the Board of upcoming potential changes to the organizational structure of the Department of Health & Social Services, which may have an impact to the proposed FHS key management staff and organizational charts presented to the Board today. The Board agreed to defer their review and consideration to a future meeting.
- e) Review and consider for approval Family Health Services Health Centers locations and hours of operation
Move to approve Family Health Services Health Centers locations and hours of operation.

Motion by Sandra Whaley, second by Tracee Stacy
Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth
Motion carries

10) BOARD MEMBER COMMENTS

Vice Chair Ruth Forney informed the Board and Staff of the upcoming National Healthcare for the Homeless Conference, and requested additional information regarding other conferences as mentioned by Mr. Vera, and to consider the process and policy for board member travel.

Board Member Tracee Stacy requested an operational expense, cost breakdown for direct & indirect costs by the budget development meetings in the summer. Ms. Stacy would also like to assist with patient access and address patient no-show data. She acknowledged working with community members with the Solano Transportation Authority and would make the recommendation to contact staff about possible collaborations for patient access.

11) CONSIDERATIONS FOR FUTURE AGENDA ITEMS

Vice Chair Forney requested to add to the agenda attendance to national health center conferences.

12) ADJOURNMENT

Handouts:

- January Minutes
- Executive Directors Report: Board of Directors Responsibility & Accountability, FQHC Policy Development & Questions asked by Auditors
- Bylaws – Redlined version, Clean version
- FHS Policies: 100.01, 100.02, 100.03
- 2019 Community Healthcare Board Calendar
- FHS Organizational Chart
- Health Center Hours & Locations
- Board Attendance