

**County of Solano
Community Healthcare Board
Regular Meeting**

October 21, 2020

12:00 pm-2:00 pm

Conference Call Microsoft Teams

MS Teams Dial-in #: 1-323-457-3408 Conference ID: 299 423 65#

AGENDA

1) CALL TO ORDER – 12:00 PM

- a) Welcome
- b) Roll Call

2) APPROVAL OF THE AGENDA

3) APPROVAL OF THE SEPTEMBER MEETING MINUTES

4) PUBLIC COMMENT

This is the opportunity for the Public to address the Board on a matter not listed on the Agenda, but it must be within the subject matter jurisdiction of the Board. Please submit a Speaker Card before the first speaker is called and limit the comments to three (3) minutes.

5) PROJECT DIRECTOR/CHIEF EXECUTIVE OFFICER REPORT

- a) COVID-19 Health Center Impact Update
- b) Health Center Operations Update
- c) Staffing Update

6) CO-APPLICANT AGREEMENT UPDATE BY DEPUTY COUNTY COUNSEL

7) OPERATIONS COMMITTEE UPDATES & REPORTS

8) UNFINISHED BUSINESS

- a) None

**County of Solano
Community Healthcare Board
Regular Meeting**

9) DISCUSSION

- a) Board Member Elections
- b) Change CHB Meeting Start Time to 11:00am
- c) Service Area Competition
- d) Grants

10) ACTION ITEMS

- a) CHC Grant Budgets:
H8 Quality Improvement, H8C COVID, H8D CARES, and H8E ECT

11) BOARD MEMBER COMMENTS

12) PARKING LOT

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

13) NEXT COMMUNITY HEALTH BOARD MEETING

Location: November 18, 2020
Start Time - 12:00 PM
Location - TBD

14) ADJOURN

The County of Solano Community Healthcare Board does not discriminate against persons with disabilities and is an accessible facility. If you wish to attend this meeting and you will require assistance to participate, please call Solano County Family Health Services at 707-784-2170 at least 24 hours in advance of the event to make reasonable arrangements to ensure accessibility to this meeting.

If you wish to address any item listed on the Agenda, or Closed Session, please submit a Speaker Card to the Board Clerk before the Board considers the specific item. Cards are available at the entrance to the Board chambers. Please limit your comments to three (3) minutes.

County Of Solano
Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

September 16, 2020

Telephone Conference Call

Members Present:

Ruth Forney, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Brandon Wirth, Katrina Morrow

Members Absent:

Tracee Stacy, Sandra Whaley, Robert Wieda, Miriam Johnson

Staff Present:

Dr. Bela Matyas, Gerald Huber, Jack Nasser, Cheryl Esters, Noelle Soto, Janine Harris, Rebekah Kim, Anna Mae Gonzales-Smith, Toya Adams, Connie Pettersen, Amanda Meadows, Charlynn Askim, Sneha Innes, Dr. Michele Leary, Joann Parker, Debrah Vaughn

1) CALL TO ORDER- 12:00 PM

- a. Welcome
- b. Roll Call

2) Approval Of The Agenda

Move motion to approve September 16, 2020 Agenda

Motion by Brandon Wirth, seconded by Michael Brown

Discussion: None

Aye: Ruth Forney, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Brandon Wirth, Katrina Morrow

Nay: None

Motion Carries

3) Approval Of August 19, 2020, Meeting Minutes

Move motion to approve August 19, 2020, Meeting Minutes

Motion by Jim Jones, seconded Katrina Morrow

Discussion: Item #7a Change: Executive Members will not meet with HRSA Technical Advisor.

Item #6d Change: CMO position is out for recruitment.

Aye: Ruth Forney, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Brandon Wirth, Katrina Morrow

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. Matyas
 - i. COVID-19 diminished consistently; case numbers, positive cases, & hospitalizations are down also, fewer testing. Reduced numbers put us back into the June numbers, numbers are improving. Full PPE are still required in the clinics-until the unforeseeable. Continuing with Telehealth, good reimbursement with audio telehealth. Working on video telehealth, to allow the continuation of telehealth after the federal government stops reimbursement for audio-only. The volume of Dental patients is almost to pre-COVID levels, the volume of Primary Care patients is working on reaching pre-COVID levels.
 1. Questions:
 - a. Are nail salons & churches open for indoor?
 - I. Currently, services are held outdoor only. Solano County is in the purple level. Indoor services can resume once Solano County is in the red level, which is the level below purple.
 - II. Could take a couple of weeks to get into the red level, due to numbers. Indoor services will still have state restrictions.
 - III. Levels include: Purple, Red, Orange, & Yellow- yellow is back to pre-COVID standards.
- b. Health Center Operations Update: Presented by Jack Nasser
 - i. Air Quality: Negative impacts within the clinics. Vacaville clinic was shut down for 4-5 business days due to unhealthy air quality. Currently, all clinics are up and running, in-person and telehealth. More people are choosing to come into the clinics for in-person visits. Dental numbers are increasing to pre-COVID levels. Primary Care numbers are slowly increasing. Looking for initiative and outreach plans for patients in need of services or past due for health screenings.
 - ii. Call Center: decentralized the MAs in Call Center located in Vallejo. Call Center MAs are now disbursed and integrated throughout the three clinics. This will help to increase more encounters and see patients.
 - iii. Transfers/Budget Cuts: Nine classifications with FHS are being transferred to other divisions within H&SS, effective on 9/20/2020.
 1. Questions:
 - a. How many providers are in the clinics?
 - I. County employed there are 15 providers, this doesn't include Touro, Dental, or LCSWs.
- c. Staffing Update: Presented by Dr. Matyas
 - i. Santos Vera is no longer with Solano County. Jack Nasser will serve as the point of contact for communication purposes. In the process of implementing new roles/responsibilities. Jack Nasser is responsible for interactions with HRSA, Noelle Soto is his back up. Dr. Leary is the point of contact for anything medical related. Janine Harris is the point of contact for anything revenue related.

6) Co-Applicant Agreement Update By Deputy County Counsel

- a. Joann has received the comments from the Executive Committee, Joann will need to review the comments. Joann recommends that Jack, Ruth, and Joann contact HRSA regarding; the updated organizational chart, the requirements of change of reporting, the requirements of the Chief Executive Officer over the clinics and ensure the job description for the CEO is consistent with the requirements of HRSA before the recruitment/job description is taken to BOS. This will avoid any future problems.
 - i. Brandon asks that more than one representative from the Executive Committee attends the meeting. It was agreed upon two members from the Executive Committee attend the meeting, one of the members being Ruth Forney.

**ACTION: Joann to schedule a meeting with HRSA Technical Advisor & HRSA Attorney.
This meeting will include: Joann, Dr. Matyas, Jack Nasser, Ruth Forney, &
pending one more member from the Executive Committee.**

7) Operations Committee Updates & Reports

- a. Fiscal Update
 - i. Budget: Presented by Connie Pettersen
 - 1. Refer to handout: *Monthly Status: 7/1/2020-9/8/2020*
 - 2. Budget numbers are as expected for this time of the year
 - 3. Members were advised COVID has not affected the budget
 - a. The county is receiving grants for COVID
 - ii. Encounter Summary: Presented by Janine Harris
 - 1. Refer to handout: *Solano County Health and Social Services: Family Health Services-Total FQHC Encounter January 2020-August 2020*
 - a. These encounters include: medical, dental, & LCSWs
- b. Quality Improvement Report: Presented by Dr. Leary
 - i. Refer to handout: *Solano County Family Health Services Patient Wellness Initiatives in Action Measurement Year 2020*

8) Unfinished Business

- a. None

9) Discussion

- a. Health Services Administrator Reclassification
 - i. This classification study will go to the Board of Supervisors on October 9, 2020

10) Action Items

- a. FHS Budget
 - i. Supplemental Budget will go to the BOS on September 22, 2020
- b. HRSA COVID-19 Grants: Presented by Noelle Soto
 - i. Refer to handout: *Family Health Services COVID-19 HRSA Grants Summary*

Move motion to approve HRSA COVID-19 Grants

Motion by Brandon Wirth, seconded by Michael Brown

Discussion:

1. Ruth Forney was advised the approval of the grants are required, FHS apologizes this information was not given before going to the BOS for approval.
2. Ruth Forney was advised no changes of scopes were necessary to use the funds.
3. Mike Brown was advised the money will be utilized for FHS division only. Funds will need to be used appropriately and by the deadline.

Aye: Ruth Forney, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Brandon Wirth, Katrina Morrow

Nay: None

Motion Carries

- c. FHS Current Contract Summary: Presented by Anna Mae Gonzales-Smith
 - i. Refer to handout: *Family Health Services- FY 20/21 Contracts*

11) Board Members Comments

- a. Ruth Forney: Robert Wieda & Miriam Johnson are considered excused absence and will not be potentialized.
- b. Jim Jones: Addressed issues for the in-person patient care within the clinics. The ticket system is not cleaned after each patient pushes the button to receive a ticket number, one uses the hand sanitizer. He suggests the hand sanitizer be more viable in hopes patients will utilize it. Once in the room, Jim was given a pulse oximeter, no hand sanitizer was given after the use while other clinics offer. Lastly, oral thermometers were used. Jim did not feel comfortable with taking off his mask, other clinics use no-touch thermometers.
 - i. Jack Nasser has advised he will discuss the ticket system with the office supervisors.
 - ii. Dr. Leary has advised looking into having hand sanitizers in the cart.

12) Parking Lot

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

13) NEXT COMMUNITY HEALTH BOARD MEETING

DATE: October 21, 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 Jim Jones, seconded Michael Brown

Discussion: None

Aye: Ruth Forney, Jim Jones, Gerald Hase, Michael Brown, Anthony Lofton, Brandon Wirth, Katrina Morrow

Nay: None

Motion Carries

HANDOUTS:

- Agenda
- August 19, 2020, Meeting Minutes
- Monthly Status: 7/1/2020-9/8/2020
- Solano County Health and Social Services: Family Health Services-Total FQHC Encounter January 2020-August 2020
- Solano County Family Health Services Patient Wellness Initiatives in Action Measurement Year 2020
- Community Healthcare Board Clinical Quality Improvement Report: Solano County Family Health Services-September 2020
- Family Health Services COVID-19 HRSA Grants Summary
- Family Health Services- FY 20/21 Contracts

County of Solano Personnel Justification Table
FY 2020 Quality Improvement (QI) Health Center Program (HCP)
Grant Number: H80CS04218
MAY 1, 2020 TO APRIL 30, 2021

Developing and improving health center systems and infrastructure; developing policies and procedures; enhancing health information and telehealth technology, certified electronic health record, and data systems; data analysis; and implementing targeted QI activities. Developing and improving care delivery systems, supporting care coordination, case and medication management; lab reporting and tracking; training and workflow redesign to support teambased and/or virtual care; clinical integration of behavioral health, oral health, HIV care, and other services; and patient engagement activities.

REVENUE	Total
<i>Quality Improvement Grant</i>	\$33,623.00
Object Class Category with Line Items	
Federal Requested COVID-19 Funding to Support Line Item*	
PERSONNEL	
Administration	\$24,116
TOTAL PERSONNEL	\$24,116
FRINGE BENEFITS	
The fringe benefit rate varies by position. For the grant portion the average benefit rate is 39% (does not include Medical). These benefits include: FICA (7.2%), Retirement (24%), Worker's Compensation/Unemployment Insurance (3.6%), and Miscellaneous (2.2%).	\$9,507
TOTAL FRINGE BENEFITS	\$9,507
TRAVEL	
<i>Detail travel costs consistent with your organization's established travel policy and in compliance with 45 CFR §75.474</i>	
	-
TOTAL TRAVEL	\$0.00
EQUIPMENT	
	-
TOTAL EQUIPMENT	\$0.00
SUPPLIES	
	-
TOTAL SUPPLIES	\$0.00
CONTRACTUAL	
	-
TOTAL CONTRACTUAL	\$0.00
OTHER	
	-
TOTAL OTHER	\$0.00
TOTAL BUDGET	\$33,623

*Annualized requested funding

REVISION V.2 County of Solano Budget Narrative
FY 2020 Coronavirus Supplemental Funding for Health Centers (COVID-19)
Grant Number: H8CCS34239
MARCH 15, 2020 TO MARCH 14, 2021

COVID-19 funds are one-time (not ongoing) resources to help you prevent, prepare for, and respond to COVID-19 in your community. To respond to your COVID-19 Response Reporting Requirement, submit a budget narrative and a personnel justification table via HRSA Electronic Handbooks (EHBs). Refer to the COVID-19 technical assistance webpage for Example of Allowable Uses of Funding and the COVID-19 Reporting Requirement Guidance.

REVENUE	Total
COVID-19 Grant	\$67,127.00

Object Class Category with Line Items	Federal Requested COVID-19 Funding to Support Line Item*
PERSONNEL	
Administration	\$47,911
TOTAL PERSONNEL	\$47,911
FRINGE BENEFITS	
The fringe benefit rate varies by position. For the grant portion the average benefit rate is 39% (does not include Medical). These benefits include: FICA (7.2%), Retirement (24%), Worker's Compensation/Unemployment Insurance (3.6%), and Miscellaneous (2.2%).	\$19,216
TOTAL FRINGE BENEFITS	\$19,216
TRAVEL	
<i>Detail travel costs consistent with your organization's established travel policy and in compliance with 45 CFR §75.474</i>	
	-
TOTAL TRAVEL	\$0.00
EQUIPMENT	
	-
TOTAL EQUIPMENT	\$0.00
SUPPLIES	
	-
TOTAL SUPPLIES	\$0.00
CONTRACTUAL	
	-
TOTAL CONTRACTUAL	\$0.00
OTHER	
	-
TOTAL OTHER	\$0.00
TOTAL BUDGET	\$67,127

*Annualized requested funding

REVISION V.2 County of Solano Budget Narrative
FY 2020 Coronavirus Aid, Relief, and Economic Security (CARES) Supplemental Funding for Health Centers
Grant Number: H8DCS35623
APRIL 1, 2020 TO MARCH 31, 2021

CARES funds are one-time (not ongoing) resources for the detection of coronavirus and/or the prevention, diagnosis, and treatment of COVID-19, including maintaining or increasing health center capacity and staffing levels during a coronavirus-related public health emergency. To respond to your CARES Response Reporting Requirement, submit a budget narrative and a personnel justification table via HRSA Electronic Handbooks (EHBs). Refer to the CARES technical assistance webpage for Examples of Allowable Uses of Funding and the CARES Reporting Requirement Guidance.

REVENUE	Total
CARES Grant	\$908,375

Object Class Category with Line Items	Federal Requested COVID-19 Funding to Support Line Item*
PERSONNEL	
Administration, Clinical and Ancillary	\$620,231
TOTAL PERSONNEL	\$620,231
FRINGE BENEFITS	
The fringe benefit rate varies by position. For the grant portion the average benefit rate is 39% (does not include Medical). These benefits include: FICA (7.2%), Retirement (24%), Worker's Compensation/Unemployment Insurance (3.6%), and Miscellaneous (2.2%).	\$241,889
TOTAL FRINGE BENEFITS	\$241,889
TRAVEL	
<i>Detail travel costs consistent with your organization's established travel policy and in compliance with 45 CFR §75.474</i>	
	-
TOTAL TRAVEL	\$0
EQUIPMENT	
	-
TOTAL EQUIPMENT	\$0
SUPPLIES	
PPE, capacity and telehealth equipment	\$35,255
TOTAL SUPPLIES	\$35,255
CONTRACTUAL	
	-
TOTAL CONTRACTUAL	\$0
OTHER	
Patient education and transportation	\$11,000
TOTAL OTHER	\$11,000
TOTAL BUDGET	\$908,375

*Annualized requested funding

REVISION V.2 County of Solano Budget Narrative
FY 2020 Expanding Capacity for Coronavirus Testing (ECT) Supplemental Funding for Health Centers
Grant Number: H8ECS38262
MAY 1, 2020 TO APRIL 30, 2021

ECT funds are one-time (not ongoing) resources to help you purchase, administer, and expand capacity for testing to monitor and suppress COVID-19 in your community. You will use ECT funds to support a wide-range of testing and testing-related in-scope activities that may change as COVID-19 needs evolve within your community. Your response to the ECT Reporting Requirement must include a budget narrative and a personnel justification table, and must be submitted through HRSA Electronic Handbooks (EHBs). Refer to the ECT technical assistance webpage for the ECT Reporting Requirement Guidance. Refer to HRSA's COVID-19 Frequently Asked Questions and Coronavirus-Related Funding Frequently Asked Questions for general policy and funding guidance, respectively.

REVENUE	Total
ECT Grant	\$438,799

Object Class Category with Line Items	Federal Requested COVID-19 Funding to Support Line Item*
PERSONNEL	
Administration, Clinical and Ancillary	\$258,959
TOTAL PERSONNEL	\$258,959
FRINGE BENEFITS	
The fringe benefit rate varies by position. For the grant portion the average benefit rate is 39% (does not include Medical). These benefits include: FICA (7.2%), Retirement (24%), Worker's Compensation/Unemployment Insurance (3.6%), and Miscellaneous (2.2%).	\$100,994
TOTAL FRINGE BENEFITS	\$100,994
TRAVEL	
<i>Detail travel costs consistent with your organization's established travel policy and in compliance with 45 CFR §75.474</i>	
	-
TOTAL TRAVEL	\$0
EQUIPMENT	
	-
TOTAL EQUIPMENT	\$0
SUPPLIES	
PPE and testing supplies	\$71,646
TOTAL SUPPLIES	\$71,646
CONTRACTUAL	
	-
TOTAL CONTRACTUAL	\$0
OTHER	
Patient transportation	\$7,200
TOTAL OTHER	\$7,200
TOTAL BUDGET	\$438,799

*Annualized requested funding