



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, February 17, 2021
Video and Telephone Conference Call

Members Present:

Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Members Absent:

Miriam Johnson and Tracee Stacy

Staff Present:

Dr. Bela Matyas, Gerald Huber, Debbie Vaughn, Tess Lapira, Dr. Michele Leary, Dr. Rebekah Kim, Dr. Sneha Innes, Jack Nasser, Janine Harris, Toya Adams, Anna Mae Gonzales-Smith, Noelle Soto, Cheryl Esters, Clarisa Sudarma, Nina Delmendo, Matt Green, Patricia Zuñiga

1) Call to Order – 12:00 p.m.

- a) Welcome
- b) Roll Call

2) Approval of February 17, 2021, Agenda

Motion: To approve the February 17, 2021, Agenda

Motion by: Katrina Morrow and seconded by Jim Jones

Discussion: None

Ayes: Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Nays: None

Abstain: None

Motion Carried

3) Approval of January 20, 2021, Meeting Minutes

Motion: To approve the January 20, 2021, Meeting Minutes

Motion by: Jim Jones and seconded by Sandy Whaley

Discussion: None

Ayes: Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Nays: None

Abstain: None

Motion Carried



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4) Public Comment:

None.

5) Project Director/Chief Executive Officer Report

a) COVID-19 Health Center Impact Update

- i. It was mentioned that the COVID-19 rates have improved and are about 81-82 per day and Solano County is in the Purple Tier. Hospital rates have decreased, and ICU bed availability is increasing, and the positivity COVID-19 rate is at 11.7%. There has been an increase of deaths due to the COVID-19 surge in the months of November, December, and January.
- ii. The Unified School Districts in Solano County want to make plans to return students to the classroom, but they are being held back from the Unions, who want to ensure the safety of the teachers and faculty staff.
- iii. There have been mass COVID-19 vaccination clinics held, vaccinating the community in Phase 1a all tiers, which includes those 75 years of age and older, healthcare workers and long term residents and 50,000 – 55,000 people in the County have been vaccinated. The target is 250,000, which is about a fifth of the total population.
- iv. There were vaccination clinics held last weekend, February 12 and 13, 2021, at the Vallejo Fairgrounds and it was successful. There are vaccination clinics planned today in Dixon, tomorrow in Fairfield and Vallejo, and on the weekend at the Vallejo Fairgrounds, February 20 and 21, 2021.
- v. The Chair, Ruth Forney, commended the County for organizing the mass clinics and they are doing a good job in getting people vaccinated.
- vi. It was mentioned that as vaccine becomes available, the clinics will be opened up to those 65 years and older, then to childcare workers and in a few weeks. The hope is to open it up to food and agriculture tiers, but it is dependent on the availability of the vaccine.
- vii. There has not been an impact at the clinics or any change since the last meeting. Alternative appointment methods are still offered to the patients, such as telehealth, video telehealth or they can come into the clinic. The clinics are struggling with patients still fearful of coming into the clinics.
- viii. Clinic staff is working on contacting patients, 75 years and older, in scheduling them for COVID-19 vaccinations. Board Member, Gerald Hase, asked which vaccine is being distributed and the response was Pfizer and Moderna. No other pharmaceutical companies have had an emergency vaccine approved yet.
- ix. There is a plan to open a vaccination site at the Vallejo Community Center, in about two weeks and the hope is to have it open Monday through Friday, but it depends on the availability of the vaccine. There was news the Federal Government was going to distribute vaccine directly to the Federal Qualified Healthcare Clinics (FQHCs) and it was clarified that the intent was to supplement not to replace the distribution of vaccine to the states.

b) Health Center Operations Update

- i. It was mentioned that the clinic staff who received their first dose a few weeks ago, received their second dose this week and the vaccinations have been staggered, because there was a warning that the side effects may be greater with the second dose.

c) Staffing Update

- ii. Due to the hiring freeze, there are no staffing changes.



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- iii. Effective February 7, 2021, Dr. Michele Leary was promoted to Chief Medical Officer (CMO). Congratulations to Dr. Leary.

6) Co-Applicant Agreement Update by Deputy County Counsel

No updates.

7) Operations Committee Updates Reports

- a) Grants Summary: Presented by Noelle Soto
 - i. The three (3) COVID-19 Grants are ending soon, and they have provided funding for clinic operations and financial needs, such as staff wages.
 - ii. The fourth quarter draw downs will end on different dates in March and April 2021, so the clinics are optimizing the draw downs of funds. A request for an extension is available, but one has not been submitted.
 - iii. With the Ryan White HIV/AIDS Grant, like the other grants, the clinics will draw down funding for Part C: Early Intervention Services and Capacity Development Program.
- b) Uniform Data System (UDS) Reporting, Progress and Submission in March: Presented by Noelle Soto
 - i. The data submitted through the Uniform Data System (UDS), is vital to the expansion of healthcare access, in addressing health disparities, and improving healthcare quality, and reducing healthcare costs. Noelle reviewed and shared a one-page summary of the report titled 2020 Solano County FHS UDS Report Highlights, with everyone.
 - ii. The UDS Report highlights have been shared and submitted since 2009. Back then, the UDS report data targeted the homeless population and now it targets the whole community.
 - iii. The Health Resources and Services Administration (HRSA) 2020 UDS report required Solano County Family Health Services (SCFHS) to submit 14 data sets within 6 categories on the homeless and universal populations, served by FQHCs.
 - iv. The UDS report is important to the Community Healthcare Board (CHB), because the data allows the SCFHS to set 2021 benchmarks for the 2021 strategic goals. The 2020 UDS data is the report card of SCFHS in comparison with other FQHCs. HRSA uses UDS data to determine future grant funding for SCFHS on future grant applications.
 - v. The highlights of the 2020 SCFHS UDS Report presented was information from the service area involving 16 Solano County zip codes and 50 plus, out of county zip codes, people who have received services from SCFHS. It included patient profile, staffing and utilization of services, clinical and financial data, and other areas, such as Healthcare Information Technology, and Other Data Elements and Workforce Training data.
 - vi. There are over 60+ pages to the full report and if anyone would like a copy, please call the CHB Clerk, Patricia, at 707-784-8775.
 - vii. Noelle and her team, who worked on the UDS Report, were complimented on the hard work involved in preparing this complex and involved document.
- c) FHS 2020 Quality Measures PDSA Summary: Presented by Dr. Michele Leary
 - i. In response to a request made from the Board, she presented a report on the Quality Measures, of those Quality Improvement (QI) projects, that are ongoing in the clinics. They cover Asthma Medication Ratio (AMR), Controlling High Blood Pressure (HBP), Diabetes



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HbA1C Good Control, Colorectal Cancer Screening and Well Child Checks First 15 Months of Life (WCC).

- ii. Because time was limited to review the whole report, due to the upcoming Closed Session, Dr. Leary reviewed the Plan – Do – Study – Act (PDSA) Wheel, a process used in all Quality Measures and it is applied to all the QI projects. She described these steps, using a scenario, having to do with her goal to decrease her body fat percentage, over a specific amount of time. The scenario was a good example of how these measures are addressed. There were no questions from the Board.
 - iii. On a side note, a question was asked by a Board Member, regarding FHS patients, 65 years and older, and how they would be notified about COVID-19 vaccinations. There is a working list of those patients 75 years and older and some have been contacted by a phone call, to come in to receive the vaccine. They have also been informed about the community mass COVID-19 vaccination clinics at the Vallejo Fairgrounds. The next step will be, to contact those 65 years and older to get their vaccine. Due to the barriers of getting patients to come to the clinics, without interrupting patient care, there are plans to hold a vaccine clinic on a weekend, but no date yet. They are waiting on information about the availability and supply of the COVID-19 vaccine.
 - iv. It was asked about a scenario when someone, who gets the vaccine and lives with someone who does not get the vaccine, would the person who doesn't get the vaccine be safe from the virus. The response was that only the person who gets both doses of the vaccine, is 95% protected from the virus and because there is no evidence that it prevents transmission of the virus, the vaccinated person could still transmit the virus.
- d) County Medical Services Program (CMSP) Grant Program: Presented by Matt Green
- i. Matt Green, a Health and Social Services (H&SS) Planning Analyst, who gave the CMSP presentation provided a Power Point presentation of slides. This document will be added to the February 17, 2021 Agenda, located on the Solano County CHB web page, and distributed to the attendees of this meeting.
 - ii. Funding is provided through the COVID-19 Emergency Response Grant (CERG), for supportive quarantine services.
 - iii. Program Overview and Goals were reviewed. It provides motel rooms and meals provided to those who have tested positive for COVID-19 and are below the 200% financial poverty level and unable to self-isolate in their home. The motel room stay is up to 10 days and a case navigator provides daily wellness checks and links them into those services they are eligible, such as CalFresh, MediCal, Mental Health support, etc.
 - iv. The program soft-launch and referrals was mentioned. This program was just soft-launched and served 5 clients. Referrals come from Contact Investigation and Contact Tracing teams. Positive feedback, from the 5 clients served, shared that they had a positive experience, and they received the necessary support from the program.
- e) Project Roomkey: Presented by Matt Green
- i. This is a collaborative partnership to secure temporary shelter (hotel and motel rooms), for the most vulnerable people in the community, who are experiencing homelessness. There are sites in Vallejo and Fairfield and meals are provided. Services provided are wellness checks, linkages to resources for public assistance, mental health, housing support, etc.
 - ii. Those experiencing homelessness may be eligible through Project Roomkey if they have tested positive for COVID-19 and do not require hospitalization or if they have been released from the hospital, but are potentially infectious, or are under investigation for



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COVID-19 symptoms, or are in a high-risk group, including 60 years or older and/or at high risk of medical complications.

8) Unfinished Business

- a) It was mentioned at the last meeting and Dr. Leary requested to make a change to the 2021 Calendar and move the “Review and Approve the QI/QA Plan” to the month of June every year. The chair stated this will be addressed in Item 10) a) Action Items.

9) Discussion

- a) Process of Project Director/CEO Performance Appraisal, by Board Members
 - i. The Chair, Ruth Forney, stated that when addressing Agenda Item 13, Closed Session, the Board Members will have a breakout session to discuss this item in private.
- b) Community Healthcare Board 2021 Calendar – To vote, to make a change to the 2021 Calendar and move the “Review and Approve the QI/QA Plan” agenda item, to the month of June, every year.
 - i. Dr. Michele Leary mentioned this request at the previous meeting and restated that data collection is necessary to compile this report and due to the delay in receiving the required Partnership HealthPlan and UDS data, which is not available until March or May of every year. She asked that the “Review and Approve the QI/QA Plan” agenda item be considered, by the Board, to be moved to the month of June every year, instead of having it in January every year.

10) Action Items

- a) Community Healthcare Board 2021 Calendar – The Board will vote to approve a change to the 2021 Calendar. The change is to schedule the “Review and Approve the QI/QA Plan” agenda item to the month of June, every year, instead of January, every year.

Motion: To change the 2021 CHB Calendar and move the “Review and Approve the QI/QA Plan” agenda item to June every year.

Motion by Mike Brown and seconded by Katrina Morrow

Discussion: None

Ayes: Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Nays: None

Abstain: None

Motion Carried

- b) Review and approve: FHS Sliding Fee Scale Policy
 - i. This policy is basically the same every year, except for the annual adjustment in the Federal Poverty Guidelines (FPG). The policy meets all HRSA regulations.
 - ii. In this policy, the patient is required to complete a Sliding Fee Scale Discount form to see at which level they qualify, which is dependent on their income. The scale is on page 5.
 - iii. On Attachment 1: Sliding Fee Scale Discount Program Guidelines, page 5 of 6, the scale shows up to 300% of the FPG, because the Ryan White Program is included, and is required to track those at the 300% of the FPG level.



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Motion: To approve the FHS Sliding Fee Scale Policy

Motion by: Anthony Lofton and seconded by Sandra Whaley

Discussion: None

Ayes: Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Nays: None

Abstain: None

Motion Carried

c) Review and Approve: Billing and Collections Policy

- i. Janine Harris explained that the FHS Sliding Fee Scale Policy includes a billing and collections portion. The Billing and Collections Policy covers a broader scope, applicable to the HSS Department and is not reviewed on an annual basis. Janine asked that the "Billings and Collections Policy", noted on the 2021 CHB Calendar, be removed.
- ii. Because of the clarification presented by Janine Harris, and after Board Members' discussion, a proposal was made to remove Item 10c from this agenda. In addition, it was proposed by the Board to change their calendar and remove the Billing and Collections Policy, from the 2021 CHB Calendar, and to put this proposal as an Action Item on the next meeting agenda, scheduled March 17, 2021.

Motion: To remove Agenda Item 10) c) from this agenda.

Motion by: Brandon Wirth and seconded by Robert Wieda

Discussion: None

Ayes: Ruth Forney, Michael Brown, Brandon Wirth, Anthony Lofton, Katrina Morrow, Robert Wieda, Gerald Hase, Jim Jones, Sandra Whaley

Nays: None

Abstain: None

Motion Carries

11) Board Member Comments

- a) The Chair, Ruth Forney, announced changes to the frequency of the FHS Town Hall Meetings this year. They have been quarterly, but this year they will be held semi-annual, on June 10, 2021 and December 9, 2021. The March 11th and September 9th meetings are canceled.
- b) Ruth also mentioned that she participated in a workshop in Suisun City, on the homeless and homeless encampments. She said it was very good, and she will speak more about it, when the Mobile Vans return back into the community.
- c) Jim Jones mentioned that he received a nice email from Jim Frazier, California State Assembly Member, regarding the California Emerging Technology Fund and its use to close the 'digital divide' by subsidizing low-cost high-speed internet connections, as well as computers to those who qualify. Anyone interested can get details, by entering their zip code and qualification info on "www.everyoneon.org".



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- d) Ruth also asked everyone to save the date on Wednesday, March 4, 2021, from 1:00-5:00pm, for the CHB Budget Workshop, hosted by H&SS Administration. If there are any suggestions for topics to be discussed, send them to Ruth. She is coordinating with Debbie Vaughn, the H&SS Assistant Director to create an agenda for the meeting.

12) Parking Lot (These Items are postponed, until further notice.)

- a) Fiscal: 4th Quarterly Financial Report
- b) Compliance Training and Robert's Rules Review
- c) Health Center Marketing Campaign & Website Design
- d) The IHI Quadruple Aim Initiative, "Health Center Practices"

13) Closed Session

14) Next Community Healthcare Board Meeting

DATE: March 17, 2021
TIME: 12:00 p.m.
TO JOIN: Telephone Conference Call
Dial: 1-323-457-3408, Conference ID: 299 423 65#

15) Adjourn

Meeting was adjourned in Closed Session at 3:35 p.m.

Handouts

- 2020 Solano County Family Health Services (SCFHS) Uniform Data System (UDS) Report Highlights
- 2020 Quality Measures PDSA Summary
- Solano County H&SS CMSP Program Project Roomkey Presentation
- Project Roomkey Flyer
- 2021 Community Healthcare Board Calendar
- 2021 Community Healthcare Board Calendar, with proposed change
- FHS Sliding Fee Scale Discount Program, Policy Number 100.03