



## County of Solano Community Healthcare Board

### REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, January 19, 2022  
Video and Telephone Conference Call

#### Members Present:

At Roll Call: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Tracee Stacy, and Brandon Wirth

**Members Absent:** Katrina Morrow and Sandra Whaley.

#### Staff Present:

Gerald Huber, Dr. Michele Leary, Dona Weissenfels, Toya Adams, Noelle Soto, Clarisa Sudarma, Nina Delmendo, Janine Harris, Cheryl Esters, Jannett Alberg, Thomas West, Florentina Certuche, Anna Mae Gonzales-Smith, Niccore Tyler, Julie Barga, Danielle Seguerre-Seymour

#### 1) Call to Order – 12:05 p.m.

- a) Welcome
- b) Roll Call

#### 2) Update by Deputy County Counsel

- a) At the January 19, 2022, meeting, a majority of the Board voted to make AB 361 findings to allow teleconferencing without compliance with the requirements of Government Code section 54953(b)(3). The prior findings expire the earlier of February 16, 2022, or such time the Board makes subsequent AB 361 findings.

County Counsel recommends the Board consider making AB 361 findings before each meeting.

- i) ACTION ITEM: The Board will consider making the findings as noted in Agenda item 2) a) i), ii), iii), iv), v), vi), vii), and viii), due to the COVID-19 Pandemic, whether it may pose imminent danger, to the Board Members to meet in person, and if the Board makes subsequent findings to pose imminent danger, thus Board may continue to meet virtual.

Motion: To accept and approve the findings of the Governor's Bill AB 361 and move forward to meet via teleconference.

Motion by: Mike Brown and seconded by Gerald Hase

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, and Gerald Hase

Nays: Tracee Stacy

Abstain: None.

Motion Carried – The Board moved forward with a virtual meeting.



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### 3) Approval of January 19, 2022, Agenda

Motion: To approve the January 19, 2022, Agenda

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, Gerald Hase, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

### 4) Public Comment

None.

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

#### a) Health Center Operations Update – Dona Weissenfels

- i) Dona wished everyone a “Happy New Year” and that the first couple weeks of the new year have been bumpy, with COVID-19.
- ii) Dona mentioned big news that she met with Kathleen Ruck in late December about the upcoming Health Resources Services Administration (HRSA) Operations Site Visit (OSV), scheduled every three (3) years, and the next one was in September 2022. The OSV has been delayed until November 2023, so everyone will be allowed time to prepare.
- iii) Dona explained a change of timeline of projects:
  - ♦ Needs Assessment and Strategic Plan – More thought can be given to spot assessments. On the 340B Program, there was a request for information prepared a year ago that the only thing missing was the “Utilization” part, which will be added and Family Health Services, will need to get some bids for the 340B program. The 340B Program provides discounts to pharmaceutical prescriptions.
- iv) Dona mentioned that she is looking into applying for the Federal Tort Claims Act (FTCA), which is malpractice insurance for HRSA-Supported health centers. She is working with Health and Social Services Administration, in a draft form. Credentialing and Risk Management are key core components of the FTCA application.
- v) Dona mentioned the County did an audit, of the FHS call centers and scheduling in 2020-2021, which she was unaware of, since she just started in September 2021. She received feedback from the audit. There is a baseline to begin improvement, and the hope is 1) standardization with all call centers; 2) Ensure monitoring of the call centers that they are providing correct information; and 3) optimizing the clinic schedules. Dona has formed an Operational Performance Improvement Team and hoping that within 6 months, the call centers will be more standardized, and there will be improvement in scheduling appointments.



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- vi) Dona announced that Toya Adams is the new FHS Health Services Manager, Senior, (HSM, Sr.), A Big Congratulations to Toya, who has been doing the job for a long time and she deserves the promotion!
- b) Staffing Update – Toya Adams
  - i) Toya mentioned there are 32 positions open for recruitment and 14 candidates in background.
  - ii) Toya mentioned a new HSM at Vacaville and two Accounting Clerk II employees are expected to begin at the end of January, and a Physician Assistant (PA) also started at Vallejo. A Clinic Supervising Physician, three mid-level providers and one Clinic Registered Nurse (RN) are expected to start in February.
  - iii) Toya also mentioned that there are two RNs in background and there are upcoming interviews for Office Assistant, Bilingual for Fairfield Dental and Vallejo Medical, MAs and Lead MA, so FHS is moving along with hiring.
  - iv) Dona mentioned that Dr. Leary has been very active in hiring providers and that the hiring of providers is going well.
  - v) Board Member Gerald Hase asked the number of call center staff and currently there are eight (8).
  - vi) Chair Ruth Forney, asked if all staff that are vaccinated can get their booster at the clinics. It was noted that the clinics are not giving boosters to staff, but they go to their primary care provider, for example, Kaiser.

### 6) Operations Committee Update Reports

- a) 2019-2022 Strategic Plan Update – Dona Weissenfels
  - i) Dona mentioned with the delay of the next OSV, the Strategic plan can be delayed. She will discuss further at the next CHB Executive Committee with the members, to figure out how to move forward.
- b) Quarterly Financial Report – Nina Delmendo
  - i) Refer to handout: *County of Solano, Expenditure and Revenue Report, Dept: 7580 Family Health Services, December 31, 2021*. Nina reviewed the report with the Board Members and participants at the meeting.
- c) Hiring Credentialing update – Niccore Tyler

Niccore mentioned that she will report out each month, at this meeting, and Elise will serve as a backup, if she is unable to attend.

  - i) Health Plan enrollment – no report.
  - ii) Office of Inspector General's (OIG) Sanction List – With the help of Dona and Dr. Leary, in updating the comprehensive listing of FHS staffing, the report was run in December 2021 and there are 111 FHS Staff and there were zero (0) exclusions found and doing Great! This month, they will include to test Touro Providers and will report out, an update on OIG and exclusions list for Touro at the next meeting,



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- ♦ Board Member Gerald asked the number of Touro Providers at FHS and was told there are about ten (10).
- iii) Board License Check – Credentialing – Niccore mentioned they are working on three (3) new provider applications and three (3) provider re-credentialing applications to remain in compliance. The three new applicants include, a PA submitted to Partnership and two (2) Clinic Physician Supervisors. The recredentialed applicants include, one (1) submitted to Partnership, and two (2) pending and applications due to Partnership on February 13, 2022.
- d) Family Health Services Compliance Update – Cheryl Esters
  - i) Dona mentioned that compliance is very important, and she works directly with Cheryl and there are a lot of topics. It is important that Cheryl gives a “Compliance” monthly update, and it will be added as a standing agenda item, moving forward.
  - ii) Cheryl mentioned Compliance tracks all incidents in FHS, in the Compliance Comply, Track and Reporting System. She reported for the months of November and December 2021, there were 2 lost badges, one breach of confidentiality, which is under investigation, one emergency call to 911, for a patient that went into distress, 2 safety issues and 2 thefts, one laptop and one cell phone stolen.
  - iii) Cheryl mentioned she meets with Dona weekly, and they are looking at changes in regulations and what needs to be done in the clinics, to remain in compliance.
- e) Grant Updates – Noelle Soto

Noelle mentioned there are several grants, and all are in different stages and there will be a Grants Updates Agenda Item each month. The updates are as follows and there was no handout.

  - i) The base grant H80, that was made in April 2021, and she is working with Fiscal to draw down funds and a report was sent to HRSA.
  - ii) The Ryan White HIV/AIDS Grant is for the period of April 1, 2022, through March 31, 2023.
  - iii) Noelle stated she will present the budget review for H80 Health Centers Program and the H8F, the American Rescue Plan Act at the next meeting on February 16, 2022.
  - iv) The quarterly progress reports for the H8F ARPA testing and expanded capacity Act Grant, carry over from last year were submitted and the H8E Expanded Capacity for Testing Grant will be closing out in April 2022.
  - v) C8E, Capital Improvements Grant, for equipment purchases – Internal staff and fiscal are working on the purchases for the timeline. Funds will be optimized.
  - vi) Both the Data Submissions for the Uniform Data Systems (UDS) and the H80 Grant are being worked on with the Internal Team and DoIT, who have met regularly to retrieve and collect appropriate NextGen data and will submit them. The deadline is February 15, 2022, and the internal deadline is February 7, 2022.
  - vii) The Ryan White services report is due March 7, 2022, and the Internal deadline is February 24, 2022. They are working with fiscal to submit by the deadline.

### 7) Unfinished Business

- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending completion of policy review by Compliance.



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- i) It was mentioned that this item is not ready for discussion and when it is completed, it will be presented to the Board for review and approval.

### 8) Discussion

- a) Project Officer/CEO Evaluation Review
  - i) Chair, Ruth Forney, mentioned that usually this is done in January, but because Dona has only been on the job for three (3) months, the Board will vote to postpone the evaluation until January 2023, so at which time she will have been involved for more than a year.
- b) Annual Bylaws Appendix A – “Conflict of Interest”
  - i) Chair, Ruth Forney mentioned the Conflict of Interest form was mailed via USPS to all Board members and asked that they complete the form and return them soon.
- c) Annual Confidentiality Form
  - i) She mentioned that the form was not ready in January, and Compliance and Dona hope to finalize the form soon and send it to the Board members next month.

### 9) Action Items

- a) Postpone Project Officer/CEO Evaluation Review

Motion: To postpone the Project Officer/CEO Evaluation to the January 2022 meeting.

Motion by: Mike Brown and seconded by Gerald Hase

Discussion: None

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, Gerald Hase, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

- b) The Board will consider to apply for the Fiscal Year 2022 Ryan White HIV/AIDS Program Part C Capacity Development Grant – This grant was alerted in December 2021, and it has been offered for over six (6) years, and the categories and activities have evolved.

Noelle mentioned a correction in the time frame and that it is from 9/1/2022 through 8/31/2023. She mentioned that after a meeting with the FHS Internal HIV/AIDS Team and HRSA, it would be beneficial to apply for this one time grant, specifically for the category of “HIV Care Innovation” and the activity of “Integration of HIV primary care with oral health and/or behavioral health”. It was selected by the Team, because we already have an onsite Dental Clinic and Licensed Clinical Social Workers (LCSWs), so it’s a perfect opportunity.

Motion: To apply for the Fiscal Year 2022 Ryan White HIV/AIDS Program Part C Capacity Development Grant

Motion by: Anthony Lofton and seconded by Brandon Wirth



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Discussion: Noelle mentioned a correction in the time frame and that it is from 9/1/2022 through 8/31/2023.

- i) Board Member Brandon Wirth stated the grant sounded exciting and an exciting program and a unique niche to serve that population but was concerned how to sustain it, due to a short term grant. Noelle mentioned that because FHS currently refers patients to our dental program and to LCSWs. Dona mentioned this is a way to get additional funding, for these existing services and activities we have at FHS.
- ii) Vice Chair, Mike Brown, asked if the HIV/AIDS patients were asked what works for them, rather than make the decisions for the patients and Noelle responded that due to the short deadline it wasn't possible this time. She added that was a great suggestion and with a longer preparation time, they could survey the patients with a future grant!

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, Gerald Hase, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

### 10) Board Member Comments

- a) Chair, Ruth Forney, notified the Board Members about an online program, to request four (4) free in home COVID test kits from the Federal Government. They could apply online, at COVID Test.gov and USPS will send the kits to their home.
- b) Chair, Ruth Forney shared comments from a virtual seminar presented by the National Association of Community Health Centers, 50 years of progress and hopes for the future. It was founded in 1971-2021, celebrating 50 years.
- c) Dona gave an update about recruiting patients as potential Board Members and she received ten (10) names from FHS staff. Ruth has also reached out as well.
- d) Ruth mentioned the Parking Lot item 11a) Compliance Training and Robert's Rules Review, and that they may look at training, when the Board brings on new members.

### 11) Parking Lot (These items are postponed, until further notice.)

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design
- c) The IHI Quadruple Aim Initiative \*Health Center Practices\*

### 12) Next Community Healthcare Board Meeting

DATE: February 16, 2022

TIME: 12:00 p.m.

TO JOIN: Telephone Conference Call

Dial: 1-323-457-3408, Conference ID: 446 778 066#



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### 13) Adjourn

Meeting was adjourned at 1:15 p.m.

#### Handouts:

- County of Solano, Expenditure and Revenue Report, Dept: 7580 Family Health Services, December 31, 2021.
- Conflict of Interest
- Fiscal Year 2022 Ryan White HIV/AIDS Program Part C Capacity Development Grant, 9/1/2022 through 8/31/2022 (1 year)