



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, November 16, 2022
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Mike Brown, Gerald Hase, Robert Wieda, Tracee Stacy, Sandra Whaley, and Brandon Wirth

Members Absent: Anthony Lofton, Deborah Hillman, and Don O'Conner

Staff Present:

Gerald Huber, Dona Weissenfels, Dr. Michele Leary, Toya Adams, Noelle Soto, Anna Mae Gonzales-Smith, Nina Delmendo, Desiree Bodiford, Elise Lenox, Cheryl Esters, Lavona Hamilton, Krista McBride, Kelly Welsh, Julie Barga, Janine Harris, Cynthia Coutee, Kristine Gual (PHC), Danielle Seguerre-Seymour, and Patricia Zuñiga

1) Call to Order – 12:03 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

On June 13, 2022, due to a surge of COVID-19 in Solano County, it was advised and decided by the Solano County Health Officer, the Clinic Operations Officer and the Chair of the Board, that the June 15, 2022, Community Healthcare Board Meeting be held as a virtual meeting, with consideration of the safety of the Board Members and meeting participants, until there would be a notable decrease in the COVID surge in Solano County. At the October 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 November 21, 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), viii), and ix), due to the surge of COVID-19 in Solano County, and as recommended by the Solano County Health Officer and FHS Clinic Operations officer, as 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 Robert Wieda

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Gerald Hase, , Tracee Stacy, Sandra Whaley, and Robert Wieda

Nays: None.



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Abstain: None.

Motion Carried.

3) Approval of the November 16, 2022, Agenda

Motion: To approve the November 21, 2022, Agenda

Motion by: Sandra Whaley and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Robert Wieda, Tracee Stacy, Sandra Whaley, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

4) Approval of the September 21, 2022 Minutes and the October 16, 2022 Minutes

Motion: To approve the September 21, 2022 and the October 16, 2022 Minutes

Motion by: Sandra Whaley and seconded by Mike Brown

Discussion: None

Ayes: Ruth Forney, Mike Brown, Gerald Hase, Robert Wieda, Tracee Stacy, Sandra Whaley, and Brandon Wirth

Nays: None

Abstain: None

Motion Carried.

5) Public Comment

- Elise Lenox, with Health & Social Services (HSS) Administration Employee Services Unit, introduced and welcomed her new supervisor, recently hired and new HSS Manager, Desiree Bodiford. Desiree mentioned that she has been with Solano County for fifteen (15) years, transferred from the Sheriff's Department and was looking forward to working with everyone.
- Kristine Gual, with Partnership HealthCare of California (PHC), introduced herself and she mentioned she was the Manager of Performance Improvement and joined the meeting on behalf of Kathryn Power.

6) Project Director/Clinic Operations Officer Report

- a) Health Center Operations Update – Dona Weissenfels
 - i) Health Center Activities, Internal & External Update



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- Dona announced that NorthBay was pulling out from serving Medi-Cal patients, in a contract between NorthBay and PHC but this has not been resolved yet. NorthBay provides specialty care for patient referrals and is vital to FHS patients. Dona would keep the Board updated on this topic.
- Dona mentioned that she is involved in ongoing Union Negotiations for Unit 11, Union of American Physicians and Dentists, and she hoped they would settle soon, since the rest of Solano County Unions have already settled.
- Dona was proud to announce that she and Chair Ruth Forney met with the Solano County Association of Realtors and were presented with a check for \$12,500, for the Mobile Dental Clinic Unit.
- Dona mentioned that they started the contracting phase of OCHIN Epic, the proposed new Electronic Health Records (EHR) software, and the target date to switch was targeted in March 2024.
- Dona said that FHS was notified by HRSA, the Operations Site Visit (OSV) would occur any time from July 2023 through September 2023. She has been working with the consultants, Greg Facktor, and would also be working with the Board in preparation of the Strategic Plan
- Dona invited everyone to place a hold on their calendar for the upcoming FHS Town Hall All Staff meeting, which would be held on Thursday, December 8, 2022 from 8:00am until noon. The focus at the meeting would be Employee Wellness and the meeting would be in person.

b) Staffing Update – Toya Adams

- i) Toya stated there is ongoing aggressive recruitment for 17 open positions and that there were several candidates in background and Credentialing.
- ii) Toya mentioned they were expecting one (1) Physician Assistant in early December, three (3) Medical Assistants in late December and the Dentist Manager in January 2023.
- iii) Toya stated that FHS Management would be requesting additional staff and present it to the Board of Supervisors.

7) Operations Committee Reports

a) Hiring Credentialing Update – Elise Lenox

- i) Elise confirmed the FHS workforce of 123 County employees plus 11 Touro Contractors were sanction screened and there were no exclusions. Good news!
- ii) Elise mentioned they were in the process of credentialing five (5) Touro providers, (3- Physician Assistants, 1- Clinic Physician and 1- Pharm D). On the County side, credentialing is in process for a Dentist Manager, a Physician Assistant, and three (3) Medical Assistants.

b) HRSA and Grants Update – Noelle Soto

- i) Noelle announced that there have been recent changes within HRSA. The Project Officer, who represented us over the past several years, Kathy Ruck, has been reassigned. As Dona mentioned earlier, we received the official email that our OSV will be between July 2023 to September 2023. The new project manager mentioned in the past, each HRSA Project Officer managed 10-25 Federally Qualified Health Center (FQHC) sites, but now the number of sites managed have been increased to 80 or more FQHC sites. Any questions FHS has, are sent to a generic mailbox. Kathy Schafer is the person assigned to FHS..



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- ii) Noelle mentioned that she was working with the Fiscal Team on the HRSA Non-Competitive Continuation Ryan White (RW), Part C Early intervention Services Grant, which provides HIV medical care to our HIV patients, which is due Friday, November 18, 2022.
 - iii) Noelle mentioned that along with Fiscal Team, they have been working on the American Rescue Plan Health Center Construction and Capital Grant or C8E Grant, semi-annual progress report was submitted and was due yesterday, November 15, 2022. She mentioned they are on track, purchasing equipment and the grant will be concluded September 2024.
 - iv) Noelle expressed her thanks to Nina Delmendo and her Fiscal Team for her effort and participation in with the grants!
 - v) Noelle mentioned she is working with the Fiscal Team on the next deadline for the HRSA Non-Competitive Continuing Application, for our Health Center Program Grant, which is due December 9, 2022.
 - vi) Noelle mentioned that regarding the Uniform Data Systems Report, on January 1, 2023, they will be open for preliminary submissions. It's been a very, very, busy time.
- 8) Unfinished Business**
- a) Credentialing Privileging Policy and Procedure Update – Dona Weissenfels
 - i) There was no update.
 - b) HIPS/HIPAA Training – Scheduling of this training will be deferred until the January 18, 2023, Board Meeting, after new members are added to the Board.
 - c) 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.
- 9) Discussion**
- a) Review Bylaws “Article X: Officers” and “Article XI: Executive Committee”
 - Chair Ruth Forney, reminded the Board Members that these Articles were included in the Agenda Packet for them to review, since Board Nominations were on the Agenda.
 - b) Board Nominations of Executive Positions, “Chair”, “Vice Chair”, and “Member at Large”
 - AS a result of much discussion, among the Board Members, the initial board nominations are noted below and will also be addressed again at the December 21, 2022 meeting.
 - Chair – Ruth Forney and Brandon Wirth
 - Vice Chair – Mike Brown
 - Member at Large – Anthony Lofton
 - c) Review Annual Board Calendar for 2023, for approval in December
 - Board Member Stacey Tracy asked that “Strategic Plan Update” be added as a standing agenda item for all meetings, starting with the December 21, 2022 meeting.
 - Nina Delmendo asked that “FY 23/24 Budgeted Development” be removed from July 19, 2023 and that it remained for August 16, 2023 and be added to September 20, 2023. She also noted a typo and that the years should be for FY 24/25 and not FY 23/24.
- 10) Board Member Comments**
- i) Tracee Stacy shared information from her Mental Health Meeting and stated there were continued increases in drug overdoses and suicides. She also asked if there were changes



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in Medi-Cal for patient services and mentioned Cal AIM. Mr. Huber mentioned that Cal AIM had many centers to provide substance abuse assistance and that Solano County has a Substance Abuse program, but that is under a different HSS division and not FHS.

- ii) Chair Ruth Forney asked about the status of the Medical and Dental Mobile Clinic units, and if there was a tentative date they would be going out to the community again. It was mentioned that the Dental Mobile Clinic Unit has been in the community at various schools and that both units were stationed at the recent Veteran's event at Suisun City. Unfortunately, due to the staff shortage and lack of drivers for the vans, until that changed, the vans can't go out on a regular basis into the community.
- iii) Chair Ruth Forney asked if County Counsel could give an update on Roberts Rules or the Brown Act, whether there were any updated, to report at the December meeting.
- iv) Mr. Huber announced that the Public Health Emergency was extended to January 31, 2022 and could be extended again, depending on the number of Flu and COVID cases reported.
- v) Tracee Stacy asked about the solar project at the Vacaville clinic, whether the shuttle service was working or not for staff and patients, in overflow parking areas. Dona stated the shuttle service was going well for patients and staff, and there have been no complaints. The project was expected to end at the end of the year. Cynthia Coutee, the Manager at the Vacaville Clinic also stated that the project and shuttle services is going well.

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

12) Next Community Healthcare Board Meeting (virtual)

DATE: December 21, 2022
TIME: 12:00 p.m.
TO JOIN Telephone Conference Call:
Dial: 1-323-457-3408, Conference ID: 446 778 066# (please announce your name)
Teleconference: Contact the Clerk: 707-784-8775

13) Adjourn

Meeting was adjourned at 1:20 p.m.

Handouts:

- Community Healthcare Board Bylaws, Article X: Officers and Article XI: Executive Committee
- Draft Family Health Services Community Healthcare Board 2023 Annual Calendar