



## County of Solano Community Healthcare Board

### REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, April 17, 2024

In Person Meeting

#### Members Present:

At Roll Call: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O'Conner, and Tracee Stacy.

**Members Absent:** Charla Griffith, Rovina Jones, Anthony Lofton, Sandra Whaley, Robert Wieda, and Brandon Wirth.

#### Staff Present:

Gerald Huber, Debbie Vaughn, Dr. Bela Matyas, Dr. Michele Leary, Dona Weissenfels, Dr. Reza Rajabian, Dr. Ian Bennett, Han Yoon, Nina Delmendo, Valerie Flores, Noelle Soto, Natasha Hamilton, Rebecca Cronk. Pierce Leavell, Krista McBride, Cherry Violanda, Kelly Welsh, Julie Barga, Kristine Gual-PHC, Danielle Seguerre-Seymour and Patricia Zuñiga.

#### 1) Call to Order- 12:08 p.m.

- a) Welcome
- b) Roll Call

#### 2) Approval of the April 17, 2024 Agenda

Discussion: None.

Motion: To approve the April 17, 2024, Agenda.

Motion by: Ruth Forney and seconded by Deborah Hillman.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O'Conner, and Tracee Stacy.

Nays: None.

Abstain: None.

Motion Carried.

#### 3) Public Comment

- There was no public comment, but Vice Chair Michael Brown reminded everyone that the Agenda Packet is online on the web page and that anyone can review it.



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### Regular Calendar

#### 4) Approval of Minutes

Approval of the March 20, 2024, draft Minutes

Discussion: There was no discussion.

Motion: To approve the March 20, 2024, red-lined draft Minutes.

Motion by: Marbeya Ellis and seconded by Etta Cooper.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, and Don O'Conner.

Nays: None.

Abstain: Tracee Stacy.

Motion Carried.

#### 5) Clinic Operations Reports

- Vice Chair Michael Brown announced that all Clinic Operations Reports were submitted before the meeting. He thanked and acknowledged the effort of those who submitted them.

##### a) Staffing Update — Natasha Hamilton

- Natasha reviewed the Staffing Update report. (*Please reference the "FHS Staffing Update – April 17, 2024"*)
- Natasha announced the following highlights: A Registered Nurse (RN) was is in background for the Fairfield Clinic, interviews were in progress for a Registered Dental Assistant (RDA) and a Medical Assistant (MA), and a new Nurse Practitioner would be starting on May 13<sup>th</sup>.
- Natasha also mentioned FHS continues to work with Human Resources in filling vacancies.
- Board Member Etta Cooper asked with the hiring, and open positions, would the public be able to apply for other positions. Natasha mentioned that the open positions are on the Solano County HR website and anyone, including the public can apply. Etta also asked when the clinic patient panels would open up to new patients, since the Vacaville and Fairfield clinics have not been accepting new patients due to staff shortage. Dona mentioned that the patient panels were open at the Vacaville Clinic (adults & pediatrics) and the Fairfield pediatrics clinic. New patient panels would remain closed until provider staffing has become more robust. Etta also asked how the public would be notified that the Vacaville and Fairfield pediatrics clinic were reopened to new patients. Dona stated that most of the patients are referred by Partnership HealthCare (PHC), so PHC was aware of the patient panels opened in Vallejo, Vacaville and Fairfield pediatrics. Also, if someone calls the clinic, the call center staff would inform those who called in and would refer the patient to a clinic that was taking new patients and there is a recall list, to keep track of patients that need visits, so they would be called also.
- There were no other questions from the Board.



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- b) **Credentialing Update** — Cherry Violanda (*Please reference the “FHS Credentialing, Provider Enrollment and Sanctioning Screening Activities – Status Report – April 2024”*)
- Desiree Bodiford and Raechel were unavailable, so Cherry Violanda presented the report.
  - Cherry mentioned that there were 146 screenings and there were zero exclusions.
  - Dr. Bela Matyas explained the role of the Credentialing Team. They certify clinical and professional staff, to ensure their qualifications and licenses are current, before hiring candidates in these classifications. Then after new clinical staff are hired, periodically, every two (2) years, they are recertified, meaning they are re-certified to make sure their licenses and training are current, for example. Credentialing’s role is very important.
  - Vice Chair Michael Brown commented that it was good to know that the providers and all the staff are being credentialed so it meant that the clinics have top notch staff providing services to our patients. He thanked the Credentialing Team for their effort and keeping track of credentialing of the clinic staff.
  - There were no questions from the Board.
- c) **HRSA Grants Update(s)** — Noelle Soto (*Please reference the “Health Resources and Services Administration (HRSA) Grant Updates as of April 17, 2024”*)
- Noelle Soto noted the Ryan White report was included in the packet, which was submitted and accepted by HRSA last month. The report included a snap-shot of data from the last three (3) years.
  - Board Member Tracee Stacy asked, since the report included data specifically for those patients in the 50+ years age group and she works with older adults, were their specific needs of HIV patients in the 50+ age group being met and were they being connected to outside resources, and maybe, could there be a presentation to the Board on how those needs were being met and the outside resources that they were connected with. Noelle stated that the needs of those HIV patients 50+ age group were being met and they were connected with outside resources, as well as necessary. Noelle also stated that she could prepare a presentation about how the program works and show how the needs of the specific age group of 50+ were being met and that the different programs they were referred.
  - There were no other questions from the Board.
- d) **Grievances/Compliments** — Rebecca Cronk (*Please reference the “Grievance Reports, April-December 2023 & January– March 2024.”*)
- Rebecca presented and stated that there was a total of 10 grievances for March and that the majority continues to be scheduling and there was a slight increase of quality of care, which relates to bedside manner.
  - Rebecca mentioned that the Vallejo Clinic has a new Supervising Physician, Dr. Ian Bennett, which is great, and he has been reviewing the grievances from a clinical and provider perspective, so there was a more thorough review process in place.
  - Board member Tracee Stacy asked about the Safety in the clinical outcomes. Rebecca defined Safety Grievances as complaints that allege concerns about errors, adverse effects, and preventable injuries to patients associated with their health care. She gave an example that if someone fell off a chair.
  - Board member Etta Cooper asked for examples of Scheduling. Rebecca defined Scheduling as it related to Access to Care and Timeliness with the patient’s ability to schedule services in a timely manner. She gave an example when a patient calls to schedule an appointment and the timeliness it is scheduled.



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- Board Member Deborah Hillman asked how the process of appointments for referrals works, because she had been waiting on a referral for over two (2) months. She also asked if it was it due to manpower or not enough people to make the referral appointments? Rebecca stated that it was due to staffing shortage issue and management is trying to address it. And that from the specialty's aspect, ideally, staff tries to close the loop to follow up with telling the patients updates on their referrals, but referrals are behind, again due to staff shortage. The MAs have also been informing patients that referrals are taking longer due to staff shortage.
- Dr. Bela Matyas also mentioned that referrals are for those services that FHS does not provide so most of the referrals are usually sent to NorthBay Hospital, who provide specialty services and there are a limited number of slots for FHS patients. He also mentioned that in Solano County there has been a significant shortage of specialists, so clients that don't have private insurance, (Medi-Cal) or no insurance at all, tend to fall at the bottom of the list. He mentioned that the clinic is moving towards EPIC which will allow staff to follow up on outside referrals more frequently, but it would take time for EPIC to be in place and staff trained on EPIC.
- Dona Mentioned that NorthBay had a cyber attack recently on March 1<sup>st</sup>, and she didn't know whether they recovered yet or not, so this could cause a delay as well.
- Dr. Ian Bennet commented on the grievances and stated that healthcare providers may not be the best with bedside manners, but he wanted to reassure everyone that the providers really care that the quality of care is the highest it can be. He also stated that customer service training is being considered for the providers.
- Board member Tracee Stacy asked if referrals were triaged and were there rules about referrals. Dona Weissenfels noted that there are rules such as urgent or routine. Tracee also asked if FHS is doing data collection on outcomes and Dona Weissenfels replied, "Yes".
- Dr. Matyas gave a perspective on the number of grievances in March. He stated that in March there were 10 grievances out of a couple thousand appointments, which shows the rate is significantly low. He wanted to make sure that the Board Members understood that all grievances are taken seriously. It was gratifying to see the rate of grievances were low.
- Board Member Seema Mirza had a question about referrals to a specialized doctor. She shared that she received a letter from her doctor stating that a referral was made for her. She hadn't received or heard any news from the specialized doctor and wanted to know who she could call to follow up on the letter, about the referral. Dr. Michele Leary advised that she should contact her primary care doctor at FHS and FHS could follow up on her behalf about the status of her referral.
- Board Member Deborah Hillman asked about a referral letter she received. She asked to confirm that when she received that letter, it meant that the referral was made by her clinic doctor and that she was waiting for the specialist office to contact her for an appointment. Dr. Michele Leary confirmed she understood correctly.
- Board Member Etta Cooper thanked everyone for working on the grievances and she appreciated their effort. She asked about the specialties that are referred out and wanted to know if FHS is looking as hiring any of those specialties in the clinic. Dona informed Etta that FHS is a primary care clinic, and not a specialty clinic, and that is why there are referrals. Dr. Bela Matyas also informed Etta that there have been specialty providers in the past, but due to the shortage they would not hire any especially due to the high cost and having to pay them top dollar, which FHS can't afford.



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- Vice Chair Michael Brown, noted like Dr. Matyas stated, thousands of patients that are seen at the clinics, and all but 10 received good medical care and they appreciated the care and the staff. He stated he wanted to focus on the positive that the clinic staff and providers are doing and not the negative.
- There were no other questions from the Board.
- e) **H&SS Compliance** — Krista McBride (*Please reference the “H&SS Compliance-FHS Privacy & Security Incident Report March 1 – 31, 2024”.*)
  - Krista reviewed the two (2) items noted in the report. It was in the category of Safety: a client bumped their head in the lobby and a parent of a minor reported being poked by and MA while given a vaccine. These incidents were reported to the necessary program. There were no breaches reported for March.
  - There were no questions from the Board.
- f) **Finance & Revenue Cycle Management** — Nina Delmendo (*Please reference the “Expenditure and Revenue Report as of March 31, 2024, Revenue Cycle Reports: Total Encounters through March 31, 2024, Total Qualified Encounters (Medical, Dental, Mental Health) FY 2023/24 – July 2023 – March 2024 and Total Unbilled Encounters as of April 11, 2024.”*)  
Expenditure and Revenue Report as of March 31, 2024
  - Nina Delmendo reviewed the Expenditure and Revenue Report as of March 31, 2024, in detail, which was up for approval by the Board in Agenda Item 8b, “Review and consider approval of the Quarterly Financial Report”.
  - Nina mentioned that we are about 75% into the Fiscal Year and asked if there were any questions from the Board, she could answer those when she reviews the report later in the meeting during Agenda Item 8b.
  - There were no questions at that time about the Expenditure and Revenue Report.Revenue Cycle Reports
  - Nina reviewed the Revenue Cycle Reports which includes those encounters are face-to-face interactions between a patient and their provider. She also included a target, which reflected what FHS did last year in their requested budget. She stated as of March 31<sup>st</sup> this year, FHS is has a shortfall, but she added information on the report of the reasons for the shortfall. For example, providers are 27% less than there should be, and there are filled positions that started after July 1, 2023, which does not make the target, because they were not at FHS the whole year. In addition, 56% of the shortfall and encounters were due to provider vacancies.
  - Board Member Ruth Forney stated that she saw that short staffing was driving everything and how the clinics fall short.
  - Nina referred to a question the Board had at the last meeting about the unbilled encounters report that shows encounters that have not yet been billed. She informed the Board that this report is provided weekly, and it is provided to FHS Leadership, so they can follow up with those providers that have unbilled encounters. FHS Leadership asked if there was a financial impact and Nina stated that there was not and that eventually the encounters get billed. In addition, the Billing Team reaches out to the providers as well.
  - Board Member Ruth Forney asked if the unbilled encounters were Medi-Cal or Medi-Care? Nina said, “No”, and explained the process of billing. For example, after a provider sees a patient, there could be a number of reasons for unbilled encounters. It could be that the charting was not documented in the EHR (Electronic Health Record)/NextGen or maybe a button in the EHR was not pressed or the wording was not properly entered. Dr. Matyas also added that another



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reason could be that the providers saw many patients and didn't have time to do the documentation in NextGen on that day. Dr. Leary also added that it could have been due to entering a wrong code. Ruth said she thanked and appreciated all the work that the providers do and getting things done and she complimented Nina's reports and said they were easy to understand, the highlights are helpful, and they were very detailed.

- Vice Chair Michael stated that in listening to all the information, he was very happy with the services provided by medical and dental care.
- There were no other questions from the Board.

g) **Referrals** — Cynthia Coutee

- Cynthia was unavailable to review the Referrals report, so Dona mentioned that referrals were a focus for FHS, and they are working on closing the loop on referrals and make sure patients are accessing care outside of the clinics. FHS is working with PHC to ensure they have enough specialists. Dona mentioned that she would be attending an OCHIN Steering Committee and OCHIN Learning Forum next month. One of the sessions she will be attending is a 5-hour session on referrals. She is excited about the event and hopes to bring back information on OCHIN EPIC about how referrals can be processed efficiently.
- Board Member Tracee Stacy asked if the total number of referrals on the report were to our FHS Pediatrics and Adults. Dr. Leary confirmed that the referrals in the report were FHS Patients from all clinics, being referred to outside specialty providers. Also, not all of the types of specialties were noted and only the top specialties. The top specialty referrals noted were 1783 and the total referrals were 1277 were for other specialties. So, if there was only one (1) referral to a specific specialty, it was not included in the top specialties, but with other specialties and the total referrals processed were 3060.
- Board Member Gerald Hase asked what the Otolaryngology specialty was, and Dr. Michele Leary confirmed it meant the ear, nose and throat (ENT) specialty.
- Board Member Tracee Stacy asked if there was any feedback on the approval of the requested positions. Dona stated they had not yet been approved yet. She also asked when it would show on the approved budget whether the positions were approved and through discussion between Dr. Matyas and Nina, it was confirmed that any new positions would be reflected in the FY 24/25 budget in July or later, after the budget was approved. Dona reminded everyone that there are six (6) MAs that are expected to be out in a few months on pregnancy leave, and that the clinics would be extremely short staffed in the near future. Tracee asked if it was possible to backfill the MA positions with temporary help. Dr. Michele Leary stated that she couldn't find any Locum Tenens for MA positions and that the process and steps to take to request Locum Tenens takes a long time. Dona added that any time someone is hired outside the County are much more expensive and FHS will do the best they can.
- Dr. Bela Matyas noted that all clinics in Solano County are struggling with staff shortage and that there was not a lack of effort in the hiring process. FHS has been working hard to find people. It is a process to hire and maintain staff.
- Board Member Deborah Hillman complimented FHS staff and clarified that with the staff shortage at FHS, she is very pleased with the level of care and she has received, even during the pandemic and after pandemic. She is always treated with the utmost dignity and wanted to let FHS staff know that she didn't appreciate everyone and given the circumstances of staff shortage in FHS she thought that everyone is doing a wonderful job.



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- Board Member Etta Cooper agreed with Deborah’s compliment and stated she appreciated the TLC she has received. A round of applause was given to everyone.
  - There were no other questions from the Board. The Board will monitor and follow-up on the process improvement specific to Referrals.
- h). **OCHIN EPIC Update(s)** —Dona Weissenfels (*Please reference the “OCHIN EPIC EHR Implementation 2024: Implementation Dashboard – April 2024 and Project Milestones / Highlights”.*)
- Dona Weissenfels announced that the process is going well and that it was hard to believe that percentage wise FHS is 12% into the project. FHS is doing very well with implementation and she reviewed the highlights on the OCHIN Project Milestones/Highlights handout.
  - Board Member Ruth Forney noted that It was a good timeline and she thought the progress was moving faster than thought initially. Dona complimented Dr. Leary has been a champion in the process in tailoring the software to ensure quality measures are captured as an example.
  - There were no other questions or concerns from the Board.
- i) **QI Update** – Han Yoon – (*Please reference the “Quarterly QA/QI Report of April 2024 (Reflects January – March 2024)”.*)
- Han mentioned that QA/QI Quarterly Report captured data from the first quarter, January through March 2024 and that the report would be considered for approval by the Board in Agenda Item 8a) Review and approval of the Quarterly QA/QI Quarterly Report.
  - Han reviewed the Breast Cancer Screening section in detail for the Board and explained the data of the graphs and the percentages of each for Vallejo, Fairfield and Vacaville.
  - Han Yoon gave an update on the QA/QI staff and mentioned that the QA/QI Team is doing their best as they are still short staffed. There are no new hires to the QA/QI Team.
  - Board Member Tracee Stacy asked about the Pediatrics charts, Well Child Visits and Immunizations. She asked if there was data showing the total number of kids seen in the clinics and if they were meeting the goals. Dr. Michele Leary stated that they FHS knows the number of patients they have and know where they are in the process. They track the progress of the children throughout the well child ages in meeting the goals. Tracy asked for clarification of the number of patients on the graphs whether they were patients of all clinics in the area or just FHS patients. Dr. Leary confirmed the numbers on the graphs are only FHS patients and are measured against FHS patients. Dr. Matyas noted that the pediatrics measure of child visits “First 15 Months” may seem low, but asked her to consider how the patients may be with FHS for a couple months, then they move to another clinic, for the next month or two, so the patient may not stay with FHS for the whole time frame to track the child for the first 15 months of their life at FHS. In addition, Dr. Matyas stated that American adults in America generally don’t take care of themselves, so this affects the metrics as well.
  - Board Member Tracee Stacy also asked if the numbers in the report were just FHS patients and the response was, “Yes”, the statistics were only FHS patients.
  - There were no other questions from the board members.
- j) **FHS Clinic Q-Matic Stats** — Noelle Soto (*Please reference the “FHS Clinic Q-Matic Stats Reports – March 2023-December 2023 and January-March 2024” report.*)
- Noelle reviewed the Q-Matic stats with the Board.
  - Board Member Marbeya asked to confirm the numbers noted on the report represented the traffic in the clinics and not all of them were encounters. Noelle answered, “Yes” and also reminded the Board that the Q-Matic Stats was a tool to count the number of people who walk into the clinic lobby at each primary care medical location, except the Dental clinics and the



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Fairfield Pediatrics clinic. And that not all people who walk into the clinic have an appointment. Some may just have a request or a question, or they may have a lab appointment, or get triaged by a nurse. Dr. Matyas, restated what Noelle stated in a different way and that the number of encounters is a subset of the total number of people that walk in the clinics.

- There were no questions from the Board.

### 6) CHB Follow-up to Clinic Quality and Operational Reports:

Review, Follow-up & Next Steps: CHB will provide feedback on reports, request additional information on quality and clinic operations reports & follow up on these requests.

- Dona Weissenfels thanked all the board members who asked questions and reviewed data on the reports prior to the meeting. She appreciated the effort the Board members made in reviewing the reports in advance and asking questions to get a better understanding of the reports and FHS projects, specifically quality projects. She asked that the Board continued to ask questions.
  - Dona mentioned that she appreciated the staff, because the quality data and operational data is improving and looking forward to the new EHR system, which will provide a high level of technology which will improve the quality of the quality and operational reports as well.
  - Board Member Marbeya asked for clarification if the new EHR system would improve the quality function or the work in the clinics. Dona confirmed the new EHR would improve all of the above.
  - Board Member Ruth Forney appreciated all the reports, which were detailed too.
  - Vice Chair Michael Brown commented that the more the Board Members ask, the more they are engaged and the more that they learn and understand.
- a) Quality Staffing Update.
- Han Yoon noted there was no staffing update of the QA/QI Team. The QA/QI Team still consisted of three (3) staff, him, the Planning Analyst, one (1) MA and one (1) Office Assistant. The understanding was that the requests for staff were under review with the CAO (County Administrator Office).
  - Dona would keep the Board informed if any of the proposed positions for the QA/QI Team would be approved.

### 7) HRSA Project Officer Report

a) Health Center HRSA Project Officer Update – Dona Weissenfels

i) Health Center Activities – Internal and External Update

- Dona mentioned that the plan under HRSA of outreach for COVID that was approved over a year ago, has been an effort partnered between FHS and Public Health (PH) and there is a platform to reach out to the community. The information is available in English and Spanish.

External News:

- Dona Weissenfels and Cynthia Coutee spoke at a Vacaville Chamber of Commerce Leadership meeting. They were interested in what FHS does. Information was shared about FHS, the services they provide and about how an FQHC is different from Kaiser. It was shared that FHS as an FQHC is a safety net for those who are without health insurance or homeless and in need of medical or dental care. The presentation went well, and the Chamber members were unaware of FHS and the services provided.
- Dona attended the 2024 Northern California State of Reform Health Policy Conference and it involves people from all of California. PHC also attended. Dona passed around some





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information and asked if any of the Board Members wanted more information to contact her and she could print it out for them. It was very informative and refreshing to see what other communities are doing.

- Dona also mentioned the California Primary Care Association. They have what is called a “Day at the Capital” and she thought that was something the Board should consider in participating in next year and the registration is free. It would be an opportunity to meet the clinical powers at the Capital and learn about what is needed for FQHCs in our community.
- Board Member Etta Cooper mentioned H.O.P.E. which is a group in Fairfield, and they had an event at a church in Fairfield. They have it twice a year and she suggested that maybe FHS would like to sponsor a booth to do outreach and share information about Solano County FHS clinics. Kristine Gual (PHC) also mentioned that they participate in it as well and she confirmed there are vendors, they had representatives from Medi-Cal who signed up people and showers available. Dona mentioned that maybe when FHS is better staffed and past the EPIC transition and more stable they could participate in the event.
- There were no questions from the Board.

### Internal News:

- Dona gave an update of the HRSA OSV status of meeting the findings (corrective action required).
    - Two (2) conditions were due in a few days specifically that involved Contracts and a big Thanks to Noelle for her help in getting those cleared!
    - Four (4) are due April 27, 2024. They are working on an MOU (Memorandum of Understanding) with DoIT (Department of Information Technology-computer and technical support), the Co-Applicant Agreement, which is on the agenda for Board Approval, FHS needs to show documentation of Board involvement and that they are engaged with QA/QI, and Board Membership composition needed to reflect the diverse community in the community.
  - Dona also mentioned to support these activities FHS was awarded an Equity and Practice Transformation Grant in the amount of 3.75 million dollars. FHS would be kicking off that grant with a population survey that should be completed by the end of April.
  - There were no questions from the Board.
- ii) Strategic Plan Report Update (Please reference the “Strategic Plan Report – Strategic Plan July 1, 2024 – June 30, 2025, April 17, 2024”).
- Dona mentioned the Strategic Plan was included in the packet and she did a brief review of the updates.
  - Board Member Ruth Forney thanked Dona for keeping the Board updated monthly on the Strategic Plan.

### **8) Business Governance**

- a) Review and approve the Quarterly Quality Improvement Report – Han Yoon. (Please reference the “Quarterly Quality Improvement Report”.)
- Han Yoon presented the “Breast Cancer” portion earlier in Agenda Item 5i) QI Update.
  - There were no additional questions from the Board.
- i) **Action item:** The Board will consider approval of the Quarterly Quality Improvement Report. The Board will request action or follow-up on the Quality Program as appropriate.



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Discussion: None. *(Han reviewed this report earlier in the meeting during his report on Quality Clinical Operations Report.)*

Motion: To approve the Quarterly Quality Improvement Report. The Board will request action or follow-up on the Quality Program as appropriate.

Motion by: Tracee Stacy and seconded by Don O’Conner.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O’Conner, and Tracee Stacy.

Nays: None.

Abstain: None.

Motion carried.

b) Review and consider approval of the Quarterly Financial Report – Nina Delmendo *(Please reference the “Quarterly Financial Report”)*

- Nina Delmendo presented and reviewed the Quarterly Financial Report earlier in Agenda Item 5f) Finance & Revenue Cycle Management.
- There were no additional questions from the Board.

i) **Action item:** The Board will consider approval of the Quarterly Financial Report.

Discussion: Board Member stated that the March FHS Finance Committee meeting was awesome and encouraged the Board members to attend future FHS Finance Committee Meetings. She gave a big thank you to Nina, and she felt that this was the first time in decades or more that they had a budget that reflected data, substance and realistic projections for FHS. The work was awesome. She encouraged Board members to attend.

- Nina made a comment that the FHS Finance Committee Meeting is a County meeting and Board Members are invited attend the FHS Finance Committee Meeting, but if there is a quorum present, one of the board members will be asked to forego attending the meeting, otherwise a separate public meeting would need to be scheduled.

Motion: To approve the Quarterly Financial Report.

Motion by: Tracee Stacy and seconded by Don O’Conner.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O’Conner, and Tracee Stacy.

Nays: None.

Abstain: None.



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Motion carried.

- c) Review and consider approval of the FHS Requested Budget Proposal for FY 24/25 – Nina Delmendo. (*Please reference the “FHS Requested Budget Proposal for FY 24/25”*)
- Nina Delmendo mentioned that this was a draft and only a draft and that there was a meeting last week and that some of the items the Board requested were cut and not shown on the draft.
  - Nina reminded that she would not review the budget line by line, because it was up to the Board Members to review it in advance and she would only review highlights.
  - Nina noted that staffing reflected 64% of the budget and that it was discussed and decided that to make up a Provider Team it requires 1.5 FTE (Full Time Employee) MA support and that the bulk of revenue for FHS is from encounters.
  - Nina said she would bring the Final FY 24/25 Budget back to the Board to share.
- i) **Action item:** The Board will consider approval of the FHS Requested Budget Proposal for FY 24/25.

Discussion: None.

Motion: To approve the FHS Requested Budget Proposal for FY 24/25.

Motion by: Marbeya Ellis and seconded by Deborah Hillman.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O’Conner, and Tracee Stacy.

Nays: None.

Abstain: None.

Motion carried.

- d) Review and consider approval of the Co-Applicant Agreement between the County of Solano and the Solano County Community Healthcare Co-Applicant Board – Dona Weissenfels (*Please reference the “Co-Applicant Agreement”*)
- It was decided by the Board that Vice Chair Michael Brown was given and delegated authority as the CHB Chair, with the absence of Chair Brandon Wirth.
  - Dona Weissenfels explained that one of the conditions of the HRSA OSV was that the reviewer didn’t understand the language in the Co-Applicant Agreement submitted. It was not understood who did what with FHS. This agreement is unique, because the CHB is associated with a government entity, Solano County and does not stand alone. She also mentioned that HRSA approved the version that the Board would be voting on and if the CHB approved it, then it would go to the Board of Supervisors (BOS) for final approval at the BOS meeting scheduled Tuesday, April 23, 2024.
- i) **Action item:** The Board will consider approval of the Co-Applicant Agreement between the County of Solano and the Solano County Community Healthcare Co-Applicant Board.



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Discussion: There was no discussion. Board Member Ruth Forney made a comment that there wasn't enough time for the Co-Applicant Agreement to be reviewed and discussed as it was in the past and hopefully with future revisions, time would be allowed for the Board Members to discuss and review before voting on it.

Motion: To approve the Co-Applicant Agreement between the County of Solano and the Solano County Community Healthcare Co-Applicant Board.

Motion by: Ruth Forney and seconded by Tracee Stacy.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O'Conner, and Tracee Stacy.

Nays: None.

Abstain: None.

Motion carried.

### 9) Discussion

- Board Member Tracee Stacy made a motion to table Agenda Items 9a), 9b) and 9c) to the May 15, 2024, CHB Meeting, due to the length of the meeting going past the 2:00 p.m. time frame.

Motion: To table Agenda Items 9a), 9b) and 9c) to the May 15, 2024 CHB Meeting.

Motion by: Tracee Stacy and seconded by Michael Brown.

Ayes: Michael Brown, Etta Cooper, Marbeya Ellis, Ruth Forney, Gerald Hase, Deborah Hillman, Seema Mirza, Yalda Mohammad Shafi, Don O'Conner, and Tracee Stacy.

Nays: None.

Abstain: None.

Motion carried.

- a. Board Member Self-Assessment (*Voted by the Board to be moved to the May 15, 2024 CHB Meeting.*)
  - i) The Chair will give guidance on the Board Member Self-Assessment process to the Board Members – Brandon Wirth.
- b. Sharing information on "Network of Care" – Tracee Stacy. (*Voted by the Board to be moved to the May 15, 2024 CHB Meeting.*)
- c. Quality Training – May or June Meeting Presentation – Dona Weissenfels. (*Voted by the Board to be moved to the May 15, 2024 CHB Meeting.*)

### 10) Board Member Comments



## County of Solano Community Healthcare Board

- Board Member Tracee shared the following information from the Suicide Prevention Meeting: There was 13 overdose cases this year so far and she mentioned NARCAN Training was available through the County, and shared that what used to require 1 dose now can require 2 or more doses. Dr. Matyas informed everyone that there was actually no longer training on the number of doses to give to someone who was overdosed. Tracee also stated that there were no homeless deaths by suicide.
- Dr. Matyas mentioned that “Drug Safe Solano” provides free trainings raising awareness of the dangers of opioids, fentanyl and other drugs and may provide NARCAN training. He asked that the information be shared or provided with all the Board Members at the next meeting.
- Board Member Ruth Forney announced that Don Rowe the previous H&SS Director to Patrick Duterte, passed away and his service will be April 23, 2024. Don Rowe’s wife asked Ruth to make an announcement at the meeting.
- Gerald Huber, H&SS Director announced that his retirement date would be November 1<sup>st</sup>.
- Board Member Deborah Hill asked why the Chair, Brandon Wirth had not attended a few meetings, since everyone makes a commitment to attend them. Vice Chair notified the Board that Brandon has been out because his mother is very ill and he is an only child.

### 11) Parking Lot

- a) Create a Marketing/Rebranding Sub-Committee

### 12) Adjourn: To the Community Healthcare Board Meeting of:

**DATE:** May 15, 2024  
**TIME:** 12:00 p.m. — 2:00 p.m.  
**Location:** Multi-Purpose Room  
2101 Courage Drive  
Fairfield, CA 94533

The Meeting was adjourned at 2:24 p.m.

Handouts in the Agenda Packet

- CHB March 20, 2023, draft Meeting Minutes
- Clinic Operations Report – FHS Staffing Update – April 17, 2024
- Clinic Operations Report – FHS Credentialing, Provider Enrollment and Sanctioning Screening Activities – Status Report – April 2024
- Clinic Operations Report – Health Resources and Services Administration (HRSA) Grant Updates as of April 17, 2024
- Clinic Operations Report – Grievance Reports - April – December 2023 and January – March 2024
- Clinic Operations Report – HSS Compliance-FHS Privacy & Security Incident Report – March 1-31, 2024
- Clinic Operations Report – FHS Expenditure and Revenue Cycle Reports: Expenditure and Revenue Report as of March 31, 2024, Revenue Cycle Reports: Total Encounters through March 31, 2024, Total Qualified Encounters (Medical, Dental, Mental Health) FY 2023/24 – July 2023 – March 2024 and Total Unbilled Encounters as of April 11, 2024
- Clinic Operations Report – Referrals – Highest Specialty Referrals January 2024 – March 2024
- Clinic Operations Report – OCHIN EPIC EHR Implementation 2024: Implementation Dashboard – April 2024 and Project Milestones / Highlights



## County of Solano Community Healthcare Board

- Clinic Operations Report – QI Update – Quarterly QA/QI Report of April 2024 (Reflects January – March 2024)
- Clinic Operations Report – FHS Clinic Q-Matic Stats Reports – March 2023-December 2023 and January-March 2024
- Strategic Plan Report – Strategic Plan July 1, 2024 – June 30, 2025, April 17, 2024
- Family Health Services Requested Budget FH 2024/25 – DRAFT of 4/10/2024
- Co-Applicant Agreement between the County of Solano and the Solano County Community Healthcare Co-Applicant Board
- SolanoCares.org PowerPoint Presentation