

County Of Solano
Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

December 18, 2019

2101 Courage Dr. Fairfield, CA 94533- Multipurpose Room

Members Present:

Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Members Absent:

Rosalyn Lewis, Theresa Wright-Mcdowell

Staff Present:

Bela Matyas, Santos Vera, Janine Harris, Jack Nasser, Amanda Meadows, Charlynn Askim, Ericka Saielli, Anna Mae Gonzales, Joann Parker,

1) CALL TO ORDER- 12:00 PM

- a. Welcome
- b. Roll Call

2) Approval Of The Agenda

Move motion to approve agenda

Motion by Tracee Stacy, seconded by Brandon Wirth

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

3) Approval Of The November 20, 2019, Meeting Minutes

Move motion to approve the November 20, 2019, Meeting Minutes

Motion by Sandra Whaley, seconded Michael Brown

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Abstain: Tracee Stacy, Brandon Wirth,

Nay: None

Motion Carries

4) Public Comment

None

5) Action Items

- a. Review and approve updated 2020 HRSA Calendar

Move motion to approve the updated 2020 HRSA Calendar

Motion by Tracee Stacy, seconded by Sandra Whaley

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

- b. Review and approve the Project Director/Chief Executive Officer Evaluation Template

Move motion to approve the Project Director/Chief Executive Officer Evaluation Template

Motion by Sandra Whaley, seconded Jim Jones

Discussion: Staff was advised the template came from the National Association of Community Health Centers, NACHC and is compatible with industry standards.

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

- c. Review and approve the extension of the CHB Executive Board until December 2020

Move motion to approve the extension of the CHB Executive Board until December 2020

Motion by Sandra Whaley, seconded Miriam Johnson

Discussion: Tracee Stacy has advised, by approving the extension it will align the calendar and nominations correctly.

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

6) Brown Act & Robert's Rules Training

- a. County Counsel- Jo Ann Parker presented training on Brown Act & Robert's Rule of Order
 - i. Refer to handouts: *Basic Robert's Rules of Order & Get to Know the Brown Act.*

7) Board Member Comments

- a. A prospective community member applied to join the board as a member. The application was given to the board members in the agenda packet, however, it was not on the agenda to review. Tracee suggested adding a line for "Future Agenda Items" for record-keeping.
- b. Jim Jones voices concern of the flier in the clinics. As he is unaware of such fliers. Jim has suggested a brochure for people to take home to review information regarding the board that would be helpful in recruitment.
- c. Gwen Piercy wanted to confirm what happens to the valuable information from community members once they are no longer on the board. She was advised that Ericka Saielli is the record keeper of sensitive documents.
- d. Tracee Stacy-Poverty on Poverty- fundraiser for three mobile showers and how FHS can help
- e. Gwen Piercy- expressed concern on the following items: no working elevators in Vacaville, no waitlist for cancelations, personnel hires and retention rates, patient new and loss numbers, a tour of the facilities, bathroom in clinic water wasting, Family Health Services Welcome packet having to fill out again.
 - i. Santos advised he would ask the Health Services Managers regarding the FHS Welcome packet for patients that already have completed the form. He also advises reporting will be done monthly but will report out quarterly to see the trend.

8) Considerations for Future Agenda Items

- a. Monthly Review of Article IV to XIII of the Bylaws of the County of Solano Community Healthcare Board
- b. Co-Applicant Agreement Revision Discussion with Counsel
- c. Health Center Marketing Campaign & Website Design
 - i. Health Center Brochure
- d. 2020 Board Member Tour of the Health Centers
- e. The IHI Quadruple Aim Initiative
- f. Future Member Application Review
- g. Ad Hoc Committees
- h. Board Member Onboarding Committee
- i. Health Center Practices

- i. Patient Walk in Wait List
- ii. Patient Welcome Packet (why filling out again?)
- iii. Water Waste in the Bathrooms
- iv. Feedback Form and Grievance Box
- v. Patient Portal

9) Next Community Health Board Meeting

January 15, 2020
2101 Courage Dr.
Fairfield, CA 94533
Start Time: 12:00pm
HSS-FHS-Multipurpose Room

10) Adjourn

Move motion to adjourn

Motion by Brandon Wirth, second Anthony Lofton

Discussion: None

Aye: Sandra Whaley, Ruth Forney, Michael Brown, Tracee Stacy, Brandon Wirth, Anthony Lofton, Katrina Morrow, Gwen Piercy, Robert Wieda, Miriam Johnson, Gerald Hase, Jim Jones

Nay: None

Motion Carries

HANDOUTS:

- Agenda
- November 20, 2019, Meeting Minutes
- 2020 HRSA Calendar
- New Board Member Application
- Basic Robert's Rules of Order
- Get to Know the Brown Act