



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, May 17, 2023
In Person Meeting

Members Present:

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

Members Absent: Charla Griffith, Don O'Conner and Robert Wieda

Staff Present:

Bela Matyas, Dona Weissenfels, Dr. Michele Leary, Cynthia Coutee, Desiree Bodiford, Nina Delmendo, Cheryl Esters, Valerie Flores, Toya Adams, Janine Harris, Dr. Reza Rajabian, Danielle Seguerre-Seymour, Noelle Soto, Cherry Violanda, Kelly Welsh, Kathryn Power (PHC) and Patricia Zuñiga

1) Call to Order – 12:07 p.m.

- a) Welcome
- b) Roll Call

2) Approval of the May 17, 2023 Agenda

Motion: To approve the May 17, 2023, Agenda with Agenda Item 8a, "Community Healthcare Board Self-Assessment submission update" removed, as there is no update and move it to the June 21, 2023 Agenda.

Motion by: Tracee Stacy and seconded by Mike Brown

Discussion: Chair Brandon Wirth asked that Agenda Item 8, Agenda Item 8a, "Community Healthcare Board Self-Assessment submission update" be removed, as there is no update. Not all assessments have been submitted. The agenda item was moved to the June 21, 2023 Agenda.

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

Nays: None

Abstain: None

Motion Carried.

3) Public Comment

There was no Public Comment

Regular Calendar

4) Approval of Minutes

Approval of the April 19, 2023 Draft Minutes.



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Motion: To approve the April 19, 2023 Draft Minutes.

Motion by: Ruth Forney and seconded by Deborah Hill

Discussion: None.

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

Nays: None

Abstain: None

Motion Carried.

5) Clinic Operations Reports

- a) Staffing Update – Toya Adams – Please reference the handout titled, *“Family Health Services Staffing Update – CHB May 17, 2023”*.
 - b) Credentialing Update – Desiree Bodiford - Please reference the handout titled, *“Status Report DRAFT May 2023: FHS Credentialing, Provider Enrollment and Sanction Screening Activities”*
 - c) HRSA Grants update – Noelle Soto – Please reference the handout titled, *“Health Resources and Services Administration (HRSA) Grant Updates.”*
 - i) FHS 2022 UDS Report – Noelle Soto - Please reference the handout titled, *“FHS 2022 Uniform Data System (UDS) Report”*
 - ii) FY CPF/CDS Grant Application information – Noelle Soto – Please reference the handout titled, *“HRSA Community Project Funding/Congressionally Directed Spending (CPF/CDS) Non-Construction & Construction Projects Overview”*.
 - d) Grievances/Compliments – Rebecca Cronk - Please reference the handout titled, *“Family Health Services Grievance Report”*.
 - e) Compliance – Cheryl Esters – Nothing was reported.
 - f) Finance – Janine Harris – It was noted that the proposed FY 2023/2024 Budget is on the agenda for Board approval.
 - g) Referrals – Cynthia Coutee – Please reference the handouts titled, *“Total Referrals, Jan-April 2023”* for the Fairfield, Vacaville and Vallejo FHS Clinics.
 - h) Major Project Updates – Final UDS Report – Dona Weissenfels – Dona mentioned the report would be made public in the summer, and available on the Internet after HRSA approval.
 - i) QI Update – Dr. Michele Leary – Dr. Leary mentioned that the Quality Improvement Report is driven by pull-down information received from Partnership (PHC), but due to their system being down for an extended period of time, new information will be unavailable until the end of May or later. On another topic, last year FHS submitted a quality incentive application to PHC and as a result, FHS was awarded \$1.8 million dollars.
 - j) Revenue Cycle Management – Janine Harris – Nothing was reported.
 - k) Clinic Operational Metrics
 - i) FHS Clinic Q-Matic Stats – Noelle Soto - Please reference the handout titled, *“Queue Management (Q-Matic) Stats – April 2023”*.
 - ii) Call Center Stats – Toya Adams - Please reference the handout titled, *“Call Center Stats January to April 2023”*.
- 6) HRSA Project Officer Report
- a) Health Center HRSA Project Officer Update – Dona Weissenfels
Dona reminded everyone that FHS puts “Patients First” because that’s our purpose.



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- i) Health Center Activities, Internal & External Update
 - Dona announced that the new floor was installed in the lobby at the Fairfield Adult Clinic, and it looked fantastic!
 - Dona mentioned a room temperature issue that occurred at the Fairfield Dental Clinic. The air conditioning shut down and during the day Dr. Rajabian was checking the indoor temperature to ensure they could take care of their patients and staff.
 - Dona announced that they are a couple signatures away from a fully approved OCHIN EPIC Contract. The estimated timeline to start the transition is February 2024 and to hopefully go live in September 2024. More news to come!
 - Dona stated that preparations for the scheduled virtual HRSA OSV in late July are ongoing and she recommended that the July CHB Meeting be held in early July instead of the third week, so time is allowed for final preparations. July 6th and July 7th were the options. The Clerk was asked to call the Board Members to get a confirmed attendance to ensure a quorum would be present, to decide on the date. The Clerk would notify the Board Members and make preparations with the Executive Committee.
 - Discussion ensued on how the CHB works and interacts with the Board of Supervisors (BOS). A suggestion was made to hold a joint retreat with the CHB and the BOS in the future. Dona mentioned that she could share her duties and responsibilities with the two boards.
 - Dona announced that Partnership (PHC) has a new CEO, and she already has a good relationship with her.
- ii) Community Health Center Update – Dr. Bela Matyas
 - Discussion ensued as Dr. Matyas presented the Alternative Payment Method (APM), which would be a sustainable method for the clinics and could benefit the FHS Clinics financially, versus continuing with the current Revenue Cycle method at the clinics. The highlights are mentioned below.
 - FHS serve over 30,000 residents and most of them are poor, are in need of primary care services and have complex health issues. About one third are homeless.
 - With the current method, in order to bill for services, the patient must be seen by a provider. There are many scenarios where the patient is treated by or interacts with other staff such as Registered Nurses, Licensed Vocational Nurses, or Medical Assistants. Because these classifications are not a provider, the clinic cannot bill for those services provided by a non-provider.
 - The revenue cycle method is not sustainable and doesn't cover all expenses of the clinics, with just revenue, so County General Funds close the \$1,000,000.00+ gap every year.
 - There is a dire need for two (2) more call center staff, a call center supervisor, a fortified Quality Improvement (QI) Team, a data analyst and QI Manager to apply for grants and bring in additional funding for the clinics and support them financially.
 - With the APM method, revenue can be brought in by billing for patient services, provided by classifications other than providers.
 - To move to the APM model it could take up to five (5) years, but it would improve revenue and funding for the clinics, so the clinics didn't have to draw funding from the County General Fund to close the financial deficit.

7) Business Governance

- a) Review and approve the updated Family Health Services Policies Listed below – Rebecca Cronk
 - Dona mentioned that Rebecca was out of the office and would answer questions.



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- Chair Brandon Wirth asked that red-line (mark-up) versions of any polices or documents, scheduled to be presented and approved by the Board, be included in the agenda packets, so the changes could be reviewed by the Board. Dona acknowledged the Chair's request.
- i) ACTION ITEM: The Board will consider approval of the Family Health Services Policies listed below:
 - 300.02 – Emergency Response During Hours of Operation
 - 300.03 – Continuity of Care
 - 300.05 – FHS Medical Referrals to External Specialists and Follow-up

Motion: To approve all the Family Health Services Financial Policies listed above.

Motion by: Tracee Stacy and seconded by Sandra Whaley

Discussion: There were no questions from the Board, but one change was asked to be made. The change was to correct Dr. Leary's title on one of the policies to be consistent with the others. Cynthia Coutee volunteered to make the correction and submit the updated policy to the Clerk.

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

Nays: None

Abstain: None

Motion Carried.

- b) Family Health Services Requested Budget Proposal for FY 2023/2024 – Nina Delmendo
 - i) ACTION ITEM: The Board will consider approval of the FHS Requested Budget Proposal for FY 2023/2024.

Motion: To approve the FHS Requested Budget Proposal for FY 2023/2024.

Motion by: Tracee Stacy and seconded by Ruth Forney

Discussion: Board Member Ruth Forney, questioned why there were no funds allocated for budget unit 3701, Contributions-Non County Agencies, as these funds were used to pay for travel expenses for Board Members to attend the Annual CHI & Expo in August. Discussion ensued about the importance and justification to send Board Members to this event. The Board agreed to send three (3) to four (4) members to attend the event, at the cost of approximately \$4800.00 per person. As a result of discussions, the Board asked Nina to make a Supplemental Budget Request to add \$20,000.00 to budget unit 3701, and remove funds from other budget units, to accommodate their request. Nina acknowledged the Board's request. The Supplemental Budget for FY 2023/2024 would be agendized at the June CHB Meeting, and Nina would give an update.

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

Nays: None

Abstain: None

Motion Carried.



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- c) Family Health Services 2023-2026 Strategic Plan – Dona Weissenfels
- Dona stated that the Strategic Plan was finalized, and the only change made was to change Brandon’s title from President to Chair. Dona was given a mechanism to keep all goals on track.
- i) ACTION ITEM: The Board will consider approval of the Family Health Services 2023-2026 Strategic Plan.

Motion: To approve all the Family Health Services 2023-2026 Strategic Plan.

Motion by: Sandra Whaley and seconded by Deborah Hillman

Discussion: Chair Brandon Wirth, asked that in the future to submit red-lined versions of any policies to the Board, so the changes can be noted. Janine responded to the Chair and Board Members and stated that the changes were very minimal, such as punctuation corrections. She agreed she would include versions of any revised policies with the noted tracking, in the future.

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

Nays: None

Abstain: None

Motion Carried.

8) Discussion

Chair Brandon Wirth requested to skip over this section, due to the time frame and these topics will be added to the June meeting agenda.

~~a) Community Healthcare Board Self Assessment submission update.~~

- This item will be moved to the June Meeting.
- b) Health Centers Week, August 7 – 11, 2023 Update.
- c) Mental Health/Behavioral Health Services Provided to DHS Patients Update
- d) National Association of Community Health Centers (NACHC) Community Health Institute (CHI) & Expo Conference, August 27-29, 2023 in San Diego, CA.
- e) Compliance Program

9) Board Member Comments

- Board Member Tracee Stacey attends the Suicide Prevention Meetings and shared information from the meeting. She shared grave concern about the number of suicide deaths in Solano County. A high percentage are the homeless population.
- Board Member Ruth Forney mentioned a course she completed about Value Based Care.
- Chair Brandon Wirth stated that the Budget process doesn’t work well with the CHB Meetings’ time frame. Maybe in the future the CHB meetings can be scheduled differently.

10) Adjourn: To the Community Healthcare Board Meeting of:

DATE: June 21, 2023
TIME: 12:00 p.m. – 2:00 p.m.
Location: Multi-Purpose Room
2101 Courage Drive
Fairfield, CA 94533

The meeting was adjourned at 2:07 p.m.



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Handouts:

- April 19, 2023 Community Healthcare Board Draft Minutes
- Community Healthcare Board Family Health Services Staffing Update – CHB May 17, 2023
- Status Report DRAFT May 2023: FHS Credentialing, Provider Enrollment and Sanction Screening Activities
- Health Resources and Services Administration (HRSA) Grant Updates
- FHS 2022 Uniform Data System (UDS) Report
- HRSA Community Project Funding/Congressionally Directed Spending (CPF/CDS) Non-Construction & Construction Projects Overview
- Family Health Services Grievance Report
- Total Referrals, Jan-April 2023 for the Fairfield, Vacaville and Vallejo FHS Clinics
- Clinic Metrics, Queue Management (Q-Matic) Stats – April 2023
- FHS Call Center Stats January to April 2023
- 300.02 – Medical Emergencies During Hours of Operation
- 300.03 – Continuity of Care
- 300.05 – Medical Referrals to External Specialists & Follow-Up
- County of Solano Family Health Services Requested Budget FY 2023/24
- Family Health Services Strategic Plan 2023 - 2026