

County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

March 19, 2019

2101 Courage Drive, Fairfield, CA 94533, Multipurpose Room

Members present:

Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Members absent:

Anthony Lofton, Charlotte Webb, Eva Yra-Bernardes

Staff Present:

Bela Matyas, Michael Stacey, Ciara Gonsalves, Sneha Innes, Janine Harris, Noelle Soto, Amanda Meadows, Daniel Yolangco, Alicia Jones, Jaron West, Shandi Fuller

1) CALL TO ORDER – 12:00 PM

- a) Welcome
- b) Roll Call

2) APPROVAL OF THE AGENDA

Move to approve the agenda with no changes.

Motion by Brandon Wirth, second by Ruth Forney

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Motion carries

3) APPROVAL OF THE FEBRUARY 20, 2019 MEETING MINUTES

Move to approve the February 20, 2019 meeting minutes with no changes.

Motion by Brandon Wirth, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Motion carries

4) ITEMS FROM THE PUBLIC

No Public Comment

5) EXECUTIVE DIRECTOR'S REPORT

Dr. Michael Stacey, Medical Services Officer, highlighted the following:

- Town Hall Meeting held on March 19, 2019 – All FHS Staff members meeting
- Three top initiatives
 1. Working on getting ready for HRSA site visits Sep 10-12 2019
 - Committees have been developed to focus of the specific needs of the HRSA site visit
 2. Patient Access
 - Senior Leadership Committee- laying out work flows
 - Dr. Leary overseeing Adult Medicine
 - Dr. Shinder overseeing Pediatrics
 - Dr. Innes overseeing Dental

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- Making improvements to maximize patient access
3. Revenue Cycle Management
 - Janine Harris supervising front office account clerks and standardizing our processes for billing and collections.

Board member Tracee Stacy requested a future report on the progress and results of the work flow process for patient access.

Board member Ruth Forney commented that staff is working on and approving actions to be taken before the Board provides approval to move forward.

Health Officer Dr. Bela Matyas requested guidance from the Board on when the Board would like to approve actions prior to being taken.

6) OPERATIONS COMMITTEES' REPORTS

Dr. Stacey presented:

- 1) Physician Advisory Committee – once a month meeting
 - Name change – Provider Advisory Committee
 - Committee has met one time
 - Purpose – address any provider's concerns
 - Committee members – made up of physician supervisors/medical directors & Touro University participant, Executive Director, Chief Operations Officer, Medical Services Officer, Health Officer
 - Located TBD monthly
- 2) Finance Committee – once a month meeting
 - First meeting set for March 28, 2019
 - Located at 275 Beck, Fairfield, CA
- 3) Quality Performance Committee – twice a month meeting
 - Committee has met once so far – March 15, 2019
 - Focus will be measurements to comply with HRSA with quality of care
 - Chair – Dr. Leary & Dr. Shinder
 - Located 2101 Courage Dr. Fairfield, CA HSS-FHS Multi-Purpose RM
- 4) HRSA OSV – twice a month meeting
 - Specific committee for HRSA OSV in September
 - Responsibilities assigned to members in compliance with HRSA standards

7) UNFINISHED BUSINESS

- a) Board member conflict of interest

Dr. Stacey provided the response for technical assistance on Compliance Manual Chapter 13 Conflict of Interest from their HRSA Project Officer. The HRSA Project Officer referenced language from the Compliance Manual and provided that the health center has discretion in establishing methods for disclosure or real or apparent conflicts.

- b) Review and consider for approval of key management staff and organization charts of Family Health Services Centers

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Dr. Stacey informed the Board that this item is contingent upon the Health and Social Services proposal to the Board of Supervisor (BOS) reorganization – no vote was taken at the BOS meeting.

Ms. Stacy requested the item be tabled for discussion until the April or May meeting, once the BOS action items have taken place.

8) NEW BUSINESS

- a) Receive a presentation on the Kindergarten Round-Up (KRU) initiative and consider for approval staff to carry out the event and solicit the community for donations
Dr. Shandi Fuller, Deputy Health Officer provided a presentation on the Kindergarten Round-Up event.

Move to approve staff to carry out the event (KRU) and solicit the community for donations.

Motion by Tracee Stacy, second by Brandon Wirth

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Motion carries

- b) Discuss and consider for approval the Mobile Clinics' redeployment date
Move to consider approval for the Mobile Clinics' redeployment date to be presented at the April 17, 2019 Board meeting.

Motion by Sandra Whaley, second by Ruth Forney

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Motion carries

- c) Review and consider for approval the Solano County Family Health Services Patient Satisfaction Survey

Alicia Jones, Vallejo Practice Manager, discussed the Patient Satisfaction Survey with the purpose to consider patients' feedback at all clinics.

Move to approve the Solano County Family Health Services Patient Satisfaction Survey, with staff's discretion on how to administer the survey

Motion by Ruth Forney, second by Mike Brown

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley, Brandon Wirth

Motion carries

- d) Discuss board member travel and attendance to conference, establish a process for board member participation, and consider for approval upcoming conference attendance.

The Board discussed attending two upcoming health center conferences in the future, the National Healthcare for the Homeless Conference in May 2019, and the National Association of Community Health Centers Community Health Institute & Expo in August 2019.

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Move to approve Board Member Ruth Forney to attend the National Healthcare for the Homeless Conference in May 2019

Motion by Tracee Stacy, second by Ruth Forney

Aye: Mike Brown, Ruth Forney, Tracee Stacy, Sandra Whaley

Abstain: Brandon Wirth

Motion Carries

- e) Provide an update to Family Health Services' Mission, Vision, and Values
The Board agreed to table this item for the next meeting.

9) **BOARD MEMBER COMMENTS**

Ms. Stacy inquired of the likelihood of dental expansion before the next fiscal year.

Dr. Matyas responded that there is zero percent chance of dental expansion before the next fiscal year, due to Solano County General Services being understaffed and unable to take on the project.

Ms. Forney informed the board members and staff of Charlotte Webb and Eva Yra-Bernardes verbally resigning their positions as board members. Anthony Lofton is pending due to lack of transportation.

Staff will identify a method for transportation for Mr. Lofton for him to attend board meetings as a board member.

Board Member Brandon Wirth recommended the Board accept the resignations of Board Members Charlotte Webb and Eva Yra-Bernardes. The Board concurred.

10) **CONSIDERATIONS FOR FUTURE AGENDA ITEMS**

Ms. Tracy requested the outcomes from the Board of Supervisors' Health and Social Services reorganization workshop.

Chair Sandra Whaley requested to stick to the annual calendar items to be added to the agenda accordingly.

11) **ADJOURNMENT**

Handouts:

- Solano County Family Health Services Patient Satisfaction Survey
- February 20, 2019 meeting minutes