



County of Solano Community Healthcare Board

REGULAR GOVERNING BOARD MEETING MINUTES

Wednesday, February 16, 2022
Video and Telephone Conference Call

Members Present:

At Roll Call: Ruth Forney, Mike Brown, Gerald Hase, Anthony Lofton, Tracee Stacy, and Brandon Wirth.

Members Absent: Katrina Morrow and Sandra Whaley.

Staff Present:

Gerald Huber, Dr. Michele Leary, Dona Weissenfels, Bela Matyas, Debbie Vaughn, Toya Adams, Noelle Soto, Clarisa Sudarma, Nina Delmendo, Janine Harris, Cheryl Esters, Tess Lapira, Jannett Alberg, Thomas West, Niccore Tyler, Julie Barga, Kathryn Power-Partnership HealthPlan of CA (PHC), Thomas West, Patricia Zuñiga.

1) Call to Order – 12:04 p.m.

- a) Welcome
- b) Roll Call

2) Update by Deputy County Counsel

- a) At the February 16, 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 March 16, 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), and viii), due to the COVID-19 Pandemic, whether 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 Gerald Hase

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Tracee Stacy, and Gerald Hase

Nays: Brandon Wirth

Abstain: None.

Motion Carried – The Board moved forward with a virtual meeting.

3) Approval of February 16, 2022, Agenda



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Motion: To approve the February 16, 2022, Agenda

Motion by: Mike Brown and seconded by Gerald Hase

Discussion: None

Ayes: Ruth Forney, Mike Brown, Brandon Wirth, Gerald Hase, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

4) Approval of January 19, 2022, Minutes

Motion: To approve the January 19, 2022, Minutes

Motion by: Mike Brown and seconded by Gerald Hase

Discussion: None

Ayes: Ruth Forney, Mike Brown, Brandon Wirth, Gerald Hase, and Tracee Stacy

Nays: None

Abstain: None

Motion Carried

5) Public Comment

None.

6) Project Director/Clinic Operations Officer Report

a) Health Center Operations Update – Dona Weissenfels

- i) Dona reminded everyone that what we do, it's all about our patients.
- ii) Dona mentioned that Board Member Recruiting letters were sent to six (6) patients, but no response has been received yet. Everyone in attendance was asked to notify Dona of any patients, they would like to suggest as a Board Member.
- iii) She mentioned that audits have been done by Partnership HealthPlan of California (PHC), and Uniform Data System (UDS) report has been submitted to HRSA. So far, there have been positive results. There was a turnaround deficit in Medical Records. She will report on the results of the PHC audits when received.
- iv) The Cap imposed on the clinics, was affected, because our staffing levels were low in the Fairfield clinic, so the adult and pediatric clinics were consolidated for a few months, then returned to separate clinics. There has been an increase in staffing, close to fully staffing the Fairfield clinics. The plan is to fully staff the Fairfield clinic in late March or April.



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- v) Dona mentioned there are major activities in the clinics. There is a major grant for improvement of equipment, and an audit was performed by the County on patient scheduling issues and the call centers. As a result of the County audit, a written plan is in the works, for a pilot process. The recordings will be available to leadership. There is a need for standardization with all three (3) call centers in Fairfield, Vallejo and Vacaville, and training will be done as well.
 - vi) Dona mentioned that recently the regulation of “No Surprise Act”, was thought that it didn’t apply to FQHCs, but it does. This was issued in late September and the clinics were notified in December. It is a “Good Faith Estimate”, so patients can be notified, when scheduling their appointment of the fee they would be asked to pay. This was supposed to be in effect in January 2022, so Janine’s Finance Team will be handling this. All the FQHCs were surprised, as in the past this was intended for hospitals. Letters will be sent to patients. If the patient is charged using the sliding fee scale, the FHS representative will notify the patient of the fee or if it does not apply to the patient, the FHS representative will send a Medi-Cal application to the patient. A template is being finalized and will keep the Board informed on the progress of this project.
 - vii) Dona had good news! The clinics have been approved for two major NextGen upgrades this fiscal year. The first is for Cloud based services, which will enhance security and will allow to add other services. The other is for telehealth continued services, to provide telehealth appointments. She is submitting a request for patient portal for next fiscal year, which will provide additional options of communication with our patients, for example text messaging.
 - viii) She also mentioned that FHS is in the initial discussion phase of exploring EPIC, with Health and Social Services Administration, which is a more efficient electronic health record (EHR) and is utilized by other health centers and hospitals. The process of changing to another EHR for the health centers is up to a four-year process.
- b) Staffing Update – Toya Adams
- i) One (1) Physician Assistant (PA) provider started at the Vallejo Clinic and there are three (3) more providers and one (1) Clinic RN expected to start this month.
 - ii) A Health Services Manager (HSM) candidate, for Vallejo, has been chosen and actively recruiting for another HSM for Vacaville.
 - iii) There are two (2) Medical Record Technician, Seniors (MRTSs), extra help in background and recruiting for Medical Assistants and other positions.
 - iv) There are three (3) Clinic Physician Supervisors in background.
- c) COVID Update – Dr. Matyas
- i) Dr. Matyas stated that the COVID numbers are better, and the numbers peaked the first two (2) weeks in January, due to the holiday season. During the peak, the positive cases were about 1400 per day, and currently they are down to about 100 per day. Also hospitalizations are less than half, than earlier and the numbers of cases in the ICU are down and there are less people testing for COVID and less outbreaks reported. The Omicron surge has been decreasing rapidly.
 - ii) He mentioned that the population that are vaccinated are at good levels. About 81% of the Solano County population have received at least one dose, 71% have received two (2) doses or are fully vaccinated and about 46% of the population have received the booster.



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- iii) He noted that with the age group of age 5 to 11 are only about 31 to 32% vaccinated which may indicate that parents are reluctant to get their children vaccinated.
- iv) He announced that as of today, February 16, 2022, there are twelve (12) Bay Area counties, in alignment with the State, that lifted universal mask requirements for most indoor public settings, for those that are vaccinated. Indoor masking is still required by the State for everyone, regardless of vaccination status, in public transportation, health care settings, congregate settings like, correctional facilities, and homeless shelters, long term care facilities and K-12 schools and childcare settings. Continuing to wear a mask is up to the individual.

7) Operations Committee Update Reports

- a) 2019-2022 Strategic Plan Update – Dona Weissenfels
 - i) Dona mentioned the expectations have changed and she has reached out to the Greg Faktor and Associates, to assist in preparing for the next Operations Site Visit (OSV) scheduled in 2023. They assisted in preparation of the 2019 OSV, by HRSA.
 - ii) She noted that the UDS data was submitted, and it is a good tool for strategic planning and needs assessment.
 - iii) She mentioned the 340B Drug Pricing Program and that the FHS Management Team will meet to see whether to proceed with it or not.
 - iv) She mentioned that the Community Needs and Assessment will be done this summer
- b) Hiring Credentialing Update – Niccore Tyler
 - i) Niccore mentioned they have been very busy, in the past month. In Credentialing there are seven (7) active open cases. There are three (3) Clinic Physician Supervisor candidates, one (1) Touro DO Clinic Physician, one (1) Clinic RN candidate, one (1) Nurse Practitioner candidate, and one (1) Touro Pharmacist.
 - ii) She mentioned that PHC approved one (1) mid-level provider and one (1) mid-level provider will be reviewed for approval in March.
 - iii) She mentioned they are also working on recredentialing, which is required every two (2) years. This past month they recredentialed three (3) medical providers and two (2) dentists. There are two (2) medical providers and two (2) dentists in the queue to be recredentialed.
 - iv) Medical Advisory Committee (MAC) Reviews, or peer to peer reviews, are getting scheduled for the medical providers. The Credentialing Team has been working hard with the Office Supervisors scheduling these, and it's going great! FHS Team, Dona, Toya, and Danielle, all have been wonderful in supporting them in getting the credentialing up to speed!
 - v) The Credentialing Team, ran the monthly sanction checks, on all FHS staff and providers, including Touro, and there were zero exclusions, which is good news!
- c) UDS Reporting, Progress and Submission in March – Noelle Soto
 - i) Noelle mentioned that they completed the UDS initial submission early and congrats to the UDS Team! It is in the review process. She mentioned that she will give a presentation, of the results of the review at the March 16, 2022, CHB Meeting.



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- ii) As a preview, she mentioned that we are a patient population of 19,000+ patients, and 9,000+ homeless patients and provided over 65,000 unique encounters, for the calendar year, January 1 through December 31, 2021. Thanks to everyone, assisting in completing it!
- d) Grant Updates – Noelle Soto
 - i) Noelle mentioned that the Ryan White Part C, Early Intervention Services, data report, initial deadline of February 7, 2022, was submitted, and we are in the second stage, due at the end of March 2022. This report gives a snapshot of those patients, living with HIV/AIDS, served by FHS clinics. Because the deadline is after the March 16th meeting, Noelle will give a presentation on that data, at the April 20, 2022, meeting.
 - ii) The Capacity Development Grant, approved by the Board, the application was submitted yesterday, the deadline. They are applying for the maximum award of \$150,000.00, to perform the expansion, for the referral of our People living with HIV/AIDS, to oral health and/or behavioral health services. It is with HRSA pending review and will be brought back to the Board. The \$150,000.00 was put into a budget, for salary and benefits for existing positions that are working with the program already.
 - iii) She mentioned budget revisions after reviewing the third quarter draw downs, for the base Health Center Program grant, H80 Grant and the H8F Grant, the American Rescue Plan (ARPA). The details are still being drafted and she will be present these at the March 16, 2022, CHB Meeting. It is a very busy time, but a wonderful team to work with and a labor of love.
- e) Review Sliding Fee Scale Program Analysis – Janine Harris
 - i) Reference the memo handout: “*Analysis of Sliding Fee Discount Program (SFDP)*”. Janine reviewed the memo, with the Board.
 - ii) Janine mentioned the goal is for the Board to see the effectiveness of the program and is not a barrier to care for our patients. It is a HRSA requirement, FHS must evaluate, the sliding fee scale discount program at least once every three (3) year at the Operations Site Visit (OSV) by HRSA.
 - iii) The memo is an analysis of patients eligible for SFDP from January through December 2021.
 - iv) She mentioned the County does not have a nominal fee. FHS will continue to monitor this program and will present it again next year.
 - v) A Board Member asked to clarify the mental health services that are offered at the FHS clinics. The response was that FHS offers mental health services, through our Licensed Clinical Social Worker (LCSW) staff, to those patients that require mild to moderate services. The clinics do not have onsite Psychiatrists, who would provide care to those patients that require an advanced level of mental health care and would be referred out.
- f) Review Sliding Fee Scale Policy – Janine Harris
 - i) Reference the handout: “*Sliding Fee Scale Discount Program, Policy Number: 100.03*”. Janine reviewed the policy with the Board.

8) Unfinished Business

- a) Credentialing Privileging Policy and Procedure – This item will be presented to the Board for approval, pending completion of policy review by Compliance.



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- i) Cheryl mentioned that this policy is with Dona Weissenfels for review and then it will be reviewed by H&SS Employee Services Unit (ESU).
 - ii) Cheryl also mentioned that there is a new HIPS/HIPAA Training will be online, and she will be scheduling a time at one of the future Board Meetings to present and review the HIPS/HIPAA and Compliance Trainings
- b) Annual Confidentiality Form – This form will be presented to the Board, pending completion of the form by Compliance.
- i) Cheryl mentioned that the Confidentiality Form will be presented to the Board , so the Board Members can sign the form.

9) Discussion

None.

10) Action Items

- a) Consider approval of the Sliding Fee Scale Program Analysis

Motion: To approve the Sliding Fee Scale Program Analysis.

Motion by: Brandon Wirth and seconded by Mike Brown

Discussion: A Board Member expressed hope to approve and consider updating the analysis in a couple months, and to adjust the verbiage in 8c. The Board member wanted to bring it back later for further discussion. He stated a concern about patients income at the 80% percentile, that if these patients are sent to collections, it would prevent them from receiving benefits from Shelter, Inc., or housing aid. Mr. Huber mentioned that it probably costs more to ask for payment, using a collection agency, so it is likely that the patient would not be sent to collections. Tess Lapira mentioned the reason that rule is in place, has to do with the gifting of public funds. If the analysis is going to be amended, regarding referring patients to a collection agency, it will need to be reviewed by County Counsel. The Analysis was voted on as it was presented and can be discussed at a future meeting.

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, and Gerald Hase

Nays: None

Abstain: None

Motion Carried

- b) Consider approval of the Sliding Fee Scale Policy Number 100.03

Motion: To approve the Sliding Fee Scale Policy Number 100.03

Motion by: Brandon Wirth and seconded by Mike Brown

Discussion: None.

Ayes: Ruth Forney, Mike Brown, Anthony Lofton, Brandon Wirth, and Gerald Hase



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Nays: None

Abstain: None

Motion Carried

11) Board Member Comments

- a) Chair, Ruth Forney, mentioned that a couple of board members have not submitted their signed "Conflict of Interest" forms and gave a friendly reminder to submit them to the Clerk.
- b) Board Member, Brandon Wirth, stated his concerns with the HRSA review, since there are only nine (9) board members on the Board, and that something needs to be done to recruit more board members. Dona mentioned that it is a work in progress and that letters were mailed out earlier in the week to several patients that are potential board members.
- c) Chair, Ruth Forney, mentioned that there is also Roberts Rules Training, that has also been on the "Parking Lot" agenda item, for a long time, which doesn't look good.
- d) Board Member, Gerald Hase, stated a "Thank you" to Dona, for her involvement in the CHB and a "Thank you", for her effort and to everyone else involved!

12) Parking Lot (These items are postponed, until further notice.)

- a) Compliance Training and Robert's Rules Review
- b) Health Center Marketing Campaign & Website Design
- c) The IHI Quadruple Aim Initiative *Health Center Practices*

13) Next Community Healthcare Board Meeting

DATE: March 16, 2022

TIME: 12:00 p.m.

TO JOIN: Telephone Conference Call
Dial: 1-323-457-3408, Conference ID: 446 778 066#

14) Adjourn

Meeting was adjourned at 1:34 p.m.

Handouts:

- Analysis of Sliding Fee Discount Program (SFDP) Memo
- Sliding Fee Scale Discount Program Policy Number: 100.03