



# Ventura County Community Health Center (CHC) Board Meeting Minutes

**Theresa Cho, MD**  
Ventura County Ambulatory Care  
Chief Executive Officer  
Medical Director  
CHC Executive Director

**Marth Ann Knutson**  
County of Ventura  
Assistant County Counsel

**Chaya Turrow**  
Ventura County Ambulatory Care  
CHC Co-Applicant Board Clerk

**Meeting Minutes**  
**June 22, 2023**  
**12:30 - 2:00 PM**

**2240 E Gonzales Rd**  
**Suite 200,**  
**Oxnard, CA 93036**

## CHC BOARD MEMBERS:

**DAVID TOVAR, District 3**  
Chair

**JAMES MASON, District 5**  
Vice Chair

**RALPH REYES, District 3**  
Secretary

**RENA SEPULVEDA, District 1**  
Treasurer

**MANUEL MINJARES, District 3**

**RENEE HIGGINS, MD, District 3**

**SUSAN WHITE WOOD, District 5**

**MELISSA LIVINGSTON, District 4**

**ESPY GONZALEZ, District 2**

**ROBERT RUST, District 3**

**MONIQUE NOWLIN, District 1**

## Call to Order:

David Tovar called the meeting to order at 12:33 PM.

### 1. Roll Call

David Tovar	Present
James Mason	Present
Ralph Reyes	Present
Rena Sepulveda	Present
Manuel Minjares	Absent
Renee Higgins, MD	Present
Susan White Wood	Present
Melissa Livingston	Present
Espy Gonzalez	Present
Robert Rust	Absent
Monique Nowlin	Present

**Roll call confirmed that a quorum was present.**

**2. Ventura County Staff Present**

Theresa Cho, MD, HCA – Ambulatory Care CEO  
Lizeth Barretto, HCA – Ambulatory Care  
Allison Blaze, MD, HCA – Ambulatory Care  
Luis Torres, HCA – Ambulatory Care  
Dee Pupa – HCA – Ventura County Health Care Plan  
Christina Woods – HCA – Ventura County Health Care Plan

**Public Present**

**3. Public Comments - None**

**Action Items:**

**4. Approval of CHC Board Meeting Agenda for June 22, 2023**

Board Vice Chair Mason motioned to approve the agenda; Board Member White Wood seconded. The motion passed with no dissensions or abstentions.

**5. Approval of CHC Minutes for May 25, 2023**

Board Member Higgins motioned to approve the minutes; Board Member Nowlin seconded. The motion passed with no dissensions. Board Member Gonzalez abstained.

**6. Nominations for CHC Board Officers (Chair, Vice Chair, Secretary, and Treasurer)**

Board Chair Tovar and Board Members Sepulveda and Livingston met two weeks ago to discuss and determine nominations for the 2023 – 2024 Executive Officers. The nomination committee accepted suggestions from individuals and have determined their nominations.

Board Member Livingston nominated David Tovar as the Chair of the Board. Mr. Tovar accepted the nomination.

Board Chair Tovar nominated Ralph Reyes as the Vice Chair of the Board. Mr. Reyes accepted the nomination.

Board Member Sepulveda nominated Espy Gonzalez as the Secretary of the Board. Ms. Gonzalez accepted the nomination.

Board Member Livingston nominated Rena Sepulveda as the Treasurer of the Board. Ms. Sepulveda accepted the nomination.

Board Chair Tovar requested any further nominations. Board Member White Wood motioned to approve the Executive Committee nomination list. Board Vice Chair Mason seconded the motion. The motion passed with no dissensions and abstentions.

**7. Appointment of Officers (Chair, Vice Chair, Secretary, and Treasurer)**

The nominations for the Executive Committee appear as follows:

- Chair: David Tovar
- Vice Chair: Ralph Reyes

- Secretary: Espy Gonzalez
- Treasurer: Rena Sepulveda

Board Member White Wood motioned to approve the nominations and appoint the officers to the Executive Committee for the 2023-2024 year. Board Member Higgins seconded the motion. The motion passed with two thirds of the vote: no dissensions or abstentions.

### **Discussion Items:**

#### **8. CHC Board Strategic Plan for 2024 - 2027**

Ms. Turrow explained that we are in the beginning phases of planning the Strategic Plan. The team had previously hired a consultant to assist in creating the plan. This is not an action item, but simply a 'heads-up' that the Strategic Plan will be discussed in the coming months. Ms. Turrow and Ms. Barretto requested suggestions for the upcoming planning process.

One suggestion is to review the previous Strategic Plan and go from there. Board Members Higgins and White Wood said that having the consultant last time was helpful. Board Member Higgins also suggested to align with HCA's strategic plan. Board Member Livingston mentioned that the meeting will take place on July 5. The CHC Board had previously used Emma Mayer as a consultant.

Board Chair Tovar suggested to look at other co-applicant FQ systems. Board Member Higgins suggested setting up some calls with Region A. Board Member Livingston suggested to get a perspective as to what is changing in health center systems – specially Cal-AIM and to understand what is happening financially.

Finally, Board Member White Wood suggested participation in the Community Health Needs Assessment. In previous Strategic Planning years, the team relied heavily on this group's experience and reports.

#### **9. Continued Business**

##### **a. Magnolia Dental Suite Update**

Ms. Barretto shared a presentation outlining the newest schematic of the Magnolia Dental Suite. The Dental Suite will have two full time dentists and is planned to be completed by September, hoping there are no more delays. The suite will begin with pediatrics and phase in adults within the year.

Ms. Barretto's presentation also shared pictures of some of the equipment purchased and mock-ups of the sterilization area, which will have one autoclave. Additionally, there will be a divider between each chair for privacy.

The team is currently trenching and breaking the cement.

Board Member White Wood asked the cost. Ms. Barretto said the renovation has cost about \$460 - \$470,000.

The team has Dentrix being set up, which is the dental model integrated with Cerner, where our clinic staff will be able to schedule appointments and procedures. Currently working through the x-ray portion.

Board Chair Tovar asked how many staff are expected to be hired. Ms. Barretto said two full time dentists, one RDA and one DA per dentist, so about six to seven total. Currently in the hiring process and just sent an offer to one dentist. Also opened a contract with SugarBug Dental. Ms. Barretto said the schedule will be able to be filled right away, especially with the demand.

Board Member White Wood asked if this would change the PPS rates. Ms. Barretto confirmed that it will change. Patients will also have the ability to have medical and dental within the same visit.

Board Member Gonzalez requested confirmation that dental is covered under the Sliding Fee Discount Program. Ms. Barretto confirmed.

Ms. Barretto said there will be a Grand Opening, just waiting for IT services' timeline.

#### **b. HRSA Operational Site Visit Verbal Report Findings**

Dr. Cho explained that we submitted five corrections to HRSA, related to our Operational Site Visit. The corrections were relatively minor, and all five changes were accepted. Therefore, there were no findings and no restrictions on our grant. Due to the preparation of this Operational Site Visit, the team will be prepared for whenever the next visit takes place.

#### **c. Other Grants Updates**

Ms. Turrow discussed the Test to Treat grant provided by CDPH. Due to some delayed payments, they are extending the budget period until September 30. The internal team looked at the budget and made some revisions. The final report will still be due on July 7, with a plan in place to spend the remaining funds.

Additionally, Ms. Turrow talked about the Expanding COVID-19 Vaccine grant through HRSA. This grant has been extended through the end of the year. Similar goals as the Test to Treat grant, as well as working with MICOP for outreach, radio broadcasts, and community events.

### **10. CEO Update – Dr. Theresa Cho, HCA, Ambulatory Care**

Dr. Cho discussed the Test to Treat grant. The team worked to hire temp staffing to support the grant, but it was more difficult than anticipated. Many current staff stepped up to provide support in this area. The team shifted the funding to vital machines and cartridges for Cepheid machines for, not only COVID-19, but also RSV and flu.

Dr. Cho also discussed updates at Santa Paula Medical Clinic and moving staff to other sites. The renovations have been a bit of a burden, but patients are still getting care at our other nearby clinics. The roofs at Santa Paula Medical Clinic are being redone. The team has decided to keep all three buildings, after there was some discussion to not. They determined it cost more to demolish the building than to renovate. The providers at Santa Paula West are a bit squished, so the team is working to move them to another site soon. At the Santa Paula Hospital Clinic, the team repurposed a previous physical therapy office to family practice.

Additionally, in about three weeks, the team is leasing another building during the renovations. This building is called Santa Paula March (as of now), and the team has discussed keeping the building past the one-year lease but will make the determination when the time comes. Ms. Woods asked for the timeframe on SPMC. Dr. Cho said around September.

The team is doing more work in the EHR (Electronic Health Records). They are focused on operational staff, IT staff, and determining the best way to implement CPM (Cerner Practice Management). The team is looking to streamline patients in registration, authorization of care, scheduling, communication, which will make it easier on the staff moving forward. Additionally, Dr. Cho said the team has hired consultants to help improve the workflows created. The consultant hired has previously worked for Cerner, so he is very educated on the platform. He is not a current county employee, but rather works for a consulting group.

Dr. Cho discussed DEI (Diversity, Equity, Inclusion) work that is being taken within the organization. There is more collaboration with translation for Mixteco patients. Starting this work as early as high school, and helping students preserve their skills and understand that there is work for them in the future. The hospital is also engaged with Natividad Hospital to learn their translation operations. Dr. Blaze has been working on Centering, which is a group pregnancy visit.

Lastly, the team is looking at disparities of care. The patients that are Hispanic, Latinx, and Black African Americans have a higher rate of outcomes of diabetes. The team has focused outreach efforts on these communities. Board Chair Tovar asked about the Cal-AIM meals distribution. Dr. Cho said there has been a good response and providers are amazed that it is a free service.

Board Chair Tovar also asked if the team has been engaged with Cal-AIM to ensure patients are not losing MediCal status. Dr. Cho said patients can be seen in the clinics, regardless. If not qualified for MediCal, they will be given the SFDP information. The team is ensuring that community health workers are well-versed in all scenarios related to changing insurance.

## 11. Board Comments

Board Chair Tovar thanked the Board for a great year and is excited to continue next year.

## 12. Staff Comments

No staff comments.

## 13. Adjournment – **Adjourn 1:16pm.**

Audio files of the CHC Co-Applicant Board meetings are available by contacting the CHC Co-Applicant Board Clerk at [chcboardclerk@ventura.org](mailto:chcboardclerk@ventura.org)

Minutes submitted by: Chaya Turrow, CHC Board Clerk

**Next Meeting: Thursday, July 27, 2023**  
**2240 E Gonzales Road, Suite 200, Oxnard, CA 93036**