

Community Health Center Board of Ventura County Meeting  
Minutes for July 22, 2021

**THERESA CHO, MD**  
Ventura County Ambulatory Care  
Chief Executive Officer/Medical  
Director  
CHC Executive Director

**JOHN POLICH**  
County of Ventura Assistant  
County Counsel

**LIZETH BARRETTO**  
Ventura County  
Ambulatory Care  
CHC Co-Applicant Board Clerk

**Meeting Minutes**  
**July 22, 2021**  
**12:30 to 2:00 PM**

Ventura County Public Health  
Administration Building  
2240 E. Gonzales Road Suite 200  
Oxnard, California 93036  
Admin. Office, (805) 981-5101

**CHC BOARD MEMBERS:**

**MANUEL MINJARES, District 3**  
Chair

**RENEE HIGGINS, MD, District 3**  
Vice Chair

**RENA SEPULVEDA, District 1**  
Treasurer

**DAVID TOVAR, District 1**  
Secretary

**SUSAN WHITE WOOD, District 5**

**MELISSA LIVINGSTON, District 4**

**ESPY GONZALEZ, District 2**

**RALPH REYES, District 3**

**AMY TOWNER, District 1**

**ROBERT RUST, District 3**

**JAMES MASON, District 5**

**MONIQUE NOWLIN, District 1**

**Call to Order**

CHC Board Chair Minjares called the meeting to order at 12:37pm.

**1. Roll Call**

Susan White Wood –**Present via teleconference**

Renee Higgins- **Present via teleconference**

Manuel Minjares –**Present via teleconference**

Melissa Livingston- **Present via teleconference**

Espy Gonzalez- **Present via teleconference**

Rena Sepulveda- **Present via teleconference**

Ralph Reyes- **Present via teleconference**

Amy Towner- **Present via teleconference**

David Tovar –**Present via teleconference**

Robert Rust- **Present via teleconference**

James Mason- **Present via teleconference**

Monique Nowlin- **Present via teleconference**

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

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### 2. **Ventura County Staff Present**

Theresa Cho, HCA Ambulatory Care

Dee Pupa, Ventura County Health Care Plan

Christina Woods, Ventura County Health Care Plan

Allison Blaze, HCA Ambulatory Care

Michelle Meissner, HCA Ambulatory Care

Lourdes Solorzano-Board of Supervisor Matt Lavere's Office

### **Public Present – None**

### 3. **Public Comments** – No public comment.

### **Action Items**

4. **Approve Agenda for July 22, 2021-** Board Secretary Tovar motioned to approve the agenda, seconded by Board Member Nowlin and motion carried.
5. **Approval of June 24, 2021 CHC Board Meeting Minutes-** Board Member Rust motioned to approve the minutes for the June 24, 2021 CHC Board meeting, seconded by Board Vice Chair Higgins with one abstention from Board Member White Wood as she was not present at the previous meeting and motion carried.
6. **Approve Quality Report-** Ambulatory Care's Quality Program Administrator, Michelle Meissner, presented the Quarterly Quality Report. Ms. Meissner explained that the Quality Incentive Pool (QIP) program is in its fourth year and was recently integrated with the PRIME program. Ms. Meissner stated the new measure set includes forty-nine metrics and the measures are focused on a return to the standard of care for preventative visits, immunizations, routine screenings and chronic condition management. Ms. Meissner's presentation also indicated that in conjunction with the clinic integration project, seven high priority quality incentive measures were added to the physician contracts for family medicine and pediatrics. Ms. Meissner went over the performance period timeline and introduced some of the specific metrics. Ms. Meissner spoke about the key improvement initiatives which include the roll out of Tonic, an electronic health screening tool for patients coming into the clinics as well as the importance of the breast cancer screening metric. Ms. Meissner presented the Monthly Performance Summary Markup and went over each section and described the changes that will soon be implemented. At the conclusion of the report Board Member Mason motioned to approve the new reporting format, seconded by Board Member Towner and motion carried.
7. **Approve Revenue Cycle Policies and Procedures** – CHC Board Clerk Barretto reminded those in attendance that in the previous CHC Board Meeting Emma Meyer went over the Billing Department Policies and Procedures Manual table of content to explain the various components. Board Secretary Tovar had a few suggestions regarding clarification of some of the wording used. Board Clerk Barretto stated she would submit the revisions to the billing department. Board Member Mason motioned to approve the implementation of the policies and procedures following the revisions requested by Board Secretary Tovar, seconded by Board Member Reyes. Board Member White Wood abstained and motion carried.

**Discussion Items**

**8. Continued Business**

- a. Grants Update – Board Clerk Barretto informed the group that she is working on closing out the COVID supplemental funding for HRSA and is working with her team on submitting the Service Area Competition Application by gathering and reviewing responses as well as compiling necessary documents, such as letters of support.
- b. Board Composition and Recruitment – Board Clerk Barretto presented the CHC Board's current members composition and explained the requirements needed for the current three vacancies.

9. **CEO Update-** Dr. Cho provided a recap of the COVID response efforts related to COVID vaccinations and provided the number of COVID vaccine doses administered from February 3, 2021 to date along with the change of the COVID vaccine being available to patients during their regular clinic visits. Dr. Cho moved on to the update of staff that has transitioned into county employment as part of the clinic integration and went over some of the vacancies. Dr. Cho reviewed key Ambulatory Care leadership roles and introduced Dr. Rachel Stern, Chief Quality Officer. Dr. Cho reviewed various leadership roles within Ambulatory Care including Regional Directors, Access to Care Manager, Clinic Administrators and Medical Directors. Dr. Blaze provided an overview of the Behavioral Health Integration and expansion at the various clinics.

10. **Board Comments** – No Board Comments.

11. **Staff Comments** – Board Clerk Barretto explained she is working on setting up a date and time for a CHC Board Orientation for new members and those who might not have attended previously.

12. **Adjourn** – Meeting adjourned at 1:31 pm.

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: Lizeth Barretto, CHC Board Clerk