

Community Health Center Board of Ventura County Meeting
Minutes for December 17, 2020

Meeting Minutes
December 17, 2020
12:30 to 2:00 PM

CHC Board Members:

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

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

SUSAN WHITE WOOD, District 5
Chair

RENEE HIGGINS, District 3
Vice Chair

MANUEL MINJARES, District 3
Secretary

MELISSA LIVINGSTON, District 4

RENA SEPULVEDA, District 1

ESPY GONZALEZ, District 2

RALPH REYES, District 3

AMY TOWNER, District 1

DAVID TOVAR, District 1

Call to Order

CHC Board Chair White Wood called the meeting to order at 12:33pm.

1. Roll Call

Susan White Wood –**Present via teleconference**

Renee Higgins- **Present via teleconference**

Manuel Minjares –**Present via teleconference**

Melissa Livingston- **Absent**

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**

Roll call confirmed that a quorum was present.

2. Ventura County Staff Present

Theresa Cho, HCA Ambulatory Care

Lucy Marrero, HCA Ambulatory Care

Robert Bravo, County Executive Office

Kelly McFadden, ECG

Rick Roesemeier, ECG

Martin Hahn, HCA Ambulatory Care

Elizabeth Galway, HCA Fiscal

Dee Pupa, Ventura County Health Care Plan

Christina Woods, Ventura County Health Care Plan

Community Health Center Board of Ventura County Meeting Minutes for December 17, 2020

Public Present – Bob Rust

3. **Introduction of Prospective Board Member** – CHC Board Clerk introduced Bob Rust, who is interested in re-joining the CHC Board. Mr. Rust shared that he wants to re-join because he believes in healthcare as a human right. He has been a resident of Camarillo most of his life and wants to volunteer and contribute.

4. **Public Comments -None**

Action Item

5. **Agenda Review and Approval** – Board Chair White Wood asked to move Dr. Cho's presentation and items after review of the minutes (item 6). Board Member Reyes motioned to approve agenda with recommended changes, seconded by Board Secretary Minjares and motion carried.
6. **Approve Meeting Minutes for November 19, 2020** – Board Secretary Minjares motioned to approve minutes for November 19, 2020, seconded by Board Member Sepulveda, and motion carried.
7. **Review and Approve Calendar Year 2021 CHC Board Meeting Dates** – CHC Board Clerk provided the meeting schedule for 2021. The recommendation is to keep the meetings for the fourth Thursday of the month, except for November and December, which will be held on the third Thursday of the month. Board Member Gonzalez motioned to approve the schedule, Board Member Reyes seconded, and motion carried.
8. **Ratify Submittal of HRSA Supplemental Grant for Hypertension** – CHC Board Clerk reviewed the HRSA supplemental funding to improve the rate of controlled blood pressures for patients diagnosed with hypertension. CHC Board Clerk provided a brief summary of grant objectives and shared the budget for the program. The total amount of the grant is \$392,400 for the three year project. There was a brief discussion initiated by Board Member Gonzalez on parameters for hypertension and training on the use of the blood pressure machines that will be provided through the grant. Board Member Sepulveda motioned to approve the grant application, Board Member Gonzalez seconded and motion carried.
9. **Approve Holiday Clinic Schedules** – CHC Board Clerk shared the planned closures and initiated a brief discussion on future plans to keep more clinics open during holidays for additional access in all regions. Board Secretary Minjares expressed concern over closures during an increase in COVID-19 cases. Board Members had a brief discussion on signage to direct patients to open sites for care and coverage by region. Board Secretary Minjares re-emphasized his concern and recommended that at least one of the Santa Paula sites and the Fillmore site open half a day to ensure access in the Santa Clara River Valley area. Board Members discussed that Fillmore, one of the Santa Paula clinics, and Moorpark stay open at least half a day on the 24th and 31st of December. Board Chair White Wood motioned to approved the holiday clinic hours with the addition of keeping Fillmore, one of the Santa Paula clinics, and Moorpark open at least a half day on December 24th and December 31st, seconded by David Tovar and motion carried.

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Community Health Center Board of Ventura County Meeting Minutes for December 17, 2020

10. **Review and Approve Fiscal Report for FYE 6/30/2020** – Elizabeth Galway reviewed the fiscal year end (6/30/2020) report. Reporting had been delayed as some of the supplemental funding was being reconciled. She provided comparative data from the previous year, including net patient revenue and net operating loss. There were some improvements from previous year due to new PSOA agreements. Ms. Galway also shared that projections (denials and visits) are more accurate than previous years. Additionally, productivity per provider has improved. Lastly, Ms. Galway provided an overview of the COVID-19 supplemental funding by HRSA. Board Vice Chair Higgins motioned to approve the year-end report, Board Member Tovar seconded and motion carried.
11. **Approve Provider Credentialing List for November, 2020** – Dr. Cho reviewed the credentialing list, which includes providers that went through credentialing or re-credentialing, a Certified Nurse Midwife that will provide delivery services at Santa Paula hospital, and a Podiatrist. Board Secretary Minjares shared that he had been working with others on the efforts to continue services at Santa Paula Hospital and asked for an update on the midwifery program. Dr. Cho explained that the program is growing, but there is more outreach to be done. Also, Dr. Cho shared that Dr. Solinas has picked up a lot of volume in the area. The combination of Dr. Solinas, trained fellows and the midwifery program provide a strong OB program in the area. Board Chair White Wood motioned to approve the FQHC providers listed for new and renewed credentialing, Board Secretary Minjares seconded, and motion carried.

Presentation

12. **Clinic Integration Update** – Dr. Cho and Rick Roesemeier from ECG provided a presentation on the clinic integration project. The same presentation was provided to the Ventura County Board of Supervisors. The presentation included a brief overview of the current system/structure and its challenges, employment status of non-physician staff, and advantages and goals of integration, including enhancing the patient experience, financial stability, and creating a collaborative system. Lastly, Rick Roesemeier reviewed the implementation phases.

Discussion Items

13. **Continued Business**
 - a. Grants Update – No updates on grants, but CHC Board Clerk shared that a conference call with the HRSA Project Officer was held where the scope of services and locations, specifically urgent care locations were reviewed. CHC Board Clerk will work with the HRSA Project officer to make necessary updates to the grant reporting system.
 - b. Board Composition and Recruitment – CHC Board Clerk shared that Bob Rust started the vetting process to re-join the CHC Board and anticipates that he will be on the agenda for nomination by next month. Dr. Krishnan's application is still pending. Also, she provide an update on Form 700 and informed members that they should have received an email providing instructions on how to submit Form 700. Some emails may have gone to personal email addresses. Board Members are to contact the CHC Board Clerk if an email was not received.
 - c. Review Template for Strategic Plan Progress Report – CHC Board Clerk provided an example of a template to share the status on the goals in the strategic plan. The first

Community Health Center Board of Ventura County Meeting Minutes for December 17, 2020

quarter report should be presented in April and the reports will be cumulative to review progress.

- d. Update on CHC Board By-Laws – The CHC Board By-Laws have been approved by Board of Supervisors. The new by-laws have the addition of the Treasurer. There was a brief discussion on the position and whether to nominate Treasurer now to the end of the current term or add the Treasurer during the next term.
- e. Agenda Template – The CHC Board Clerk provided a brief review of the new agenda template with added references to chapters in the HRSA Compliance Manual for each agenda item. Also, a note on the reference and link to Compliance Manual was added to standing agendas. Board Chair White Wood explained that this was done as a result of the CHC CEO's last evaluation and Board Members' concerns that they were unsure on how actions were related to performance or compliance.

- 14. **CEO Update** – A presentation on the clinic integration process was provided in lieu of a CEO update.
- 15. **Board Comments** – None
- 16. **Staff Comments** – CHC Board Clerk asked Board Members if including documents in the invite work out well. Board Members provided positive feedback and documents will continue to be embedded in the invite.
- 17. **Adjourn** – Meeting adjourned at 2:04pm.

Audio files of the CHC Co-Applicant Board meetings are available by contacting the CHC Co-Applicant Board Clerk at chcboardclerk@ventura.org

Minutes submitted by: Lizeth Barretto, CHC Board Clerk

Manuel Minjares, CHC Board Secretary