

Community Health Center Board of Ventura County Meeting  
Minutes for June 24, 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**  
**June 24, 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:**

**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**  
Treasurer

**ESPY GONZALEZ, District 2**

**RALPH REYES, District 3**

**AMY TOWNER, District 5**

**DAVID TOVAR, District 1**

**ROBERT RUST, District 3**

**JAMES MASON, District 5**

**MONIQUE NOWLIN, District 1**

**Call to Order**

CHC Board Secretary Minjares called the meeting to order at 12:31pm.

**1. Roll Call**

Susan White Wood –**Absent**

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- **Absent**

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

Emma Meyer, HCA Ambulatory Care

### **Public Present – None**

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

### Action Items

4. **Approve Agenda for June 24, 2021-** Board Member Rust motioned to approve the agenda, seconded by Board Member Tovar and motion carried.
5. **Approval of May 27, 2021 CHC Board Meeting Minutes-** Board Member Rust motioned to approve the minutes for the May 27, 2021 CHC Board meeting, seconded by Board Member Gonzalez and motion carried. Board Member Reyes abstained.
6. **Appointment of Officers (Chair, Vice Chair, Secretary and Treasurer) –** Board Clerk Barretto reviewed the nominations for CHC Board Officers which would serve beginning July 1, 2021 through June 30, 2022. The nominations are Board Secretary Minjares for CHC Board Chair, Board Member Higgins to continue as CHC Board Vice Chair, Board Member Tovar for CHC Board Secretary and current Board Treasurer Sepulveda to continue serving in that capacity. Board Clerk Barretto explained a 2/3rds vote was needed. Board Member Rust motioned to elect the nominees, seconded by Board Member Livingston and motion carried unanimously.
7. **Approve Submission of Health Resources and Services Administration Capital Improvement Grant-** Board Clerk Barretto opened the discussion by going over the information discussed at the previous CHC Board Meeting regarding the plan to submit an application for a \$1.6 million Capital Improvement Grant. The application includes plans for two projects. The first project is a dental expansion intended to be in a first-floor suite located at 2220 E. Gonzales Road in Oxnard, adjacent to the Magnolia West Clinic. Board Clerk Barretto presented an initial floor plan for the thirteen-hundred square foot suite. The dental expansion project would include electrical, planning, design and dental equipment totaling \$977,000. The second project is an update of medical imaging equipment including x-ray and ultrasound machines totaling \$686,600. Board Member Livingston motioned to approve submission, seconded by Board Vice Chair Higgins and motion carried.

### Presentation

8. **Revenue Cycle Policies and Procedures Manual- Emma Mayer-** Ms. Mayer explained that as part of the HRSA grant compliance a manual of policies and procedures is required for Ambulatory Care's billing department. Ms. Mayer presented the Table of Contents for the Billing Department Policies and Procedures Manual and gave a general overview of each policy. Board Clerk Barretto will send the CHC Board Members a copy of the policies to review and it will be placed as an action item at the next CHC Board Meeting.

**Discussion Items**

9. **Provider Credentialing Process-** Board Clerk Barretto explained that she had a discussion with Tracy Chapman who oversees the provider credentialing and privilege department. A new form of how the provider credentials are presented to the CHC Board is going to take place at future meetings. The new form is arranged by credentialing type and a few more details are present. Due to privacy, the credentialing overview might have to take place during a closed session. More information will be provided at a future CHC Board meeting.
10. **Continued Business**
- a. Grants Update – Board Clerk Barretto explained that every three years an application must be submitted for the base grant. The notice of funding opportunity was recently released on the Grants.gov website and she will work with a grant writing service to submit an application for the Service Area Competition application.
  - b. Board Composition and Recruitment – Board Clerk Barretto provided a list of current members and congratulated Board Member Nowlin on her recent appointment to the CHC Board. Board Clerk Barretto explained there are three vacancies available. Board Chair Higgins pointed out that district two is currently underrepresented in the CHC Board composition.
11. **CEO Update-** Dr. Cho provided an update on the clinic integration beginning with staffing. Dr. Cho stated over 600 job offers have been extended to clinic support staff. There is a shortage of Medical Assistants, specifically in the East County clinics. There has been a good retention of the clinic providers. Dr. Cho was happy to announce that some of the providers have added hours which will provide more access to care for the clinic patients. Dr. Cho also informed the Board that the clinics will expand the COVID vaccine efforts by offering their patients the vaccine at routine office visits and not limit the distribution of the vaccine to only COVID vaccine clinic specific dates. A back up COVID phone line is still available to HCA employees. Dr. Cho clarified that the clinic nurses, including Nurse Practitioners and Physician assistants, will be represented by CNA and not SEIU as initially negotiated.
12. **Board Comments** – Board Member Tovar informed the group of a recent proposal that is at the governor’s office relating to parity in telehealth and video visits. Board Chair Higgins expressed gratitude for the dental expansion that will add services for the clinics and their patients. Board Member Nowlin expressed her gratitude at being a new member of the CHC Board.
13. **Staff Comments** – No staff comments.
14. **Adjourn** – Meeting adjourned at 1:34 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