

Community Health Center Board of Ventura County Meeting
Minutes for May 27, 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
May 27, 2021
12:30 to 2:00 PM

Ventura County Public Health
Administration Building
2240 E. Gonzales Road Suite 230
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

Call to Order

CHC Board Secretary Minjares called the meeting to order at 12:33pm.

1. Roll Call

Susan White Wood –**Absent**
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- **Absent**
Amy Towner- **Present via teleconference**
David Tovar –**Present via teleconference**
Robert Rust- **Absent**
Roll call confirmed that a quorum was present.

2. Ventura County Staff Present

Theresa Cho, HCA Ambulatory Care
Jason Cavender, HCA Fiscal
Dee Pupa, Ventura County Health Care Plan
Christina Woods, Ventura County Health Care Plan
Martin Hahn, HCA Ambulatory Care
Monique Nowlin, Area Agency on Aging

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James Mason, HCA Health Care Foundation
Hemanta Mungur, HCA Ambulatory Care

Public Present – None

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

Action Items

4. **Approve Agenda for May 27, 2021-** Board Treasurer Sepulveda motioned to approve the agenda, seconded by Board Vice Chair Higgins and motion carried.
5. **Approval of March 25, 2021 and April 22, 2021 CHC Board Meeting Minutes-** Board Member Gonzalez motioned to approve the minutes for the March 25, 2021 and April 22, 2021 CHC Board meetings, seconded by Board Member Tovar and motion carried.
6. **Nomination for CHC Board Officers (Chair, Vice Chair, and Secretary)-** Board Member Tovar provide feedback on the Nomination Committee's recent meeting and nomination decisions. Board Member Tovar explained that the committee decided to nominate 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 Treasurer Sepulveda to continue as CHC Board Treasurer. Board Secretary Minjares, Vice Chair Higgins and Board Member Tovar expressed their gratitude for being nominated into the before mentioned positions. Board Treasurer Sepulveda motioned to approve the nominations, seconded by Board Member Gonzalez and motion carried. CHC Board Clerk Barretto clarified that the CHC Board will finalize the appointments during the June meeting, and the elected Executive team will be effective in July. Dr. Cho expressed her gratitude to the nominated members.
7. **Review and Approval of Submission of Budget for FY 2021 American Rescue Plan Act Funding for Health Centers-** Board Clerk Barretto referred to the over \$15 million funding that has been awarded to the CHC and explained that the funding, which differs from previously received Covid-19 response funding, can be used for various activities, including stabilization and recovery efforts. Board Clerk Barretto spoke about the loss in patients in the last year mostly due to the pandemic. The Uniform Data Systems (UDS) report showed a decrease of twelve thousand patients in 2020 when compared to 2019. Board Clerk Barretto went over the two-year project period budget which is in part based on allocating patient support staff from non-federally funded positions to federally funded positions. Board Clerk Barretto provided a summary of the various planned positions and what the use and focus will be for the proposed staff. The two-year plan also includes budget for a Practice Management Software upgrade, an addition to Cerner, which will assist in reaching the goal to schedule appointments more efficiently and increase access. Board Member Towner motioned to approve the budget, seconded by Board Treasurer Sepulveda and motion carried.
8. **Nomination of Monique Nowlin to the CHC Board as a Non-Consumer Member-** Board Clerk Barretto reminded the CHC Board that Ms. Nowlin introduced herself at the last CHC Board Meeting and that she is now ready to be formally nominated. Board Clerk Barretto further explained that once nominated by the CHC Board, a recommendation will be submitted to the

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Ventura County Board of Supervisors for formal appointment. Board Secretary Minjares thanked Ms. Nowlin for her desire to serve as a CHC Board Member. Board member Towner motioned to nominate Ms. Nowlin to the CHC Board as a Non-Consumer Member, seconded by Board Vice Chair Higgins and motion carried.

9. **Review and Approval of Timelines of Documentation Policy-** Dr. Cho opened up this discussion by reviewing how the Electronic Health Record is used to document clinic encounters and services provided to patients and to bill for services rendered. Dr. Cho further explained that timeliness is essential to avoid delay in billing claims and processing of referrals to specialty services. The policy will provide a clear expectation to complete documentation within seventy-two hours. Dr. Cho confirmed that she has mentioned this upcoming policy to providers and staff. Dr. Cho also commented that the policy includes suspension when documentation is late more than 14 days, but the procedure outlined includes several interventions to assist medical staff before reaching the fourteen days. Board Member Gonzalez suggested the use of medical scribes to help complete documentation. Dr. Cho answered to this inquiry and confirmed that it is something that will be considered in the future. Board Vice Chair Higgins moved to approve, seconded by Board Treasurer Sepulveda and motion carried.

Presentation

10. **Ambulatory Care Staffing and Organizational Structure- Dr. Cho-** Dr. Cho provided an update on the status of the clinic integration, starting with a review of the first two phases and concluding with the current actions being taken as phase three is completed. Dr. Cho informed members that there was a slight change the previous week regarding representation for Licensed Vocational Nurses, Registered Nurses, Nurse Practitioners and Physician Assistants who were initially going to be represented by Service Employees International Union (SEIU). They will now be represented by the California Nurses Association (CNA). Dr. Cho highlighted some of the integration plan goals and identified current challenges the clinics are facing. Dr. Cho reported that currently there are 596 FTE job positions that have been opened for clinic support staff and 104 positions (70 FTEs) for clinic physicians. Dr. Cho included in her presentation the current Ambulatory Care (AC) organizational chart and introduced new staff joining the AC Administration team. Dr. Cho explained that ten people have been selected to fill the Outpatient Clinic Administrator positions, and she is going through the selection process for seven Medical Directors. Dr. Cho provided an overview of the Whole Person Care program and how that will be integrated into the clinics. Dr. Cho concluded her presentation by explaining the Behavioral Health Integration expansion taking place this year.

Discussion Items

11. **Continued Business**
 - a. Grants Update – CHC Board Clerk Barretto provided HRSA program updates regarding new funding opportunities which include the Capital Improvement Funding and Optimizing Virtual Care. Ambulatory Care is planning on utilizing the Capital Improvement Funding opportunity to add a dental clinic, most likely in Oxnard where several locations are currently being considered. Various Board Members provided ideas and brainstormed on different options for a dental expansion.

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- b. **Board Composition and Recruitment** – CHC Board Clerk Barretto gave an update on Mr. Mason and Ms. Nowlin’s upcoming nomination approval at the Ventura County Board of Supervisors meetings on June 15th and June 22nd respectively. These two additional members will bring the CHC Board to a total of twelve members. There are currently two possibly three vacancies on the CHC Board.
12. **Board Comments** – Board Vice Chair Higgins suggested that at the next CHC Board Meeting it would be helpful to have a flow chart of the current Board composition. CHC Board Clerk Barretto will update the chart and have it available at the next CHC Board Meeting.
13. **Staff Comments** – CHC Board Clerk Barretto announced that an active recruitment is taking place for a new CHC Board Clerk, with hopes of having the position filled by this summer. CHC Board Clerk also informed attendees that upcoming dates are being considered for a CHC Board orientation. CHC Clerk Barretto explained that with the State of California opening up in June, future CHC Board meetings may shift back to in-person meetings.
14. **Adjourn** – Meeting adjourned at 1:45 pm.

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