

Community Health Center Board of Ventura County Meeting
Minutes for February 25, 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
February 25, 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

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 12:32pm.

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- **Absent**

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

Elizabeth Galway, HCA Fiscal

Jason Cavender, HCA Fiscal

Shasta Gereau, HCA Ambulatory Care

Dee Pupa, Ventura County Health Care Plan

Christina Woods, Ventura County Health Care Plan

Martin Hahn, HCA Ambulatory Care

Robert Bravo, County of Ventura Chief Executive Office

Public Present –

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Bob Rust
James Mason

3. **Public Comments** – James Mason introduced himself to the CHC Board as a prospective consumer member. Mr. Mason has recently moved to the area and is a patient of one of the County's FQHC clinic. Mr. Mason was a healthcare executive and involved with Medicaid throughout his career and is now interested in philanthropy. He recently joined the Board of the Health Care Foundation and is interested in being involved and improving the safety net.

Action Items

4. **Agenda Review and Approval** – Board Member Livingston motioned to approve the agenda for February 25, 2021, seconded Board Member Reyes and motion carried.
5. **Approve Meeting Minutes for January 28, 2021** – Board Chair White Wood identified the following corrections to the minutes: Item 6 Legislative Mandates – Make correction to the reference of the Ventura County Health in All Policies that has been adopted by the Board of Supervisors. Explain in the minutes that the HRSA policy mandate prohibits the use of federal dollars on the items listed in the legislative mandates; Item 10 Approve FQHC Clinic Integration – Spell out abbreviations; Item 12 Quality Report Correct the minutes to include Ms. Marrero's explanation regarding the impact of COVID-19 in falling short of meeting some of the benchmarks and visits and how other health systems experienced the similar challenges; Item 16 Change the word patients to people; and Item 9 – Add Vice Chair to identify Dr. Higgins. Board Chair White Wood motioned to approve the minutes with corrections, seconded by Board Vice Chair Higgins and motion carried.
6. **Nomination of CHC Board Treasurer** – Board Chair White Wood introduced the topic of the addition of the Treasurer to the CHC Board executive committee and reminded the CHC Board that the new position was added during the updated CHC Board By-Laws passed by the CHC Board and the Board of Supervisors. Board Chair White Wood opened the discussion. Vice Chair Higgins recommended Bob Rust, but the CHC Board Clerk explained that Bob Rust was not yet a member. There was a brief discussion on tabling the nomination for a future meeting, unless there were other recommendations. CHC Board Clerk explained that the Treasurer's role is to chair ad hoc committees that may be created to review or address fiscal matters and report back to the CHC Board. Board Chair White Wood shared that some of the fiscal reports are complicated and difficult to understand and having someone that knows fiscal language would be helpful. Board Member Sepulveda expressed interest. Board Member Tovar motioned to nominate Board Member Sepulveda as Treasurer, Board Chair White Wood seconded, and motion carried.
7. **Approve Federal Poverty Guidelines** – Board Chair White Wood presented the new federal poverty guidelines and explained that these guidelines are used to determine sliding fee discounts. Board Member Reyes motioned to approve, Board Member Towner seconded and motion carried.
8. **Approve Provider Credentialing for January, 2021** - Dr. Cho presented and requested the approval of the FQHC providers renewing their credentialing for January of 2021. Board Chair White Wood reminded the CHC Board that all providers go through a rigorous credentialing and

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vetting process before being presented to the CHC Board for approval. Board Member Livingston motioned to approve providers for January of 2021, seconded by Board Secretary Minjares and motion carried.

9. **Quarterly Fiscal Report** – Jason Cavender presented the quarterly fiscal report covering July, 2020 through September, 2020. Mr. Cavender began the presentation with a slide comparing the first quarter to two prior fiscal years. This shows patient revenue decreasing as patient visits decrease due to COVID-19. Board Chair White Wood asked if telehealth visits were counted in patient visits and Mr. Cavender confirmed that they did count. Mr. Cavender continued his presentation with a comparison of net revenue per provider. Mr. Cavender also reviewed Profit and Loss for first quarter of FY 20/21 compared to budgeted amounts. Finally, Mr. Cavender reviewed the allocated overhead and supplemental income. Footnotes include some detail on awards received through HRSA for COVID -19 response. There was brief discussion on the debt service on the tower and some of the County owned clinics. Lastly, Mr. Cavender reviewed the Profit and Loss for fiscal year to date compared to the first quarter of the previous fiscal year. There was a brief discussion of PRIME, a waiver related program. Board Member Sepulveda motioned to approve the financial report, seconded by Board Member Reyes and motion carried.

Presentation

10. **COVID-19 Vaccine Administration Efforts** – Kevin Sendaydiego provided a summary of the vaccine efforts throughout the clinics. The Las Islas clinic was the first to pilot vaccine administration efforts and now several sites began vaccinating and expect to increase efforts once the tiers are expanded. The sites are currently vaccinating patients 65 years and older and working on identifying other patients that will be eligible once the tiers expand. In the last three weeks, the clinics have vaccinated over 1,700 people. Mr. Sendaydiego shared photos of the vaccination events and provided information on the HRSA Vaccine Program. Mr. Tovar thanked the team for being chosen to participate in HRSA's program to address equity in fighting COVID-19.

Discussion Items

11. **Continued Business**
- a. Grants Update – CHC Board Clerk provided information on the HRSA Vaccine Program. The Ventura County Community Health Centers are one of 250 FQHCs in the nation to receive vaccines through HRSA's program. The clinics are waiting for CDC logins to place the first order for delivery on the first week of March. The vaccines are for patients of the clinics and over 2,000 vaccines are anticipated to be delivered by March 3, 2021.
 - i. UDS Update – CHC Board Clerk provided a summary of the types of information included in the annual report. The UDS report has been completed by the team and is being reviewed by HRSA. The Quality team will provide a presentation on the results of the UDS report in a future CHC Board meeting.
 - ii. Single Audit – The Health Center Program was selected to be audited and the process will begin in the next couple of weeks. The auditors will review the requirements of the Health Center Program grant and audit current processes to

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ensure the program is compliant. The CHC Board Clerk will provide an update once the auditor's report on the results.

- b. **Board Composition and Recruitment** – Bob Rust is pending appointment by the Board of Supervisors. The CHC Board Clerk will provide an update once his appointment is complete.
12. **CEO Update** – Dr. Cho shared progress toward the clinic integration plan. Meetings continue with Service Employees International Union (SEIU), the union representing non physician staff and Union of American Physicians and Dentists (UAPD), the union representing physicians. There are no plans to close clinics. At this time, the County is maintaining all service lines and clinics. Dr. Cho explained that current clinic, non-physician positions were cross-walked to County classifications and staff can apply to cross-walked or other available positions. Current clinic support staff will have first opportunity to apply for available positions. Dr. Cho shared that there will be a small reduction in clinic support staff.
13. **Board Comments** – Vice Chair Higgins congratulated Ms. Barretto for her new promotion. Board Member Rust expressed his gratitude for opening up vaccinations for educators. Board Chair White Wood expressed concerns over access to urgent care services, specifically in the Santa Clara Valley area. Board Secretary Minjares agrees that issues surrounding access to urgent care hours need to be addressed. Board Chair White Wood asked the CHC Board Clerk to add access to urgent care as an agenda item for next month's CHC Board meeting.
14. **Staff Comments** – None
15. **Adjourn** – Meeting adjourned at 1:55pm.

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