

Community Health Center Board of Ventura County Meeting
Minutes for August 26, 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
August 26, 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 12:31pm.

1. Roll Call

Manuel Minjares –**Present via teleconference**
Renee Higgins- **Present via teleconference**
Rena Sepulveda- **Present via teleconference**
David Tovar –**Present via teleconference**
Susan White Wood –**Present via teleconference**
Melissa Livingston- **Present via teleconference**
Espy Gonzalez- **Present via teleconference**
Ralph Reyes- **Present via teleconference**
Amy Towner- **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.

Community Health Center Board of Ventura County Meeting Minutes for August 26, 2021

2. **Ventura County Staff Present**

Theresa Cho, HCA Ambulatory Care

Dee Pupa, Ventura County Health Care Plan

Christina Woods, Ventura County Health Care Plan

Martin Hahn, HCA Ambulatory Care

Elizabeth Galway, HCA Ambulatory Care

Lourdes Solorzano-Board of Supervisors Matt LaVere's Office

Jason Cavender, HCA Ambulatory Care

Barry Zimmerman, Health Care Agency

Public Present – None

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

Action Items

4. **Approve Agenda for August 26, 2021-** Board Member Rust motioned to approve the agenda, seconded by Board Member Gonzalez and motion carried.
5. **Approval of July 22, 2021 CHC Board Meeting Minutes-** Board Member Rust motioned to approve the minutes for the July 22, 2021 CHC Board meetings, seconded by Board Vice Chair Higgins and motion carried.
6. **Third Quarter of Fiscal Year 20-21-** Jason Cavender presented the third quarter summary for the current fiscal year. Mr. Cavender gave an overview of the FQHC net patient revenue and explained the various elements shown on the graphs he presented. Dr. Cho clarified that although there is a current downward trend in patient encounters, staff is working on identifying care gaps to improve visit numbers. There was a brief discussion on integrating Whole Person Care staff into the clinics to support care coordination and link patients to services. Mr. Cavender presented the FQHC trended provider visits that show a downward trend. There was a discussion regarding this measure and how it impacts patient care. Board Member Rust pointed out that in his opinion his evaluation on care received from a physician is based on his health concerns being addressed rather than the length of the visit. Dr. Cho expanded on this point and provided a brief overview of some changes that are being contemplated to increase physician efficiency during the visits, including reworking of workflows and scribes to assist physicians. Mr. Cavender provided detailed tables showing the different elements of expenses and revenue sources for the clinics. Board Member Rust motioned to approve the third quarter of fiscal year 20-21 report, seconded by Board Member White Wood and motion carried.

Discussion Items

7. **Provider Credentialing Approvals-** CHC Board Clerk explained that the current provider credentialing approval process was reviewed with assistance by County Counsel. She clarified that in the review, County Counsel referred to the Co-Applicant Agreement, and the CHC Board Clerk reviewed the HRSA Compliance Manual around approval of provider credentialing. CHC Board Clerk provided a copy of the Co-Applicant Agreement and reviewed the section that

Community Health Center Board of Ventura County Meeting Minutes for August 26, 2021

specifically states that credentialing is under the authority of the County of Ventura Board of Supervisors. The HRSA Compliance Manual states that credentialing approval is determined by the health center. CHC Board Clerk recommended that the CHC Board leave the approval process with the County of Ventura Board of Supervisors, but the CHC Board should review provider rosters quarterly to ensure the services and clinical staffing meet the needs of the patients. After a brief discussion, the CHC Board requested a revised credentialing policy around this change be brought to the next CHC Board meeting for review and approval.

8. **Continued Business**

- a. Grants Update – CHC Board Clerk Barretto informed the group that the final outcome of the Capital Improvement Grant is still pending and hopes to receive an answer in September. The Service Area Competition Grant is about 95% complete and should be ready for submission by the end of next week.
- b. Board Composition and Recruitment – Board Clerk Barretto shared that in completing the current grant application, she prepared information on the CHC Board composition, including race and ethnicity. Based on the current consumer members and the demographics of the patient population, she recommended that the CHC Board focus on recruiting a Latino/a consumer member.

9. **CEO Update-** Dr. Cho gave an overview of the current Ambulatory Care state including staffing needs and the collaboration with Human Resources to address vacant positions. There is a surge in COVID cases in our county and certain measures have been put back into place including the use of outside tents at some of the clinic sites. Dr. Cho went over the efforts to comply with the State Health Order regarding COVID vaccination staff requirements.

10. **Board Comments** – Board Secretary Tovar asked about plans regarding requirements of in-person meetings after September 30th, 2021. Board Clerk Barretto explained that suite 200 at the North Oxnard building is currently reserved for future CHC Board Meetings should the need arise.

11. **Staff Comments** – No staff comments.

12. **Adjourn** – Meeting adjourned at 01:34pm.

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