

Community Health Center Board of Ventura County Meeting  
Minutes for June 25, 2020

**Meeting Minutes**  
**June 25, 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

**MELISSA LIVINGSTON, District 4**  
Chair

**RENEE HIGGINS, District 3**  
Vice Chair

**MANUEL MINJARES, District 3**  
Secretary

**RIGOBERTO VARGAS, District 1**

**RENA SEPULVEDA, District 1**

**ESPY GONZALEZ, District 2**

**RALPH REYES, District 3**

**AMY TOWNER, District 1**

**SUSAN WHITE WOOD, District 5**

**Call to Order**

CHC Board Chair Melissa Livingston called the meeting to order at 12:35pm.

**1. Roll Call**

Melissa Livingston- Human Services Agency – **Present via teleconference**  
Renee Higgins- HCA Medical Examiner- **Present via teleconference**  
Manuel Minjares – City of Fillmore – **Present via teleconference**  
Rigoberto Vargas- HCA Public – **Absent**  
Espy Gonzalez- Human Services Agency- **Present via teleconference**  
Rena Sepulveda, Turning Point Foundation – **Present via teleconference**  
Ralph Reyes- Interface Children and Family Services- **Present via teleconference**  
Amy Towner- Health Care Foundation for Ventura County- **Present via teleconference**  
Susan White Wood – Ventura County Behavioral Health - **Present via teleconference**  
**Roll call confirmed that a quorum was present.**

**2. Ventura County Staff Present**

Christina Turner, Ventura County Health Care Plan  
Jason Cavender, HCA Ambulatory Care  
Martin Hahn, HCA Ambulatory Care  
Dee Pupa, Ventura County Health Care Plan  
Robert Bravo, CEO's Office  
Tori Franco, Health Care Foundation of Ventura County

**Public Present – David Tovar**

**3. Public Comments – None**

## Community Health Center Board of Ventura County Meeting Minutes for June 25, 2020

4. **Introduction of Prospective Board Member(s)** – CHC Board Clerk introduced Mr. David Tovar who has submitted an application to join the CHC Board. Mr. Tovar shared highlights of his career and his interest in being part of the CHC Board. CHC Board Clerk will inform Mr. Tovar on the next steps in the process.

### **Action Item**

5. **Agenda Review** – Board Member White Wood motioned to approve agenda, seconded by Board Secretary Minjares and motion carried unanimously.
6. **Meeting Minutes** – Meeting minutes for May 28, 2020 were reviewed. Board Vice Chair Higgins motioned to approve minutes, seconded by Board Member Reyes and motion carried unanimously.
7. **Election of 2018 CHC Board Officers (Chair, Vice Chair and Secretary) per Article VI of the CHC By-Laws** – Board Chair Livingston confirmed the nominees as Susan White Wood for Chair, Renee Higgins for Vice Chair and Manuel Minjares for Secretary. Board Member Sepulveda motioned to elect Susan White Wood, reelect Renee Higgins, and reelect Manuel Minjares as Chair, Vice Chair, and Secretary respectively, seconded by Board Member Reyes and motioned carried unanimously.
8. **Review and Ratify Professional Services and Operations Agreement (PSOA) Amendments for All FQHC Clinics to Extend Current PSOA through June 30, 2021** – Dr. Cho informed staff that the extension will update the term of all PSOAs through June 30, 2021. Board Member White Wood inquired about the PERB ruling and asked how that would impact PSOAs. Dr. Cho will provide more information on the PERB ruling during her CEO update. Board Member White Wood motioned to ratify extension of PSOAs through the end of June 30, 2021, seconded by Board Member Towner and motion carried.
9. **Approve Quarterly Fiscal Report - QE 03/31/20** – Mr. Cavender reviewed revenue and expenses year to date, including QE 3/31/20. Mr. Cavender explained that the net patient revenue has been trending up while expenses are trending down. Mr. Cavender also explained that the efficiency of providers is also trending up, increasing to approximately one additional encounter per provider per day. Mr. Cavender reviewed the HRSA Supplemental COVID-19 grants and where/when they will be allocated to the clinics based on grant start dates. Board Chair Livingston thanked Dr. Cho for her leadership in contributing for the positive change and impact to improve financial stability. Board Member White Wood motioned to approve, seconded by Board Vice Chair Higgins and motioned carried.

### **Presentation**

10. **Ventura County Health Care Foundation** – Board Member Towner presented on the most recent projects supported by the Health Care Foundation, including retinal cameras and optometry equipment through Lion's Club International and local Lion's Clubs. This donation increased retinal screening by 33% in one year. Other projects include donations to address gaps in care for vulnerable populations to augment care when needed.

**Discussion Items**

**11. Continued Business**

- a. Grants Update – CHC Board Clerk provided a brief summary on the following:
  - i. HRSA COVID Supplemental Funding – CHC Board Clerk reviewed the three supplemental grants through HRSA for COVID-19 response. The first grant, the smallest funding amount of all three, has been approved and processed by HRSA. The second and largest of the three is the CARES Act grant for over \$2 million. HRSA has asked for more specifics on the narrative/activity report as it relates to the category of the amounts being budgeted. The updated narrative/activity report will be submitted by June 25, 2020. The last of the three grants is the Expanded Capacity for Testing grant that provides over \$1.5 million for testing activities. A budget and narrative/activity report has been submitted to HRSA and is awaiting final approval.
  - ii. Board Composition and Recruitment - Ambulatory Care has contracted with Emma Mayer who is a HRSA surveyor and worked as CFO at various FQHCs. One of her assignments is to conduct a mock Operations Site Visit, which includes reviewing the CHC Board composition requirements. She has gone through a review of twelve months of agendas and minutes, the activity calendar, and the bylaws. She has already identified gaps and is making recommendations. Ms. Mayer's recommendations will be reviewed and brought to the CHC Board. An update will be provided at the next meeting. Board Member White Wood asked if the approval to hire Ms. Mayer had come to the CHC Board. The CHC Board Clerk confirmed that it had not and will be presented as an action item at the next meeting. The CHC Board Clerk gave a brief update on board recruitment. In addition to David Tovar there is a second potential candidate, Susana Lopez, who is the Executive Director of Community Action Program. The plan is for Ms. Lopez to introduce herself at the July meeting. Board Chair Livingston has reached out to a third potential board member who will be reaching out to confirm her interest.

- 12. CEO Update** – Dr. Cho confirmed that Ms. Mayer, consultant, has been hired to ensure that the organization is carrying out items that were identified to be completed based on the last Operational Site Visit findings.

Dr. Cho reviewed the history behind the PERB ruling that dates back ten years. The last ruling, which County will not appeal, ruled that the clinic staff are County employees and can seek union representation. There are pending steps that need to be completed with the original employees. Based on the final ruling, ECG, a consulting group, has been contracted to help through the process of looking at moving clinic employees to County employees.

- 13. Board Comments** – Vice Chair Higgins recommended to reach out to other Region 9 to get feedback on whether their unionized or County employees. Dr. Cho agreed to look into it. Chair Livingston thanked the CHC Board and staff for support in her role as Chair.

Community Health Center Board of Ventura County Meeting  
Minutes for June 25, 2020

14. **Staff Comments** – None

15. **Adjourn** – The meeting adjourned at 1:40pm.

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