

Community Health Center Board of Ventura County Meeting
Minutes for October 22, 2020

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
October 22, 2020
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 12:33pm.

1. Roll Call

Susan White Wood – Ventura County Behavioral Health – **Present via teleconference**
Renee Higgins- Ventura County Medical Examiner’s Office- **Present via teleconference**
Manuel Minjares – City of Fillmore – **Present via teleconference**
Melissa Livingston- Human Services Agency – **Present via teleconference**
Espy Gonzalez- Human Services Agency- **Present via teleconference**
Rena Sepulveda, Turning Point Foundation – **Present via teleconference**
Ralph Reyes- California Lutheran University- **Present via teleconference**
Amy Towner- Health Care Foundation for Ventura County- **Present via teleconference**
David Tovar – Ventura County Behavioral Health – **Present via teleconference**
Roll call confirmed that a quorum was present.

2. Ventura County Staff Present

Theresa Cho, HCA Ambulatory Care
Martin Hahn, HCA Ambulatory Care
Elizabeth Galway, HCA Fiscal
Jason Cavender, HCA Fiscal
Dee Pupa, Ventura County Health Care Plan
Christina Woods, Ventura County Health Care Plan

Public Present – None

3. Public Comments – None

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Action Item

4. **Agenda Review and Approval** – Board Member Towner motioned to approve agenda for October 22, 2020, seconded by Board Member Livingston and motion carried unanimously.
5. **Meeting Minutes** – Board Member Towner motioned to approve minutes for September 24, 2020, seconded by Board Member Gonzalez, and motion carried.
6. **Review and Approve Ambulatory Care Emergency Closure Policy and Procedure** – Martin Hahn reviewed the policy and updates in regards to emergency facility closures. Mr. Hahn reviewed the edits, including minor grammatical edits and changes to workflows. Changes included removing administrator on duty phone number, which is no longer used. The clinics call ambulatory care administration staff directly. Board Chair White Wood recommended adding that all clinic administrators will have a contact list for ambulatory care administration. Board Chair White Wood motioned to approve the policy with the additional language for a contact list, seconded by Board Member Reyes, and motion carried.
7. **Review and Approve FY 19/20 Fiscal Report** – Tabled for next CHC Board Meeting.
8. **Approve CHC Strategic Plan for Calendar Years 2021-2023** – Final strategic plan was shared with the CHC Board, and the CHC Board Clerk recommended approval. Board Member Livingston thanked Dr.Cho for her leadership and Emma Mayer for facilitating. Board Chair White Wood and Dr.Cho also thanked the members that participated in the preparing the plan. Board Member Livingston motioned to approve the CHC Strategic Plan for CY 2021-2023, seconded by Board Member Towner, and motion carried.
9. **Approve CHC Board By-laws** – CHC Board Clerk provided a summary of the major changes made to the by-laws. These changes include removing alternate members and removing language associated with alternate members, adding a Treasurer position to the executive committee, and changing the number of minimum members to nine instead of eleven to align with the HRSA Compliance Manual. Board Member Reyes motioned to approve the CHC Board By-laws and seconded by Board Secretary Minjares. CHC Board Clerk took roll call for vote on motion.

YES: Board Chair White Wood, Board Vice Chair Higgins, Board Secretary Minjares, and Board Members Reyes, Gonzalez, Towner, Tovar, Livingston, and Sepulveda.
NO: None
Abstain: None

Motion passed unanimously.
10. **Ratify Submittal of Grant Application and Approve Award for Capital Assistance for Disaster Response and Recovery Efforts (CADRE)** - CHC Board Clerk recommended the approval to ratify and accept the grant award for \$100,000 to purchase a portable x-ray unit for the West Ventura Clinic due to the high volume in use from the orthopedics, urgent care, and primary care services. The new unit will cost approximately \$120,000. Board Member Sepulveda

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motioned to ratify the submittal of the grant application and approve the acceptance of the award, seconded by Board Member Gonzalez and motion carried.

11. **Approval of, and Authorization for the Health Care Agency Director or Designee to Sign, Amendment No. 1 to Contract HCA-ECG0620 with ECG Management Consultants, LLC to Provide Consulting Services, Increasing the Not-to-Exceed Amount by \$900,000 from \$552,000 to \$1,452,000** – Dr. Cho recommended approval to increase the not to exceed amount of the ECG contract by \$900,000 to \$1,452,000. Dr. Cho reminded members that ECG was engaged to provide an operational analysis to the FQHC system, including the transition of the non-physician staff to County employment. The increased amount is to continue initial analysis of clinic operations and to provide support through the implementation phase of the new clinic structure, including the transitional process to staff the clinics in the most streamlined and effective manner. Board Chair White Wood clarified that the item would be a ratification of the approval. Board Member Sepulveda motioned to ratify approval to increase the not to exceed amount of the ECG contract by \$900,000, seconded by Board Member Towner and motion carried.

Presentation

None

Discussion Items

12. **Continued Business**
- a. Grants Update
 - i. CHC Board Clerk has submitted the second quarterly report for the COVID-19 supplemental funding through HRSA that adds up to under \$4 million. The clinics have completed more than 50% but less than 100% of the funding. Fiscal is currently reconciling the expenses to verify if funds have been exhausted and to draw down funding. The Budget Period Renewal was submitted as presented by Jason Cavender during the last CHC Board meeting.
 - b. Board Composition and Recruitment – CHC Board Clerk updated the Board on Dr. Krishnan's application process. He submitted his application, but it is being reviewed by the Supervisor over his District. CHC Board Clerk reminded the Board that if Dr. Krishnan is added to the Board, the next member can be a non-consumer, but anyone added after that need to be consumer members.
13. **CEO Update** – Dr. Cho gave an update on the engagement with ECG and their analysis to optimize clinic operations. Currently looking at administrative and clinic staffing levels and a financial pro forma. The hope is to go to the CHC Board and Board of Supervisors in December for a preliminary overview. Transition of the non-physician staff to County will begin in 2021. It has not yet been decided if the clinics will transition one at a time or all at once. The AC team is working with HR on the process of transitioning employees. There are roughly 630 non physician staff at the clinics, and ECG is currently reviewing staff ratios to determine how many positions will be needed to support the clinics. The staff per provider ratio is inconsistent with some clinics having much more support staff than other sites. The team is exploring the use of some staff to add centralized

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functions, such as a call center. Dr. Cho also shared information on temperature kiosks that have been distributed to 27 sites. The kiosks are a safer way to take temperatures as patients and staff enter the clinics. Dr. Cho provided information on a video to provide health education while patients wait in the lobby. The education can be provided in English, Spanish, and Mixteco.

14. **Board Comments** – Board Vice Chair Higgins asked if there was an issue with the flu shots. Dr. Cho explained that the issue was at the employee health office and not the FQHCs. Vice Chair Higgins asked about the shortage of Mixteco translators. Dr. Cho explained that the ECG process has provided more transparency on the staff at the clinics and there are several Mixteco translators at some of the clinics. The system may have enough, but some may need to be distributed to other clinic sites or shared amongst sites.
15. **Staff Comments** -None
16. **Closed Session Agenda – Community Health Center Executive Director Evaluation** – The CHC Board went into closed session at 1:06pm to review and approve the Project Director’s evaluation.

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

Manuel Minjares, CHC Board Secretary