

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

February 21, 2023 – 2:30 p.m.

Meeting was conducted In-person and via WebEx Event

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Red Rock Trail Rooms A and B

MEMBERS PRESENT: Jose L. Melendrez –Chair, Consumer Member (*In-person*)
Brian Knudsen – Consumer Member (*via Webex*)
Scott Black – Community Member, City of North Las Vegas (*via Webex*)
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (*via Webex*)
Donna Feliz-Barrows – Consumer Member (*In-person*)
Father Rafael Pereira – Community Member, All Saints Episcopal Church (*In-person*)
Luz Castro – Consumer Member (*In-person*)
Timothy Burch – Second Vice-Chair, Community Member, Clark County (*via Webex*)

ABSENT: April Allen-Carter – Consumer Member
Gary Costa – Community Member, Golden Rainbow
Lucille Scott – Consumer Member

ALSO PRESENT:

LEGAL COUNSEL: Heather Anderson-Fintak, General Counsel

EXECUTIVE DIRECTOR: Fermin Leguen, MD, MPH, District Health Officer

STAFF: Tawana Bellamy, Andria Cordovez Mulet, Cassius Lockett, Cortland Lohff, Randy Smith, Donnie (DJ) Whitaker, Merylyn Yegon, Maria Priess, David Kahananui, Cassondra Major, Justin Tully, Greg Tordjman, Jonna Arqueros, Bernadette Meily, Edward Wynder, Leo Vega, Fidel Cortes Serna

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:32 p.m. Tawana Bellamy, Administrative Secretary, administered the roll call and confirmed a quorum.

II. PLEDGE OF ALLEGIANCE

III. OATH OF OFFICE

- **Officer** – Donna Feliz-Barrows (First Vice-Chair)

The Oath of Office was administered to member Donna Feliz-Barrows by Tawana Bellamy, Administrative Secretary.

IV. FIRST PUBLIC COMMENT: A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, the Chair closed the First Public Comment portion.

V. ADOPTION OF THE FEBRUARY 21, 2023 MEETING AGENDA *(for possible action)*

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the February 21, 2023 Agenda, as presented.

VI. CONSENT AGENDA: Items for action to be considered by the Southern Nevada Community Health Center Governing Board which may be enacted by one motion. Any item may be discussed separately per Board Member request before action. Any exceptions to the Consent Agenda must be stated prior to approval.

- 1. Approve Minutes – Southern Nevada Community Health Center Governing Board Meeting:** January 17, 2023 *(for possible action)*
- 2. Approval of Nondirective Counseling and Referral Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- 3. PETITION #02-23: Approval of Agreement with Dr. Alireza Farabi to Provide Professional Services in the Southern Nevada Community Health Center Clinics;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to approve the Consent Agenda, as presented

VII. REPORT / DISCUSSION / ACTION

- 1. Review, Discuss and Approve the First Augmentation to the Southern Nevada Community Health Center FY2023 Budget;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Donnie (DJ) Whitaker, Chief Financial Officer provided an overview of the Augmentation to the Southern Nevada Community Health Center FY2023 Budget, with the following highlights:

- Budget augmentation is a procedure for increasing appropriations of a fund with the express intent of employing previously unbudgeted resources of the fund for carrying out the increased appropriations.
- Budget augmentation is required per Nevada Revised Statute (NRS) 354.626.
- The largest portion of the augmentation is in Pharmacy. Revenue has been ahead of what was budgeted.
- Total FY2023 Adopted Budget Revenue was \$23.1M, and the FY2023 Augmented Budget increased to \$24.5M
- The General Fund Total charges for services revenue was augmented at \$15.4 M an increase of \$1.4M or 9.9% compared to adopted budget of \$14M.
- Pharmacy Revenue (Insurance account) net total was \$14.9M, an increase of \$1.4M due to higher demand in prescription.
- The Special Revenue Fund, Federal & Pass Thru revenue, stayed flat at \$7.7M.
- FQHC expenditures total augmented budget was \$29.7M compared to adopted budget of \$28M.
- General Fund Pharmacy Medical supplies was \$10.8M, an increase of \$1.5M.
- Total salaries and benefits for General & Grants funds decreased slightly at \$6.3M compared to \$6.4M adopted budget.

Ms. Whitaker advised that FQHC was formerly under Primary & Preventive Care. At the beginning of the FY2023 budget year, there were zero full-time employees (FTEs) budgeted. FQHC total augmented FTEs as of November/December 2022.

Member Father Rafael thanked Ms. Whitaker and commented the report was detailed and well explained.

A motion was made by Member Father Rafael, seconded by Member Feliz-Barrows, and carried unanimously to postpone the approval of the 2022 YTD November Financial Report until the next scheduled meeting.

Member Tim Burch joined at 2:38 p.m.

2. Review and Approve the November 2022 and December 2022 YTD Financial Reports; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Ms. Whitaker provided an overview of the November 2022 YTD Financial with the following highlights:

- Ms. Whitaker advised that the November and December financials do not reflect the augmented budget because the augmented budget was adopted in January 2023. The reports reflect the original adopted budget.
- FQHC Total Revenue – November Budget was \$9.0M and November Actual was \$9.8M, variance of \$812K.
- Salaries & Benefits – November Budget was \$3.8M and November Actual was \$2.9M, variance \$936K.
- Net Position – November Budget was negative \$2.0M, November Actual was negative \$1.1M, variance \$881K.

Ms. Whitaker further reviewed the revenue and expenses by department for November 2022.

Member Father Rafael commented that Ms. Whitaker did a great job and provided the information that was requested from the prior meeting. It was very detailed.

Ms. Whitaker provided an overview of the December 2022 YTD Financials with the following highlights:

- FQHC Total Revenue – December Budget was \$10.8M, December Actual was \$11.8M, variance \$992K.
- Total Salaries & Benefits – December Budget was \$4.6M, December Actual was \$3.8M, variance negative \$793K.
- Net Position – December Budget was negative \$2.4M, December Actual was negative \$1.2M, variance \$1.1M.
- The FQHC Division includes Administration and Pharmacy - Administration does not generate Revenue and Pharmacy, by itself is 73% of Total Revenue for the Division

Member Father Rafael inquired about Behavioral Health being included in the Budget to Actual as of December 31, 2022 but did see it on the report. Ms. Whitaker advised that Behavioral Health does not have any activity. Randy Smith, FQHC Operations Officer commented that Behavioral Health was budgeted under the Ryan White last year. Member Father Rafael inquired if Behavioral Health is under Ryan White. Mr. Smith commented yes.

A motion was made by Member Father Rafael, seconded by Member Feliz-Barrows, and carried unanimously to approve November 2022 and December 2022 YTD Financial Reports, as presented.

3. Receive, Discuss and Approve Committee Assignments; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the results of the Committee Participation Interest Form to the Board. The Board reviewed the structure of the standing committees and the summary of the interest form. Mr. Smith advised that members are needed in the Quality, Credentialing and Risk Management committee and shared he would like to see at least three members in each committee to ensure there is good participation. Mr. Smith further advised that the Finance & Audit Committee meets

monthly and want to get a meeting established in March as well as the Quality, Credentialing & Risk Management meets quarterly and would like to establish a meeting in March.

Chair Melendrez inquired other board members about participation on committees needing members. At the meeting, Member Black, Chair Melendrez and Member Breen volunteered to be on the Quality, Credentialing & Risk Management Committee and Member Breen volunteered to on the Nominations Committee.

Ms. Heather Anderson-Fintak, General Counsel reminded the board that part of the requirements of being on the board, member must serve on at least one committee.

Member Burch advised that he is leaving Clark County and will have to resign his position on the board as of March 3, 2023.

A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to approve the composition of the SNCHC Governing Board Committees as follows:

<p><u>Executive Committee</u> Donna Feliz-Barrows Brian Knudsen Jose Melendrez</p>	<p><u>Executive Director Annual Review Committee</u> Luz Castro Donna Feliz-Barrows Jose Melendrez Lucille Scott</p>	<p><u>Finance and Audit Committee</u> Donna Feliz-Barrows Father Rafael Pereira</p>
<p><u>Quality, Credentialing & Risk Management Committee</u> Scott Black Erin Breen Jose Melendrez</p>	<p><u>Nominations Committee</u> Luz Castro Donna Feliz-Barrows Erin Breen</p>	<p><u>Strategic Planning Committee</u> Scott Black Luz Castro Father Rafael Pereira Jose Melendrez</p>

4. Highlights from the 2022 November and December Operational Reports; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the following highlights from the January 2023 Operational Report:

Unduplicated Patients

- 1,008 unduplicated patients seen in January
- 1,188 medical and behavioral health visits provided

Uniform Data System (UDS) Report

- Annual HRSA UDS Report was submitted to HRSA

2023 Performance Improvement Focus Areas

- The Health Center choose to focus efforts on Clinical Quality Improvements on five performance measures that are exclusive to FQHC requirement.
 - Controlling High Blood Pressure
 - Poor Controlled Hemoglobin A1c (HbA1c)
 - HIV Screening
 - HIV Linkage to Care
 - Tobacco Use Screening and Cessation Intervention
- Report updates to the Board throughout the year.

Program Updates

- Ryan White program successfully passed its annual administrative, programmatic, and fiscal audit.
- Title X – Family Planning audit scheduled for September

- HRSA Grant Project Period ends 1/31/2024.
- Decatur Location – HRSA grant dedicated to developing the Behavioral Health program and space build out. The program will need a leadership position to support the Licensed Clinical Social Workers and Psychiatric APRN.
- Fremont Location:
 - Pharmacy build out is close to completion - preparing for Board of Pharmacy site visit.
 - Dental clinic – Met with Henry Schein in January 2023 to develop a dental operatory. They are working on designs based on the space available. Designs should be available in the next few weeks to determine what can be done with the space.

Staffing

- New Family Medicine Physician starts in March 2023
- Recruitment underway for two (2) full-time APRNs
- FY 24 budgeting and revenue analysis – team working to create a template that would help determine the revenue model.
- Care Team composition - Move away from traditional doctor working with a medical assistant to a team of staff and providers.

Work Standardization

- Health Center currently going through a Work Standardization Project.
- Workflows were not documented – hard to have them standardized.
- Currently creating a manual on how to provide services

No action required.

- VIII. BOARD REPORTS:** The Southern Nevada District Board of Health members may identify and comment on Health District related issues. Comments made by individual Board members during this portion of the agenda will not be acted upon by the Southern Nevada District Board of Health unless that subject is on the agenda and scheduled for action. ***(Information Only)***

Member Father Rafael commented on the plan to remodel and investment towards behavioral/mental health and that is good to keep track of planning, i.e., budget and how much will be allocated. It is one of the biggest services that will keep growing.

IX. EXECUTIVE DIRECTOR & STAFF REPORTS (Information Only)

1. Executive Director Comments

Dr. Leguen advised that in February/March 2023, he will meet a representative of Catholic Charities to look at the work the Health Center is doing with the Refugee community and that he is planning a meeting with Roseman University to look at possible collaborations with the medical students and residents at the Health Center. Dr. Leguen further advised that partnership is something that the Health Center has been exploring with other community partners like UNLV, the Medical School and other groups. This is part of our intention to enhance our community collaboration in Clark County.

There were no further comments.

X. INFORMATIONAL ITEMS

1. Community Health Center (FQHC) January 2023 Operations Reports

- XI. SECOND PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. Comments will be limited to five (5) minutes per speaker. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, the Chair closed the Second Public Comment portion.

XIII. ADJOURNMENT

The Chair adjourned the meeting at 3:22 p.m.

Fermin Leguen, MD, MPH
District Health Officer/Executive Secretary/CHC Executive Director

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