



MINUTES

**Southern Nevada Community Health Center Governing Board Meeting
December 12, 2019 – 11:00 a.m.
Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Red Rock Trail Conference Room A and B**

BOARD: Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas
(Present) Erin Breen - UNLV
Dr. David DiJohn – Associate Professor Department of Pediatrics, Director of Maternal Child Wellness Program, UNLV School of Medicine
Marilyn Kirkpatrick – Commissioner, Clark County
Brian Knudsen – Vice Chair, Council Member, City of Las Vegas *via Teleconference*
Jose L. Melendrez – Executive Director of Community Partnerships, UNLV Department of Public Health
Scott Garrett – Manager, POP Vegas Cultural Museum

(Absent): Alexandra Ceballos – Dental Hygienist
Patrick Bozarth - Executive Director Community Counseling Center of Southern Nevada
Gary Costa – Executive Director, Golden Rainbow
Roie Evans – Retired/Disability Car Wash Company Owner
Father Rafael Pereira – All Saints Episcopal Church

ALSO PRESENT: None
(In Audience)

LEGAL COUNSEL: Annette Bradley, Esq

EXECUTIVE SECRETARY: Dr. Fermin Leguen, MD, MPH, Acting Chief Health Officer

STAFF: Heather Anderson-Fintak, Ernest Blazzard, Michelle Cintron, Amy Hagan, Andrea Green, JoAnn Rupiper, Leo Vega, Ernesto Chavez, Lynne Foster

- I. **CALL TO ORDER**
Chair Black called the Southern Nevada Community Health Center Governing Board meeting to order at 11:15 a.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **OATH OF OFFICE**
The Oath of Office was administered to new members Erin Breen, David DiJohn, Marilyn Kirkpatrick and Jose Melendrez by Michelle Cintron, Executive Administrative Secretary.
- IV. **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 step up to the

speaker's podium, 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 Chairman or the Board by majority vote.

Seeing none, Chair Black closed this portion of the meeting.

V. ADOPTION OF THE DECEMBER 12, 2019 AGENDA (for possible action)

A motion was made by Member Kirkpatrick seconded by Member Melendrez and carried unanimously to approve the December 12, 2019 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.

Consent agenda modified with removal of items 2 and 3

A motion was made by Member Kirkpatrick seconded by Member Melendrez and carried unanimously to approve the December 12, 2019 Agenda as presented

VII. REPORT / DISCUSSION / ACTION:

1. Fiscal and Personnel Matters (for possible action)

Amy Hagan, Human Resource Director, presented the Personnel Code. It is the document the district determines policies, and procedures for managing human resources of the district. Specific examples of policy include: employment hire and selection, vacation, sick leave, holiday, etc. The purpose of the personnel code is to implement an applicable system of human resources administration for district services.

The personnel code is a road map of the achievement of opportunities of employment and development, employment morale, a high level of customer services, effective employee relations, continuous improvement in working conditions. It applies to all employees and mirrors the negotiated collective bargaining agreements between the CIU and the District, however there are differences.

The CBA will take precedents for union eligible employees if the CBA is silent on a topic contained in the personnel code, then the personnel code will take precedent. The personnel code will take precedent over any conflicting policy or procedure that is administratively approved by this board.

Chair Black asked if the board had any questions.

Member Kirkpatrick had a question regarding smoking in her car on district premises.

Amy Hagan's response was, the policy was established before she was a part of the District. In her two years of being at the district, she has never disciplined an employee for smoking. She will present an update personnel code annually and will take another look at the smoking policy on district premises.

Member Kirkpatrick mentioned how the health district security takes smoking on district property seriously and has been stopped by the health district security for smoking in her car on District premises. She suggested changing the policy to state smoking on premises within 200 feet.

Ernest Blazzard, Chief Financial Officer, began to explain the Patient Collections Policy and Procurement policies. The purpose of the patient collections policy is to establish specific guidelines for billing payment or collection practices for all patients who will receive medical and or behavioral

health services as part of the Southern Nevada Health District. The policy of the health district is to provide quality health care to patients regardless of their ability to pay. The purpose of this new policy is to minimize the word collections and secure payments making reasonable attempts to secure payments for the services that are provided and to implement a patient focused practice to help minimize any barriers to secure payments. And this policy is related to our sliding scale fee. This policy highlights the health district providing as much care as possible without turning anyone away.

The procurement policies purpose is to establish procedures for insuring the all sourcing and purchasing activities for the health district are in applicable law and uniform guidance. This was briefly discussed at the finance committee meeting, and this policy is to bring the district in compliance with the uniform guidance. Our site visitors instructed us to add in additional language related to the restatement of the procurement policy as it relates to current federal law. Their recommendation was to have this board adopt all existing pertinent policies related to procurement fiscal policies except, in the event, that more restricted requirements apply. We need to have additional language in the district policy in order for it to apply to the FQHC requirements. We will work on this and provide an update version for you to review.

A motion was made by member Kirkpatrick and seconded by member Breen to adopt the collection and procurement policy

Member Knudsen ended the call at 11:33 a.m.

Ernest Blazzard mentioned how the Sliding fee scale is also another policy that is before the board to be adopted today. The sliding fee scale is the methodology by which we provide discounts to self-pay patients and insured patients where needed in conjunction with the collections policy. We can apply discounts to patient payments that will work within their budget. It will allow them to make reasonable payments and budgetary arrangements for them.

Chair Black stated that the sliding fee scale is mentioned as a part of the motion that was made to adopt the collections and procurement policy.

- 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)**

There were no reports to be heard.

IX. Executive Director Report

Dr. Leguen provide a summary of the HRSA Technical site visit and requested JoAnn Rupiper to give further details.

JoAnn Rupiper, Acting FQHC Operations Officer, further explained the site visit. Board members are invited to the next upcoming three-day Operational Site Visit, which is scheduled towards the end of February 2020. The first day is an introduction, the second day includes a noon luncheon with board members, which is very important. This meeting is the review of the expectations of the board. And the third day is the exit meeting, they want to verify that we have a functional board. JoAnn mentioned that this has been a problem with other FQHC facilities, they have names written down, but do not have a real board. The main reason why attendance of board members to the site visit is necessary, is because it will allow the reviewers to meet and verify that there is an actual board for our FQHC.

Chair Black requested Joann to email the entire board the HRSA link to the site visit protocol and the finance manual. This will help generate questions, so the board is prepared for the next site visit in February 2020.

- X. 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. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, 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 Chairman or the Board by majority vote.

Seeing no one, the Chair closed this portion of the meeting.

XI. ADJOURNMENT

The Chair adjourned the meeting at 11:40 a.m.

Fermin Leguen, MD, MPH
Acting Chief Health Officer/FQHC Executive Director

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