

## MINUTES

### SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

January 21, 2025 – 2:30 p.m.

Meeting was conducted In-person and via Microsoft Teams

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107

Red Rock Trail Rooms A and B

#### MEMBERS PRESENT:

Donna Feliz-Barrows, Chair  
Jasmine Coca, First Vice Chair  
Sara Hunt, Second Vice Chair  
Scott Black  
Erin Breen  
Marie Dukes  
Blanca Macias-Villa  
Jose L. Melendrez

#### ABSENT:

Ashley Brown  
Luz Castro  
Brian Knudsen

#### ALSO PRESENT

Cade Grogan

#### LEGAL COUNSEL:

Edward Wyner, Associate General Counsel

#### CHIEF EXECUTIVE OFFICER:

Randy Smith

#### STAFF:

Chelle Alfaro, Emily Anelli, Tawana Bellamy, Todd Bleak, Donna Buss, Andria Cordovez Mulet, Brian Felgar, Tabitha Johnson, David Kahananui, Ryan Kelsch, Cassius Lockett, Cassondra Major, Anilkumar Mangla, Jonas Maratita, Kimberly Monahan, Desiree Petersen, Justin Tully, Kim Saner, Felicia Sgovio, Donnie Whitaker, Lourdes Yapjoco

#### 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, Senior Administrative Specialist, administered the roll call and confirmed a quorum. Ms. Bellamy provided clear and complete instructions for members of the general public to call in to the meeting to provide public comment, including a telephone number and access code.

#### II. PLEDGE OF ALLEGIANCE

#### III. RECOGNITION

##### 1. Southern Nevada Health District – 2024 Employee of the Year

- Desiree Petersen

The Chair recognized Desiree Petersen for being selected as the 2024 Southern Nevada Health District Employee of the Year. Ms. Petersen is a Community Health Worker, providing essential wrap around services in the Southern Nevada Community Health Center. On behalf of the Southern Nevada Community Health Center's Governing Board, the Chair congratulated Ms. Petersen on this well-deserved recognition.

- 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 period.

- V. ADOPTION OF THE JANUARY 21, 2025, MEETING AGENDA** *(for possible action)*

Chair Feliz-Barrows called for questions or changes to the agenda. There were none.

*A motion was made by Member Black, seconded by Member Breen, and carried unanimously to approve the January 21, 2025, 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 – SNCHC GOVERNING BOARD MEETING:** December 10, 2024 *(for possible action)*
- 2. Approve the Update to CHCA-001 Grants Management Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- 3. Approve the Update to CHCA-003 Patient Collections Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- 4. Approve the Update to CHCA-007 Legislative Mandate Review Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- ~~**5. Approve the Update to CHCA-017 Ongoing Professional Evaluation – Peer Review Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*~~
- ~~**6. Approve the CHCA-026 Non-Coercive Services Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*~~
- 7. Approve the CHCA-027 Durational Residency/Physician Referral Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- ~~**8. Approve the Updated to CHCA-004 Procurement Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*~~

9. **Approve the CHCA-028 Credentialing and Privileging Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Chair Feliz-Barrows called for questions or changes to the Consent Agenda.

Items IV.5, VI.6 and VI.8 were removed from the Consent Agenda for further discussion.

*A motion was made by Member Breen, seconded by Member Hunt, and carried unanimously to approve the Consent Agenda, as amended.*

## VII. REPORT / DISCUSSION / ACTION

*Member Melendrez joined the meeting at 2:42 p.m.*

5. **Approve the Update to CHCA-017 Ongoing Professional Evaluation - Peer Review Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Further to an inquiry from Member Hunt, Mr. Smith advised that Chief Medical Officer (CMO) and the Medical Director are included in the peer view process.

Further to an inquiry from Member Hunt, Mr. Smith advised there are policies in place to assist with the evaluation of the CMO and Medical Director.

*A motion was made by Member Hunt, seconded by Member Black, and carried unanimously to Approve the Approve the Update to CHCA-017 Ongoing Professional Evaluation - Peer Review Policy, as presented.*

6. **Approve the CHCA-026 Non-Coercive Services Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Further to an inquiry from Member Hunt, Mr. Smith advised it is a new policy to prepare for a family planning site visit later this year.

Further to an inquiry from Member Hunt, Mr. Smith advised the language in the policy is being referenced from HRSA's Title X program documentation.

*A motion was made by Member Hunt, seconded by Member Black, and carried unanimously to Approve the CHCA-026 Non-Coercive Services Policy, as presented.*

8. **Approve the Updated to CHCA-004 Procurement Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, Chief Executive Officer - FQHC provided an overview of the changes to the CHCA-004 Procurement Policy. Mr. Smith advised the new revisions changed the focus of the policy from a health district perspective to that of the health center. The job titles in the policy were updated to reflect this change.

Chair Feliz-Barrows called for questions and there were none.

*A motion was made by Member Black, seconded by Member Breen, and carried unanimously to Approve the Updated to CHCA-004 Procurement Policy, as presented.*

Recommendations from the January 14, 2025 Strategic Planning Committee Meeting

- 1. Review, Discuss and Approve the Strategic Planning Committee Charter;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented an overview of the Strategic Planning Committee Charter.

Chair Feliz-Barrows called for questions and there were none.

*A motion was made by Member Melendrez, seconded by Member Hunt, and carried unanimously to Approve the Strategic Planning Committee Charter, as presented.*

- 2. Receive, Discuss and Approve the Strategic Plan Directional Statement;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

David Kahananui, Administrative Manager – FQHC, provided an overview of the Strategic Plan Directional Statement and advised of the new and proposed mission, vision, and values.

**Proposed Mission:** To provide patient-centered primary health care services to the underserved community with an emphasis on integrated, high-quality, and affordable care in a culturally respectful environment.

**Proposed Vision:** Reducing health disparities in the community by empowering patients to achieve their best possible health through equitable access to comprehensive care.

**Proposed Values:**

- Commitment
- Accountability
- Respect
- Excellence
- Service

Chair Feliz-Barrows called for questions and there were none.

*A motion was made by Member Melendrez, seconded by Member Black, and carried unanimously to Approve the Strategic Plan Directional Statement, as presented.*

- 3. Receive, Discuss and Approve the Strategic Plan Goals for CY25 – CY27;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Kahananui presented the Strategic Plan Goals for CY25 – CY27 and advised of the results of the Needs Assessment. Mr. Kahananui further advised of a recommendation from the Strategic Planning committee to add a goal about external marketing and promotional practices under increasing access to services.

- 1) Increase Access to services (# of unduplicated patients and visits) by 3%.**
  - a) Increase # of patients seen per Provider per day by 3%.
    - i) Remove barriers to integrated service provision.
    - ii) Optimize operational efficiencies.

- b) Optimize and expand services at the Fremont location – SHC/RW/RH/Dental.
  - c) Grow and share cloud-based services (HIE, Healow, Virtual Visits).
  - d) Capital Outlay Strategies for expanding access in 2025 –
    - i) Build a dental clinic at Fremont and develop an operational plan.
    - ii) Open and optimize integrated care workflow at BH Center at Decatur.
  - e) Create and implement new external marketing and promotional practices.
    - i) Collaborate with other like-minded individuals and organizations to explore and create opportunities to forge new external community partnerships.
    - ii) Develop, implement, test, and launch new external marketing practices to bolster SNCHC's brand recognition in the community.
- 2) Improve Financial Sustainability**
- a) Increase Revenue.
    - i) Improve the number of Medicaid visits by 5% YOY.
  - b) Improve accuracy of budgeting and revenue projections.
- 3) Improve Quality**
- a) Pursue Patient Centered Medical Home (PCMH) accreditation.
  - b) Maintain HRSA Compliance.
  - c) Ensure/enhance IT/Cyber-security.
  - d) Accelerate communication of current needs assessment, benchmark, and production data for timely decision-enhancing execution.
- 4) Strengthen Workforce**
- a) Improve Team OVS Survey Scores.
  - b) Sustain Employee Engagement Committee efforts to enhance workforce experience.
    - i) Develop and Sustain Inclusive and Competent Workforce.

Chair Feliz-Barrows called for questions and there were none.

*A motion was made by Member Melendrez, seconded by Member Black, and carried unanimously to Approve the Strategic Plan Goals for CY25 – CY27, as presented.*

SNCHC Governing Board

- 4. Review, Discuss and Approve the Submission of HRSA Non-Competing Continuous Grant for Health Center Program - Title 10;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented an overview of the Submission of HRSA Non-Competing Continuous Grant for Health Center Program - Title 10.

Further to an inquiry from Member Hunt, Mr. Kahananui advised that an increase in the amount HRSA awards is common, but he does not expect an increase in the third year.

*A motion was made by Member Hunt, seconded by Member Melendrez, and carried unanimously to Approve the Submission of HRSA Non-Competing Continuous Grant for Health Center Program - Title 10, as presented.*

*Member Coca joined the meeting at 3:16 p.m.*

- 5. Receive, Discuss and Accept the November 2024 Year to Date Financial Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Donnie (DJ) Whitaker, Chief Financial Officer presented an unaudited November 2024 Year to Date Financial Report as of November 30, 2024, with the following highlights.

**Revenue**

- General Fund revenue (Charges for Services & Other) was \$13.85M compared to a budget of \$11.72M, a favorable variance of \$2.13M.
- Special Revenue Funds (Grants) were \$2.69M compared to a budget of \$3.28M, an unfavorable variance of \$590K.
- Total Revenue was \$16.54M compared to a budget of \$15.00M, a favorable variance of \$1.54M.

**Expenses**

- Salary, Tax, and Benefits was \$5.63M compared to a budget of \$5.72M, a favorable variance of \$90K.
- Other Operating Expense was \$11.59M compared to a budget of \$10.10M, an unfavorable variance of \$1.49M.
- Indirect Cost/Cost Allocation was \$3.27M compared to a budget of \$3.20M, an unfavorable variance of \$70K.
- Total Expense was \$20.50M compared to a budget of \$19.01M, an unfavorable variance of \$1.49M.

**Net Position:** is (\$3.96M) compared to a budget of (\$4.01M), a favorable variance of \$50K.

Ms. Whitaker further advised of the following:

- Revenue by Department
- Expenses by Department
- Patient Encounters by Department
- Patient Encounters by Clinic

The Chair called for questions and there were none.

*A motion was made by Member Melendrez, seconded by Member Coca, and carried unanimously to Accept the November 2024 Year to Date Financial Report, as presented.*

- 6. Review, Discuss and Approve the Quality Management Plan;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented an overview of the Quality Management Plan.

The Chair called for questions and there were none.

*A motion was made by Member Melendrez, seconded by Member Hunt, and carried unanimously to Approve the Quality Management Plan Report, as presented.*

**VII. 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 Hunt thanked Chair Feliz-Barrows for the invitation to deliver donuts to staff at the health centers. Member Hunt further shared she received a tour of the Fremont site. Member Hunt thanked staff for the invitation to behavioral health clinic open house.

Member Breen shared that through donation to her program, she has bright yellow, retro reflective jackets for anyone who works with the population who walk or bicycle out of necessity. Member Breen further shared the jackets help keep people warm and will help those who are most vulnerable at night. Member Breen asked if anyone is interested, they can contact her. Member Coca commented that Catholic Charities would be interested in those jackets.

Chair Feliz-Barrows thanked Mr. Smith and Ms. Bellamy for arranging the donuts and the visit with the staff at each health centers. Chair Feliz-Barrows commented that she would like to do it again this year and will ask the board for donations to be able to do more to show our appreciation to staff.

Mr. Smith commented that another opportunity to appreciate staff and acknowledge our accomplishments would be during the National Health Center week, which occurs in August.

**IX. CEO & STAFF REPORTS** *(Information Only)*

- CEO Comments

Mr. Smith shared the following administrative updates.

- HRSA UDS annual report is due on February 15, 2024.
- HRSA FPAR 2.0 annual report is due on February 28, 2025.
- Dr. Robin Carter was hired as SNCHC's New Medical Director (Starts on February 3, 2025).
- Behavioral Health Clinic Open House at Decatur was on January 14, 2025.
- HRSA Behavioral Health Technical Assistance engagement in March 2025.
- HRSA Family Planning Title X site visit in September 2025.

Mr. Smith further shared an update on the HRSA Operational Site Visit.

- Three-day onsite visit: February 25 – 27, 2025.
- Pre-visit phone call with health center leadership on January 28, 2025.
- Documents uploaded by February 11, 2025
- Board participation opportunity.
  - Entrance Conference on February 25, 2025
  - Exit Conference on February 27, 2025
- Board member only session on February 26 at 12 p.m. – It is very important for all available Board members to attend and actively participate in the meeting.

Further to an inquiry Chair Feliz-Barrows, Mr. Smith advised that the entrance and exit conferences can be done on Zoom and are about one hour long.

Mr. Smith shared that Ms. Bellamy will send meeting invites to board members for the entrance and exit conference and the board only meeting.

**X. INFORMATIONAL ITEMS**

- Community Health Center (FQHC) Monthly Reports (Nov 2024 / Dec 2024)

**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 period.

**XII. ADJOURNMENT**

The Chair adjourned the meeting at 3:52 p.m.

Randy Smith  
Chief Executive Officer - FQHC

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