APPROVED BY SNCHC EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE OCTOBER 9, 2023



MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE MEETING

November 15, 2022, 4:00 P.M. Meeting will be conducted via Webex Event

MEMBERS PRESENT: Brian Knudsen – Chair, Consumer Member

Erin Breen – Community Member, UNLV Vulnerable Road Users Project Father Rafael Pereira – Community Member, All Saints Episcopal Church

ABSENT: Gary Costa – Community Member, Golden Rainbow

Lucille Scott - Consumer Member

ALSO PRESENT: None

LEGAL COUNSEL: Edward Wynder, Associate General Counsel

EXECUTIVE SECRETARY: Fermin Lequen, MD, MPH, District Health Officer

STAFF: Tawana Bellamy, Harold Collins, Andria Cordovez Mulet, Cassius Lockett, Randy

Smith, Ryan Kelsch, Chris Johnson, Todd Bleak

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 4:01 p.m. Andria Cordovez Mulet, Executive Assistant, administered the roll call and confirmed a quorum.

II. PLEDGE OF ALLEGIANCE

III. 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.

IV. ADOPTION OF THE NOVEMBER 15, 2022 MEETING AGENDA (for possible action)

A motion was made by Member Breen, seconded by Chair Knudsen, and carried unanimously to approve the November 15, 2022 Agenda, as presented.

V. REPORT / DISCUSSION / ACTION

1. APPROVE MINUTES – SNCHC Executive Director Annual Review Committee Meeting: October 26, 2021 (for possible action)

A motion was made by Chair Knudsen, seconded by Member Breen, and carried unanimously approve the October 26, 2021 meeting minutes, as presented.

 Receive, Discuss and Accept the Executive Director Report of Accomplishments and Identify Goals and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on November 17, 2022; direct staff accordingly or take other action as deemed necessary (for possible action)

Dr. Fermin Leguen, CHC Executive Director, reported on the Accomplishments for the Community Health Center for FY21-22 and goals for 2023.

Chair Knudsen commented that he is incredibly proud to be a part of the Community Health Center Board. The work is interesting, intriguing, and challenging and Dr. Leguen and his team have done incredible work. Chair Knudsen advised that last year, the Board focused was on mental health care. It is apparent Dr. Leguen listened and was responsive to it. Chair Knudsen added that he was impressed with how billing was revamped and how services were expanded and offered in East Las Vegas. Chair Knudsen expressed the need to add a goal to increase awareness of outside funding opportunities and actively pursue it. Chair Knudsen remarked that Dr. Leguen has done a fantastic job with Randy Smith, David Kahananui and staff to lead the organization. Everyone has done an exceptional job.

Member Breen commented that she echoes Chair Knudsen's comments. Dr. Leguen has done a remarkable job over the last year with Behavioral Health services, opening a new clinic and staff are doing a terrific job. Member Breen expressed the need to increase outreach to let people know what services are available. Member Breen advised adding a goal to find new ways to make the community aware of services, especially with self-insured employers to see if they can help get the word out.

Member Father Rafael commented that Dr. Leguen has done a great job leading the organization to include the team he has hired. Member Father Rafael commented he is proud to be part of the CHC Governing Board and loves how it has grown. Member Father Rafael expressed the need to add a goal to re-design or find new ways to inform people about the clinic and to continue to expand the work on mental health services.

Chair Knudsen inquired how to proceed with a motion based on the additional recommendations from the committee. Edward Wynder, Associate General Counsel advised Chair Knudsen of a motion to include the additional recommendations for Dr. Leguen's 2023 goals.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to accept the Executive Director Report of Accomplishments and Identified Goals and include the additional recommendations from the committee and Approve Recommendations to the Southern Nevada Community Health Center Governing Board.

3. Receive and Discuss the Summary of the Executive Director Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on November 17, 2022; direct staff accordingly or take other action as deemed necessary (for possible action)

Randy Smith, FQHC Operation Officer provided a summary of the Executive Director Evaluation Results and outlined how the evaluation was conducted. Mr. Smith advised that this is a HRSA required activity.

Mr. Smith reviewed the average scores of four questions board members were asked regarding Dr. Lequen's performance. Mr. Smith also summarized the comments provided by board members

regarding Dr. Leguen's general strengths and areas for growth. The overall weighted score was 3.53. Dr. Leguen's performance results were between good and outstanding.

Chair Knudsen inquired about the Executive Director Evaluation Results and how it aligns with the Health District and is there a compensation consideration. Board Chair Knudsen commented that Dr. Leguen does an amazing job, and the evaluation reflects that. Dr. Leguen advised that the CHC Governing Board is independent and does not report to the Board of Health. Dr. Leguen further advised that when the Board of Health completes his evaluation for the Health District, they decide on his compensation, not the CHC Governing Board. Dr. Leguen commented that the evaluation results could be included as a report to the Board of Health, but there is no obligation for the community board to report to the Board of Health. Chair Knudsen commented that is fair.

A motion was made by Chair Knudsen, seconded by Member Breen, and carried unanimously to accept the Summary of the Executive Director Evaluation Results, as presented, and Approve Recommendation to the Southern Nevada Community Health Center Governing Board.

VI. <u>SECOND PUBLIC COMMENT</u>: 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 5:04 p.m.

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

/tab



AGENDA

SOUTHERN NEVADA COMMUNITY HEALTH CENTER EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE MEETING November 15, 2022, 4:00 P.M.

Meeting will be conducted via Webex Event

NOTICE

WebEx Event address for attendees:

https://snhd.webex.com/snhd/onstage/q.php?MTID=e550fe4670477e8513ba32dc7f6767981

To call into the meeting, dial (415) 655-0001 and enter Access Code: <u>2555 942 1758</u>

For other governmental agencies using video conferencing capability, the Video Address is: 25559421758@snhd.webex.com

NOTE:

- Agenda items may be taken out of order at the discretion of the Chair.
- The Board may combine two or more agenda items for consideration.
- > The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
 - I. CALL TO ORDER & ROLL CALL
 - II. PLEDGE OF ALLEGIANCE
- **III. 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. 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.

There will be two public comment periods. To submit public comment on either public comment period on individual agenda items or for general public comments:

- By Webex: Use the link above. You will be able to provide real-time chat-room messaging, which can be read into the record by a Community Health Center employee or by raising your hand during the public comment period, a Community Health Center employee will unmute your connection. Additional Instructions will be provided at the time of public comment.
- By email: public-comment@snchc.org For comments submitted prior to and during the live meeting. Include your name, zip code, the agenda item number on which you are commenting, and your comment. Please indicate whether you wish your email comment to be read into the record during the meeting or added to the backup materials for the record. If not specified, comments will be added to the backup materials
- IV. ADOPTION OF THE NOVEMBER 15, 2022 AGENDA (for possible action)

V. REPORT / DISCUSSION / ACTION

- 1. APPROVE MINUTES SNCHC Executive Director Annual Review Committee Meeting: October 26, 2021 (for possible action)
- 2. Receive, Discuss and Accept the Executive Director Report of Accomplishments and Identify Goals and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on November 17, 2022; direct staff accordingly or take other action as deemed necessary (for possible action)
- 3. Receive and Discuss the Summary of the Executive Director Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on November 17, 2022; direct staff accordingly or take other action as deemed necessary (for possible action)
- VI. 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 Chairman or the Board by majority vote.

See above for instructions for submitting public comment.

VII. ADJOURNMENT

NOTE: Disabled members of the public who require special accommodations or assistance at the meeting are requested to notify Tawana Bellamy or Andria Cordovez Mulet in Administration at the Southern Nevada Health District by calling (702) 759-1201.

THIS AGENDA HAS BEEN PUBLICLY NOTICED on the Southern Nevada Health District's Website at https://snhd.info/meetings, the Nevada Public Notice website at https://notice.nv.gov, and a copy will be provided to any person who has requested one via U.S mail or electronic mail. All meeting notices include the time of the meeting, access instructions, and the meeting agenda. For copies of agenda backup material, please contact Tawana Bellamy or Andria Cordovez Mulet at 280 S. Decatur Blvd, Las Vegas, NV, 89107 or dial (702) 759-1201.



MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE MEETING

October 26, 2021 – 1:00 p.m.

Meeting was conducted via Webex Event

MEMBERS PRESENT: Brian Knudsen – Chair, Consumer Member (Webex)

Erin Breen – Community Member, UNLV Vulnerable Road Users Project (Webex)

Gary Costa - Community Member, Golden Rainbow (Webex)

Duprice Scruggs – Consumer Member (Webex)

ABSENT: Scott Garrett – Consumer Member

Father Rafael Pereira – Community Member, All Saints Episcopal Church

Lucille Scott - Consumer Member

ALSO PRESENT: Jose L. Melendrez – First Vice-Chair, Consumer Member (Webex)

(In Audience)

LEGAL COUNSEL: Heather Anderson-Fintak, General Counsel

EXECUTIVE Fermin Leguen, MD, MPH, District Health Officer

SECRETARY:

STAFF: Andria Cordovez Mulet, Andrea Green, David Kahananui, Theresa Ladd, Cassius

Lockett, Cortland Lohff, Karen White

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center Executive Director Annual Review Committee Meeting to order at 1:04 p.m. Andrea Green, Executive Administrative Secretary, administered the roll call and confirmed a guorum.

II. PLEDGE OF ALLEGIANCE

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.

IV. <u>ADOPTION OF THE OCTOBER 26, 2021 AGENDA</u> (for possible action)

A motion was made by Member Breen, seconded by Member Costa, and carried unanimously to approve the October 26, 2021 Agenda, as presented.

V. REPORT / DISCUSSION / ACTION

1. <u>Approve Executive Director Annual Review Committee Meeting Minutes – November 9.</u> <u>2020:</u> direct staff accordingly or take other action as deemed necessary *(for possible action)*

A motion was made by Member Breen, seconded by Member Costa, and carried unanimously to approve the November 9, 2020 Executive Director Annual Review Committee Minutes, as presented.

 Receive, Discuss and Accept Executive Director's Report of Accomplishments and Goals and Discuss and Identify Goals for Next Review Period; direct staff accordingly or take other action as deemed necessary (for possible action)

Dr. Fermin Leguen, CHC Executive Director, reported on the Accomplishments for the Community Health Center for FY20-21 and Goals/Opportunities for 2022. (Attachment #1)

Chair Knudsen recognized the work of the Health Center and the benefit to the community.

Chair Knudsen expressed that he would like the Health Center to explore a larger partnership with the City of Las Vegas, who was currently operating a respite for people experiencing homelessness and are too sick to be on the streets. Member Knudsen indicated that he believed that there could be a funding opportunity for the SNCHC as many of those clients may be eligible for Medicaid. Dr. Leguen advised that he would look into exploring a partnership with the City of Las Vegas and the service that could be provided to its' residents. Dr. Leguen further advised that HRSA has three different classifications for FQHCs (Urban, Rural and Homeless) and confirmed that the Health Center is not a Homeless FQHC but an Urban FQHC. The Health Center can provide services to the people experiencing homelessness but cannot be reconfigured to a Homeless FQHC. Dr. Leguen committed to looking into opportunities to provide services to people experiencing homelessness, as there is currently nothing preventing them from becoming clients of the Health Center.

Chair Knudsen further expressed the opportunity of an infectious disease fellowship within the Health Center, which could increase the number of infectious disease doctors in the community. Dr. Leguen advised that the Health District was credentialed to maintain residents and explored the feasibility of bringing an infectious disease fellowship earlier this year. Dr. Leguen further advised that there were certain limitations that hindered pursing that initiative in the past, however maintained that the Health Center was still interested and would review the feasibility again.

Ms. Breen commended Dr. Leguen and the Health Center staff for a remarkable job over the past year and noted the successful implementation/completion for the areas for improvement from the previous year. Ms. Breen mentioned a possible outreach opportunity with the Lutheran Social Services.

Dr. Leguen further advised the Health Center's East Las Vegas location was being re-located to Fremont Street, which may be closer to the areas Ms. Breen mentioned, and noted this was a positive opportunity for the Health Center in the future to contribute to the well-being of that community.

Mr. Kahananui advised that, based on the evaluations submitted by the Committee members, Dr. Leguen's score was 3.75 out of 4.

3. <u>Discuss and Approve Recommendations to the Southern Nevada Community Health</u>
<u>Center Board on October 28, 2021</u>; direct staff accordingly or take other action as deemed necessary (*for possible action*)

The Committee agreed to combine Item #2 and #3 into one motion and recommendation.

A motion was made by Chair Knudsen, seconded by Member Breen, and carried unanimously to accept the Executive Director's Report of Accomplishments and Goals for the Next Review Period and recommend acceptance of same to the Southern Nevada Community Health Center Board on October 28, 2021.

VI. <u>SECOND PUBLIC COMMENT</u>: 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 1:46 p.m.

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

/acm

Southern Nevada Community Health Center

Executive Director & Staff Accomplishments

FY21-22

Fermin Leguen, MD, MPH
Executive Director
Southern Nevada Community Health Center



Revenues Expenses

	FY20-21	FY21-22
Revenues	\$20,699,370	\$24,025,423
Expenses	\$20,887,131	\$26,123,255



Grants Received

- Noncompeting Continuation funding for New Access Point and Primary Care HIV Prevention grant
- COVID-19 vaccine ARPA grant
- COVID-19 capacity and construction grant
- Ryan White Capacity Building grant
- Health Plan of Nevada Community Catalyst grant

- Title X grant funding (new)
- Title X Telehealth grant (new)
- Continuation of Family Planning of Nevada grant
- Ryan White Part A funding (new)
- Continuation of Ryan White Part B funding
- HIV Epidemic grant Rapid stART (new)



Unique Patients Served: 5,494

Total Patient Visits

Provided: 13,391

Ryan White: 4,353

Primary Care: 4,123

Family Planning: 3,611

Behavioral Health: 847

Dietitian: 247

Pharmacy: 183

Patients Served / **Visits**



Human Resources

Implemented 4/10 schedule for staff

FQHC Operations Officer, two (2) Licensed Clinical Social Workers (LCSWs), and various administrative staff joined the Health Center

The Health Center now has the following providers: 3 Family Planning, 2 Primary Care, 1.1 Ryan White, 3 Behavioral/Mental Health Providers, and 1 Registered Dietician

Staff completed Cultural and Linguistically Appropriate Service (CLAS) standards training



Finance

- Implemented in-house billing services
- Improved revenue cycle process
- Contracted with 19 health insurance companies
- Established additional 3rd party payor contracts
- Began process to become Federal Tort Claims Act (FTCA) accredited
- Implemented new Sliding Fee Scale with nominal fees instead of percentages



General Activities

- Successfully completed the HRSA Operational Site Visit (OSV)
- Received Continuation funding for our New Access Point and Primary Care HIV Prevention
- Added East Las Vegas Health Center (Bonanza St.) as permanent new SNCHC site
- Expanded Behavioral Health Services through the addition of LCSWs



General Activities

- Provided training for Providers on HIV and PEP and PrEP treatment and care planning
- Operated a Distribution Center for PPE and COVID-19 at-home test kits for the community
- Obtained patient satisfaction overall rating in the 90th percentile throughout the year
- Mobile Unit participated on 82 remote site clinic events
 - Primary Care, Infectious Disease, Family Planning, Ryan White, and COVID-19 testing, and Vaccinations



COVID-19 Activities

- Continued COVID-19 testing and vaccination site at SNCHC Decatur location
- Operated a Distribution Center for PPE and COVID-19 at-home test kits for the community
- Administered more than 33,000 COVID-19 vaccinations
- Provided more than 48,000 COVID-19 tests, including both, point of care and PCR COVID-19 tests
- Implemented COVID-19 and Monkeypox therapeutics program



Community Partnerships

- All Saints Episcopal Church
- University of Las Vegas, Nevada (UNLV)
- Mexican Consulate
- El Salvador Consulate
- Racial and Ethnic Approaches to Community Health (REACH)
- North Las Vegas Community Correctional Center
- Health Center Controlled Networks (HCCN)
- Arizona Association of Community Health Centers (AACHC)
- Nevada Primary Care Association (NVPCA)
- Local FQHCs, etc.



- Enhanced SNCHC website
 - www.snchc.org
- Billboard advertisements
- Bus and bus station advertisements
- Distributed 70,000 mailer post cards to the community
- Fremont Public Health Center Postcards to be mailed in 2022 to 115,347 residents living in ZIP codes 89030, 89101, 89104, 89106, 89110, 89121, 89122, 89142, 89156.





Marketing



Goals/Opportunities for 2023



Optimize and expand services at the Fremont Public Health Center



Complete the Service Area Competition for ongoing HRSA funding



Build the Behavioral Health clinic



Increase the number of unique patients serviced



Dental Health services at Fremont Public Health Center



Enhance health center marketing interventions



Thank you!

Questions?

Fermin Leguen, MD, MPH
District Health Officer / Executive Director
leguen@snhd.org
702-759-1508 (0) / 702-816-0144 (c)





2022 Executive Director Annual Review Results

November 15, 2022

Executive Director Review Committee

- > HRSA required activity.
- > The health center Governing Board is responsible for assessing the achievement of project objectives.
- > The Governing Board is responsible for evaluating the performance Executive Director of the Southern Nevada Community Health Center.
 - > The Executive Director Review Committee will evaluate performance and provide feedback and support to the Governing Board and the Executive Director as a part of the Executive Director's Annual Evaluation process.



Evaluations Were Conducted by the Board

Consisting of:

Four (4) Scored Questions

Scoring Guide

- 1 Poor
- 2 Fair
- 3 Good
- 4 Outstanding
- Two (2) Non-Scored Narrative Questions
 - General Strengths
 - > Areas for Growth

Weight of each Question

Question 1 - Weighted 20% of overall score

Question 2 - Weighted 50% of overall score

Question 3 - Weighted 10% of overall score

Question 4 - Weighted 20% of overall score

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# of Evals Requested:
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of Evals Received:

6



Q1: CEO ensures that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent timely progress through:

- Providing Leadership in Program development and org plans with BOD.
- Meets or exceeds program goals in quantity and quality.
- Evaluates how well goals and objectives have been met.
- ▶ Demonstrates quality of analysis and judgment in program planning, implementation, and evaluation.
- Shows creativity, and initiative in developing new programs.
- ► Maintains and utilizes a working knowledge of significant developments and trends in the field (such as healthcare legislation, public health concerns, health disparities, other disease and healthcare issues in communities served).

Average Score

(Weighted at 20%)



Q2: Administration and Human Resource Management:

- Divides and assigns work effectively, delegating appropriate levels of freedom and authority
- Establishes and makes use of an effective management team
- Maintains appropriate balance between administration and programs
- ► Ensures that job descriptions are developed, and that regular performance evaluations are held and documented
- Ensures compliance with personnel policies and state and federal regulations on workplaces and employment
- Ensures that employees are licensed and credentialed as required
- Recruits and retains a diverse staff
- Ensures that policies and procedures are in place
- ► Encourages staff development and education
- Maintains a climate which attracts, keeps, and motivates a diverse staff of top-quality people

Average Score

(Weighted at 50%)



Q3: When representing the organization in the communities the CEO:

- Serves as an effective spokesperson for the agency; represents the programs and point of view of the organization to the agencies, organizations and the general public
- Establishes sound working relationships and cooperative arrangements with community groups and organizations
- Welcomes and pursues opportunities to share organizational objectives and perspectives in local, regional, and national forums as strategically appropriate.

Average Score

(Weighted at 10%)



Q4: The CEO exhibits sound knowledge of the financial management of the organization through the following demonstrated activities:

- Assures adequate control and accounting of all funds, including developing and maintaining sound financial practices
- Works with the staff, Finance Committee, and the board in preparing a budget; sees that the organization operates within budget guidelines
- Maintains official records and documents, and ensures compliance with federal, state, and local regulations and reporting requirements (such as annual information returns, payroll withholding and reporting, etc.)
- Executes legal documents appropriately
- Assures that funds are disbursed in accordance with contract requirements and donor designations

Average Score

(Weighted at 20%)



"General Strengths" Narratives 2022

- > Dr. Leguen is on top of his game. He is committed and involved and provides a great place for public health to happen.
- > Humble.
- Clarity of messaging, vision/planning.
- The team at the CHC and the SNHD are very engaged and working at a fast pace. To run the program effectively in the time of COVID is commendable. I have seen such growth during this time. Very happy with new programs and the new center.
- Good handle on what's going on at SNHD. Hires good candidates.
- > Sound knowledge of the healthcare system.



"Areas for Growth" Narratives from 2022

- > From my perspective he does solid work in every area despite the challenges.
- > All, there is always room for growth.
- > N/A
- ➤ I don't know how he interacts with staffers, maybe add trainings, retreats or similar and let the board know quarterly... honestly can't think of much!
- > Understanding of the legislative landscape and opportunities for funding.



2022 Executive Director Annual Review Overall Weighted Score:

3.53

Scoring Guide

- 1 Poor
- 2 Fair
- 3 Good
- 4 Outstanding



Discussion, Comments, and Questions

