



AT THE SOUTHERN NEVADA HEALTH DISTRICT

## MINUTES

### SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

June 20, 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 (*Webex/In person*)  
Donna Feliz-Barrows, Vice-Chair – Consumer Member (*In-person*)  
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (*via Webex*)  
Scott Black – Community Member, City of North Las Vegas (*via Webex*)  
Jasmine Coca – Community Member, Catholic Charities of Southern Nevada (*In person*)  
Gary Costa – Community Member, Golden Rainbow (*via Webex*)  
Brian Knudsen – Consumer Member (*via Webex*)  
Lucille Scott – Consumer Member (*In person*)  
Luz Castro – Consumer Member

**ABSENT:** Father Rafael Pereira – Community Member, All Saints Episcopal Church (*via Webex*)

**ALSO PRESENT:**

**LEGAL COUNSEL:** Edward Wynder, Associate 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, Justin Tully, Fernando R. Lara, Luann Province, David Kahananui, Cassandra Major, Greg Tordjman, David Kahananui, Lourdes Yapjoco, Fidel Cortes Serna

#### I. **CALL TO ORDER and ROLL CALL**

The Vice 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. **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 Vice Chair closed the First Public Comment portion.

#### IV. **ADOPTION OF THE JUNE 20, 2023 MEETING AGENDA** (*for possible action*)

*A motion was made by Member Coca, seconded by Member Scott, and carried unanimously to approve the June 20, 2023 Meeting Agenda, as presented.*

**V. 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: May 16, 2023** (*for possible action*)
- 2. Approve Credentialing and Privileging of Provider Jerry Cade, MD;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

*A motion was made by Chair Melendrez, seconded by Member Scott, and carried unanimously to approve the Consent Agenda, as presented.*

## **VI. REPORT / DISCUSSION / ACTION**

### Recommendations from the June 15, 2023 Finance & Audit Committee

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

Donnie (DJ) Whitaker, Chief Financial Officer presented the Augmentation to the Southern Nevada Health Center FY2023 Budget. Ms. Whitaker provided a definition of a budget augmentation, explained the Nevada Revised Statutes 354.626 and provided the following highlights.

#### Revenues – Combined Revenues by Source

- No changes to the FQHC Division Organization Chart.
- First FY2023 Budget Augmentation Revenue was \$24.5M – board approved January 2023.
- Second FY2023 Budget Augmentation Revenue was \$26M – presented June 2023.

#### Revenues – General and Special Revenue Fund Summary

- Total Charges for Services Revenue was augmented at \$17.3M, an increase of \$1.9M.
- Special Revenue – Federal & Pass Thru (Grants) revenue decreased from \$7.7M to \$6.5M due to program grants phasing out.

#### Expenditures

- FQHC total combined expenditures projected at \$30.4M for FY2023 compared to \$29.7M from prior augmentation.
- General Fund Pharmacy Medical supplies was projected at \$12.5M, 92% of total FQHC supplies of \$13.6M.
- Proposed FY2023 Augmented projected Budget was negative \$4.38M compared to \$4.89M Adopted Budget.
- Staffing FY2023 – No changes to the full-time equivalent (FTE) in General Fund and Special Revenue Fund that was approved in January 2023 for the augmented budget.

*A motion was made by Chair Melendrez, seconded by Member Scott, and carried unanimously to accept the Augmentation to the Southern Nevada Community Health FY2023 Budget, as presented.*

- 2. Receive, Discuss and Accept the April 2023 YTD Financial Report;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Ms. Whitaker presented the April 2023 Year-to-Date Financial Report as of April 30, 2023. Ms. Whitaker advised the Net budgeted Position for all funds in all departments was negative \$4.0M and the Actual was negative \$3.3M with a variance of \$756K. Ms. Whitaker commented that this budget does not include the budget just presented.

Ms. Whitaker advised the Number of Patient Encounters by Department was 22,452 through April 30, 2023. Pharmacy was the highest at 8,980 patients. Ms. Whitaker further provided an overview of

the Revenue by Department, Expenses by Department and the FQHC General and Special Revenue Funds.

*A motion was made by Member Castro, seconded by Member Coca, and carried unanimously to accept the April 2023 Year-to-Date Financial Report, as presented.*

### SNCHC Governing Board

**3. Review, Discuss and Approve for Submittal the Service Area Competition (SAC) Application;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, FQHC Operations Officer provided an overview of the SAC. The SAC is a grant and also the means by which health center receive redesignation as a FQHC. The SAC provides funding for the next three (3) year period which will start January 1, 2024. The recommended grant funding for the first year is \$966K. The annual patient target goal is set at 10,504 unique patients. Mr. Smith further advised that the application is a two (2) tier process. The initial application will be submitted in July 2023, which opens the full application. Mr. Smith advised this is a significant endeavor for the Health Center, with multiple SNHD divisions supporting the completion of the health center's application. The full application is due on August 23, 2023.

Member Coca inquired about how funds are dispersed once they are received. Mr. Smith commented HRSA directs how funds are used. For example, it could be a base increase to all health center grantees based on a formula.

*A motion was made by Member Black, seconded by Member Scott and carried unanimously to approve the Submittal of the Service Area Competition (SAC) Application, as presented.*

**4. Review, Discuss and Approve a Change in Scope to add the All Saints Episcopal Church (ASEC) to our HRSA Project;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the Change in Scope to add the All Saints Episcopal Church to the Health Center's HRSA Project. Mr. Smith advised that one of the requirements from HRSA and of the board is that any activity related to the FQHC needs to be included in our scope of work. Activities could include locations where services are delivered. Mr. Smith advised ASEC is a service delivery location for the Sexual Health Clinic and the Sexual Health Clinic will join the Health Center on July 1, 2023. Mr. Smith further advised that in order to continue using that location as part of our FQHC model, board approval is needed to include the All Saints Episcopal Church to our HRSA Project.

*A motion was made by Chair Melendrez, seconded by Member Breen and carried unanimously to approve a Change in Scope to add All Saints Episcopal Church (ASEC) to our HRSA Project, as presented.*

**5. Review, Discuss and Approve a Change in Scope to add the Mobile Medical Unit;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith provided an overview of the Change in Scope to add the Mobile Medical Unit to the HRSA scope of work. Mr. Smith advised that in preparation of the SAC Application, it was determined that the Mobile Unit was not currently part of the FQHC scope of work, and it needs to be. Mr. Smith further advised that by including it, any service delivered at that unit would be delivered under the FQHC umbrella which includes reimbursements and our quality plans.

*A motion was made by Member Breen, seconded by Member Costa and carried unanimously to approve a Change in Scope to add the Mobile Medical Unit to our HRSA Scope of Work, as presented.*

**6. Review, Discuss and Approve the addition of the Sexual Health Clinic;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith provided the following information to the board requesting to add Sexual Health Clinic to FQHC's scope of work.

- Sexual health services currently are included in the FQHC's scope of work.
- The inclusion of the Sexual Health Clinic (SHC) will increase the volume of the services provided.
- The sexual health clinic (SHC) is staff with four (4) mid-level providers.
- Day-to-day operations of the SHC are overseen by a Community Health Nurse Supervisor.
- The clinic operates four days per week Monday – Thursday from 8am – 6pm at Decatur and ASEC.
- Services available via walk-ins and scheduled appointments.
- Services available to those with insurance and those without (sliding fee discount schedule).
- The approved SNCHC FY24 budget includes the Sexual Health Clinic\*
  - \*An estimated \$306,309 in the general fund budget will remain in the Primary and Preventative Care division for the Sexual Health Outreach and Prevent Programs (SHOPP). Existing public health grant budgets will also remain with SHOPP.
- Transition on July 1, 2023

Mr. Smith further advised that the next annual report will show a significant year over year increase in the number of visits and patients receiving services at the health center. Mr. Smith commented that may generate questions from HRSA about the increase. Mr. Smith advised that the health center would be able to explain this increase with the board's approval of the addition of Sexual Health Clinic to the FQHC's scope of work.

*A motion was made by Member Coca, seconded by Member Breen and carried unanimously to approve the addition of the Sexual Health Clinic to the FQHC's scope of work, as presented.*

*Chair Melendrez left the meeting at 2:59 p.m.*

**7. Highlights from the May 2023 Operational Report;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith provided an overview of the Highlights from the May 2023 Operational Report.

Staffing Updates

- Medical Director resigned and there are active recruitments for a Medical Director and Staff Physician.
- No viable candidates for the Licensed Clinical Social Worker (LCSW).
- Bi-lingual (English/Spanish) Advanced Practice Registered Nurse (APRN) scheduled to start on August 7, 2023.
- Dr. Cade, a new contract physician began in May 2023.
  - Eight (8) hours of care per work in the Ryan White program at Decatur
  - Later this year Dr. Cade will help build Ryan White programming at Fremont

Administrative Updates

- Unduplicated patients:
  - 859 unduplicated patients seen in May.
  - 230 new patients established care.
  - 2,848 unduplicated patients seen YTD.
- Federal Tort Claims Act (FTCA):
  - Final submission pending the completion of staff training log.

- Required trainings based on position, risk reduction (e.g., clinical, physical safety, confidentiality, fraud)
- SNHD, FQHC, Family Planning and Ryan White Requirements.
- Goal to submit the application by end of July 2023.
- Azara – DRVS implementations – Population Health Management system which provides Population Health, Care Gaps, and data Reporting.
  - Coordinating staff training
    - Admin
    - Superuser
    - Users
- In clinic Electronic Health Record/Clinic Information Systems CHAMPION – identified need
- Refugee Health Clinic – effective September 5, 2023
  - Transition to day-to-day FQHC operation.
  - Move program to the Fremont Public Health Center.
  - Goal 1: Increase access to refugee health services.
  - Goal 2: Integration with health care services for those individuals wanting to establish a medical home.
- Service Area Competition (SAC)  
Needs Assessment, comprehensive data and narrative response.
  - Focus on the health center's Service Area, Community Characteristics.
  - Excellent tool for the strategic planning.
  - Information to help the Strategic Planning Committee and SNHD's strategic planning.

Member Breen inquired about mental health services and if we are down two LCSWs. Mr. Smith advised that the second position has not been filled. Mr. Smith further advised there is one LCSW providing services and one Psychiatric APRN and both are full time. Member Breen commented that is great.

Member Breen commented that we are lucky to have Dr. Jerry Cade. He is an amazing human being. Mr. Smith agreed with Member Breen and commented that Dr. Cade comes with a wealth of knowledge.

**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)***

There were no board reports.

**VIII. EXECUTIVE DIRECTOR & STAFF REPORTS (Information Only)**

- Executive Director Comments

Dr. Leguen acknowledged all the work of Mr. Smith, the health center management staff and the leadership of the Sexual Health Clinic for the integration of the SHC into the FQHC. Dr. Leguen thanked the board for approving the transition of the Sexual Health Clinic. Dr. Leguen further commented that the SHC will be a positive addition to the health center, specifically for the patients. Dr. Leguen further advised of the Refugee Health services that will be at the Fremont location. This will allow the health center to have a higher level of patient retention, as there are several advantages to having these services at this location. The location is physically close to Catholic Charities and to the area where that patient population lives.

Dr. Leguen commented on the need to increase the visibility of the health center in terms of marketing the health center in the communities. Dr. Leguen advised that work has been done before and we can do more, especially once the additional provider have been hired. We want to

engage in more effective marketing of the health center to show the health center's capabilities and availability for the members of the community in the Clark County.

- Overview of the Sexual Health Clinic

Lourdes Yapjoco, Director of Primary and Preventive Care provided an overview of the Sexual Health Clinic.

Member Costa inquired about contact tracing follow up and where clients go for care in the new structure. Ms. Yapjoco advised contact tracing and express testing is embedded in the clinic now. Dr. Leguen advised that the patient experience will not change when the Sexual Health Clinic transitions to FQHC. Dr. Leguen further advised the SHC's physical location will remain the same.

Dr. Leguen recognize Ms. Yapjoco for her work with the community workers. Ms. Yapjoco also think Member Castro for her work with the College of Southern Nevada (CSN).

#### **IX. INFORMATIONAL ITEMS**

- Community Health Center (FQHC) May 2023 Operations Reports

- X. 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 Vice Chair closed the Second Public Comment.

#### **XIII. ADJOURNMENT**

The Vice Chair adjourned the meeting at 3:28 p.m.

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

/tab