



MINUTES

**SOUTHERN NEVADA COMMUNITY HEALTH CENTER
FINANCE & AUDIT COMMITTEE MEETING
August 14, 2023 – 4:00 p.m.
Meeting was conducted via Webex Event**

- MEMBERS PRESENT:** Donna Feliz-Barrows – Consumer, Grief Recovery Nevada
Jasmine Coca – Community Member, Catholic Charities of Southern Nevada
- ABSENT:** Father Rafael Pereira – Community Member, All Saints Episcopal Church
- ALSO PRESENT:** None
(In Audience)
- LEGAL COUNSEL:** Edward Wynder, Associate General Counsel
- EXECUTIVE DIRECTOR:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Tawana Bellamy, Donnie (DJ) Whitaker, Randy Smith, David Kahananui,
Kimberly Monahan, Kyle Parkson, Luann Province, Ryan Kelsch, Todd Bleak,
Jonas Maratita

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center Finance & Audit Committee Meeting to order at 4:01 p.m. Tawana Bellamy, Administrative Secretary, 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. 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 AUGUST 14, 2023 MEETING AGENDA (for possible action)

A motion was made by Member Feliz-Barrows seconded by Chair Coca, and carried unanimously to approve the August 14, 2023 Agenda, as presented.

V. REPORT / DISCUSSION / ACTION

- 1. Approve Finance & Audit Committee Meeting Minutes – July 17, 2023;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

A motion was made by Member Feliz-Barrows seconded by Chair Coca, and carried unanimously to approve the July 17, 2023 Finance & Audit Committee Minutes, as presented.

2. Receive, Discuss and Accept the June 2023 YTD Financial Report and Approve Recommendation to the Southern Nevada Community Health Center Governing Board on June 20, 2023; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Donnie (DJ) Whitaker, Chief Financial Officer, presented the June 2023 YTD Financial Report as of June 30, 2023, with the following highlights:

Highlights

- Fiscal year-end balances are pre-audited amounts.
- Charges for Services were budgeted at \$17.3M, actual was \$18.5M, variance was \$1.19M or 7%
- Other Grant Revenue actual of \$343,459 was from unanticipated sources during budget augmentation process.
- Salaries were budgeted at \$5.51M, actual was \$5.90M, increase of \$381K or 7% due to reallocation of six (6) months of medical director expenses, two mid-year promotions and additional costs associated with recruiting,
- Supplies were budgeted at \$13.62M, actual was \$15.22M, variance of \$607K or 4% increase due to Pharmacy activity that continues to outpace expected patient encounters and rising cost of prescriptions drugs.
- Net Budgeted Position was negative \$3.99M, actual was negative \$3.49M, variance was \$504K, or a positive 13%.

Further from an inquiry from Chair Coco regarding what items are included in the Capital Outlay, Ms. Whitaker advised that this may be equipment for the Behavioral Health buildout, items over \$5K or projects that may be delayed.

Patients by Department

- Total Number of Encounters through June 30, 2023 – 27,922
- Pharmacy had most of the encounters at 10,831. Followed by Primary & Preventative Care, 6,867 and Ryan White, 4,257.

Ms. Whitaker further reviewed the:

- Revenue by Department
- Expenses by Department

Ms. Whitaker provided an overview of the FQHC budget revenue and expenses before and after augmentation, as of June 2023.

- Pre-Budgeted Net Position was negative \$4.89M
- Post-Budgeted Net Position was negative \$3.49M
- Variance of negative \$1.40M

Ms. Whitaker advised that the budget is unaudited and there could be some adjustments due to any last fiscal year-end or audit adjustments.

Randy Smith, FQHC Operations Officer thanked Ms. Whitaker and her team for continuing to refine the financial report and that it is capturing the information that is most critical for the board and leadership.

Chair Coco thanked Ms. Whitaker and commented that it is a good report.

A motion was made by Member Feliz-Barrows, seconded by Chair Coca, and carried unanimously to accept the June 2023 YTD Financial Report and Approve Recommendation to the Southern Nevada Community Health Center Governing Board on August 15, 2023

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 Chair or the Board by majority vote.

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

XIII. ADJOURNMENT

The meeting was adjourned at 4:18 p.m.

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

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AGENDA

SOUTHERN NEVADA COMMUNITY HEALTH CENTER FINANCE & AUDIT COMMITTEE MEETING August 14, 2023 – 4:00 P.M.

Meeting will be conducted via Webex Event

NOTICE

WebEx Event address for attendees:

<https://snhd.webex.com/snhd/j.php?MTID=m5de8e89344fb620ca6fcf2e1c825f7ce>

To call into the meeting, dial (415) 655-0001 and enter Access Code: [2551 503 1441](https://snhd.webex.com/snhd/j.php?MTID=m5de8e89344fb620ca6fcf2e1c825f7ce)

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.
- **By telephone:** Call (415) 655-0001 and enter access code 2551 503 1441. To provide public comment over the telephone, please press *3 during the comment period and wait to be called on.

IV. ADOPTION OF THE AUGUST 14, 2023 AGENDA *(for possible action)*

V. REPORT / DISCUSSION / ACTION

1. **Approve Finance & Audit Committee Meeting Minutes – July 17, 2023;** direct staff accordingly or take other action as deemed necessary (*for possible action*)
2. **Receive, Discuss and Accept the June 2023 Year-To-Date Financial Report and Approve Recommendation to the Southern Nevada Community Health Center Governing Board on August 15, 2023;** 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.



AT THE SOUTHERN NEVADA HEALTH DISTRICT

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER FINANCE & AUDIT COMMITTEE MEETING July 17, 2023 – 4:00 p.m. Meeting was conducted via Webex Event

- MEMBERS PRESENT:** Donna Feliz-Barrows – Consumer, Grief Recovery Nevada
Jasmine Coca – Community Member, Catholic Charities of Southern Nevada
- ABSENT:** Father Rafael Pereira – Community Member, All Saints Episcopal Church
- ALSO PRESENT:** None
(In Audience)
- LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel
- EXECUTIVE DIRECTOR:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Tawana Bellamy, Andria Cordovez Mulet, Donnie (DJ) Whitaker, Randy Smith, Justin Tully, Jonas Maratita, Cassius Lockett, Edward Wynder, Yin Jie Qin, Jonas Maratita, Jonna Arqueros, Kim Saner

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

The Southern Nevada Community Health Center Finance & Audit Committee Meeting was called to order at 4:00 p.m. Tawana Bellamy, Administrative Secretary, 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. **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 First Public Comment portion was closed.

IV. **ADOPTION OF THE JULY 17, 2023 MEETING AGENDA (for possible action)**

A motion was made by Member Feliz-Barrows seconded by Chair Coca, and carried unanimously to approve the July 17, 2023 Agenda, as presented.

V. **REPORT / DISCUSSION / ACTION**

1. **Approve Finance & Audit Committee Meeting Minutes – June 15, 2023;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

A motion was made by Member Feliz-Barrows seconded by Chair Coca, and carried unanimously to approve the June 15, 2023 Finance & Audit Committee Minutes, as presented.

2. Receive, Discuss and Accept the May 2023 YTD Financial Report and Approve Recommendation to the Southern Nevada Community Health Center Governing Board on June 20, 2023; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Donnie (DJ) Whitaker, Chief Financial Officer, presented the May 2023 YTD Financial Report as of May 31, 2023. Ms. Whitaker advised that this is the budget before the augmentation approved by the board in June 2023.

- All Funds for All Divisions (General Fund and Special Revenue Fund) – as of May 31, 2023
 - Net Budget - negative \$4.475M
 - Net Actual – negative \$4.414M
 - Variance - \$60,833

Dr. Leguen inquired about the revenue by department budget and actuals for Family Planning and Primary Care and if the variance is related to over planning. Mr. Smith advised it may be an assortment of things, as his team was not involved in the initial planning of the budget. Mr. Smith further advised that the WRAP reimbursement and position vacancies throughout the year may have contributed to the variances.

A motion was made by Member Feliz-Barrows, seconded by Chair Coca, and carried unanimously to accept the May 2023 YTD Financial Report and Approve Recommendation to the Southern Nevada Community Health Center Governing Board on July 25, 2023

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 Chair or the Board by majority vote.

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

XIII. ADJOURNMENT

The meeting was adjourned at 4:17 p.m.

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

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FQHC Financial Report

Results as of June 30, 2023

Unaudited Annual Position

All Funds/Divisions

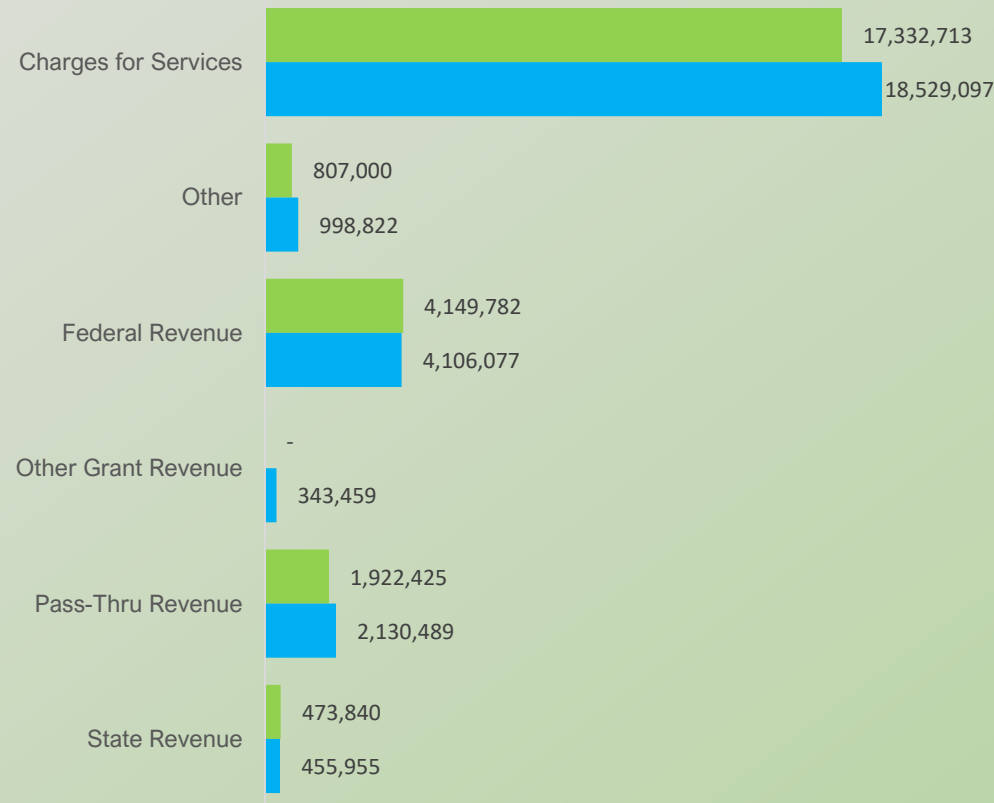
Activity	Budget as of June	Actual as of June	Variance	%	
Charges for Services	17,332,713	18,529,097	1,196,384	7%	1
Other	807,000	962,262	155,262	19%	2
Federal Revenue	4,149,782	4,106,077	(43,705)	-1%	3
Other Grant Revenue	-	343,459	343,459	0%	4
Pass-Thru Revenue	1,922,425	2,130,489	208,064	11%	
State Revenue	473,840	455,955	(17,885)	-4%	
Total FQHC Revenue	24,685,760	26,527,341	1,841,581	7%	
Salaries	5,518,840	5,900,205	381,365	7%	5
Taxes & Fringe Benefits	2,342,092	2,365,850	23,758	1%	
Total Salaries & Benefits	7,860,932	8,266,055	405,123	5%	
Supplies	13,622,173	14,229,393	607,220	4%	6
Capital Outlay	163,955	63,626	(100,329)	-61%	
Contractual	1,772,759	1,531,837	(240,922)	-14%	
Travel & Training	65,461	69,494	4,033	6%	
Total Other Operating	15,624,348	15,894,349	270,001	2%	
Indirect Costs/Cost Allocations	5,198,406	5,860,494	662,088	13%	
Transfers IN	(1,423,602)	(1,527,714)	(104,112)	7%	
Transfers OUT	1,423,602	1,527,714	104,112	7%	
Total Transfers	5,198,406	5,860,494	662,088	13%	
Net Position	(3,997,926)	(3,493,557)	504,369	-13%	

NOTES:

- 1) FISCAL YEAR-END BALANCES ARE PRE-AUDITED FIGURES. SHOULD EXTERNAL AUDITORS SUGGEST ADJUSTMENTS, ENTRIES WILL BE COMPLETED AS NEEDED.
- 2) PAYER MIX INCLUDES A HIGHER PERCENTAGE OF COMMERCIALY INSURED PATIENTS COMBINED WITH AN INCREASE IN PRESCRIPTION MEDICATIONS PER ENCOUNTER.
- 3) OUTPACING BUDGET DUE TO CHANGES IN NEVADA MEDICAID REIMBURSEMENT (THE WRAP) PROGRAM UPDATES LEADING TO MULTI-PERIOD REVENUE CATCHUP.
- 4) OTHER GRANT REVENUE FROM UNANTICIPATED SOURCES DURING BUDGET/AUGMENTATION PROCESS (TWO ADDITIONAL GRANTS AND ONE SETTLEMENT ADJUSTMENT).
- 5) REALLOCATION OF SIX-MONTHS OF MEDICAL DIRECTOR EXPENSES, TWO MID-YEAR PROMOTIONS, AND ADDITIONAL COSTS ASSOCIATED WITH RECRUITING.
- 6) PHARMACY ACTIVITY CONTINUES TO OUTPACE EXPECTED PATIENT ENCOUNTERS AND RISING COST OF PRESCRIPTION DRUGS LED TO INCREASED EXPENSES.

Revenues & Expenses

FQHC Total Revenue by Type



■ Budget ■ Actual

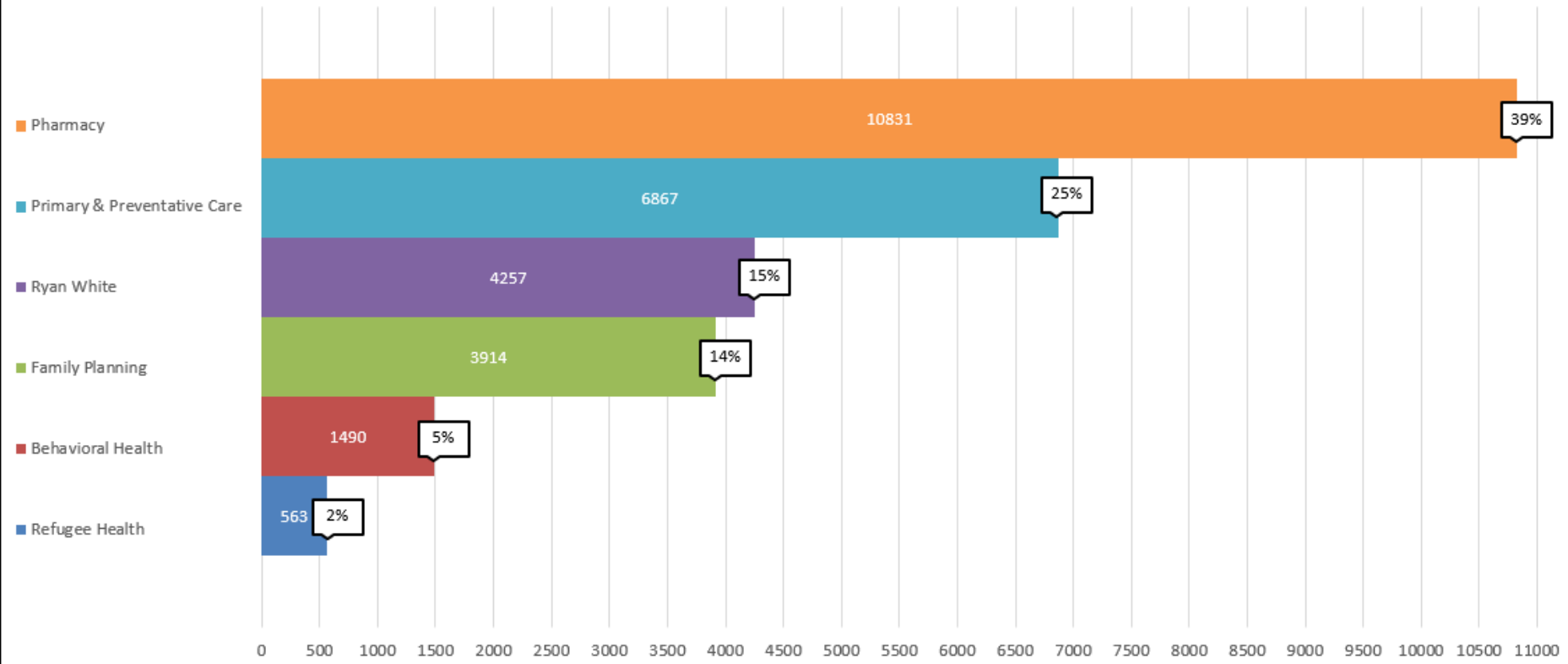
FQHC Total Expense by Type



■ Budget ■ Actual

Patients by Department

Number of Encounters Through June 30, 2023
Total: 27,922



Revenue by Department

Department	Budget as of June	Actual as of June	Variance	%
Charges for Services (+ Wrap)				
Family Planning	382,080	491,018	108,938	29%
Pharmacy	16,336,148	17,319,970	983,822	6%
Primary Care	214,780	245,385	30,605	14%
Ryan White	233,705	281,281	47,576	20%
Refugee Health	89,000	96,311	7,311	8%
Behavioral Health	84,000	101,557	17,557	21%
Administration	800,000	955,838	155,838	19%
OPERATING REVENUE	18,139,713	19,491,359	1,351,646	7%
Grants				
Family Planning	1,948,140	2,367,047	418,907	22%
Primary Care	2,583,031	2,581,710	(1,321)	0%
Ryan White	1,866,081	1,949,725	83,644	4%
Refugee Health	148,795	137,500	(11,295)	-8%
SPECIAL REVENUE	6,546,047	7,035,981	489,934	7%
TOTAL REVENUE	24,685,760	26,527,341	1,841,581	7%

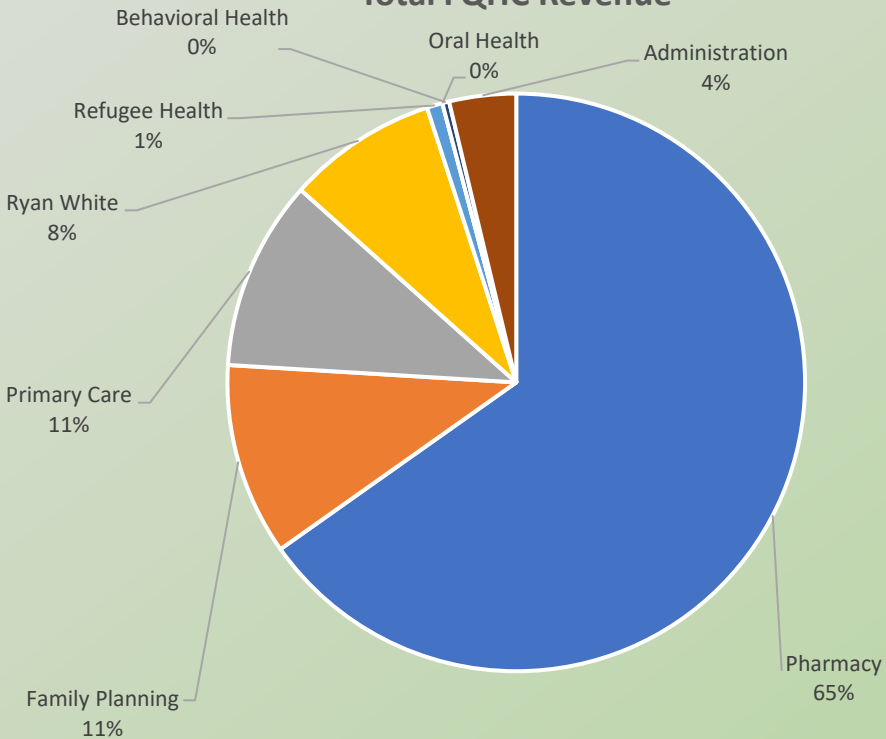
NOTES:

- 1) FISCAL YEAR-END BALANCES ARE PRE-AUDITED FIGURES. SHOULD EXTERNAL AUDITORS SUGGEST ADJUSTMENTS, ENTRIES WILL BE COMPLETED AS NEEDED.
- 2) PAYER MIX INCLUDES A HIGHER PERCENTAGE OF COMMERCIALY INSURED PATIENTS COMBINED WITH AN INCREASE IN PRESCRIPTION MEDICATIONS PER ENCOUNTER.
- 3) WRAP REIMBURSEMENTS ARE OUTPACING ANTICIPATED REIMBURSEMENT RATE.
- 4) NO-COST EXTENSION APPROVED FOR COVID TELEHEALTH GRANT ALLOWING FOR COMPLETION OF ADDITIONAL REQUESTS FOR REIMBURSEMENT.

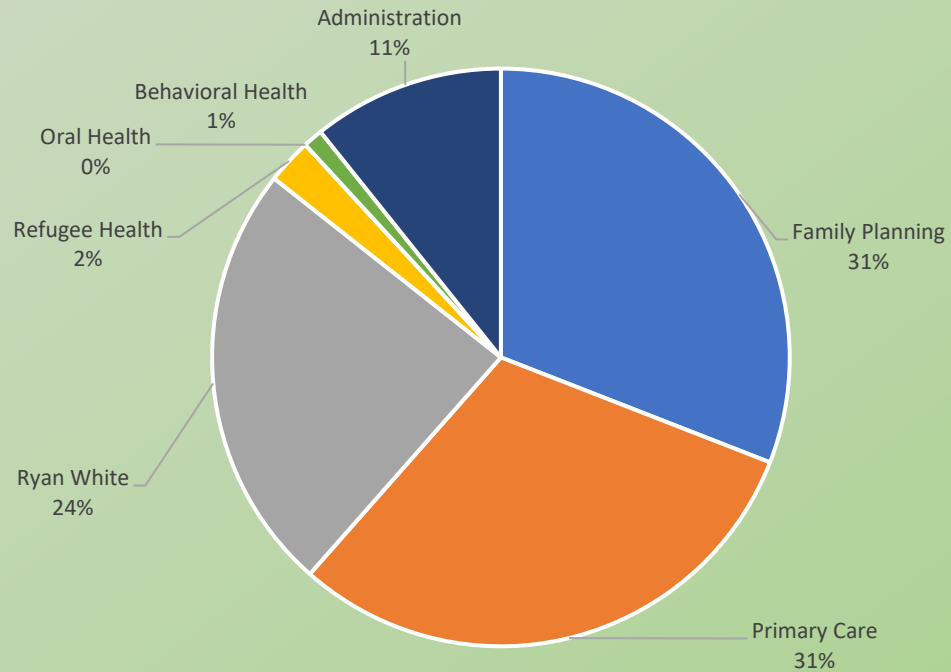
Revenue by Department

(With and without Pharmacy)

Total FQHC Revenue



Total FQHC Revenue (w/o Pharmacy)



Expenses by Department

Department	Budget as of June	Actual as of June	Variance	%
Employment (Salaries, Taxes, & Fringe)				
Family Planning	1,593,512	1,619,831	26,318	2%
Pharmacy	299,413	291,011	(8,402)	-3%
Primary Care	3,688,539	3,875,778	187,240	5%
Ryan White	2,002,285	2,187,113	184,828	9%
Refugee Health	133,295	124,101	(9,194)	-7%
Behavioral Health	4,250	3,905	(345)	-8%
Administration	139,638	164,316	24,678	18%
Total Personnel Costs	7,860,932	8,266,055	405,123	5%
Other (Supplies, Contractual, Capital, Training)				
Family Planning	823,112	925,790	102,678	12%
Pharmacy	12,853,769	13,445,397	591,628	5%
Primary Care	1,389,567	1,175,123	(214,444)	-15%
Ryan White	457,754	249,213	(208,541)	-46%
Refugee Health	63,200	75,719	12,519	20%
Administration	36,946	23,107	(13,839)	-37%
Total Other Expenses	15,624,348	15,894,349	270,001	2%
Total Operating Expenses	23,485,280	24,160,404	675,124	3%
Indirect Costs/Cost Allocations	5,198,406	5,860,494	662,088	13%
Transfers IN	(1,423,602)	(1,527,714)	(104,112)	7%
Transfers OUT	1,423,602	1,527,714	104,112	7%
Total Transfers & Allocations	5,198,406	5,860,494	662,088	13%
TOTAL EXPENSES	28,683,686	30,020,898	1,337,212	5%

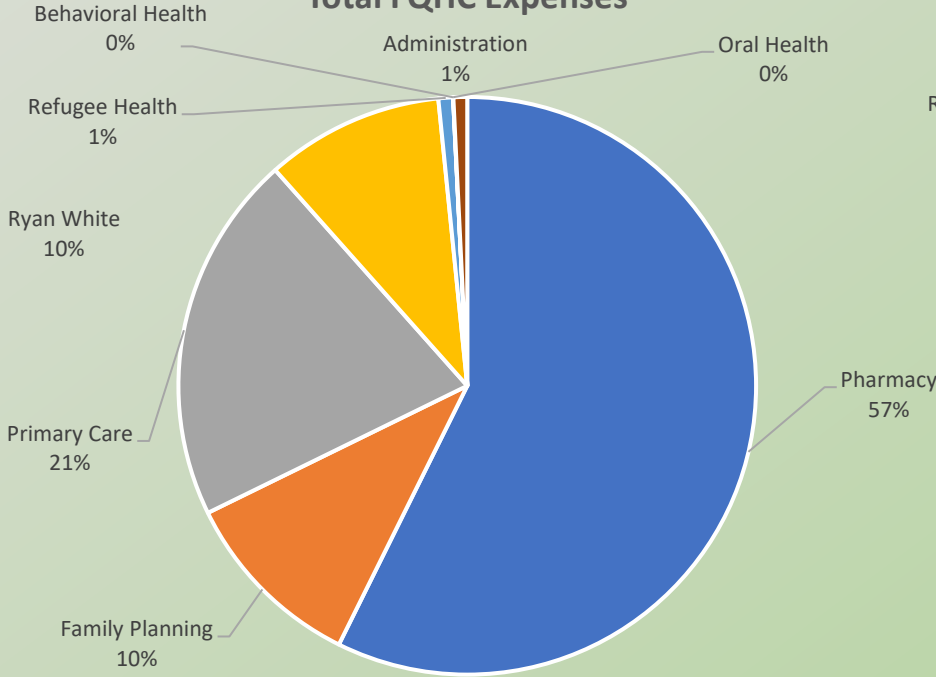
NOTES:

- 1) FISCAL YEAR-END BALANCES ARE PRE-AUDITED FIGURES. SHOULD EXTERNAL AUDITORS SUGGEST ADJUSTMENTS, ENTRIES WILL BE COMPLETED AS NEEDED.
- 2) REALLOCATION OF SALARY EXPENSES FROM PREVIOUS SIX MONTHS IN JUNE BASED ON UPDATED PAYROLL ALLOCATION.
- 3) PROMOTION OF TWO OPERATIONAL SUPERVISORS TO MANAGER DUE TO SIGNIFICANT INCREASES IN VOLUME POST-OPENING OF FREMONT LOCATION.
- 4) PHARMACY REQUIRED TO HIRE TEMPORARY ASSISTANCE THROUGHOUT FOURTH QUARTER FOLLOWING STAFF TURNOVER COMBINED WITH LARGER THAN ANTICIPATED DEMAND FOR HIGH-COST MEDICATIONS IN JUNE.

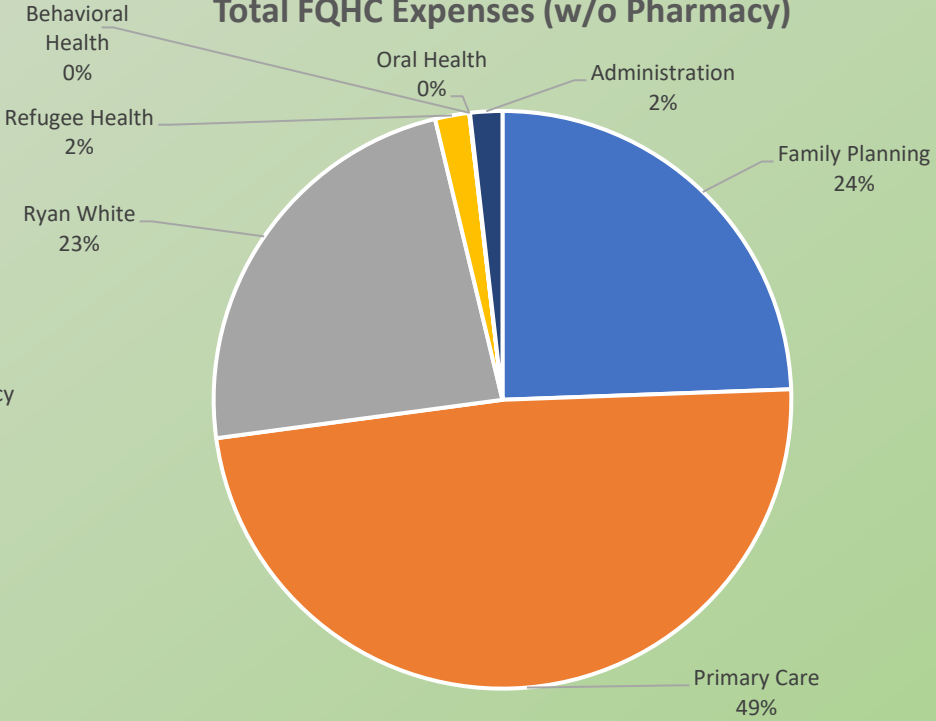
Expenses by Department

(With and Without Pharmacy)

Total FQHC Expenses



Total FQHC Expenses (w/o Pharmacy)



Budget Augmentation Comparison

FQHC - COMBINED		Budget Through June 2023	Budget Through June 2023
		<i>Pre-Augmentation</i>	<i>Post-Augmentation</i>
Revenues			
	Charges for Services	13,974,543	18,529,097
	Other	-	962,262
	Grants	7,683,924	7,035,981
	Total Revenue	21,658,467	26,527,341
Expenses			
	Salaries	6,478,743	5,900,205
	Taxes & Fringe Benefits	2,753,464	2,365,850
	Total Personnel Costs	9,232,207	8,266,055
	Supplies	10,442,708	14,229,393
	Capital Outlay	83,455	63,626
	Contractual	1,024,226	1,531,837
	Travel & Training	92,871	69,494
	Total Other Operating	11,643,260	15,894,349
	Indirect Costs/Cost Allocations	5,726,090	5,860,494
	Transfers IN	(1,426,062)	(1,527,714)
	Transfers OUT	1,381,949	1,527,714
	Total Transfers & Allocations	5,681,977	5,860,494
	Total Expense	26,557,444	30,020,898
	Net Position	(4,898,977)	(3,493,557)

Questions?