

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

September 19, 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: Donna Feliz-Barrows, Vice-Chair – Consumer Member (*in person*)
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (*via Webex*)
Jasmine Coca – Community Member, Catholic Charities of Southern Nevada (*in person*)
Luz Castro – Consumer Member (*via Webex*)
Scott Black – Community Member, City of North Las Vegas (*via Webex*)
Lucille Scott – Consumer Member (*in person*)

ABSENT: Jose L. Melendrez, Chair – Consumer Member
Brian Knudsen – Consumer Member
Father Rafael Pereira – Community Member, All Saints Episcopal Church

ALSO PRESENT: David Neldberg

LEGAL COUNSEL: Edward Wynder, Associate General Counsel

EXECUTIVE DIRECTOR: Fermin Leguen, MD, MPH, District Health Officer (*absent*)

STAFF: Tawana Bellamy, Andria Cordovez Mulet, Cassius Lockett, Cortland Lohff, Randy Smith, Donnie (DJ) Whitaker, Jonna Arqueros, David Kahananui, Kimberly Monahan, Luann Province, Merylyn Yegon, Bernadette Meily, Cassondra Major, Greg Tordjman, Jonas Maratita, Justin Tully, Kim Saner, Kyle Parkson, Merylyn Yegon, Beverly Cuasito, Miriam Lee, Renita Anderson, Patricia Quiroz, Itzel Ortega-Martinez, Claudette Farjado, Jennifer Loysaga, Randolph Lockett, Cherie Custodio, Wendy Mendoza, Maria Mendoza, Dennis Morala, Joannah Delarmente, Ina Fincher, Marites Navarro, Edna Del Rosario, Myra Santillan, Lilliana Dominguez

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. 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. **RECOGNITION**

COVID-19 Testing and Vaccination Clinic Staff

The Vice Chair Feliz-Barrows recognized the COVID-19 Testing and Vaccination Clinic Staff. In July, 2023, the Southern Nevada Health District COVID-19 Testing Clinic, located at the north-side of the Decatur office along with the COVID-19 Vaccination Clinic, located just inside the main doors, closed. We had many staff that worked in these clinics, some of which have done so since the start of the COVID-19 pandemic. On behalf of the Southern Nevada Community Health Center and the Health Center Governing Board, we would like to extend our deepest gratitude for your dedication, and long

hours, to ensure that testing and vaccinations were accessible to Southern Nevadans, and countless visitors. Thank you for your service to our community.

III. PLEDGE OF ALLEGIANCE

- 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 Vice Chair closed the First Public Comment portion.

V. ADOPTION OF THE SEPTEMBER 19, 2023 MEETING AGENDA *(for possible action)*

A motion was made by Member Black, seconded by Member Castro and carried unanimously to approve the September 19, 2023 Meeting 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:** August 15, 2023 *(for possible action)*

A motion was made by Member Breen, seconded by Member Black, and carried unanimously to approve the Consent Agenda, as presented.

VII. REPORT / DISCUSSION / ACTION

1. **Receive, Discuss and Accept the July 2023 Year To Date Financial Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Donnie (DJ) Whitaker, Chief Financial Officer, advised that the Finance and Audit Committee did not meet to review the July financials. Ms. Whitaker presented the July 2023 Year to Date Financial report with the following highlights.

General and Special Revenue Funds

- Charges for Services – Currently the Pharmacy is generating more revenue than one twelfth of the budget, variance was a positive nine (9) percent.
- Total FQHC Revenue – Budget as of July was \$2.39M, actual was \$2.22M and variance was negative seven (7) percent.
- Salaries and Benefits – Budget as of July was \$1.14M, actual was \$876K and variance was positive twenty-four (24) percent. Some of this is due to unfilled positions that were budgeted for twelve months.
- Supplies – Budget as of July was \$1.09M, actual was \$1.55M and variance was a negative forty-two (42) percent.
- Net Position – Budget as of July was negative \$617K, actual was negative \$739K and variance of twenty (20) percent, a larger loss than what was budgeted. The indirect cost and cost allocations are generated by revenues and based on expenditure. This will level out as we move through the year as some of the federal expenditures come on and the allocations and the recovery of the indirect.

Patients by Department

- Total number of patient encounters through July 31, 2023: \$3,364
 - Pharmacy – 36%
 - Sexual Health – 20%
 - Primary & Preventative Care – 16%
 - Ryan White – 12%

- Family Planning – 11%
- Behavioral Health – 3%
- Refugee Health – 2%

Ms. Whitaker further advised of the following:

- Revenue by Department
- Expenses by Department

At the request of Member Father Rafael, Ms. Whitaker provided an update to the 2023 fiscal year end budget. Adjustments were made in account receivables, supplies and indirect cost and cost allocations.

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

2. Review, Discuss and Accept the transfer of associated budgeted funds with the Public Health Programs (Express STI Testing, Linkage to Care, Congenital Syphilis Case Management Program and Expedited Partner Treatment) from the Southern Nevada Community Health Center to the Primary and Preventive Care Division; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Ms. Whitaker provided some background information regarding the transfer of funds with the forementioned public health programs. Ms. Whitaker advised that a transfer of budget authority is necessary to move funds from the FQHC to the Primary and Preventive Care for SHOPP and public health grant activity resulting in a reduction to the previously approved fiscal year 2024 General Fund and Grant budgets for FQHC.

Ms. Whitaker recommended approval of the FY2024 FQHC Sexual Health budget transfer to the PPC Division, as presented.

- \$404,521 Grant Revenue Transfer from FQHC to PPC SHOPP
- \$404,521 Grant Expense Transfer from FQHC to PPC SHOPP
- \$332,254 General Fund Operating Expense Transfer from FQHC to PPC SHOPP
- Total Expense budget impact \$736,775 for General Fund & Grant Funds
- FTE impact of 2.10 General Fund positions and 4.9 Grant positions (7 FTE total)

A motion was made by Member Coca, seconded by Member Scott, and carried unanimously to accept the transfer of associated budgeted funds with the Public Health Programs (Express STI Testing, Linkage to Care, Congenital Syphilis Case Management Program and Expedited Partner Treatment) from the Southern Nevada Community Health Center to the Primary and Preventive Care Division, as presented.

SNCHC Governing Board

Heard out of order.

7. Review and Discuss Health Center UDS Comparison and Patient Origin Reports; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Randy Smith, FQHC Operations Officer, presented the Patient Origin Report with the following updates:

- SNCHC's Service Area should reflect the geographic area from where the top 75% of health center patients reside.
- The current HRSA approved Service Area based on the CY22 Patient Origin Report includes 30 zip codes.
- Analysis of the CY23 UDS shows 75% of SNCHC's patients come from 22 zip codes.
- Zip codes to remove include:
 - 89074, 89081, 89113, 89118, 89123, 89129, 89139, 89148, 89183

- Zip code to add: 89117
- Proposed new Service Area includes the following zip codes:
 - 89030, 89031, 89032, 89101, 89102, 89103, 89104, 89106, 89107, 89108, 89110, 89115, 89117, 89119, 89121, 89122, 89128, 89142, 89146, 89147, 89156, 89169

Mr. Smith advised that he is seeking board approval to complete a Change in Scope request with HRSA to update SNCHC's Service Area based on the CY23 Patient Origin Report analysis.

Further to an inquiry from Member Coca regarding the location of the zip codes to be removed, Mr. Smith advised that the zip codes are all in Clark County. Patients from those zip codes as well as other zip codes will continue to receive services.

A motion was made by Member Coca, seconded by Member Scott, and carried unanimously to approve to complete a Change in Scope request with HRSA to update SNCHC's Service Area based on the CY23 Patient Origin Report analysis, as presented.

3. Review and Discuss the Process of the Annual Executive Director Evaluation; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, FQHC Operations Officer advised the board of the process for the Executive Director's annual evaluation. Mr. Smith provided an overview of the following areas:

- **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

Further to an inquiry from Member Breen regarding input from staff, Mr. Smith advised that he will provide a tool to capture staff feedback and will provide that information to the board to help with Dr. Leguen's evaluation. Member Black commented that input from the District Board of Health may also be considered.

Member Scott left the meeting at 3:08 p.m.

4. Review and Discuss the Executive Director FY23 Accomplishments and FY24 High Level Goals; direct staff accordingly or take other action as deemed necessary *(for possible action)*

This item was removed from the agenda and will be presented at a future meeting.

5. Review and Discuss Interest in Officer and Committee Membership; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented an overview of the Office and Committee Membership list and noted a vacancy for the Second Vice Chair role. Member Coca expressed interest in the position. Mr. Smith advised that Member Coca will be presented to the Nominations Committee for consideration.

6. Review and Discuss Calendar Year 2023 and 2024 Meeting Schedule; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith reviewed the results for a survey regarding the November 2023 meeting date and calendar year 2024 meeting schedule. Mr. Smith advised that based on the results of the survey, the board will continue to meet according to the current structure. If any of the potential new board member candidates are approved, this will give them an opportunity to vote on any changes needed.

7. Review and Discuss Health Center UDS Comparison and Patient Origin Reports; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented the Nevada UDS Comparison Report and advised where the health center ranked in each quality measure.

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 board reports.

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

- Executive Director Comments

There were none.

- CEO Transition and Succession Planning

This item was removed from the agenda.

- Highlights from the August 2023 Operations Report

Mr. Smith presented highlights from the August 2023 Operations report.

X. INFORMATIONAL ITEMS

- Community Health Center (FQHC) August Operations Reports

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 Vice Chair closed the Second Public Comment.

XIII. ADJOURNMENT

The Vice Chair adjourned the meeting at 3:49 p.m.

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

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