



AT THE SOUTHERN NEVADA HEALTH DISTRICT

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

October 17, 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 (*via Webex*)
Donna Feliz-Barrows, Vice-Chair – Consumer Member (*in person*)
Scott Black – Community Member, City of North Las Vegas (*via Webex*)
Jasmine Coca – Community Member, Catholic Charities of Southern Nevada (*in person*)
Brian Knudsen – Consumer Member (*via Webex*)
Father Rafael Pereira – Community Member, All Saints Episcopal Church (*in person*)

ABSENT: Erin Breen – Community Member, UNLV Vulnerable Road Users Project
Lucille Scott – Consumer Member
Luz Castro – Consumer Member

ALSO PRESENT:

LEGAL COUNSEL: Heather Anderson-Fintak, 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, Kim Saner, Edward Wyner, Bernadette Meily, Greg Tordjman, Jonas Maratita, Julie Maldonado, Merylyn Yegon, Randolph Lockett, Yin Jie Qin, Su

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

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 4:02 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.

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.

Seeing no one, the Vice Chair closed the First Public Comment portion.

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

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael and carried unanimously to approve the October 17, 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: September 19, 2023** (*for possible action*)
2. **Approve the Advance Directive Policy and Procedure** (*for possible action*)
3. **Approve the Credentialing and Privileging of Providers Rebecca Campalans, CNP, RN, and David Rivas, DO** (*for possible action*)

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

VI. REPORT / DISCUSSION / ACTION

Recommendations from the October 4, 2023 Nominations Committee

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

Randy Smith, FQHC Operations Officer advised the charter outlines the duties and responsibilities of the committee. The changes represent current activities being delivered by the committee. The committee has reviewed and accepted the changes. The charter is being presented for the board's approval.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the Nominations Committee Charter, as presented.

2. **Receive, Discuss and Approve Governing Board Officer Appointment;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith advised that Member Jasmine Coca volunteered to service as Second Vice Chair of the Governing Board. The committee accepted the recommendation, and it is being presented for board's approval.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve Member Jasmine Coca as Second Vice Chair, as presented.

Member Coca thanked everyone for nominating her and approving her appointment as Second Vice Chair.

3. **Receive, Discuss and Approve Board Member Candidates;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith provided an overview of the skills and interests of two board member candidates. One community member and one consumer member. The committee reviewed their applications and recommended them to the board for approval.

Member Feliz-Barrows commented that they are both really great candidates.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve Sara Hunt and Blanca Macias, as presented.

4. **Receive, Discuss and Approve Governing Board Member New Term;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith advised that one existing board member was seeking an additional term. Mr. Smith outlined sections of the bylaws regarding term of office, term extensions and attendance. Mr. Smith further outlined the justification for the staff and committee's recommendation. Mr. Smith advised that he spoke with Member Scott prior to the committee meeting regarding attendance and shared that it could be an area of concern. The staff and committee recommended not extending an additional term to Member Scott based on her availability to participate and attendance recorded.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to not extend an additional term to Member Lucille Scott, as presented.

Chair Melendrez thanked Member Scott for her services and welcomed her back when her schedule is more flexible to participate on the board.

Member Father Rafael shared that he is resigning from the Governing Board as of October 17, 2023. He shared that he has enjoyed being on the board for the past four years. Member Father Rafael advised that since the FQHC has absorbed the sexual health clinic this past July, according to SNCHC bylaws, this is an appearance of a conflict of interest since the health center rents space from the church to deliver services from that location. Member Father Rafael shared that he has enjoyed serving and being a part of the board. Member Father Rafael thanked everyone for having him.

Mr. Smith thanked Member Father Rafael for his service on the board and for his many contributions, particularly concerning improving the format of the monthly financial reports.

Chair Melendrez commented that Member Father Rafael will be missed.

Dr. Leguen thanked Father Rafael for his service. Dr. Leguen further invited Member Father Rafael to attend the District Board of Health meeting in October to participate in the recognition of the All Saints Sexual Health Clinic Team which gain national recognition from the CDC for its innovative sexual health interventions.

Recommendations from the October 9, 2023 Executive Director Annual Review Committee

5. Receive, Discuss and Approve the Executive Director Report of Accomplishments and Identify Goals; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Dr. Leguen presented the Executive Director Report of Accomplishments and Identify Goals.

Mr. Smith advised of two additional goals recommended by the Executive Director Annual Review Committee to add to FY24. If the board decides to pursue these goals, Mr. Smith will provide some options for financial sustainability for the board to consider.

- Maintain HRSA Compliance.
- Make the Community Health Center financially sustainable.

Ms. Anderson-Fintak advised that members not on the committee may identify additional goals for the health center.

Further to an inquiry from Member Coca on providing additional goals at a later time, Mr. Smith advised that he bring any additional goals back to the Governing Board to give them an opportunity to approve.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the Executive Director Report of Accomplishments and Identify Goals in addition to the two recommendations from the Executive Director Annual Review Committee.

6. Receive, Discuss and Approve the Summary of the Executive Director Evaluation Results; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented the SNHD Internal Staff Survey Results. Mr. Smith advised that staff input was added to the process at the request of Member Breen. Mr. Smith provided an overview of the staff's input. Mr. Smith further presented the Executive Director Evaluation Results with the following highlights:

- Out of nine board members, six completed the evaluation survey.

Questions	Weighted	Average Score
Q1: CEO ensures that the agency has a long-range strategy which achieves its mission, and toward which it makes consistent timely progress through...	20%	3.5
Q2: Administration and Human Resource Management...	50%	3.0
Q3: When representing the organization in the communities the CEO...	10%	3.5
Q4: The CEO exhibits sound knowledge of the financial management of the organization through the following demonstrated activities...	20%	3.5
"General Strengths" Narratives - 2023	<ul style="list-style-type: none"> • Strong leadership with people in mind. Approachable and always willing to listen. • Establishing the clinic(s) has a resource for the community. • Working in the community, working with the board. • Knowledgeable leader who cares about staff and the community. • Community Driven, Cultural Competency, Interpersonal Communications, Financial Planning 	
"Areas for Growth" Narratives - 2023	<ul style="list-style-type: none"> • None that I can think of at this point. • Finding and retaining staff. • There are staffing issues of positions not filled, I don't know if he can help with that. 	
2023 Executive Director Annual Review Overall Weighted Score:	3.25	

Chair Melendrez thanked Dr. Leguen for his leadership and service and commented that Dr. Leguen has done a phenomenal job.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the Summary of the Executive Director Evaluation Results, as presented.

Recommendations from the October 11, 2023 Quality, Credentialing & Risk Management Committee

- 7. Receive, Discuss and Approve the Quality and Risk Management Report;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented an update to the Quality and Risk Management Report. Mr. Smith advised about the FTCA medical malpractice insurance program. Mr. Smith further advised that based on

feedback from HRSA on our FTCA application, updates to the Risk Management Plan under the Administrative Structure section are needed.

Mr. Smith advised of the following redlined changes needed in the Risk Management Plan that require the board's approval to make the changes.

8.1 Risk Manager
<ul style="list-style-type: none">The Risk Management Program is administered through the Southern Nevada Community Healthy Center's FQHC Administrative Manager who is the designated Risk Manager for the health center. Health District's Risk Manager. The Risk Manager's role is to maintain a proactive risk management program in compliance with the provisions of federal, state, and local statutes, applicable scope of practice and regulations. In so doing, the Risk Manager crosses operational lines and interfaces with Leadership, staff, providers, and other professionals to meet program goals. As the primary contact between the CHC and other external parties on all matters related to risk identification, prevention, and control, the Risk Manager reports to the insurance carrier actual/potential clinical, operational, or business claims or lawsuits, as specified in the insurance policy and/or contract.
8.2 Claims Management
<ul style="list-style-type: none">The Health District's General Counsel is responsible for the management and processing of claims related activities and serves at the claims point of contact. Upon the health center being FTCA deemed, General Counsel will be responsible for FTCA claims management and will serve as the point of contact.

Mr. Smith further advised that part of the program includes the annual staff training plan. Elements of the training plan were previously shared with the board. There are about twenty-two different required trainings for staff to complete on an annual basis. The training plan articulates what those trainings are, and which position types are required to complete them. Mr. Smith further advised that a tracking sheet is maintained to monitor adherence to the completion of required trainings. Annual trainings are an aspect of the risk management program.

Further to an inquiry from Member Coca regarding the frequency of completing the training, Mr. Smith advised these are annual trainings and staff do not necessarily have to complete all of them. The required annual trainings depend on the position held within the health center.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to approve the Quality and Risk Management Report and approve the changes to the Risk Management Plan, as presented.

Recommendations from the October 16, 2023 Finance & Audit Committee

8. Receive, Discuss and Accept the August 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, presented the August 2023 Year to Date Financial report with the following highlights.

- Financial Report Categorization Chart showing the Statement Categories for Revenue and Expenses and what elements are included in each line item.
- Overall budget actual was negative \$2.2M, a negative variance of \$1.08M.
- Patients Encounter by Department – Year Over Year Comparison
 - FY2023 Total: 3,856
 - FY2024 Total: 4,773
 - 24% Year Over Year Growth

Member Father Rafael thanked Ms. Whitaker for the improvements to the financials and a great job of presenting and adding extra information on what is included in each category. It is very helpful. Member Father Rafael asked the board to ask questions and keep track of the goal about making the health center financially sustainable.

A motion was made by Member Feliz-Barrows, seconded by Member Father Rafael, and carried unanimously to accept the August 2023 Year to Date Financial 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)**

There were no board reports.

VIII. EXECUTIVE DIRECTOR & STAFF REPORTS (Information Only)

- Executive Director Comments / Leadership Succession Planning

Dr. Leguen provided an overview of Leadership Succession Planning. Dr. Leguen advised that we are working on succession planning for the entire organization. Dr. Leguen further advised that Mr. Smith functions as the CEO/Chief Operations Officer. This is to consolidate the succession planning across the organization. Dr. Leguen shared an organization chart for Southern Nevada Health District (SNHD).

Mr. Smith presented an organization chart for the health center. The organization chart showed the potential future state of the health center. Mr. Smith shared that this information is being provided to give the board relevant information about what is happening within the health district around succession planning and its implications for the structure of SNCHC. Mr. Smith advised that the selection of the health center's CEO is a board decision. Mr. Smith further advised that he will provide his curriculum vitae (CV) to the board for review and that he is available for questions about his past experience and credentials.

Further to an inquiry from Member Coca about when the changes would be in effect, Mr. Smith advised this topic will be presented to the board next month to seek approval.

Dr. Leguen advised that if the board approves the recommendation, the recommendation will be sent to HRSA for final approval.

- Highlights from the September 2023 Operations Report

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

IX. INFORMATIONAL ITEMS

- Community Health Center (FQHC) September 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 Chair closed the Second Public Comment.

XIII. ADJOURNMENT

The Chair adjourned the meeting at 3:40 p.m.

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

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