

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

November 21, 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*)
Donna Feliz-Barrows, Vice-Chair – Consumer Member (*via Webex*)
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*)
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (*Webex*)
Sara Hunt – Community Member (*in person*)
- ABSENT:** Blanca Macias-Villa – Consumer Member
Luz Castro – Consumer Member
- ALSO PRESENT:** Rachel Ormsby, CPA, Partner, Lead Audit Engagement Executive – FORVIS LLP
Josh Findlay, CPA, Senior Manager, Audit Engagement Executive – FORVIS LLP
- LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel
- EXECUTIVE DIRECTOR:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Tawana Bellamy, Andria Cordovez Mulet, Cassius Lockett, Kim Saner, Randy Smith, Donnie (DJ) Whitaker, David Kahananui, Yin Jie Qin, Edward Wyner, Cassondra Major, Cory Burgess, Greg Tordjman, Jonas Maratita, Julie Maldonado, Kimberly Monahan, Merylyn Yegon, Randolph Lockett

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:33 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. OATH OF OFFICE

The Oath of Office was administered to member Jasmine Coca and Sara Hunt.

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 Chair closed the First Public Comment portion.

V. ADOPTION OF THE NOVEMBER 21, 2023 MEETING AGENDA (*for possible action*)

A motion was made by Member Feliz-Barrows, seconded by Member Knudsen and carried unanimously to approve the November 21, 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: October 17, 2023 *(for possible action)*

2. Approve the Patient Dismissal from Practice Policy and Procedure *(for possible action)*

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

VII. REPORT / DISCUSSION / ACTION

Recommendations from the November 20, 2023 Finance & Audit Committee

The Finance and Audit Committee did not meet on November 20, 2023.

1. Receive, Discuss and Accept the Annual Comprehensive Financial Audit Report from FORVIS LLP 2023; direct staff accordingly or take other action as deemed necessary *(for possible action)*

2. Receive, Discuss and Accept the Single Audit Report from FORVIS LLP; direct staff accordingly or take action as deemed necessary *(for possible action)*

Donnie (DJ) Whitaker, Chief Financial Officer introduced Rachel Ormsby, Partner, Lead Audit and Josh Findlay, Senior Manager, of FORVIS LLP. Ms. Ormsby and Mr. Findlay presented the Annual Comprehensive Financial Audit Report and Single Audit Report for Southern Nevada Health District, which includes the FQHC financials.

Mr. Findlay advised that they issued a clean, unmodified audit opinion, with no reportable findings.

Mr. Findlay outlined that the following six major federal programs were audited:

- 21.027 – COVID-19 – Coronavirus State and Local Fiscal Recovery Funds
- 93.069 – Public Health Emergency Preparedness
- 93.136 – Injury Prevention and Control Research and State and Community Based Programs
- 93.268 – Immunization Cooperative Agreements (includes COVID-19 funds)
- 93.323 – Epidemiology and Laboratory Capacity for Infectious Diseases (includes COVID-19 funds)
- 93.977 – Sexually Transmitted Diseases (STD) Prevention and Control Grants

Randy Smith, FQHC Operation Officer advised that the HRSA Grant was not selected as part of the FY22 and FY23 audits. Mr. Smith advised that a secondary legislative mandate review was conducted for FY22. Mr. Smith further advised that we will see if we get selected this year.

Further to an inquiry from Member Coca regarding the legislative mandate review, Ms. Whitaker commented that we will not know we are selected until after the single audit is posted on the Federal Audit Clearinghouse, which will be thirty days from today's meeting.

Mr. Findlay advised of some required communications for accounting policies and procedures, GASB 96 and alternative accounting treatments and shared no issues were reported. Mr. Findlay

further advised that there were no issues to report in the management judgments and accounting estimates and financial statement disclosures and there were no audit adjustments. Further, there were no disagreements with management to report.

Ms. Ormsby outlined the 2022-year findings and noted they were resolved.

- 2022-001 – Material Weakness in Financial Close and Reporting Controls
- 2022-002 – Material Weakness in Financial Close and Reporting Controls – IT Accounting System
- 2022-003 – Material Noncompliance - Material Weakness in Internal Control Over Compliance - Noncompliance with Nevada Revised Statutes Budget Requirements

Ms. Ormsby advised of updates to GASB Statement 101 for Accounting Changes and Error Corrections and Compensation Absences. Ms. Ormsby further advised of the increased challenges of cybersecurity and noted there were no issues or concerns to report. Ms. Ormsby advised that governmental entities are deemed the most susceptible to cybersecurity risk and fraud. It is important to be aware of this and stay up to date on required training.

Chair Melendrez, Member Coca and Member Breen thanked the staff and congratulated everyone on a good job.

Heather Anderson-Fintak, General Counsel advised Chair Melendrez that items 1 and 2 were presented together and that they can vote on both items.

A motion was made by Member Breen, seconded by Member Black, and carried unanimously to accept the Annual Comprehensive Financial Audit Report and the Single Audit Report from FORVIS LLP 2023, as presented.

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

Ms. Whitaker presented the September 2023 Year to Date Financial report with the following highlights.

- Net Position Budget as of September – negative \$1.76M
- Net Position Actual as of September – negative \$1.70M
- Net Position Variance as of September – positive \$58K
- Salaries – behind in expenditures due to vacant positions.
- Supplies – ahead of budget by \$1.07M because pharmacy medication continues to drive increased supplies expense due to increased patient encounters and medication inflation.

Chair Melendrez commented that he supports Mr. Smith to as CEO of SNCHC.

*Chair Melendrez left the meeting at 3:01 p.m.
First Vice Chair Feliz-Barrows chaired the remainder of the meeting.*

Ms. Whitaker reviewed the Patients Encounter by Department – Year Over Year Comparison.

- FY2023 Total: 7,441
- FY2024 Total: 6,970
- Negative 6% Year Over Year Growth

Ms. Whitaker further reviewed the following:

- Revenue by Department
- Expense by Department
- Financial Report Categorization legend that shows what is included in each category.

A motion was made by Member Black, seconded by Member Knudsen, and carried unanimously to accept the September 2023 Year to Date Financial Report, as presented.

SNCHC Governing Board

- 4. Discuss and Approve the Governing Board 2024 Meeting Schedule;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith advised the Governing Board the proposed 2024 meeting schedule would continue on the third Tuesday of each month at 2:30 p.m., with the exception of the December meeting.

A motion was made by Member Knudsen, seconded by Member Black, and carried unanimously to approve the Governing Board 2024 Meeting Schedule, as presented.

- 5. Discuss and Approve Randy Smith as CEO of SNCHC;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Dr. Leguen advised that the leadership success planning was shared with the Chair and First Vice Chair in September 2023 and then to the Governing Board in October 2023. Dr. Leguen further advised of plans to request board approval for Randy Smith to take the position of Chief Executive Officer (CEO/COO) for SNCHC. Dr. Leguen commented that Mr. Smith's CV was shared with the Governing Board in October to consider his experience for the position. Dr. Leguen advised if the board approves Mr. Smith for the CEO position, HRSA will be notified for final approval.

Ms. Anderson-Fintak further advised the bylaws would also need to be updated to reflect the title change to chief executive officer, as it currently states executive director.

A motion was made by Member Knudsen, seconded by Member Black, and carried unanimously to approve Randy Smith as CEO of SNCHC, as presented.

Review and Discuss the Conflict of Interest Disclosure; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented an overview of the Conflict of Interest Disclosure. Mr. Smith reminded board members this is an annual process to ensure we follow HRSA conflict of interest requirements. Mr. Smith asked each board member to review it and submit signed forms to Ms. Bellamy.

First Vice Chair Feliz-Barrows commented that Mr. Smith will be a wonderful CEO. Mr. Smith appreciated the comment.

- 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 no Executive Director comments.

- Highlights from the October 2023 Operations Report

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

X. INFORMATIONAL ITEMS

- Community Health Center (FQHC) October 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 First Vice Chair closed the Second Public Comment.

XIII. ADJOURNMENT

The Chair adjourned the meeting at 3:30 p.m.

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

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