

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

July 16, 2024 – 2:30 p.m.

Meeting was conducted In-person and via WebEx

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Red Rock Trail Room A

MEMBERS PRESENT:

Jose L. Melendrez, Chair (*via Webex*)
Donna Feliz-Barrows, Vice-Chair (*in person*)
Jasmine Coca, Second Vice-Chair (*in person*)
Scott Black (*via Webex*)
Erin Breen (*via Webex*)
Brian Knudsen (*via Webex*)
Blanca Macias-Villa (*via Webex*)

ABSENT:

Luz Castro
Sara Hunt

ALSO PRESENT:

LEGAL COUNSEL:

Edward Wyner, Associate General Counsel

CHIEF EXECUTIVE OFFICER: Randy Smith

STAFF:

Cassius Lockett; Cassondra Major; Donna Buss; Emily Anelli; Fermin Leguen;
Jacques Graham; Justin Tully, Kim Saner, Kyle Parkson, Merylyn Yegon,
Ronique Tatum-Penegar, Ryan Kelsch, Tawana Bellamy, Todd Bleak, Yin Jie Qin

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, Senior Administrative Specialist, 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 Chair closed the First Public Comment portion.

IV. ADOPTION OF THE JULY 16, 2024 MEETING AGENDA *(for possible action)*

Chair Melendrez opened the item for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Black and carried unanimously to approve the July 16, 2024 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: June 18, 2024 *(for possible action)*

Chair Melendrez called for questions and there were none.

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

VI. REPORT / DISCUSSION / ACTION

Recommendations from the July 15, 2024 Finance and Audit Committee Meeting

1. Receive, Discuss and Approve the Augmentation to the Southern Nevada Community Health FY2024 Budget; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Donnie Whitaker, Chief Financial Officer, presented the Augmentation to the Southern Nevada Community Health FY2024 Budget with the following highlights.

Staffing

- Staffing for FY24 is projected to be 120 FTEs compared to FY24 January augmented budget of 118 FTEs.

Revenue

- General Fund revenue is projected at \$29.7M, an increase of \$4.5 M from the FY24 January augmented budget.
- Special Revenue Fund (Grants) is projected at \$7.5M in FY24 a decrease of \$3.0M from FY24 January augmented budget.

Expense

- FQHC combined expenditures for FY24 budget is \$42.0M compared to \$39.5M from FY24 January augmented budget.

Patient Encounters

- FY2023 Total: 26,740
- FY2024 Total: 27,605

Chair Melendrez called for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Black, and carried unanimously to Approve the Augmentation to the Southern Nevada Community Health FY2024 Budget, as presented.

- 2. Receive, Discuss and Accept the May 2024 Year to Date Financial Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Ms. Whitaker presented the May 2024 Year to Date Financial Report, as of May 31, 2024.

Chair Melendrez called for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Knudsen, and carried unanimously to Approve the May 2024 Year to Date Financial Report, as presented.

SNCHC Governing Board

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

Randy Smith, Chief Executive Officer, FQHC presented two new board member candidates for consideration by the board.

Further to an inquiry from Member Feliz-Barrows, Mr. Smith shared that Ms. Bellamy attempted to pull the Nominations Committee together. Mr. Smith further shared that part of the challenge was receiving one of the application packets late and without enough time to pull the committee together. Mr. Smith shared Ms. Bellamy contacted Chair Jose and Board Member Castro, who is the chair of the Nominations Committee for guidance, and they did not have any concerns with bringing them directly to the board rather than waiting another month to pull the committee together.

Further to an inquiry from Member Coca, Mr. Smith advised that one candidate is a consumer member, and the other is a community member.

Chair Melendrez expressed that he was excited to have a CPA joining the board.

A motion was made by Member Feliz-Barrows, seconded by Member Coca, and carried unanimously to Approve the new Board Member Candidates, as presented.

- 4. Receive, Discuss and Approve the Re-credentialing and Renewal of Privileges for Providers Nelson Duran, Physician Assistant II and Todd Bleak, Pharmacy Services Manager;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the Re-credentialing and Renewal of Privileges for providers Nelson Duran, Physician Assistant II and Todd Bleak, Pharmacy Services Manager.

Chair Melendrez called for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Coca, and carried unanimously to Approve the Re-credentialing and Renewal of Privileges for Providers Nelson Duran, Physician Assistant II and Todd Bleak, Pharmacy Services Manager, as presented.

- 5. Receive, Discuss and Accept the 2nd Quarter Risk Management Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

David Kahananui, Administrative Manager, FQHC presented the 2nd Quarter Risk Management Report.

Further to an inquiry from Member Coca, Mr. Kahananui advised that data is documented in the Electronic Health Record (EHR), and that data is then structured and captured to give us reporting. Mr. Kahananui further advised that the Azura system provides dashboards to watch on a regular basis to see the data changes.

A motion was made by Member Coca, seconded by Member Feliz-Barrows, and carried unanimously to Accept the 2nd Quarter Risk Management Report, as presented.

- 6. Receive, Discuss and Accept the Risk Management Assessment;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented the CY24 1st quarter Risk Management Assessment.

Chair Melendrez called for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Coca, and carried unanimously to Accept the Risk Management Assessment, as presented.

- 7. Receive, Discuss and Approve the CHCA-022 Late Arrivals, No-Shows, and Same Day Cancellations Policy and Procedure;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented the CHCA-022 Late Arrivals, No-Shows, and Same Day Cancellations Policy and Procedure.

Member Feliz-Barrows commented that she read the policy and thought it was very good and the policy gives staff the authority to make decisions about each person that comes through the clinic.

Chair Melendrez appreciated that Mr. Smith is addressing the work culture and how we serve the community.

Further to an inquiry from Member Coca, Mr. Smith shared that the policy is currently in effect as a standard operating procedure. Mr. Smith further shared that 90 percent of what is in the standing operation procedure is in the policy to address parts that were unclear and clarify some areas of the workflow.

A motion was made by Member Macias-Villa, seconded by Member Feliz-Barrows, and carried unanimously to approve the CHCA-022 Late Arrivals, No-Shows, and Same Day Cancellations Policy and Procedure, as presented.

8. Receive, Discuss and Approve the CHCA-009 Diagnostic and Laboratory Tracking Policy and Procedure; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith presented the CHCA-009 Diagnostic and Laboratory Tracking Policy and Procedure.

Chair Melendrez called for board discussion and questions and there were none.

A motion was made by Member Feliz-Barrows, seconded by Member Coca, and carried unanimously to approve the CHCA-009 Diagnostic and Laboratory Tracking Policy and Procedure, 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*)

Chair Melendrez shared that the Nevada Minority Health and Equity Coalition Impact Summit is scheduled on November 15, 2024 at the Cox Pavilion at UNLV. Chair Melendrez is hoping that the health district will participate.

VIII. CEO & STAFF REPORTS (*Information Only*)

- CEO Comments

Mr. Smith advised the board on the following:

- Employee Engagement Activities
- CY24 Unduplicated Patients Counts – Actual vs. Goal
- Federal Tort Claims Act (FTCA) Redeeming Application
- HRSA Behavioral Health Expansion Grant Application
- HRSA's New Access Point Funding Opportunity
- Buildout of the new Behavioral Health Clinic at Decatur
- HRSA Operational Site Visit to occur between January and March of 2025
- Medical Director recruitment
- Board Retreat Update
- Three positions filled:
 - Quality Improvement Management Coordinator
 - Advanced Practice Registered Nurses
 - Clinical Staff Physician
- NVPCA Annual Conference – Elevating the Practice of Community – SNCHC able to sponsor two board members.

Further to an inquiry from Member Feliz-Barrows, Mr. Smith advised that there is a pharmacy at the Fremont location but it is online. Member Feliz-Barrows commented that a lot of pharmacies like CVS and Walgreens have closed in that area and thinks we can advertise that we have a pharmacy at the clinic.

IX. INFORMATIONAL ITEMS

- Community Health Center (FQHC) June 2024 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 period.

XI. ADJOURNMENT

The Chair adjourned the meeting at 3:45 p.m.

Randy Smith
Chief Executive Officer - FQHC

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