

MINUTES

**SOUTHERN NEVADA COMMUNITY HEALTH CENTER
EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE MEETING
October 9, 2023 - 2:30 P.M.
Meeting will be conducted via Webex Event**

MEMBERS PRESENT: Donna Feliz-Barrows
Jose L. Melendrez
Luz Castro

ABSENT: Lucille Scott

ALSO PRESENT: None

LEGAL COUNSEL: Heather Anderson-Fintak, General Counsel

EXECUTIVE SECRETARY: Fermin Leguen, MD, MPH, District Health Officer

STAFF: Tawana Bellamy, Andria Cordovez Mulet, Cassius Lockett, Randy Smith, Edward Wynder, Lourdes Yapjoco, Luann Province, Merylyn Yegon, David Kahananui

I. CALL TO ORDER and ROLL CALL

Chair Melendrez called the Southern Nevada Community Health Center (SNCHC) Executive Director Annual Review Meeting to order at 2:38 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 OCTOBER 9, 2023 AGENDA (for possible action)

A motion was made by Member Feliz-Barrows, seconded by Member Luz, and carried unanimously to approve the October 9, 2023 Agenda, as presented.

V. REPORT / DISCUSSION / ACTION

1. APPROVE MINUTES – SNCHC Executive Director Annual Review Committee Meeting: November 15, 2022 (for possible action)

A motion was made by Member Melendrez, seconded by Member Castro, and carried unanimously to approve the November 15, 2022 meeting minutes with administrative updates.

2. Receive, Discuss and Accept the Executive Director Report of Accomplishments and Identify Goals and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 17, 2023; direct staff accordingly or take other action as deemed necessary (for possible action)

Dr. Fermin Leguen, CHC Executive Director, reported on the Accomplishments for the Community Health Center for FY22-23 and goals for 2024.

A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to accept the Executive Director Report of Accomplishments for FY22-23 and the Identified Goals for FY24 to include maintaining HRSA Compliance and Financial Viability and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 17, 2023.

3. Receive and Discuss the Summary of the Executive Director Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 17, 2023; direct staff accordingly or take other action as deemed necessary (for possible action)

Randy Smith, FQHC Operations Officer provided a summary of the Executive Director Evaluation Results, which included staff feedback requested by Member Breen.

Mr. Smith advised that results of the four weighted questions for the 2023 Executive Director Annual Review were 3.25, which is between good and outstanding.

There were comments from the committee members. Chair Melendrez thanked staff for putting the presentation together. Chair Melendrez shared that Dr. Leguen has done a phenomenal job coordinating and taking on everything that has come his way.

Chair Melendez commented that Dr. Leguen does a lot of work in the community and asked if a question can be added to capture community engagement activities. Mr. Smith commented yes, that if there was interest from the committee or Governing Board regarding the design of the questions and the evaluation tool, he could work on questions that would more accurately capture the information important to the board.

Further to an inquiry from Mr. Smith regarding the committee working with staff to revamp the evaluation tool for the Executive Director, Ms. Anderson-Fintak commented that if the Governing Board delegated this task to the committee, that would be great because it is the

job of this committee to evaluate the Executive Director's performance. Ms. Anderson-Fintak further commented that the outreach that is done by the Executive Director could also be included as an informational item in the staff report. Chair Melendrez commented that adding the outreach activities to the staff report is a great idea.

A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to accept the Summary of the Executive Director Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 17, 2023.

4. Discuss CEO Succession Planning; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Dr. Leguen provided an overview of succession planning for the future of Southern Nevada Health District and the health center. Dr. Leguen advised that two deputy director positions were created to support administration and operations, and the health center would remain an independent entity within the health district. Dr. Leguen further advised that to empower the FQHC operations, the position currently held by Mr. Smith would need to be elevated to Chief Executive Officer. These three positions would be the leading elements for the future transition in the organization. Dr. Leguen advised that the intention is to recommend Mr. Smith for the position.

Mr. Melendrez commented that Mr. Smith is a great recommendation and a good direction to go as a standard practice for the health center. Dr. Leguen commented that the next step would be to have Mr. Smith share his curriculum vitae with board members. Dr. Leguen advised that if the board approves Mr. Smith, HRSA would need to make the final approval before implementation.

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 Chair closed the Second Public Comment portion.

XIII. ADJOURNMENT

The meeting was adjourned at 3:42 p.m.

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

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