

## MINUTES

### SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

August 20, 2024 – 2:30 p.m.

Meeting was conducted In-person and via Microsoft Teams Event  
Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107  
Red Rock Trail Room A

- MEMBERS PRESENT:** Jose L. Melendrez, Chair (*via Microsoft Teams*)  
Donna Feliz-Barrows, Vice-Chair (*in-person*)  
Jasmine Coca, Second Vice-Chair (*in-person*)  
Scott Black (*in-person*)  
Ashley Brown (*in-person*)  
Marie Dukes (*in-person*)  
Sara Hunt (*in-person*)
- ABSENT:** Luz Castro  
Brian Knudsen  
Erin Breen  
Blanca Macias-Villa
- ALSO PRESENT:** Allison Genco, Olivia GrafMank
- LEGAL COUNSEL:** Edward Wyner, Associate General Counsel
- CHIEF EXECUTIVE OFFICER:** Randy Smith
- STAFF:** Andria Cordovez Mulet, Emily Anelli, Tawana Bellamy, Jacques Graham, Fermin Leguen, Cassondra Major, David Kahananui, Merylyn Yegon, Kim Saner, Tabitha Johnson, Bernadette Meily, Justin Tully, Cassius Lockett, Ryan Kelsch, Todd Bleak, Donnie Whitaker

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

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:34 p.m. Tawana Bellamy, Senior Administrative Specialist, administered the roll call and confirmed a quorum.

#### II. **PLEDGE OF ALLEGIANCE**

#### III. **OATH OF OFFICE**

Ms. Bellamy administered the Oath of Office to Members Brown and Dukes.

Members Brown and Dukes provided a brief introduction of themselves, and both look forward to serving and participating on the board.

- 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.

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.

- V. ADOPTION OF THE AUGUST 20, 2024 MEETING AGENDA** *(for possible action)*

Chair Melendrez called for questions and there were none.

*A motion was made by Member Feliz-Barrows, seconded by Member Black and carried unanimously to approve the August 20, 2024 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:** July 16, 2024 *(for possible action)*

Chair Melendrez called for questions and there were none.

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

- VII. REPORT / DISCUSSION / ACTION**

Recommendations from the August 19, 2024 Finance and Audit Committee Meeting

- 1. Receive, Discuss and Accept the June 2024 Year to Date and FY24 Year End Financial Reports;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Ms. Whitaker, Chief Financial Officer presented the June 2024 Year to date and FY24 Year End Financial Reports, unaudited, as of June 30, 2024.

**Summary of Revenue - (June 30, 2024, unaudited)**

- General Fund revenue (Charges for Services & Other) is \$26.7M compared to a budget of \$29.7M, a negative variance of \$3M.
- Special Revenue Fund (Grants) is \$6.6M compared to a budget of \$7.5M, a negative variance of \$900K.

- Total Revenue is \$33.3M compared to a budget of \$37.2M, a negative variance of \$3.9M.

**Summary of Expenses and Net Position - (June 30, 2024, unaudited)**

- Salary, Tax, and Benefit was \$11.8M compared to a budget of \$11.9M, a positive variance of \$100 K.
- Other Operating Expense was \$20.2M compared to a budget of \$24.4M, a positive variance of \$4.2M.
- Indirect Cost/Cost Allocation was \$4.7M compared to a budget of \$5.7M, a positive variance of \$1M.
- Total Expense was \$36.7M compared to a budget of \$42M, a positive variance of \$5.3M.

**Net Position**

- (\$3.3M) compared to a budget of (\$4.8 M), a positive variance of \$1.4M.

Ms. Whitaker further reviewed the following:

- Patient Encounters by Department
  - FY2023: 29,602
  - FY2024: 30,428

Ms. Whitaker noted that there was a transposition of numbers in the FY2023 Patient Encounters Total. Ms. Whitaker advised it was corrected from 29,602 to 29,062.

- Patient Encounters by Clinic
  - Decatur
    - FY2023: 24,915
    - FY2024: 24,039
  - Fremont
    - FY2023: 4,147
    - FY2024: 6,389

Ms. Whitaker advised there was additional information presented to the finance committee that showed the month-to-month activities. Ms. Whitaker advised that information was included in the board's materials.

Further to an inquiry from Mr. Smith regarding the evaluation of the Chief Executive Officer and the final budget to compare FY24 with FY22 and FY23. Ms. Whitaker advised that the entries for this detail should be available next month, but unaudited.

Chair Melendrez called for questions and there were none.

*A motion was made by Member Feliz-Barrows, seconded by Member Black, and carried unanimously to accept the June 2024 Year to Date and FY24 Year End Financial Reports, as presented.*

SNCHC Governing Board

**2. Receive, Discuss and Approve the Submittal of the Grant Application for the New Access Points (NAP) Funding Opportunity (HRSA-25-085);** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, Chief Executive Officer, FQHC presented a Grant Application for the New Access Points (NAP) Funding Opportunity (HRSA-25-085) for board approval for submittal. Mr. Smith shared the following highlights of the grant opportunity.

- HRSA identified priority area in zip code 89103.
- A new clinic site must be open within 120 days of the June 1, 2025 award date.
  - A potential site has been identified.
- Estimated Award Amount: Up to \$650,000/year.
- Period of Performance: June 1, 2025 through May 31, 2026 (1 year).

Member Coca commented that NAP sounds like a great opportunity. Further to an inquiry from Member Coca on the cost to open a new clinic and where would the funding come from, Mr. Smith shared that funding would come from grants and the revenue we expect to generate through the new clinic. Mr. Smith further explained that we would start small and grow into the location with new patients.

*A motion was made by Member Coca, seconded by Member Feliz-Barrows, and carried unanimously to approve the Submittal of the Grant Application for the New Access Points (NAP) Funding Opportunity (HRSA-25-085), as presented.*

**3. Receive, Discuss and Approve the Submittal of a request for Change in Scope to remove the All Saints Episcopal Church (ASEC) as a delivery site;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Smith presented an overview of a Change in Scope to remove the All Saints Episcopal Church (ASEC) as a delivery site, effective September 30, 2024. Mr. Smith advised of the rationale for the removal. Mr. Smith shared that he met with the ASEC's leadership on August 6, 2024 to thank them for the partnership and to explain why the changes were being made.

Member Coca commented that there is a contract with ASEC and that money could be used for the future clinic. Mr. Smith advised that is correct. Member Coca further commented that it sounds like a good idea. Mr. Smith advised that we continue to have a good relationship with the church.

Member Black commented that during the early days of COVID-19, when Father Rafael was a board member, he came forward and volunteered his church as a viable source to offer services. Member Black further commented that it was very unconventional, but he was glad that the health center took the unique and innovative approach to engage their willingness to partner because it grew to a viable resource through COVID-19 and beyond. Member Scott thanked ASEC and their leadership for opening their doors and being innovative to make that tangible difference in the community when it was needed.

Further to an inquiry from Member Black, Mr. Smith shared that there is no difference between an access point and a delivery site, they are synonymous and are used interchangeably.

*A motion was made by Member Black, seconded by Member Feliz-Barrows, and carried unanimously to approve the Submittal of a request for Change in Scope to remove the All Saints Episcopal Church (ASEC) as a delivery site, as presented.*

**4. Receive, Discuss and Approve the Submittal of a request for Change in Scope to add Substance Abuse Disorder as a direct service on HRSA Form 5A; direct staff accordingly or take other action as deemed necessary (for possible action)**

Mr. Smith presented the Change in Scope to add Substance Abuse Disorder as a direct service on HRSA Form 5A.

Chair Melendrez called for questions and there were none.

*A motion was made by Member Feliz-Barrows, seconded by Member Black, and carried unanimously to approve the Submittal of a request for Change in Scope to add Substance Abuse Disorder as a direct service on HRSA Form 5A, as presented.*

**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)*

Chair Melendrez asked that everyone save the date to attend the Nevada Minority Health and Equity Coalition Impact Summit on November 15, 2024 at the Cox Pavilion at UNLV.

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

- CEO Comments

Mr. Smith advised the board on the following.

- The July 2024 Access Report only reflects the licensed independent practitioner visits, which is different than what Ms. Whitaker reflects in the financial report. In July, there was a 32% increase in provider visits compared to July 2023.
- Unduplicated Patients – 7,285, 73% to goal of 9,980.
- Visit Count – 13,934, 59.1% to goal of 23,577.
- 2024 Medicaid Visits – 2,660, 93.96% to goal of 2,831.

Further to an inquiry from Member Black regarding people who cannot qualify for Medicaid, Mr. Smith commented that Member Black was correct that they are uninsurable. Mr. Smith advised that there are processes for all patients that have no insurance, work with an eligibility worker or other community partner to see if they qualify for benefits.

Mr. Smith further reviewed the following.

- Medicaid Patients Empaneled – shows current number of patients assigned to the health center from the health plans.
- Administrative Updates
  - National Health Center Week (August 6-9, 2024) celebrated with staff and patients.
    - Employee Engagement Committee planned and coordinated activities for employees on August 6, 2024.
  - Federal Tort Claims Act (FTCA) redeeming application was approved for coverage in CY25.
  - The buildout of the new Behavioral Health Clinic at Decatur is underway. The projected completion date is mid-September.
    - Looking to host an Open House potentially in November.
  - The Dental Clinic architectural drawing was sent to the City for approval.

Further to an inquiry from Member Coca, Mr. Smith shared that some grant funding from SB118 will be used to help support the creation of the new dental clinic, then going forward charges for services through operations will be used to sustain the program.

Mr. Smith continued to review the following administrative updates:

- The Medical Director recruitment is active. Two candidates interviewed on August 15<sup>th</sup>.
- A new APRN begins on August 20<sup>th</sup>.
- Employee annual evaluations will be conducted September 1<sup>st</sup> – October 31<sup>st</sup>.

Mr. Smith further provided an update to Member Feliz-Barrows regarding the Fremont pharmacy being used for community members. Mr. Smith shared that for a community member to fill their prescriptions with our health center, they must be an established patient of Southern Nevada Community Health Center (SNCHC) or Southern Nevada Health District (SNHD).

Member Feliz-Barrows commented that the community is asking for referrals for dental, medical and pharmacy services on Facebook sites. Mr. Smith shared that is one of the reasons why oral health services were identified as an unmet need in our community.

Chair Melendrez commented that last year there was a discussion about the need to market our services in the community, and would we have the staff to service the increase. Mr. Smith advised that from a marketing perspective, we want people to know about the type of resources we have available to them, the other part of marketing is specific to the health plans, so that as we grow in a sustainable way, addressing the payer mix imbalance. Mr. Smith further advised that for capacity, it is multi-factorial, with the existing group of providers and care team we are looking to become more efficient with our time. Mr. Smith believes that we should continue to market and adjust staff accordingly.

Mr. Smith provided a brief overview of the Chief Executive Officer (CEO) annual review process.

Further to an inquiry from Member Feliz-Barrows, Mr. Smith shared that we could provide feedback from his direct report. To get feedback from staff we would need to define the process. There was further discussion regarding the process to gather performance feedback for the CEO. Member Black commented that the current evaluation process and tool seems ready to go and perhaps start with the direct reports and board members this year and think about

expanding it next year to staff. Chair Melendrez commented that was a good recommendation. The other board members agreed.

Mr. Smith shared that Ms. Bellamy will provide the board with the direct report summary, the survey tool and the CEO accomplishments after the September meeting for their review.

Mr. Smith advised the board of the results of the survey for the board retreat. Mr. Smith met with and shared the results with Chair Melendrez, and the intent is to have everyone participate. There was discussion regarding alternate days and times to meet. Member Black offered to host the retreat at North Las Vegas City Hall in the evening with dinner on one of the two days identified by staff. Ms. Bellamy will resend the survey to the board members to establish availability.

**IX. INFORMATIONAL ITEMS**

- Community Health Center (FQHC) July 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 3:50 p.m.

Randy Smith  
Chief Executive Officer - FQHC

/tab