

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

August 19, 2025, 2025 – 2:30 p.m.

Meeting was conducted In-person and via Microsoft Teams

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107

Red Rock Trail Rooms A and B

MEMBERS PRESENT:

Donna Feliz-Barrows, Chair
Jasmine Coca, First Vice Chair
Sara Hunt, Second Vice Chair
Scott Black
Erin Breen
Ashley Brown
Luz Castro
Marie Dukes
Jose L. Melendrez
David Neldberg

ABSENT:

Blanca Macias-Villa

ALSO PRESENT

LEGAL COUNSEL:

Edward Wynder, Associate General Counsel

CHIEF EXECUTIVE OFFICER:

STAFF:

Tawana Bellamy, Jason Agudo, Emily Anelli, Jocelyn Arquette, Todd Bleak, Donna Buss, Perrell Brown, Owen Harold, Rich Hosey, Sarah Humphreys, Cassondra Major, Bernadette Meily, Andria Cordovez Mulet, Marites Navarro, Emma Rodriguez, Justin Tully, Henry Blackburn, Luann Province, Cassius Lockett, Valerie Herzog, Ryan Kelsch, Kim Saner, Felicia Sgovio, Ronny Soy, Lourdes Yapjoco, Donnie (DJ) Whitaker, Merylyn Yegon

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:32 p.m. Tawana Bellamy, Senior Administrative Specialist, administered the roll call and confirmed quorum.

II. PLEDGE OF ALLEGIANCE

III. RECOGNITION

1. Southern Nevada Health District – August Employees of the Month

- Marites Navarro

The Governing Board recognized Marites Navarro, a Community Health Nurse II, as one of two Southern Nevada Health District's August Employees of the Month. Ms. Bellamy read an excerpt of her nomination into the record. On behalf of the SNCHC Governing Board, the Chair congratulated Ms. Navarro.

- 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 period.

- V. ADOPTION OF THE AUGUST 19, 2025 MEETING AGENDA** *(for possible action)*

The Chair called for any changes to the agenda, and there were none.

A motion was made by Member Hunt, seconded by Member Black, and carried unanimously to approve the August 19, 2025, meeting agenda, as amended.

- 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 15, 2025 *(for possible action)*
- 2. Approve Updates to CHCA-022 Late Arrivals, No-Shows, and Same Day Cancellations Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- 3. Approve the Re-Credentialing and Renewal of Privileges for Provider;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
 - Zhulieta Todd, Physician's Assistant II

The Chair called for any changes to the consent agenda. There were none.

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

- VII. REPORT / DISCUSSION / ACTION**

Recommendations from the August 18, 2025 Finance and Audit Committee Meeting

- 1. Receive, Discuss and Accept the June 2025 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 June 2025 Year to Date Financial Report, unaudited as of June 30, 2025.

Revenue

- General Fund revenue (Charges for Services & Other) is \$37.42M compared to a budget of \$35.50M, a favorable variance of \$1.92M.
- Special Revenue Funds (Grants) is \$6.05M compared to a budget of \$7.39M, an unfavorable variance of \$1.34M.
- Total Revenue is \$43.47M compared to a budget of \$42.89M, a favorable variance of \$580K.

Expenses

- Salary, Tax, and Benefits is \$13.75M compared to a budget of \$13.87M, a favorable variance of \$116K.
- Other Operating Expense is \$27.08M compared to a budget of \$29.18M, a favorable variance of \$2.11M.
- Indirect Cost/Cost Allocation is \$7.96M compared to a budget of \$8.43M, a favorable variance of \$466K.
- Total Expense is \$48.79M compared to a budget of \$51.48M, a favorable variance of \$2.69M.

Net Position: is (\$5.32M) compared to a budget of (\$8.59M), a favorable variance of \$3.27M.

Ms. Whitaker reviewed the following:

- Percentage of Revenues and Expenses by Department
- Revenues by Department
- Expenses by Department
- Patient Encounters by Department and by Clinic
- Month-to-Month Comparisons for Year-to-Date revenues and expenses by department and by type.

The Chair called for questions and there were none.

A motion was made by Member Black, seconded by Member Melendrez, and carried unanimously to accept the June 2025 Year to Date Financial Report, as presented.

SNCHC Governing Board

2. Receive, Discuss and Approve CHCA-010 Materials Review and Approval Process Policy;
direct staff accordingly or take other action as deemed necessary (*for possible action*)

Bernadette Meily, Community Health Nurse Manager presented the CHCA 010 Material Review Approval Process Policy for Title X Family Planning Program. Ms. Meily advised that the purpose of the policy is to establish a review and approval process for print and electronic informational and educational materials developed or made available under the Title X project. Materials must be reviewed prior to distribution to ensure they are suitable for the intended population and consistent with Title X requirements.

Member Hunt noted that the IE General Staff Review form looks like it is from the Reproductive Health National Training Center and asked if this is a recommended best practice form. Ms. Meily advised yes, it is.

The Chair called for any additional questions and there were none.

A motion was made by Member Breen, seconded by Member Castro, and carried unanimously to approve CHCA-010 Materials Review and Approval Process Policy, as presented.

3. Receive, Discuss and Approve Updates to the Southern Nevada Community Health Center's Governing Board Bylaws; direct staff accordingly or take other action as deemed necessary (*for possible action*) (Redlined / Proposed Final)

Agenda Items 3, 4, and 5 were heard and voted on by one vote.

David Kahananui, FQHC Administrative Manager, presented recommended updates to the Governing Board Bylaws based on technical assistance received from the recent HRSA site visit. The site reviewers were very complimentary to the what was already established and further refining was needed for clarity and long-term usability.

Key changes included:

- Updated language regarding board member attendance, the process for closed sessions and Conflict of Interest and Ethics.
- A section regarding board committee charters was removed to enhance flexibility and reduce the need for frequent amendments.

Edward Wynder, Associated General Counsel, recommended to the Chair that items 3, 4, and 5 be presented together, noting the consistency in language across the bylaws, governance policies, and committee charters. Mr. Wynder emphasized the importance of presenting the items first, addressing any questions from the Board, and then proceeding with a collective vote on all three. The Chair agreed.

4. Receive, Discuss and Approve Updates to Board Governance Policies (BGPs); direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Kahananui presented a summary of the updates recommended to the Board Governance Policies (BGPs).

1. BGP-001: Meeting Agenda
2. BGP-002: Public Comment
3. BGP-003: Voting and Attendance
4. BGP-004: Board Committees
5. BGP-005: Board Responsibilities

The Chair called for questions and there were none.

5. Receive, Discuss and Approve Updates to Committee Charters; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Kahananui presented a summary of the updates recommended to committee charters, including the establishment of a new charter for the Chief Executive Officer Annual Review Committee. Mr. Kahananui advised updates are based on HRSA technical assistance received during the last site visit. Mr. Kahananui further advised updates were also made to address consistency within the charters.

1. Chief Executive Officer Annual Review Committee
2. Executive Committee
3. Finance and Audit Committee
4. Nominations Committee
5. Quality, Credentialing, and Risk Management Committee
6. Strategic Planning Committee

The Chair called for questions and there were none.

A motion was made by Member Melendrez, seconded by Member Hunt, and carried unanimously to approve, as presented:

- *Item 3: Updates to Southern Nevada Community Health Center's Governing Board Bylaws*
- *Item 4: Updates to Board Governance Policies (BGPs)*
- *Item 5: Updates to Committee Charters*

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)*

Member Coca joined the meeting at 3:08 p.m.

Member Black announced that his term on the board will end in September 2025 and he will not be returning. Member Black expressed appreciation for the opportunity he had to be on this board since the beginning of the FQHC and its creation and that it has truly been a great experience. Member Black mentioned that he learned a lot about health, the services needed in our community, and the important work the Community Health Center does to provide those services. Member Black shared that he will be out of town for the September meeting and that this meeting will be his last one.

Chair Feliz-Barrows acknowledged Member Black's contributions and thanked him for his service, noting the importance of fresh perspectives on the board.

The Chair gave a special thank you to Tawana Bellamy, stating that if it were not for her, the team would not be the well-oiled machine it is today. Even with the technical difficulties experienced during the meeting, Ms. Bellamy did an incredible job. The Chair expressed sincere appreciation for her continued excellence and dedication.

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

- CEO Comments

Administrative Updates

Mr. Kahananui provided updates regarding board member terms noting there are five members with expiring terms, three intend to seek reappointment, while two—Member Black (term ending

September) and Member Castro (term ending in October), will not. Recruitment efforts for two new members are underway, with one candidate identified and an introductory meeting scheduled for late August. The Nominations Committee will convene prior to the September 16 board meeting to review new board member applicants and present recommendations for board approval.

Funding Updates

Mr. Kahananui advised that the remaining balance of the HRSA health program funding has been received, covering the current budget period through January 31, 2026. Mr. Kahananui further shared the non-competing continuation application for the next funding cycle (Feb 1, 2026 – Jan 31, 2027) is in progress and due October 17 and the Title X grant funding (~\$630,000) is pending. Federal updates remain inconclusive, and program adjustments may be necessary once funding details are confirmed.

Policy & Compliance

Mr. Kahananui further advised the public comments for the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) were submitted to Health and Human Services. The team is analyzing options for continued patient care and awaiting further guidance on verification requirements and allowable funding.

Employee Recognition Survey Results

Mr. Kahananui provided an overview of a survey that was distributed to board members regarding participation in employee appreciation efforts. Of the eleven board members, six members confirmed availability to attend and two responded maybe. Mr. Kahananui further shared board members are willing to contribute financially or in other ways. The suggested included lunch, donuts, or a holiday dinner/party. Mr. Kahananui noted the leadership recommends contributions be directed toward the holiday party scheduled for Tuesday, December 16 in the afternoon and board member participation is welcomed.

Chief Executive Officer (CEO) Annual Evaluation Process

Mr. Kahananui advised of the HRSA requirements to conduct the CEO's annual review. The evaluation tool and FY25 accomplishments will be reviewed at the September 16 meeting. Following the meeting, Ms. Bellamy will distribute the evaluation materials to board members, and the results will be compiled and shared with the Executive Director Annual Review Committee, which will meet before the October 21 board meeting. Mr. Kahananui further shared that at the October meeting, the board will review and vote to approve the CEO evaluation and FY26 goals.

- **Family Planning Quality Improvement: Increasing Access to Care & Daily Production**

Felicia Sgovio, Quality Management Coordinator, presented an overview of the Family Planning Quality Improvement Project, which is focused on increasing access to care and daily production.

Member Breen inquired about contingency plans in the event that Title X funding is reduced or eliminated, expressing concern about the continuity of family planning services. Mr. Kahananui addressed concerns regarding the potential impact of Title X funding changes on service delivery, particularly for uninsured patients. Mr. Kahananui explained that while the organization also receives state funding and intends to continue providing services, adjustments may be

necessary in terms of service scope and eligibility. Mr. Kahananui noted that approximately 73% of family planning patients are currently uninsured, and many may not qualify for Health Center services under new regulations. Mr. Kahananui advised that internal efforts have been underway since February to develop contingency plans that comply with federal requirements while minimizing disruptions to patient care. The team is awaiting federal guidance, particularly regarding the use of program income from federally funded sources and will continue operating under the assumption that Title X funding will remain in place until further notice. Member Breen thanked Mr. Kahananui for the information and commented that if there is anything board members can do, such as speaking with legislators or supporting in any other way, to let them know.

Member Hunt inquired if the health center is having conversations with the state that are projecting out what could happen and how they could support. Mr. Kahananui commented yes, we are having conversations with the state. Mr. Kahananui shared he had a conversation specifically with the health center's state family planning funder and they are aware of our current circumstances and are waiting to see if there might be additional funds they could send our way. Mr. Kahananui further advised that it is still unknown at this time.

The Chair called for questions and there were none.

X. INFORMATIONAL ITEMS

- Community Health Center (FQHC) July 2025 Monthly Report

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 Chair closed the Second Public Comment period.

XII. ADJOURNMENT

The Chair adjourned the meeting at 3:26 p.m.

Randy Smith
Chief Executive Officer - FQHC

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