

## MINUTES

### **SOUTHERN NEVADA COMMUNITY HEALTH CENTER EXECUTIVE DIRECTOR ANNUAL REVIEW COMMITTEE MEETING**

**October 9, 2024 - 2:00 P.M.**

**Meeting will be conducted via Microsoft Teams**

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

**ABSENT:** None

**ALSO PRESENT:** None

**LEGAL COUNSEL:** Edward Wynder, Associate General Counsel

**CHIEF EXECUTIVE OFFICER:** Randy Smith

**STAFF:** Emily Anelli, Todd Bleak, Tawana Bellamy, Andria Cordovez Mulet, David Kahananui, Fermin Leguen, Cassius Lockett, Kim Saner

#### **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 2:05 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, 2024 AGENDA *(for possible action)***

*A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to approve the October 9, 2024 Agenda, as presented.*

**V. CONSENT AGENDA:** Items for action to be considered by the Southern Nevada Community Health Center Quality, Credentialing & Risk Management Committee 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/Executive Director Annual Review Meeting Committee Meeting – October 9, 2023; (for possible action)**

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

**VI. REPORT / DISCUSSION / ACTION**

- 1. Nomination of Chair for the Executive Director Annual Review Committee;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Member Melendrez nominated himself as chair for the Executive Director Annual Review Committee.

*A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to accept Member Melendrez as the Chair for the Executive Director Annual Review Committee.*

- 2. Review the Chief Executive Officer's (CEO) Report of Accomplishments and Identification of Goals for FY25 and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 15, 2024;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Randy Smith, Chief Executive Officer, presented the FY24 CEO Report of Accomplishments and identified goals for FY25.

The Chair called for questions and there were none.

*A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to accept the Summary of the Chief Executive Officer (CEO) Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 15, 2024.*

- 3. Receive, Discuss and Approve the Summary of the Chief Executive Officer (CEO) Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 15, 2024;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented the CEO Evaluation Results for FY24 and advised of the HRSA requirement to conduct an evaluation. Mr. Kahananui noted that the survey scores were compiled from seven of the eleven Governing Board members, with comments provided by a mixture of Governing Board members and Southern Nevada Health District staff.

Questions	Weighted	Average Score
Q1: The CEO consistently demonstrates equitable and fair treatment of SNCHC employees, contractors, and volunteers.	15%	4.85
Q2: The CEO consistently provides thorough administrative leadership and oversight of SNCHC's compliance with HRSA program requirements.	40%	4.71
Q3: The CEO ensures that the SNCHC has a viable long-range strategy to achieve its mission and utilizes data to measure progress towards achieving programmatic, clinical, and financial goals	15%	5
Q4: The CEO appropriately utilizes financial and utilization data to ensure SNCHC is maximizing budgetary and human resources to achieve health center goals.	15%	4.85
Q5. The CEO properly represents SNCHC in the community and fosters the establishment of new community partners and develops existing partnerships.	15%	4.57
"General Strengths" Narratives - 2024	<ul style="list-style-type: none"> <li>• Mr. Smith is an asset to the SNCHC. He has exhibited strong leadership skills as well as a clear vision of how to make the clinic even better.</li> <li>• Mr. Smith's dedication and passion of the SNCHC is demonstrated when presenting to the board. He is extremely knowledgeable, always prepared, and demonstrates team ownership of the success and challenges of growing a successful FQHC.</li> </ul>	
"Areas for Growth" Narratives - 2024	<ul style="list-style-type: none"> <li>• Mr. Smith could be stronger in properly representing SNCHC in the community and fostering the establishment of new community partners and developing existing partnerships.</li> </ul>	
2024 Chief Executive Officer Annual Review Overall Weighted Score:	4.78 on a scale of 1 being poor to 5 being outstanding.	

Mr. Smith expressed his gratitude, stating it is a pleasure and a blessing to be a part of the team of positive professionals and thanked everyone for the evaluation results.

Chair Melendrez shared that has been phenomenal to work with Mr. Smith and the team. Chair Melendrez further shared that Mr. Smith's leadership and the staff makes his role as a board member easier and thanked him for his leadership.

*A motion was made by Member Feliz-Barrows, seconded by Member Castro, and carried unanimously to accept the Summary of the Chief Executive Officer (CEO) Evaluation Results and Approve Recommendations to the Southern Nevada Community Health Center Governing Board on October 15, 2024.*

Vice Chair Feliz-Barrows thanked the staff for doing a great job on the evaluation, noting that the improvements to the process and survey made it easier for the board members this year.

The Chair called for further comments and there were none.

- VII. 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 Chair adjourned the meeting at 2:41 p.m.

Randy Smith  
Chief Executive Officer - FQHC

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