



**Health Center (HC) Board Minutes
October 27, 2021**

The Health Center Board met via Go To Meeting.

Present: Consumer Members: Lee Herrington, Filipino Chapelle, Cynthia Guerrero, Richard Osbourne, Wm Darrel Gardner, Celia Lee

Community Members: Skip Szymanski (Chair), Emily Casarez (Co-Chair), Sylvia Barnard, Jason Prystowsky, Arianna Castellanos

Non-Voting Member: Dana Gamble, Health Center Executive Director

Staff: Elvira Briones-Arellano, Michael Camacho-Craft, Jeanette Gumber, Ralph Barbosa, Kendall Johnston, Melissa Gomez, Suzanne Jacobson, Van Do-Reynoso

Guests/Speaker: Janine Neal, Compliance Officer

Agenda Items

I. Call to Order

Meeting was called to order by Chair Szymanski at 12:01pm.

II. Roll Call, Sign In and Quorum Established.

Ms. Johnston performed the roll call of the virtual attendees at the request of Chair Szymanski and verified that a quorum was established.

III. Review and Approve Minutes from the September 22, 2021 Meeting

The September 22 Board meeting minutes were reviewed by the Board and there were no public comments. Mr. Chapelle motioned that the minutes be approved by the Board; Ms. Gardner seconded.

Motion carried with one abstention (Mr. Herrington)

IV. Report on Circumstances of the COVID-19 State of Emergency

Mr. Gamble informed the Board that CA state legislature recently passed Assembly Bill 361 which allows public agencies with committees governed by the Brown Act to continue to meet remotely if certain factors are met. On September 28, 2021 the County Health Officer issued a formal recommendation to follow physical distancing protocols. Discussion included that the risk of exposure to COVID-19 during the winter months is higher and the Board can effectively continue to meet in a virtual setting. There were no public comments.

Ms. Guerrero motioned that the Board meet virtually at the November 17 Board Meeting; Mr. Herrington seconded.

Motion Carried Unanimously.

[Ms. Castellanos joined the meeting at 12:07; Dr. Prystowsky joined the meeting at 12:10]

V. Public Comment: None

VI. Old Business: None

VII. New Business:

1. Semi-Annual Compliance Report-Ms. Neal

Ms. Neal introduced herself to the Board and began her presentation of the Compliance Work Plan for FY 20-21. Accessing and strengthening the compliance program and assessing and responding to compliance risk areas were the two areas of focus from the past year. Elements of the compliance plan were discussed, including training and education, where the County intends to purchase a new Learning Management System. Incidents are tracked through the ComplySmart system that was implemented in February 2021 and Ms. Neal provided a preview of the dashboard. Types of incidents include: visit summaries being given to the wrong patient, records sent to incorrect fax numbers or records being sent on unencrypted emails, with an average of 2-3 incidents per month. This item is a bi-annual recurring Board presentation and a vote is not required. There were no public comments.

2. By-Laws Update-Mr. Gamble

Mr. Gamble presented this item after Ms. Neal's compliance report. Mr. Gamble referred the Board to the revised By-Laws that were sent out prior to the Board meeting which have included the condition that Health Center Board Members may not be related to employees of the health centers through blood or adoption, something that other FQHCs reportedly have had concerns with. There were no volunteers to compose a By-Laws committee to review this further.

There were no public comments. Ms. Guerrero motioned that the Health Center Board By-Laws be approved; Mr. Gardner seconded.

Motion Carried Unanimously.

3. HRSA Services in the Approved Scope of Project-Mr. Gamble

Mr. Gamble reviewed the list of service site details provided to the Board to ensure that the appropriate population is being served.

There were no public comments. Mr. Gardner motioned that the Board approve the Services listed in the HRSA Approved Scope of Services; Mr. Herrington seconded.

Motion Carried Unanimously.

4. HRSA Service Area in the approved Scope of Project-Mr. Gamble

Mr. Gamble reviewed the list of zip codes that health center patients must reside in to qualify for services under the FQHC designation and zip codes are justified by annual UDS data. The personnel report still listed Dr. Metz and Mr. Gamble explained that it was a previous report from February 2021.

There were no public comments. Ms. Guerrero motioned that the Board approve the zip codes listed in the approved HRSA Scope of work; Ms. Lee seconded.

Motion Carried Unanimously.

5. Board Member Evaluations-Mr. Gamble

Mr. Gamble reminded the Board members to complete their annual Board evaluations and send them to Ms. Johnston before the November 17 meeting. The consumer members who received their October meeting materials also received a self-addressed stamped envelope to return their evaluations in, or Board members may complete the fillable version of the form.

6. Annual Financial and Single Audit Reports-Ms. Jacobson

Ms. Jacobson began her presentation by providing a brief overview of the HRSA audit requirements. Per HRSA, an independent financial audit is required to be performed each year, which for the County is called the "Comprehensive Annual Financial Report (CAFR)". In addition, a corrective action plan is required to be completed and taken to the HC Board if any weaknesses are identified. The CAFR is compiled using the entire Public Health Department financial information because HRSA does not require a separate audit of only the Health Center programs. However, the Health Center programs were chosen to be audited as part of the Single Audit for the first time ever. Additionally, the County used a new auditor, Eide Bailly, CPAs to perform this audit. The County of Santa Barbara has a "clean" opinion, meaning no reportable issues were found and no need for a corrective action plan.

There were no public comments. Ms. Guerrero motioned that the Board approve the FY 19-20 Independent Financial Audit and Single Audit reports from Eide Bailly CPAs and accept that there are no findings specific to the Health Center programs that necessitate a corrective action plan; Mr. Herrington seconded.

Motion Carried Unanimously.

VIII. Standing Reports:

1. September 2021 Monthly Financial Report-Ms. Jacobson

The Community Health Center financial results for September 2021 reflect a positive month-to-date financial impact of \$191,533. Revenues came in under budget at 86.2%. Staffing vacancies and hiring delays were identified as the cause for expenditures ending the quarter below budget at 85%. Pharmaceuticals continue to remain over budget due to the delay of the Medi-Cal pharmacy transition from the State, which has allowed the Health Care Centers to still receive higher reimbursement from CenCal Health. Ms. Jacobson concluded her financial reports by sharing a picture of the health care center staff preparing vaccines.

There were no public comments. Mr. Chapelle motioned that the Board approve the September monthly financial and quarter-end reports; Mr. Gardner seconded.

Motion Carried Unanimously.

2. Policy Review Committee –Mr. Herrington

Mr. Herrington informed the Board that the policy review committee had reviewed the policies presented in October 2021 and found that Policy #15-C-603 needed a minor correction to the effective date. Discussion also included policy #14-C-591 also having a BRC number, and it was explained that this particular policy crossed PHD divisions with the clinical operations and the Benefits and Referrals program. There were no public comments.

Mr. Herrington motioned that the Board vote to approve the policies presented with the aforementioned correction; Ms. Casarez seconded.

Motion Carried Unanimously

3. Provider Appointments-Mr. Gamble

Mr. Gamble informed the Board that Mr. Herrington had met with the supervising physicians of the providers listed for reappointment. Dr. Vorvolakos is continuing on as a pediatrician at LHCC and Dr. Hougo is returning to SMHCC after a brief separation to spend more time with her family. There were no public comments.

Mr. Herrington motioned that the Board vote to approve the providers as presented; Mr. Chapelle seconded.

Motion Carried Unanimously

[Ms. Barnard left the meeting at 12:57]

4. Quality Measures Report-Ms. Gomez

Due to time constraints, Ms. Gomez provided a brief overview of the quality measures from September 2021:

Diabetes A1c: Slight increase from previous month.

Hypertension: Minor increase from August, expecting to improve as in-person visits increase.

Depression w/Intervention: Continues to trend upward.

Pediatric Depression w/intervention: slight decrease in this subset, most likely due to overdue screening visits.

Breast Cancer Screening: steadily improving as patients are referred to outside radiology agencies and follow up with records.

Patient Satisfaction (Wait Time to see provider). Slight dip in satisfaction, but still the highest it has been for PHD. There were no public comments or discussion from Board members.

[Dr. Prystowsky left the meeting at 1:02pm]

5. Executive Director's Report-Mr. Gamble

Mr. Gamble began his monthly report by announcing that HRSA approved the application for Capital-ARP funds to renovate the Santa Maria Health Care Center Pediatric clinic space and the Santa Barbara Health Care Center front office. Highlights from each of the health centers were provided by front line staff and had a recurring theme regarding patients having a trusting relationship with Health Care Center staff. Robert Martin, a physician assistant in SM was approved to participate in the Medication Assisted Treatment program to care for patients struggling with addiction. The Santa Maria Health Care Center also welcomed a new pharmacist and received a certificate of appreciation from the Centers for Disease Control for their participation in the 20-21 CA Sentinel Provider Influenza Surveillance Program. Patient volume in September saw a 4% increase in total number of patient visits from the last month, despite there being one less clinic day. No show rates have dropped slightly and MyChart enrollments have only slightly increased to 13% with the goal of reaching 35%. There were no public comments

6. COVID 19 Update-Mr. Gamble

Mr. Gamble briefly shared with the Board that the COVID-19 case rate continues to decline, but masks or face coverings are still required indoors. Anyone who is eligible to receive the vaccine or boosters is highly encouraged to do so.

[Chair Szymanski left the meeting at 1.25pm]

VIII. Member Announcements:

- Van Do-Reynoso announced at the beginning of the Meeting that Mr. Dana Gamble has formally been selected as the Deputy Director for the Primary Care and Family Division of Public Health. Ms. Do-Reynoso will return for the November 17 meeting to call for a formal vote from the HC Board.

IX. Adjournment

Meeting was adjourned by Ms. Casarez at 1:27pm.