



## MINUTES

**Southern Nevada Community Health Center Governing Board Meeting  
October 28, 2021 – 2:00 p.m.  
Meeting was conducted  
Via Webex Event**

**BOARD:  
(Present)** Brian Knudsen – Chair, Council Member, City of Las Vegas, (Webex)  
Timothy Burch – Second Vice Chair, Clark County Administrator of Human Services  
(Webex)  
Gary Costa – Golden Rainbow Director, (Webex)  
Lucille Scott – Consumer, (Webex, Call – in User 2)  
Jose L. Melendrez – First Vice Chair, Executive Director of Community Partnerships, UNLV  
School of Public Health (Webex)  
Erin Breen – UNLV College of Engineering Transportation Research Center (Webex)

**(Absent):** Scott Black – Chair, Mayor Pro Tempore, City of North Las Vegas  
Scott Garrett – Manager, POP Vegas Cultural Museum  
Aquilla Todd – Consumer  
Father Rafael – All Saints episcopal Church  
Duprice Scruggs – Consumer

**ALSO PRESENT:  
(In Audience)**

**LEGAL COUNSEL:** Heather Anderson - Fintak, Esq

**EXECUTIVE  
SECRETARY:** Dr. Fermin Leguen, MD, MPH, District Health Officer/FQHC Executive Director

**STAFF:** Andrea Green, Christi Kindel, Cassius Lockett, Karen White, David Kahananui, Theresa Ladd, Ibeth Bojorquez, Michael Johnson, Andria Cordovez – Mulet, Leo Vega

**I. CALL TO ORDER & ROLL CALL**

Chair Knudsen called the Southern Nevada Community Health Center Governing Board Meeting to order at 2:04 p.m. Andrea Green conducted a roll call and confirmed that a quorum was present.

**II. PLEDGE OF ALLEGIANCE.**

**III. 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. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chairman or the Board by majority vote.

Hearing none, Chair Knudsen closed this portion of the meeting.

**IV. ADOPTION OF THE OCTOBER 28, 2021 AGENDA (for possible action)**

*A motion was made by Vice Chair Melendrez, seconded by Member Breen and carried unanimously to approve the October 28, 2021 Agenda as presented.*

**V. 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 for the Community Health Center Governing Board Meeting of September 23, 2021 (possible action)
2. Petition #02-22: Approval of Interlocal Agreement with Clark County with the Rapid stART Project under the Ending the HIV Epidemic Initiative; (for possible action)

*A motion was made by Member Breen, seconded by Vice Chair Melendrez and carried unanimously to approve the consent agenda as presented.*

**VI. REPORT / DISCUSSION / ACTION:**

1. **Receive, Discuss and Approve 2022 Southern Nevada Community Health Center Meeting Schedule;** direct staff accordingly or take other action as deemed necessary **(for possible action)**

Andrea Green, Executive Administrative Secretary, presented the 2022 Southern Nevada Community Health Center Governing Board Meeting Schedule to the Board.

*A motion was made by Chair Knudsen, seconded by Vice Chair Burch and carried unanimously to approve the 2022 Southern Nevada Community Health Center Governing Board Meeting Schedule.*

2. **Receive and Discuss September Financial Report;** direct staff accordingly or take other action as deemed necessary **(for possible action)**

Karen White, Chief Financial Officer, presented the September Financial Report to the Board. **(Attachment 1)**

Ms. White updated the board on the billing process. By the end of January 2022, the contract with the outsourcing billing company is set to start.

Chair Knudsen inquired if the contract for the outsourcing billing applies for the Southern Nevada Health District or just for the Southern Nevada Community Health Center and if the funding comes from the District in its entirety or a combination of the Community Health Center and the District. Ms. White responded that it applies to part of the District such as Clinical Services, but it does not apply to the Immunization clinic currently, and that is still a work in progress. And the funding is a combination of the District and Community Health Center.

Ms. White updated the board on the September financial statement and reports that the patient generated revenue is up by 31% of that total patient generated revenue, 90% of it is pharmacy. The grant revenue is over budgeted by 25% as last month we were under budgeted by 12%.

*A motion was made by Chair Knudsen, seconded by Member Breen and carried unanimously to approve the September Financial Report.*

3. **Receive and Discuss Quality & Risk Management Report;** direct staff accordingly or take other action as deemed necessary **(for possible action)**

David Kahananui, Senior FQHC Manager, presented the Quality & Risk Management Report to the Board. ([Attachment 2](#))

David Kahananui, Senior FQHC Manager presented the quarterly quality report to the board and reported that during July the Health Center has completed 17,017 COVID – 19 tests. Since the pandemic began in April 2020, the Health Center has completed 61,261 COVID – 19 tests. On May 3, 2021 the Health Center began to administer COVID – 19 Vaccines. From May 3, 2021 – September 30, 2021 the Health Center has administered 21,163 doses of COVID – 19 Vaccine. Regarding patient satisfaction, the Health Center received 333 patient satisfaction surveys in the last quarter. The Health Center saw 223 patients via Telehealth. Telehealth will continue to be offered even following COVID – 19 pandemic.

*A motion was made by Chair Knudsen, seconded by Vice Chair Burch and carried unanimously to approve the Quality & Risk Management Report. Items VI.3. and VI. 4. were combined into the same motion.*

4. **Receive, Discuss and Approve Recommendations from the October 27, 2021 Quality, Credentialing & Risk Management Committee**; Committee Members: Scott Garrett, Jose Melendrez, Tim Burch, Aquilla Todd; direct staff accordingly or take other action as deemed necessary (**for possible action**)

*A motion was made by Chair Knudsen, seconded by Vice Chair Burch and carried unanimously to approve the recommendations from the October 27, 2021 Quality, Credentialing & Risk Management Committee. Chair Knudsen asked that Andrea Green send the committee meeting schedule to the Board. Items VI.3. and VI. 4. were combined into the same motion.*

5. **Receive, Discuss and Approve Recommendations from the October 26, 2021 Executive Director Annual Review Committee**; Committee Members: Brian Knudsen, Erin Breen, Rafael Pereira, Scott Garrett, Gary Costa, Lucille Scott, Duprice Scruggs; direct staff accordingly or take other action as deemed necessary (**for possible action**)

Chair Knudsen reported the recommendations from the Executive Director Annual Review Committee. The committee commended Dr. Leguen on a job well done during the COVID – 19 Pandemic. Dr. Leguen thanked the board for their support during the past year. Heather Anderson – Fintak, General Counsel, also noted that Dr. Leguen's score for this year was a 3.75 out of 4.0 and has increased in the eyes of the board evaluation.

*A motion was made by Member Breen, seconded by Vice Chair Melendrez and carried unanimously to approve the recommendations from the October 26, 2021 Executive Director Annual Review Committee.*

6. **Receive, Discuss and Accept September Operational Report**; direct staff accordingly or take other action as deemed necessary (**for possible action**)

David Kahananui, Senior FQHC Manager, presented the September Operational Report to the Board. Mr. Kahananui reported that in September the Health Center had 2,494 visits. The no-show rate was a 25.7% and that aligns with the national average. ([Attachment 3](#))

Chair Knudsen inquired if board members can schedule with David events throughout the community such as immunizations in particular, to help bring awareness to the Community Health Center. David responded the Health Center is on board with providing events with the board members, he instructed them to inform Dr. Leguen first and he will then assign the appropriate staff member to assist the board members.

*A motion was made by Member Costa, seconded by Vice Chair Melendrez, and carried unanimously to approve the September Operational Report.*

- VII. BOARD REPORTS:** The Southern Nevada Community Health Center Governing Board members may identify and comment on Health Center related issues. Comments made by individual Board members during this portion of the agenda will not be acted upon by the Southern Nevada Community Health Center Governing Board unless that subject is on the agenda and scheduled for action. **(Information Only)**

Vice Melendrez commended Dr. Leguen, David Kahananui, and staff on a job well done and to continue to move forward. There were no Board reports.

**VIII. EXECUTIVE DIRECTOR & STAFF REPORTS (Informational Only)**

- Dr. Fermin Leguen, District Health Officer/ Executive Director, emphasized to the Board that the East Las Vegas location is relocating. November 10, 2021 will be the last day of operation at that location. On November 18, 2021 the new location, 2950 East Bonanza will be the new location and the day services will restart. This will be a temporary location until Spring 2022 when we will have a permanent location at 2830 Fremont St. Las Vegas, Nevada, 89104 for the clinic. Once we locate at the permanent location, we will offer expanded services such as: dental, children, adult primary care, immunization, and family planning. Dr. Leguen also informed the board the Health Center has been engaged with a lot of outreach. On November 4, 2021 a meeting is scheduled to address concerns and needs in the community regarding testing for the African American Community.

- IX. 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 Chairman or the Board by majority vote.

Hearing none, Chair Knudsen closed this portion of the meeting.

**X. ADJOURNMENT**

Chair Knudsen adjourned the meeting at 2:42 p.m.

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

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