



MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

December 2, 2021 – 2:00 p.m.

Meeting was conducted via Webex Event

- MEMBERS PRESENT:** Brian Knudsen – Chair, Consumer Member
Jose L. Melendrez – First Vice-Chair, Consumer Member
Timothy Burch – Second Vice-Chair, Community Member, Clark County
Scott Black – Community Member, City of North Las Vegas
Gary Costa – Community Member, Golden Rainbow
Father Rafael Pereira – Community Member, All Saints Episcopal Church
Lucille Scott – Consumer Member
- ABSENT:** Erin Breen – Community Member, UNLV Vulnerable Road Users Project
Scott Garrett – Consumer Member
Duprice Scruggs – Consumer Member
Aquilla Todd – Consumer Member
- ALSO PRESENT:** Kathleen Peterson, Rosaline Weathers
(In Audience)
- LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Andria Cordovez Mulet, Jennifer Fennema, Tania Galvan, Michael Johnson, David Kahananui, Theresa Ladd, Cassius Lockett, Cortland Lohff, Kyle Parkson, Karen White

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center Governing Board Meeting to order at 2:06 p.m. Theresa Ladd, Administrative Secretary, administered the roll call and confirmed a lack of quorum.

II. PLEDGE OF ALLEGIANCE

Member Black joined the meeting at 2:12 p.m.

Ms. Ladd confirmed a quorum.

- 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 Chair closed the First Public Comment portion.

IV. ADOPTION OF THE DECEMBER 2, 2021 MEETING AGENDA (for possible action)

A motion was made by First Vice-Chair Melendrez, seconded by Father Rafael and carried unanimously to approve the December 2, 2021 Agenda, as presented.

V. CONSENT AGENDA: Items for action to be considered by the Southern Nevada District Board of Health 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/COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING: October 28, 2021 and November 18, 2021 **(for possible action)**

A motion was made by First Vice-Chair Melendrez, seconded by Chair Knudsen and carried unanimously to approve the December 2, 2021 Consent Agenda, as presented.

VI. REPORT / DISCUSSION / ACTION

- 1. Receive and Discuss October Financial Report:** direct staff accordingly or take other action as deemed necessary *(for possible action)*
- 2. Receive, Discuss and Approve Recommendations from the November 16, 2021 Finance & Audit Committee meeting:** direct staff accordingly or take other action as deemed necessary *(for possible action)*

The Chair requested that Items #1 and #2 be combined.

Karen White, Chief Financial Officer, presented the October Financial Report. ([Attachment #1](#))

Ms. White advised that the financial statement audit for the fiscal year ending June 30, 2021 was completed and the single audit was scheduled to be completed in early 2022. The financial statement audit was an unmodified opinion, which is the highest opinion that can be provided. Ms. White advised that this was the first time in several years there were no audit findings reported and commended the Finance Department for their work to finish the financial statement audit on time. Ms. White highlighted the following:

Ms. White highlighted the following Revenue and Expenses categories:

- Total Expenses Increased by \$33.1M (+36.56%)
 - Community Health Expenses Increased by \$18.7M (+79.33%)
 - Clinical Services Increase by \$9.8M (+27.79%)
 - Administration Expenses Increased by \$4.1M (+44.75%)
 - Environmental Health Expenses Increased by \$0.5M (+2.28%)
- Offset by Total Revenues which increased by \$40.9M (+45.75%)
 - PROGRAM REVENUES - Operating Grants and Contributions Increased by \$41.2M (+204.32%)
 - GENERAL REVENUES – Property Tax Allocation Increased by \$2.3M (+9.87%)
 - FQHC: expenses increased by 700K
 - FQHC: patient generated income \$2.5M, Grants \$.9M

Member Costa joined the meeting at 2:19 p.m.

Ms. White further highlighted the following from the financial statements:

- Patient generated revenue is greater than budget by 25%. Pharmacy accounts for 96% of Total Revenues

- As noted above, Patient generated revenue is above budget by 25% while Grant Revenue is under budget by 9%, resulting in Total Revenues being above budget by 17%; last month was over budget by 25%
- Salaries and benefits under budget by 38%, last month was under budget by 42% due to staff working on COVID-19 related activities
- Supplies are over budget by 32%, Pharmacy accounts for 97% of supply costs
- Overall reliance on SNDH general fund is 10% of total expenses

Chair Knudsen inquired as to the salaries and benefits being under budget. Ms. White advised that the reason was due to timing, several vacancies and staff being re-directed to COVID-19 initiatives that are not charged to the Community Health Center.

Father Rafael congratulated Ms. White and her staff on their hard-work and positive audit report. Father Rafael further commented that since Ms. White joined the Health District the finances have been thoroughly and well explained and confirmed his confidence in the present internal controls.

A motion was made by Member Black, seconded by Father Rafael, and carried unanimously to approve the October Financial Report, as presented, and accept the Audit Report.

3. **Receive, Discuss and Approve October Operational Report**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

David Kahananui, Senior FQHC Manager, presented the October Operational Report. ([Attachment #2](#))

Mr. Kahananui advised that the New Access Point (NAP) Grant was converted to the Service Area Competition (SAC) Grant through January 2024. He further advised that patient visits increased by 11.8% and the current no-show rate was 25.35%, which is aligned with national averages. Eligibility support continued to increase with 69 referrals received and 55 processed.

With respect to COVID-19, Mr. Kahananui advised that the Health Center was offering three vaccines, including the third and booster doses, where applicable. From April 2020, 65,646 tests have been performed and, from May 2020, 23,989 vaccine doses have been administered.

Mr. Kahananui advised that the Health Center was awarded the HRSA COVID-19 Data Reporter Award and HRSA COVID-19 Testing Award for 2021

Mr. Kahananui advised that the Health Center accepts 18 insurances, which is an increase from 5 in January 2021. The Health Center is currently in contract discussions with Cigna, Molina Healthcare, and Multiplan.

As an update to the Health Center's marketing efforts, Mr. Kahananui advised that a stand-alone website was launched, along with mailers, billboard campaign, and bus station/wraps advertisements. Health Center staff was also involved in creating a YouTube video to outline the services of the Health Center.

Father Rafael commended Mr. Kahananui and staff for successfully obtaining additional funding and the continued development of services.

4. **Receive, Discuss and Accept Behavioral Health Update**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

David Kahananui, Senior FQHC Manager, presented a Behavioral Health Update. ([Attachment #3](#))

Mr. Kahananui outlined that most of the changes/progress has been to the development of the framework, and that the biggest challenge was to obtaining personnel. Mr. Kahananui provided comparison updates from January to November 2021 in Logistics, Team/Staff, Collaboration, Certifications/Trainings, Screenings, Structural – Financial, and Accepted Insurance Update.

Father Rafael inquired whether the Health Center had a competitive package, related to the challenges with recruiting staff. Mr. Kahananui advised that as behavioral health was continually evolving and the demand has increased, wages have also increased. The Health Center has a very competitive benefits package.

Father Rafael inquired as to the Health Center marketing within the Latino community and advised that in general many individuals are not aware of the Health Center and services. Mr. Kahananui advised that staff is working with the Office of Communications on marketing and advertising. Dr. Leguen advised that strategic priority for the upcoming year was related to branding for the Health District and the Health Center. The Office of Communications will increase their work in branding to share with the community the services that the Health Center provides. Dr. Leguen further advised that a more customized marketing campaign will be developed dedicated to the Health Center.

A motion was made by First Vice-Chair Melendrez, seconded by Member Black, and carried unanimously to accept the October Operational Report and Behavioral Health Update, as presented.

5. Receive, Discuss and Accept Southern Nevada Community Health Center Billing Update; direct staff accordingly or take other action as deemed necessary (for possible action)

Karen White, Chief Financial Officer, presented a billing update. ([Attachment #4](#))

Ms. White advised that billing was currently being outsourced to a billing company. Ms. White advised that 30-day cancellation notice will be provided to the billing company. Staff has commended work on a transition plan with the billing company for medical billing. Staff anticipates that by the end of January 2022, all medical billing will be done in-house. Ms. White advised that the current billing team consists of a Revenue Cycle Manager and four Medical Billing Specialists.

A motion was made by Chair Knudsen, seconded by Member Black, and carried unanimously to accept the Billing Update, as presented.

6. Receive and Discuss an Overview of the HRSA On-site Visit, Board Authority and Board Composition; direct staff accordingly or take other action as deemed necessary (for possible action)

Karen White, Chief Financial Officer, presented an Overview of the HRSA On-site Visit process. ([Attachment #5](#))

Ms. White advised that the HRSA On-site Visit was scheduled for early March 2022, over 2.5 days, and would be conducted virtually with three HRSA consultants. Ms. White advised that the Governing Board members will be required to attend a meeting with the HRSA consultants, which is normally scheduled for the second day. The Governing Board members will also be invited to attend the Entrance and Exit Conferences, if available. The purpose of the visit is to ensure that the Health Center is in compliance with program requirements. Ms. White reviewed the Board Authority and Board Composition requirements.

Chair Knudsen expressed to the Board members that meeting participation is critical.

Member Black encouraged Board member participation in the process and requested an additional briefing on the visit requirements, prior to the visit, with a bullet-point summary of pertinent information to assist Board members.

Dr. Leguen advised that he met with the HRSA Project Officer to request for a delay in the visit to June 2022. The postponement would provide additional time to prepare, due to the pandemic, Health Center staff has been dedicated to public health activities. The HRSA Project Officer would speak to her team and provide us with feedback.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to accept the Overview of the HRSA Onsite Visit, as presented, and requested the consumer members of the Governing Board to arrange a patient visit at the Health Center in the near future and all members of the Governing Board to actively participate in the meetings for the HRSA Onsite Visit.

- VII. 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 Knudsen recognized the Health Center staff for their professionalism and respectfulness when he brought his son in for the COVID-19 vaccine.

VIII. EXECUTIVE DIRECTOR & STAFF REPORTS (Information Only)

- Executive Director Comments

Dr. Leguen advised that next week there will be an initial management/leadership training session, with a series of training to start in the new year with the Health Center management/supervisors. Dr. Leguen emphasized the commitment to management and professional development for staff.

The Health Center staff were working on COVID-19 testing and vaccination efforts. The vaccination site at the Main Facility was one of the most popular locations in the community. This solidifies that the community is comfortable and confident in visiting the Health Center.

Dr. Leguen advised that the level of transmission of COVID-19 has slightly decreased and appears to have plateaued for a few weeks. Dr. Leguen stated that a current issue was with the testing positivity rate, which remains around 8%, and the increasing number of at-home testing. These appear to have a negative influence in the value of the testing positivity rate. Dr. Leguen advised that these concerns have been raised with the State and the Health District was waiting for next steps.

Dr. Leguen advised that employees will be celebrated on December 15, 2021 for Employee Appreciation Day and the Employee Service Award recognitions. Dr. Leguen advised that this is an opportunity to boost morale for staff, especially those with intense work and stress. Member Black requested that the date and time of the Employee Service Award recognitions and Employee Appreciation Day be sent to the Board of Health in the event they are able to attend.

- IX. 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 3:20 p.m.

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

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