



MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

February 24 – 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
Scott Black – Community Member, City of North Las Vegas
Erin Breen – Community Member, UNLV Vulnerable Road Users Project
Gary Costa – Community Member, Golden Rainbow
Scott Garrett – Consumer Member (*Call-in User 4*)
Father Rafael Pereira – Community Member, All Saints Episcopal Church
Aquilla Todd – Consumer Member (*Call-in User 2*)
- ABSENT:** Timothy Burch – Second Vice-Chair, Community Member, Clark County
Lucille Scott – Consumer Member
Duprice Scruggs – Consumer Member
- ALSO PRESENT:** None
(In Audience)
- LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Donna Buss, Andria Cordovez Mulet, Michael Johnson, David Kahananui, Theresa Ladd, Cassius Lockett, Gabriela Montaldo, Kyle Parkson, Ronique Tatum-Penegar, Karen White, Edward Wynder

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center Governing Board Meeting to order at 2:02 p.m. Andria Cordovez Mulet, Executive Assistant, administered the roll call and confirmed a quorum.

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 Chair closed the First Public Comment portion.

IV. ADOPTION OF THE FEBRUARY 24, 2022 MEETING AGENDA (for possible action)

A motion was made by First Vice-Chair Melendrez, seconded by Member Breen and carried unanimously to approve the February 24, 2022 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:** January 27, 2022 *(for possible action)*

A motion was made by First Vice-Chair Melendrez, seconded by Father Rafael and carried unanimously to approve the January 27, 2022 Consent Agenda, as presented.

VI. **REPORT / DISCUSSION / ACTION**

1. **Receive and Discuss the Single Audit Report from Eide Bailly and Accept Recommendations from the February 22, 2022 Finance & Audit Committee meeting;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Karen White, Chief Financial Officer, presented the highlights of the Single Audit Report from Eide Bailly ([Attachment #1](#)). Ms. White advised that the full Audit was provided that includes the Independent Auditors Report (issued November 17, 2021), Auditors Report on Government Auditing Standards (issued November 17, 2021), and the Single Audit Report (issued February 15, 2022). The salient points outlined were:

- Total Federal Expenditures included in the SEFA - \$59,249,774
- Three Programs Audited – (i) Coronavirus Relief Fund, (ii) Epidemiology & Lab capacity, and (iii) FEMA Public Assistance Disaster Grants
- Non non-compliance issues
- Highest type of report offered – unmodified
- No difficulties encountered
- No misstatements were identified
- No disagreements with management

A motion was made by First Vice-Chair Melendrez, seconded by Father Rafael, and carried unanimously to accept the recommendation from the Finance & Audit Committee and accept the Single Audit Report from Eide Bailly, as presented.

2. **Receive and Discuss January Financial Report and Accept Recommendations from the February 22, 2022 Finance & Audit Committee meeting;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Ms. White provided the January Financial Report ([Attachment #2](#)). Ms. White started with an update on the HRSA site visit regarding:

- Patient Board members
- Requirement for patient Board members to have a visit within the last 24 months, after June 30, 2020
- Immunization clinic does not qualify as a visit
- Three patient Board members; two were prior to June 30, 2020 so unless they come in before June they will not be considered patient Board members
- Requirement of 51% of the Board must be patients
- The visits may be telehealth visits
- Individuals may visit the Health Center even if they have an existing relationship with a primary care provider

Ms. White advised that staff will be sending out information to the Governing Board regarding Board member characteristics. Ms. White advised that the site visit reviewers will assess compliance of

patient Board members by reviewing billing records, particularly the name, date of visit and CPT code (what type of visit); personal information will be redacted. Dr. Leguen directed Mr. Kahananui and his team to verify the information provided by Ms. White regarding the number of Board members who are current patients at the Health Center, and their medical office visits during that period.

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

Ms. White advised that from the chart presented there appeared to be a difference from the budget and YTD actuals, which was do the budget augmentation in January 2022 and how it spread through the rest of the year.

Member Costa joined the meeting at 2:20 p.m.

Father Rafael inquired as to Other Expenses and requested additional details. Ms. White advised that it was mainly cost allocation and will provide additional information next month.

A motion was made by Erin Breen, seconded by First Vice-Chair Melendrez, and carried unanimously to accept the recommendation from the Finance & Audit Committee and approve the January Financial Report, as presented.

3. Receive and Discuss the Updated Clinical Sliding Fee Discount Scale and Sliding Fee Policy and Accept Recommendations from the February 22, 2022 Finance & Audit Committee meeting; direct staff accordingly or take other action as deemed necessary (for possible action)

Ms. White provided an Update to the Clinical Sliding Fee Discount Scale ([Attachment #3](#)). Ms. White advised that offering a Sliding Fee Schedule for qualifying patients was a requirement for HHS, HRSA and various other pass-through grants. Ms. White advised that the Sliding Fee Schedule was tied to Federal Poverty Guidelines that normally changes every year in January; there was an increase of 4.7%. Ms. White advised that the Governing Board was required to review the Sliding Fee Discount Scale annually.

- Primary Care: Sliding Fees range from \$20 to \$55, then Full Charge for incomes 200% above FPG
- Family Planning: Sliding Fees range from \$0 to \$60, then Full Charge for incomes 250% above FPG
- Ryan White: Sliding Fees range from \$0 to \$55, then Full Charge for incomes 200% above FPG
- Ryan White Limits:
 - Equal to and below 100% - No Charge to Patients
 - Over 100% up to and equal to 200% of FPG, patient pays no more than 5% of their total income
 - Over 200% and up to and equal to 300% of FPG, patient pays no more than 7% of their total income
 - Over 300% of FPG, patients pay no more than 10% of their total income
- More than 8 persons, add \$4,540 of allowable income for each additional person

Ms. White outlined that last year the Health Center changed from a percentage of charges to a flat fee and advised that with the change to a flat fee, the Health Center is now collecting 83% of what is owed by self-pay patients, as opposed to 42%.

Father Rafael requested clarification on the Federal Poverty Guidelines and inquired how patients prove their income.

Chair Knudsen advised of an earlier conversation regarding the Federal Poverty Guidelines and the possibility of questioning the federal government about how they establish the percentage of poverty. Ms. White advised that there was a suggestion to have the Health District's lobbyists reach out to the Nevada Primary Care Association.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to accept the recommendation from the Finance & Audit Committee and approve the Updated Clinical Sliding Fee Discount Scale and Sliding Fee Policy, as presented.

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

Mr. Kahananui presented the January Operational Report. ([Attachment #4](#)) Mr. Kahananui advised that the Health Center's New Access Point (NAP) Grant was awarded through October 31, 2020, at which point the Service Area Competition Grant was awarded through January 31, 2023, and the noncompeting continuation was approved. The Health Center conducted 835 visits by HRSA's definition in January 2022, which didn't include nurse visits, immunization visits, COVID testing nor vaccinations. Ms. Kahananui advised that the no show rate for January 2022 was 25.34%, which is slightly lower than national Health Center averages. Mr. Kahananui outlined that there was a 63.4% conversation rate of patients referred to eligibility assistance. Mr. Kahananui proceeded with highlighting the results of the Patient Satisfaction Surveys. With respect to COVID-19, Mr. Kahananui outlined that the Health Center continued to administer the vaccine, perform testing and participate in a new anti-viral medication program. Mr. Kahananui continued with an update on funding opportunities, behavioral health, accepted insurance and marketing efforts.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to accept the January Operational Report, as presented.

- 5. Receive, Discuss and Accept the Southern Nevada Health District Ethical Standards Policy (ADM-019)**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Heather Anderson-Fintak, General Counsel, outlined that the Governing Board must approve any Health District policies that affect the Community Health Center and provided a brief overview of the Ethical Standards Policy.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to approve the Southern Nevada Health District Ethical Standards Policy, as presented.

- 6. Receive, Discuss and Accept the Southern Nevada Health District PHS Financial Conflict of Interest Policy (ADM-094)**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Ms. Anderson-Fintak further outlined that the Health District developed a process and policy related to financial conflicts of interest and provided a brief overview of the PHS Financial Conflict of Interest Policy.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to approve the Southern Nevada Health District PHS Financial Conflict of Interest Policy, as presented.

7. **Receive, Discuss and Accept the Southern Nevada Community Health Center FQHC Credentialing & Granting Privileges/Onboarding Policy**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Ms. Anderson-Fintak continued to outline that the Human Resources Department was responsible for the credentialing and privileging for employees and provided a brief overview of the Credentialing & Granting Privileges/Onboarding Policy.

A motion was made by Chair Knudsen, seconded by Member Breen, and carried unanimously to accept the Southern Nevada Community Health Center FQHC Credentialing & Granting Privileges/Onboarding Policy, as presented.

- 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***)

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

- Executive Director Comments

Dr. Leguen advised that the Health Center will hire a consultant to assist with the HRSA Operational Site Visit. Dr. Leguen further advised that staff was in the process of developing a Strategic Plan for the Health Center and once initial steps have been developed, the Governing Board will be engaged for input. Further, the Health Center was in the process of hiring additional providers. Dr. Leguen further advised that the permanent East Las Vegas facility on Fremont Street is behind schedule due to issues with supply chain and availability of workers and is now expected to be finalized by May 2022.

Chair Knudsen requested that dates for the HRSA Operational Site Visit. Ms. White advised that it has been scheduled for June 28, 29 and 30, 2022 and was currently scheduled as a virtual visit.

- 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 3:06 p.m.

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

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