



AT THE SOUTHERN NEVADA HEALTH DISTRICT

**Approved By The SNCHC Governing Board  
July 28, 2022**

## MINUTES

### SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

June 23, 2022 – 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  
Erin Breen – Community Member, UNLV Vulnerable Road Users Project  
Gary Costa – Community Member, Golden Rainbow  
Father Rafael Pereira – Community Member, All Saints Episcopal Church

**ABSENT:** Scott Garrett – Consumer Member  
Lucille Scott – Consumer Member  
Duprice Scruggs – Consumer Member  
Aquilla Todd – Consumer Member

**ALSO PRESENT:** None

**LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel

**EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, District Health Officer

**STAFF:** Tawana Bellamy, Donna Buss, Andria Cordovez Mulet, Jennifer Fennema,  
Cassius Lockett, Cassandra Major, Kyle Parkson, Randy Smith, Karen White,  
Edward Wynder

**I. CALL TO ORDER and ROLL CALL**

Second Vice-Chair Tim Burch chaired the meeting. The Second Vice-Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:03 p.m. Tawana Bellamy, Administrative Secretary, 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 Second Vice-Chair closed the First Public Comment portion.

**IV. ADOPTION OF THE JUNE 23, 2022 MEETING AGENDA (for possible action)**

*A motion was made by First Vice-Chair Melendrez, seconded by Father Rafael, and carried unanimously to approve the June 23, 2022 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 – SNCHC Governing Board Meeting: May 26, 2022 (for possible action)**

*A motion was made by First Vice-Chair Melendrez, seconded by Father Rafael, and carried unanimously to approve the May 26, 2022 Consent Agenda, as presented.*

**VI. REPORT / DISCUSSION / ACTION**

Recommendations from the May 24, 2022 Finance & Audit Committee

1. Review, Discuss and Approve the Recommendations from the June 21, 2022 Finance & Audit Committee meeting regarding the Augmentation to the Southern Nevada Community Health Center FY2022 Budget; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Karen White, Chief Financial Officer, provided an overview of the Augmentation to the Southern Nevada Community Health Center FY2022 Budget, with the following highlights:

- Budget Augmentation is required per Nevada Revised Statute (NRS) 354.626 and 354.598005 and must be completed every time the budget changes
- Budget will be reviewed twice a year (December and April) for the Community Health Center and Southern Nevada Health District; any changes would be presented to the Governing Board in January or May, if required
- Total Revenues: Adopted Budget was \$17,448,975, January Budget Augmentation increased to \$19,708,681, and current Budget Augmentation increases to \$23,856,183, mainly related to changes for services particularly the reimbursement of Ryan White prescription medication
- Total Expenses: Adopted Budget was \$18,085,642, January Budget Augmentation increased to \$23,881,775, and current Budget Augmentation increases to \$25,326,731, mainly related to outsource staffing (physician) and contract staffing (administrative and front desk)

*A motion was made by Member Black, seconded by Father Rafael, and carried unanimously to accept the recommendations from the Finance & Audit Committee and approve the Augmentation to the Southern Nevada Community Health Center FY2022 Budget, as presented.*

2. Receive, Discuss and Approve the Recommendations from the June 21, 2022 Finance & Audit Committee meeting regarding the May Financial Report; direct staff accordingly or take other action as deemed necessary *(for possible action)*

Ms. White outlined that 52% of the Accounts Receivable Balances were less than 120 days and potentially will be recovered. Ms. White advised that it was anticipated that \$108,618.81 would be written off at the end of the year. Ms. White further confirmed that before a claim was written off, the entire account was reviewed to ensure that the sliding fee discount was applied appropriately. Ms. White further outlined the average claim amount to write off (\$72.65), the highest value claim to write off (\$589) and the lowest value claim to write off (\$0.14).

Ms. White outlined the Prospective Payment Rate (PPS) for Medicaid was \$243 for Primary Care visits and \$239 for Behavior Health visits. Ms. White advised that last year she filed a cost report that would be analyzed prior to Medicaid awarding a permanent rate. Ms. White advised that the process was similar with Medicare, and a low utilization report was filed last year as our collections were under \$50,000. Medicare published their rates on their website, with consideration due to geographical location, and was \$180.

Ms. White concluded with the May financial statements, with the following highlights:

- General Fund (patient generated revenues) – YTD Budget was \$12.2M and YTD Actual was \$15.9M
- Grants Revenue was slightly over budget due to timing of the expenditures
- Expenses (Salaries and Benefits) was under budget by approximately 25%
- Net Position (the amount that is reliant on the Health District) is only \$350,183

Father Rafael inquired as to the Variance noted for Other Expenses. Ms. White advised that it was an error and should be \$800k.

*A motion was made by Father Rafael, seconded by Member Black, and carried unanimously to accept the recommendations from the Finance & Audit Committee and accept the May Financial Report, as presented.*

### SNCHC Governing Board

3. Approve Credentialing and Privileging Providers; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Randy Smith provided an overview of the Credentialing and Privileging for the following Providers:

- ▶ Krystin Rose, Licensed Clinical Social Worker (LCSW)
- ▶ Todd Bleak, Clinical Pharmacist
- ▶ Rowena Garcia, Advanced Practice Registered Nurse (APRN)
- ▶ Nelson Duran, Physicians Assistant

*A motion was made by Father Rafael, seconded by First Vice-Chair Melendrez, and carried unanimously to approve the Credentialing and Privileging of the following Providers: (i) Krystin Rose, (ii) Todd Bleak, (iii) Rowena Garcia, and (iv) Nelson Duran.*

4. Discuss the Southern Nevada Community Health Center Governing Board Meeting Schedule; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith raised the results of the Doodle poll looking at alternative meeting dates and times. Approximately half of the members responded to the poll. Mr. Smith recommended that the July meeting proceed as scheduled and to re-send a simplified survey more additional specific dates and times. The Committee agreed to either morning or lunch meetings. Mr. Smith further recommended that, depending on the responses received, any revisions to the schedule can be implemented in January 2023 to allow time for schedules to be adjusted.

Following a discussion on availability, staff was directed to send a simplified survey to the Governing Board members and bring back the results at the next meeting, anticipating that an adjusted schedule will be presented to the Governing Board in October for January 2023.

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

Mr. Smith presented the May Operational Report by providing updates on the number of unique patients served, from January 1<sup>st</sup> through May 31, 2022 being 2,330. Between January and May 2022, the SNCHC conducted 4,964 visits by HRSA's definition, with a no-show rate of 25.17%.

*Chair Knudsen joined the meeting at 2:43 p.m.*

Mr. Smith presented an overview of the Third Next Available Appointment (TNAA), which measures appointment access. There are concerns with some of the timing related to appointment access and

availability. Mr. Smith advised that the TNAA report should be read in compendium with the Provider Productivity by Month report. Mr. Smith advised that he will continue to bring these reports to the Governing Board and review them with staff to ensure we are maximizing resources, not acquiring new resources if we have resources working inefficiently, and maintaining that not every service type operates the same.

*Member Breen left the meeting at 2:57 p.m. and did not return.*

Mr. Smith proceed with an overview of the changes that have been implemented in provider scheduling. Mr. Smith outlined that there were changes to the eligibility assistance program. Mr. Smith proceeded with highlighting the results of the Patient Satisfaction Surveys. With respect to COVID-19, Mr. Smith outlined that the SNCHC continued to administer the vaccine, perform testing and participate in the anti-viral medication program. Mr. Smith continued with an update on funding opportunities, operational updates, behavioral health, accepted insurance and marketing efforts.

Mr. Smith reminded the Governing Board of the HRSA virtual Operational Site Visit (OSV), which was scheduled for June 28-30, 2022. Mr. Smith raised the importance of the session between the Governing Board and the OSV Team scheduled for June 29<sup>th</sup> at 12:00 noon, and confirmed that this session did not include staff. Mr. Smith advised that the meeting invitation will be re-sent to the Governing Board members and requested that any members that will be attending to respond so that information may be provided to Governing Board. Dr. Leguen emphasized that the main priority of the OSV Team was meeting with the Governing Board members and that it was critical for the success of the OSV for there to be strong representation from the Governing Board.

Father Rafael raised the challenges with mental health, along with the growth in autism in the community, and raised these as areas that require additional resources if available to the SNCHC. Mr. Smith acknowledged the need to be knowledgeable in these areas and the need for early intervention.

*A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to accept the May Operational Report, 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)***

There were no items raised.

*Member Black left the meeting at 3:18 p.m. and did not return.*

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

- Executive Director Comments

Dr. Leguen advised that the construction was almost completed at the new Fremont location. It was anticipated that an opening ceremony of the facility would be held in conjunction with the National Health Center Week in mid-August, however services would not be provided until the end of August.

- HRSA Operational Site Visit Update

This item was heard under Item VI.5.

- 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 Second Vice-Chair closed the Second Public Comment portion.

**XIII. ADJOURNMENT**

The Second Vice-Chair adjourned the meeting at 3:21 p.m.

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

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