



AT THE SOUTHERN NEVADA HEALTH DISTRICT

MINUTES

SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

October 27, 2022 – 2:00 P.M.

Meeting will be conducted In-person and via Webex Event

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107
Red Rock Trail Rooms A and B

- MEMBERS PRESENT:** Brian Knudsen – Chair, Consumer Member (in-person)
Jose L. Melendrez – First Vice-Chair, Consumer Member (via Webex)
Gary Costa – Community Member, Golden Rainbow (via Webex)
Father Rafael Pereira – Community Member, All Saints Episcopal Church (in-person)
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (via Webex)
Scott Black – Community Member, City of North Las Vegas (via Webex)
- ABSENT:** Timothy Burch – Second Vice-Chair, Community Member, Clark County
Lucille Scott – Consumer Member
- ALSO PRESENT:** None
- LEGAL COUNSEL:** Heather Anderson-Fintak, General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Tawana Bellamy, Harold Collins, Andria Cordovez Mulet, David Kahananui, Mike Johnson, Cassius Lockett, Edward Wynder, Cassandra Major, Merylyn Yegon, Mark Pasek, Fernando Lara, Donnie Whitaker, Leo Vega

I. CALL TO ORDER and ROLL CALL

The Chair called the Southern Nevada Community Health Center (SNCHC) Governing Board Meeting to order at 2:07 p.m. Tawana Bellamy, Administrative Secretary, administered the roll call and confirmed quorum.

II. PLEDGE OF ALLEGIANCE

III. RECOGNITION

1. **Nevada Primary Care Association Champion of Health Equity and Justice Award**
 - Merylyn Yegon, Community Health Nurse Supervisor

On behalf of the Governing Board, the Chair announced that Merylyn Yegon, Community Health Nurse Supervisor, was awarded the Champion of Health Equity and Justice Award from the Nevada Primary Care Association. Ms. Yegon oversees the COVID-19 and Monkeypox vaccination clinic at the FQHC while also managing the Ryan White HIV/AIDS Care Services team. Her tireless efforts, cheerful personality and can-do attitude make her a well-deserving recipient of this honor. The Governing Board congratulated Ms. Yegon for receiving this recognition.

- #### IV. FIRST PUBLIC COMMENT:
- A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to three (3) 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.

V. ADOPTION OF THE OCTOBER 27, 2022 MEETING AGENDA *(for possible action)*

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

VI. 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:** September 22, 2022 *(for possible action)*
2. **Approve Emergency Contraception Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*
3. **Approve Diagnostic and Laboratory Tracking Policy;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

A motion was made by First Vice-Chair Melendrez, seconded by Member Father Rafael, and carried unanimously to approve the September 22, 2022 Consent Agenda, as presented.

VII. REPORT / DISCUSSION / ACTION

Member Breen joined the meeting at 2:10 p.m.

1. **Approve Recommendation from the Nominations Committee regarding Composition of the Board to increase allowable Members to 25;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

David Kahananui, Senior FQHC Manager advised that a recommendation from the Nominations Committee is to increase the number of allowable members from 20 to 25 to be in line with the HRSA guidelines.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to approve Composition of the Board to increase allowable Members to 25.

2. **Approve Recommendation from the Nominations Committee regarding the Governing Board Member Terms;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui advised that the currently bylaws state board members will be elected to three (3) years terms for Consumer members and two (2) years for provider and community members. The Nominations Committee recommends all board members be elected to serve three (3) year terms for consistency.

Chair Knudsen commented there were two goals of the committee. 1) To provide consistency with the HRSA guidelines and 2) To ensure there is consistency and we can meet quorum.

A motion was made by Chair Knudsen, seconded by Member Costa, and carried unanimously to approve the recommendation to have all Board Members elected to serve three (3) year terms.

3. **Approve Recommendation from the Nominations Committee regarding the Governing Board Member Term Limits;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui advised the current bylaws state board members will be limited to three (3) consecutive terms of membership. The committee recommended to remove the term limits to allow board members to serve as long as they have capacity and they have demonstrated consistent participation in board activities.

A motion was made by Chair Knudsen, seconded by First-Vice Chair Melendrez, and carried unanimously to approve the removal of the term limits.

4. **Approve Recommendations from the Nominations Committee regarding the Governing Board Officer Terms and Term of Office;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui advised the current bylaws state the term of each officer is one (1) year and the term of office start July 1 and terminate June 30, or until a successor is elected. The recommendation is to change the officer term to two (2) years and change the term of office to start October 1 to September 30 or until a successor is elected.

Chair Knudsen commented the recommendation was centered around succession planning and making sure there was someone in the officer positions that had knowledge about the organization and had enough training to become board chair.

A motion was made by Chair Knudsen, seconded by Member Black, and carried unanimously to approve to change the officer term to two (2) years and change the term of office to October 1 to September 30.

5. **Approve Recommendation from the Nominations Committee regarding the Governing Board Member Officer Appointments;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui advised the recommendation of officer appointments as follows: Jose Melendrez for Chair and Tim Burch for Second Vice-Chair. The First Vice-Chair will be elected and filled by a new board member later.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to approve the recommendation to appoint Jose Melendrez as Chair and Tim Burch as Second Vice-Chair.

6. **Approve Recommendations from the Nominations Committee to Extend Additional Terms to Existing Board Members;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented the following board member to have their terms extended: Scott Black, Erin Breen, Tim Burch, Gary Costa, Brian Knudsen, Jose Melendrez, and Father Rafael Pereira.

There were no comments or objections from the board members.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to approve recommendations to extend terms for the following board members: Scott Black, Erin Breen, Tim Burch, Gary Costa, Brian Knudsen, Jose Melendrez, and Father Rafael Pereira.

7. **Approve Recommendation from the Nominations Committee to Remove Board Members who are not in Compliance with the approved bylaws;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented the bylaw that refer to members who have been absent and or have missed meetings without reasonable excuse. Notice of Intent letters were sent on October 6, 2022 to two (2) board members. Only one was not received. The recommendation is to remove the board members who were not in compliance with the approved bylaws.

Heather Anderson-Fintak, General Counsel read the names into the record - Duprice Scruggs and Aquilla Todd. Aquilla Todd officially responded to the letter and resigned.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to approve the recommendation to remove the Board Members who are not in Compliance with the approved bylaws.

8. **Approve Recommendation from the Nominations Committee regarding the New Board Member Candidates;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui provided an overview and background for three board member candidates. The recommendation is to move forward with April Allen-Carter, Donna Feliz-Barrows and Luz Castro as new board members to the Health Center's Governing Board.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to approve the New Board Members to the Southern Nevada Community Health Center Governing Board, as presented.

SNCHC Governing Board

9. **Approve the Proposed Changes to the Governing Board By-Laws;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Heather Anderson-Fintak, General Counsel advised that the Board has already approved most of the changes to the bylaws. She provided a summary of other changes proposed in the bylaws.

- Cleaned up formatting.
- Changed Board of Directors to Governing Board.
- Removed reference of Provider Member because it was a subset of Community Member.
- Changed officer and member terms and nominating period.
- Updated the standing committee list.
- Updated timeline to review changes to bylaws to seven (7) days.

Chair Knudsen inquired are we in compliance with all the requirements set by HRSA in the findings. Are we able to submit everything we have done to HRSA? Dr. Leguen commented yes.

A motion was made by Chair Knudsen, seconded by First Vice-Chair Melendrez, and carried unanimously to approve the Proposed Changes to the Governing Board By-Laws, as presented.

10. **Accept and Approve the August Financial Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mark Pasek, Financial Analyst presented the FQHC July and August cumulative finance report through August 30, 2022. The cumulative August 2022 Actuals for General Revenue and Special Revenue Funds was \$572,345. The General Fund August 2022 Actual was \$1.1M. The Special Revenue is all of the grant activity. Currently the grant activity for August 2022 is behind because of

processing the collections and reimbursement for the grants, however we anticipate catching up soon.

Mr. Pasek further advised the FY2022 Budget Revenue for Grant Funding was 35% and Non-Grant Funding was 65%. The August Actual Revenue for Grant Funding was 11% and the Non-Grant Funding was 89%. The FY2022 Budget Expense Revenue for Grant Funding was 29% and Non-Grant Funding was 71%. The 2022 August Actual Expenses for Grant Funding was 33% and Non-Grant Funding was 67%.

Mr. Pasek provided an overview of the FQHC Payer Mix from January 1, 2021 to August 31, 2022. He advised that the Payer Mix shows how the FQHC service the community. Self Pay was the largest contributors with 9,771 patient visits and over \$3M in billed charges.

Father Rafael inquired about the financial report being one month in the arrears and will the reports be presented each month for the previous month. Fermin Leguen, MD, MPH, District Health Officer advised that staff are working towards providing the report and have discussed what elements to include in the financial report.

A motion was made by Member Father Rafael, seconded by Chair Knudsen, and carried unanimously to accept the August Financial Report, as presented.

11. **Approve the 2023 Meeting Schedule;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui presented the 2023 Proposed CHC Meeting Schedule. Chair Knudsen commented that the times are the same as the Las Vegas City Council meetings. First Vice-Chair Melendrez commented that it would be critical to have Chair Knudsen be a part of the meetings as it will help to make the meeting move smoothly.

Dr. Leguen commented this could be postponed to a future meeting.

There was further discussion to include the three (3) new board members and sending another survey to board members with additional dates. Dr. Leguen encouraged board members to participate in the survey so that staff can determine the best time for everyone.

A motion was made by Chair Knudsen, seconded by Member Father Rafael, and carried unanimously to postpone the approval of the 2023 Meeting Schedule until the next meeting.

12. **Review and Discuss the Process for the Annual Executive Director Evaluation;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui provided an overview of the process for the annual Executive Director Evaluation.

No action required.

13. **Highlights from the September Operations Report;** direct staff accordingly or take other action as deemed necessary *(for possible action)*

Mr. Kahananui provided the following highlights from the September Operations Report:

- Unique patients seen in Sept. 2022: 1076 vs. Sept. 2021: 959.
- YTD patients seen for CY22: 5039 vs. YTD patients seen for CY21: 4280.
- Fremont Public Health Center:
 - 346 patient visits between 9/6/22-10/6/22.
 - 10/4/22: COVID-19 & Monkeypox vaccination services co-located.
 - Future expansion areas: Behavioral Health, Ryan White and Oral Health
- East Las Vegas postcards will be mailed by end of October to 111,347 residents living near the Fremont location.

Ms. Anderson-Fintak presented the Risk Assessment update. The Legal and Liability Risk Management Institute were onsite in September. The representatives reviewed the physical safety of the patients and staff. Ms. Anderson-Fintak shared a list of some to the recommendation from the risk assessment. A crime report analysis was also provided, and the Decatur location was listed as mildly elevated risk and Fremont as moderately elevated risk for crimes. Measures are in place to address the safety of the staff and patients.

No action required.

- VIII. 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 inquired about access to mental health services. Mr. Kahananui advised there are two (2) Licensed Clinical Social Workers (LCSWs) and a mental health APRN on staff. Their schedules are regularly full, however with the no-show rate, there are opportunities for urgent care service.

Mr. Kahananui commented that the paperwork for the Behavioral Health Center grant is almost finished. Once finalized, construction will begin for the new behavioral health center.

Chair Knudsen shared the City of Las Vegas has partnered with the State of Nevada to build a crisis residential center in the Corridor of Hope. Funding will be about \$20M. The 75-bed facility will be for people who may get picked up by law enforcement who demonstrate a mental health issue. Chair Knudsen advised Mr. Kahananui to contact him if he sees an opportunity to partner with the City of Las Vegas.

- IX. EXECUTIVE DIRECTOR & STAFF REPORTS ***(Information Only)*****

Dr. Leguen thanked Chair Knudsen for his leadership with the Health Center.

Dr. Leguen introduced Harold (Hal) Collins, the new Administrative Workforce Director. Mr. Collins will oversee Facilities, Security, Health Card Program, Information Technology and Human Resources divisions. Mr. Collins provided a brief background of his work experience.

- X. 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 2:53 p.m.

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

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