



AT THE SOUTHERN NEVADA HEALTH DISTRICT

## MINUTES

### SOUTHERN NEVADA COMMUNITY HEALTH CENTER GOVERNING BOARD MEETING

November 17, 2022 – 2:00 p.m.

Meeting was 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:** Jose L. Melendrez –Chair, Consumer Member (*WebEx*)  
Brian Knudsen – Consumer Member (*In-person*)  
Scott Black – Community Member, City of North Las Vegas (*Webex*)  
Erin Breen – Community Member, UNLV Vulnerable Road Users Project (*WebEx*)  
April Allen-Carter – Consumer Member (*Webex*)  
Luz Castro – Consumer Member (*In-person*)  
Donna Feliz-Barrow – Consumer Member (*In-person*)

**ABSENT:** Father Rafael Pereira – Community Member, All Saints Episcopal Church  
Gary Costa – Community Member, Golden Rainbow  
Timothy Burch – Second Vice-Chair, Community Member, Clark County  
Lucille Scott – Consumer Member

**ALSO PRESENT:** Acacia Herndon, Centennial Hills Hospital, RN

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

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

**STAFF:** Tawana Bellamy, Harold Collins, Andria Cordovez Mulet, Cassius Lockett, Randy Smith, Edward Wynder, Theresa Ladd, Cassondra Major, Merylyn Yegon, David Kahananui, Mark Pasek, 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 2:04 p.m. Tawana Bellamy, Administrative Secretary, administered the roll call and confirmed a quorum.

#### II. PLEDGE OF ALLEGIANCE

#### III. OATH OF OFFICE

- **Members** – Scott Black, Erin Breen, Gary Costa, Brian Knudsen, Father Rafael Pereira, Jose Melendrez, Tim Burch, Luz Castro, April Allen-Carter, Donna Feliz-Barrows
- **Officers** – Jose Melendrez (Chair), Tim Burch (Second Vice-Chair)

The Oath of Office was administered to members Scott Black, Erin Breen, Brian Knudsen, Jose Melendrez, Luz Castro, April Allen-Carter, and Donna Feliz-Barrows and to officer Jose Melendrez by Tawana Bellamy, Administrative Secretary.

Chair Melendrez inquired about the new board members. Member Allen-Carter, Member Feliz-Barrows and Member Castro provided a brief introduction about themselves and their experience.

#### 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 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.

**V. ADOPTION OF THE NOVEMBER 17, 2022 MEETING\_AGENDA (for possible action)**

*A motion was made by Member Knudsen, seconded by Member Feliz-Barrows, and carried unanimously to approve the November 17, 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 - Community Health Center Governing Board Meeting:** October 27, 2022 (for possible action)
- 2. Approve Materials Review and Approval Process Policy;** direct staff accordingly or take other action as deemed necessary (for possible action)
- 3. Approve Claims Management Policy;** direct staff accordingly or take other action as deemed necessary (for possible action)

*A motion was made by Member Knudsen, seconded by Member Breen, and carried unanimously to approve the November 17, 2022 Consent Agenda, as presented.*

**VII. REPORT / DISCUSSION / ACTION**

**Recommendations from the November 15, 2022 Finance and Audit Committee**

- 1. Approve and Accept Recommendation from the Finance and Audit Committee regarding the September Financial Report;** direct staff accordingly or take other action as deemed necessary (for possible action)

Member Black advised that he and Member Father Rafael meet and had a good discussion regarding the financial report. Member Black recommends the Governing Board receive and accept the report.

Mark Pasek, Financial Analyst presented the September Financial Report as of September 30, 2022. The FQHC Revenue September Budget was \$5.4M and the FQHC Revenue September Actual was \$5.3M. The Net Position minus expenses for the September Budget was negative \$1.2M and the and the Net Position minus expenses for the September Actual was a positive \$340K. The FQHC Pharmacy represents 79.8% of the \$5.3M FQHC Revenue September YTD Budget total. Mr. Pasek further explained the September Budget and Actual for each FQHC Program as of September 30, 2022.

*A motion was made by Member Black, seconded by Member Feliz-Barrows, and carried unanimously to accept the September Financial Report, as presented.*

**Recommendations from the November 15, 2022 Executive Directors Annual Review Committee**

- 2. Approve and Accept the Recommendation from the Executive Director Annual Review Committee regarding the Executive Director Report of Accomplishments and Identify Goals;** direct staff accordingly or take other action as deemed necessary (for possible action)

Member Knudsen advised that the Executive Director Annual Review Committee met and reviewed the presentation shared by Fermin Leguen, Executive Director. The committee discussed the goals that were outlined over the last year. Dr. Leguen and the team have been steadfast and worked to accomplish the goals. The committee accepted the report with appreciation of everything that was accomplished and looks forward to the next year.

Randy Smith, FQHC Operation Officer presented the Executive Director and Staff Accomplishments for FY21-22 on Dr. Leguen's behalf. Dr. Leguen was in attendance, however there was no audio due to connection difficulties.

Heather Anderson-Fintak, General Counsel explained to the new board members the process of the Executive Director evaluation and that they can remove him as the Executive Director to the Health Center, but not as the District Health Officer.

*A motion was made by Member Knudsen, seconded by Member Black, and carried unanimously to approve the Executive Director Report of Accomplishments and Identify Goals, as presented.*

**3. Approve and Accept the Recommendation from the Executive Director Annual Review Committee regarding the Summary of the Executive Director Evaluation Results;** direct staff accordingly or take other action as deemed necessary (for possible action)

Mr. Smith presented the Summary of the Executive Director Evaluation Results and outlined how the evaluation was conducted.

Mr. Smith reviewed the 2022 general strengths and areas for growth shared by board members in the results. The overall weighted score was 3.53. Three (3) is good and four (4) is outstanding on the scoring guide. Dr. Leguen's performance was between good and outstanding.

Ms. Bellamy read the following comments from Dr. Leguen. "Yes, they can fire me as CEO of the Health Center, but not as District Health Officer of SNHD."

Chair Melendrez commented that Dr. Leguen has done a phenomenal job and we are lucky to have him.

Dr. Leguen thanked everyone for their support.

*A motion was made by Member Knudsen, seconded by Member Breen, and carried unanimously to approve the Summary of the Executive Director Evaluation Results, as presented.*

**SNCHC Governing Board**

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

Mr. Smith briefly explained the purpose of credentialing and privileging for providers to the new board members. There were two providers presented to the Board for approval. Fermin Leguen and Tasheka Powell, both for initial credentialing and privileging.

*A motion was made by Chair Melendrez, seconded by Member Feliz-Barrows, and carried unanimously to approve the Credentialing and Privileging for Providers Fermin Leguen and Tasheka Powell, as presented.*

**5. Review and Approve the Risk Management Plan;** direct staff accordingly or take other action as deemed necessary (for possible action)

Mr. Smith presented the program scope and objectives for the Risk Management Plan and advised the full report was provided in the board materials.

*A motion was made by Chair Melendrez, seconded by Member Knudsen, and carried unanimously to approve the Risk Management Plan, as presented.*

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

Mr. Smith shared the results of the survey sent to board members regarding a potential new meeting date and time for calendar year 2023. The existing meeting time is the fourth (4<sup>th</sup>) Thursday of the month. Since the meeting is late in the month, there is little opportunity to hold another meeting if we cannot achieve quorum. Mr. Smith commented that holding monthly meetings is a HRSA requirement. The staff recommendation is to move the meeting up one week to either the third (3<sup>rd</sup>) Tuesday or Thursday. Here are the top results from the survey:

- At least five (5) of six (6) responses selected the following:
  - Third Tuesday, 2:30-4 p.m.
- Four (4) of five (5) responses were available:
  - Third Tuesday, 4-5:30 p.m.
  - Third Thursday, 4-5:30 p.m.
- Optional time:
  - Third Tuesday, 3-4:30 p.m. (compromise to accommodate two members one selected 2:30 another 4 p.m.)

Mr. Smiths advised that based on the survey results the staff's recommendation would be the third (3<sup>rd</sup>) Tuesday, 2:30-4 p.m.

Chair Melendrez thanked Mr. Smith and the staff for the report. He commented that the board has had challenges with meeting quorum and by moving it to the third (3<sup>rd</sup>) Tuesday it would provide enough time to schedule another meeting and comply with the HRSA requirement.

*A motion was made by Chair Melendrez, seconded by Member Knudsen, and carried unanimously to approve the 2023 Meeting Schedule, to meet every third (3<sup>rd</sup>) Tuesday at 2:30-4 p.m.*

**7. Highlights from the October Operational Report;** direct staff accordingly or take other action as deemed necessary (*for possible action*)

Mr. Smith shared the following highlights from the October Operational Report:

- The HRSA Compliance Condition on our Health Center grant related to patient board member composition was lifted on 11/15/22.
- Reimbursement expected to be \$131K from Prospective Payment System (PPS) Wrap Payment from January 2021-November 2021 from Medicaid.
- Patient Count – exceeding last years number of unique patients from January to October.
- Staff are working to establish new appointment schedules in eCW using templates.

There were no comments.

*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 Melendrez commented that he is the chair of the Nevada Minority Health and Equity Coalition. In collaboration with the City of Las Vegas, they are holding their 4<sup>th</sup> Annual Impact Summit on November 18, 2022. He advised people can also attend virtually.

Member Breen commented the Global World Day of Remembrance is on November 20, 2022 for traffic crash victims. The program starts at 6 p.m. at the County Government Center Ample Theatre. It is meant to remember the lives that were lost and support those who have survived and to make sure we are moving in the right direction addressing motor vehicle crashes and fatalities.

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

Mr. Smith shared a word of gratitude from Dr. Leguen and the Health Center leadership team to the eight board members who have continued with the Health Center and to the new board members who joined the team. Mr. Smith commented that he looks forward to working with the board members and Dr. Leguen next year.

Mr. Smith advised that there is a need to look at the committee memberships. He encouraged each board member to explore what they might be interested in and be on at least one committee.

During the Nominations Committee meeting last month, the committee recommended a first and second vice-chair. We need to fill the first vice-chair role and the committee mentioned potentiating having a new board member fill the role. Mr. Smith encouraged the new members to see what the board is about before they consider this opportunity.

**X. INFORMATIONAL ITEMS**

1. Community Health Center (FQHC) October Operations Report

- XI. 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 3:09 p.m.

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

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