



CHCB Public Meeting Minutes December 11, 2023 6:00-8:00 PM via Zoom

Health Center Mission: Bringing services to individuals, families, and communities that improve health and wellness while advancing health equity and eliminating health disparities.

Board Members:

Harold Odhiambo – Chair

Darrell Wade - Treasurer

Susana Mendoza - Board Member

Tamia Deary - Vice-Chair

Kerry Hoeschen – Member-at-Large

Alina Stircu- Board Member

Pedro Sandoval Prieto – Secretary

Brandi Velasquez - Member-at-Large

Jenna Green - Interim Executive Director (Ex Officio)

Board Members Excused/Absent: Brandi Velasquez

Topic/Presenter	Discussion / Recommendations	Action	Responsible Party	Follow-up Date
<p>Call to Order / Welcome Harold Odhiambo, CHCB Chair</p>	<p>Meeting begins 6:05 PM</p> <p>We <u>do have a quorum</u> with 7 members present.</p> <p><i>Recording of the meeting started at 6:35pm. The start of the meeting was not recorded, but is captured below in these minutes.</i></p> <p>7 board members and 2 interpreters present</p>			
<p>Minutes Review - VOTE REQUIRED Review Public Meeting minutes</p>	<p>Reviewed Public Meeting Minutes. October 19th Special Public Meeting Minutes November Public Meeting Minutes</p> <p>Correction to 10/19/23 minutes: needs to reflect that Kerry was absent. Currently says she participated by phone.</p>	<p>Motion to approve Oct 19 Special Public meeting minutes and November public meeting minutes: Kerry Second: Alina Yays: 6 Nays: Abstain: 1 Decision:</p>		



		Approved		
<p>ODHS Afghan Services - VOTE REQUIRED Amaury Sarmiento, Senior Regional Health Manager</p>	<p>Will the project date be adjusted from 1/1/24 since that is imminent, and how will the positions be sustained after the project period ends if successful?</p> <ul style="list-style-type: none"> The project has been accepted and is now in the negotiating session with the State. The exact dates of the project are a moving target. This is a pilot of this kind of service, and will be evaluated. If successful, leadership will consider how to build this service into a core part of the clinic. There is an opportunity to extend the positions and project into the future. <p>Appears to be a short timeline to fill positions -- what are the ramifications if they are not filled or vacated partway through the project?</p> <ul style="list-style-type: none"> Positions will first be posted as Work Out of Class (WOC) which will greatly expand the pool of applicants and expedite the recruitment process. If the position does not get extended, the applicant would be able to return to their previous position. <p>What is the plan to support a person taking this WOC position so they are successful and develop those crucial external relationships?</p> <ul style="list-style-type: none"> Case Manager would work with refugee program specialists and be introduced to existing community partners. <p>Please explain how the .05 program specialist position is already existing.</p> <ul style="list-style-type: none"> Program Specialist position is already filled. The change would be that the position would be funded by the grant rather than health center funds. 	<p>Motion to approve ODHS Afghan Services Grant Application: Tamia Second: Kerry Yays: 7 Nays: Abstain: Decision: Motion carries</p>		



	<p>If successful, can this kind of service be replicated to other refugee communities?</p> <ul style="list-style-type: none"> The hope is to grow the project to offer case management services to other refugee/immigrant communities. This project will help create a blue print. 			
<p>COVID Bridge Services - VOTE REQUIRED Debbie Powers, Deputy Director, Clinical Operations and Integration</p>	<p>Please expand on the budget breakdown</p> <ul style="list-style-type: none"> The budget is organized to allow for planned and anticipated contractual services. Bridge Services funding allows redirection of ICS funds for current agency staff and redirect those employees with additional hours or bring in agency employees to do only vaccines for a brief time. The health center is not currently able to set up big COVID vaccine clinics, but wants to allocate staff to do COVID and flu vaccines. This funding allows this with current staff and to use the extra staffing support. <p>Are positive COVID results currently being tracked?</p> <ul style="list-style-type: none"> Since most tests are done at home, the health center does not have that data, unless the patient calls the clinic. Positiveness data is primarily drawn from hospitalization rates. 	<p>Motion to approve COVID Bridge Services Funding: Alina Second: Tamia Yays: 7 Nays: Abstain: Decision: Motion carries</p>		
<p>CareOregon Community Supports Grant - Eligibility Assistance Program - VOTE REQUIRED Jeff Perry, Chief Financial Officer</p>	<p>What motivated Care Oregon to reach out to the health center? Are they concerned the Eligibility Specialists are not doing enough or is the health center patient flow down from what it should be?</p> <ul style="list-style-type: none"> Care Oregon is looking to expand their outreach. The State is doing something similar. This effort is trying to 	<p>Motion to approve CareOregon Community Supports Grant: Kerry Second: Darrell</p>		



	<p>get individuals enrolled, and informed that resources exist for them.</p> <p>Some of the Eligibility Specialists were having to use their own equipment to do the job of enrolling community members, or they would go to public events but not be able to enroll community members on the spot. This funding would allow that.</p>	<p>Yays: 7 Nays: Abstain: Decision: Motion carries</p>		
<p>Legal Support Official Vote - VOTE REQUIRED Harold Odhiambo, CHCB Chair</p>	<p>There was extensive discussion and debate on whether the document being voted on should be reviewed by a third party law firm.</p> <p>The agreement clarified the scope of Ogden Firm Legal Services as it relates to the CHCB: to help the CHCB develop by-laws and other documents and comply with state and federal rules, and to differentiate that this law firm will not act on behalf of the County.</p> <p>One member believed that the board’s due diligence included having another law firm review the agreement that had been reviewed by the County’s legal team. The agreement had changes that were not brought back to the CHCB for review prior to going to the County attorney for review.</p> <p>Other members did not understand why it was necessary for another law firm to review the document, and expressed concerns about the associated costs of an additional review, and the delay in receiving legal services for an unknown amount of time due to the postponement. One member reminded the body that historically, the CHCB has used this process to secure legal services and only had the County legal team review the agreement between the CHCB and the law firm.</p>	<p>Motion to approve Ogden Firm Legal Services for the CHCB: Kerry Second: Alina Yays: 6 Nays: 1 Abstain: Decision: Motion carries</p>		



	<p>A motion to table the motion to approve Ogden Firm Legal Services, have the document reviewed by a third party law firm and brought back to the CHCB in January was made by Tamia and seconded by Darrell. The vote was Yays: 2, Nay: 5, Abstain: 0, and the motion failed.</p> <p>The motion to adopt the agreement then moved forward.</p>			
<p>Strategic Oral Health Equity Project (SOHEP) Grant from CareOregon: Phase 2 - VOTE REQUIRED Azma Ahmed, Dental Director</p>	<p>Several members commended the Dental team on this interesting and important work that focuses on improving oral health for minorities.</p> <p>Is the body voting on whether to apply or accept funds from Care Oregon?</p> <ul style="list-style-type: none"> The Phase 2 business plan was due in December and was submitted. This is a formal request to receive funding. <p>Please describe the interest of staff to participate in this program?</p> <ul style="list-style-type: none"> Staff are kept informed with monthly newsletters and quarterly team meetings. Staff have volunteered to test concepts or have stepped up to be trainers for the new workforce. Some dentists have signed up to have students to be part of their practice. The Dental team has held events focused on dental assistants, and have attended events to discuss with student dental assistants why they want to enter this field. 	<p>Motion to approve Strategic Oral Health Equity Project (SOHEP) Grant from CareOregon: Phase 2: Kerry Second: Alina Yays: 7 Nays: Abstain: Decision: Motion carries</p>		
<p>Announce Executive Officer Nominations</p>	<p>Timeline reviewed</p>			



Jenna Green, Interim Executive Director	Vote will be certified by the Secretary and the Nominating Committee chair will announce the results.			
10 min break	7:00pm-7:10pm			
Monthly Financial Reporting Package Jeff Perry, Chief Financial Officer	<p>The body reviewed financials from Period 4 of FY24</p> <p>What is the referral difference due to between Care Oregon referrals vs Trillium?</p> <ul style="list-style-type: none"> The health center has worked with Care Oregon for quite a while. Trillium is relatively new to the Portland area but it is growing. <p>What is contributing to the losses reflected in some departments, such as Student Health Centers and Dental and what can be done to lessen those losses?</p> <ul style="list-style-type: none"> Dental has a pathway to improve its fiscal picture, such as getting more staff that will result in seeing more patients, and the team is making strides in a positive direction. This is early in the year for Student Health Centers, and over the course of the year, the positive fiscal picture averages out. Also, it is getting more expensive to cover the expenses to run health centers, such as the labor expenses for pharmacy. 			
Committee Updates Quality Committee: Tamia Deary, Quality Chair	Quality Committee: Meeting featured a very informative presentation by Tony Gaines about call center improvements and the work his team is doing to maintain a fully staffed call center. Abandonment rates and customer service feedback is			



<p>Bylaws Committee: Tamia Deary, Bylaws Chair Finance Committee: Darrell Wade, Finance Chair Executive Committee: Harold Odhiambo, Board Chair</p>	<p>directly linked to being fully staffed. He shared efforts to keep fully staffed, such as incentives. stay interviews, and how to better compensate call center staff by ensuring KSAs allow them more compensation based on language and knowledge.</p> <p>ByLaws Committee: No report</p> <p>Finance Committee: Committee met 12/7/23 and Jeff reviewed monthly financials, Q4 of fiscal year and cashflow. Committee will meet again 1/4/24.</p> <p>Exec Committee: Reviewed the election process, and planned the pre-budget meeting at the end of the December 18 Executive Committee meeting. CHCB members are encouraged to attend. The agenda will be sent out soon.</p>			
<p>Executive Director's Strategic Updates Jenna Green, Interim Executive Director</p>	<p>Patient Access Center (PAC) improvements included a strong decline of call abandonment rates compared to last year. Continued focus on wait times.</p> <p>Mobile unit mechanical and staffing challenges continue but full-time provider has been hired and starts in January.</p> <p>Immediate Care provider positions are filling with Providence changing their urgent care model. Health Center has made three offers.</p> <p>FTCA deeming application status</p> <p>Uniform Data System (UDS) report due 2/15/24.</p> <p>Announcement from OHA that new z code will be effective January 1, 2024 and will allow the health center to be</p>			



	<p>reimbursed for refugee screenings.</p> <p>Revenue Cycle registration project is underway. Sliding Fee Scale evaluation in progress.</p> <p>CHCB FY25 Budget Planning session scheduled 12/18/23. Agenda will be shared this week.</p> <p>Operational Site Visit (OSV) scheduled 3/26/24-3/28/24. The HRSA site visit is planned for March 2024 which will assess the health center’s compliance, policies, and attestation. More information will be shared prior to the visit.</p> <p>Met with NWRPCA on 12/7/23 and was a routine meeting to discuss opportunities and challenges.</p> <p>Amended agreement in progress for counter signature with OMW.</p>			
<p>Announce Executive Officer Election Results Nominating Committee Member. Darrell Wade</p>	<p>Chair: No candidate received a majority of votes cast. Kerry Hoeschen is elected Secretary (majority) Susana Mendoza is elected Member-at-Large (majority)</p> <p>Results were announced by Darrell, a member of the Nominating Committee, which included language that the vote to approve the sole candidate as board chair failed because of the 4-4 vote. A challenge was raised by Tamia that the bylaws say whichever candidate gets the most votes is elected to the office. She stated no one was running against her and therefore the position was hers with the most votes. Based on the challenge, Tamia declared the chair seat.</p>			



	<p>Darrell responded that Tamia has won seat of chair. Results need to be confirmed by the Secretary. The results will be clarified before the end of this week.</p>			
<p>Labor Relations Updates Jenna Green, Interim Executive Director <i>Bargaining and Negotiation Updates (Closed Executive Session)</i> <i>CHCB Board Members to discuss in a confidential separate Zoom</i></p>	<p>Board moved to confidential session at: 8:30pm Board returned from confidential session at 8:52pm</p> <p>There was a brief discussion about whether there should be another vote to approve the second set of minutes. The vote earlier in the meeting covered both sets of minutes. It was requested that it be clarified that the vote was for both sets since Kerry had abstained from the first set of minutes because she was absent at that meeting, but was not absent from last month’s public meeting and should have been allowed to vote on those minutes.</p> <p>Pedro gave thanks to Harold and shared that he is retiring his position as Secretary because his term is over. He has been on the board for 10 years and has always liked to support the community and especially the latino community. He held many positions on the board and thanked everyone for the opportunity. Next year he plans to rest and possibly come back after a year. He wished everyone good luck for everything they will do over the next year.</p> <p>Harold thanked Pedro for his service.</p> <p>Tamia thanked Pedro for his contributions and appreciated his work and hopes he will have a great time off.</p> <p>Jenna invited Pedro to come to the in-person January meeting</p>	<p>Motion to move to a closed session: Darrell Second: Kerry Yays: 7 Nays: Abstain: Decision: Approved</p>		



	<p>for a public thanks and recognition for his service. If that date doesn't work, another will be found. She encouraged him to continue to attend meetings as a member of the community. She thanked him for all the years of service.</p> <p>Pedro shared he is available in January to attend the in-person meeting to shake hands with everyone. He hopes to return after his year break.</p>			
Meeting Adjourns	Meeting adjourns 8:58 PM			Next public meeting scheduled on 1/08/24

Signed: _____ Date: _____
Pedro Prieto Sandoval, Secretary

Signed: _____ Date: _____
Harold Odhiambo, Board Chair

Minutes approved, in person, at the January 9th, 2024 Public Meeting

Scribe: Jordana Sardo/jordana.sardo@multco.us