



CHCB Public Meeting Minutes

February 12, 2024

6:00-7:30 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:

Tamia Deary – Chair

Darrell Wade- Treasurer

Kerry Hoeschen – Secretary

Brandi Velasquez – Member-at-Large

Susana Mendoza- Member-at-Large

Alina Stircu – Board Member

Harold Odhiambo - Board Member

Darnell "DJ" Rhodes - Executive Director (Ex Officio)

Board Members Excused/Absent:

Topic/Presenter	Discussion / Recommendations	Action	Responsible Party	Follow-up Date
Call to Order / Welcome Tamia Deary, CHCB Chair	Meeting begins at 6:03PM We <u>do have a quorum</u> with 6 members present. Alina Stircu joined at 6:26pm Guest: Kallie Caito			
Review January 8th Public Meeting Minutes- VOTE REQUIRED	The board reviewed the January 8, 2024 minutes Question: <ul style="list-style-type: none"> ● Susana asked if January 8th is the correct date for review? <ul style="list-style-type: none"> ○ Yes, we are reviewing the minutes from the 1/8/24 public board meeting that took place in person at the McCoy building. 	Motion to approve Public meeting minutes: Susana Second: Kerry Yays: 6 Nays: 0 Abstain: 0 Decision: Approved		
Vacancy Report Erin Murphy - Human Resources Manager	Last month we did not have a vacancy report and Erin offered to present a robust report today and will be presenting the vacancy report quarterly moving forward	Suggestion to have Courtney attend a future	Erin Murphy	

	<p>Provider Vacancy Trends</p> <ul style="list-style-type: none"> ● Not seeing a positive trend in physician vacancy <p>Frontline Medical Support Vacancy Trends</p> <ul style="list-style-type: none"> ● Retention Bonuses for EFDAs, Medical Assistants and Pharmacy technicians were just approved ● Medical Assistants trend is looking positive <p>Question:</p> <ul style="list-style-type: none"> ● What is the difference between an EFDA and Dental Assistant? <ul style="list-style-type: none"> ○ EFDA is an expanded function dental assistant and can perform a wider range of duties <p>FY24 Turnover Trends</p> <ul style="list-style-type: none"> ● APC, MAs, and Pharmacy techs have a high turnover rate <p>FY24 Financial Impact of Vacancies</p> <ul style="list-style-type: none"> ● Direct correlation between our provider staff vacancy and revenue loss <p>ICS Exit Interview Results & Trends</p> <ul style="list-style-type: none"> ● Erin recommended to ask Courtney to provide an update. Courtney is closer to this work and the trends as the Employee Engagement Coordinator for the Health Department and if the board would like more info on these results, it would be good to invite her to a future meeting. <p>Questions:</p> <ul style="list-style-type: none"> ● Harold was concerned about the monthly loss due to vacancies. What is the hold up in filling these vacancies? <ul style="list-style-type: none"> ○ Partly due to getting enough candidates to apply and also through the recruitment process and 	meeting to discuss exit survey results.		
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	<ul style="list-style-type: none"> partly due to our compensation plans <ul style="list-style-type: none"> ○ We are competing with private competitors that can pay more ○ We are actively working on fellowship opportunities for APCs ● Susana asked - What is the reason for so many vacancies? Is there a survey that goes out to gauge why staff are leaving and find trends? <ul style="list-style-type: none"> ○ Compensation is generally top of mind for many of our employees ○ Right now, it is not an employer's market but an employee market. The bigger issue is getting employees on staff and not as much an issue with retention. Our vacancy rate is actually quite good at 6% comparatively 			
<p>ICS.01.44 Quality Improvement Policy -VOTE REQUIRED Brieshon D'Agostini Quality and Compliance Officer</p>	<p>Due for renewal in March and are making some minor changes to the policy prior to renewal</p> <p>Want to change the title and some content wording changes</p> <p>If not reviewed and approved by March renewal, at risk to be out of compliance with HRSA</p>	<p>Motion to approve ICS.01.44 Quality Improvement Policy changes: Kerry Second: Darrell Yays: 7 Nays: 0 Abstain: 0 Decision: Approved</p>		
<p>Bi-Annual ED Evaluations - VOTE REQUIRED Tamia Deary, CHCB Chair</p>	<p>Proposing 6 months evaluations instead of annual Executive Director evaluations moving forward</p> <p>Questions posed by board members:</p>			

- Alina asked - What will the evaluation look like and what metrics are we using for the assessment?
 - Historically, the process has been getting the previous year's evaluation template and then we give feedback based on that. Tamia has put together some questions she would like written into the evaluation going forward but will have the board review
- Kerry asked -What is the incentive behind a more formal review rather than creating more regular feedback cycles?
 - Interested in both formal reviews and more regular feedback cycles
 - It is something we do with the county and it does not stop us from doing more informal feedback cycles
 - Opportunity for us to have at least 2 yearly evaluations rather than one to form a better framework and improve communication with the ED
 - Evaluation of the CHC executive director is part of the bylaws
- Bee asked - Are the end of year evaluations in December?
 - No, DJ's annual evaluation will be in May after he completes his first year at the county
- Bee asked - Is this going to cost the board as it pertains to changing the bylaws/is it cost effective?
 - We already pay county HR to do this work on our behalf and it should not cost us much to do the evaluation more than once a year. Cost benefit of having improved communication with our ED should outweigh the cost to make this change
 - Will cost more for translators and we need to have more conversations as a board on this

	<ul style="list-style-type: none"> ● Harold Asked - Should we hold on this for the moment instead of voting so that we can get it changed in the bylaws? <ul style="list-style-type: none"> ○ As we will see in the next agenda item, we have a few changes to bylaws coming up and Tamia thought it would be beneficial to add the ED evaluation to the change so that it is done at the same time ● Harold Asked - Did we already run this through our attorney? <ul style="list-style-type: none"> ○ Yes, Tamia has run this through him and he agreed that we need to make our bylaws more efficient ● Susana asked - How is it that Tamia got to the point of wanting to change the bylaws and were members of the board in agreement of these amendments and evaluate if these are important to make these changes? <ul style="list-style-type: none"> ○ As for the board member selection, requiring an interested person to attend 3 board meetings before being voted on the board requires a 3 month process which is quite a long duration. Since we are out of compliance with HRSA, it would be in best interest of the board and our clients to speed up the process to recruit board members and be in compliance with HRSA 			
<p>Notice of Intent To Amend CHCB Bylaws Tamia Deary, CHCB Chair</p>	<p>Recommended changes:</p> <ul style="list-style-type: none"> ● Executive Director Evaluations ● Board Member Selection - nomination process <p>We will not be voting on bylaws tonight</p> <p>This is just a notice of intent and we will be voting in March</p>	<p><i>Motion to table changes to the bylaws until bylaws committee can meet and provide a</i></p>		

	<p>These changes will need to go through our lawyer first.</p> <p>Bee motions to table this conversation and bring it back to the Executive Committee for further discussion as there seems to be many questions that still need to be answered</p>	<p>recommendation to Exec Committee: Bee</p> <p>Second: Harold</p> <p>Yays: 6</p> <p>Nays: 1</p> <p>Abstain: 0</p> <p>Decision:</p> <p>Approved</p>		
10 min break	<p>7:15pm-7:25pm</p> <p>Kerry left the board meeting at 7:26pm</p>			
<p>Monthly Financial Reporting Package</p> <p>Jeff Perry, Chief Financial Officer</p>	<p>The Health center is showing 15.6 million surplus</p> <p>Ran a loss in December of 1 million</p> <p>YTD Rundown:</p> <ul style="list-style-type: none"> ● Dental has a \$3.3 million loss ● Pharmacy \$910,000 loss ● PC \$5.2 million gain ● Student Health Centers \$ 926,000 loss ● HIV Clinic \$1.2 million loss ● Program income through December was \$12.2 million bringing us to \$79.9 million 			
<p>Committee Updates</p> <p>Finance Committee: Darrell Wade, Finance Chair</p> <p>Quality Committee: Tamia Deary, Quality Chair</p> <p>Executive Committee: Tamia Deary, Board Chair</p>	<p>Finance Committee met Friday 2/1 and will resume meeting in March</p> <p>Executive Committee met at the end of January and discussed some changes that we need to make in order to address our upcoming site visit and a workplan for this year, and committee appointments</p>			

	Quality Committee met and reviewed the Quality Improvement Policy and Suzana attended for the first time. The committee did a deep dive into the vacancy report			
Executive Director's Strategic Updates Darnell "DJ" Rhodes Executive Director	DJ reviewed the Status Report on CHCB Priorities			
Meeting Adjourns	Meeting adjourns 7:38 PM			Next public meeting scheduled on 3/11/24

Signed: _____ Date: _____
Kerry Hoeschen, Secretary

Signed: _____ Date: _____
Tamia Deary, Board Chair

Minutes approved, via zoom, at the March 11, 2024 Public Meeting

Scribe:
Name: Shawna Williams// Email: shawna.williams@multco.us