CHCB Public Meeting Minutes
July 10 2023
6:00-8:00 PM
Gladys McCoy

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   **Susan Mendoza** - Board Member

Tamia Deary - Vice-Chair   **Patricia Patron** -Board Member

Pedro Sandoval Prieto – Secretary

Darrell Wade – Treasurer

DJ Rhodes - Executive Director

Board Members Excused/Absent: Kerry Hoeschen – Member-at-Large, **Alina Stircu**- Board Member, **Brandi Velaquez** - Member-at-Large, **Fabiola Arreola** – Board Member

Topic/Presenter	Discussion / Recommendations	Action	Responsible Party	Follow-up Date
Call to Order / Welcome Harold Odhiambo, CHCB Chair	Meeting begins 6:13 PM We do have a quorum with 6 members present. Spanish Interpreters: Victor, Louisa, and Jorge			

Minutes Review -VOTE REQUIRED Review Public Meeting minutes	Reviewed June 12th Public Meeting Minutes.
	
	Page. 4 pp. 1
	"Such as the incident and complaints in patient surveys and compliances."
	     Example of a process that took longer time to develop.
	
	Page 4. Under follow up date column
	     Correct "does not address" to is "unclear"
	Page 11. Change wording to "point or order" or "point of information"
	
	Page 13 Correct spelling of "MyChart"
		Motion to approve June 12th public meeting minutes: ***Second:*** Yays: 6 Nays: Abstain: **Decision:** **Approved**	CHCB Staff: Update minutes with corrections.	As soon as possible.

	Page 7 updating wording from "Social drivers" to "Social determinant of health"			
Annual Quality Plan - **VOTE REQUIRED** Brieshon D'Agostin, Quality and Compliance Officer	Presenting the Annual Quality Plan gain based on feedback from previous public meeting. Annual quality report that would provide trends and new quality metrics. Would use this fiscal year to develop metric and reporting and in the future provide more monthly or quality measures. At the previous meeting questions and requests were made for more frequent and high level quality reporting. Draft sample monthly quality metrics snapshot report and timeline of the development of the original quality metrics along with the new metrics snapshot. Shared an example of a metric of the snapshot report and explained the example. Monthly snapshot would not provide detailed information but a snapshot of the specific metric. Continue to receive fully quality reports. Currently quality reports are quality and development of monthly reports which need to be developed. Quality metrics timeline for the next fiscal year. Includes	*Motion to approve Annual Quality Plan:* ***Darrell*** ***Second: Tamia*** Yays: 4 Nays: 2 Abstain: **Decision:** **Approved**		

development period for the monthly snapshots for the annual report and the additional metrics listed in the quality plan.

Expected Timeline
- Nov 2023 - monthly snapshots for current metrics
- Feb 2023 monthly snapshots expanded to new metrics
- August 2024 - fully snapshot report, first annual report

Question: Why are the metrics showing up just for July, August, September are these from last year?

Answers: Sample of what the report would look like, the data is just an example of what the data would look like.

Comment: The example that you are giving is not very clear, it seems that the information is combined but not specific what each category is.

Response: Would it be helpful to have another discussion on how you would like to receive the data. The report sample is a first try on developing it and we can make adjustments to receiving the information in different formats.

Question: Would you clarify in the report packet in page 42 there is an example of KIP, are you planning to develop the metrics based on each one of those subjects on the page?

Answer: This is our first attempt at creating monthly snapshot report quality metrics. Each row would be a different, separate quality metrics. Formatting would be adjusted to make the data more clear.

	Question: Timeline related to the UDS report, do you expect some challenges on reporting? How granular will this information be for board members? **Answer:** UDS reports are done annually per HRSA, we submit them in January and hear back in the Spring if they are accepted. We will continue to provide information as soon as it is available to share. We also want to include it in our annual quality report. **Question:** Are you or the team able to see data more frequently to implement quality improvement work instead of waiting until the annual report? **Answer:** UDS report does not run quarterly, however our business intelligence is working at being able to see that data more regularly. There are other systems and reports that allow us to see the information more regularly. **Question:** Will she present something differently than what we are looking at now, because I do not understand. **Answer:** Would propose having another conversation to understand how you would like to receive information and that it is understandable.			
Policy: ICS.01.50 Data Governance - VOTE REQUIRED Brieshon D'Agostini, Quality and Compliance	Provided background of policy: ● Created in 2020, approved by ED and CHCB in June 2020 ● Established standard to assure the quality and integrity of data generated by and related to Health Center	*Motion to approve ICS.01.50 Data Governance:*		

Officer	programs. Since the development we have learned about data governance and our system and have discussions with our partners at the Health Department as our systems are integrated. *New Changes* ● Provide clarity/guidance, no changes to operation ● Updated wording to "Health Center" vs. "ICS" ● Guidance on how data is requested and what is included ● Clarified Health Center business ● Define Health Center role as "gatekeepers" of Health Center data Reviewed by CHCB Quality Committee and shared agreement with the Health Department partners. No questions or comments by board members.	***Patricia*** ***Second: Pedro*** Yays: 5 Nays: Abstain: 1 **Decision:** **Approved**		
Oregon School Based Health Alliance ACTION Grant - **VOTE REQUIRED** Alexandra Lowell, Student Health Center Manager	Oregon School Based Health Alliance is a non-profit that supports CHC and the field of CHCs they do advocacy, program development, and they give grants to multiple school based health center programs throughout the state. This is the 5th year that we receive this grant. Grants go to our youth action council work and community engagement work.	***Motion to approve Oregon School Based Health Alliance ACTION Grant:*** ***Pedro*** ***Second: Tamia*** Yays: 6 Nays: Abstain: **Decision:**		

Grants fund projects that support healthy youth relationships, adolescent sexual health and SBHC staff skill development related to youth social and sexual health Biannual funding will go thru June 30, 2025 Grant will be distributed to our Parkrose and McDaniel High School Youth Action Council: ● Complete Youth Participatory Action Research project ● Healthy relationship-themed campaigns ● Creating partnerships with in–school affinity groups for youth of color Total Award Amount $20,000 ● YAC Intern(s) ● YAC meeting/project supplies ● Youth stipends ● Travel to OSBHA School Health Action Day Question: Is the amount that you need for two years or do you need more than this? Answer: We are asking for the max that OSBHA ACTION Grant allows. We have other grant funding that support this work as well Question: Are the interns high school students? Answer: These are college students that work about 10 hours a week with our program. Question: This grant will be going to Parkrose and McDaniel High School, is this grant on rotation to other schools.	**Approved**	

	Answer: We propose something that is within our realm or capacity of making sure that we meet that work. The other 7 sites may not have the means for an action project that meets the deliverable of this grant. Grant has been rotated at other sites in the past and we share certain strategies and tools to use at other sites.			
10 min break	**6:59- 7: 10PM**			
Monthly Budget and Financial Reports -Jeff Perry, Chief Financial Officer, ICS	**Monthly highlights** ● **Revenue $175 million** ● **Expenditures $138 million** ● **Net Income : $37 million** **Month of May** ● $17.9 million dollar in revenue ● $13.5 million dollar in expenses ● $4.3 million dollars in net income **Programmatic Level** ● Dental YTD loss, loss is narrowing down $531,055 ● Pharmacy YTD gain, $3.8 million dollars ● Primary Care YTD gain, $28.8 million dollars ● Student health center YTD gain, $1 million dollar ● HIV Clinic YTD gain, $1 million dollar **Program income** ● **Indirect Cost Expense that FQHC pays to the health department and County.** ● **Budget Adjustment** ● Month of May Program income of $12 million dollar			

	• Year to day income of $135 million dollar **Internal Services Expenses Paid to other agencies and County** • Month of May $2.4 million dollars • Year to Date $25 million dollars **Question:** What is "Internal Service Other", can you tell what the money is being spent on. **Answer:** Will need to look at the specifics and report back. **Question:** On the revenue by program, noticed Lab does not have any revenue. **Answer:** Lab is a particular cost center and any revenue generated is billed to primary care. **Question:** The lost show is not covered? **Answer:** We cover the cost of the lab. **Comment:** Admin generating revenue. **Response:** We allocated the COVID-19 dollars money in the Admin category to keep it one place. **Comment:** Even though [COVID-19 dollars] are being used for clinical services. **Response:** We wanted to keep the money in one place, we won't see those funds next fiscal year.		CHCB Staff: follow up with Jeff regarding the "Internal Service other" and report back to board	Answer provided later in the meeting: An example is our mail delivery and distribution.

	Comment: In the new fiscal year, will this account for the additional coverage or where? **Response:** It will be captured in our program income.			
Committee Updates -Quality Committee: Tamia Deary, Quality Chair -Executive Committee: Harold Odhiambo, Board Chair -Darrell Wade, Finance committee:	Tamia Deary, Quality Committee : ● No updates as quality meeting has not occurred since last public meeting (scheduled for July 11th) Tamia Deary, Bylaws Committee : ● List of priority of topics once our legal support is contracted ● Bylaws wording about voting ● Wording around address board members needs ● Retreat on Robert Rules ● Access around materials in board members preferred language 　○ Agenda and minutes be a priority 　○ Larger documents such as annual quality plan Comment: Wanted to thank you for the support you have provided us in receiving material in Spanish. Question: Is there a reason why we are using Roberts Rules or is it more accessible? Answer: Open to suggestions. We work overtime to meet the board's needs. Currently, in our policies and procedure we default to Roberts rules if there is nothing in our Bylaws Comment: Once we have our legal support we will be able to			

	review this matter with legal support. Darrell Wade, Finance committee: • Met on July 6th and reviewed our financials with Jeff • Next meeting August 3rd Harold Odhiambo, Executive Committee : • Legal support will be reviewed in an agenda item. Harold Odhiambo, Nominating Committee & Finance Committee: • No updates from nominating			
NWRPCA Spring Summit Update Harold Odhiambo, CHCB Chair Bee Velasquez, Member-at-Large Alina Stircu, Board member	Reyna on behalf of Alina read comments submitted by Alina who was not present. Harold shared comments regarding attendance.			
Legal Support Harold Odhiambo, Chair	We met with Steven Ogden with Ogden Law Firm, LLC on July 5th to potential contract to meet our boards need with DJ Rhodes, Executive Director and Tamia Deary, Vice Chair. Meet with team members with various areas of expertise with FQHC and Co-applicant agreements.			

	Once we have them contracted they can share with the board who they are and what they stand for. Based in Seattle but support Health Centers in other states. More updates to be shared with the entire board once available. No comments.			
Executive Director Update (Closed Session) *CHCB Board Members to discuss in a confidential separate Zoom*	Board moved to confidential session at: 7:46 pm	***Motion to move to a closed session: Tamia Second: Darrell*** Yays: Nays: Abstain: **Decision:**		
Meeting Adjourns	Meeting adjourns 7:46 PM			Next public meeting scheduled on 8/14/23

Signed:_____ Date:_____
        Pedro Prieto Sandoval, Secretary

Signed:_____ Date:_____
        Harold Odhiambo, Board Chair
Minutes approved, virtually, at the August 14, 2023 Public Meeting

Scribe name/email:
Reyna Martinez-Martinez

Public Meeting - *July 10, 2023*

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