



**Public Meeting Minutes**  
**September 13, 2021**  
**6:00-8:00 pm (Virtual Meeting)**

*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 In Attendance:** Harold Odhiambo – Chair; Fabiola Arreola – Vice Chair; Pedro Sandoval Prieto – Secretary; Tamia Deary - Member-at-Large; Dave Aguayo – Treasurer; Kerry Hoeschen – Member-at-Large; Susana Mendoza – Board Member; Brandi Velasquez – Board Member, Darrell Wade – Board Member

**Board Members Excused/Absent:** Kerry, Susana, Dave

Topic/Presenter	Discussion / Recommendations	Action	Responsible Party	Follow-up Date
<b>Call to Order / Welcome</b> Chair, Harold Odhiambo	The Board Chair called the meeting to order at 6:09 PM Fabiola, Tamia, Harold, Pedro, Darrell, Brandi  A quorum (at least 6 members) was established	N/A	N/A	N/A
<b>Minutes Review - VOTE REQUIRED</b> Review August Public Meeting minutes for omissions/errors	Chair Odhiambo asked for approval or changes to the minutes.  No changes requested.  Tamia made a motion for approval, seconded by Fabiola. The committee voted to approve the minutes as written.	Yays: 5 Nays: Abstain: 1  <b>Decisions:</b> <b>Minutes approved</b>		
<b>Welcome Health Rebranding</b> Margaux Mennesson, Communications Strategist, ICS Coates Kokes, Marketing Agency	<i>Goal:</i>  <i>Review recommendations from Coates/Cokes about creating a brand for our Community Health Center, including guidelines for visual communications and how we describe our service</i>  <i>Why:</i>  Never undergone a formal branding process Confusion about the services we offer and their quality	N/A		

	<p>We're all describing who we are and what we do a bit differently</p> <p>Project Outcomes:  Name for the CHC/ICS  New look/feel for HC materials  Brand voice and way to describe who/what we do  Plan for how it will rollout</p> <p>Staffing: Adrienne Daniels, Margaux Mennesson  Consultants: Steve Kokes, <b>Christina Bertalot (presenting today)</b>, Erin McGuire from Coates Kokes</p> <p>Logo &amp; new name is: Welcome Health  Next Steps: Applying the brand; it's a process; start with no and low-cost places first, i.e., adopting branding guidelines (90% complete).  Make brands tangible to patients/staff - t-shirts, lanyards, pens. Quickly move to more cost/time intensive projects such as website redesign, larger monument signs on exterior, lobby signage.  Recommendations and Timeline is  Q4 2021 approve brand guidelines, begin website redesign, internal launch (use up current materials first for sustainability efforts to reduce waste), external launch (press release)  2022 complete website redesign, external signage, ongoing rollout of new materials</p> <p>Questions? None  You may also email Margaux or Tasha if you have questions later.</p>			
<p><b>Enterprise Fund Modification - VOTE</b></p>	<p>Jeff Perry</p> <ul style="list-style-type: none"> <li>Establish a new dedicated Health Center Fund to fully</li> </ul>	<p>Yays: 6  Nays: 0</p>		

<p><b>REQUIRED</b>  Jeff Perry, HC  Chief-Financial-Officer  and Eric Arellano County  Chief Financial Officer</p>	<p>segregate <b>Community Health Center</b> financial activity from other County activities</p> <ul style="list-style-type: none"> <li>Budget appropriation will be made within new dedicated fund <ul style="list-style-type: none"> <li>No changes will be made to service specific priorities in the FY22 budget</li> <li>All expenditure/revenue activity will move to new fund effective <b>October 1<sup>st</sup></b></li> </ul> </li> </ul> <p>Questions? None</p> <p>Tamia made a motion for approval, seconded by Darrell. The committee voted to approve the minutes as written.</p>	<p>Abstain: 0</p> <p><b>Decisions:  Approved</b></p>		
<p><b>Fee Policy Update  AGN.10.03 - VOTE  REQUIRED</b>  Jeff Perry, HC  Chief-Financial-Officer</p>	<ul style="list-style-type: none"> <li>Defines the "Sliding Fee Discount Program" for patients</li> <li>CHCB approval required every 3 years (HRSA)</li> <li>Due June 2021 (obtained extension)</li> <li>Review included multiple stakeholders</li> </ul> <p>With a <b>"YES"</b> vote. . .</p> <ul style="list-style-type: none"> <li>the HRSA compliant policy changes will go into effect with a more inclusive definition of "household" to reduce barriers and financial impacts for clients accessing services.</li> </ul> <p>With a <b>"NO"</b> vote. . .</p> <ul style="list-style-type: none"> <li>the current policy will remain in effect without improvements or broadening "household" definition. Without the Ryan White definition, the policy may be out of compliance with HRSA.</li> </ul> <p>Fabiola made a motion for approval, seconded by Tamia. The committee voted to approve the minutes as written.</p>	<p>Yays: 6  Nays: 0  Abstain: 0</p> <p><b>Decisions:  Approved</b></p>		

<p><b>Policy of Policies Update</b>  <b>- VOTE REQUIRED</b>  Tasha Wheatt-Delancy,  Executive Director, ICS</p>	<p>There are 14 additional policies now added to ICS.01.41 based on the new policies developed and approved by CHCB since the prior renewal.</p> <p>With a <b>“YES”</b> vote. . .</p> <ul style="list-style-type: none"> <li>the policy will be renewed with the 14 additional policies being documented in ICS.01.04.</li> </ul> <p>With a <b>“NO”</b> vote. . .</p> <ul style="list-style-type: none"> <li>The policy will not be adopted and the board would need to determine which parties have oversight of the 14 new policies.</li> </ul> <p>Darrell made a motion for approval, seconded by Brandi. The committee voted to approve the minutes as written.</p>	<p>Yays: 6  Nays: 0  Abstain: 0</p> <p><b>Decisions:</b>  <b>Approved</b></p>		
<p><b>Monthly Budget Report</b>  Jeff Perry, HC  Chief Financial Officer</p>	<p>The August Update is still pending from Finance.</p>			
<p><b>COVID/ICS/Strategic Updates</b>  Tasha Wheatt-Delancy,  Executive Director, ICS</p>	<p>Reviewed ICS Executive Director Strategic Updates</p> <ul style="list-style-type: none"> <li><a href="#">Dr. Ishmael Togamae feature on OPB's Think Out Loud Program</a></li> <li>Fall 2021 Back to School Student Health Centers: Here for YOUTH</li> <li>PCC Proposal - Workforce Metro Center and La Clínica de Buena Salud</li> </ul> <p>New Leaders</p> <ul style="list-style-type: none"> <li>Bernadette Thomas, Chief Clinical Officer</li> <li>Kyndall Mason, Executive Support Manager</li> <li>Dr. Maciek Dolata, Deputy Dental Director</li> </ul>			

Vaccine Mandate for staff

All employees must get vaccinated by Oct. 18 (except in case of religious or health exemptions).

PCC Partnership

Health ICS is working in partnership with county leadership and PCC Workforce Development Center/ re: possible relocation of sites. PCC would like a proposal by the end of 2021.

- Evaluate and determine whether the Community Health Center will seek a formal partnership with Portland Community College to relocate the existing La Clinica Health Center.
- CHCB is responsible for strategic planning and evaluation of Health Center services and locations, ultimately determining what services should be provided and where all centers are located.
- The County is responsible for facilitating building leases and purchasing contracts.

Next Steps for CHCB:

- Consider whether this proposal supports the mission of the Health Center
- Determine whether the proposed location change of La Clinica location to the Workforce Center would be recommended.
- Provide input and final direction on any proposed budget commitments to support the project.
- Consult the County on whether CHCB can commit to the partnership by December 2021 and develop a funding

strategy for the estimated costs.

#### CoApplicant Agreement

For our HRSA compliance, we are required to update certain sections of the co-applicant agreement which will require both CHCB and BCC to vote. One of the changes is to set up a specific financial fund, known as an Enterprise fund for our health center.

#### SE Breach

The SE Health Center was closed for construction in early August and experienced a break in. While the Health Center was secured at the time of the break in, file cabinets inside the clinic were unlocked. Personal information about medical treatments and prescription information was not accessed. The county has policies and procedures for securing personal information, and those policies are being reviewed with staff involved in this incident. The file cabinets have since been moved to a more secure location.

#### HRSA TA Results

##### TA Site Visit Report

HRSA technical assistance virtual visit primary goal was to provide recommendations to improve program performance in administration, governance, and fiscal areas. The TA report shared with Board members details HRSA's feedback specifically regarding the Enterprise Fund as it relates to CH. 15.

#### **Vaccine Demographics**

	<p>Reviewed vaccine totals overall, totals by day, totals by race/ethnicity, and language served.</p> <p>ED Evaluation</p> <p>The CHCB Executive Committee has been asked for feedback about the current evaluation form. If you have not provided feedback, please do so soon.</p> <p>Board Retreat</p> <ul style="list-style-type: none"> <li>• Tentative (virtual) Friday Nov. 19, 2021 -</li> <li>• full day with full Board meeting, team building, and next steps with Welcome Health branding guidelines.</li> <li>• Contact Francisco to join the retreat planning committee.</li> </ul> <p>Questions?</p> <ul style="list-style-type: none"> <li>• Can the retreat be scheduled on a weekend instead? Francisco will email the CHCB membership for an optimal date.</li> </ul>			
<p><b>Committee Updates/Council Business</b> Harold Odhiambo, Chair</p>	<p>Harold - There was a delay in logging at the August 23 meeting, Fabiola opened that meeting. On 8/23, Tasha presented Welcome Health and vaccination clinic info. Adrienne provided details on moving La Clinica. Jeff presented on the Enterprise Fund. Francisco presented on the tentatively scheduled all day virtual Nov. 19 retreat.</p> <p>The executive committee has agreed to postpone hybrid meetings until the new year. This Board will continue with Zoom meetings until further notice.</p>			

	A CHCB emergency meeting is scheduled 9/27			
<b>Meeting Adjourns</b>	The Board Chair adjourned the meeting at 7:48 PM. The next public meeting will be on October 11, 2021 via Zoom.			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Pedro Prieto Sandoval, Secretary**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Harold Odhiambo, Board Chair**

**Scribe taker name/email:** Jodi Shaw, jodi.k.shaw@multco.us