



**Emergency Meeting Minutes  
September 27, 2021  
5:45-6:30 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:**

**Harold Odhiambo** – Chair  
**Fabiola Arreola** – Vice Chair  
**Dave Aguayo** – Treasurer

**Pedro Sandoval Prieto** – Secretary  
**Tamia Deary** - Member-at-Large  
**Kerry Hoeschen** – Member-at-Large

**Darrell Wade** – Board Member  
**Susana Mendoza** – Board Member  
**Brandi Velasquez** – Board Member

**Tahsa Wheatt-Delancy - Executive Director, Community Health Center (ICS)**

**Board Members Excused/Absent: None.**

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 5:47 PM  A quorum was established.  Lucia in attendance (Spanish interpreter)	N/A	N/A	N/A
<b>Annual Audit Findings</b> Eric Arellano, Chief Financial Officer, Multnomah County	Reviewed general scope of financial audit: Assess if the financial statements prepared by the County are fairly presented in all material respects and in accordance with US GAAP, GAAS, and GASB.*  Audit provides assurance that financial statements are free from material misstatements and internal controls over financial reporting are in compliance in order to effectively conduct audit procedures.  Includes the following: <ul style="list-style-type: none"> <li>• Report of Independent Auditors on the basic financial statements</li> </ul>	Eric Arellano presents to CHCB future meetings ad hoc/as-needed; Schedule annual presentations in January.  In the future the 5-7 programs identified in the audit will be		January 2022

	<ul style="list-style-type: none"> <li>• Report of Independent Auditors on Internal Control over Financial Reporting</li> <li>• <b>Report of Independent Auditors on compliance with OMB Uniform Guidance</b></li> <li>• <b>Schedule of Findings and Questioned Costs</b></li> <li>• Report of Independent Auditors on compliance on Internal Controls over Financial Reporting in accordance with Oregon Minimum Standards</li> <li>• Management Letter</li> </ul> <p>Audit looks at various large systems across the county for risk (IT, Workday, internal controls, areas within business cycles, and pass through of federal funds.</p> <p>Reviewed current year highlights &amp; findings:</p> <ul style="list-style-type: none"> <li>• Financial Statement Audit – Unmodified Opinion (which means clean audit, no findings)</li> <li>• Single Audit - Significant Deficiency (2 findings in <b>BOLD</b>) <ul style="list-style-type: none"> <li>• Highway Planning and Construction Cluster 20.205</li> <li>• <b>Health Center Program Cluster (Primary Care Grant) 93.224, 93.527</b> <ul style="list-style-type: none"> <li>• Time &amp; Effort – Premium overcharge (overcharge of \$8.00)</li> </ul> </li> <li>• Aging Cluster 93.044, 93.045, 93.053</li> <li>• <b>COVID-19-Coronavirus Relief Fund 21.019</b></li> <li>• Time &amp; Effort – TAR not approved by manager</li> </ul> </li> <li>• <i>Corrective Action Plan:</i></li> </ul> <p>Payroll front end manual adjustment, trying to automate to avoid manual entry.</p> <p>Established a to-do step in Workday reminder for managers to review and make changes.</p> <p>Audit results will be reviewed with this Board in the future; FY21 results should be available in January 2022.</p>	<p>communicated to Tasha and CHCB</p> <p>Follow up question in the Zoom Chat around finding #2020-003: matching - Other Matters and whether we had confidence we were matching at the 75% correctly with other expenditures that were not tested.</p>		
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	<p><b>Discussion</b></p> <p>HRSA requirement that the annual audit is reviewed by the Board and how will the Board be informed or have opportunity for input if there are future findings around a corrective action plan. CFO will communicate with ICS CFO/ Executive Director and to bring future findings and corrective action plans to the CHCB prior to finalization. Annually, a January presentation is feasible, with ad hoc meetings to inform the CHCB.</p> <p>In looking at Single Audit, Health is a program that is always audited.</p> <p>Benchmarks that the auditors look for: they rely on a compliance supplement to identify how audits are conducted. If one thing is out of compliance, they will note it, no matter the amount - cost or finding. Single audit is more rigid than a material audit.</p> <p>Further discussion on the importance of the board being informed when items go unpaid or corrective action has taken place.</p>			
<p><b>Health Center Reports</b> Anirudh Padmala, Business Intelligence and Information Officer, ICS</p>	<p>Reviewed 2020 patient demographics by gender, race, language, interpreter access; service utilization trends, i.e. completed, no-shows &amp; canceled appointments. New patient contacts by month; reviewed clinical quality metrics performance Jan-June 2021.</p> <p>This data drives operational and strategic planning decisions. "Encounters" - defined as patient appointments, visits in-person, phone contacts, virtual, lab visits.</p> <p>(The meeting was going over time, and Anirudh Padmala was invited to a future CHCB meeting to complete this presentation..</p>	<p><b>Please bring Anirudh Padmala back to a future CHCB meeting to complete this presentation when more time is allowed.</b></p>		

<p><b>Co-Applicant Agreement - VOTE REQUIRED</b></p> <p>Tasha Wheatt-Delancy, Executive Director, ICS</p>	<p>Reviewed Co-Applicant Agreement edits to align with HRSA requirements. HRSA Project Officer and Consultant during TA highlighted several areas that are out of compliance. A powerpoint was shared that detailed the edits for each section. Primarily these are areas in the co-applicant agreement that clarify the CHCB's governance of the HC.</p> <p><i><b>If Yes vote:</b> The new Agreement will be put before the Board of County Commissioners on September 30, and if accepted, will then be submitted to HRSA to determine compliance</i></p> <p><i><b>If No vote:</b> The current Agreement will remain in effect, without the HRSA recommended changes. The CHCB and County would likely be found non-compliant, and issued an accelerated deadline of 30 days to negotiate acceptable modifications to the Agreement.</i></p> <p>There were no questions.</p> <p>Motion: David moved to approve as presented; Tamia seconded</p>	<p>Yays: 9 Nays: 0 Abstain: 0</p> <p><b>Decisions: Unanimous Vote Yes/Approve</b></p>		
<p><b>Meeting Adjourns</b></p>	<p>The Board Chair adjourned the meeting at 6:43 PM. The next public meeting will be on October 11, 2021 via Zoom.</p>			

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

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

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