



# Ventura County Community Health Center (CHC) Board Meeting Minutes

**Theresa Cho, MD**  
Ventura County Ambulatory Care  
Chief Executive Officer  
Medical Director  
CHC Executive Director

**Marth Ann Knutson**  
County of Ventura  
Assistant County Counsel

**Chaya Turrow**  
CHC Board Clerk

**Meeting Minutes**  
**January 25, 2024**  
**12:30 - 2:00 PM**

**2240 E Gonzalez Rd,**  
**Suite 200**  
**Oxnard, CA 93036**

**CHC BOARD MEMBERS:**

**DAVID TOVAR, District 3**  
Chair

**RALPH REYES, District 3**  
Vice Chair

**ESPY GONZALEZ, District 2**  
Secretary

**RENA SEPULVEDA, District 1**  
Treasurer

**MANUEL MINJARES, District 3**

**RENEE HIGGINS, MD, District 3**

**MELISSA LIVINGSTON, District 4**

**JAMES MASON, District 5**

**ROBERT RUST, District 3**

**MONIQUE NOWLIN, District 1**

**Call to Order:**

David Tovar called the meeting to order at 12:45 PM.

**1. Roll Call**

David Tovar	Present
Ralph Reyes	Present
Espy Gonzalez	Present
Rena Sepulveda	Present
Manuel Minjares	Present
Renee Higgins, MD	Absent
Melissa Livingston	Absent
James Mason	Present
Robert Rust	Absent
Monique Nowlin	Absent

**Roll call confirmed that a quorum was present.**

**2. Ventura County Staff Present**

Theresa Cho, MD, HCA – Ambulatory Care  
Marty Knutson – County Counsel  
Elizabeth Galway, HCA – Ambulatory Care  
Letty Garibay, HCA – Ambulatory Care  
Paris Hardy, HCA – Ambulatory Care  
Christina Woods, HCA – Health Care Plan  
Susan White Wood, HCA – BH | Former CHC Member

**Public Present**

**3. Public Comments**

**Action Items:**

**4. Approval of CHC Board Meeting Agenda for January 25, 2024**

Board Member Minjares motioned to approve. Board Member Reyes seconded. Motion passed.

**5. Approval of CHC Minutes for December 14, 2023**

Board Member Reyes motioned to approve. Board Member Gonzalez seconded. Motion passed.

**Presentation Items:**

**6. Susan White Wood Recognition of Service to CHC**

Board Chair Tovar recognized Ms. White Wood’s service to the Board. Board Member Minjares presented a certificate from the Board of Supervisors that says, “Ventura County Ambulatory Care congratulates Susan White Wood for her dedication to community health centers and years of compassionate and professional service as a Ventura County Community Health Center Board Member”. Board Member Minjares thanked Ms. White Wood for her mentorship with her knowledge and experience. Board Member Mason thanked Ms. White Wood and appreciates the wisdom she brought to the Board. Board Member Gonzalez was always in awe when Ms. White Wood would speak. Dr. Cho echoed everyone’s thoughts and thanked Ms. White Wood for her wealth of experience. Ms. White Wood shared that it was a pleasure to serve.

**7. Magnolia Clinic Presentation**

Presentation of the Magnolia clinic and services provided from Clinic Administrator, Letty Garibay and Assistant Clinic Administrator, Paris Hardy.

Ms. Garibay and Ms. Hardy shared that the Magnolia West clinic has two lobbies, with three or four providers per day. The clinic is open 7am – 7pm and will begin to open on some

Saturdays to provide additional access. Magnolia West has a lab area and typical treatment rooms. There is also a NST room for women's services, and rooms for minor procedures. Magnolia West includes an LMFT and recently hired a new trilingual speaker to assist with Gold Coast eligibility.

Magnolia East is a specialty clinic and urgent care, open Monday thru Friday 8am – 5pm, and the urgent care is open on Saturday and Sunday. Some of the specialty care available is adult, bariatric, diet and nutrition, EKG, and the clinic is looking to add x-ray services. One of the dieticians is bilingual.

The John Flynn Clinic is also associated with the Magnolia Clinic. It is located at a school in Oxnard, but only provides services for adults. Ms. Garibay said that they are looking to make the services more student focused. The site currently has two patient rooms.

The team has partnered with Gold Coast to open access for young patients and provide gift cards for coming in. Current gift card incentives are given when a patient visits for HPV, cervical cancer, and breast cancer screenings.

Board Member Mason said that Magnolia is an amazing clinic and exceeded his expectations. Board Chair Tovar asked if the current gift cards are working as incentives, or if there would be better retailers to provide. Ms. Garibay and Ms. Hardy said that Target is the best, by far. Walmart is popular, and Amazon is the least utilized.

## **Discussion Items:**

### **8. Strategic Plan – Planning Meeting**

Ms. Turrow shared that the leadership team met regarding the 2024 – 2027 Strategic Plan. A consultant was hired to assist in creating the Strategic Plan and ensuring it would align with the County and Health Care Agency's plans. The next step is to request suggestions from the CHC Board, then finalize the Strategic Plan and bring it to the Board of Supervisors. Board Chair Tovar, Board Vice Chair Reyes, and Board Secretary Gonzalez are all interested in providing input.

Ms. Knutson suggested a task force (ad-hoc committee) be created. Board Chair Tovar motioned the plan to form a task force; Board Vice Chair Reyes seconded the motion. The motion passed.

### **9. Continued Business**

- a. Ms. Turrow shared that the Ambulatory Care Team submitted a progress report for the blood pressure cuff grant. There is a bit more funding available, and the team is focused on purchasing the remaining blood pressure cuffs for the clinics. The funding ends February 29, 2024.

Additionally, the team is working on UDS, Uniform Data System, which is due on February 15, 2024.

### **10. CEO Update – Theresa Cho, MD - HCA, Ambulatory Care**

Dr. Cho shared that the clinics are trying to figure out staffing and space within the clinics. Dr. Blaze is working hard to hire.

Quality is improving. There was a big push at the end of the year to meet metrics. Mammography was one of the metrics the quality team was working on, but it proved difficult due to one of the machines not working. But there were a few breast cancers caught with the mammography screenings, which proves the exact reasoning why the screenings are important.

Board Chair Tovar asked how the Medi-Cal transition has been. Dr. Cho said that the team is lucky to partner with HSA, as it has been really helpful to have a group that eases with the transition. The patients have to go through a re-determination process, which is less of a barrier than expected. Board Member Gonzalez confirmed that the Medi-Cal application isn't difficult to complete. But there are a lot of these individuals with diabetes. She wants to ensure the clinics are prepared.

#### 11. **Board Comments**

No comments from the Board.

#### 12. **Staff Comments**

No staff comments.

#### 13. **Adjournment – Adjourn 1:32 pm**

Audio files of the CHC Co-Applicant Board meetings are available by contacting the CHC Co-Applicant Board Clerk at [chcboardclerk@ventura.org](mailto:chcboardclerk@ventura.org)

Minutes submitted by: Chaya Turrow, CHC Board Clerk

**Next Meeting: Thursday, February 22, 2024  
2240 E Gonzalez Rd, Suite 200, Oxnard, CA 93036**