AGENDA ITEM 1: Call to Order
President Moghavem called the meeting to order at 10:00 a.m.

AGENDA ITEM 2: Roll Call
Charise Frisch performed the roll call, and a quorum was present.

AGENDA ITEM 3: Welcome
President Moghavem reported the May 5, 2021 meeting addressed changes that the Office of Statewide Health Planning and Development (OSHPD) and healthcare workforce planning will undergo in California as a consequence of the Governor's Budget. Board members' concerns at that time pertained to continuing the Health Professions Education Foundation (HPEF) central mission. HPEF Board of Trustees (Board) meetings in 2021 will likely focus on continuing oversight and facilitating the transition.
AGENDA ITEM 4: OSHPD Director’s Report

Elizabeth Landsberg, Director of OSHPD, appreciated the opportunity to respond to questions and provide more context regarding the proposed changes during the May 5, 2021 HPEF Board meeting. Scott Christman has rejoined OSHPD as Chief Deputy Director. He formerly served as Deputy Director of Information Services Division (ISD). Caryn Rizell has been hired as Deputy Director of the Healthcare Workforce Development Division (HWDD).

In proposing the changes, staff attempted to take a holistic approach to policy recommendations. Stakeholders wanted OSHPD to take a broader approach to examining workforce. OSHPD houses the Healthcare Workforce Clearinghouse, and it has never been able to get the data it needs. One of the proposals is to require all licensing boards to collect basic demographic and other data that are key to tracking healthcare workforce and making policy recommendations and decisions about additional growth. Staff proposed new data requirements and a new Health Workforce Research and Data Center to do greater evaluations of workforce programs, to collect more robust supply and demand data about healthcare workforce, and to put forth policy recommendations.

Staff also proposed establishing the Health Workforce Education and Training Council to take a more holistic and strategic approach to needed graduate medical education and training in California. That would replace the Song-Brown Commission.

California has an Office of Rural Health and a Primary Care Office, but 48 states combine the two. Staff proposed integrating the Office of Rural Health, which is housed within the Department of Health Care Services (DHCS), into the Primary Care Office, which is part of OSHPD. OSHPD’s mission as the Primary Care Office overlaps with the Office of Rural Health’s mission. Both programs are under the federal Health Resources and Services Administration (HRSA). Combining the two offices will provide a better centralized and better targeted approach to working with rural communities on their healthcare infrastructure and workforce needs.

Also housed within DHCS is the J-1 Visa Waiver Program, which assists doctors from other countries in obtaining a J-1 Visa to practice medicine in California. Currently, California has the only Primary Care Office that does not administer the J-1 Visa Waiver Program. The proposal is to move that program to OSHPD to be more efficient and centralized.

In addition to changes proposed for data sets, staff proposed some technical changes to the Drug Transparency Law and to a report on coronary artery bypass graft (CABG) procedures.

The Governor indicated in the January Budget that, with this growing portfolio of work, it was time to acknowledge that OSHPD is more than an office. Therefore, OSHPD is graduating to a department with a proposed name of the Department of Health Care Access and Information. OSHPD works to provide access to safe healthcare facilities, financing, workforce, and data and information to examine quality and improve care.

These changes are a Budget proposal that is before the Assembly Budget Subcommittee this afternoon. The Senate Budget Subcommittee heard it last week. The Legislature must adopt the Budget on or before June 15, 2021. OSHPD is poised to do a lot and wants to approach this thoughtfully. OSHPD will begin a new Strategic Plan in the late summer or early fall of 2021 and is working with a consultant to change management processes to include staff and stakeholders.
AGENDA ITEM 5: Executive Director's Report

Caryn Rizell, HPEF Acting Executive Director, advised that all loan repayment cycles are complete, and grant agreements have been executed. The number of awards is higher this year than last year, but the number of recipients declining awards has grown also. Some recipients have accepted another award, and some are having difficulty meeting eligibility requirements due to COVID-19. Staff will continue to monitor the number of declines and work with recipients as much as possible to maintain their eligibility for programs.

Scholarship cycles are complete, and grant agreements have been executed. The number of awards continues to increase, with the exception of the Bachelor of Science Nursing Scholarship (BSNS) Program. The number of BSNS awards decreased slightly because funding was applied to the loan repayment cycle. Again, COVID-19 is impacting scholarship recipients.

Staff is working on dates for upcoming cycles and trying to align cycles with other programs so that applicants can consider all programs for which they may be eligible.

President Moghavem noted that recipients are having difficulty fulfilling requirements because their work and training sites have been closed due to COVID-19. In response to his question, Ms. Rizell indicated that staff typically offers to extend the contract if a recipient has to change work or training site. Some recipients prefer to decline an award rather than accept and figure out how to comply with the requirements. President Moghavem agreed with staff providing as much flexibility as possible for recipients.

President Moghavem congratulated Ms. Rizell on her new position with HWDD and acknowledged her work with HPEF.

AGENDA ITEM 6: Discuss Proposed OSHPD Changes in Trailer Bill RN 21 11355
Review And Discuss OSHPD Proposed Changes Regarding HPEF

President Moghavem related that he included this agenda item so that board members could ask questions and follow up regarding the May 5, 2021 conversation.

On May 5, 2021, the Board requested guidance regarding the Board’s responsibilities going forward and its role in the legal dissolution of HPEF. At that time, staff indicated that, if the Budget proposal passed, staff would determine the framework for future actions. The Budget has to be adopted in June, and the Board has a meeting scheduled in July. In reply to his inquiry, Michelle Church-Reeves, OSHPD Legal Counsel, recommended the Board proceed with the July meeting date because staff will know the status of the Budget proposal and actions needed to dissolve the nonprofit entity and complete a final audit.

President Moghavem suggested board members contact Ms. Rizell or Ms. Landsberg if they have questions about the proposed changes.

AGENDA ITEM 7: Approval of the Minutes of the March 24, 2021 Meeting

President Moghavem reported the meeting minutes have been verbatim with Board Member Hawkins acting as Recording Secretary and working with the transcriptionist to review the minutes. Thanks to Dr. Hawkins, the minutes have improved and resulted in fewer concerns.
The contract with the transcription vendor is expiring, and the budgeted amount is not sufficient for minutes of the current meeting. The Board could choose to enter a new contract for transcription services, but the contract process could take a few months. Alternatively, board members or staff could prepare verbatim minutes, but it is a time-consuming effort. A third option is for board members or staff to prepare summary minutes. The process would take effect for the current meeting and for potentially two additional meetings.

Board Member Hendry stated the Board has not been involved in budgeting. Learning that funds are running short is troubling. OSHPD is trying to wind down an organization. The Board was trying to institute best practices. The Board finally has a best practice in place, but OSHPD is attempting to abandon it when the Board had no input into the budget. He offered to pay for transcription of the meeting minutes depending on the cost. In answer to his query, Ms. Rizell indicated the cost is approximately $400-$500 per meeting. The contract assumes a specific number of meetings over a specific period of time. The Board has held some extra meetings.

Board Member Hendry commented that the May 5, 2021 Board meeting was called so that the OSHPD Director could communicate an action taken by OSHPD. In good faith, OSHPD should pay the cost of transcribing the May 5 meeting. Funding was the reason for terminating the services of an audit firm. There has to be some salary savings or operating expenses and equipment (OE&E) savings that can cover a modest amount of money for two meetings.

President Moghavem advised that he called the May 5, 2021 meeting of the Board; therefore, HPEF should pay the cost. HPEF should have sufficient funds for best practices.

Board Member Ding noted the Board’s time and efforts to resolve issues with the minutes. Those efforts have resulted in a good process, and the minutes are no longer problematic, which he attributed to Board Member Hawkins. He preferred to continue with the current vendor and to find funding for an additional few meetings.

Board Member GnanaDev remarked that HPEF is housed within OSHPD, and OSHPD is responsible for providing minutes. The issue is not about who pays the cost.

President Moghavem related that he did not like learning there were no funds for minutes only a few days before the current meeting. He agreed with Board Member Hendry regarding HPEF’s oversight of the budget. Knowing the number of meetings and amount of funds and starting the contract process earlier are the ideal. Comments from the Board indicate a preference to obtain verbatim minutes from the current transcription service with Board Member Hawkins overseeing the minutes, which means entering a new contract.

Ms. Rizell indicated the action is not a problem.

President Moghavem requested questions or comments regarding the March 24, 2021 meeting minutes.

Motion, Second, to approve the minutes of the March 24, 2021 meeting as presented. Motion approved with eight in favor and none opposed.
AGENDA ITEM 8: Finance Committee Report

Board Member Hendry remarked that Ms. Church-Reeves noted a closing audit will be needed. The Finance Committee has little to do between now and the sunset of HPEF. In response to his question, Ms. Rizell indicated staff has not communicated the proposed changes to the audit firm. Board Member Hendry proposed he and/or Board Member Ding contact the audit firm regarding the proposals.

Board Member Ding concurred.

President Moghavem indicated he has no objection to Board Member Hendry's proposal and requested staff take part in the conversation.

In reply to Board Member Hendry's inquiry, Board Members GnanaDev, Todd, and Dow and President Moghavem believed the Board should review the budget numbers through the end of the year because oversight is the Board's responsibility and the Board has obligations through the end of 2021.

AGENDA ITEM 9: Review 2021 Board of Trustees Meeting Dates

President Moghavem noted the Board may not need all of the meetings currently scheduled for 2021. The scheduled dates are July 14, September 8, and November 3, 2021. Provisionally, these meetings are scheduled to be held virtually and to begin at 10:00 a.m.

In answer to President Moghavem's query, Ms. Church-Reeves advised that the date when the emergency order will be allowed to expire is unknown. She anticipated the order remaining in effect in July 2021.

President Moghavem indicated that board members may need to travel for September and November meetings if they can be held in person.

Board Member Dow recommended reducing the length of meetings to 2 hours. In response to her question, President Moghavem reported he could confer with staff a few weeks prior to a meeting date to determine if the meeting is necessary.

In response to Board Member Ding's query, Ms. Church-Reeves related that the meeting agenda has to be posted 10 days prior to the meeting date. Staff could post cancellation of the meeting rather than the agenda.

Board Members Todd, GnanaDev, and Rangel preferred to keep the scheduled meetings on calendar, cancel meetings if they are not needed, and reduce the length of meetings.

President Moghavem announced that the meetings will remain as scheduled. Realistically, the Board may need only 1-2 hours to conduct business. The July and November meeting dates are firm. If the September meeting needs to be canceled, he agreed to try to cancel it 3-4 weeks in advance of an in-person meeting and 2 weeks in advance of a virtual meeting. He proposed an informal meeting of board members in 2022.
AGENDA ITEM 10: Agenda Items for the Next Board Meeting

Board Member Hendry requested an agenda item to discuss the final audit and HPEF’s inability to approve it after December 31, 2021.

President Moghavem noted agenda items regarding an update of actions needed and goals for the Board, and a Finance Committee update.

AGENDA ITEM 11: General Public Comment

No public comments were offered.

AGENDA ITEM 12: Adjournment

President Moghavem appreciated board members’ willingness to remain engaged and responsible for the Board’s activities. He adjourned the meeting at 10:58 p.m.