

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held August 2, 2022.

TELECOMMUNICATION MEETING: Microsoft Teams Meeting - or call-in number +1 916-318-9542 – PIN# 500021499#

Attendance	
Christina Berberich	Chair
Len Finocchio	Vice Chair
Rahn Garcia	Member
Dinah Phillips	Member
Marco Martinez-Galarce	Member
Kim "Coach" Campbell	Member
Michelle Morton	Member
Gidget Martinez	Member
Amy Peeler	County of Santa Cruz, Chief of Clinic Services
Raquel Ramirez Ruiz	County of Santa Cruz, Sr. Health Services Mgr.
Mary Olivares	County of Santa Cruz, Admin Aide
Meeting Commenced at 3:06 pm and concluded at 4:37 pm	
Excused/Absent:	
Absent: Ardella Davies	
Excused: Caitlin Brune	
1. Welcome/Introductions	
2. Oral Communications:	
3. County of Santa Cruz Integrated Health Center Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).	
This item was added to the agenda as an emergency item and needs to be on every agenda. Rahn made a motion to add language regarding making a finding on the need to meet remotely due to the continuing nature of the coronavirus and the additional Monkeypox virus. The rest of the members present were all in favor.	
4. July 5, 2022, Meeting Minutes - Action item	
Review of July 5, 2022, Meeting Minutes – Recommended for Approval. Len moved to accept minutes as presented. Marco second, and the rest of the members present were all in favor.	
5. Service Area Review-Action Required	
Raquel presented the Service Area Review – Recommended for Approval. Raquel reviewed with the commission the defined services, medically underserved population areas, delivery of site, and hours of operation. Raquel gave this overview and stated we must prove to HRSA that 75% of our patients reside in the county and the zip codes that we say we are serving. She stated the purpose of this is to ensure we are meeting the priorities of the Federal Government in terms of the funding that we receive from HRSA.	
Raquel also presented last year’s list of hours of operation and stated today we are asking for approval to change some of the hours of operation, she reported the following. Corral Street Recuperated Center currently we have someone on site 20-35 hrs. a week. We are proposing to reduce that by 5 hours; Dientes - Beach Flats are going from a 30-hr. site to 37.7 hr. site; HPHP will reduce by 1-hour and 1430 Freedom Blvd. Buildings C and D are accounting for evening hours as well as open during lunch time. Raquel combined two action items.	
6. Hours of Operation- Action Required	
Rahn stated we are combining for approval items 5 and 6 on the agenda. Rahn made a motion to approve the Service Area Review with edits on form HRSA 5-B and further accept the recommendation to approve the continuation of continued current service delivery site and services and recommends approving the edits of hours of operations. Len second the approval and all the members present all in favor.	
7. Continuity of Care/Hospital Admitting Policy- Action Required	
Raquel stated this is a new policy that is needed for our HRSA regulations. She stated this is giving a general statement of how we want to track our emergency visits and how we track and what we do once our patients go to the emergency	

room. Our goal is to call and reach out to those patients within 24-72 hours to get them into follow up care with their primary care physician. The question was asked from one of the commissioners on how we are going to know that this is being acted upon when someone is admitted? Raquel will check with staff member who is doing this to determine how they are tracking. Raquel will report back on how this is being monitored. Rahn motion to accept policy, Dinah second, and the rest of the members present all in favor.

8. Quality Management Plan Review-Action Required

Raquel stated that HRSA requires us to review our Quality Management Plan with our committee and bring to the commission for final review/approval. Raquel reviewed the track changes with commissioners and stated the only changes they are making is to include the Patient Family Advisory Panel that they are starting up at the different health centers. Kim "Coach" motioned to accept and approve, Dinah second, and the rest of the members present all in favor.

9. Quality Management Committee Update

Raquel reported that at the last Quality Management Committee meeting they reviewed the risk management plan, immunizations data, and the Quality Improvement template. She stated they have a template where they list all the Quality Improvement Projects and they were debating about using a different tool but landed back on the same tool because it works and functions for them. Raquel also reported at the Peer Review Committee meeting they had Privacy Officer, James Dyer report on HIPAA assessments and review and perhaps she will invite him to present at our next meeting. She also reported they had reviewed the chart audit form that they use on a quarterly basis and made some edits to the form.

10. Social Justice

This item tabled for next month's meeting.

11. Financial Update

Julian presented a high-level overview of the fiscal 2022/2023 budget year which was approved by the Board Of Supervisors on 6/28/22. The action he is requesting today is to ratify the recommend Clinical Services Division Budget for this coming year. Julian went over strengths, weakness, opportunities, and threats. Julian presented the 4-year budget trend he stated expenditures overall are up about 10.8%, and there was an 8% increase in revenues. Julian reported on some of the potential revenue and balances:

- Grants and Revenue: \$3,969,109.66 COVID 19 ARP balance: (\$1,774,015.66)
- COVID 19 ARP Phase 4 balance (\$0)
- HRSA ARP Infrastructure Grant (\$680,136)
- "Proposed" Saturday Clinic Net Revenue (\$355,808)
- Ryan White Part C funding (\$409,150)
- SAHMSA Grant: \$750,000 annually over 5 years (decision in September)
- Suite B Remodel will add 4 exam rooms when completed

Julian also reported on the positions supported in whole or in part by the federal section grant H8F grant and stated they were almost all filled. Len moved to ratify 2022/2023 budget. Kim "Coach" second rest of members present in favor.

12. CEO/COVID 19 update

Amy reported we will have a new patient member Tami Rose. She is scheduled to be nominated on August 9th and we are hoping to see her at September's meeting. Amy also reported that next week is National Health Center Week and one of the things we are doing is an open house at HPHP on Thursday August 11, from 9-11 am. Amy also stated she will be doing a presentation at the Health Improvement Partnership and we also have a board proclamation for National Health Center week.

There was discussion after the meeting regarding Integrated Health Center Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3). Rahn stated this needs to be added to every agenda and voted on. The AB 361 form needs to also needs to be attached. Mary to send through DocuSign to Christina for signature and fill in AYES: NOES: ABSENT: and ABSTAIN sections.

Next meeting: September 6, 2022, 3:00pm - 5:00pm

Meeting Location: Microsoft Teams Meeting Or call in (audio only) [+1 916-318-9542](tel:+19163189542), [500021499#](tel:500021499) United States, Sacramento

Phone Conference ID: **500 021 499#** / 1080 Emeline Ave., Bldg. D, Santa Cruz, CA 95060

Minutes approved _____ / / _____
(Signature of Board Chair or Co-Chair) (Date)