

The County of Santa Cruz

Integrated Community Health Center Commission

MEETING AGENDA

December 5, 2019 @ 11:00 am

Meeting Location: 1080 Emeline Ave., Suite D, DOC Conference Room, Santa Cruz, CA 95060
 1939 Harrison Street, Suite 211, Oakland, CA 94612
 40 Eileen St., Watsonville CA 95076

ORAL COMMUNICATIONS - Any person may address the Commission during its Oral Communications period. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Oral Communications. All Oral Communications must be directed to an item not listed on today's Agenda, and must be within the jurisdiction of the Commission. Commission members will not take actions or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Commission Agenda.

1. Welcome/Introductions
2. Oral Communications
3. November 7, 2019 Meeting Minutes – Recommend for Approval
4. Quality Management Committee Update
5. Attendance - Integrated Community Health Center Commission Meetings
6. Financial Update
7. January 2nd Meeting
8. New Officers
9. CEO Update

Action Items from Previous Meetings:

Action Item	Person(s) Responsible	Date Completed	Comments
Raquel to research Dientes survey company and see how expensive it is and report back to the commission.	Raquel		
Add column and show comparison data to state and national averages.	Raquel		
Bring updated corrected UDS report.	Raquel		
New Calendar with back up meeting dates.	Mary		
Contact Commission members that have not been at meetings to see if still interested or not to stay on commission.	Amy		
Report back in January on long term space.	Amy		

Next meeting: January 2, 2019 11:00 am- 1:00 pm
 1080 Emeline Ave., Bldg., D (DOC Conference Room, 2nd Floor) Santa Cruz, CA 95060

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held November 7, 2019

Attendance	
Christina Berberich	Member
Rahn Garcia	Member
Marco Martinez-Galarce	Member
Len Finocchio	Member
Caitlin Brune	Member
Pamela Hammond	Member
Amy Peeler	County of Santa Cruz, Chief of Clinics
Raquel Ramirez Ruiz	County of Santa Cruz, Senior Health Services Manager
Julian Wren	County of Santa Cruz, Administrative Services Manager
Mary Olivares	County of Santa Cruz, Administrative Aide
Meeting Commenced at 11:09 am and Concluded at 12:45 pm	
1. Excused/Absent:	
Absent: Gustavo Mendoza	
Absent: Bertha Villalobos	
Absent: Eddie Mendoza	
Excused: Dinah Phillips	
2. Welcome/Introductions	
3. Oral Communications:	
No oral communications.	
4. September 5, 2019 Meeting Minutes - Action item	
Review of September 5, 2019 Meeting Minutes - Recommended for Approval. Len moved to accept, Caitlin second, and the rest of the members present were in favour.	
5. Quality Management Committee Update	
Raquel reported to the Commission that the Medical Directors have delegated a nurse from each clinic to review policies to see if any need to be updated. Raquel also reported the Quality Management meeting name has been changed to Quality Council. Raquel shared there are several clinical objectives to work on such as, pediatric immunization Improvement Project, high utilizers identified by the Alliance, colorectal cancer screening and diabetic patients and stated we will have some data to report back soon.	
6. Pharmaceutical Rep Policy – Recommend for Approval	
Pharmaceutical Representatives Policy 100.08 was brought for approval. A discussion was had regarding its purpose. Rahn moved to approve, Pam second, and the rest of the members present were in favour.	
7. Warm Hand Off Policy – Recommend for Approval	
Integrated Behavioral Health Warm Handoffs Policy 300.30 was brought for approval. A discussion was had as to how this works and why. Caitlin moved to approve, Marco second, and the rest of the members present were in favour.	
8. Attendance – Integrated Community Health Center Commission Meetings	
Amy read the rules on attendance of commission members. There was lengthy discussion on this subject. Amy to make contact by phone to commission member that have not been attending meetings to see if they would like to resign or remain on the Integrated Community Health Center Commission.	
9. Update to HSA Billing Fiscal Office Policy and Procedures 100.03 – Recommend for Approval	
HSA Billing Fiscal Office Policy and Procedures 100.03 update was brought for approval. Rahn moved to approve, Christina second, and the rest of the members present were in favour.	
10. Long Term Space Needs for South County	
Amy updated the Commission that the two trailers next to building D in Watsonville had been removed. There is an empty lot with about 5 acres located behind the Watsonville Clinic that the CAO is looking at. Amy also stated there is a 5-8-year plan in process, and this will be done in phases with Watsonville being in the 1 st phase. Amy to report back in January on long term space.	

11. Financial Update – Approval

Julian was happy to report that they had a billing specialist come in from OCHIN that sat with his medical billers and gave recommendations and feedback on how to work smarter. Some of the updates he gave were on revenue cycle and flow of billing and claims, visit metrics projected net charges YTD and FY 19/20, professional billing accounts receivable, professional billing and one touch billing.

12. CEO update

Amy gave an update on the following:

- Confirmation from HRSA they will be here on April 15, 16, and 17 2020.
- Staff is planning a Customer Service training for all clinics. This is a 5-week training for 2 hours long.
- Reported Clinics is currently conducting quite a few interviews for Medical Physician, and PA/NP.

Action items:

- Commission Committee would like an updated calendar to list back up meeting dates.
- Some of HRSA requirements have changed a bit Amy will report back at our next meeting.
- Commission would like this item added on future agendas to be called "long term space needs for south county".
- Julian presented visit metrics, a weekly total of all arrived completed appointments, and stated at next meeting he will bring back break down by clinic.
- Amy to make contact by phone to commission member that have not been attending meetings to see if they would like to resign or remain on the Integrated Community Health Center Commission.
- Amy to report back in January on long term space.

Next Meeting: December 5, 2019 11:00 am - 1:00 pm
1080 Emeline, Santa Cruz, CA

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

(Date)

Santa Cruz County Health Services Agency Clinics

Commission Fiscal Presentation

12/05/19

Dr. Julian N. Wren MSW, Ed.D.

Financials Report

Row Labels	Sum of Budget	Sum of Actual	Accruals	Budget to Actual	Percent FY Elapsed 33.4%	Target at this time of FY 67%
REVENUE						
CLINIC ADMINISTRATION	(2,526,301)	(3,000)	(418,853)	(2,104,448)		83.30%
CORAL STREET CLINIC (HPHP)	(5,058,664)	(43,810)	(1,052,068)	(3,962,786)		78.34%
EMELINE CLINIC	(12,561,394)	(1,940,467)	(20,833)	(10,600,094)		84.39%
MENTAL HEALTH FQHC	(9,530,841)	(1,454,353)		(8,076,488)		84.74%
WATSONVILLE CLINIC	(12,400,200)	(2,626,626)	(83,333)	(9,690,241)		78.15%
WATSONVILLE DENTAL	(2,750,000)	(587,908)		(2,162,092)		78.62%
	(44,827,400)	(6,656,164)	(1,575,087)	(36,596,149)		
EXPENDITURE						
CLINIC ADMINISTRATION	44,951,812	9,753,344		35,198,468		78.30%
CORAL STREET CLINIC (HPHP)	7,297,439	1,115,354		6,182,085		84.72%
EMELINE CLINIC	6,033,429	1,199,974		4,833,455		80.11%
FORENSIC SERVICES	9,999,064	3,231,498		6,767,566		67.68%
MENTAL HEALTH FQHC	21,580	102,892		(81,312)		-376.79%
WATSONVILLE CLINIC	9,530,841	1,510,172		8,020,669		84.15%
WATSONVILLE DENTAL	10,468,959	2,593,503		7,875,456		75.23%
	1,600,500	(48)		1,600,548		100.00%
Grand Total	124,412	3,097,180		(2,972,768)		-2389.46%

Planned Accruals

GL KEY	DEBIT	DESCRIPTION (30)
361100	418,852.71	HRSA Base Grant
361210	20,833.33	Hub and Spoke-NC
361310	83,333.33	Hub and Spoke-SC
361950	472,409.23	Match Combined
361950	344,271.88	HRSA Base Grant
361950	52,618.00	HUD Bonus Housing
361950	13,747.87	Match III
361950	169,020.83	MAA
	1,575,087.18	

Projected Charges YTD:
Comparison
(Service dates through 10/31/19)

FY 18-19

Units	Net Charges
24,831	6,893,254
1	0
3,436	1,154,161
800	117,335
386	60,323
59	14,223
22	2,245
88	27,176
70	37,547
3,590	155,495
28	1,915
33,311	8,463,673

FY 19-20

Units	Net Charges
28,286	7,780,079
0	0
4,969	690,251
1,224	119,486
564	84,759
148	21,161
90	7,312
0	-295
173	57,598
4,406	143,978
250	7,021
40,110	8,911,350

Projected Charges YTD:
Comparison
(Service dates through 10/31/19)

Projected Charges FY 18-19

<u>Post Group</u>	<u>Projected Units</u>	<u>Projected Charges</u>
MEDI-CAL	73,320	20,152,631
MCA	3	0
MEDICARE	10,146	3,374,224
MEDI-CRUZ	2,362	343,032
HPHP	1,140	176,355
FEIS	174	41,583
INTERFUND	65	6,562
MCWP	260	79,448
MENTAL HLTH	207	109,770
OTHER	10,600	454,594
No Group Assigned	83	5,597
	Total Charges:	24,743,796
	Less Projected Reserve Amount:	433,706
	Total Net Charges:	24,310,090

Projected Charges = Net Charges / Workdays * Total Workdays (248.5)
 Projected Units = Units / Workdays * Total Workdays (plus extra 2% for second half of FY)

Projected Charges FY 19-20

<u>Post Group</u>	<u>Projected Units</u>	<u>Projected Charges</u>
MEDI-CAL	82,717	22,526,043
MCA	0	0
MEDICARE	14,531	1,998,516
MEDI-CRUZ	3,579	345,954
HPHP	1,649	245,408
FEIS	433	61,269
INTERFUND	263	21,170
MCWP	0	-856
MENTAL HLTH	506	166,767
OTHER	12,884	416,867
No Group Assigned	731	20,329
	Total Charges:	25,801,467
	Less Projected Reserve Amount:	585,468
	Total Net Charges:	25,215,999

Projected Charges = Net Charges / Workdays * Total Workdays (249.0)
 Projected Units = Units / Workdays * Total Workdays (plus extra 2% for second half of FY)

Current Fiscal Year to Date

07/01/2019 - 09/30/2019

SCZ SC CLINIC includes SCZ SC ORTHO CLINIC
SCZ WATS CLINIC includes SCZ WATS HDC CLINIC

FQHC-Defined Visits and Patients Report (includes Open Charts and CRWQ)

Compare Current Year Period to Same Period Last Year

Visits

	SCZ HPHP CLINIC			SCZ SC CLINIC			SCZ WATS CLINIC			Totals		
	Current Year	Last Year	Change	Current Year	Last Year	Change	Current Year	Last Year	Change	Current Year	Last Year	Change
MEDI-CAL	627	816	-23%	2,092	2,007	4%	3,609	3,665	-2%	6,328	6,488	-2%
MEDI-MEDI	183	276	-34%	679	645	5%	918	899	2%	1,780	1,820	-2%
CHDP	0	0	0%	2	0	0%	26	24	8%	28	24	17%
MEDICARE	72	71	1%	135	154	-12%	254	201	26%	461	426	8%
FAMPACT	0	0	0%	6	7	-14%	47	70	-33%	53	77	-31%
SELF PAY	30	1	2,900%	172	96	79%	562	371	51%	764	468	63%
OTHER	15	6	150%	35	26	35%	154	124	24%	204	156	31%
MEDICRUZ	0	1	-100%	61	58	5%	310	359	-14%	371	418	-11%
HPHP	207	195	6%	3	3	0%	44	22	100%	254	220	15%
FEIS	0	0	0%	13	15	-13%	11	12	-8%	24	27	-11%
Totals	1,134	1,366	-17%	3,198	3,011	6%	5,935	5,747	3%	10,267	10,124	1%

FQHC-Defined Visits and Patients Report
 (includes Open Charts and CRWQ)

IBH Clinics

Current Fiscal Year to Date

07/01/2019 - 09/30/2019

Compare Current Year Period to Same Period Last Year

SCZ SC CLINIC includes SCZ SC ORTHO CLINIC
 SCZ WATS CLINIC includes SCZ WATS HDC CLINIC

Visits

	SCZ HPHP IBH			SCZ SANTA CRUZ IBH			SCZ WATSONVILLE IBH			Totals		
	Current Year	Last Year	Change	Current Year	Last Year	Change	Current Year	Last Year	Change	Current Year	Last Year	Change
MEDI-CAL	67	0	0%	1,032	1,023	1%	684	727	-6%	1,783	1,750	2%
MEDI-MEDI	15	0	0%	321	362	-11%	171	119	44%	507	481	5%
MEDICARE	5	0	0%	106	78	36%	51	38	34%	162	116	40%
SELF PAY	25	0	0%	29	14	107%	39	25	56%	93	39	138%
OTHER	0	0	0%	6	1	500%	19	32	-41%	25	33	-24%
MEDICRUZ	0	0	0%	0	9	-100%	13	11	18%	13	20	-35%
HPHP	11	0	0%	0	0	0%	9	0	0%	20	0	0%
FEIS	0	0	0%	0	0	0%	6	0	0%	6	0	0%
Totals	123	0	0%	1,494	1,487	0%	992	952	4%	2,609	2,439	7%

References

- October 2019 Net Charges Projection Report
- HSA Financials
- October 2019 FQHC Defined Visits Report