

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Jessica McElveny

Minutes of the meeting held *May 11th, 2017*

1. Attendance		
Rahn Garcia	Vice-Chair	
Christina Berberich	Member	
Pam Hammond	Member	
Gustavo Mendoza	Member	
Kristin Meyer	Member	
Dinah Phillips	Member	
Len Finocchio	Member	
Amy Peeler	County of Santa Cruz, Health Services, CEO of Clinics	
Raquel Ramirez Ruiz	County of Santa Cruz, Health Services, Sr. Health Services Manager	
Jeanette Garcia	County of Santa Cruz, Health Services, Administrative Services Manager	
Jessica McElveny	County of Santa Cruz, Health Services, Admin Aide	
Meeting commenced at 12:36 pm and concluded at 2:27 pm.		
2. Excused/Absent		
Excused: Rama Khalsa and Fernando Alcantar Absent: Nicole Pfeil		
3. Oral Communications		
Pam Hammond requested that Amy Peeler invite different clinic staff members to speak to the commissioners at future meetings.		
4. Review and Acceptance of the April 13 th , 2017 Meeting Minutes		
Dinah Philips motioned for the acceptance of the minutes, the motion was seconded by Kristin Meyer. The rest of the members present were in favour.		
5. Policies and Procedures – Recommend for Approval		
Christina Berberich motioned for the acceptance of four policies and procedures, the motion was seconded by Pam Hammond. The rest of the member present were in favour. Three policies and procedures were not approved and will be brought back to the commission for approval after the requested clarification and changes are made.		
Policy #:	Policy Name:	Approved:
1	210.01 Medical Assistant Supervision by Registered Nurse	Yes
2	300.09 Medication Refills	No
3	300.13 Language Interpreters	No
4	410.08 Conducting Rapid Tests	No
5	430.01 Radiology Department - Order for Patient Radiology Procedure	Yes
6	430.03 Radiology Department - Retention and Organization of Films	Yes
7	430.09 Radiology Department - Document Retention	Yes
6. Budget/Financial Update		
Amy Peeler presented the proposed budget for FY 17-18. Dinah Philips motioned to delay the approval of the FY 17-18 budget to the June 8 th , 2017 meeting. The motion was seconded by Gustavo Mendoza and the rest of the members present were in favor.		
7. CEO Update		
Amy Peeler provided an update on the number of open charts each medical provider has and the reduction of open charts since May 2016. Amy Peeler also provided an abstract on the Assertive Community Treatment (ACT) First grant application to the Substance Abuse & Mental Health Services Administration (SAMHSA).		
8. Quality Management Committee Update		
a. Quality Management Committee Update - Recommend for Approval		
Raquel Ramirez Ruiz reported that the Quality Management team is formalizing a peer review committee and patient safety/risk management committee.		

Raquel Ramirez Ruiz reported on the updates made to the Quality Management Plan. Kristen Meyer motioned for the acceptance of the Quality Management Plan, the motion was seconded by Len Finocchio. The rest of the members present were in favor.

9. Floor plan of new Mental Health site in Watsonville – For information only

The floor plan and architectural rendering for the new mental health site in Watsonville was provided to the commissioners.

Next Meeting: *June 8th, 2017 12:00 pm at 115-A Coral Street, Conference Room (Second Floor), Santa Cruz, CA*

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