

# The County of Santa Cruz

## Integrated Community Health Center Commission

### MEETING AGENDA

May 9, 2019 @ 11:00 am

Meeting Location: 1080 Emeline Ave., Bldg. D (DOC Conference Room, 2<sup>nd</sup> Floor), Santa Cruz, CA 95060  
1939 Harrison Street, Suite 211, Oakland, CA 94612

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. April 4, 2019 Meeting Minutes – Recommend for Approval
4. CEO Evaluation Process
5. Quality Management Committee Update
6. HRSA Grants Recommend for Approval
  - Oral Health Grant
  - Integrated Behavioral Health
7. Financial Update – 2019/2020 Budget Recommend for Approval
8. CEO Update

**Action Items from Previous Meetings:**

Action Item	Person(s) Responsible	Date Completed	Comments
Lens report -Kaiser arrival in 3-4 months	Len	3/19	
Review and Visit metrics annually, Include IBH in future reviews.	Jullan		
Amy to keep updating committee on what we will be receiving for homeless funding	Amy		
Raquel to research Dientes survey company and see how expensive it is and report back to the commission.	Raquel		
Julian to add expenditure in the "Impacts" section of the fiscal report.	Jullan		
Marco to do some research and report back at next meeting on Ted Talks.	Marco		
Amy to send out language from HRSA as to what they require for evaluation.	Amy		
Send out organizational chart	Mary		
Start a list of prompts Christina will send out to commission and bring back to next meeting	Christina		

Next meeting: June 6, 2019 11:00 am- 1:00 pm  
1080 Emeline Ave, Building D, DOC Conference Room, Second Floor, Santa Cruz, CA 95060

# The County of Santa Cruz Integrated Community Health Center Commission

**Minute Taker: Mary Olivares**

Minutes of the meeting held April 4, 2019

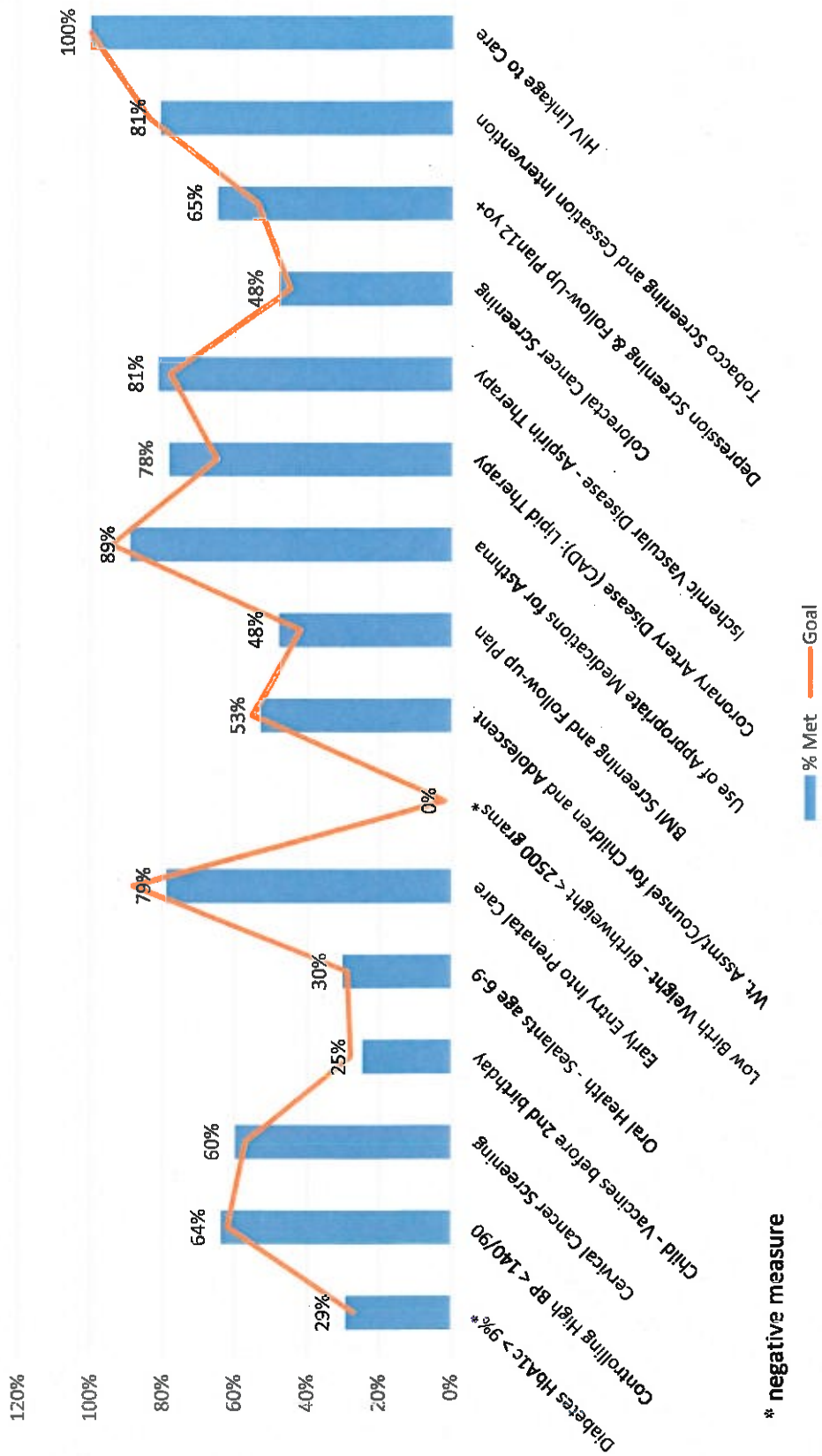
<b>Attendance</b>	
Christina Berberich	Chair
Rahn Garcia	Vice-Chair
Marco Martinez-Galarce	Member
Dinah Phillips	Member
Len Finocchio	Member
Amy Peeler	County of Santa Cruz, Chief of Clinics
Raquel Ramirez Ruiz	County of Santa Cruz, Senior Health Services Manager
Mary Olivares	County of Santa Cruz, Administrative Aide
<b>Meeting Commenced at 11:04 am and Concluded at 12:50 pm</b>	
<b>1. Excused/Absent:</b>	
Absent: Gustavo Mendoza Excused: Pamela Hammond Excused: Julian Wren	
<b>2. Oral Communications:</b>	
Amy introduced Caitlin Brune a potential new commissioner to sit on our integrated Community Health Center Commission. Marco gave an update on Ted Talks. He stated we are limited to one specific topic. He stated he was waiting on some more information and will come back to the commission next month with an update. Len also gave a brief update on research that he's been doing on the effect of Kaiser arriving to our area.	
<b>3. March 7, 2019 Meeting Minutes - Action item</b>	
Review of March 7, 2019 Meeting Minutes - Recommended for Approval. Rahn motioned for the acceptance of the minutes Len Second. The rest of the members present were in favour. One of the commission members abstained.	
<b>4. IBH Presentation</b>	
Kathleen M. Condon Psy.D., L.P. Director, Integrated Behavioral Health (IBH) gave an extensive presentation on the services that Integrated Behavioral Health provides. She went into details as to how the program works such as: IBH staff works as part of your care team, collaborating with your primary care provider and other medical staff to ensure you receive the help you need. It was also stated they are coming up on their 4-year anniversary in partnership with clinics.	
<b>5. CEO Evaluation Process</b>	
There was discussion on implementing a standard process in evaluation of CEO. Much ideas were stated, it was also noted that we are looking for feedback on how the Clinics are being run, or if there are any issues the commission can assist in. Commission thought it would be a good idea to do an in-person interviews with the Clinic Managers. Christina to put together information as to what they are looking for from a Clinics perspective. Christina to start a list of prompts she will send out to the commission and bring back to next meeting. Amy to send out language from HRSA as to what they require for evaluation. It was also stated that we keep it at the level of the performance of the Clinics meeting HRSA objectives. Mary O. to send out org chart and at next meeting start talking about timing and implementing process.	
<b>6. Quality Management Committee Update</b>	
Raquel shared the Quality Management Committee is working on many projects with the Alliance. In a recent meeting the Alliance shared the 2018 Clinician & Group (CG) CAHPS Provider Report. This is a quarterly member satisfaction survey that assesses the experiences and satisfaction of patients with health care providers and staff in doctors' offices. The most recent survey conducted had 166 respondents. One area of improvement identified is getting timely appointments. The Quality Management will review and identify improvement project to improve this measure.	
<b>7. Financial Update</b>	
Amy presented financial information. Our revenues are down YTD however, our expenditures are also underbudget. We reviewed the visit metrics report and the FQHC-Defined visits and patients report. There was an increase in Medi-Cal patients and overall Clinic Services FQHC defined visits is down 8% YTD compared to last year.	
<b>8. CEO update</b>	
Amy stated we do have a commissioner in process of being nominated, they are in the process of meeting with one of the Board of Supervisors before being nominated. Amy also stated Integrated Behavioral Health is to receive a \$145,000 grant from HRSA. Lastly there was an in-depth discussion on the measles.	
<b>Action items:</b>	

1. Len's report -Kaiser arrival in 3-4 months
2. Review and visit metrics annually, Include IBH in future reviews.
3. Amy to keep updating committee on what we will be receiving for homeless funding
4. Raquel to research Dientes survey company and see how expensive it is and report back to the commission.
5. Julian to add expenditure in the "Impacts" section of the fiscal report.
6. Marco to do some research and report back at next meeting on Ted Talks.
7. Amy to send out language from HRSA as to what they require for evaluation.
8. Mary O. to send out organizational chart
9. Christina to start a list of prompts she will send out to commission and bring back to next meeting.

**Next Meeting:** May 2<sup>nd</sup>, 2019 11:00 am -1:00 pm  
1080 Emeline, Santa Cruz, CA

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

# Uniform Data System (UDS) Clinical Measures- 12 Months Ending 12/31/2018



\* negative measure



**HEALTH SERVICES AGENCY  
CLINIC SERVICES DIVISION  
FY 2019-20 RECOMMENDED BUDGET**

**Budget Presentation  
for  
County of Santa Cruz  
Community Health Center Commission**

Presented by: Amy Peeler, Chief of Clinic Services

## REQUESTED ACTION

- Commission to approve the recommended Clinic Services Division Fiscal Year 19/20 budget.

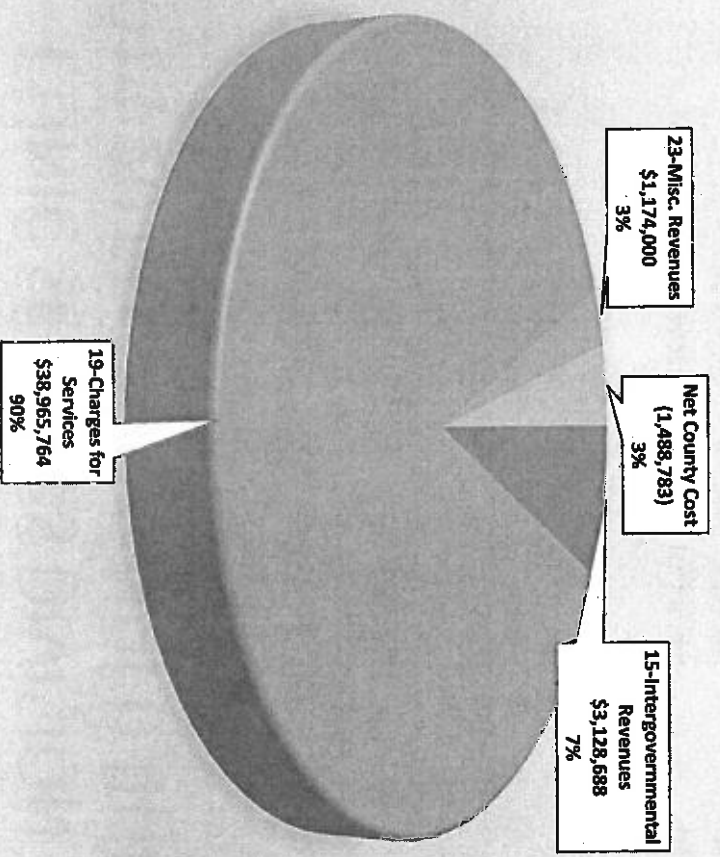
# CLINIC SERVICES DIVISION

## FY 2019-20 RECOMMENDED BUDGET

### Three Year Budget Trend

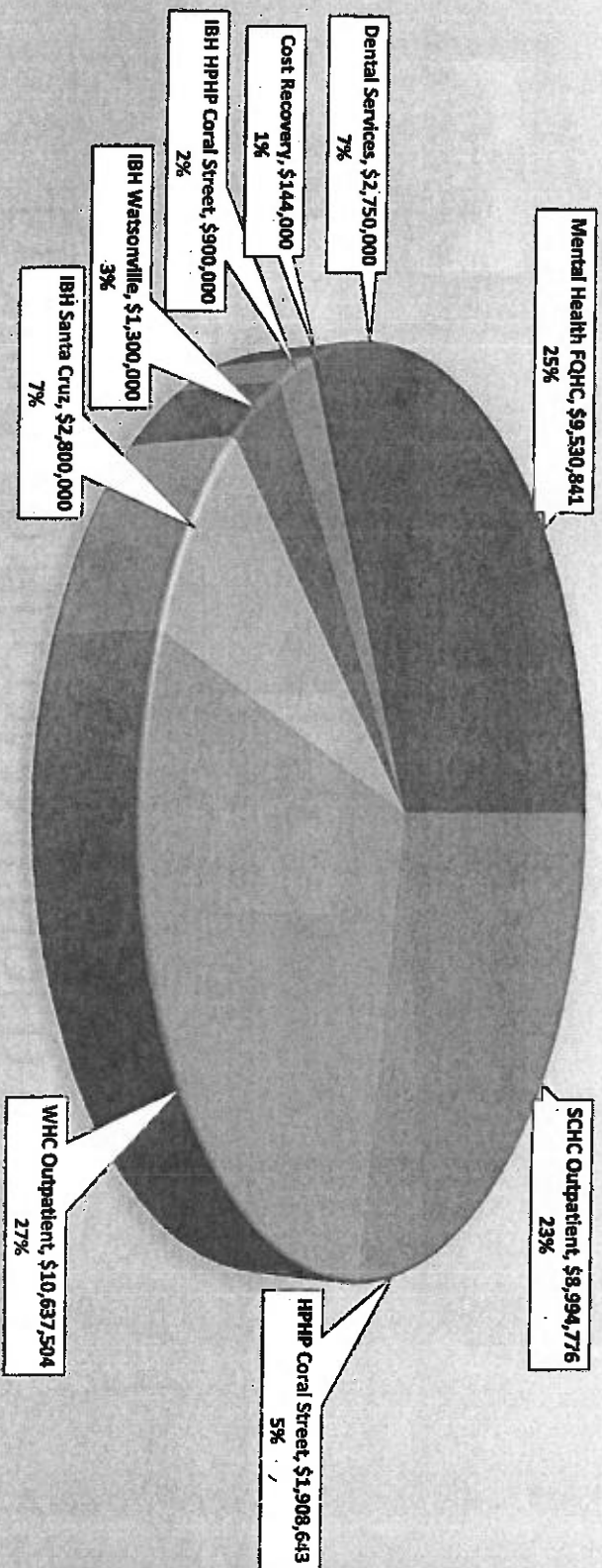
	FY 2016-17 Budgeted	FY 2017-18 Budgeted	FY 18-19 Budgeted	FY 19-20 Recommended	
<b>EXPENDITURES</b>					
50-SALARIES AND EMPLOYEE BENEF	36,136,471	39,473,943	41,497,277	44,757,235	7.85% increase
60-SERVICES AND SUPPLIES	16,631,061	17,692,282	19,263,247	26,597,848	
70-OTHER CHARGES	5,697,531	5,662,797	5,870,899	6,481,014	
80-FIXED ASSETS	2,614,658	2,552,629	2,663,589	2,432,032	
95-INTRAFUND TRANSFERS	104,000	431,000	10,468	10,468	
98-APPROP FOR CONTINGENCIES	10,749,549	13,135,235	13,689,074	9,235,873	8.33% increase
	339,672				
<b>REVENUES</b>					
15-INTERGOVERNMENTAL REVENUES	(33,597,072)	(37,126,534)	(39,944,386)	(43,268,452)	
19-CHARGES FOR SERVICES	(3,377,707)	(3,167,351)	(3,390,153)	(3,128,688)	
23-MISC. REVENUES	(28,964,912)	(33,339,989)	(35,479,533)	(38,965,764)	
	(1,254,453)	(619,200)	(1,074,700)	(1,174,000)	
<b>NET COUNTY COST (GENERAL FUND)</b>	<b>2,539,939</b>	<b>2,347,409</b>	<b>1,552,991</b>	<b>1,488,783</b>	

# CLINIC SERVICES DIVISION FY 2019-20 RECOMMENDED BUDGET \$44,757,235 FUNDING SOURCES

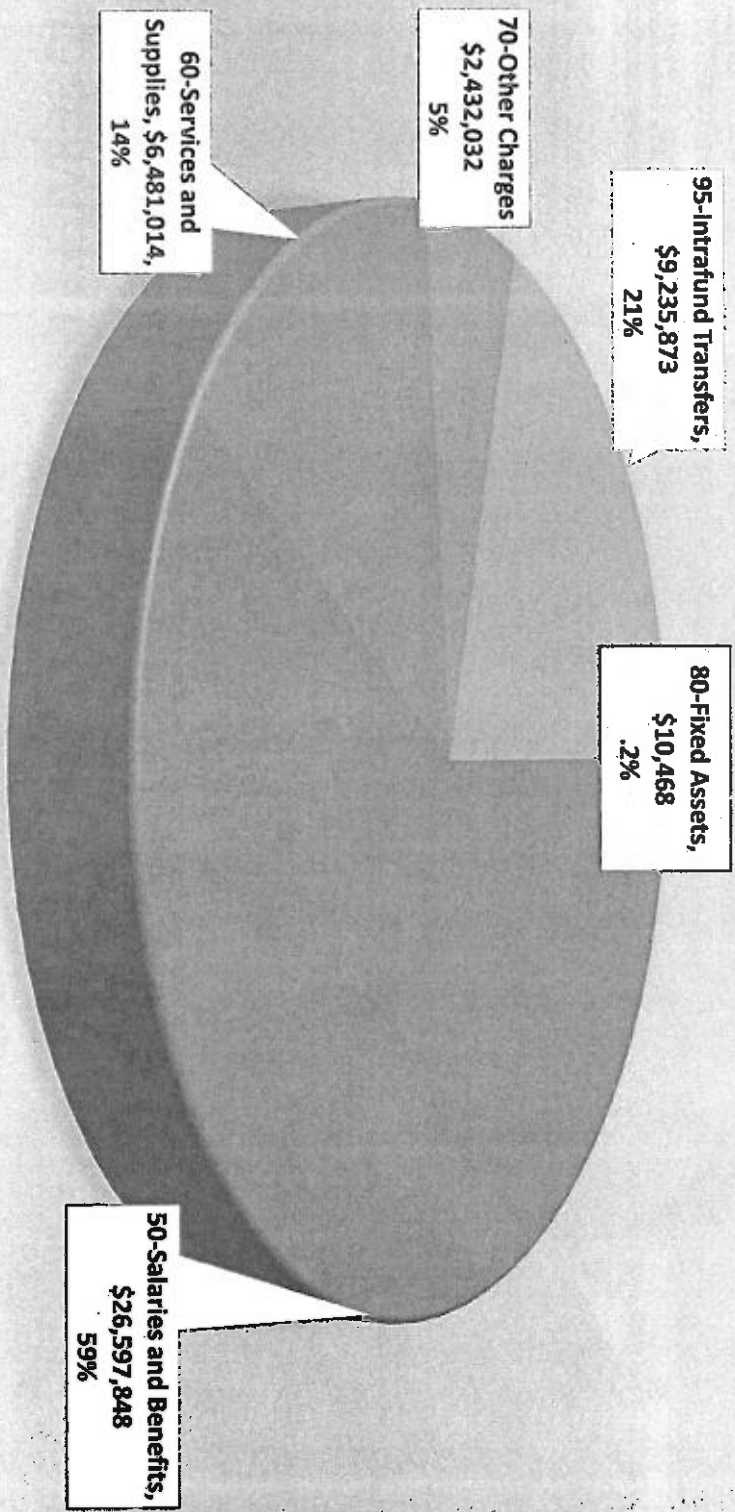




CLINIC SERVICES DIVISION  
 FY 2019-20 RECOMMENDED BUDGET  
 CHARGES FOR SERVICES \$38,965,764



# CLINIC SERVICES DIVISION FY 2019-20 RECOMMENDED BUDGET \$44,757,235 EXPENDITURES



# CLINIC SERVICES DIVISION FY 2018-19 RECOMMENDED BUDGET

POSITION TITLE	FTE 18-19	FTE 19-20	ADD/DUPLICATE
ACCOUNTING TECHNICIAN	2	2	
ADMIN AIDE	3	3	
OFFICE ASSISTANT II	0	1	1
ADMIN SERVICES MANAGER	1	1	
ADMIN SVCS OFF II	0	1	1
BSHA/HLTH PROGRAM MGR	1	1	
CHIEF OF CLINIC SVCS	0	1	1
CHIEF OF PSYCHIATRY	0	0.25	0.25
CHIEF RAD	1	1	
TECHNOL ORIST	1	1	
CLINICAL SUPERVISOR I	0	1	1
CLINICAL SUPERVISOR II	0	1	1
CLINIC III	0	0	0
CLINIC NUMBER I	0	0	0
CLINIC NUMBER II	5	5	
CLINIC NUMBER III	5	4	(1)
CLINIC PHYSICIAN-HSA	10.05	10.05	
CLINICAL LAB	1	1	
PHYSICIAN	4	5	1
PHYSICIAN CLINICAL	1	2	1
PHYSICIAN CLINICAL	2	5	3
PHYSICIAN CLINICAL	1.95	1.95	
DIR OF LABORATORY SVCS	1	0	(1)
DIR. SECTION OF NURSING	0	1	1
HEALTH CENTER MGR	0	1	1
HEALTH SERVICES MGR	0	1	1
LAB	2.6	3.6	1
ASST/PHLEBOTOMIST	2	2	
W/HD CABINET SERVICE	2	2	
W/HD DIR - HS CLINICS	40	44	4
MEDICAL ASSISTANT	6	8	2
TRN	2.85	4.85	2
W/HD CLINIC SPECIALIST	1.8	3.5	1.7
W/HD SUPV CLINIC	9.8	9.8	
PHYS ASST/NURSE	2	1	(1)
PSYCHIATRIST	3	3	
PSYCHIATRIST MED DIR	3	3.5	0.5
PHACI	1	1.5	0.5
PUB HLTH NUMBER I	0.75	0.75	
PUB HLTH NUMBER II	9.45	8.45	(1)
PUB HLTH NUMBER III	1	1	
RAD TECHNIC ORIST	0	1	1
SR ACCOUNTING TECH	0	0	0
SR HEALTH SVCS MGR	1	1	
TRN	2	2	
SPECIALIST	1.3	1.2	(0.1)
SR PUB HLTH MICROBIOLOG	0	1.8	1.8
SR RECEPTIONIST	1	1	
OFFICE ASSISTANT III	3	3	
SR LAB ASST/PHLEB	1	1	
TOTAL POSITIONS	152.48	174.20	21.72

Clinic Staffing Changes      Clinic Staffing Changes  
Recommended      Recommended

- Highlights:**
- 1.0 Medi Dir -- HS Clinics (CMO)
  - 19.75 FTE IBH Staff added
  - 1.5 FTE Medical Assistant (Supervisor Level)
- Reclassifications:**
- 1.0 FTE Dir of Lab Services to Director of Nursing
  - 1.0 FTE CNIII to Medical Assistant
  - 1.0 FTE CNIII to Health Services Manager

\*1.0 Health Services Manager is on board already &  
\*1.0 FTE CNIII reclassified to Health Services Manager in a supplemental budget

# CLINIC SERVICES DIVISION

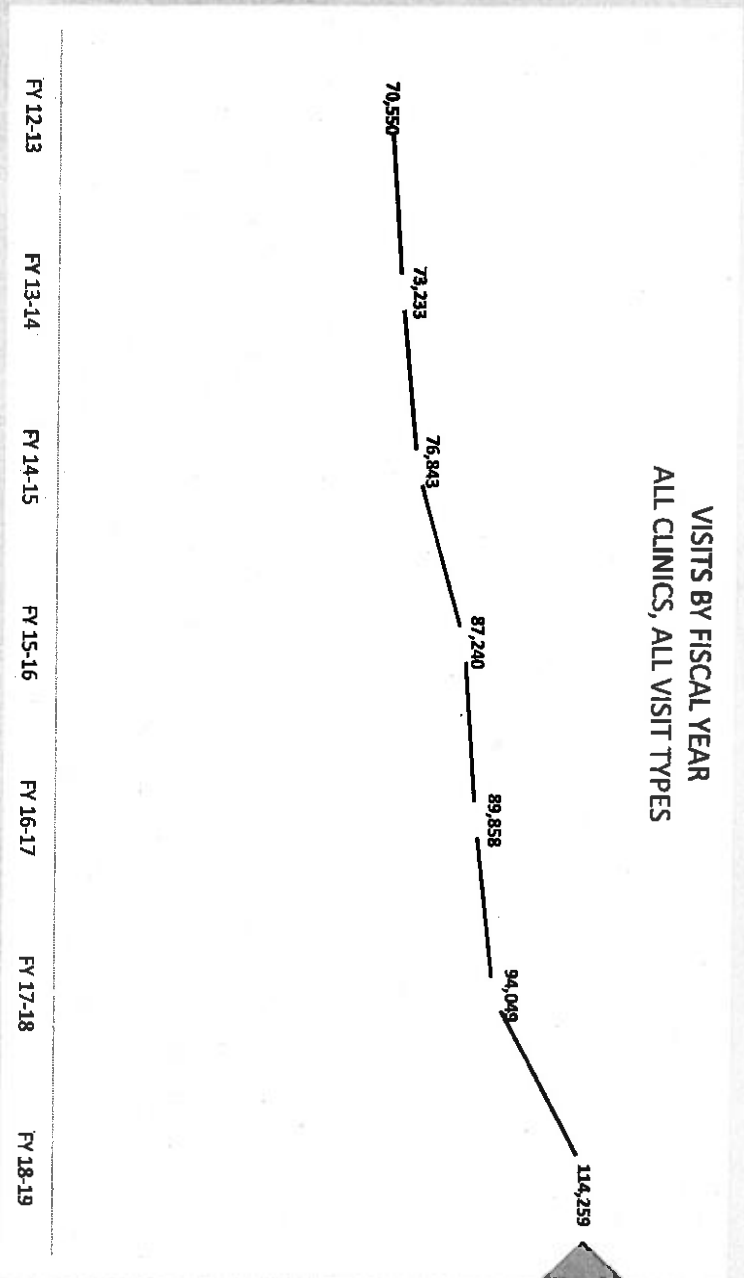
## FY 2019-20 RECOMMENDED BUDGET

### Salaries and Benefits

38% increase

EXPENDITURE	FY 2017-18 Budgeted	FY 2018-19 Actual	FY 2018-19 Budgeted	FY 2019-20 Recommended
<b>50-SALARIES AND EMPLOYEE BENEFITS</b>	<b>17,692,282</b>	<b>16,141,191</b>	<b>19,263,247</b>	<b>26,597,848</b>
51000-REGULAR PAY-PERMANENT	11,068,217	9,704,549	11,827,629	16,713,282
51005-OVERTIME PAY-PERMANENT	274,500	204,348	274,500	274,500
51010-REGULAR PAY-EXTRA HELP	661,000	611,152	661,000	661,000
51040-DIFFERENTIAL PAY	294,819	274,500	246,975	303,854
52010-OASDI-SOCIAL SECURITY	837,037	784,155	886,708	1,253,183
52015-PERS	2,095,101	1,874,126	2,404,755	3,782,513
53010-EMPLOYEE INSURANCE & BENEFITS	2,172,856	2,382,039	2,634,210	3,200,593
53015-UNEMPLOYMENT INSURANCE	13,694	13,694	21,998	27,411
54010-WORKERS COMPENSATION INSURANCE	275,058	268,497	305,472	381,512
55021-OTHER BENEFITS MISC	0	24131	0	0
<b>SALARIES AND EMPLOYEE BENEFITS TOTAL</b>	<b>17,692,282</b>	<b>16,141,191</b>	<b>19,263,247</b>	<b>26,597,848</b>

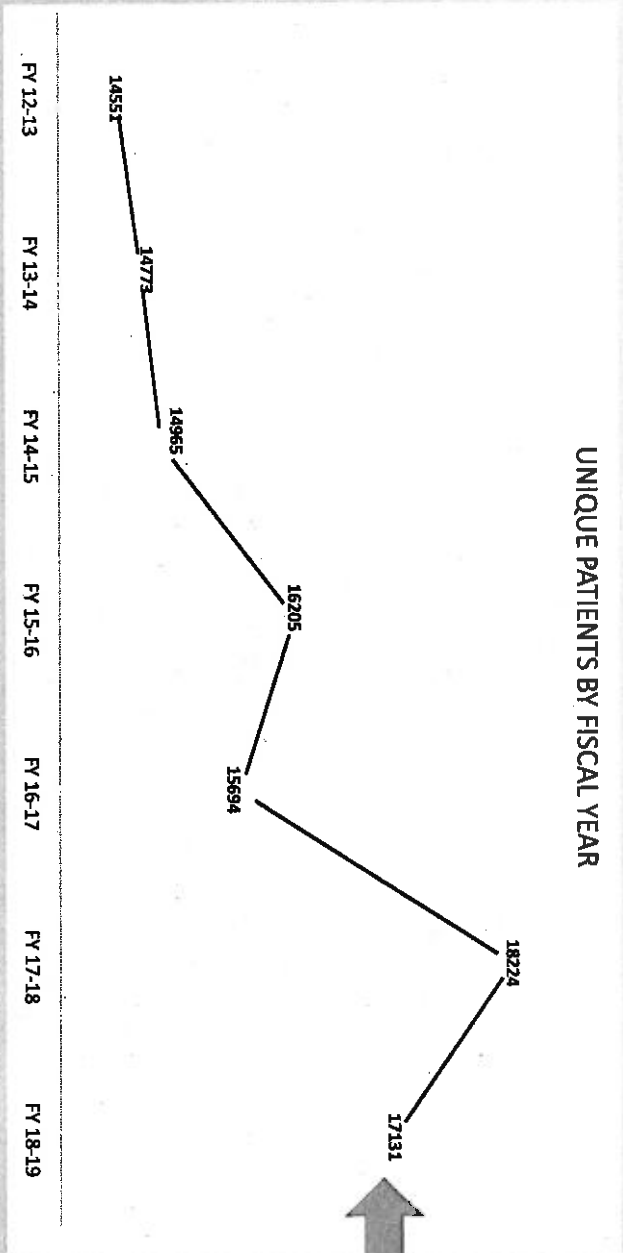
# CLINIC SERVICES DIVISION FY 2019-20 RECOMMENDED BUDGET VISITS BY FISCAL YEAR



VISITS BY FISCAL YEAR  
ALL CLINICS, ALL VISIT TYPES

Projected  
Data  
3/31

# CLINIC SERVICES DIVISION FY 2019-20 RECOMMENDED BUDGET UNIQUE PATIENTS BY FISCAL YEAR



↑  
YTD Data  
3/31

## EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2019 Oral Health Infrastructure (OHI) under the Health Center Program. The purpose of this one-time, competitive supplemental funding opportunity is to support infrastructure enhancements to provide new or enhance existing high quality, integrated oral health services.

Funding Opportunity Title:	Oral Health Infrastructure (OHI)
Funding Opportunity Number:	HRSA-19-079
Due Date for Applications – <b>Grants.gov:</b>	April 22, 2019 (11:59 p.m. ET)
Due Date for Supplemental Information – <b>HRSA EHBs</b>	May 21, 2019 (5 p.m. ET)
Anticipated Total Available FY 2019 Funding:	\$76,000,000
Estimated Number and Type of Awards:	Up to 250 grants
Estimated Award Amount:	Up to \$300,000
Cost Sharing/Match Required:	No
Period of Performance:	OHI funding will be awarded as a supplement to your current Health Center Program award, for use from September 1, 2019 through the end of your FY 2021 budget period.
Eligible Applicants:	Existing Health Center Program award recipients that currently receive operational funding under section 330 of the Public Health Service Act (i.e., sections 330(e), (g), (h) and/or (i)).  See <u>Section III</u> of this notice of funding opportunity (NOFO) for complete eligibility information.

### Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA's *SF-424 Two-Tier Application Guide*, available online at <https://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf>, except where instructed in this NOFO to do otherwise.



**Fiscal Year 2019 Integrated Behavioral Health Services (IBHS)  
Supplemental Funding**

**HRSA-19-100  
Assistance Listing #: 93.527**

Funding Opportunity Title:	Fiscal Year (FY) 2019 Integrated Behavioral Health Services (IBHS)
Funding Opportunity Number:	HRSA-19-100
Funding Opportunity Releases:	March 29, 2019
EHBs Application Opens:	April 5, 2019
Application Due Date:	May 13, 2019 by 5 p.m. ET
Anticipated Total Available Funding:	\$200 million
Estimated Number of Awards:	Up to 1,375 awards
Estimated Award Amount:	\$145,000
Cost Sharing/Match Required:	No
Period of Performance:	IBHS funding will be awarded as a supplement to your current Health Center Program operational grant (H80) award, for use from September 1, 2019 through the end of your FY 2020 budget period.
Eligible Applicants:	Organizations receiving H80 funding at the time of this funding opportunity release are eligible to apply.

**TECHNICAL ASSISTANCE**

The Health Resources and Services Administration (HRSA) will offer pre-application technical assistance (TA) to applicants seeking IBHS funding. TA will provide an overview of these instructions and an opportunity for applicants to ask questions on application processes and proposal requirements. Visit the IBHS technical assistance web page at <https://bphc.hrsa.gov/program-opportunities/funding-opportunities/ibhs> for details about live and recorded TA events, frequently asked questions, sample documents, and other resources. See [Agency Contacts](#) for program, business, and fiscal questions.