

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held November 7, 2019

| Attendance | |
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| 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 | |
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| 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. | |

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| 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: <ul style="list-style-type: none"> • 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: |
| <ul style="list-style-type: none"> • 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)