

The County of Santa Cruz
Integrated Community Health Center Commission
MEETING AGENDA

September 2, 2021 @ 11:00 am

MEETING LOCATION: Microsoft Teams Meeting or call in (audio only) [+1 916-318-9542](tel:+19163189542)
[,886796507#](tel:+19163189542) United States, Sacramento Phone Conference ID: 886 796 507# / 1080 Emeline Ave., Bldg. D, Santa Cruz, CA 95060

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. August 5, 2021 Meeting Minutes – Recommend for Approval
4. Receta Vegetal, Esperanza Farms - Mireya Gomez-Contreras & Guillermo Lazaro
5. Mobile Clinic Outreach Plan (focus on which areas the Mobile Unit will visit including zip codes- especially those furthest away from our health centers). Joey Crottogini, Health Center Manager
6. Quarterly update for the CCAH Corrective Action Plan. David Pheng, Health Center Manager
7. Quality Management Committee Update
8. Social Justice
9. Board Recruitment
10. Financial Update
11. CEO/COVID-19 Update/ CZU Lightening Complex Fire Update

Action Items from Previous Meetings:

| Action Item | Person(s) Responsible | Date Completed | Comments |
|-------------|-----------------------|----------------|----------|
|-------------|-----------------------|----------------|----------|

Next meeting: October 7, 2021 11:00 am- 1:00 pm

Meeting Location: Microsoft Teams Meeting Or call in (audio only) [+1 916-318-9542](tel:+19163189542)
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The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held September 2, 2021.

TELECOMMUNICATION MEETING: Microsoft Teams Meeting - or call-in number 831-454-2222; Meeting Code: 850702.

| Attendance | |
|--|---|
| Christina Berberich | Chair |
| Caitlin Brune | Member at Large |
| Rahn Garcia | Member |
| Dinah Phillips | Member |
| Marco Martinez-Galarce | Member |
| Amy Peeler | County of Santa Cruz, Chief of Clinic Services |
| Raquel Ramirez Ruiz | County of Santa Cruz, Senior Health Services Manager |
| Mary Olivares | County of Santa Cruz, Admin Aide |
| David Pheng | County of Santa Cruz, Emeline Clinic, Health Center Manager |
| Joey Crottogini | County of Santa Cruz, Homeless Persons' Health Project, Health Center Manager |
| Mireya Gomez-Contreras & Guillermo Lazaro | Esperanza Farms |
| Daniel Sanders | County of Santa Cruz, Physician Assistant |
| David Willis | Patient Guest |
| Carmen Gross | Patient Guest |
| Meeting Commenced at 11:04 am and Concluded at 1:05 pm | |
| Excused/Absent: | |
| Absent: Gustavo Mendoza Absent: Michelle Morton Excused: Len Finocchio Excused: Julian Wren | |
| 1. Welcome/Introductions | |
| Amy welcomed Mireya Gomez-Contreras & Guillermo Lazaro from Esperanza Farms. She also welcomed potential commission members David Willis and Carmen Gross. | |
| 2. Oral Communications: | |
| 3. August 2, 2021, Meeting Minutes - Action item | |
| Review of August 2, 2021, Meeting Minutes – Recommended for Approval. Rahn moved to accept minutes as submitted. Marco second, and the rest of the members present were all in favor. | |
| 4. Receta Vegetal, Esperanza Farms - Mireya Gomez-Contreras & Guillermo Lazaro | |
| Mireya Gomez-Contreras & Guillermo Lazaro gave a presentation and an overview of Esperanza Farms. They started the company started in 2017. Mireya stated that they harvest between June and October. Esperanza Farms delivers fresh fruit and vegetables directly to our patients' homes that are identified by our providers with a high BMI, prediabetes, or diabetes. She stated there are currently 125 patients enrolled in their program. | |
| 5. Mobile Clinic Outreach Plan (focus on which areas the Mobile Unit will visit including zip codes-especially those furthest away from our health centers). | |
| Joey provided an update on the mobile clinic and the strategic planning for the Homeless Persons' Health Project (HPPH). Joey stated at the initial roll out of COVID-19 vaccine people experiencing homelessness were prioritized for vaccination and HPPH played a central role. Joey stated they vaccinated approximately 2,500 individuals which included people experiencing homelessness, formally homeless or currently housed, health workers, and first responders. Joey stated they continue provide a high volume of COVID testing. Joey stated there are using multiple strategies for the mass vaccine clinics. One strategy includes a mobile pop-up site at the Watsonville levy on Thursday mornings. Joey stated they collaborate with the Community Action Board and Salud Para La Gente for those efforts. They offer medical services in addition to COVID testing and vaccinations. They also provide food and clothing for the patients. Joey also gave an update on the street medicine he stated they meet people where they are. Joey also stated they had a big increase of homeless people dying on the street with fentanyl overdose. They have seen an increase of 17% this year compared to last year. Joey stated they are looking forward to their expansion next year in collaboration with Housing Matters. He stated Housing Matters is going to build a 5-story building on the same campus they are calling it the Harvey West Studios. There is going to be 2,500 square feet for HPPH Clinic and 120 housing units we project a revenue of 2 million dollars. | |

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| 6. Quarterly update for the CCAH Corrective Action Plan. David Pheng, Health Center Manager |
| David reported back on the corrective action plan. He stated this audit is done every two years and this year's went from a physical audit to a virtual audit. David stated some of the findings that CCAH found were safety plans that we do on a yearly basis, how we present workflows, if staff understood call down for non-medical emergencies, up to date licenses, calibration of equipment and standardization. He presented workflows, and a digital presentation. He stated they are having virtual meetings with staff presenting information, training staff, and getting their feedback. David stated for 2022 they will be working on standardizing their live screenings, nutrition checks, and dental check. |
| 7. Conflict of Interest Policy 640.15 - Recommended for Approval |
| Raquel reviewed and went over edits with the commission members the Conflict-of- Interest Policy 640.15. Rahn accepted as amended. Christina second, and the rest of the members present were all in favor. |
| 8. Credentialing and Privileging Policy 200.03 - Recommended for Approval |
| Raquel reviewed and went over edits with the commission members the Credentialing and Privileging Policy 200.03. Rahn accepted as amended. Marco second, and the rest of the members present were all in favor. |
| 9. Quality Management Committee Update |
| Raquel stated the quality management committee met last month and that they are starting to go through the Clinic operational plan assignments. They are going to begin using Trello to track progress. She will report back more information on Trello at next month's meeting. Raquel also stated they are working on the staff satisfaction survey and that they had made some revisions to the survey. Raquel has no updates this month on peer review because they did not have a regularly scheduled meeting since the last commission meeting month. |
| 10. Social Justice |
| This was addressed in the presentation from Mireya Gomez and Guillermo Lazaro, Esperanza Farms. |
| 11. Board Recruitment |
| Amy stated we have two potential board members here today observe the meeting. She stated there are possibly another four interested patients to sit on our commission board. |
| 12. Financial Update |
| Amy presented financials and the American Rescue Plan Act Proposal. She stated it is County policy that any grant funding or any unanticipated funding must go to the County Board of Supervisors for approval. This is scheduled to go to the Board of Supervisors on 9/28/21 but was postponed to October. It is a HRSA requirement that grant funding must be presented to the Integrated Community Health Center Commission as the Commission has budgetary oversight of the Clinic. We were awarded \$3,413,375.00 Project Period Start Date 04/01/2021 - End Date 03/31/2023. Allowable uses of the award: COVID-19 vaccination capacity, COVID-19 response, and treatment capacity, maintaining and increasing capacity, recovery and stabilization, infrastructure: minor alteration/renovation (A/R), mobile units, and vehicles. |
| 13. CEO/COVID-19 Update |
| Amy reviewed the changes to potential findings from the HRSA VOSV. She also reviewed the COVID-19 outlook in Santa Cruz County which is currently good with a low reproductivity rate. Amy thanked the commissioners for the box of treats they provided to staff to thank them for their hard work. |

Next Meeting: October 7, 2021, 11:00 am - 1:00 pm
Microsoft Teams Meeting: 1080 Emeline, Santa Cruz, CA

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



American Rescue Plan Act Funding for Health Centers Proposal

Amy Peeler, Julian Wren, and Raquel Ramirez

August, 2021

Requirements for new funding

- ▶ It is County policy that any grant funding or any unanticipated funding must go to the County Board of Supervisors for approval.
- ▶ Scheduled BOS date is 9/28/21.
- ▶ It is a HRSA requirement that grant funding must be presented to the Integrated Community Health Center Commission as the Commission has budgetary oversight of the Clinic.

Maintaining and Increasing Capacity

Support to establish, modify, enhance, expand, and sustain the accessibility and availability of comprehensive primary care services to meet the ongoing and evolving needs of the service area and its vulnerable patient populations.

- **Personnel:** Ensure the availability of comprehensive primary and behavioral health care, through in-person and virtual visits, to meet the needs of underserved and vulnerable populations in the community by supporting salaries and benefits for health center personnel providing in-scope services.

Award Number

1 H8FCS41191-01-00

\$3,413,375.00

Project Period Start Date 04/01/2021 - End Date 03/31/2023

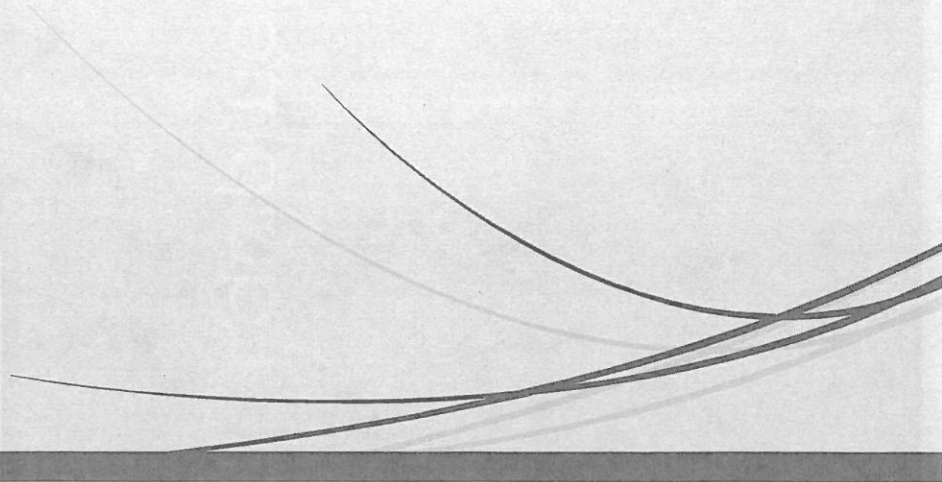
Allowable uses of the award

- ▶ Can modify plan up to 25% of the total award: We can move around \$853,343.75 without HRSA prior approval
- ▶ COVID-19 Vaccination Capacity
- ▶ COVID-19 Response and Treatment Capacity
- ▶ Maintaining and Increasing Capacity
- ▶ Recovery and Stabilization
- ▶ Infrastructure: Minor Alteration/Renovation (A/R), Mobile Units, and Vehicles

Unallowable uses

- Supplantation: can use for revenue losses or staff or costs that are covered by another grant
- Capital projects over \$500,000
- Temporary construction
- Purchasing or Upgrading an electronic health record system that is not certified by the Office of the National Coordinator for Health Information Technology.

Clinic Proposal for Use of Funds



Equipment

| | |
|--|----------------|
| Minivan | 28,190 |
| Vaccine Refrigerators (3) | 40,800 |
| Power Exam Tables (9@ \$6,500 each) | 58,500 |
| Trellis Lab Software | 206,000 |
| Small vehicle for transportation of supplies and patients between buildings in our Watsonville campus. | 8,995 |
| TOTAL EQUIPMENT (see Equipment List for details) | 342,485 |

Supplies

| | |
|--|---------------|
| Clinic Supplies | 12,641 |
| New Furniture for Triage Suite D (desk, partitions, shelves/file cabinets, chairs) | 7,000.00 |
| ECG Machine for Triage room | 4,400.00 |
| Computer equipment for Triage room (computer/monitor/computer wall mount) | 2,500.00 |
| Sysmex lab supplies | 3,000 |
| TOTAL SUPPLIES | 29,541 |

Contractual

| | |
|---------------------------------|------------------|
| Systemex System | 6,500.00 |
| Trellis Service and Maintenance | 48,000.00 |
| TOTAL CONTRACTUAL | 54,500.00 |

Personnel

FY 21/22 Total: \$2,986,849 (includes benefits)

Additional Budget Narrative: Personnel Object Class Category Justification
 Information required for staff positions supported in whole or in part by federal section H8F grant f

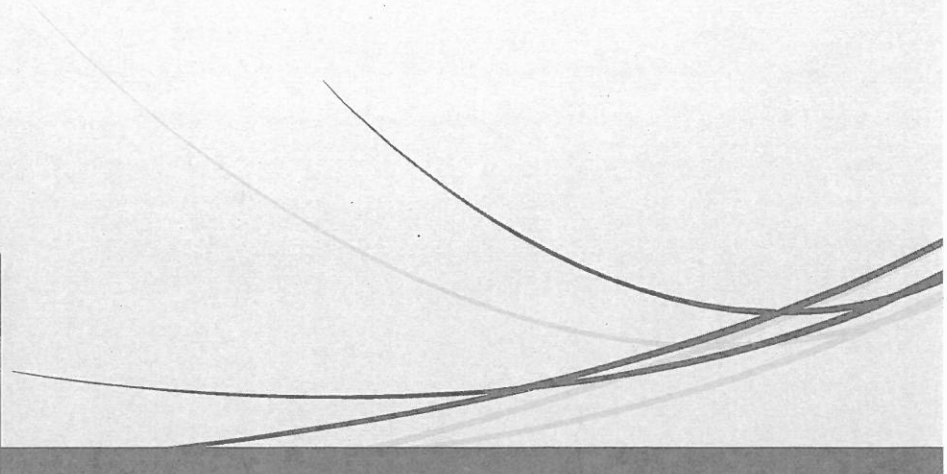
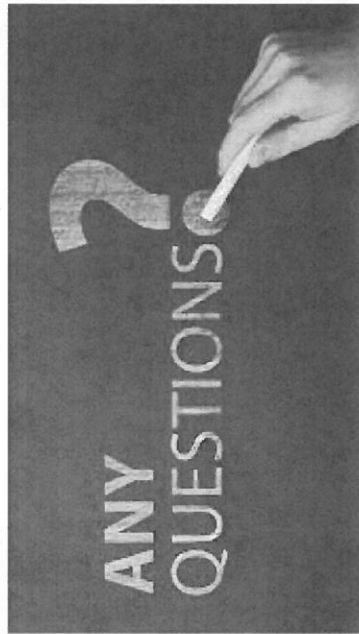
| Name | Position Title | % of FTE | Base Salary for 1.0 FTE | Adjusted Annual Salary | Federal Amount |
|------|------------------------|----------|-------------------------|------------------------|---------------------|
| TBD | OFFICE ASSISTANT II | 100% | 55,120.00 | no adjustment needed | 55,120.00 |
| TBD | OFFICE ASSISTANT II | 100% | 55,120.00 | no adjustment needed | 55,120.00 |
| TBD | OFFICE ASSISTANT II | 100% | 55,120.00 | no adjustment needed | 55,120.00 |
| TBD | OFFICE ASSISTANT II | 100% | 55,120.00 | no adjustment needed | 55,120.00 |
| TBD | CLERICAL SUPERVISOR II | 100% | 81,349.00 | no adjustment needed | 81,349.00 |
| TBD | MEDICAL BILLING TECH | 100% | 76,232.00 | no adjustment needed | 76,232.00 |
| TBD | SR MH CLIENT SPECIALIS | 100% | 100,090.00 | no adjustment needed | 100,090.00 |
| TBD | SR MH CLIENT SPECIALIS | 100% | 100,090.00 | no adjustment needed | 100,090.00 |
| TBD | SR MH CLIENT SPECIALIS | 100% | 100,090.00 | no adjustment needed | 100,090.00 |
| TBD | MH SUPVGV CLIENT SPEC | 100% | 112,258.00 | no adjustment needed | 112,258.00 |
| TBD | CLINIC PHYSICIAN | 95% | 210,829.00 | adjusted | 199,300.00 |
| TBD | CLINIC PHYSICIAN | 95% | 210,829.00 | adjusted | 199,300.00 |
| TBD | CLINIC NURSE | 100% | 122,650.00 | no adjustment needed | 122,650.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
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| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | MEDICAL ASSISTANT | 100% | 67,621.00 | no adjustment needed | 67,621.00 |
| TBD | LAB DIRECTOR | 100% | 144,480.00 | no adjustment needed | 144,480.00 |
| | | | 2,087,966.00 | | 2,064,908.00 |


Admin 378,061.00
 Enabling 412,528.00
 Medical 1,274,319.00
2,064,908.00

Personnel FY 22/23 and beyond

| Assumptions | |
|---------------|-----------------------------|
| MD | 12 completed visits per day |
| MH | 6 visits per day |
| PPS Rate | \$376.60 |
| Work Days | 247 |
| Hours per Day | 8 |

| Annual Cost Expanded Clinic Medical Team | |
|--|--|
| \$ | 2,981,324.20 |
| \$ | 4,241,720.55 |
| | Annual Cost Expanded Provider Staffing |
| | Annual Estimated Revenue |



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| <p>SUBJECT: Conflict of Interest</p> <p>SERIES: 600 Medical/Legal</p> <p>APPROVED BY: Amy Peeler, Chief of Clinic Services</p> | <p>POLICY NO.: 640.15</p> <p>PAGE: 1 OF 7</p> <p>EFFECTIVE DATE: 08/05/2021</p> <p>REVISED: September 2021</p> |  <p>COUNTY OF SANTA CRUZ HEALTH SERVICES AGENCY</p> <hr/> <p>Clinics and Ancillary Services</p> |
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POLICY STATEMENT:

All Clinic Services Division employees, officers, board/commission members, and agents of the Clinic Services Division shall observe the restrictions on any activities that constitute Incompatible Activities, as specified in County Code and the Personnel Regulations. Specific prohibitions for Health Services Agency (HSA) staff activities and practices, as identified in this policy, shall also be observed. In addition, employees in designated positions are required to disclose specific information on an annual basis regarding potential Conflicts of Interest on the State form.

PURPOSE: To avoid specific employee, officer, board/commission member, and/or agents of the Clinic Services Division activities or practices that are considered to be a conflict of interest or incompatible with county codes and regulations.

PROCEDURE:

1. **Responsibility:** Employees, officers, board/commission members, and agents of the Clinic Services Division are responsible for being familiar with and understanding the content and intent regarding County and HSA incompatible activities and conflict of interest concerns as addressed by Federal, State, County and HSA codes and regulations (see References list at end of policy).
2. **Incompatible Activities:**
 - a. HSA Prohibitions
 - i. The County Board of Supervisors has adopted specific requirements and prohibited activities appropriate for the employees of each department; and
 - ii. The requirements and prohibitions that apply to all HSA employees are listed below (2.b-g).
 - b. County Owned Equipment: Use of County owned or provided equipment, materials, or property for personal benefit or profit is prohibited.
 - c. Employee Influence: Use of influence as a County employee for personal benefit or profit, is prohibited.

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- d. Compensation of Family Members: Engagement in any activities which affect the employment or compensation by the County of any immediate family member within the first or second degree of relationship, is prohibited.
- e. Compensation by Vendors of Clients: Staff members are prohibited from employment by or receipt of compensation for any reason whatsoever, from any person, company, corporation, or other non-governmental entity which sells or provides services, products, or consultation to the County of Santa Cruz, or to patients, clients, wards, or conservatees thereof.
- f. Activities That Interfere With Employee Job Performance: Employment for personal benefit or profit or volunteer activities in community agencies and interests, the performance of which interferes with adequate performance by the County employee, is also prohibited.
- g. Self Referral: Self-referral or referral to other providers with whom any economic interest is established of any patients, clients, wards, or conservatees enrolled or admitted to County-provided services and for whom outside consultation, diagnosis, or treatment is deemed advisable.

3. Written Interpretation:

- a. Employees have the right to request a written interpretation from their Division Chief regarding the application of the above provisions as they relate to specific identified circumstances or concerns of the employee;
- b. Employees are encouraged to request clarifications as needed, in their area of work; and
- c. If the employee disagrees with the interpretation provided, there is a provision for an appeal to a Review Board. (See Personnel Policy Manual Section 173; D, E & F for more details.)

4. Dissemination

- a. All officers, board/commission members, and agents of the Clinic Services Division will receive a copy of this policy at the start of their term.

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- b. Employees of the Clinic Services Division will have access to this policy via the Clinic Services Division intranet policies webpage and will be prompted to review it during annual staff trainings and reviews, as necessary.

5. Violations

- a. Violations of the above policy provisions are ground for disciplinary action up to and including suspension or dismissal.
- b. Please talk with your immediate supervisor or Division Chief if you have any questions about how these rules apply to you.

6. HSA Conflict of Interest Code

- a. Purpose
 - i. HSA developed a Conflict of Interest Code in response to requirements by the State Fair Political Practices Commission that was adopted by the County Board of Supervisors;
 - ii. The HSA code applies to those employees in designated positions who may be materially affected by their official actions; and
 - iii. In appropriate circumstances, designated HSA employees shall be disqualified from acting in order that conflicts of interest may be avoided.
 - iv. Officers, board/commission members, and agents of the Clinic Services Division shall observe the restrictions on any activities that constitute Incompatible Activities or Conflict of Interest as specified in the HSA code as well as Article VII in The County of Santa Cruz Integrated Community Health Center Commission Bylaws.
- b. Annual Disclosure Statement
 - i. Each designated employee (see **Appendix for HSA Designated Employee Positions List**) shall file an annual statement (State FPPC Form 700) disclosing that employee's interest in investments, real property and income designated as reportable;


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- ii. All designated employees shall submit the **Statement of Financial Interest (State FPPC Form 700)** to HSA within 30 days of their start of employment and annually in January of each year; and
- iii. HSA shall retain a copy and forward the original forms to the County Clerk
- iv. All officers, board/commission members, and agents of the Clinic Services Division shall complete a Conflict of Interest Declaration Form within 30 days of the start of their term and annually in January of each year; and
- v. Clinic Services Division Administration shall electronically archive the form for a duration of at least 8 years.

c. Disclosures

i. Reporting Requirement


- 1. The disclosure categories indicated below are reportable if any may be foreseeably affected materially by any decision made or participated in by the designated employees, officers, board/commission members, and/or agents of the Clinic Services Division by virtue of their position; and
- 2. Specifically, financial interests are reportable only if:
 - a. They are located within or subject the jurisdiction of the agency; or
 - b. The business entity is doing business or planning to do business in the jurisdiction; or
 - c. The business entity has done business within the jurisdiction at any time during the two (2) years prior to the filing of the statement.
- 3. Disclosures from employees will be made in writing to the Chief of Clinic Services who shall bring the matter to the attention of HSA Personnel and/or the board/commission, or a duly constituted committee thereof as appropriate.

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4. Disclosures involving the Chief of Clinic Services, officers, board commission members, and/or agents of the Clinic Services Division should be made in writing to the board chair, (or if he or she is the one with the conflict, then to the board vice-chair) who shall bring these matters to the board, or a duly constituted committee thereof. The board, or a duly constituted committee thereof, shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, and reasonable to the Clinic Services Division.
 5. The decision of the board, or a duly constituted committee thereof, on these matters will rest in their sole discretion, and their concern must be the welfare of Clinic Services Division and the advancement of its purpose.
- ii. Categories: The types of financial interests and administrative/management positions that must be reported include (see Definitions):
1. Certain interests in real property;
 2. Income and investments; and
 3. Any business entity in which the designated employee is a director, officer, partner, trustee, employee or hold any position of management.

REFERENCES:

1. Applicability of 45 CFR Part 75, 42 C.F.R. § 56.114
2. Applicability of 45 CFR Part 75, 42 C.F.R. § 51c.113
3. Codes of Conduct, 45 C.F.R. § 74.42
4. General Procurement Standards, 45 C.F.R. § 75.327
5. Governing Board, 42 C.F.R. § 51c.304
6. California Government Code (Sections 19990-19990.6, 87200-87210 and 87300-87313)
7. California Code of Regulations (Section 18730)
8. County Code (3.40.010 and 3.40.020)
9. Personnel Regulations (Section 173); and
10. HSA Conflict of Interest Code

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DEFINITIONS:

1. Interest in Real Property
 - a. Interest therein, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$2,000.00; and
 - b. Such interests of an individual include a business entity's share of interest in real property or any business entity or trust in which the designated employee or his/her spouse own, directly, or indirectly, or beneficially, a 10% or greater interest totaling \$2,000.00 or more.

2. Income
 - a. Income from a public agency need not be disclosed; and
 - b. For purposes of exemption, the term "income from a public agency" includes agency or County salary and income derived from publicly operated schools for teaching and consulting services.

3. Investments
 - a. Included
 - i. Any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options, debt instruments and any partnership interested or other ownership interest; and
 - ii. A pro rata share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially a 10% interest or greater.
 - b. Not Included
 - i. A time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issues by any government or government agency; or
 - ii. Assets whose fair market value is more than \$2,000.00.

FORMS: <https://www.votescount.us/Form700E-Filing.aspx>

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APPENDIX

HSA Designated Employee Position List

- Administrative Services Manager
- Administrative Services officer I/II
- Assistant Chief of Fiscal Services – HSA
- Assistant Director – HSA
- Assistant Director of Nursing
- Behavioral Health Program Manager
- Chief of Clinic Services
- Chief of Fiscal Services – HSA
- Chief of Public Health
- Chief of Psychiatry
- Deputy Director of Mental Health Services
- Director of Mental Health Services
- Director of Administration Services – HSA
- Director of Environmental Health
- Director of Nursing
- Division Director of Environmental Health
- Environmental Health Program Manager I/II
- Facilities Manager
- Health Center Manager
- Health Services Agency Director
- Health Services Manager
- IT Application Development and Support Analyst II
- IT Manager III – HSA
- Medical Care Program Eligibility Supervisor
- Medical Director – Health Services Clinic
- Medical Services Director/Health Officer
- Public Health Manager
- Psychiatric Medical Director
- Public Guardian/Conservator
- Resource Planner IV
- Senior Behavioral Health Manager
- Senior Health Services Manager

