

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held September 6, 2022.

TELECOMMUNICATION MEETING: Microsoft Teams Meeting - or call-in number +1 916-318-9542 – PIN# 500021499#

Attendance	
Christina Berberich	Chair
Len Finocchio	Vice Chair
Rahn Garcia	Member
Dinah Phillips	Member
Marco Martinez-Galarce	Member
Caitlin Brune	Member
Kim "Coach" Campbell	Member
Michelle Morton	Member
Gidget Martinez	Member
Tammi Rose	Member
Amy Peeler	County of Santa Cruz, Chief of Clinic Services
Raquel Ramirez Ruiz	County of Santa Cruz, Sr. Health Services Mgr.
Mary Olivares	County of Santa Cruz, Admin Aide
James Dyer	County of Santa Cruz, HIPAA Privacy Officer
Meeting Commenced at 3:06 pm and concluded at 4:46 pm	
Excused/Absent:	
Excused: Ardella Davies	
1. Welcome/Introductions	
2. Oral Communications:	
Commission member Marco stated his sister is a medical translator and she was hired by the Mental Health Clinic in Watsonville to do some translations. Marco stated this is a very expensive and why don't we train our own employees to do translations. Unfortunately, due to this not being on the agenda we cannot discuss it today. Staff will come back with a report.	
3. County of Santa Cruz Integrated Health Center Commission will meet via teleconference as authorized under AB 361 and Government Code section 54953(e)(3).	
The County of Santa Cruz Integrated Health Center Commission will meet via teleconference as authorized under Government Code section 54953(e)(3). The Commission makes the following findings in support of this authorization: (A) The Commission has reconsidered the circumstances of the state of emergency; and (B) The following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person. (ii) State or local officials continue to impose or recommend measures to promote social distancing. Rahn made a motion that these findings be adopted, Dinah second and the rest of members present all in favor.	
4. August 2, 2022, Meeting Minutes - Action item	
Review of August 2, 2022, Meeting Minutes – Recommended for Approval. Rahn moved to accept minutes as presented. Len second, and the rest of the members present were all in favor. Caitlin abstained as she was not present at this meeting.	
5. HIPAA Risk Assessment	
James Dyer presented on security risk assessment. He stated HIPAA was signed into law in 1996 and it involves all the laws that relate to privacy on health information and security. James stated we use the risk assessment tool to assess ourselves annually. This is an internal document to assess risks and areas of possible breach. James reviewed the HIPAA training content, which includes identifying Protected Health Information (PHI), minimum necessary rule, rules of when/how PHI may be disclosed, importance of confidentiality, and the need to keep an accounting of disclosures.	
6. Quality Management Committee Update	
Raquel reported on Peer Review and Risk Management Committee meeting. She stated they met with the Risk Manager in Personnel to identify trainings for staff. She also stated they finalized the chart audit tool. Raquel stated OCHIN (our Electronic Health Record vendor) received a grant through HRSA to work on quality improvement. She stated Dr.	

Sarkarati is participating in a provider builder program to help create that clinical champion for Epic, in building up capacity with our staff to improve and enhance how we operate in the health record. Participating in this project we will have access to different tool kits, trainings, and ongoing live events.

Raquel also reported that HRSA wants our employees to participate in their well-being survey. She stated this is a long survey and it will take about 25 minutes to fill out. Raquel stated she is trying to drum up interest with the leadership team to participate and stated it's hard to carve out 25 minutes of employee's schedules. One of the commissioners stated it would be useful that someone who's asking people to do the survey to do it themselves and what does HRSA plan to do with the findings. Raquel stated she will ask if they have the tool to share and she will follow up on these questions. It was also stated that it might be an advantage if union reps have this information as well.

Raquel reported on the patient satisfaction survey she went through the slides and survey questions. Raquel went over the questions and responses by individual clinics. Raquel stated there were 6 questions sent out by text message and e-mail. Lastly, one of the commissioners stated he had called the clinic and had quite a long wait time on the phone line. Raquel stated this is a project they will be looking to work on in the next few months.

7. Social Justice

Caitlin opened up the conversation to commission members and asked what are you learning and practicing in order to stretch yourself in confronting structural racism. Some of the Commission members spoke and gave their view and what they have learned and how this awareness now plays a role in their daily lives.

8. Financial Update

Julian reported on the following:

- Revenue and Expenditures - About four months out of the last fiscal year we had more revenue than expenditures. He stated the clinic summary report showed last fiscal year the total revenue was 42.5 million that is 3.9 million dollars more than we had in the last fiscal year, and expenditure for the last fiscal year was 45 million dollars.
- Salaries and Benefits – this was broken down by each division under clinics. Julian stated they did notice more extra help cost than the previous fiscal year.
- Unduplicated visits – This gives a view from FY 13/14 to current fiscal year. This gives an idea where we are headed in terms of visits. This gives information such as if we are increasing in terms of our populations, age and ethnicity, and it is increasing each year.
- Unduplicated Patients by Fiscal Year – this report counts people we have been seen at least once during the fiscal year. We are looking at the trend line, which is increasing.

9. CEO/COVID 19 update

Amy reported that Dientes a local non-profit dental partner of ours has asked if their new site in Live Oak could be added to our scope for a limited time so they can function as a in-scope site. We decided in good partnership to do so, there is no risk for us. Amy also reported that HIP grant was awarded 1 million dollars to work on ACEs we were a strong partner in that and we will receive close to 100 thousand dollars to do some more advance work on ACEs. Lastly, Amy stated the construction at the Watsonville campus continues to be very slow.

Next meeting: October 4, 2022, 3:00pm - 5:00pm

Meeting Location: Microsoft Teams Meeting Or call in (audio only) [+1 916-318-9542](tel:+19163189542), [500021499#](tel:500021499) United States, Sacramento
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Minutes approved _____ / / _____
(Signature of Board Chair or Co-Chair) (Date)