

# The County of Santa Cruz Integrated Community Health Center Commission

**Minute Taker: Mary Olivares**

Minutes of the meeting held August 5, 2021.

**TELECOMMUNICATION MEETING:** Microsoft Teams Meeting - or call-in number [+1 916-318-9542](tel:+19163189542), [886796507#](tel:+1886796507) United States, Sacramento Phone Conference ID: 886 796 507# / 1080 Emeline Ave., Bldg. D, Santa Cruz, CA 95060

Attendance	
Christina Berberich	Chair
Len Finocchio	Vice 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 Ramírez Ruiz	County of Santa Cruz, Senior Health Services Manager
Julian Wren	County of Santa Cruz, Administrative Services Manager
Mary Olivares	County of Santa Cruz, Admin Aide
Jennifer Phan	County of Santa Cruz, Health Services Manager
<b>Meeting Commenced at 11:04 am and Concluded at 12:40 pm</b>	
Excused/Absent:	
Absent: Gustavo Mendoza	
Absent: Michelle Morton	
1. Welcome/Introductions	
2. Oral Communications:	
3. July 8, 2021, Meeting Minutes - Action item	
Review of June 8, 2021, Meeting Minutes – Recommended for Approval. Rahn moved to accept minutes as submitted. Caitlin second, and the rest of the members present were all in favor.	
4. CEO/COVID-19 Update/Operational Site Visit Report Out	
Amy stated they concluded the HRSA Operational Site Visit last week and thanked the commission members for their attendance. Amy stated in the 93 areas that were evaluated, there were 8 areas that we did not demonstrate compliance. Amy reviewed with the commission which areas were not in compliance and corrections that need to be addressed.	
5. Review of HRSA form 5A – Recommend for Approval	
Raquel presented the changes on Form 5A. Under coverage for emergency and after-hours the x in column 2 needs to be removed. Rahn moved to accept all changes recommended by staff. Dinah second, and the rest of the members present were all in favor.	
6. Review of HRSA form 5B – Recommend for Approval	
Raquel presented the changes on Form 5B. She stated we are adding an "A" to 115 Coral St for the Homeless Persons Health Project address. We need to add the second site for Janus, 718 Carmel St., and adding the room numbers for 1400 Emeline Avenue Room 109-111, 113-114, 131, 135, 161, 210, 221, 223, 228, 230, 237-238, 240, 250-253, 255-258, 262-266, and 269-270. Rahn moved to accept all changes recommended by staff. Dinah second, and the rest of the members present were all in favor.	
7. Conflict of Interest – Recommend for Approval	
Jennifer Phan presented Policy 640.15 - Conflict of Interest Policy for Clinic Services Division. She stated we need a policy that includes employees, board members, officers, and agents. The current policies were missing the wording "agent". Jennifer reviewed the policy with the commission. The question was asked if this was reviewed by County Counsel? Amy stated she could send to Jason in County Counsel to review. Rahn motion to recommend adoption of policy and confer with County Counsel, any questions raised by County Counsel with change of language. Caitlin second, and the rest of the members present were all in favor.	
8. Quality Management Plan – Recommend for Approval	

<p>Raquel stated the Quality Management Plan needs to be brought back to the commission every year for approval. Raquel stated the only changes made are the dates, appendices at the end that now point back to the operational plan, and a new tool that we are using to keep track of our quality improvement projects. Dinah moved to accept all changes recommended by staff. Marco second, and the rest of the members present were all in favor.</p>
<p>9. Revision to the Billing Department and Front office Operations Policies and Procedures 100.03 – Recommend for Approval</p>
<p>Julian stated Health Resource &amp; Service Administration (HRSA) requires clinics have a waiver policy that clarifies what types of situations qualify for a waiver. Julian reviewed policy with commission members. Julian asked the commission to move and approve changes as suggested. Dinah moved to accept all changes recommended by staff. Marco second, and the rest of the members present were all in favor.</p>
<p>10. Revision to the Billing Department Ability to Pay Procedures Policy 100.04 – Recommend for Approval</p>
<p>Julian stated waiving of fees was also added to this policy. Julian is asking the commission to move and approve changes as suggested. Caitlin moved to accept all changes recommended by staff. Marco second, and the rest of the members present were all in favor.</p>
<p>11. New Business Office Policy Grant Draw Down Policy 100.05 – Recommend for Approval</p>
<p>Julian stated that Health Resource &amp; Service Administration (HRSA) requires clinics to have this policy. Clinics must describe how they draw down their funds that they receive from HRSA. Julian stated they must describe how often, track, and what they base their draw down on. Julian reviewed policy with commission. Julian asked the commission to approve new policy. Rahn moved to approve new policy as recommended by staff. Caitlin second, and the rest of the members present were all in favor.</p>
<p>12. Quality Management Committee Update</p>
<p>Raquel reported she is working with the clinics epic site specialist on creating an automated calendar for the various surveys that are conducted so they are automatically sent out to our patients. Raquel also reported that the Health Center Manager's will report back next month on the CCAH Corrective Action Plan and on the HPHP Mobile Unit-Outreach Plan. Lastly, Raquel reported that she received 6 months' worth of mortality data with over 50 patients to review in this next month.</p>
<p>13. Social Justice</p>
<p>Caitlin stated she e-mailed out a few items for education purposes to the commission. Caitlin also stated she sent out a draft document that the CDC has prepared to guide mostly journalist to make changes to our language to reshape attitudes and assumption on folks that are different from us. She recommended commission members to look at this information. Marco reported that he did some research on nutrition programs and what was available in the community. Marco stated that the Community Health Trust has nutritionist and that would be the best way that we could organize a program. Raquel stated that the Watsonville Clinic works with Receta Vegetal through Esperanza Farms which provide fresh fruits and vegetables to our patients with diabetes and or high BMI. Raquel stated we could have them come present at our next meeting. Raquel also stated there was another program at Starlight Elementary called the Emeril's Culinary Garden and Teaching Kitchen we could reach out to them as well.</p>
<p>14. Board Recruitment</p>
<p>Amy stated this item should have been deleted from agenda.</p>
<p>15. Financial Update</p>
<p>Julian stated that this report was based on fiscal year 20/21. Julian presented the clinic financials, projection report, days in accounts receivable, percentage &gt;90 days, and charge review days. Commission staff thanked him for his report.</p>
<p><i>Action items:</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>

**Next Meeting:** September 2, 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)