

# The County of Santa Cruz Integrated Community Health Center Commission

**Minute Taker: Linda Manley**

Minutes of the meeting held April 12, 2018

1. Attendance	
Rahn Garcia	Chair
Rama Khalsa	Vice-Chair
Holly Shelton	Member
Pam Hammond	Member
Kristin Meyer	Member
Dinah Phillips	Member
Len Finocchio	Member
Marco Martinez-Galarce	Member
Amy Peeler	County of Santa Cruz, Health Services, CEO of Clinic Services Division
Raquel Ramirez Ruiz	County of Santa Cruz, Senior Health Services Manager
Arnold Leff MD	County of Santa Cruz, Medical Services Director / Health Officer
Jeanette Garcia	County of Santa Cruz, Health Services, Admin Services Manager
Jennifer Phan	County of Santa Cruz, Departmental Analyst
Linda Manley	County of Santa Cruz, Health Services, Admin Aide
<b>Meeting Commenced at 12:38 pm and Concluded at 2:12 pm</b>	
Excused/Absent:	
2. Excused: Christina Berberich Absent: Nicole Pfeil, Gustavo Mendoza	
Oral Communications:	
3. Review of March 8, 2018 minutes - Recommended for Approval. Len Finocchio motioned for the acceptance of the minutes, the motion was seconded by Dinah Philips. The rest of the members present were in favour.	
4. Medical Assisted Treatment Program: Guest Danny Contreras gave a presentation about the MAT program.	
5. HRSA Operational Site Visit – Visit is scheduled for May 15-17 <sup>th</sup> . Board Evaluation & Board Member surveys were given to members. It was requested that the members write up a short BIO on themselves. Amy will send out an email reminder.	
6. Service Area Review – Recommended for Approval: Jenn Phan presented the service area evaluation process. Service area borders, medically underserved areas and/or populations, health center locations, zip codes from HRSA Form 5B: service sites, and health center patients' zip codes from most recent UDS report were reviewed. Data showed that at least 75% of health center patients reside in the zip codes declared on HRSA Form 5B. Rama Khalsa motioned for the acceptance of the data, the motion was seconded by Pam Hammond. The rest of the members present were in favour.	
7. Credentialing and Privileging – Recommended for Approval. Tracking sheet was provided showing Credentials and Privileges were verified for County Providers. Dinah Phillips motioned for the acceptance of the data, the motion was seconded by Marco Martinez-Galarce. The rest of the members present were in favour of approval with direction to staff to add policy references to tracking sheet.	
Quality Management Committee Update:	
8. Raquel stated that Patient Satisfaction Data is being compiled and will be ready to present soon. CCAH site visits are scheduled. Shared Medical appointments update was given.	
Risk Management Report:	
9. Raquel provided a Risk Management Report January-March 2018. The Clinic Services Division leadership team are in communication with the Risk Management Division to establish improved communication and coordination. Regular meetings will be formalized between divisions in 2018. In addition to the Hazardous Vulnerability Assessment Tool, the Health Center Leadership will utilize the Risk Assessment check list and tools provided by the ECRI Institute.	
Budget/Financial Update:	
10. Jeanette Garcia gave an update on the year to date financial report.	

CEO update:

11. Amy Peeler provided a printout of the "County of Santa Cruz Integrated Community Health Center Commission, Calendar of Duties" for fiscal year 17-18 and she provided the Community Health Centers Co-Applicant Commission Report for Calendar Year 2017

Previous action items:

Rahn requested a breakdown of the results per job and per site for the QM Employee Satisfaction Survey – Raquel offered to have available a large document containing this information. Rahn declined and stated this action item was *Completed*.

Pam requested that Danny from the MAT program be invited to join a Commission Board Meeting to share what the program is about. - *Completed*

Gustavo asked if Commission Board members would be interested in hearing from Ricardo Lara who is running for office. Gustavo will provide written information regarding Ricardo and his views on Health Care issues prior to inviting Ricardo. – Information was provided in packet given to members. – *Completed*.

**Action Items:**

**#1 Dinah Phillips requested data on the Over Dose rate for the County.**

**#2 Len Finocchio requested follow-up from Dr. Leff regarding the process of identifying Physicians in question of charging fee for service from Medi-Cal patients.**

**#3 Len Finocchio requested additional time with Jenn Phan regarding her presentation of Service Area Review data.**

**#4 Kristen requested policy verification be added to Credentialing and Privileging tracking sheet.**

**Next Meeting:** May 10, 2018 12:30 PM at 1080 Emeline Ave Building D (DOC Conference Room, Second Floor), Santa Cruz, CA

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