

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held July 8, 2021.

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

Attendance	
Christina Berberich	Chair
Len Finocchio	Vice Chair
Caitlin Brune	Member at Large
Rahn Garcia	Member
Dinah Phillips	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
Nikki Yates	County of Santa Cruz, Departmental Admin Analyst
Meeting Commenced at 11:04 am and Concluded at 12:39 pm	
Excused/Absent:	
Absent: Gustavo Mendoza	
Excused: Michelle Morton	
1. Welcome/Introductions	
2. Oral Communications:	
3. June 3, 2021 Meeting Minutes - Action item	
Review of June 3, 2021 Meeting Minutes – Recommended for Approval. Rahn moved to accept minutes as submitted. Len second, and the rest of the members present were all in favor.	
4. Policy 100.03 - Billing Department and Front Office Operations Policies and Procedures – Recommend for Approval	
Julian reviewed with commission members Policy 100.03 - Billing Department and Front Office Operations Policies and Procedures. Rahn moved to adopt as submitted. Len second, and the rest of the members present were all in favor.	
5. Policy 100.04 - Billing Department Ability to Pay (Sliding Fee Scale Program) Policies and Procedures – Recommend for Approval	
Julian reviewed with commission members changes to Policy 100.04 – Billing Department Ability to Pay (Sliding Fee Scale Program). Rahn moved to adopt as amended as recommended by staff. Dinah second, and the rest of the members present were all in favor.	
6. Review and Approve Health Center Annual Audit - Recommend for Approval	
Julian stated that Health Resource & Service Administration (HRSA) requires the commission to approve audits, and this is usually done in December and the report is published in January. Julian went over funding with commission and stated this was for federal funding only. Rahn moved to approve the County of Santa Cruz single audit report for the year ended June 30, 2020, only the sections pertaining to those matters of the responsibility of the commission. Dinah second, and rest of member present were all in favor.	
7. Service Area Review - Recommend for Approval	
Raquel presented the Annual Service Area Review Report. Raquel went through presentation with commission. She stated on an annual basis we must review our zip codes to make sure we have 75% of our patient population in our zip codes. Our goal is to define and review the boundaries of the catchment area to be served, including the identification of the medically underserved population(s). We need to ensure the services provided are available and accessible to residents promptly and appropriately and to maintain compliance with the Health Resource & Service Administration (HRSA). Raquel stated at the end of this presentation she will recommend zip codes to be removed and to be added. Raquel stated we report this to HRSA through our uniform data system. Raquel is requesting the commission’s approval on the Integrated Community Health Center Commission Annual Service Area Review dated July 8, 2021. Rahn moved to adopt as submitted. Len second, and the rest of the members present were all in favor.	

8. Grant Applications- Recommend for Approval
Julian stated it is the county's requirement that anytime we apply for a grant we are required to go to the board for approval. Per Health Resource & Service Administration (HRSA) we are also required to bring this to the Integrated Community Health Center Commission for approval. Julian stated we are coming to the commission to approve for ratification of us applying for various grants. Raquel noted that she has been informing the commission on most of these grants at previous meetings but did not make these an action item. In the future this will be noted on the agenda as an action item. Julian presented to the commission on the various grants that we have applied for and will be applying for in the near future. Julian stated we are asking for the commission to move and ratify in applying for these various grants. Len moved to ratify the application and the expenditure of these grants. Caitlin second, and the rest of the members present were all in favor.
9. Quality Management Committee Update
Raquel stated they are working on the continuous quality improvement projects (Hypertension, diabetes, BMI, cervical and colorectal cancer screenings). She stated we are moving from automatically sending reports to building capacity with our staff and teaching them how to pull the reports directly from Epic. She also stated that Peer Review and Risk Management Committee are automating chart review monthly assignments using digital DocuSign system and we go live on July 15 th . Raquel also gave an update on the uniform data system (UDS) annual report. Raquel also reminded commissioners on the upcoming operational site visit and that they are scheduled on Tuesday, July 27 from 11:45-12:45. She also informed commissioners to please submit bios and surveys by 7/9/21.
10. Social Justice
Caitlin invited everyone to take a listen to the 15-minute TED talk, How Racism Makes Us Sick . She stated this is truly incredible paper that describes some of the core factors that have been holding us back from truly ending racism. The commission thanked Caitlin for sending us these great resources.
11. Financial Update
Julian reported the data we are reviewing is dating back to April 2021. He wanted to highlight that our net county cost was equal in the past and as the year has gone on, we made less than we expected and in order to make this happen our CFO has transferred from IGT funds in order to cover what we said we would cover for the HSA budget in the amount that is equal to about 2.5 million dollars. Julian stated there are a lot of things at the end of the fiscal year that will affect our bottom line in terms of claims. Julian will be doing an analysis on our current claims that are out there to be reimbursed so we can factor that into our revenue. Julian presented on visits in comparison 7-2019 to 5-2020 vs 7-2020 to 5-2021. He stated this was broken down by clinic and overall, we are 13% above last year. Julian also presented on Projected charges. There was a question from a commission member on what is in "Other Charges" there was a lot in projected units but not a lot of money. Julian will look into this and get back to committee. Lastly Julian reported we are working in a lot of clean up and days in AR report shows this. In December we went from 97 days to 57.5 days he stated we have reduced this significantly and moving forward we would like to keep this as low as possible in the 30 days range.
12. CEO/COVID-19 Update
Amy reminded commissioners that her annual evaluation is due. She was happy to announce that we have a new Medical Director and that she will be starting October 2021. Amy also stated she has not gone through the whole KITCHENISTAS video that Marco shared with us and perhaps we could talk about it more at the next meeting.
<i>Action items:</i> •

Next Meeting: August 5, 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)