

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held June 5, 2024

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

Attendance	
Christina Berberich	Executive Board - Chair
Len Finocchio	Executive Board - Co-Chair
Rahn Garcia	Member
Marco Martinez-Galarce	Member
Maximus Grisso	Member
Tammi Rose	Member
Michael Angulo	Member
Miku Sodhi	County of Santa Cruz, Assistant Director HSA
Amy Peeler	County of Santa Cruz, Chief of Clinics
Raquel Ruiz	County of Santa Cruz, Acting Chief of Clinics
Julian Wren	County of Santa Cruz, Admin Services Manager
Mary Olivares	County of Santa Cruz, Admin Aide
Meeting Commenced at 4:01 pm and concluded at 5:09 pm	
Excused/Absent:	
Excused: Dinah Phillips Excused: Maximus Grisso Absent: Gidget Martinez Absent: Michelle Morton	
1. Welcome/Introductions	
Introductions were done at this time.	
2. Oral Communications:	
Raquel stated some items needed to be added to the next agenda which were bylaws and Amy's evaluation need to put on the next agenda.	
3. May 1, 2024, Meeting Minutes – Action Required	
Review of May 1, 2024, Meeting Minutes – Recommended for Approval. Rahn moved to accept the minutes as submitted. Len second, and the rest of the members present were all in favor. Dinah abstained as she was not present at the previous meeting.	
4. Emergency Agenda Item added: Review of HRSA Form 5A - Action Required	
Rahn made a motion that this item be to the agenda as an emergency item. Len second, and the rest of the members present were all in favor. Raquel reviewed form 5A with commission. She went over changes and updates with commissioners. Len made a motion to accept changes as updated and presented. Michael second, and the rest of the members present were all in favor.	
5. HSA Billing FO Policy Procedures 100.03 - Action Required	
Julian presented Policy 100.03 - HSA Billing FO Policy Procedures. Julian stated the only changes to this form was specific language on waiver provisions. Julian went over changes and updates with commissioners. Rahn made a motion to accept changes as updated and presented. Dinah second, and the rest of the members present were all in favor.	
6. HSA Billing Ability to Pay Policy Procedures 100.04 – Action Required	
Julian presented HSA Billing Ability to Pay Policy Procedures 100.04. Julian stated this was a suggestion from their on-site visit reviewer. Julian stated one of the changes was to the title of the policy to title it Billing Department Ability to Pay (Sliding Fee Scale Program). Julian added there were only a few other small updates to policy. Len made a motion to accept changes as updated and presented. Marco second, and the rest of the members present were all in favor.	
7. HSA Credentialing and Privileging Policy 200.03 – Action Required	
Raquel presented HSA Credentialing and Privileging Policy 200.03. Raquel stated we did some edits and changes based on their HRSA consultant. Raquel went over edits to policy. Michael made a motion to accept changes as updated and presented. Tami second, and the rest of the members present were all in favor.	
8. Review of Financial Responsibility document	

Julian stated this document is provided to new patients which discusses financial responsibility. One of the edits that was suggested from the HRSA on site reviewer was adding language to the sliding Billing Department Ability to Pay (Sliding Fee Scale Program) document. Julian then reported for patients that that are receiving a medication from a pharmacy some do have a \$4.00 co-pay, this was not listed on this form, it now will be added. This brought up many questions from commissioners on how this could be challenging for some patients and cause barriers. Julian lastly reported that for the sliding fee discount patients who qualify driver license is not required.

Follow Up at Next Meeting:

Julian has an expert on 340B will check to see what options are
Pie chart of distribution of meds that are distributed.
What do other FQ do with similar programs
Check in with Clinicians about co-pay and how do they feel about it.

9. Grant Application for Ryan White Part C - Action Required

Raquel stated generally we must bring grant request to the commission for approval. Raquel stated this is a continuation grant of \$404,815.00, she stated this grant is received annually in a cycle of 3 years. Raquel stated this grant helps fund lab diagnostic services, health center visits and charges, specialty referrals, and staffing. Rahn vote to accept grant as presented. Tami second, and the rest of the members present were all in favor.

10. Quality Management Update

Raquel reported on quality management. Raquel reported that the Emeline Clinic reported on their quarterly quality improvement presentation, well childcare visits. Raquel reported some of the barriers/challenges: reaching members invalid numbers, patients on our list are assigned however seeking elsewhere, members have relocated, no phone number listed, and 21 patients not found in EPIC. Lastly Raquel stated some of the Lessons Learned: more outreach, MA has scheduled 74 WCC visits she has made 266 calls this equals a 28% success rate, Change PCP forms must be utilized to have a more accurate list, and send a letter to patient as part of outreach.

Raquel reported on Peer Review and Risk Management. Raquel reported on mortality data, 7 were reviewed, 2 had substance use disorders, proper care was given to all.

Raquel also reported as part of the HRSA on site visit it was suggested some changes to the Peer Review Policy the suggestion was on how long we are reviewing and what we will be adding to the policy such as:

- Once a year 4 charts per person in a large staff meeting with small groups breakouts
- One every, other month, individually
- Episodic Chart Review-initiated by complaint
- Ongoing Professional Practice Reviews (3-months, 6-months, 12-months and then annually).

11. Financial Update

Julian reported he had just completed estimated actuals and that clinic had made some progress the potential deficit is \$5,316,829.00, he stated they trying to bring this down by the end of this fiscal year. Julian also reported on Days in A/R the goal is 53 they are currently at 58.8. He also reported on claims over 90 days, they are currently at 30%. Lately Julian reported on claims in our system, he stated they are currently at 32.9%.

12. CEO Update

Amy was happy to report on how successful the May 2024 Operational Site Visit was, she stated it was the best they ever had. She wanted to give a shout out to HPHP and stated they were impressed with peer review and they will be writing it up as a promising practice.

Next meeting: July 10, 2024, 4:00pm - 5:00pm

Meeting Location: In- Person- 150 Westridge Drive, Suite 101, Watsonville, Ca 95076 and 1080 Emeline Ave., Bldg. Clinic. Cruz, CA 95060. Commission will connect through Microsoft Teams Meeting or call in (audio only) [+1 831-454-2222,191727602#](tel:+18314542222191727602) United States, Salinas Phone Conference ID: **191 727 602#**

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