

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Jessica McElveny

Minutes of the meeting held *April 13th, 2017*

1. Attendance			
	Rahn Garcia	Vice-Chair	
	Christina Berberich	Member	
	Pam Hammond	Member	
	Kristin Meyer	Member	
	Dinah Phillips	Member	
	Amy Peeler	County of Santa Cruz, Health Services, CEO of Clinics	
	Giang Nguyen	County of Santa Cruz, Health Services, Director	
	Michael Beaton	County of Santa Cruz, Health Services, Director of Admin Services	
	Arnold Leff, MD	County of Santa Cruz, Health Services, Health Officer	
	Raquel Ramirez Ruiz	County of Santa Cruz, Health Services, Sr. Health Services Manager	
	Nikki Yates	County of Santa Cruz, Health Services, Accountant III	
	Jessica McElveny	County of Santa Cruz, Health Services, Admin Aide	
Meeting Commenced at 12:49 pm and concluded at 2:40 pm			
2. Excused/Absent			
	Excused: Rama Khalsa and Nicole Pfeil Absent: Fernando Alcantar and Gustavo Mendoza		
3. Oral Communications			
4. Review of March 9 th , 2017 minutes			
	Rahn Garcia requested to amend the minutes to reflect that he excused himself at 1:25pm. Kristina Meyer motioned for the acceptance of the minutes pending the amendment, the motion was seconded by Pam Hammond. The rest of the member present were in favour.		
5. Community Health Center Presentation – Tour of Watsonville Health Center			
	Walter Espinoza, Health Center Manager, lead a tour of the Watsonville Health Center. The tour was attended by Rahn Garcia, Christina Berberich, Pam Hammond, Dinah Philips and Amy Peeler.		
6. Policies and Procedure – Vote			
	Kristin Meyer motioned for the acceptance of eleven policies and procedures, the motion was seconded by Dinah Philips. The rest of the member present were in favour. Kristin Meyer requested three policies be brought back to the commission for approval after requested clarification and changes are made.		
	Policy #:	Policy Name:	Approved:
1	200.02	Job Descriptions: Physician/Mid-Level Practitioner	Yes
2	410.02	Lab Specimen Labeling	Yes
3	410.03	Point of Care Testing: Sample Identification, Back Office Test Ordering and Resulting in EPIC	Yes
4	410.04	Lab Director’s Delegated Responsibilities	Yes
5	410.05	Urinalysis (81002), Back Office Urine Dip with Siemens CliniTek Status Analyzer	Yes
6	410.06	Lab Specimen Recollection	Yes
7	430.01	Order for Patient Radiology Procedure	No
8	430.03	Retention and Organization of Films	No
9	430.05	Daily Duties	Yes
10	430.07	Orthopedic	Yes
11	430.09	Documentation	No
12	430.10	Workflow for EPIC x-ray orders	Yes

13	430.11	STAT Readings	Yes
14	430.12	TB Chest Radiology Exams	Yes
7. Grant Applications - Approval			
Amy Peeler requested approval to submit an application for the Substance Abuse and Mental Health Services Administration Grant for the Benefit of Homeless Individuals. Kristen Meyer motioned to approve, the motion was seconded by Dinah Philips. The rest of the member present were in favour.			
8. Privileging Renewal List - Approval			
Raquel Ramirez Ruiz requested the commission approve clinician privileging. Christina Berberich motioned to approve clinician privileging, the motion was seconded by Dinah Philips. The rest of the member present were in favour.			
9. Calendar of Duties			
Amy Peeler reviewed the commission calendar of duties and purpose of the calendar.			
10. Budget/Financial Update			
Michael Beaton gave a presentation on the financials for all the clinics ending March 31 st , 2017.			
11. CEO Update			
Amy Peeler reported on the street parking at the Homeless Person's Health Project and that the Santa Cruz City Manager confirmed that any ticket staff and patients receive will be waived. Amy Peeler also reported that the Homeless Service Center is reclaiming the administrative space that was leased to the Homeless Person's Health Project effective June 30 th and the Health Services Agency has submitted an application for the Whole Person Care grant. Amy Peeler also reported that that the Board of Supervisors approved the appointment of Len Finnochio to the Commission and he will attend the May meeting.			
12. Quality Management Committee Update			
Raquel Ramirez Ruiz reported that at the last Quality Management Meeting in March, Dr. Violich and Sharon Polak provided an overview of Acuere, the reporting portal developed by the clinics Electronic Health Record vendor. The data is pulled from the clinics Electronic Health Records and is available to guide work on population health.			
Action Item 1: Dinah Philips requested that the Commission agenda include more detail.			

Next Meeting: *May 11th at 12:30 pm at 1080 Emeline Ave Building D (Second Floor), Santa Cruz, CA*

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