

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held October 1, 2020

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

Attendance	
Christina Berberich	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 Ramirez Ruiz	County of Santa Cruz, Senior Health Services Manager
Julian Wren	Administrative Services Manager
Mary Olivares	Admin Aide
Meeting Commenced at 11:08 am and Concluded at 11:52 pm	
Excused/Absent:	
Absent: Gustavo Mendoza Excuse: Len Finocchio	
1. Welcome/Introductions	
2. Oral Communications:	
3. September 3, 2020 Meeting Minutes - Action item	
Review of September 3, 2020 Meeting Minutes - Recommended for Approval. Caitlin moved to accept minutes as submitted. Marco second, and the rest of the members present were all in favour.	
4. Meeting Calendar – Approval	
Review of Integrated Community Health Center Commission meeting calendar – Recommend for Approval. Marco moved to approve, Rahn second, and the rest of the members present were all in favour.	
5. Social Justice	
Amy reported the two other FQHC Salud Para la Gente and Santa Cruz Community Health Center Boards of Directors have initiated work around social justice, Salud Para la Gente’s Board developed guiding principles and defined what it means to be committed to being an anti-racist organization. It has identified staff that would serve on a diversity inclusion board and that staff would work together. Amy stated she put this on the agenda to see if there are ideas around this or if this is something commission could possibly do. Rahn stated he would like to do something consistent with the framework similar to other FQHC in Santa Cruz County. Caitlin stated she’s happy to contact folks from the other health centers.	
6. Quality Management Committee Update	
Raquel reported that they are generating patient reports on Diabetes Poor Control, Cervical Cancer Screenings, Hypertension, and Colorectal Cancer Screenings are distributed to our providers on a quarterly basis. The individualized reports are distributed in the first seven days of the month with a cover sheet from the Medical Director including improvement strategies. A question was asked from one of the commission members if there was a similar report for Mental Health and Behavioral Health concerns. Raquel stated at this time there is not but worth checking with QI team and hopefully in the next 2-3 months she can report back. Raquel also reported that the recovery team was working on making sure we have a respiratory clinic at each Health Center and that we have an ample stockpile of PPE supplies for Covid-19 related response. Lastly, Raquel reported that Clinics had received a grant for \$1.6 million from the California Department of Health Care Services. She stated the grant is for the Medical Assistant Treatment Program to help fund staffing as well as in-patient treatment for our patients. The grant cycle is two years.	
7. Financial Update	
Julian reported on the following reports: <ul style="list-style-type: none"> • Workqueue Activity Report – This report shows the efficiency of the business office over the last 13 weeks and that we are keeping up with the influx of patient visits. Julian stated part of the business office was exposed to a positive COVID-19 patient and a lot of the staff is working remotely as a result. 	

- Days in A/R Trend – This reported indicates how long it takes for us to get paid on our claims from chart closing to receiving funds from insurance. Our A/R days were at 95 days as of the end of August.
- Days of Open Encounters - This report looks at all encounters and how long it takes the provider to close out charts. Our average days to close charts is 3.1 days.
- Total Aging % of total - This shows how many of our unpaid claims are over 90 days, this report indicated 40.5% for us.
- Annualized Encounters - This report shows encounters projecting we are going to be at 79,160 visits this fiscal yr.

Julian also reported on the projection report for all clinics in general. He stated we are projecting to be lower than last year and that we will not be able to match fiscal year revenue of 18/19. Julian also stated that they are all working on different projects to make them more efficient in seeing patients safely to keep staff safe. Lastly Julian stated he is reviewing the adjustments that were done to identify the reason why and to see if there is anything that could have been done differently. Julian will report back to the commission.

8. CEO/COVID-19 Update

Amy reported CZU fire is 100% contained and that the county has moved to recovery phase. There are about 1,000 people that are displaced from the CZU fires that are still staying in hotels. Amy also stated she has taken the role of Deputy Incident Commander for HSA. Amy also reported that our Biological Safety Cabinet was not working properly, and we had to start sending samples to Santa Clara. Amy reported on the terrible COVID-19 outbreak in the Watsonville retirement home, she stated two people have died. She also reported they had a great visit with a possible candidate for Medical Director, and that she was waiting to hear back from him soon. Lastly, Amy reported that they are in the process of hiring two Public Health Investigators and that they are in the process of holding flu clinics for employees to get them vaccinated for the up coming flu season.

Action items:

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Next Meeting: November 5, 2020 11:00 am - 1:00 pm

ZOOM Meeting: 1080 Emeline, Santa Cruz, CA

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

_____/_____/_____
(Date)