

The County of Santa Cruz

Integrated Community Health Center Commission

SPECIAL MEETING AGENDA

October 4, 2018 @ 11:00 am

Meeting Location: 1400 Emeline Bldg. K, Room 164 (1st Floor), Santa Cruz, CA 95060
1939 Harrison Street, Suite 211, Oakland, CA 94612

ORAL COMMUNICATIONS - Any person may address the Commission during its Oral Communications period. Presentations must not exceed three (3) minutes in length, and individuals may speak only once during Oral Communications. All Oral Communications must be directed to an item not listed on today's Agenda, and must be within the jurisdiction of the Commission. Commission members will not take actions or respond immediately to any Oral Communications presented, but may choose to follow up at a later time, either individually, or on a subsequent Commission Agenda.

1. Welcome/Introductions
2. Oral Communications
3. September 20, 2018 Meeting Minutes – Recommend for Approval
4. Changing Commission Meeting Date – Action Required
5. Quality Management Committee Update
 - Patient Satisfaction Survey
6. Financial Update
7. Review of CEO Evaluation Process
8. CEO Update

Action Items from Previous Meetings:

Action Item	Person(s) Responsible	Date Completed	Comments
#1 Len Finocchio requested additional time with Jenn Phan regarding her presentation of Service Area Review Data.		9/5/18	
#2 Current Patient Satisfaction Survey questions to be provided to members with next months agenda. The questions will be discussed for possible editing prior to distribution next January. Members would like to know where the survey questions originated.	Raquel	9/13/18	
#3 Rama would like to see a full vacancy list.			
#4 Raquel to bring back revised version of Patient Survey			

Next meeting: November 1, 2018 11:00 am- 1:00 pm
1080 Emeline Ave, Building D, DOC Conference Room, Second Floor, Santa Cruz, CA 95060

The County of Santa Cruz Integrated Community Health Center Commission

Minute Taker: Mary Olivares

Minutes of the meeting held September 20, 2018

Attendance	
Rahn Garcia	Chair
Christina Berberich	Member
Kristln Meyer	Member
Dinah Phillips	Member
Len Finocchio	Member- Call In
Marco Martinez-Galarce	Member
Gustavo Mendoza	Member
Amy Peeler	County of Santa Cruz, Health Services, CEO of Clinic Services Division
Joey Crottogini	County of Santa Cruz, Health Services Manager, HPHP
Raquel Ramirez Ruiz	County of Santa Cruz, Senior Health Services Manager
Mary Olivares	County of Santa Cruz, Health Services, Admin Aide
Meeting Commenced at 11:05 am and Concluded at 12:36 pm	
1. Excused/Absent:	
<p>Absent: Rama Khalsa Absent: Pamela Hammond Absent: Nicole Pfeil</p>	
2. Oral Communications:	
<p>Kristin Meyer announced that she'd be resigning from the Community Health Center Commission effective today Thursday, September 20, 2018 at the end of today's meeting. All members thanked her for her work.</p> <p>Christina Berberich proposed that we change our meeting to the first Thursday of the month. All members were in agreement to the change of date.</p> <p>Review of August 9, 2018 minutes - Recommended for Approval. Rahn motioned for the acceptance of the minutes with the amended changes on item 5 and item 7 made by Amy Peeler and Raquel Ramirez-Ruiz the rest of the members present were in favour.</p>	
3. Executive Session – Public Employee Performance Evaluation of Chief Executive Officer Pursuant to subdivision (b) of Government Code Section 54957	
<p>Evaluation of closed session nothing to report</p>	
4. HPHP – Focusing on Outreach Services	
<p>Joey Crottogini, Health Services Manager from the Homeless Persons Health Project (HPHP) was guest speaker. He handed out information about the services HPHP provides. He explained the various forms of outreach and services they provide to the homeless population.</p>	
5. Vacancies	
<p>Table item for next meeting.</p>	
6. Quality Management Committee Update – Patient Satisfaction Survey Instrument	
<p>Patient surveys short form and long forms were included in the packets for Commission members. Raquel explained on research that she has done in trying to find the instrument to develop the patient survey. Raquel to bring back revised version to the next meeting. Rahn asked if any of the Commission members would like to work outside of the commission to assist Raquel with the patient survey? Marco and Len are interested in assisting Raquel.</p> <p>Raquel was happy to announce they had their first chart review audit. Computers were set up in the basement at 1080 Emeline. Physicians had 45 minutes to review charts they completed 104 Chart reviews. This took a few months of planning it was well received. Rahn noted: accepting this report from Raquel.</p>	

At this point at 12:06 P.M. Kristin Meyer excused herself.

7. Financial Update:

Amy explained the breakdown of the various financial reports that were distributed at today's meeting. One member asked how much do we write off? Amy responded about 40-50 thousand.

8. CEO update:

Amy stated that they had submitted a grant for the substance use disorder expansion. Notified the Commission we received a check in the amount \$305,000.00 and an additional \$35,000.00.

Previous action items:

Action items:

- Raquel to bring back revised version of Patient Survey

Next Meeting: October 4, 2018 11:00 am -1:00 pm
1400 Emeline, Room 206, Santa Cruz, CA

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

Meeting Calendar

Board meetings are scheduled one year in advance, the board presents a new calendar for approval. At that time the board may confirm or modify the meeting schedule for the current calendar year.

Once a calendar is submitted and approved, every effort is made to adhere to the dates. Occasionally, however, board meetings must be shifted to accommodate unexpected complications. When that happens, every effort is made to notify all interested parties well in advance.

July 2018 to June 2019 - Meeting Schedule

First Thursday of the Month

Date:	Time:	Location:
July 12 th , 2018	12:30pm – 2:30pm	1080 Emeline Ave. DOC Conference Room
August 9 th , 2018	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
September 13 th , 2018	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
October 4 th , 2018	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
November 1 st , 2018	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
December 6 th , 2018	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
January 3 rd , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
February 7 th , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
March 7 th , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
April 4 th , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
May 2 nd , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room
June 6 th , 2019	11:00am – 1:00pm	1080 Emeline Ave. DOC Conference Room

Update: 9/14/18

Commission Board Members as of:

9/27/2018

Oct.

Board Member	Community/Patient Status	Phone Number	Mailing Address	Email address
1 Berberich, Christina	Community	312-613-9739	200 9th Ave, Santa Cruz, CA 95062	berberichc@gmail.com
2 Garcia, Rafin	Community	476-5911 (home)/752-2047 (cell)	4609 Dawn Lane, Soquel, CA 95073	unodoeg9@gmail.com
3 Hammond, Pamela	Patient	234-3900	21 St. Francis Drive, Watsonville, CA 95076	pamputring@gmail.com
4 Khalsa, Rarra	Community	475-6047 (home)/251-1939 (cell)	5090 Chiquita Way, Soquel, CA 95073	RAMA.KHALSA@BHCORO.COM
5 Mendoza, Gustavo	Patient	831-435-8061	97 Chestnut Street #144, Santa Cruz, CA 95060	gmmendoza1@gmail.com
6 Pfeil, Nicole	Patient	252-3047	111 Barson Street #2, Santa Cruz, CA 95060	Phone Or Mail Only - 252-3047
7 Phillips, Dinah	Community	831-234-0900	374 Hames Road, Corralitos, CA 95076	djphi@baymoon.com
8 Len Finocchio	Community	415-254-9142	1720 King Street, Santa Cruz, CA 95060	len_finocchio@me.com
9 Marco Martinez-Galarce	Patient	831-840-5624, prefers e-mail contact	40 Eileen Strret, Watsonville, Ca 95076	mang96@aol.com
10 Vacant				
11 Vacant				
County Contacts				
Amy Peeler - CEO / Chief of Clinic Services				
Mary Olivares - Admin Aide to Amy Peeler - 831-454-4341				
Raquel				
Mailing Address				
Email address				
Amy.peeler@santacruzcounty.us				
mary.olivares@santacruzcounty.us				

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Update Website when Commissioners Change and Send updated contact information to Jillian Ritter

Jillian Ritter - x 2200 - Clerk of the Board Contact

COUNTY OF SANTA CRUZ
VACANT POSITION FILE

DPT/DIV	SEC	POSITION	HOURS	PPDS
3601	00	DD2001AA	40	26
3601	00	PJ7007AA	40	26
3601	00	PT8001AE	40	26
3601	00	TT2004AA	40	26
3601	00	UR1020AA	40	26
3601	00	UW7005AA	40	26
TOTAL VACANT FTE IN BUDGET UNIT 6.00				
TOTAL VACANT POSITIONS IN BUDGET UNIT 6				
3610	00	BA8006AA	40	26
3610	00	BA8009AA	40	26
3610	00	BC7040AA	40	26
3610	00	MB8002AA	40	26
3610	00	NP5285GC	34	26
3610	00	NP5300AA	40	26
3610	00	NP5301AA	40	26
3610	00	NP5302AA	40	26
3610	00	NW7051AA	40	26
3610	00	NW7056AA	40	26
3610	00	NW7069AA	40	26
3610	00	PD6024TA	24	26
3610	00	PG5008AA	40	26
3610	00	PG5035AA	40	26
3610	00	PG7123AA	40	26
3610	00	PH5128AA	40	26
3610	00	PH5129AA	40	26
3610	00	PH5130JA	30	26
3610	00	PH5131LA	30	26
3610	00	PH5132AA	40	26
3610	00	PH5133AA	40	26
3610	00	PH5135AA	40	26
3610	00	PJ3003EA	36	26
3610	00	PJ3003AA	40	26
3610	00	PJ3033AA	40	26
3610	00	PT3005EA	36	26
3610	00	PT3013JA	32	26

(LOA EMP 013801)
(LOA EMP 008128)

(LOA EMP 013862)

COUNTY OF SANTA CRUZ
VACANT POSITION FILE

DPT/DIV	SEC	POSITION	HOURS	PPDS	(LOA EMP 0090005)
3610	00	PT3028AA	40	26	CLINIC PHYSICIAN-HSA
3610	00	PT5001AA	40	26	MED DIR - HS CLINICS
3610	00	SM7001AA	40	26	MED CARE SERVICE WKR
3610	00	UW7003AA	40	28	ADMIN SERVICES MANAGER
TOTAL VACANT FTE IN BUDGET UNIT			29.55		
TOTAL VACANT POSITIONS IN BUDGET UNIT			31		
3620	00	BC7058RA	26	26	OFFICE ASSISTANT III
3620	00	NE8001AA	40	26	SR PUB HLTH MICROBIOLG
3620	00	NH6011AA	40	26	SR HEALTH EDUCATOR
3620	00	NH6013TA	24	26	SR HEALTH EDUCATOR
3620	00	NH6014AA	40	26	SR HEALTH EDUCATOR
3620	00	NH6015AA	40	26	SR HEALTH EDUCATOR
3620	00	NX5023AA	40	26	HEALTH PROGRAM SPEC
3620	00	PD8005AA	40	26	ASST DIR OF NURSING
3620	00	PH5018AA	40	26	PUB HLTH NURSE II
3620	00	PH5045AA	40	26	PUB HLTH NURSE II
3620	00	PH5105AA	40	26	PUB HLTH NURSE II
3620	00	PH5114AA	40	26	PUB HLTH NURSE II
3620	00	PH5128AA	40	26	PUB HLTH NURSE II
3620	00	PH5129LA	30	26	PUB HLTH NURSE II
3620	00	PH8118XA	20	26	PUB HLTH NURSE III
3620	00	PJ6016AA	40	26	HEALTH SERVICES MGR
3620	00	PP5010XA	20	26	CCS - PHYSICAL THERAPI
TOTAL VACANT FTE IN BUDGET UNIT			15.00		
TOTAL VACANT POSITIONS IN BUDGET UNIT			17		
3630	00	BC7035AA	40	26	OFFICE ASSISTANT III
3630	00	BC7054AA	40	26	OFFICE ASSISTANT III
3630	00	BN6003AA	40	26	SR CASE DATA CLERK
3630	00	CH4028AA	40	26	MEDICAL BILLING TECH
3630	00	CH8045AA	40	26	SR ACCOUNTING TECH
3630	00	NM6008AA	40	26	HLTH CLIENT BENEFIT REP
3630	00	NW7065AA	40	26	MEDICAL ASSISTANT
3630	00	PG5127AA	40	26	CLINIC NURSE II
3630	00	PJ5025AA	40	26	PSYCH MH NURSE PRACT
3630	00	PR5003AA	40	26	PSYCHIATRIST
TOTAL VACANT FTE IN BUDGET UNIT			15.00		
TOTAL VACANT POSITIONS IN BUDGET UNIT			17		

(LOA EMP 011104)

(LOA EMP 013660)

(LOA EMP 010067)