The County of Santa Cruz
Integrated Community Health Center Commission
MEETING AGENDA
May 9, 2019 @ 11:00 am

Meeting Location: 1080 Emeline Ave., Bldg. D (DOC Conference Room, 2nd 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. April 4, 2019 Meeting Minutes – Recommend for Approval

4. CEO Evaluation Process

5. Quality Management Committee Update

6. HRSA Grants Recommend for Approval
   • Oral Health Grant
   • Integrated Behavioral Health


8. CEO Update

### Action Items from Previous Meetings:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Person(s) Responsible</th>
<th>Date Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lens report - Kaiser arrival in 3-4 months</td>
<td>Len</td>
<td>3/19</td>
<td></td>
</tr>
<tr>
<td>Review and Visit metrics annually, include IBH in future reviews.</td>
<td>Julian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amy to keep updating committee on what we will be receiving for homeless funding</td>
<td>Amy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raquel to research Dientes survey company and see how expensive it is and report back to the commission.</td>
<td>Raquel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Julian to add expenditure in the “impacts” section of the fiscal report.</td>
<td>Julian</td>
<td></td>
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</tr>
<tr>
<td>Marco to do some research and report back at next meeting on Ted Talks.</td>
<td>Marco</td>
<td></td>
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</tr>
<tr>
<td>Amy to send out language from HRSA as to what they require for evaluation.</td>
<td>Amy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send out organizational chart</td>
<td>Mary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start a list of prompts Christina will send out to commission and bring back to next meeting</td>
<td>Christina</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Next meeting: June 6, 2019 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 Olvare

Minutes of the meeting held April 4, 2019

Attendance

Christina Berberich  Chair
Rahn Garcia    Vice-Chair
Marco Martinez-Galarce  Member
Dinah Phillips    Member
Len Finocchio  Member
Amy Peeler     County of Santa Cruz, Chief of Clinics
Raquel Ramirez Ruiz  County of Santa Cruz, Senior Health Services Manager
Mary Olvare    County of Santa Cruz, Administrative Aide

Meeting Commenced at 11:04 am and Concluded at 12:15 pm

1. Excused/Absent:
   Absent: Gustavo Mendoza
   Excused: Pamela Hammond
   Excused: Julian Wren

2. Oral Communications:
   Amy introduced Caitlin Brune a potential new commissioner to sit on our integrated Community Health Center Commission.
   Marco gave an update on Ted Talks. He stated we are limited to one specific topic. He stated he was waiting on some more information and will come back to the commission next month with an update.
   Len also gave a brief update on research that he's been doing on the effect of Kaiser arriving to our area.

3. March 7, 2019 Meeting Minutes - Action Item
   Review of March 7, 2019 Meeting Minutes - Recommended for Approval. Rahn motioned for the acceptance of the minutes Len Second. The rest of the members present were in favour. One of the commission members abstained.

4. IBH Presentation
   Kathleen M. Condon Psy.D., L.P., Director, Integrated Behavioral Health (IBH) gave an extensive presentation on the services that Integrated Behavioral Health provides. She went into details as to how the program works such as: IBH staff works as part of your care team, collaborating with your primary care provider and other medical staff to ensure you receive the help you need. It was also stated they are coming up on their 4-year anniversary in partnership with clinics.

5. CEO Evaluation Process
   There was discussion on implementing a standard process in evaluation of CEO. Much ideas were stated, it was also noted that we are looking for feedback on how the Clinics are being run, or if there are any issues the commission can assist in. Commission thought it would be a good idea to do an in-person interviews with the Clinic Managers. Christine to put together information as to what they are looking for from a Clinics perspective. Christine to start a list of prompts she will send out to the commission and bring back to next meeting. Amy to send out language from HRSA as to what they require for evaluation. It was also stated that we keep it at the level of the performance of the Clinics meeting HRSA objectives. Mary O. to send out org chart and at next meeting start talking about timing and implementing process.

6. Quality Management Committee Update
   Raquel shared the Quality Management Committee is working on many projects with the Alliance. In a recent meeting the Alliance shared the 2018 Clinician & Group (CG) CAHPS Provider Report. This is a quarterly member satisfaction survey that assesses the experiences and satisfaction of patients with health care providers and staff in doctors' offices. The most recent survey conducted had 166 respondents. One area of improvement identified is getting timely appointments. The Quality Management will review and identify improvement project to improve this measure.

7. Financial Update
   Amy presented financial information. Our revenues are down YTD however, our expenditures are also under budget. We reviewed the visit metrics report and the FQHC-Defined visits and patients report. There was an increase in Medi-Cal patients and overall Clinic Services FQHC defined visits is down 8% YTD compared to last year.

8. CEO update
   Amy stated we do have a commissioner in process of being nominated, they are in the process of meeting with one of the Board of Supervisors before being nominated. Amy also stated Integrated Behavioral Health is to receive a $145,000 grant from HRSA. Lastly there was an in-depth discussion on the meals.

Action items:
1. Len's report -Kaiser arrival in 3-4 months
2. Review and visit metrics annually, Include IBH in future reviews.
3. Amy to keep updating committee on what we will be receiving for homeless funding
4. Raquel to research Dientes survey company and see how expensive it is and report back to the commission.
5. Julian to add expenditure in the "Impacts" section of the fiscal report.
6. Marco to do some research and report back at next meeting on Ted Talks.
7. Amy to send out language from HRSA as to what they require for evaluation.
8. Mary O. to send out organizational chart
9. Christina to start a list of prompts she will send out to commission and bring back to next meeting.

Next Meeting: May 2nd, 2019 11:00 am -1:00 pm
1080 Emeline, Santa Cruz, CA

☐ Minutes approved ________________________________ / /
(Signature of Board Chair or Co-Chair) (Date)
Presented by: Amy Peeler, Chief of Clinic Services

Community Health Center Commission
County of Santa Cruz

Budget Presentation

FY 2019-20 RECOMMENDED BUDGET
CLINIC SERVICES DIVISION
HEALTH SERVICES AGENCY
Commission to approve the Recommended Clinic Services Division

REQUESTED ACTION

Fiscal Year 19/20 budget.
Three Year Budget Trend
FY 2019-20 Recommended Budget
CLINIC SERVICES DIVISION

<table>
<thead>
<tr>
<th>Year</th>
<th>144.8,783</th>
<th>355,289</th>
<th>3,271,748</th>
<th>3,299,399</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>1,717,700</td>
<td>5,929,200</td>
<td>3,271,748</td>
<td>3,299,399</td>
</tr>
<tr>
<td>2020</td>
<td>1,717,700</td>
<td>5,929,200</td>
<td>3,271,748</td>
<td>3,299,399</td>
</tr>
<tr>
<td>2021</td>
<td>1,717,700</td>
<td>5,929,200</td>
<td>3,271,748</td>
<td>3,299,399</td>
</tr>
</tbody>
</table>

- 8.3% Increase
- 7.85% Increase
$44,757,235 Funding Sources
Clinic Services Division
FY 2019-20 Recommended Budget

90%
$38,865,764
Services
10% Charges for
12
Other Governmental
7%
$34,128,898
Revenues
15
InterGovernmental
3%
$1,148,793
Net County Costs
2%
$1,740,000
Miscellaneous Revenues
CHARGES FOR SERVICES $38,965,764
FY 2019-20 RECOMMENDED BUDGET
CLINIC SERVICES DIVISION
$44,757,235 EXPENDITURES
FY 2019-20 RECOMMENDED BUDGET
CLINIC SERVICES DIVISION

59%
$26,597,848
50-Salaries and Benefits

21%
$9,358,873
55-Interfund Transfers

21%
$10,468
80-Fixed Assets

14%
$6,481,014
60-Services and Supplies

7%
$2,432,032
70-Other Charges
1.0 FTE CMINI released to Health Services Manager
* 1.0 Health Services Manager is on board already

2.0 FTE CMINI to Health Services Manager
3.0 FTE CMINI to Medical Assistant

Nursing

3.0 FTE Dir of Lab Services to Director of

Recommend:

Reassessments:

Recommended
Clinic Staffing Changes

Recommended
Clinic Staffing Changes

FY 2018-19 RECOMMENDED BUDGET

CLINIC SERVICES DIVISION
<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Salaries and Employee Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td>305,472</td>
<td>1,979,735</td>
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<tr>
<td>2019-20</td>
<td>315,412</td>
<td>2,101,998</td>
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<tr>
<td>2020-21</td>
<td>325,452</td>
<td>2,224,261</td>
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<tr>
<td>2021-22</td>
<td>335,492</td>
<td>2,346,524</td>
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<tr>
<td>2022-23</td>
<td>345,532</td>
<td>2,468,787</td>
</tr>
<tr>
<td>2023-24</td>
<td>355,572</td>
<td>2,591,050</td>
</tr>
</tbody>
</table>

**38% Increase**

**FY 2019-20 Recommended Budget**

**Clinic Services Division**
Visits by Fiscal Year

FY 2019-20 Recommended Budget

Clinic Services Division
unique patients by fiscal year
FY 2019-20 recommended budget
clinic services division
EXECUTIVE SUMMARY

The Health Resources and Services Administration (HRSA) is accepting applications for fiscal year (FY) 2019 Oral Health Infrastructure (OHI) under the Health Center Program. The purpose of this one-time, competitive supplemental funding opportunity is to support infrastructure enhancements to provide new or enhance existing high quality, integrated oral health services.

<table>
<thead>
<tr>
<th>Funding Opportunity Title:</th>
<th>Oral Health Infrastructure (OHI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Opportunity Number:</td>
<td>HRSA-19-079</td>
</tr>
<tr>
<td>Due Date for Applications –</td>
<td>April 22, 2019 (11:59 p.m. ET)</td>
</tr>
<tr>
<td>Grants.gov:</td>
<td></td>
</tr>
<tr>
<td>Due Date for Supplemental Information – HRSA EHBs</td>
<td>May 21, 2019 (5 p.m. ET)</td>
</tr>
<tr>
<td>Anticipated Total Available FY 2019 Funding:</td>
<td>$76,000,000</td>
</tr>
<tr>
<td>Estimated Number and Type of Awards:</td>
<td>Up to 250 grants</td>
</tr>
<tr>
<td>Estimated Award Amount:</td>
<td>Up to $300,000</td>
</tr>
<tr>
<td>Cost Sharing/Match Required:</td>
<td>No</td>
</tr>
<tr>
<td>Period of Performance:</td>
<td>OHI funding will be awarded as a supplement to your current Health Center Program award, for use from September 1, 2019 through the end of your FY 2021 budget period.</td>
</tr>
<tr>
<td>Eligible Applicants:</td>
<td>Existing Health Center Program award recipients that currently receive operational funding under section 330 of the Public Health Service Act (i.e., sections 330(e), (g), (h) and/or (i)). See Section III of this notice of funding opportunity (NOFO) for complete eligibility information.</td>
</tr>
</tbody>
</table>

Application Guide

You (the applicant organization/agency) are responsible for reading and complying with the instructions included in HRSA’s SF-424 Two-Tier Application Guide, available online at https://www.hrsa.gov/grants/apply/applicationguide/sf424programspecificappguide.pdf, except where instructed in this NOFO to do otherwise.
Fiscal Year 2019 Integrated Behavioral Health Services (IBHS) Supplemental Funding

HRSA-19-100
Assistance Listing #: 93.527

<table>
<thead>
<tr>
<th>Funding Opportunity Title:</th>
<th>Fiscal Year (FY) 2019 Integrated Behavioral Health Services (IBHS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Opportunity Number:</td>
<td>HRSA-19-100</td>
</tr>
<tr>
<td>Funding Opportunity Releases:</td>
<td>March 29, 2019</td>
</tr>
<tr>
<td>EHBs Application Opens:</td>
<td>April 5, 2019</td>
</tr>
<tr>
<td>Application Due Date:</td>
<td>May 13, 2019 by 5 p.m. ET</td>
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<tr>
<td>Anticipated Total Available Funding:</td>
<td>$200 million</td>
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<tr>
<td>Estimated Number of Awards:</td>
<td>Up to 1,375 awards</td>
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<tr>
<td>Estimated Award Amount:</td>
<td>$145,000</td>
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<tr>
<td>Cost Sharing/Match Required:</td>
<td>No</td>
</tr>
<tr>
<td>Period of Performance:</td>
<td>IBHS funding will be awarded as a supplement to your current Health Center Program operational grant (H80) award, for use from September 1, 2019 through the end of your FY 2020 budget period.</td>
</tr>
<tr>
<td>Eligible Applicants:</td>
<td>Organizations receiving H80 funding at the time of this funding opportunity release are eligible to apply.</td>
</tr>
</tbody>
</table>

TECHNICAL ASSISTANCE

The Health Resources and Services Administration (HRSA) will offer pre-application technical assistance (TA) to applicants seeking IBHS funding. TA will provide an overview of these instructions and an opportunity for applicants to ask questions on application processes and proposal requirements. Visit the IBHS technical assistance web page at https://bphc.hrsa.gov/program-opportunities/funding-opportunities/ibhs for details about live and recorded TA events, frequently asked questions, sample documents, and other resources. See Agency Contacts for program, business, and fiscal questions.