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 9th, 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.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>200.02 Job Descriptions: Physician/Mid-Level Practitioner</td>
<td>Yes</td>
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<tr>
<td>2</td>
<td>410.02 Lab Specimen Labeling</td>
<td>Yes</td>
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<tr>
<td>3</td>
<td>410.03 Point of Care Testing: Sample Identification, Back Office Test Ordering and Resulting in EPIC</td>
<td>Yes</td>
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<td>4</td>
<td>410.04 Lab Director’s Delegated Responsibilities</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>410.05 Urinalysis (81002), Back Office Urine Dip with Siemens CliniTek Status Analyzer</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>410.06 Lab Specimen Recollection</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>430.01 Order for Patient Radiology Procedure</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>430.03 Retention and Organization of Films</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>430.05 Daily Duties</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>430.07 Orthopedic</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>430.09 Documentation</td>
<td>No</td>
</tr>
<tr>
<td>12</td>
<td>430.10 Workflow for EPIC x-ray orders</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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 31st, 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 30th 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 Ramírez 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)