



**Health Center (HC) Board Minutes  
August 28, 2019**

The Health Center Board met at the PHD Administration building at 300 N. San Antonio Road in Santa Barbara.

**Present: Consumer Members:** Christopher Hutton, Filipo Chapelle, Lee Harrington, Celia Lee, Stephen Ferrara, Richard Osbourne, Wm Darrel Gardner,

**Community Members:** Skip Szymanski (Chair) Judy Taggart (Co-Chair; by phone), Emily Casarez, Jason Prystowsky, Arianna Castellanos

**Non-Voting Member:** Douglas Metz, Health Center Executive Director

**Staff:** Kendall Johnston, Suzanne Jacobson, Elvia Lopez, Paola Hurtado, Elizabeth Simpson-Wong, Ralph Barbosa, Dana Gamble, Polly Baldwin, Van Do-Reynoso

**Guests/Speaker:** Bridget West, Miguel West

**Agenda Items**

**I. Call to Order**

Meeting was called to order by Chair Szymanski at 12:02pm. Guests in attendance were invited to introduce themselves to the Board.

**II. Review and Approve Minutes from the July 24 2019 Meeting**

Chair Szymanski requested that the July minutes be updated to reflect that the correct announcement regarding the Santa Barbara Housing Authority: "Chair Szymanski announced that the Santa Barbara Housing Authority recently purchased the former office buildings at 200 La Cumbre to be turned into affordable housing in the next 3-5 years"

Mr. Chapelle motioned that the minutes from the July 24th meeting with the noted correction be accepted by the Board; Ms. Lee seconded.

**Motion Carried Unanimously.**

**III. New Business:**

**1. HRSA FY 2020 Service Area Competition Submission Process/Approval**

Mr. Barbosa briefly presented to the Board the current Service Area Competition (SAC) application for HRSA. This grant is a competitive grant among current HRSA award recipients and is a vital component to continuing the services provided at the Health care centers. Phase one of the application was previously submitted online, but the complete application will need to be presented before the Board again in September to meet the 9/25 submission deadline

Mr. Barbosa referred the Board to the abstract document handout provided at the start of the meeting for more information about the SAC.

Dr. Prystowsky motioned that the HC Board approve the submission process and components of the HRSA SAC grant; Ms. Lee seconded.

**Motion Carried Unanimously.**

**2. Compliance Plan-Ms. Jacobson**

Ms. Jacobson, acting compliance officer for Public Health, presented the bi-annual compliance program results from FY 18-19. The purpose of the compliance program is to ensure the integrity of

PHD's billing, invoicing, systems and data. The PHD compliance program is a requirement from HRSA and Medicare and reports to the HC Board. Ms. Jacobson reviewed the list of compliance officers for Security, Privacy and Billing. There is also an interdisciplinary compliance team made up of individuals across PHD programs who meet quarterly. All PHD employees and contractors are required to complete annual HIPAA privacy, security and cybersecurity trainings and investigations of reported incidents are received in a variety of ways.

Ms. Jacobson also shared the prepared Risk reduction plan document explaining the 5 different specific risks, action items, responsible parties and controls. Risks include safety and policy adherence; HIPAA Security; HIPAA privacy; Fraud, waste and abuse; and IT technology security.

Lastly, Ms. Jacobson referred the Board to the incident report page that was provided in the Board packet. This document showed that while there were 28 incidents in the last fiscal year, there were 79 total investigations. She explained that an incident may trigger up to 4 investigations, depending on the severity of the incident. Ms. Jacobson extended commendation to the Public Health IT team for their prompt handling of a major computer virus earlier in the year and stated that having such a robust team of people dedicated to ensuring compliance shows the federal and state programs that PHD is serious and competent in the work they do.

Mr. Hutton motioned that the HC Board approve the August 2019 compliance plan, annual risk reduction plan and CHC compliance incident reports; Mr. Gardner seconded.

**Motion Carried Unanimously.**

## **VIII. Standing Reports:**

### **1. July 2019 Financial Report-Ms. Jacobson**

Ms. Jacobson presented the financial statement narrative for July 2019. It comes as no surprise that there is a deficit of \$214,585 as July is the first month in the new fiscal year budget cycle but it is important to recognize that in July 2018, the deficit was well over \$2 million. Additionally, July is a month with 31 days, which skews the monthly budget slightly so salaries and benefits appear higher than what is budgeted. Other reasons for a slow start to the fiscal year is that state Medicaid tends to be slow paying patient claims after their fiscal year end in June as well as July invoices from contracted physicians and pharmaceuticals have not yet been processed.

Ms. Taggart motioned that the HC Board approve and accept the July 2019 financial report; Mr. Chapelle seconded.

**Motion Carried Unanimously.**

### **2. Policy Review Committee-Ms. Taggart**

Ms. Taggart confirmed that the 9 policies submitted for August 2019 were reviewed by the policy review committee and no corrections are requested.

Ms. Taggart motioned that the Board approve and accept the policies as written, Mr. Hutton seconded.

**Motion Carried Unanimously.**

### **3. Quality Measures Report-Ms. Gomez**

Ms. Gomez shared the 2019 measures for improvement which include diabetes control, asthma with appropriate medication, hypertension, depression screening and intervention, mammography and patient satisfaction in regards to appointment wait time in the health care centers. The Franklin and Carpinteria Health Centers in particular are working on identifying diabetic patients who may benefit from increased care management, education and clinic visits as part of a special project.

The data for the asthma measure shows a significant improvement since the start of the year and ongoing improvement is expected. The hypertension measure saw a small increase in the reporting period but is still below the benchmark of 62.71%. The depression screening and intervention measure remains stagnant but several reasons and areas for improved reporting have been identified and are being reviewed with the medical practices committee, providers and health center staff. Another area showing improvement is the mammography measure, success partly due to better reporting tools. Ongoing improvement is anticipated as this continues to be a priority for the Santa Barbara and Franklin Health Centers.

#### **4. Provider Appointments-Dr. Baldwin**

Dr. Baldwin introduced the Board to a new contract provider, Dr. Keith Dillon. Dr. Dillon is an OBGYN and will be coming on board to help out with women's health at the Santa Maria Health Care center while Dr. Griffith goes on vacation in September/October.

Mr. Herrington made the motion to approve the aforementioned provider for initial appointment; Dr. Prystowsky seconded.

#### **Motion Carried Unanimously.**

#### **5. Executive Director's Report-Dr. Metz**

Dr. Metz referred the Board members to the director's report in the August Board packet. Because of the administrator vacancy at the Carpinteria Health Center, Elvia Lopez, Dr. Metz, Dana Gamble and Paola Hurtado have been taking turns having a physical presence at the clinic to help staff feel supported during this transition.

Dr. Metz shared that Jeanie Sleigh hosted the new CEO and Chief of Medical Staff of Lompoc Valley Medical Center for Partnership Meeting and provided a tour of the Lompoc Health Care Center.

The patient volume report for July showed a 3% increase from the previous month, but is still disappointingly below the monthly target by 14%. Additionally, Dr. Metz reminded the Board that it is important to look at the daily patient numbers because not all months have the same amount of clinical days depending on holidays or other events.

#### **IV. Member Announcements**

- Kendall Johnston announced that Elizabeth Simpson-Wong has accepted a position with another County department and her last day with Primary Care and Family Health is Thursday, September 5<sup>th</sup> 2019.

#### **IX. Adjournment**

Meeting was adjourned at 1:05pm