

## County of Sacramento DHS Health Center Co-Applicant Board (CAB)

### Meeting Minutes

February 21, 2020 / 9:30 AM – 11:00 AM

### Meeting Location

Sacramento County Health Center  
Primary Care Center  
Community Room 2020, 2<sup>nd</sup> Floor  
4600 Broadway  
Sacramento, CA 95820

CO-APPLICANT BOARD MEMBERS			
X	Jan Winbigler – <b>Chair</b>	X	Kevin Koerber
X	Lynnette Bennett	X	Paula Lomazzi
X	Elise Bluemel – <b>Co-Chair</b>	X	Charles McBrayer
	Bob Erlenbusch	X	Don Zorechak
X	Vince Gallo	X	AAron Washington
	Dr. Susmita Mishra, Medical Director – <i>Excused</i>	X	Dr. Sharon Hutchins, Health Program Manager, Project Director
X	Tracie Hall-Burks, Health Program Manager		

County Staff: Dr. Mishra (Medical Director), Sharon Hutchins (Health Program Manager), and Tracie Hall-Burks (Health Program Manager)

Public Attendees: 0

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Topic	Minutes
Welcome and Introductions - <i>Jan Winbigler</i>	Jan welcomed CAB members and staff, and facilitated introductions.
Announcements & Review of Minutes - <i>All</i>	<ul style="list-style-type: none"> <li>▪ There were no announcements.</li> <li>▪ Jan discussed the importance of reviewing the minutes prior to each meeting. Going forward, the CAB will be reviewing and approving previous meeting minutes at the beginning of each meeting.</li> <li>▪ The group briefly reviewed the minutes from January’s CAB meeting.</li> </ul> <p>ACTION: Paula motioned to approve January’s minutes with edits. Elise seconded the motion. The board approved the previous minutes by unanimous votes.</p>
Follow Up – <i>Dr. Hutchins</i>	<p><u>HRSA Deliverables and Grant Status Update:</u></p> <ul style="list-style-type: none"> <li>▪ Required HRSA submission of the Uniform Data System (UDS) was delivered on time and complete. Dr. Hutchins would like to review the UDS data submitted at the next meeting.</li> <li>▪ HRSA informed the Health Center they will be conducting an operational site visit in June to observe and make recommendations prior to the official audit. The auditors will want to meet with members of the CAB, but if they request to meet with the entire board it would classify as an official Brown Act meeting and would have to be open to the public.</li> </ul> <p><u>Approval of SCHC Proposed Values:</u></p> <ul style="list-style-type: none"> <li>▪ The Health Center has been working to revise the Mission Statement and Vision with input from employees, management, and Dr. Beilenson.</li> <li>▪ The Board reviewed the proposed Vision and made recommendations for revisions to be considered. These edits will be submitted to the Director for review and discussed at the next meeting. Staff will have the opportunity to give feedback on the new vision and input on where to display the mission in the Health Center.</li> </ul> <p><u>Attendance at the Health Care for the Homeless Conference in May:</u></p> <ul style="list-style-type: none"> <li>▪ Dr. Hutchins plans to meet with Don Zorechak after the meeting today to complete the scholarship application to attend the conference in May 2020.</li> </ul>

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<p>CAB Membership – <i>Dr. Hutchins</i></p>	<p><u>Action by the Board of Supervisors:</u></p> <ul style="list-style-type: none"> <li>▪ The Board of Supervisors ratified the re-appointment of CAB members Vince Gallo and Bob Erlenbusch and ratified the membership of Keven Koerber. So the CAB now has 10 voting members.</li> </ul> <p><u>Recognition of retiring CAB member:</u></p> <ul style="list-style-type: none"> <li>▪ The chosen plaque has been ordered and is expected to arrive in March, possibly in time to present it at the March meeting.</li> <li>▪ Dr. Mishra was contacted by someone who expressed interest in joining the CAB. Sharon reached out to the individual and invited her to attend the February meeting. She will update the Board as she receives more information.</li> </ul> <p><u>CAB application changes:</u></p> <ul style="list-style-type: none"> <li>▪ The group reviewed the revised application for CAB Membership. Dr. Hutchins reported back that County Counsel indicated that it was not necessary to ask about prior convictions or educational background. The CAB suggested having new prospective members attend the meeting prior to receiving the application to join the CAB. The Board also suggests adding a disclaimer to the application regarding employment history not affecting appointment to the Board. Dr. Hutchins will revise the New Member application to only ask for current employment and leave room for additional employment history if the prospective member would like to include more; these will be moved to the last section asking about experience and skills.</li> </ul> <p><u>CAB reminders:</u></p> <ul style="list-style-type: none"> <li>▪ The Board was reminded to complete their Ethics Training and Form 700. In-person Ethics Training is not available at this time, but assistance is available to those that need help completing these tasks.</li> </ul> <p><u>Member Attendance:</u></p> <ul style="list-style-type: none"> <li>▪ Dr. Hutchins presented the requested absence tracker and draft letter to be sent to members as requested by the Board in February. The group briefly discussed member attendance for 2019 CAB meetings. The group also discussed whether to contact members case by case or have general guidelines and expectations going forward. Discussion around CAB attendance to be discussed at a later date. The by-laws may need to be amended.</li> </ul>
<p>CAB Governance – <i>Dr. Hutchins</i></p>	<p><u>Possible subcommittees:</u></p> <ul style="list-style-type: none"> <li>▪ The group reviewed the handout for CAB Requirements and Organization Structure. It is lengthy.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Health Center staff will work to have materials for each meeting sent enough in advance for the Board to review prior to each meeting.</li> <li>▪ The Chair of the Board would like subcommittees to be formed to work on items that may take more time since there are only 12 meetings per year. The Board will review materials and determine subcommittees at the next meeting.</li> <li>▪ The board requested to view previous and current charges for services at Sacramento County Health Center comparable to other Health Centers.</li> </ul>
Quality Improvement & Strategic Planning – <i>Dr. Hutchins</i>	<ul style="list-style-type: none"> <li>▪ <i>Deferred to next meeting</i></li> </ul>
Program Updates – <i>Tracie Hall-Burks</i>	<ul style="list-style-type: none"> <li>▪ Loaves and Fishes has identified an alternative site to transition services in the next few weeks if approved.</li> </ul>
Medical Director Updates – <i>Dr. Mishra</i>	<ul style="list-style-type: none"> <li>▪ <i>Deferred to next meeting.</i></li> </ul>
Next Meeting Topics	UDS, HRSA Site Visit, Committee structure and CAB Governance, Meeting Attendance; Other key topics
Public Comment– <i>Elise Bluemel</i>	There was no public comment.
Closing Remarks- <i>Elise Bluemel</i>	<p>The meeting was adjourned at 11:00 am.</p> <p>The Board will reconvene on <b>Friday, March 20, 2020 from 9:30 to 11:00 AM.</b></p> <p>Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information can be offered for those who cannot attend in person.</p> <p>Co-Applicant Board website: <a href="https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx">https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx</a></p>

Sacramento County Health Center website link: <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>