

**Sacramento County Department of Health Services
Health Center Co-Applicant Board (CAB)**

Meeting Agenda

October 21, 2022 9:30 AM to 11:00 AM

Meeting Location

Via Zoom: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1607171817?pwd=alprVXJvMlhqQnNibWRNQkNJVTEzUT09>

Meeting ID: 160 299 6161

Passcode: 250277

One tap mobile

+16692545252,,1619656307# US (San Jose)

+16692161590,,1619656307# US (San Jose)

OR

Dial by your location

+1 669 254 5252 US (San Jose)

+1 669 216 1590 US (San Jose)

Meeting ID: 160 299 6161

In Person: Conference Room 2800

- Please RSVP at least 24 hours in advance to Dr. Hutchins at HutchinsS@saccounty.net to reserve a place.
- Please arrive 15 minutes before the meeting start so that someone can bring you behind the locked doors. Wait in the main lobby (entrance on garage side) for someone to bring you upstairs.
- Facemasks are still required in the Primary Care Center.

Topic
Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• Roll Call and Welcoming of Guests/Potential New Members• Review of 9/16/22 minutes
Brief Announcements – <i>All</i> <ul style="list-style-type: none">• Mr. Safi is on leave until mid-November. Please send emails or call Dr. Hutchins during this period.• Service Area Competition grant update from HRSA
Health Resources and Services Agency (HRSA) Project Director Update – <i>Dr. Mendonsa</i>
Medical Director Update – <i>Dr. Mishra</i>
Quality Improvement and Compliance – <i>Dr. Hutchins</i> <ul style="list-style-type: none">• QI and Compliance Dashboard review - <i>DEFERRED</i>
CAB Officer Elections – <i>Dr. Hutchins</i> <ul style="list-style-type: none">• Nomination of officer candidates• Discussion of November election process

**Sacramento County Department of Health Services
Health Center Co-Applicant Board (CAB)**

CAB Governance – *Committee Chairs

- Committees Updates to CAB
 - *Clinical Operations – *DEFERRED*
 - *Finance Committee – *Ms. Bohamera*
 - September Financial Status Report (FSR)
 - Request to forgive longstanding CMISP program debts
 - Update on budget and grants
 - Governance – *Ms. Winbigler*
 - Recruitment update

Next Meeting Items – All

- Program Review: Healthy Partners
- October Financial Status Report
- CAB Officer Election
- Committee Updates
 - *Policy and Procedure Review

Public Comment – *Mr. Sultani, Vice-Chair*

Closing Remarks and Adjourn – *Ms. Winbigler, Chair*

Next Meeting: Friday, November 17, 2022 9:30-11:00 via Zoom or in person

*Items that require a quorum and vote.

The Co-Applicant Board welcomes and encourages participation in the meetings.

Matters under the jurisdiction of the Co-Applicant Board and not on the posted agenda may be addressed by the public following completion of regular business.

The agenda is posted on-line for your convenience at <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>

Per the Brown Act, those attending a CAB meeting through teleconferencing are required to disclose the location from which they are calling. It is illegal to call while driving. There is a cap on how many members can attend from outside Sacramento County.

Meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices or other considerations should be submitted by contacting the Primary Health Division at (916) 875-5701 (voice) and CA Relay Services 711 (for the hearing impaired), no later than five working days prior to the meeting.

Project Director Updates

October 21, 2022 Meeting

- **HRSA's Health Center Workforce Well-being Survey.**
 - As discussed in last month's CAB updates, the Health Center will be participating in HRSA's Workforce Well-being Survey. However, due to issues not related to us, the survey has been postponed by HRSA with a reschedule date not yet released.
- **Call Center Consultant Project.**
 - Consultant provided her findings to Drs. Damiano and Mendonsa and will be presenting them to the Senior Management Team next week.
 - Plan is to summarize these findings and the Referrals Project in the near future.
- **Access Consultant Project** - I have asked the consultant once she concludes the Referral Project to launch a pretty large project where she will be studying our access issues, how we schedule, and taking an overall deep dive into all the intersections of our access.
- **Flu Clinic** - The Health Center started our Flu Clinic on October 3rd and offered the flu clinic over three days.
- **Ending HIV Epidemic HRSA Grant.**
 - Grant was originally two (2) years but now is three (3) years based on satisfactory performance.
 - Vanessa our HPM just returned from Puerto Rico where the World HIV Conference was just held. She made some great contacts that have resulted in propelling some training resources that will be used as part of the grant.
 - Currently Vanessa is working on the implementation and spending plan.
- **Mobile Medicine Van.**
 - The Mobile Medicine Team continues to pilot this and iron out workflows and is putting the finishing touches on the policy and procedures. We expect to have this fully operationalized in the next month.
- **Weekend Clinic this Saturday.**
 - We will be holding a weekend clinic this Saturday, 10/22/2022 from 9:00am to 1:00pm to help address our gaps and increase HEDIS measures.
 - We currently have 10 pediatric patients booked and 8 adult patients booked. Additionally we will be seeing patients for immunizations.

- This clinic is being launched as a pilot for the purposes of learning and then developing a model from it that will be used to hold regular weekend clinics in 2023 and beyond as a way to address our access issues.
 - I would like to thank my staff especially Vanessa, Leigh, Dr. Mishra, and the Admin team for all their hard work on this project.
- **Space/Staffing/Access Updates.**
 - John with Admin and I continue to explore other locations to move our Admin Team to repurpose space. As of now, we are still researching space. Program and Admin teams met to review the current blue print and ensure that all space was being maximized and it was found to be.
 - We continue to recruit for open positions in administration, pharmacy, and within the clinic.
 - We recently started our new Enhanced Care Management (ECM) Nurse Veronica, an internal candidate from within the county, who started on 10/11. She will be assisting our patients with care coordination both inside and outside of the clinic. She will also be assisting with QI projects until we hire our QI nurse which we are in recruitment for.
 - Laurie our Supervising RN over Referrals transferred to PH this week as did another staff in Referrals. We are focused on quickly filling those positions.
 - Integrative Behavioral Health (IBH) will have a new Clinician starting slowly over the next 6 months due to workforce shortages in Behavioral Health.
 - As mentioned previously, hiring is taking a little bit longer just because of volume and county resources, so although we have candidates with conditional offers, starts are out a ways.
 - Regarding access issues – We have had several parental leaves requested in Adult Medicine, Family Medicine and Pediatrics, but they will be covered by UCD NPs so access will not be impacted. Family Medicine has brought one an additional doctor and another one starts in 3 weeks; Peds is adding a Pediatric NP. Overall net increase in appointments availability without increasing our UCD budget. Also have a Kaiser Fellow (free to County) starting in Peds soon.
- **Sacramento County Office of Education (SCOE) – School Based Mental Health Updates.**
 - John Dizon, Dr. Chris Williams of SCOE, Shanine Coats of SCOE, and I presented to the Health Policy Education Institute which was comprised of a room full of legislative staff asking questions about our program and highlighting how unique it is.
 - Issues such as technical issues with remote electronic medical record access are resolving and we are continuing to fine tune workflows.
- **SAC Application.**
 - We heard back that they requested additional information which essentially are our bylaws and Co-Applicant Agreement. We are meeting today to upload to HRSA.

- **Refugee Clinic.**

- We just received the annual audit report. Office of Refugee Health (ORH) acknowledges that Sacramento has taken the burden of the increased number of Afghans and Ukrainians and praised our excellent work and collaboration.
- The audit summary did not find any corrections needed in clinical care. However, there were a few findings in the data entry that needs corrective action and a few objectives that were not met which is due to the difficulty in data collection (rather than action not being taken, i.e. TB treatment completion)
- Dr. Mishra and I met with the Chief of Refugee Health with CDPH this week and discussed some of our difficulties and plan ahead to reorganize and strengthen our program.
- We have some upcoming deadlines that Sharon and her team are working diligently to meet.

Period	3
Current Month	September
Percentage of Year	25%

CAB Financial Report

Line Item	Budget	Current Month	Year to date	Encumbrance	Total (YTD+Encumbrance)	YTD Percentage (Total/Budget)	Notes
Revenue							
Inter/Intrafund Reimbursements	\$ 11,582,307	\$ 1,448,205	\$ 1,258,197	\$ -	\$ -	11%	
Intergovernmental Revenue	\$ 19,600,988	\$ 1,380,364	\$ 3,612,696	\$ -	\$ 3,612,696	18%	Medi-Cal revenue, HRSA & Refugee grants
Charges for Services	\$ 52,000	\$ 7,907	\$ 17,401	\$ -	\$ 17,401	33%	CMISP old pre-2014 service charges
Miscellaneous Revenue	\$ -	\$ -	\$ 12	\$ -	\$ 12	0%	
Total Revenue	\$ 31,235,295	\$ 2,836,476	\$ 4,888,306	\$ -	\$ 4,888,306	16%	
Expenses							
Personnel	\$ 13,805,343	\$ 1,346,273	\$ 2,814,025	\$ -	\$ 2,814,025	20%	
Services & Supplies	\$ 18,362,009	\$ 2,481,712	\$ 1,156,581	\$ 3,222,444	\$ 4,379,025	6%	YTD is less than current month due to accruals
Other Charges	\$ 399,477	\$ 163,384	\$ 168,015	\$ 794,754	\$ 962,769	42%	
Equipment	\$ -	\$ -	\$ (78,602)	\$ 105,311	\$ 26,709	0%	Negative YTD due to accruals
Intrafund Charges (Allocation costs)	\$ 2,552,954	\$ 237,766	\$ 268,812	\$ -	\$ 268,812	11%	
Total Expenses	\$ 35,119,783	\$ 4,229,134	\$ 4,328,830	\$ 4,122,510	\$ 8,451,340	12%	

GRAND TOTAL
(Net County Cost) \$ (3,884,488) \$ (1,392,658) \$ 559,476

GRANT SUMMARY

HRSA	Grant Year Start	Grand Year End	Total Grant	Available to Claim		YTD Claimed	Notes
				7/1/22-6/30/23			
HRSA Homeless (Main)	3/1/2022	2/28/2023	\$ 1,039,952	\$ 924,401	\$ -	-	Spending on track
HRSA ARPA	4/1/2021	3/31/2023	\$ 2,533,875	\$ 1,756,940	\$ -	-	Spending on track
HRSA ARPA UDS+	4/1/2021	3/31/2023	\$ 65,500	\$ 65,500	\$ -	-	New award, no spending yet
HRSA ARP CIP	9/15/2021	9/14/2024	\$ 619,603	TBD	\$ -	-	Construction timeline not yet determined
Refugee							
RHAP	10/1/2021	9/30/2022	\$ 1,958,204	\$ 802,320	\$ -	-	Spending low due to less visit volume than anticipated
RHPP	10/1/2021	9/30/2022	\$ 82,014	\$ 17,118	\$ -	-	Spending on track
RHPP Multi-Year	10/1/2021	9/30/2022	\$ 153,000	\$ 153,000	\$ -	-	Spending on track
RHPP AHP	10/1/2021	9/30/2022	\$ 200,000	\$ 200,000	\$ -	-	Extension may be granted
Miscellaneous							
County ARPA - 1	1/1/2022	12/31/2024	\$ 2,451,919	\$ 462,957	\$ -	-	Spending on track
County ARPA - 2	7/1/2022	12/31/2024	\$ 1,315,000	\$ 721,739	\$ -	-	New award, no spending yet
Anthem QI			\$ 16,000	\$ 1,819	\$ -	-	Spending on track

Governance Report to CAB October 2022

CAB member recruitment - Decision

The Sacramento County Health Center received an application from a foster parent. Governance Committee members reviewed the application and Dr. Hutchins checked references. Governance Committee recommends that CAB approve the application.

A Spanish speaking patient who works for an interpretation organization is interested in becoming a member, but has not submitted an application. Dr. Hutchins will follow up with him.