

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

**Meeting Agenda**

March 17, 2023 9:30 AM to 11:00 AM

**Meeting Location**

Either *by Zoom*: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1618897122?pwd=MWdoR2JURFVUQUtHbU4yUW5oRklnUT09>

Meeting ID: 161 889 7122

Passcode: 153371

One tap mobile

+16692545252,,1607428658# US (San Jose)

+16692161590,,1607428658# US (San Jose)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 669 216 1590 US (San Jose)

+1 551 285 1373 US

Or *in Person*: Community Room 2020 at 4600 Broadway / Sacramento, CA

- The Community Room 2020 is easily accessible without staff/security needing to let you in. It is at the top of the back stairs (near the Broadway entrance, not the garage entrance).
- Please RSVP at least 24 hours in advance to Dr. Hutchins at [HutchinsS@saccounty.gov](mailto:HutchinsS@saccounty.gov) for staff to prepare you a packet if you wish to attend in person.
- Facemasks are still required in the Primary Care Center.

Topic
<p>Opening Remarks and Introductions – <i>Jan Winbigler, Chair</i></p> <ul style="list-style-type: none"> <li>• Roll Call and welcoming of members and guests</li> <li>• *Review of 01/20/23 CAB meeting minutes</li> <li>• *Review of 02/17/23 CAB meeting minutes</li> </ul>
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none"> <li>• Ms. Galindo has transferred to another program.</li> </ul>
<p>Health Resources and Services Agency (HRSA) Project Director Update – <i>Dr. Mishra on behalf of Dr. Mendonsa</i></p>
<p>Medical Director Update – <i>Dr. Mishra</i></p>
<p>Quality Improvement and Compliance – <i>Dr. Hutchins</i></p> <ul style="list-style-type: none"> <li>• *Review and approval of the <i>2023 Sacramento County Health Center Quality Improvement Plan</i></li> <li>• Review of the <i>2022 “No Show” Report</i></li> </ul>
<p>CAB Governance</p> <ul style="list-style-type: none"> <li>• Committees Updates to CAB – Committee Chairs <ul style="list-style-type: none"> <li>○ Clinical Operations Committee – <i>Mr. Gallo</i></li> </ul> </li> </ul>

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- Policies and Procedures: TBD
- Program Summary: TBD
- Finance Committee – *Ms. Bohamera*
  - \*Recommendation to decline \$45K extension to HRSA's *HIV: Ending the Epidemic Grant*
  - \*Review of revisions to *PP-11-01 Sliding Fee Discount Program*
  - February Financial Status Report (FSR)
  - Grant updates
- Governance Committee – *Ms. Winbigler*
  - Committee still on hiatus to participate in Strategic Planning
  - Roberts Rules of Order training: How to make a motion, part 2
- Strategic Planning Ad Hoc Committee – *Ms. Fryer*
  - \*Review of proposed changes to *PP 01-08: Mission Statement and Values*
  - Summary of 3/08/23 meeting
  - Strengths, Weaknesses, Opportunities & Threats Analysis participation

**April Monthly Meeting Items – All**

- HRSA Project Director Report
- HRSA Medical Director Report
- *2023 Sacramento County Health Center Quality Improvement Plan Quarter 1 Monitoring Report*
- \*Review and approval of Federal Fiscal Audit
- Committee Updates
  - \*Policy and Procedure Review: TBD
  - Program Review: TBD
  - March Financial Status Report
  - Recruitment and Training Updates
  - Strategic Planning Updates

**Public Comment Period – *Ms. Fryer, Vice-Chair***

**Closing Remarks and Adjourn – *Jan Winbigler, Chair***

**Next Meeting:** Friday, April 21, 2023 / 9:30-11:30 AM

\*Items that require a quorum and vote.

The Co-Applicant Board welcomes and encourages public 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.

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

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.