

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

Friday, December 20, 2024, 9:30 a.m.- 11:30 p.m.

Regular CAB Meeting

4600 Broadway, Community Room 2020, Sacramento, CA

Agenda materials can be found at

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

The CAB meeting will be held in person at 4600 Broadway, Room 2020. 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).

- If any Board member needs to teleconference for this meeting, a notice will be uploaded to our website at <https://dhs.saccounty.gov/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx> by 8:30 a.m. on the morning of the meeting along with a link available to the public to observe the meeting via Teams video and/or teleconference.
- The meeting facilities and virtual meetings are accessible to people with disabilities. Requests for accessible formats, interpreting services or other accommodations may be made through the Disability Compliance Office by calling (916) 874-7642 (CA Relay 711) or email DCO@saccounty.gov as soon as possible prior to the meeting.

CALL TO ORDER (9:30 AM)

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

- a. Roll Call and Welcome
- b. Brief Announcements

INFORMATION ITEMS (9:35 AM)

1. Budget Updates
2. Project Director Report
3. Select Services and Hours (Services Provided)
4. Select Services and Hours (Service Sites)
5. 2025 CAB Year Review
 - Review 2025 CAB Meeting Dates and Calendar

- Review 2025 CAB Meeting Structure

6. Narcan Distribution

7. CAB Goals

a. Carryover Agenda Items

b. Review Calendar of Activities for January’s Agenda and Any Additional Items for January

INFORMATION/ACTION ITEMS¹ (10:45 AM)

BUSINESS ITEM I.

- November 15, 2024, CAB Meeting Minutes
- ✓ Recommended Action: Motion to Approve the drafted November 15, 2024, Meeting Minutes

BUSINESS ITEM II.

- Discussion and approval of 2025 CAB Meeting Dates
- ✓ Recommended Action: Motion to Approve the drafted 2025 CAB Meeting Dates (as to the full CAB only)

PUBLIC COMMENT (11:15 AM)

Anyone may appear at the CAB meeting to provide public comment regarding any item on the agenda or regarding any matter that is within CAB’s subject matter jurisdiction. The Board may not take action on any item not on the agenda except as authorized by Government Code section 54954.2.

- Should the meeting be made available via teleconference platform, public comment may also be made via Teams teleconference by using the raised hand feature. Those joining the meeting via Teams are requested to display their full name.

CLOSED SESSION

None

MEETING ADJOURNED

¹ Time estimate: 5-10 minutes per item, unless otherwise noted

GL ACCT NAME	FY 2023-24 Final Budget	FY 2024-25 Approved Budget	Current COMPASS Actual	Encumbrance	Actuals + Encumbrance	% Consumed	Year-End Estimate	Variance, Estimate to Budget	COMMENT - Explain Variance
10111000 REGULAR EMPLOYEES	9,569,641	9,276,604	2,558,264	0	2,558,264	28%	8,346,337	930,267	Assuming ASO I and ASO II + vacant NP will wash - Obj 20 for contracted MD not reflected here
10112100 EXTRA HELP	210,130	216,432	122,193	0	122,193	56%	398,653	-182,221	
10113200 TIME/ONE HALF OT	11,350	11,677	-903	0	-903	-8%	130,000	-118,323	afterhours/weekend clinics estimates
10114100 PREMIUM PAY	293,628	205,251	65,868	0	65,868	32%	214,895	-9,644	
10114200 STANDBY PAY	0	0	-2,491	0	-2,491	0%	2,500	-2,500	
10114300 ALLOWANCES	10,000	10,000	5,620	0	5,620	56%	11,241	-1,241	vacation cashout
10115200 TERMINAL PAY	0	0	42,267	0	42,267	0%	176,802	-176,802	manager cashouts at retirement (adding \$50K for Mishra cashout, might be more, last day 11/15/24)
10121000 RETIREMENT	2,186,093	2,052,189	574,342	0	574,342	28%	2,073,790	-21,601	
10121100 1995 POB - ACP	555,053						0	0	
10121200 2004 POB - ACP	284,756	1,085,357	345,804	0	345,804	32%	1,085,357	0	allocated cost
10121300 HEALTH SVGS-ER COST	81,900	74,100	20,250	0	20,250	27%	66,066	8,034	
10121400 401A - PLAN	58,301	62,471	17,103	0	17,103	27%	55,800	6,671	
10122000 OASDHI - EMPLOYER COST	720,674	696,166	180,638	0	180,638	26%	589,332	106,834	
10123000 GROUP INS	1,941,044	1,794,532	420,123	0	420,123	23%	1,546,422	248,110	
10123001 CNTY EE PLAN SELECT	0	0	525	0	525	0%	1,800	-1,800	
10123002 DENTAL PLAN ER COST	0	0	41,831	356	42,186	0%	144,638	-144,638	
10123003 LIFE INS - ER COST	0	0	358	3	360	0%	1,235	-1,235	
10123004 VISION INS - ER COST	0	0	437	0	437	0%	1,498	-1,498	
10123005 GROUP INSURANCE - EAP	0	0	1,046	9	1,055	0%	3,618	-3,618	
10124000 WORK COMP - ACP	187,847	304,502	97,017	0	97,017	32%	304,502	0	allocated cost
10125000 SUJ - ACP	21,786						0	0	allocated cost
10199900 Salary Savings Acct	-349,707	-971,791	0	0	0	0%	0	-971,791	
Object 10 TOTAL - Salaries and Employees	15,782,496	14,817,480	4,480,292	367	4,480,659	30.31%	15,154,486	-336,986	
20200500 ADVERTISING	1,500	1,500	17,999	0	17,999	1200%	101,999	-100,499	NTI contract (HIV) \$100K, other cost include advertising for MD position
20202200 BOOKS/PER SUP	2,500	1,500	0	0	0	0%	1,500	0	
20202900 BUS/CONFERENCE EXP	1,200	1,200	0	0	0	0%	1,200	0	
20203100 BUSINESS TRAVEL	3,000	3,000	1,461	0	1,461	49%	3,000	0	
20203500 ED/TRAINING SVC	6,000	3,000	1,165	0	1,165	39%	3,000	0	
20203600 ED/TRAINING SUP	1,000	1,000	311	0	311	31%	1,000	0	
20203700 TUITION REIMBURSEMNT	3,000	3,000	4,194	0	4,194	140%	3,000	0	
20203800 EMPLOYEE RECOGNITION	0	6,000	84	0	84	84	6,000	-2,916	
20203804 WORKPLACE AMENITIES	0	0	-45	25	-20	0%	3,000	-3,000	
20203900 EMP TRANSPORTATION	1,500	2,500	397	0	397	16%	1,600	900	
20204500 FREIGHT/CARTAGE	20,000	20,000	6,354	0	6,354	32%	20,000	0	
20206100 MEMBERSHIP DUES	1,500	1,000	0	0	0	0%	4,000	-3,000	
20207600 OFFICE SUPPLIES	28,000	28,000	38,746	25,557	64,302	230%	100,000	-72,000	Increase in Refugee and staff lead into an increase of office supplies. ARP grant purchases also hit here for task chairs etc. Grant reimbursement below.
20207602 SIGNS	0	0	4,593	0	4,593	0%	4,593	-4,593	
20208100 POSTAL SVC	1,000	1,000	30	0	30	3%	1,000	0	
20208500 PRINTING SVC	1,000	1,000	3,406	0	3,406	341%	10,217	-9,217	
20211100 BLDG MAINT SVC	0	0	0	672	672	0%	672	0	
20218500 PERMIT CHARGES	2,100	2,100	0	0	0	0%	0	2,100	
20219300 REF COLL/DISP SVC	1,500	1,500	1,055	466	1,522	101%	3,500	-2,000	
20221100 CONST EQ MAINT SVC	0	0	4,382	0	4,382	0%	5,200	-5,200	
20222700 CELLPHONE/PAGER	16,970	19,912	7,564	0	7,564	38%	22,691	-2,779	
20223600 FUEL/LUBRICANTS	0	3,000	1,048	0	1,048	35%	3,144	-144	
20225100 MED EQ MAINT SVC	10,000	10,000	4,249	425	4,674	47%	4,674	0	
20225200 MED EQ MAINT SUP	23,157	20,157	1,591	9,824	11,415	57%	20,157	0	ARP grant purchases hit here as well. Grant reimbursement below.
20226100 OFFICE EQ MAINT SVC	215	132	36	96	132	100%	500	-368	On-site shred
20226201 ERGONOMIC FURNITURE	0	0	1,081	0	1,081	0%	1,081	0	
20227500 RENT/LEASE EQ	30,000	30,000	13,508	131	13,638	45%	40,915	-10,915	
20232100 CUSTODIAL SVC	0	8,000	0	2,125	2,125	27%	6,375	1,625	
20233200 FOOD/CATERING SUP	200	200	0	0	0	0%	250	-50	
20235100 LAUN/DRY CLEAN SVC	3,000	3,000	1,086	0	1,086	36%	5,000	-2,000	
20241200 DENTAL SUP	10,000	2,000	0	0	0	0%	5,000	-3,000	
20242000 DRUGS/PHARM SUP	0	0	686	0	686	0%	0	0	
20243700 LAB MED SVC	1,000	1,000	-35,017	436,889	401,873	40187%	840,000	-839,000	Assuming \$80k a month for rest of FY (assumed \$40K in past, Refugee doubling in size Oct'24 onwards). Nothing has hit this FY, adding \$120K on estimate to account for July'24-Sept'24. Reviewing pending invoices, this estimate seems high, but will keep as that is what hit earlier CY 24. Only have invoices through July'24, need to wait to see more recent invoices.
20244300 MEDICAL SVC	1,000	1,000	191	0	191	19%	4,000	-3,000	
20244400 MEDICAL SUP	0	0	8,844	6,168	15,012	0%	24,000	-24,000	
20247100 RADIOLOGY SVC	28,262	28,262	19,374	0	19,374	69%	28,262	0	
20247200 RADIOLOGY SUP	5,000	5,000	3,002	0	3,002	60%	15,000	-10,000	
20252100 TEMPORARY SVC	26,056	26,825	93,929	0	93,929	350%	98,208	-71,383	clerical temps - reducing 5 in Refugee grant, shifting to MAs. As of period 3 currently have no clerical temps, and don't foresee any more being hired.
20257100 SECURITY SVC	209,798	230,732	27,620	0	27,620	12%	180,000	50,732	Only July/Aug costs posted so far, assuming \$15K a month
20259100 OTHER PROF SVC	13,811,895	16,525,940	2,060,161	5,501,328	7,561,489	46%	15,896,406	629,534	Contract estimates based on spending from last FY - UCD at 95% (\$6.3M); SCOE at ~50% (\$5M); registry assumed at \$256K/mo for 9 mos; (Refugee program increases); add \$100K for Vierra MD. Added \$1M due to paying out old SCOE contracts, will receive M-Cal revenue to offset it. AAR will be completed to add \$875K for Refugee, but also AAR will be completed to deduct \$830K for Pharmacy. This could significantly change depending on if SCOE productivity is same as PY, assuming yes.
20271100 DTECH LABOR	509,430	474,579	72,555	29,637	102,192	22%	474,579	0	
20281100 DATA PROCESSING SVC	500,000	500,000	72,236	250	72,486	14%	500,000	0	
20281200 DATA PROCESSING SUP	82,780	82,780	0	0	0	0%	82,780	0	
20281201 HARDWARE	0	0	7,966	0	7,966	0%	100,000	-100,000	

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20281202 SOFTWARE	97,363	127,618	26,132	95	26,227	21%	50,000	77,618	
20281265 APPLICATION SW MAINT	0	0	6,293	0	6,293	0%	6,293		
20283200 INTERPRETER SVC	556,305	556,305	113,044	0	113,044	20%	556,305	0	Homeless grant covers \$90K, RHAP covers \$120K.
20287100 TRANSPORTATION	400	400	1,564	0	1,564	391%	2,500	-2,100	
20288000 PY EXPEND	0	0	0	0	0	0%	0	0	
20289900 OTHER OP EXP SVC	71,200	1,200	0	0	0	0%	3,500	-2,300	
20291000 CW IT SVCS - ACP	113,746	129,195	41,470	0	41,470	32%	129,195	0	
20291200 DTECH FEE - ACP	40,174	56,826	21,051	6,383	27,434	48%	56,826	0	D Tech Non-ACP
20291600 WAN CHARGES - ACP	169,580	240,305	77,135	0	77,135	32%	240,305	0	D Tech Non-ACP
20291700 ALARM SERVICES - ACP	17,003	19,403	5,123	0	5,123	26%	19,403	0	
20292100 GS PRINTING SVC	5,000	5,000	0	0	0	0%	0	5,000	
20292200 GS MAIL/POSTAGE	7,000	7,000	4,732	0	4,732	68%	14,195	-7,195	
20292300 MESSENGER SVCS - ACP	7,764	13,720	4,680	0	4,680	34%	13,720	0	
20292500 PURCH SVCS - ACP	26,859	21,194	6,753	0	6,753	32%	21,194	0	
20292700 GS WAREHOUSE CHARGES	1,000	1,000	330	0	330	33%	1,000	0	
20292800 GS EQUIP RENTAL LT	0	0	79	0	79	0%	237	-237	
20292900 GS WORK REQUEST	612,603	553,280	-9,447	4,978	-4,469	-1%	200,000	353,280	Projects Team work (remodel, kisoks) ARP Grant construction requests will fall here.
20294200 FACILITY USE - ACP	1,520,318	1,607,338	535,581	464,395	999,975	62%	1,607,338	0	Facility Use - ACP, actual postings to be adjusted. Ongoing conversations with Fiscal.
20296200 GS PARKING CHGS	350	350	33	0	33	10%	2,500	-2,150	
20297100 LIABILITY INS - ACP	144,663	222,465	70,879	0	70,879	32%	222,465	0	Allocated Cost (PP)
20298300 SURPLUS PROP - ACP	5,424	6,040	1,946	0	1,946	32%	6,040	0	Allocated Cost (PP)
20298700 TELECOMM - ACP	100,390	108,516	0	0	0	0%	0	108,516	posts to 20298703
20298702 CIRCUIT CHRGS - ACP	0	0	1,179	0	1,179	0%	3,536	-3,536	Allocated Cost
20298703 LND LN CHARGES - ACP	0	0	38,938	0	38,938	0%	116,814	-116,814	Allocated Cost
20298900 TELEPHONE INSTALL	0	0	404	0	404	0%	404	0	
Object 20 TOTAL - Services and Supplies	18,840,705	21,726,974	3,393,736	6,489,444	9,883,180	45%	21,900,867	-174,090	Operations
30310300 ELIG EXAMS	1,500	1,500	98	0	98	7%	1,500	0	DOJ Fingerprinting
30310600 CONTRACT SVC PRIV	0	0	0	0	0	0%	0	0	
30310700 TRANSPORTATION/WELF	10,000	10,000	1,988	0	1,988	20%	10,000	0	RT Passes
30311400 VOLUNTEER EXPENSES	500	500	485	0	485	97%	500	0	Volunteer DOJ Fingerprinting and pay claims
30312100 PROVIDER PAYMENTS	1,048,633	1,095,000	159,737	153,972	313,709	29%	1,095,000	0	OBS; FONEMED; HMA
30370000 CONTR OTHER AGENCIES	0	541,000	0	750,000	750,000	139%	541,000	0	Period 3: GL added to budget, also added \$541K of budgeted revenue to 95959503 (one community health ARPA). \$750K encumbrance is full award amount, which spans over 3 FY. Expected to spend \$541K this FY.
Object 30 TOTAL - Other Charges	1,060,633	1,648,000	162,308	903,972	1,066,279	65%	1,648,000	0	
43430110 EQUIPMENT-PROP	0	0	0	0	0	0%	0	0	
43430300 EQUIP SD NON REC	0	0	0	0	0	0%	0	0	
Object 40 TOTAL	0	0	0	0	0	0%	0	0	
60601100 DEPT OH ALLOC	1,104,224	1,279,755	272,691	0	272,691	21%	1,279,755	0	Allocated Cost
60601200 DIV OH ALLOC	387,895	403,737	47,621	0	47,621	12%	403,737	0	Allocated Cost
60650400 COLLECTION SVC	15,000	1,750	1,466	0	1,466	84%	1,750	0	DRR Collection
60691301 FIN GEN ACC - ACP	8,005	10,207	3,252	0	3,252	32%	10,207	0	Allocated Cost
60691302 FIN PROLL SVCS - ACP	6,104	6,663	2,123	0	2,123	32%	6,663	0	Allocated Cost
60691303 FIN PMT SVCS - ACP	9,432	14,712	4,687	0	4,687	32%	14,712	0	Allocated Cost
60691305 FIN INT AUDITS - ACP	4,295	5,013	1,597	0	1,597	32%	5,013	0	Allocated Cost
60691306 FIN SYS C & R - ACP	6,100	8,536	2,720	0	2,720	32%	8,536	0	Allocated Cost
60695102 BEN ADMIN SVCS - ACP	18,836	23,459	7,474	0	7,474	32%	23,459	0	Allocated Cost
60695103 EMPLOYM SVCS - ACP	64,453	88,904	28,326	0	28,326	32%	88,904	0	Allocated Cost
60695500 TRAINING SVCS - ACP	16,932	21,734	6,925	0	6,925	32%	21,734	0	Allocated Cost
60695600 DEPT SVCS TRAN - ACP	148,073	142,562	45,421	0	45,421	32%	142,562	0	Allocated Cost
60695700 401A ADMIN SVC - ACP	995	1,103	351	0	351	32%	1,103	0	Allocated Cost
60695800 LABOR REL - ACP	16,022	19,081	6,079	0	6,079	32%	19,081	0	Allocated Cost
60695900 SAFETY PGM - ACP	12,051	18,387	5,858	0	5,858	32%	18,387	0	Allocated Cost
60697900 OTHER SVC	0	0	11,687	0	11,687	0%	11,687	0	
60697909 MIS SERVICES	0	0	16,330	0	16,330	0%	0	0	Allocated Cost Budgeted in 60601100
60698018 INTRA PROGRAM CHARGE	1,916,880	2,009,060	395,955	0	395,955	20%	2,309,060	-300,000	pharmacy costs - Period 4 - Pharmacy is doing an AAR for \$830K to increase 60 object. Expecting a \$300k increase from original amount.
Object 60 TOTAL - Intrafund Charges	3,735,297	4,054,663	860,563	0	860,563	21%	4,366,360	-311,687	
TOTAL EXPENDITURE	39,419,131	42,247,127	8,906,899	7,393,782	16,300,681	39%	43,069,703	-822,773	
59599125 R 1991 HEALTH	-9,232,367	-10,346,857	-3,810,327	0	-3,810,327	37%	-10,346,857	0	
59599134 Restricted Funding	0	-15,359	0	0	0	0%	-15,359	0	
Object 50 TOTAL - Interfund Reimbursement	-9,232,367	-10,362,216	-3,810,327	0	-3,810,327	0%	-10,362,216	0	
69699000 INTRA COST RECOVERY	-492,448	-392,622	-664	0	-664	0%	-392,622	0	xrays, HP transfer, GA medical exams
69699017 INTRA DEPARTMENTAL R	-2,545,229	-1,650,297	-1,601,946	-21,231	-1,623,177	98%	-1,650,297	0	xray for PUB Chest, MHSSA SCOPE contract pass thru w/ BHS
69699018 INTRA PROGRAM REIMBU	-14,537	-15,159	0	0	0	0%	-15,159	0	Pharmacy reimb of AT
Object 69 TOTAL - Intrafund Reimbursement	-3,052,214	-2,058,078	-1,602,610	-21,231	-1,623,841	79%	-2,058,078	0	
TOTAL REIMBURSEMENT:	-12,284,581	-12,420,294	-5,412,937	-21,231	-5,434,168	44%	-12,420,294	0	
NET Cost before Revenue	27,137,050	29,826,833	3,493,961	7,372,551	10,866,513	36%	30,649,409	-822,576	
95953010 PY INTERGOV - STATE	0	-2,180,612	0	0	0	0%	-1,360,133	-820,479	\$820,479 recon payment received in FY 23-24 (June) instead of in FY 24-25 as budgeted (came early)
95953011 PY INTERGOV - FED	0	0	-61,038	0	-61,038	0%	-61,038	61,038	

GL ACCT NAME	FY 2023-24 Final Budget	FY 2024-25 Approved Budget	Current COMPASS Actual	Encumbrance	Actuals + Encumbrance	% Consumed	Year-End Estimate	Variance, Estimate to Budget	COMMENT - Explain Variance
									Period 4 B2A, reflects the below (was 1.4M P1, 2.8M P2, 4.2M P3, \$5.4M P4)
95956900 STATE AID OTHER MISC	-16,364,451	-21,130,316	-5,411,732.69		-5,411,733	26%	-17,947,698	-3,182,618	Included - Capitation, PPS, FFS, HEDIS/QI Incentives; straightline revenue is \$16.2M; \$18M projection includes add'l 2500 visits for Refugee, and SCOEE back billing for past contracts (\$900K added here and \$1M added in 20 object). Not Included - Requesting to increase interim rate, reduction of no-shows changes, patient reminders implemented in Aug/Sept 2024, two providers starting in Sept'24, and potential increase in SCOEE. \$15.5M posted in 23/24
95956901 STATE MEDI/CAL REVENUES	0	0	0	0	0	0%	0	0	
95958900 HEALTH FED	-3,588,678	-4,150,780	0	0	0	0%	-5,026,073	875,293	Refugee grant is more than expected (~\$875K more)
95958901 MEDI-CARE REVENUE	0	0	-1,705	0	-1,705	0%	-1,705	1,705	
95959100 CONSTRUCTION FED	-559,603	-553,280	0	0	0	0%	-414,960	-138,320	HRSA ARP-CIP CE8 (A18564); \$619,603; assume will recover 75%
95959503 ARPA- SLFRF Revenue	-1,699,608	-1,475,647	-533,831	0	-533,831	36%	-1,573,036	97,389	will claim full ARPA award by 12/31/24 expenditure cutoff - rollover ARPA funding available is higher than budgeted. \$541K added for OCH
Object 95 TOTAL - Intergovernmental Revenue	-22,212,340	-29,490,635	-6,008,307	0	-6,008,307	20%	-26,384,643	-3,105,992	
96966200 MED CARE INDIGENT	-15,000	-5,000	-3,049	0	-3,049	61%	-5,000	0	CMISP Patient payment + DRR
96966202 CMISP SOC REV-DRR	0	0	-3,049	0	-3,049	0%	0	0	included above
96966300 MED CARE PRIVATE	-1,000	-1,000	0	0	0	0%	0	-1,000	private insurance
96966900 MED CARE OTHER	-1,000	-1,000	0	0	0	0%	0	-1,000	TPL/ Insurance Payments
96969900 SVC FEES OTHER	-1,000	-1,000	-4,807	0	-4,807	481%	-4,807	3,807	Self Pay/Sliding Fee Pmts
Object 96 TOTAL - Charges for Services	-18,000	-8,000	-7,856	0	-7,856	5	-9,807	1,807	
97979900 PRIOR YEAR	0	0	0	0	0	0%	0	0	
97979000 MISC OTHER	1	0	-305	0	-305	0%	-	-	
97979004 JURY FEE EMP REIMB	1	0	-165	0	-165	0%	-165	-	
TOTAL REVENUES	-22,230,340	-29,498,635	(6,016,632.70)	0	-6,016,163	20%	-26,394,451	-3,104,184	
Net County Cost/NCC	4,906,710	328,198	-2,522,671.36	7,372,551	4,850,350	1478%	4,254,958	-3,926,760	
		Expenditure	Actual Exp	Encumbrance	Actual Exp +	% of budget	YEE of Exp	Net Exp variance minus rev variance	
		Minus Rev	Minus Actual	Totals	Encumbrance	spent &	Minus YEE		
			Rev	Totals	Totals	generated	Rev		AP04

Report Summary

The HRSA program budget is expected to be claimed in full with no major variances or concerns to report. The County budget reflects a \$3.6 million general fund draw with overruns in salaries and benefits and in services and supplies, driven by Refugee lab costs and staffing needs. Contracts, fixed assets, internal charges, and reimbursements show no major variances. However, outside revenue is projected to fall short by \$2.1M, and program is working to increase productivity and billable visits to increase Medi-Cal revenue. The grant expenditure report has been refined for better clarity. No significant changes compared to last month's report.

HRSA Project Budget Summary

- As of 11/30/2024 (quarter 2 of the grant year) we have expended \$894,399.80 on the HRSA project. We have a remaining balance of \$530,537.20, and are projecting to draw down 100%. The quarter 3 claim has not been processed.
- No major variances or concerns. Staff comprise the majority of the costs.

County Budget Summary and Significant Variances

- Bottom line reflects \$3.6 million general fund draw, which is down from the projected \$3.75M last month.
- Object 10 Salaries/Benefits: expected to be \$336K over budget.
 - Mostly due to terminal pay expenditures for retiring employees, over expenditures in extra help, and expected after-hours clinics costs.
 - No significant changes from last month.
- Object 20 Services/Supplies: expected to be \$174K over budget.
 - This is mostly due to the Refugee lab costs not reimbursed by Medi-Cal (projecting costs for based on 10,000 patients), Registry staff to support programs that lost permanent staff positions in the budget reductions, referrals, and Refugee program to handle higher patient counts.
 - Contracts – SCOE and UCD are still within budget. SCOE costs from prior year contracts true ups and for sites that were recently fully approved by HRSA will drive up this cost. Some offsetting revenue will be received, but not to cover costs in full.
 - Appropriation Adjustment Request approved 12/3/24 to add budget from the increased Refugee grant to fund more Registry staff.
- Object 30 Contracts: expected to have no variance at this time.
 - OCHIN may have increased costs with increased patient counts/visits. Will evaluate for next period.
- Object 40 Fixed Assets: no budgeted expenditures and no planned costs
- Object 60 Internal Charges/Allocated Costs: \$312K overage expected due to higher pharmaceutical supply costs from SHCH Pharmacy.
- Object 59 and 69 Inter/Intrafund Reimbursements: no variance anticipated; Realignment funding and funding from other County departments paying for Clinics services.
- Object 95/96/97 Outside Revenue: Projected to be \$3.1M under budget.
 - Medi-Cal revenue is projected \$3.0M low; program is working on increasing billable visits to increase revenue.
 - Grants are generally on track with Refugee expected at \$875K more than budgeted.
 - All ARPA revenue will be received.

Grant Expenditure Summary and Significant Variances

- Grant PDF in new format; no concerns to discuss. Claiming is on track.

Period **4**
 Current Month **October**
 Percentage of Year **33%**

AP10 Financial Status Summary

Line Item	Budget	Current Month	Year to date	Encumbrance	Total (YTD+Encumbrance)	YTD Percentage (Total/Budget)	Year End Estimate	% for YEE	Notes
Revenue									
Inter/Intrafund Reimbursements ** REIMBURSEMENT ACCOUNTS	\$ 12,420,294	\$ 897,617	\$ 5,412,937	\$ -	\$ 5,412,937	44%	\$ 12,420,294	100%	Realignment and reimbursements for services to other DHS programs
Intergovernmental Revenue * 95 - INTERGOVERNMENTAL REVENUE	\$ 29,490,635	\$ 1,443,928	\$ 6,008,307	\$ -	\$ 6,008,307	20%	\$ 26,838,247	91%	Medi-Cal/Medicare revenue, HRSA, Refugee & ARPA grants. Increased Medi-Cal estimates in budget, now budgeting Medi-Cal revenue reconciliation payment as part of revenue.
Charges for Services * 96 - CHARGES FOR SERVICES	\$ 8,000	\$ 3,728	\$ 7,856	\$ -	\$ 7,856	98%	\$ 6,594	82%	CMISP old pre-2014 service charges and Medical Record Fees
Miscellaneous Revenue * 97 - MISCELLANEOUS REVENUE	\$ -	\$ 305	\$ 470	\$ -	\$ 470		\$ 470		Prior Year Patient Revenue
Total Revenue	\$ 41,918,929	\$ 2,345,578	\$ 11,429,570	\$ -	\$ 11,429,570	27%	\$ 39,265,605	94%	
Expenses									
Personnel * 10 - SALARIES AND EMPLOYEE BENEFITS	\$ 14,817,490	\$ 1,106,655	\$ 4,490,292	\$ -	\$ 4,490,292	30%	\$ 15,208,737	103%	expecting low vacancies on County permanent staff due to deleting vacant positions in budget; extra help exceeding budget for on-calls/County temps; OT for afterhours clinics not budgeted; retirement cashout exceeding budget
Services & Supplies * 20 - SERVICES AND SUPPLIES	\$ 21,726,974	\$ 1,413,338	\$ 3,393,736	\$ -	\$ 3,393,736	16%	\$ 22,565,078	104%	Contract costs - UC Davis expected at \$5.3M, SCOE expected at \$4.5M; Registry expected at \$2.6M Lab costs - no postings this FY yet but approx \$30K/mo. - may increase with increased Refugee patients Clerical temps approx \$100K annually; planning to request Appropriation Adjustment Request to increase budget by about \$1M in Board action when accept increased Refugee grant
Other Charges * 30 - OTHER CHARGES	\$ 1,648,000	\$ 1,833	\$ 162,308	\$ -	\$ 162,308	10%	\$ 1,107,000	67%	OCHIN contract
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -				No Equipment Charges in FY 24-25
Intrafund Charges (Allocation costs) * 60 - INTRAFUND CHARGES	\$ 4,054,663	\$ 421,120	\$ 860,563	\$ -	\$ 860,563	21%	\$ 4,054,663	100%	Allocated costs for services provided to Clinics by other DHS programs - low actuals to date; will catch up in September/October 2024
Total Expenses	\$ 42,247,127	\$ 2,942,945	\$ 8,906,899	\$ -	\$ 8,906,899	21%	\$ 42,935,478	102%	
GRAND TOTAL (Net County Cost)	\$ 328,198	\$ 597,366	\$ (2,522,671)	\$ -	\$ (2,522,671)	-769%	\$ 3,669,873	1118%	working on multi year plan to reduce general fund draw by increasing billable visits/revenue

Claim Pending

Grant	Start	End	Total Grant	Claims				YE TOTAL	"Remaining" FYE	FYE "Carryover"	Description	Order #
				Q1	Q2	Q3	Q4					
HRSA Homeless (GY 21/22)	3/1/2021	2/28/2022	1,442,813.00	525,028.85	409,661.34	365,636.93	93,296.69	1,393,623.81	49,189.19	-	HRSA Main Grant	A18551
HRSA Homeless (GY 22/23)	3/1/2022	2/28/2023	1,386,602.00	430,466.95	243,476.72	488,757.92	223,897.04	1,386,598.63	3.37	-	HRSA Main Grant	A18551
HRSA Homeless (GY 23/24)	3/1/2023	2/28/2024	1,386,602.00	636,551.39	468,785.27	281,265.34	-	1,386,602.00	-	-	HRSA Main Grant	A18551
HRSA Homeless (GY 24/25)	3/1/2024	2/28/2025	1,424,937.00	505,574.97	388,824.82			894,399.79	530,537.21	-	HRSA Main Grant	A18551
HRSA HIV (GY 22/23)	9/1/2022	8/31/2023	325,000.00	32,303.08	23,538.87	80,692.49	75,834.42	212,368.86	112,631.14	112,631.00	HRSA HIV Grant	A18565
HRSA HIV (GY 23/24)	9/1/2023	8/31/2024	437,631.00	84,102.42	54,135.25	45,032.91	95,754.59	279,025.17	158,605.83	-	HRSA HIV Grant	A18565
HRSA HIV (GY 24/25)	9/1/2024	8/31/2025	325,000.00							-	HRSA HIV Grant	A18565
RHAP (GY 21/22)	10/1/2021	9/30/2022	1,958,204.00	376,643.00	375,193.00	404,048.00	389,258.00	1,545,142.00	413,062.00	-	RHAP DHCS Grant	A19453
RHAP (GY 22/23)	10/1/2022	9/30/2023	1,789,062.00	445,631.50	446,464.50	445,274.50	389,820.50	1,727,191.00	61,871.00	-	RHAP DHCS Grant	A19453
RHAP (GY 23/24)	10/1/2023	9/30/2024	1,993,648.02	231,332.52	464,469.41	470,308.40	501,073.83	1,667,184.16	326,463.86	-	RHAP DHCS Grant	A19453
RHAP (GY 24/25)	10/1/2024	9/30/2025	3,368,941.00						3,368,941.00	-	RHAP DHCS Grant	A19453
RHPP Main (GY 21/22)	10/1/2021	9/30/2022	82,014.00	22,153.81	23,065.09	19,677.15	17,117.95	82,014.00	-	-	RHPP Main DHCS Grant	A19459
RHPP Main (GY 22/23)	10/1/2022	9/30/2023	82,014.00	2,555.99	2,497.92	9,214.20	40,202.96	54,471.07	27,542.93	-	RHPP Main DHCS Grant	A19459
RHPP Main (GY 23/24)	10/1/2023	9/30/2024	139,994.00	9,371.55	4,946.30	16,803.03	26,385.53	57,506.41	82,487.59	-	RHPP Main DHCS Grant	A19459
RHPP UHP (GY 23/24)	10/1/2023	9/30/2024	99,934.00	-	143.69	627.97	753.88	1,525.54	98,408.46	-	RHPP UHP DHCS Grant	A19470
RHPP AHP (GY 22/23)	10/1/2022	9/30/2023	200,000.00	-	-	13,400.00	8,927.12	22,327.12	177,672.88	-	RHPP AHP DHCS Grant	A19469
RHPP AHP (GY 23/24)	10/1/2023	9/30/2024	199,602.00	4,153.80	5,900.57	5,586.93	27,388.22	43,029.52	156,572.48	-	RHPP AHP DHCS Grant	A19469
				PY Spent								
County ARPA (H-4)	1/1/2022	12/31/2024	2,701,919.00	1,720,610.77	Total Claimed County FY24/25:			469,951.77	511,356.46	-	County ARPA	HS-ARPA02-40
County ARPA (H-18)	1/1/2022	12/31/2024	135,000.00	79,685.93				22,233.05	33,081.02	-	County ARPA	HS-ARPA11-40
County ARPA (H-19)	7/1/2022	12/31/2024	319,000.00	153,561.41				76,501.24	88,937.35	-	County ARPA	HS-ARPA11-50
HRSA C8E ARP CIP (GY 21/22)	9/15/2021	9/14/2022	619,603.00	-	-	-	-	-	619,603.00	-	HRSA Infrastructure Support	A18564
HRSA C8E ARP CIP (GY 22/23)	9/15/2022	9/14/2023	619,603.00	-	-	-	-	-	619,603.00	-	HRSA Infrastructure Support	A18564
HRSA C8E ARP CIP (GY 23/24)	9/15/2023	9/14/2024	619,603.00	-	63,688.06	23,312.14	77,567.63	164,567.83	455,035.17	-	HRSA Infrastructure Support	A18564
HRSA C8E ARP CIP (GY 24/25)	9/15/2024	3/31/2025	619,603.00						455,035.17	-	HRSA Infrastructure Support	A18564

HRSA Project Director Updates

December 20, 2024 CAB Meeting

Key Points:

HRSA OSV has stated SCHC is still in the grace period. We're confident in our ability to address three of the four remaining conditions. SCHC Management is meeting with HRSA weekly to address these concerns. We have requested an extension on the fourth condition which is included in the RFI.

Refugee expansion is alive and in progress in FY 24-25. Due to the current political climate, there has been a significant increase in legal refugee arrivals, which we expect to continue into January 2025. We are awaiting additional information from CDPH.

The request to halt general fund draws presents a challenge as we strive to maintain service levels, streamline operations, and enhance care, all without compromising patient well-being.

Patient No-Shows and Artera Messaging

Initiatives to reduce patient no-show rates are showing positive results. Expanded use of Artera messaging, including conversational messages, will further improve patient engagement and reduce no-shows. The new “conversational workflows” went live on 12/11/24, enabling rescheduling appointments through text message.

Medical Director Recruitment

The Health Center is actively recruiting a new Medical Director. The Community Advisory Board (CAB) will be involved in the selection process. The position remains open. Dr. Vierra is currently filling in as the interim medical director.

Service Enhancement and Compliance

The Health Center remains committed to enhancing services, ensuring compliance, and pursuing growth opportunities. The After-Hours Saturday Clinic on 11/2 was successful. The next clinic is scheduled for 11/16. We are also working to ensure telehealth visits are successfully launched. This increases productivity and reduces no shows. Telehealth visits are also a convenient way to improve access to care for patients with transportation difficulties. We are awaiting a response from HRSA on the After Hours Clinic Grant we have submitted.

Financial Challenges and Grant Updates

The Health Center continues to face challenges with the \$6 million general fund draw reduction. The HRSA Capital Infrastructure grant received a 6-month extension. The Non-Competing Application for the HRSA grant was successfully submitted. The Health Center is awaiting news on the expanded hours grant application.

HRSA Operational Site Visit (OSV)

HRSA Project Director Updates

December 20, 2024 CAB Meeting

The Health Center met with HRSA on November 8th to discuss pending items. Several items were submitted with evidence of compliance, including school-based mental health referrals, the Sliding Fee Discount Program, contracts and sub awards, data and reports to the CAB, and CAB conflict of interest policies. Items still **pending include patient billing**, CAB authority, and board composition.

Facility Improvements

The Health Center is working to increase exam room space for the refugee clinic and improve overall space utilization. The training room has now been repurposed as workspace for medical assistants for both the Refugee Clinic and Family Medicine Staff. We are continuing to make several different moves and are turning previous office space into two fully functioning exam rooms. We expect this will increase availability and patient care.

HRSA Inquiries on School-Based Mental Health Sites

HRSA has raised questions about the structure and operation of school-based mental health sites. The Health Center is working with County Counsel to provide a detailed response to HRSA's inquiries. We have started a workgroup with SCHC and School-Based Health Centers to address the concerns raised by HRSA for the 32 sites. HRSA has stated that we can only add additional sites once the current concerns are resolved. They have given us 12 months to resolve the concerns. We will provide our first response to HRSA regarding these concerns on 1/8/25.

Refugee Health Services

The U.S. Refugee Resettlement Program is experiencing significant growth in Fiscal Years 2024 and 2025. A notable surge in legal refugee arrivals has been observed, primarily driven by ongoing global crises and political instability. This trend is expected to persist into early 2025, and the new administration's impact on this program is unknown at this time. As we await further details from the California Department of Public Health (CDPH), we are actively monitoring the situation and preparing to support the increased needs of these newly arrived individuals and families.

Interim Project Director

The Deputy Director has been in communication with the CAB Executive and General bodies, as well as HRSA regarding the absence of the Project Director. The Deputy Director has received suggestion and feedback from HRSA on best approach. If the current Project Director's absence continues into January, there will be an agenda item for the CAB general meeting to discuss, and perhaps vote on an Interim Project Director.



Co-Applicant Board Required Annual Activities - 2025												
Annual / Periodic Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
HRSA Grant Application												
Service Area Competition (SAC)*	NA											
Needs Assessment*	NA*** September 2025 Annual HRSA Grant app voted on											
Other Grant Applications						X						
HRSA Grant Awards - Reports												
Main grant report	X			X			X					
APR Capital					X						X	
Bridge	As Announced by HRSA (TBD)											
HIV	X	X					X					
Budget												
Approve proposed HRSA Program & County budget		X										X
Updates	X	X	X	X	X	X	X	X	X	X	X	X
Sliding Fee Discount												
Adopt new SFDS		X	X									
Audits												
HRSA Operational Site Visit					X							
Summary of Program Fiscal Audit				X								
Quality Improvement (QI)												
QI Plan Approval			X	X								
QI Plan Progress Monitoring/Data Reports				X			X			X		
UDS Report		X						X				
Patient Grievances and Safety Review					X					X		
Patient Feedback Survey Findings					X						X	
Long-Range Planning												
Adopt Strategic Plan*	NA											
Review Strategic Plan Progress			X				X				X	
Select Services and Hours												
Services Provided			X				X					X

Service Sites						X	X				X	X
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Co-Applicant Board Required Annual Activities – 2025 - CONTINUED												
Annual Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Governance												
Review & Revise Bylaws		Review in July; Revise as needed										
Review Co-Applicant Agreement	Review in June; Revise as needed											
Review Committee Structure	X											X
Review Membership Applications	As Received											
Review Key Policies												
Project Director												
Approve Selection /Dismissal	As needed											
Performance Evaluation										X		
Board Member Development												
Elect Chair and Co-Chair											X	
Approve CAB Member Recruitment Plan				X								
Approve new Members	As needed											

* Every 3 years

** Every 3 Months

Co-Applicant Board Required Policies and Procedures for Adoption

Governance (Governance Committee)	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Board Authority (CH: 19)	01-02 Co-Applicant Board Authority	07/17/20	07/17/20
Board Composition (CH: 20)	01-04 Co-Applicant Board Member Recruitment & Retention	05/22/20	05/22/20
Services (Clinical Operations Committee)	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Scope of Service and Service Site Location(s) (CH: 4, 6, 12, 19)	01-05 Medical Home Program Design	10/06/20	10/16/20
Hours of Operation (CH: 6, 7, 19)	01-05 Medical Home Program Design	10/06/20	10/16/20
Patient Satisfaction (CH: 10, 19)	04-12 Patient Satisfaction Survey	06/19/20	06/19/20
Patient Grievances (CH:10, 19)	02-05 Variance Reporting	22/06/20	11/20/20
Patient Safety and Adverse Events (CH: 10, 19)	03-03 Incident Reporting	10/13/20	11/20/20
Quality Improvement Policy (CH:10, 19)	01-01 Quality Improvement *	06/25/20	07/17/20
QI Plan (CH:10, 19)	2020 Quality Improvement Plan (<i>annual</i>)	06/25/20	07/17/20
Quality Improvement Policy (CH:10, 19)	01-09 Clinical Performance Management*	07/09/20	07/17/20
Credentialing and Privileges (CH: 5)	07-05 Credentialing and Privileges	05/05/20	05/17/19
Management and Finance (Finance Committee)	Policy and Procedure	Latest Revision Date	Latest CAB Adoption Date
Personnel and Conflict of Interest (CH: 13, 19)	01-03 Co-Applicant Board Conflict of Interest	05/07/20	05/22/20
Billing and Collections (CH: 16, 19)	11-02 Billing and Collections *	10/05/20	10/16/20
Emergency Preparedness and Management Plan (PIN 2007-15)	06-10 Emergency Training and Response	09/07/20	09/18/20
Sliding Fee Discount Program/Schedule (CH: 9, 19)	11-01 Sliding Fee Discount *	10/01/20	10/16/20

CH = HRSA Compliance Manual Chapter

PIN = HRSA Policy Information Notice

* = The CAB adopts, evaluates at least once every three years, and, as needed, approves updates to policies in these areas

2025 CAB Meeting Dates

January 17, 2025

February 21, 2025

March 21, 2025

April 18, 2025

May 16, 2025

June 20, 2025

July 18, 2025

August 15, 2025

September 19, 2025

October 17, 2025

November 21, 2025

December 19, 2025

2025 Executive Meeting Dates

January 3, 2025

February 7, 2025

March 7, 2025

April 4, 2025

May 2, 2025

June 6, 2025

July 3, 2025

August 1, 2025

September 5, 2025

October 3, 2025

November 7, 2025

December 5, 2025

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

Friday, November 15, 2024, 9:30 a.m.- 11:30 a.m.

CAB Meeting Minutes

4600 Broadway, Community Room 2020, Sacramento, CA

Agenda materials can be found at

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

The CAB was held in person at 4600 Broadway, Room 2020. Room 2020 is open to the public.

- No member attended via teleconference.

CALL TO ORDER (9:30 AM)

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

a. Roll Call and Welcome

PRESENT

Laurine Bohamera – Vice Chair

Suhmer Fryer - Chair

Eunice Bridges - Member

Roberto Ruiz – Member

Vince Gallo - Member

Dedra Russell – Member

Ricki Townsend – Member

Jan Winbigler – Member

Corrie Brite – County Counsel

Dr. Sharon Hutchins – County Staff

Cortney Hunley – County Staff

Dr. Michelle Besse – County Staff

INFORMATION ITEMS (9:35 AM)

1. Budget Updates – Discussion led by Dr. Besse

- **Please refer to the Budget Handouts**
- **(Budget viewing and open discussion)**
- **Noel Vargas**-The new administration will have an impact, but it probably won't be clear until around February.
- **Laurine Bohamera**-I hope that someone (to explain the budget) will be present to explain in the future.

- **Noel Vargas**-Stephanie Hofer has been the Senior Analyst since Rachel promoted. Moving forward Stephanie will be covering adult correctional health and Rachel will be returning to us due to her newest promotion beginning December 1st.
- **Laurine Bohamera**-There is still unused money sitting there. These are all claims listed, not expenditures. We need a better understanding.
- **Dr. Hutchins**-I can address the HRSA Grants. Some of the money held onto is the Capital Grant which I will present on later. There have been a lot of negotiations to allow us to use those funds and we have received multiple extensions.

2. Project Director Report-Dr. Mendonsa (Presented by Dr. Besse)

- **Please refer to the Report**
- **(Noel Vargas gave an update on the interviewing and hiring process for New Medical Director)**

3. HRSA Grant Award Report-APR Capital-Dr. Hutchins

- **Please refer to the Report**
- **Dr. Hutchins**-Still working with Adam Prekeges and by 11/20 Report and Budget should be completed.
- **Dr. Besse**-We hired two providers who have both since rescinded.
- **Noel Vargas**-There is always an issue with recruiting due to pay and how we compete with the correctional department and other entities. We are trying to negotiate change for Physicians Assistants and Nurse Practitioners to help fill those positions.

4. Update-Patient Feedback Survey Findings-Dr. Hutchin's

- **Dr. Hutchins**-The paper survey will be rolled out in December as well as an Artera messaging system for a survey via telehealth hopefully by January.
- **Dr. Besse**-There has also been a huge reduction in no-shows since telehealth has rolled out. Cancellations are opening for last-minute needs.

5. Review of Strategic Plan Progress-Dr. Hutchin's

- **Please Refer to Handout**
- **Dr. Hutchins**-Saturday Clinics are helping us hit our targets!

- Dr. Besse is working on converting an x-ray room into another exam room, making the best decision with the current space we have and converting space wherever it is possible.

6. Elect 2025 Chair and Co-Chair

- **Anonymous Voting takes place**
- **Chair 2025**-Suhmer Fryer
- **Co-Chair 2025**-Laurine Bohamera

7. CAB By Law/Co-Applicant Agreement/HRSA Update-Dr. Besse

- **Corrie Brite**-Changes were made to the Co-Applicant Agreement to mirror the By Laws

8. HIV Update (Metrics OF Achieving Grant Objectives-Carryover-Dr. Besse

- **Please refer to Handout**
- **Dr. Besse**-We've reached over 500 patients by having staff in the lobby greeting and answering questions.
- New posters and signage are being made for the Heath center in color to inform the patients here at Sacramento County Health Center

9. CAB Goals-Dr. Besse

- **Carryover Agenda Items**

- Discussion on Computer and Software for CAB Members**

- **Suhmer Fryer**-Computers were bought for CAB Members but were reallocated to County Staff without discussion or permission.
- **Jan Winbigler**-These were to be used by members who didn't have computers, not everyone. Also used as a recruitment tool.
- **Dr. Besse**-At that time I know they may have been more necessary due to the large number of policies being reviewed, but we are no longer reviewing policies in that way.
- **Laurine Bohamera**-Those computers were already purchased for CAB
- **Dr. Besse**-These computers were purchased with County Funds and used for County Staff
- **Jan Winbigler**-The bigger issue is the lack of communication

- **Suhmer Fryer**-And the reasons as to why we are not receiving them are continuously changing.
- **Corrie Brite**-Let's continue this discussion when Dr. Mendonsa can be present. Also giving me time to investigate and research this.
- **Dr. Besse**-I want to be able to give all of you a concrete, clear response on this matter.
- **Ricki Townsend**-Let's attempt to come up with other ways to support those who do not have proper access.

- **Review Calendar Activities for December's Agenda and Any Additional Items for December**

-Brown Act Correction Posting for By Laws and Co-Applicant Agreement

-For Decembers Meeting we will be keeping regular meeting times with the first 30min being used as a closed session for only CAB Members for Project Director Review

INFORMATION/ACTION ITEMS¹

* Jan Winbigler Motions to Approve BUSINESS ITEM I. to Approve October 18, 2024, CAB Meeting Minutes

* Eunice Bridges 2nds Motion to Approve BUSINESS ITEM I. to Approve October 18, 2024, CAB Meeting Minutes

Yes Votes- Vince Gallo, Dedra Russell, Eunice Bridges, Ricki Townsend, Roberto Ruiz, Laurine Bohamera, Jan Winbigler and Suhmer Fryer

No Votes-None

-Carried

* Laurine Bohamera Motions to Remove BUSINESS ITEM II. Voting in New Member to the Co-Applicant Board

* Ricki Townsend 2nds Motion to Remove BUSINESS ITEM II. Voting in New Member to the Co-Applicant Board

Yes Votes- Vince Gallo, Dedra Russell, Eunice Bridges, Ricki Townsend, Roberto Ruiz, Laurine Bohamera, Jan Winbigler and Suhmer Fryer

No Votes-None

-Carried

* Laurine Bohamera Motions to Approve BUSINESS ITEM III. to Approve CAB By Laws

* Roberto Ruiz 2nds Motion to Approve BUSINESS ITEM III. to Approve CAB By Laws

¹ Time estimate: 5-10 minutes per item, unless otherwise noted

Yes Votes- Vince Gallo, Dedra Russell, Eunice Bridges, Ricki Townsend, Roberto Ruiz, Laurine Bohamera, Jan Winbigler and Suher Fryer

No Votes-None

-Carried

* Eunice Bridges Motions to Approve BUSINESS ITEM IV. to Approve Cab Co-Applicant Agreement

* Roberto Ruiz 2nds Motion to Approve BUSINESS ITEM IV. to Approve Cab Co-Applicant Agreement

Yes Votes- Vince Gallo, Dedra Russell, Eunice Bridges, Ricki Townsend, Roberto Ruiz, Laurine Bohamera, Jan Winbigler and Suher Fryer

No Votes-None

-Carried

PUBLIC COMMENT (10:20 AM)

Anyone may appear at the CAB meeting to provide public comment regarding any item on the agenda or regarding any matter that is within CAB's subject matter jurisdiction. The Board may not take action on any item not on the agenda except as authorized by Government Code section 54954.2.

- No public comments were made.

CLOSED SESSION

None

MEETING ADJOURNED

The meeting adjourned at 11:40 am.