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| **Sacramento County Health Center** **Co-Applicant Board (CAB)**Friday, April 18, 2025, 9:30 a.m.- 11:30 a.m. |
|  Regular Meeting Minutes |
| 4600 Broadway, Community Room 2020, Sacramento, CAAgenda 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.  * Meeting attendance followed Brown Act requirements.
* A quorum was established.
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| CALL TO ORDER (9:35 AM) |
| Opening Remarks and Introductions– *Suhmer Fryer, Chair* * 1. Roll Call and Welcome

 **PRESENT**

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| **Suhmer Fryer – Chair** | **Noel Vargas – Deputy Director DHS (By Teams)** |
| **Laurine Bohamera – Vice Chair** | **Michelle Besse – Health Program Mgr** |
| **Jan Winbigler - Member** | **Sharon Hutchins – Health Program Mgr** |
| **Ricki Townsend – Member** | **Belinda Brent – Consultant** |
| **Eunice Bridges – Member** | **Adam Prekeges – Admin Srvs Officer II** |
|  | **Corrie Brite – County Counsel (By Teams)** |
|  | **Rachel Callan – Sr. Admin Analyst** |
|  | **Christina Delgado - Health Program Mgr** |
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|  | **Aliah Martin – Senior Office Assistant** |

**Announcements: Noel Vargas and Corrie Brite joined the meeting by teleconference.**  |
| INFORMATION ITEMS (9:40 AM) |
| **Budget Updates presented by Adam Prekeges** **HRSA Project Budget Summary*** **As of 2/28/25 (through quarter 3 of the grant year) $1,299,717.39 has been expended on the HRSA project.**
* **Remaining balance of $125,219.61; 100% drawn down projected.**
* **No major variances or concerns.**
* **Staff comprise majority of the costs.**

 **County Budget Summary and Variances*** **Bottom line reflects $207K contribution to the General Fund.**
* **Object 10 Salaries/Benefits: expected to be $567,731 under budget**
* **Object 20 Services/Supplies: expected to be $1, 870, 661 under budget**
* **Reducing reliance on registry staff & contracts**
* **Projection can significantly change over the next few months due to contract negotiations and Refugee lab costs**
* **Due to increased cost of pharmaceuticals, will be reduced by $1.6 mil to increase Object 60 by $1.6 mil**
* **Updated projection on FY 24/25 SCOE contract: previous projection of contract usage was 75%, current projection is 65%. As of 4/11/25, contract is moving forward with execution; invoices will be provided**
* **Object 30 Contracts: No variance expected at the time**
* **Increased patient counts/visits may cause slight overage due to OCHIN Contract**
* **Object 40 Fixed Assets: no budgeted expenditure & no planned costs**
* **Object 60 Internal Charges/Allocated Costs: $980,563 overage expected**
* **Higher Pharmaceutical supply costs**
* **Will be under budget when the Pharmacy Adjustment Appropriation Request (AAR) comes through.**
* **Objects 59 & 69 Inter/Intra Fund Reimbursements: Realignment funding and funding from other County departments paying for Clinic services.**
* **Sacramento County Office of Education’s (SCOE) FY 23/24 intrafund payment from Behavioral Health Services (BHS) in the amount of $1.3M came through this FY**
* **Projecting to receive FY 24/25 intrafund payment from Behavioral Health Services (BHS) in FY 24/25**
* **No patients assigned to the Healthy Partners program, $800K realigned from Treatment Fund Center into County’s, helping cover the costs for underinsured patients.**
* **Objects 95/96/97 Outside Revenue: Projected to be $2.8M under budget.**
* **Medi-Cal revenue is projected to be low at $2.1M; program is working on increasing billable visits to increase revenue, projected to be better than last year.**
* **Grants are on track**
* **All ARPA grants are maximized.**
* **Received unexpected $1.4M from past FEMA claims (during Covid 19)**
* **Can only be used to cover General Fund draw, cannot be used to purchase new items.**
* **CAB Member, Eunice Bridges stated that she uses OCHIN, appreciates all the functions accessible, and asked how it is paid for. Adam Prekeges responded that it is paid for out of the clinic’s budget, it is a big chunk of the budget, but the services provided by OCHIN are worth the money spent as it cuts several “middle man” which would essentially costs the same or more.**
* **CAB Member, Laurine Bohamera, asked will the HIV grant carryover be drawn down on? Adam responded that it will be drawn down on, just not completely. The clinic just doesn’t have enough need to use all the funds. Michelle Besse stated that Medi-Cal is covering most of the PREP. The grant is being used for public outreach events and new signage for the clinic. It would be wasteful to buy excess supplies that may expire, we would rather give the money back. Laurine Bohamera asked how much money would go back? Adam Prekeges responded that with currents projections and events scheduled for quarters 3 and 4, it’s safe to assume that we will use at least $300,000 more of the HIV grant. Jan Winbigler expressed that CAB should review the Grants more thoroughly before approving them. Sharon Hutchins responded that some of the items presented for the grant were not covered by Medi-Cal, but since then, Medi-Cal rules have changed and now are covered, leaving those grant funds unused. Laurine Bohamera asked if the money isn’t used, does it go back? Adam Prekeges responds there is no reimbursement, we haven’t got the money yet, we just don’t draw down 100% and close the grant. Suhmer Fryer asked if the excess supplies like glucose monitors bought with the grant can be used for diabetes patients. Sharon Hutchins responded that there is no need, as Medi-Cal covers those types of things now.**

**HRSA Project Director Updates presented by Michelle Besse*** **Artera Messaging**
* **When patients are seen in the Emergency Room (ER) the clinic gets a notification, allowing us to send a message w/in 4 days to book a follow-up appointment**
* **No show rate is down, messages sent to confirm or cancel upcoming appointments are being answered, allowing cancelled slots to be reused.**
* **Management Recruitment**
* **The Medical Director (MD) position has been offered and accepted by Dr. Corina Gonzalez, who has a wealth of clinical experience. Currently the Assistant Chief Medical Officer (CMO) of One Community Health – FQHC. Start date is June 18, 2025.**
* **Interviews for the Division Manager (DM) position will begin in July 2025. The examination and recruitment were reopened earlier this year to get a new candidate pool. The list closed this month. Hoping for the new MD to be onboard to participate in the selection process.**
* **Financial Status and Grant Updates**
* **Budget for FY 24/25 is currently positive, attributed to the filling of position vacancies, service streamlining efforts, and a reduction in no-show appointments.**
* **HRSA Operational Site Visit (OSV) and Request for Information (RFI)**
* **Ongoing communication with HRSA to finalize both items**
* **Memorandum of Understanding (MOU) established with Well Space and One Community Health**
* **SCHC has independently secured several MOUs directly with school districts, more in progress**
* **Facility Improvements**
* **New, aesthetically designed signage has been implemented throughout the Health Center.**
* **Additional HIV awareness signs and signs to promote MyChart are planned for the pharmacy.**
* **Lobbies have been decluttered by unnecessary signage and utilizing glass cases to enhance the overall appearance.**
* **Refugee Health Services – Substantial decline in refugee resettlement:**
* **Staff assigned to the Refugee clinic being integrated into other Health Center teams like Call Center and Referrals**
* **Staffing levels will be adjusted to ensure continued delivery of high-quality services to patients**
* **Future refugee services are still uncertain, still being funded but cannot draw down fully without new patients.**
* **CAB Member Laurine Bohamera asked if there will be a budget reduction for Refugee staff as the grant declines? Michelle Besse responded that staff have been moved around to different areas of the clinic. Holding positions open to wait for new refugee patients was hindering the call center and referrals, and being able to use Refugee staff in those areas helps tremendously.**
* **Streamlining Workflows**
* **The Care Team model has been successfully vetted through union processes, scheduled for implementation in late April or early May.**
* **Michelle Besse continues to collaborate with SCHC staff to enhance efficiency, the current focus is eliminating unnecessary steps in various processes and clarifying staff roles in all processes.**
* **Per discussions and feedback with CAB, to improve patient experience, SCHC is establishing a new resource center and patient advocate area. Further details will be provided at the next meeting.**

**Medical Director Report presented by Michelle Besse*** **Re-Initiating Video Visit Capabilities**
* **Exam room computers are being updated with dual monitors and webcams**
* **Retraining providers and staff**
* **Identifying resources to provide technical support to patients**
* **Quality Improvement (QI) Team Efforts**
* **Pre-Visit Orders**
* **Weekly RN, MA visits for patients not seen in more than 6 months to address Care Gaps for diabetes and hypertension.**
* **Workgroups created with Pediatrics and Family Medicine to develop strategies to increase well child visits**
* **Evaluating Provider Staffing in All Programs**
* **Refugee providers transferring to other programs, including Loaves & Fishes**
* **Billing for pharmacy diabetes visits started April 14, 2025**
* **Restarting hypertension clinics April 21, 2025**
* **Reviewing UC Davis contract for the next academic year starting April 21, 2025**

**HRSA Non-Fiscal Grants Update presented by Sharon Hutchins*** **Main Grant**
* **Operational Site Visit status**
* **Down to 1 condition**
* **HRSA wants a closed gap on the Referrals loop, Management is working hard to get them closed.**
* **Service Area Competition (SAC)**
* **Application will be submitted in September**
* **HRSA has not sent out all the notices yet, this is being monitored, being aware of what has been asked for in the past, SCHC is working on securing to be ready and give CAB enough time to review and approve.**
* **No deadline dates are known at the present time.**
* **ARP Capital Infrastructure Grant**
* **No Cost Extension – GRANTED until 9/13/25**
* **Force Account Labor request – GRANTED**
* **Scope Change requests - PENDING. SCHC was not able to convert three exam rooms due to costs. 3 exams rooms were completed. Still working with HRSA to get approval for equipment needs.**
* **HIV Grant**
* **Ending in August**

**QI Plan Progress Monitoring/Data Reports presented by Sharon Hutchins*** **Please see the handout for details**
* **Health Net patients can receive a $50 incentive if they complete a FIT test.**
* **This is the first time we’ve met the Cervical Cancer screening target.**
* **Pharmacy is starting diabetes screening. UC Davis is considering lending us a Biogenics student to research why our patients can’t get their blood sugar levels under control**
* **Patient Experience – the target phone call wait times is no more than 30 minutes, the number of staff and what kind of calls are coming in are being monitored daily**
* **Vivant is gifting SCHC $90,000 for QI efforts, major improvement from last year’s gift of $20,000.**

**Strategic Plan Progress presented by Belinda Brent*** **Please see the handout for complete details.**
* **Priorities, Goals, and Strategies**
* **Increasing Access to Care**
* **Increasing Access to Navigation Services**
* **Promote Economic Stability**
* **Increase Efficiency**
* **Improve Staff Retention**
* **Identify and Track Funding Opportunities**

**Current Projects*** **Bring Services to Patients**
* **Expected Outcomes: 7**
* **Active Projects: 2**
* **MOU with other FQHCs**
* **Plan Funds for Equipment**
* **Completed Projects: 1\***
* **Medication on the Mobile Van\***
* **Maximize Clinical Space**
* **Expected Outcomes: 3**
* **Active Projects: 3**
* **Revenue Generation**
* **Repurposing Refugee Space**
* **Video Visits**
* **Develop Care Teams**
* **Expected Outcomes: 4 (time targets)**
* **On time Projects: 0**
* **Target 1=Panel Size findings presented to CAB by 12/2024**
* **Patient Perspective**
* **Expected Outcomes: 2**
* **Active Projects: 1**
* **Comprehensive Training Plan**
* **Develop Coordinated Wrap Around Services**
* **Expected Outcomes: 3**
* **Active Projects: 1**
* **Community Health Works (CoHeWo) & HealthNet On-Site support**
* **Develop Streamlined Workflow to Coordinate w/Other Organizations**
* **Expected Outcomes: 4**
* **Active Projects: 1**
* **Complex Care Management phased expansion**
* **Develop and Implement Provider & Staff Training**
* **Expected Outcomes: 1**
* **Active Projects: 1**
* **Comprehensive Training Plan**
* **Research & Adopt Promising Practices**
* **Expected Outcomes: 1**
* **Active Projects: 1**
* **GROSS**
* **Develop Policies & Procedures to Increase Employee Retention and Moral**
* **Expected Outcomes: 1**
* **Active Projects: 0**
* **Identify and Track Funding Opportunities**
* **Expected Outcomes: 1**
* **Active Projects: 0**

**Barriers to Strategic Plan Progress*** **Bandwidth**
* **Operations Infrastructure**
* **OCHIN**
* **Financial Resources**

**CAB Opportunities*** **Shaping & Advising Leadership Team**
* **Reviewing Plans**
* **Setting Reporting Expectations**

**Review and Approve CAB Member Recruitment Plan*** **It was agreed upon that the upcoming Pharmacy sponsored diabetes classes at the Health Center will support the current CAB member recruitment plan. CAB members will attend the classes every other month to engage the attendees and introduce CAB to them and offer applications with assistance in filling them out and follow up processes.**

**Attendance Discussion*** **CAB Member Jan Winbigler started the discussion by expressing that the CAB rules state that if a CAB member is going to be absent from a meeting, it needs to be communicated to Chair members, and that it hasn’t been clear how these communications are notated.**
* **It was agreed upon by CAB members that members communicate absences to either Michelle Besse and/or Aliah Martin, and in turn those communications will be forwarded to Suhmer Fryer.**
* **Members who are consistently absent from meetings will be sent a letter of acknowledgement of their consistent absences and reminded of their responsibilities to attend meetings regularly.**

**CAB Goals*** **None**
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| BUSINESS ITEMS (11:25 AM) |
| Corrie Brite expressed that there is no need to vote on the Interim Project Director position, as there is no need to change who maintains the position, even in lieu of Michelle Besse’s appointment as Interim Division Manager. Corrie also stated that another vote on Project Director appointment will not be had until a permanent Division Manager is elected. Jan Winbigler and Suhmer Fryer expressed agreeance. There were no objections. \*Laurine Bohamera Moved to Approve BUSINESS ITEM I. to Approve the March 21, 2025, CAB Meeting Minutes.\*Eunice Bridges Seconded the Motion to Approve BUSINESS ITEM I. to Approve the March 21, 2025, CAB Meeting Minutes. Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine BohameraNo Votes: None Result: Carried\*Jan Winbigler Moved to Approve BUSINESS ITEM II. to Approve the CAB Member Recruitment Plan.\*Laurine Bohamera Seconded the Motion to Approve the CAB Member Recruitment Plan.Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine BohameraNo Votes: None Result: Carried\*Jan Winbigler Moved to Approve BUSINESS ITEM III. to Approve Readjusting the Fiscal QI Plan to Fiscal Year Reporting.\*Ricki Townsend Seconded the Motion to Approve Readjusting the Fiscal QI Plan to Fiscal Year Reporting.Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine BohameraNo Votes: None Result: Carried\*Laurine Bohamera Moved to Approved BUSINESS ITEM IV. to Approve Readjusting the Fiscal Strategic Plan to Fiscal Year Reporting.\*Suhmer Fryer Seconded the Motion to Approve Readjusting the Fiscal Strategic Plan to Fiscal Year Reporting.   Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend,  Laurine Bohamera No Votes: None Result: Carried\*BUSINESS ITEM V.* This Business Item has been deleted. No need to Vote.
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| PUBLIC COMMENT |
| 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 act on any item not on the agenda except as authorized by Government Code section 54954.2. * No public comments were made.
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| CLOSED SESSION  |
| None |
| MEETING ADJOURNED |
| Chair Suhmer Fryer adjourned the meeting at 11:38 am. |