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| **Sacramento County Department of Health Services**  **Health Center Co-Applicant Board (CAB) AGENDA**  Friday, January 17, 2025, 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.   * Vice Chair member Laurine Bohamera phoned in. * Meeting attendance followed Brown Act requirements. |
| CALL TO ORDER (9:35 AM) |
| Opening Remarks and Introductions– *Suhmer Fryer, Chair*   * 1. Welcome and Roll Call   **PRESENT**  Jan Winbigler – Member Michelle Besse – Health Program Mgr  Suhmer Fryer – Member Corrie Brite – County Council  Vince Gallo – Member Rachel Callan – Sr. Admin Analyst  Dedra Russell – Member Adam Prekeges – Admin Servs Officer I  Eunice Bridges – Member Noel Vargas – Deputy Director DHS  Laurine Bohamera – Member Sharon Hutchins – Health Program Mgr  Dr. Heather Vierra – Interim Medical  Director  Belinda Brent – Consultant  Emily Moran-Vogt – Human Services  Program Planner  Aliah Martin – Senior Office Assistant   * 1. **Suhmer Fryer** announced that due to staff needs, the information items would be somewhat out of order from the presented agenda. There were no objections. |
| INFORMATION ITEMS (9:45 AM) |
| 1. **HRSA HIV Grant– Presented by Emily Moran-Vogt**  * **Please refer to “Ending the Epidemic” Handout and Flyers (4)** * **Presentation and Open Discussion**   **Discussion**:  **Noel Vargas** asked about the difficulties in pulling data from the Emergency Medical Record (EMR)  **Emily Moran-Vogt** responded stating that some of the data points that must be reported on are not discrete data fields in the EMR, so it is difficult to pull the exact data with an existing report. Working with the EMR team, we will get as close an approximation to the data as possible based on what is available in the EMR to report on.  **Jan Winbigler** reiterated that we rearranged the agenda information items to accommodate Emily’s need to leave early and expressed her praises for Emily’s presentation.  **The Room** expressed their agreeance with applause for Emily.  **Suhmer Fryer** asked if there are any other questions on this matter. There were none.  **End of Discussion**  **Suhmer Fryer** moved the agenda back to the original order, starting with **Announcements:**  **Noel Vargas** stated there was no update on Andrew Mendonsa’s (HRSA Project Director) absence at the time. Robin Skalsky (Health Program Manager) was reassigned to Behavioral Health Services.  **Jan Winbigler** asked how long Andrew Mendonsa would be out and suggested a vote be taken for an interim HRSA Project Director.  **Corrie Brite** stated that due to privacy and confidentiality laws, the state of Andrew’s absence is vague. She also stated that per HRSA, an interim is required to be appointed within 90 days and the eligible person must be on a higher managerial level in the clinic, concluding that Noel Vargas was the only qualified candidate. She also agreed that the motion and vote should take place at this meeting to follow the 90-day timeframe.   1. **Budget Update – Presented by Adam Prekeges**  * **Please refer to the Budget Handouts (4)** * **Presentation and Open Discussion**   **Discussion:**  **Jan Winbigler** asked how the YTD Percentage (Total/Budget) is 1099%  **Adam Prekeges** stated that the budget was over that amount due to the General Fund Draw projected budget being $300,000 and the total thus far being $3.1 million.  **Jan Winbigler** asked how this deficit would be fixed.  **Noel Vargas** stated that the Health Center is focused on being lean without affecting patient care. The Refugee influx has created more costs. Processes to alleviate include registry staff being scaled down, utilizing County on-call staff as this is more budget friendly and postponing some staff privileges. There is a 5-year plan in place with goals such as:   * No General Fund Draw * Increasing the Reimbursement Rate currently at 4.42%, with an interim upfront of 3.02% and the variance given 3 years down the line. Goal is to get a higher Up-Front Rate   In essence, the goal is for the Health Center to be revenue generative and self-sustaining. It will be difficult but is promising.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion**   1. **HRSA Project Director Report – Presented by Michelle Besse**  * **Please refer to Handout** * **Presentation and Open Discussion**   **Discussion:**  **Michelle Besse** asked whether any CAB members have used Artera.  **Eunice Bridges** expressed her patience in waiting for 2 referrals to be processed.  **Michelle Besse** stated that she would have Ms. Bridges meet with Danielle Gordon (SOA of Referrals) before leaving the Health Center.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion**   1. **Medical Director Recruitment Update/Report – Presented by Noel Vargas/Dr. Heather Vierra**  * **Please refer to Handout** * **Presentation and Open Discussion**   **Discussion:**  **Noel Vargas** stated that 3 candidates have been interviewed, 2 are moving forward. Of the two moving forward, one is a former employee of UCD, and one is former CMO of Peach Tree. There are also a few other applicants.  **Dr. Heather Vierra** presented the Medical Director Report.  **Vince Gallo** asked if the Med Psych students can give meds.  **Dr. Heather Vierra** answered that they can and are able to screen patients and connect them to care they need.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion**   1. **2025 Sacramento County Health Center Quality Improvement Plan – Presented by Sharon Hutchins**  * **Please refer to Handout** * **Presentation and Open Discussion**   **Discussion:**  **Sharon Hutchins** reviewed the quadruple aim that is the basis of the Quality Improvement (QI) Plan and noted the addition of the concept centering health equity so that it is addressed throughout the plan, rather that in just one or two goals and objectives. She reviewed the aim of Patient Experience, explaining the format of the plan and some of its terms. She summarized that an overarching strategy is to use technology to reduce access issues. In addition, the Adult Medicine department is creating “care teams” of 3-4 providers who will be assigned to a patient and changing practice to preferentially schedule with one of the care team providers if the patient’s primary care provider is not available, instead of just any provider.  Sharon also informed CAB that HRSA informed us that we were not granted an Expanded Hours grant which would have funded regular Saturday and evening clinics at the PCC site and additional hours at the SCHC Loaves and Fishes site. She indicated that the Health Center would continue to seek funding to expand hours of access for patients and would likely continue to offer special weekend or evening clinics as funding permitted. She asked whether there were additional questions or concerns.  **Belinda Brent** stated that last year’s QI plan heavily focused on ensuring that data and reports were created and accessible in the EMR to support decision making and ensure that procedures were being carried out efficiently. The proposed QI plan for 2025 reflects the fact that many dashboards and reports were created in OCHIN that can be used daily to see success rate in real time to address any issues in a timely manner. For individual objectives, the data source is noted in the plan: DSM means “OCHIN dashboard measure”.  **Sharon Hutchins** stated we’ve made strides in data collection methods.  **Eunice Bridges** asked if the QI Plan was based on patient surveys and complaints.  **Sharon Hutchins** responded that yes, patient feedback surveys and complaints are data used to monitor our progress on the QI Plan. She also indicated that staff is working on a shorter survey that patients can fill out online like many other practices and doctor offices have.  **Belinda Brent** added that the Health Center is working on a plan to improve patient engagement called “Voice of the Patient” in which patient feedback is sought.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion**   1. **HRSA By-Laws and Co-Applicant Agreement Update – Presented by Sharon Hutchins**   **Discussion:**  **Sharon Hutchins** stated that HRSA had removed all but one of the conditions on the Health Center main grant that were added after last year’s operational site visit (OSV), which means that the Health Center is now in compliance with all but one matter. The BOS approved the Bylaws and the Co-Applicant Agreement that CAB approved, and HRSA accepted these to remove three OSV conditions. The Health Center continues to work on one condition related to the school-based health centers.  **Suhmer Fryer** asked if there were any questions on this matter. There were none.  **End of Discussion**   1. **HRSA Main Grant Report**   **Discussion:**  **Michelle Besse** stated that the HRSA Main Grant had been submitted and approved by HRSA.  **Sharon Hutchins** stated that this year the Health Center must apply for the Service Area Competition (SAC) to renew the grant for the next three years. The SAC application will need to be discussed and reviewed by CAB before its submission in September.  **Suhmer Fryer** asked if there were any questions on this matter. There were none.  **End of Discussion**   1. **Review Committee Structure**   **Discussion:**  **Jan Winbigler** stated that since CAB no longer has a committee structure, she was not sure why this item was included. She asked whether it was meant to signal that a special meeting was needed in February for the UDS report and the budget.  **Michelle Besse** confirmed that CAB does need to set up a special meeting to review and approve the UDS report before it is submitted to HRSA. The submission deadline is Saturday, February 15th. The special meeting needs to take place before that time and suggested February 13, 2025.  A Member asked whether the meeting could be held by Teams.  **Corrie Brite** stated that under the Brown Act, the meeting must be held in person.  **Sharon Hutchins** stated that there would be a need for 5 CAB members present to ensure a quorum.  **Jan Winbigler** asked that the meeting not start too early.  **Michelle Besse** suggested a 9:30am start and added that the vote would take place in the second part of the meeting. She also asked that a CAB member volunteer to remind Beto (Roberto Ruiz-CAB member) of meeting dates, as he had been in the building for a medical appointment earlier in the morning but wasn’t in attendance at the CAB meeting.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion**   1. **Growth Requests and Clinic Needs**   **Discussion:**  Noel Vargas stated that a Nurse Practitioner position had been added and expressed that it had been hard to fill. A request had been made for a full-time Physician; the Health Center was waiting for approval from the Fiscal team. The position would create revenue and self-sustainability, as the Health Center currently had only one physician who is a County Employee In addition, Mr. Vargas stated that for the new Medical Director there would be an expectation for him/her to see patients 10-20% of the time in addition to administrative duties and other responsibilities. He indicated that the Health Center was also looking to establish Nurse Manager positions.  **Suhmer Fryer** asked if there were any questions on this matter. There were none.  **End of Discussion**   1. **CAB Goals**   **Discussion:**  **Jan Winbigler** suggested a review of the Strategic Plan.  **Michelle Besse** updated members on previous month’s CAB Goals; we were unable to get funding for a patient navigator, there is another plan in the works that would include volunteers for the position until funding is found. There are 3 candidates.  **Vince Gallo** asked how candidates were found.  **Michelle Besse** answered that the information was unknown at the time.  **Suhmer Fryer** asked was Sharon Hutchins approached on billable ways to obtain patient navigation.  **Belinda Brent** stated that there was a meeting last week on the subject.  **Suhmer Fryer** requested that Sharon Hutchins attend a future meeting to speak on the patient navigation process.  **Michelle Besse** responded by directing Aliah Martin to add the request to next month’s agenda and added that the previous request by Roberto Ruiz concerning making the clinic more inviting is in the process.  **Suhmer Fryer** asked if there were any other questions on this matter. There were none.  **End of Discussion** |
| ACTION ITEMS (10:30 AM) |
| \*Vince Gallo Moved to Approve BUSINESS ITEM I. to Approve the December 20, 2025, CAB Meeting Minutes.  \*Eunice Bridges Seconded Motion to Approve BUSINESS ITEM I. to Approve the December 20, 2025, CAB Meeting Minutes.    Yes Votes: Vince Gallo, Eunice Bridges, Jan Winbigler, Dedra Russell, Laurine Bohamera and Suhmer Fryer  No Votes: None  Result: Carried  \* Eunice Bridges Moved to Approve BUSINESS ITEM II. to Approve the Special CAB Meeting Date of February 13, 2025.  \*Jan Winbigler Seconded the Motion to Approve BUSINESS ITEM II. to Approve the Special CAB Meeting Date of February 13, 2025.    Yes Votes: Vince Gallo, Eunice Bridges, Dedra Russell, Laurine Bohamera, Suhmer Fryer, and Jan Winbigler.  No Votes: None  Result: Carried  \*Vince Gallo Moved to Approve BUSINESS ITEM III. to Approve Noel Vargas as Interim HRSA Project Director.  \*Eunice Bridges Seconded the Motion to Approve BUSINESS ITEM III. to Approve Noel Vargas as the Interim HRSA Project Director.  Yes Votes: Vince Gallo, Eunice Bridges, Dedra Russell, Laurine Bohamera, Suhmer Fryer, and Jan Winbigler.  No Votes: None  Result: Carried  \*Eunice Bridges Moved to Approve BUSINESS ITEM IV to Approve the Revised 2025 CAB Required Activities Calendar.  \*Dedra Russell Seconded the Motion to Approve BUISNESS ITEM IV to Approve the Revised 2025 CAB Required Activities Calendar.  Yes Votes: Vince Gallo, Eunice Bridges, Dedra Russell, Laurine Bohamera, Suhmer Fryer, and Jan Winbigler.  No Votes: None  Result: Carried  \*Vince Gallo Moved to Approve BUSINESS ITEM V to Approve the 2025 Sacramento County Health Center Quality Improvement Plan  \*Dedra Russell Seconded the Motion to Approve BUSINESS ITEM V to Approve the 2025 Sacramento County Health Center Quality Improvement Plan  Yes Votes: Vince Gallo, Eunice Bridges, Dedra Russell, Laurine Bohamera, Suhmer Fryer, and Jan Winbigler.  No Votes: None  Result: Carried |
| 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. |
| CLOSED SESSION |
| None |
| MEETING ADJOURNED |
| Chair, Suhmer Fryer adjourned the meeting at 11:10 am. |