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| **Sacramento County Health Center** **Co-Applicant Board (CAB)**Friday, February 21, 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. * County Staff, Gerardo Torcedo; Admin Services Office I, joined the meeting via teleconference on Teams.
* Vice Chair, Laurine Bohamera, joined the meeting by phone. She was not feeling well, by a consensus was released to take care of herself.
* Meeting attendance followed Brown Act requirements.
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| CALL TO ORDER (9:39 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** |
| **Jan Winbigler – Member** | **Michelle Besse – Health Program Mgr** |
| **Ricki Townsend – Member** | **Belinda Brent – Consultant** |
| **Eunice Bridges – Member** | **Adam Prekeges – Admin Srvs Officer II** |
| **Vince Gallo – Member** | **Corrie Brite – County Counsel** |
|  | **Rachel Callan – Sr. Admin Analyst** |
|  | **Heather Vierra – Interim Medical Dir.** |
|  | **Aliah Martin – Senior Office Assistant** |
| **Mrs. Bridges – Public**  |  |

**Announcements:****Jan Winbigler stated that the potential new member candidate had not shown and expressed her concern. Corrie Brite stated that the attendees should give the candidate some extra time due to possible unforeseen circumstances, reassessing the situation toward the end of the meeting. Consensus agreed that if the candidate was a no-show, the vote would be deferred to a future meeting.** **Noel Vargas stated that he would be leaving the meeting early, at 10:30am, to attend a press conference.** |
| INFORMATION ITEMS (9:45 AM) |
| **Project Director Report presented by Noel Vargas*** **HRSA has given SCHC until July 2025 to close the final condition from the Operational Site Visit.**
* **Andrew Mendonsa retired from the position of Division Manager of the SCHC and from the County of Sacramento effective February 14, 2025. Noel Vargas will remain the HRSA Project Director in Andrew’s place.**
* **The request to halt general fund draws has presented challenges.**

**Patient No-Shows and Artera Messaging*** **Initiatives to reduce no-show rates are obtaining positive results.**
* **New outreach to patients using text messages through the Artera messaging app. A Valentine’s Day campaign to encourage patients who are assigned to SCHC but who haven’t been seen since 2022, to come in and get their health screening**

**Management Recruitment*** **Two candidates for the Medical Director position were interviewed for a second time on Tuesday February 11, 2025.**
* **CAB Chair, Suhmer Fryer participated in the interviews as a panel member.**
* **Both candidates are qualified to fulfill the role, no offer has been made yet.**
* **Dr. Heather Vierra will continue the role of Interim Medical Director and assist with the onboarding of the new Medical Director upon filling the position.**
* **Due to Andrew Mendonsa’s retirement, effective February 14, 2025, the County has posted a Division Manager vacancy and has begun recruiting candidates.**
* **Interviews are anticipated to take place over the next 4-6 weeks. Members of the CAB will be actively involved in the interview process.**
* **CAB members requested a position duty statement to clarify what the Division Managers duties entail. The “Job Description” link was sent to CAB members for review. Expressed by Corrie Brite; Class Specs are key points that would take time to change if requested. She also stated that position standards can be added, she would work on creating something for CAB members’ review.**
* **CAB members questioned how an employee’s performance progress was reviewed. In response, it was expressed that pertaining to the Division Manager position, there would be a 3-month, 6-month, and a One Year Final Evaluation completed to review progress.**
* **An offer for the Health Program Manager position has been made, the candidate accepted the offer and is going through the background process.**

**Financial Challenges and Grant Updates** * **HRSA Capital Infrastructure Grant received 6-month extension**
* **Non-Competing Application for HRSA Grant successfully submitted**
* **Awaiting update on the Expanded Hours Grant application**
* **Federal impacts on Medicaid to be determined**

**HRSA Operational Site Visit (OSV)*** **Per HRSA, SCHC has until July 2025 to close the final condition**
* **Need to obtain Memorandum of Understanding (MOU)s with other FQHCs for the School Based Health Center Sites**
* **Elica has been hesitant to sign MOU**

**Facility Improvements*** **Continuing to increase availability and patient care by staff moves and turning previous office space into multi fully functioning exam rooms**
* **Making more room for providers**

**Refugee Health Services*** **Significant reduction in the number of Refugees referred to SCHC**
* **No new arrivals since 1/23/25**
* **Working through the backlog of arrivals in the Fall**
* **Current appointments scheduled through May 2025**
* **Resettlement Agencies are closing next week, SCHC is taking on scheduling and linkage to make sure patients are seen**
* **New system rolling out Monday**

**Streamlining Workflows*** **Management is working in collaboration with SCHC Staff to improve efficiency**
* **Targets are to reduce unnecessary steps in various processes and to clarify roles**
* **Contract negotiations are being conducted with Unions. The goal is to be wrapped up by May for the next 3-year cycle**
* **Medical Assistant (MA) meeting conducted for staff input on anticipated change to their workflow and ongoing training for continued education**

**Budget Updates presented by Adam Prekeges****HRSA Project Budget Summary*** **As of 1/31/25 (quarter 3 of the grant year) $1,299,717.39 has been expended**
* **The remaining balance is $125,219.62, expected to draw down 100%**
* **No major variances or concerns. Staff compromise majority of costs**

**County Budget Summary*** **$0 general fund draw, down from projected $3.1 million last month**
* **Object 10: under budget**
* **Current vacancies**
* **Applied to allocated benefits**
* **Object 20: expected to be under budget**
* **Reduced reliance on Registry Staff**
* **Not fully utilizing contracts**
* **Can change significantly over the next few months depending on contract obligations and Refugee lab costs**
* **Due to the increase in the cost of pharmaceuticals, Object 20 will be reduced by $1.6M to increase Object 60, creating a projected overage in the 20 Object**
* **Object 30: No expected variance**
* **Ochin contract may incur increased costs creating a slight overage**
* **Object 40: No budgeted expenditure and no planned costs**
* **Object 60: Overage expected**
* **Higher pharmaceutical supply costs**
* **$1.6M pulled up front from 20 Object, will be reimbursed by Medi-Cal**
* **Object 59 & 69: No major changes**
* **Pay out to Sacramento County Office of Education (SCOE) from Behavior Health budget, reimbursement has been made**
* **No patients assigned to Healthy Partners due to the Medi-Cal For All program, realignment made to General Fund to help cover costs of underinsured patients**
* **Revenue: Under Budget**
* **Medi-Cal project $2.2M low; working on increasing billable visits**
* **AAR**
* **Received unexpected $1.4M reimbursement from FEMA claims (Covid-19).**
* **Closed out ARPA Grant, Maximized**

**Medical Director Report presented by Dr. Heather Vierra*** **A survey conducted to evaluate re-initiating video visits indicated the following barriers:**
* **Some providers and staff need training in usage**
* **Device and tech help for patients**
* **The Federal Government currently denies Tele Health as billable, pending a new decision March 31st**
* **CAB members questioned the qualifications to be considered Tele Health. In response, Dr. Vierra stated that a preliminary document to determine what can and can’t qualify is being drafted, video visits are determined by the needs of patients**
* **Evaluating causes of recent small decrease in patient visits**
* **No show rate increase**
* **Patient concern about impact of Executive Orders**
* **Reaching out to patients not seen in over 1 year**
* **Offering video visit option**
* **Utilizing Artera Messaging**
* **Team Based Care**
* **Grouping providers based on panel size, language concordance**
* **Potential of adding Registered Nurses and Graduate Students**
* **Conducting feedback sessions with RNs and MAs**
* **Evaluating Provider Staffing**
* **Reviewing UCD Contract**

**Services Provided presented by Michelle Besse*** **No new services are being provided**

**New CAB Member Recruitment*** **Recruited candidate did not show up to the meeting**
* **Jan Winbigler suggested not adding the vote to the next meeting agenda, awaiting the candidate voluntarily attending a CAB meeting. No objections.**
* **Corrie Brite expressed the urgency in increasing membership by recruiting new CAB members, specifically consumer members**
* **The CAB currently has 9 members, which is the minimum**

**CAB Goals*** **Strategic Planning preview on March 2025 agenda and a full presentation on April 2025 agenda**

**Action Items****Belinda Brent stated that there was an error in the January 17, 2025, CAB Meeting minutes, explaining that she was referred to as County Staff in the attendance section, and that, in fact, she is not County Staff. The error will be corrected to include her position title as “Consultant”. The voting portion continued with the noted correction.** |
| INFORMATION/ACTION ITEMS[[1]](#footnote-2) |
| \*Vince Gallo Moved to Approve BUSINESS ITEM I. to Approve the Corrected January 17, 2025, CAB Meeting Minutes.\*Ricki Townsend Seconded Motion to Approve BUSINESS ITEM I. to Approve the Corrected January 17, 2025, CAB Meeting Minutes. Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Eunice Bridges, and Vince GalloNo Votes: None Result: 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 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 10:47 am. |

1. Time estimate: 5-10 minutes per item, unless otherwise noted [↑](#footnote-ref-2)