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| **Sacramento County Health Center** **Co-Applicant Board (CAB)**Friday, March 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.  * 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** |
| **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** |
| **Vince Gallo – Member** | **Corrie Brite – County Counsel** |
| **Nicole Miller - Member** | **Rachel Callan – Sr. Admin Analyst** |
| **Dedra Russell - Member** | **Heather Vierra – Interim Medical Dir.** |
|  | **Christina Delgado - Health Program Mgr** |
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| **Mrs. Bridges - Public** | **Aliah Martin – Senior Office Assistant** |

**Announcements: None** |
| INFORMATION ITEMS (9:40 AM) |
| **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 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 $798K general fund draw**
* **Object 10 Salaries/Benefits: expected to be $572,543 under budget**
* **Object 20 Services/Supplies: expected to be $926,754 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, the 20 object will be reduced by $1.6 mil to increase Object 60, creating a projected overage of $650,000 in Object 20**
* **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: $979,478 overage expected**
* **Higher Pharmaceutical supply costs**
* **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 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.**
* **SCOE is hard to project as contracts change every year**
* **All budgets are pulled for the Fiscal Year (FY)**
* **Prevents reports from crossing over**
* **CAB Member questioned the use of Fiscal Year vs Calendar Year**
* **Will be added to April meeting agenda, to be discussed and voted on.**

**HRSA Project Director Updates presented by Noel Vargas*** **Proposed halt to general fund draw necessitates a careful balancing act; maintaining essential service levels while streamlining operations.**
* **Current budget projections are on track for success**
* **SCOE sites overall productivity is low, averaging 2 visits a day, if performance productivity remains low, contracts could be ended.**
* **School-Based MOUs are currently contracted between school districts and SCOE, looking to change the model to be between County and school districts.**
* **legal issues are being discussed and negotiated**
* **Well Space signed MOU**
* **The clinic continues to meet with HRSA**
* **Pitched new policy to be able to refer patients to school sites without MOU signed, HRSA liked the idea, still be discussed and new policy proposal being drafted**
* **Facility Improvements – Roofing on the second floor needs to be reinforced and fireproofed, this will have major impact on the clinic. There have been meetings with the architect to create a plan to complete this big project with the less impact possible. Target date to begin project is September 2025.**
* **Refugee Health Services – Substantial decline in refugee resettlement and closure of agencies in Sacramento:**
* **Scaling back on Refugee staff, placing those staff members in other places in the clinic to keep as many staff as possible**
* **Refugee self-referral process established, yielding positive results, with 80 patients self-referring in the last two weeks**
* **Placing flyers with QR codes at airport for refugees entering the US.**
* **CAB members asked how this refugee cutbacks will impact the budget?**
* **There will be a scale back for the next 3 years, will continue to service refugees on a much smaller scale, will mostly affect staff.**
* **Streamlining Workflows – Pam Gandy and Michelle Besse are working in collaboration with SCHC staff to improve efficiency.**
* **Reduction of unnecessary steps and clarification of roles**
* **Meeting with the MAs went well, implementing cross training amongst departments**
* **Check-In kiosks have arrived and being implemented in the adult medicine lobby, will reduce the wait time for patients upon arrival**
* **Management Recruitment**
* **New Health Program Manager Christina Delgado, RN, has joined SCHC on Monday March 17, 2025.**
* **Recruitment efforts continue to fill the Division Manager position.**
* **Interviews continue for Division Manager position.**
* **CAB members will continue to participate in interview processes**

**Medical Director Report presented by Dr. Heather Vierra*** **Still working on video visits, looking to implement in the next two weeks**
* **We can bill for telehealth visits for Medicare and Medi-Cal patients through September**
* **4 new QI staff hired on through June to help with QI measures**
* **Team based care; an RN will be assigned to each Team**
* **Refugee providers will be moved to other programs in need and new roll outs**
* **Pharmacy diabetes quick check visits are billable**

**Sliding Fee Discount Program presented by Sharon Hutchins*** **Please see the handout for details**
* **CAB members asked if the Healthy Partners program is going away?**
* **No patients participating in the program due to Medi-Cal for all, staff has been retained.**

**Review of Strategic Plan Progress presented by Sharon Hutchins*** **Please see the handout for details**
* **Strategic Plan has already been voted on and approved by CAB, this is a refresh, next month there will be detailed discussion on the progress of established strategies and goals.**

**School Based Health Center Update*** **Please refer to Project Director Report**

**Review of Board Approved CAB Bylaws and Co-Applicant Agreement presented by Michelle Besse*** **Bylaws correction proposed: Page 5, Appendix – change Article IX to VII**
* **CAB members suggested that a chair member inspect CAB records**
* **Michelle Besse suggested her and Suhmer Fryer sit down to inspect CAB records**
* **CAB members suggested a “To-Do” list be created for CAB members pertaining to Bylaws**

**New CAB Member Recruitment Engagement presented by Michelle Besse*** **CAB members were asked to sign up for the upcoming diabetes classes to promote CAB**
* **CAB members volunteered for classes through December 2025**
* **Script will be created for CAB members presentation**

**Statement of Economic Interest (Form 700) Filing presented by Corrie Brite*** **Due by each member annually, deadline is April 1, 2025**
* **Aliah Martin will help with login to the portal and submitting forms**

**CAB Public Website Updates*** **Still waiting on the whole DHS website to be updated**

**Community HealthWorks (COHEWO)*** **Will be helping with patient navigation**
* **Looking to obtain space for a resource room**

**CAB Goals*** **None**
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| \*Laurine Bohamera Moved to Approve BUSINESS ITEM I. to Approve the February 13, 2025, Special Session CAB Meeting Minutes.\*Ricki Townsend Seconded the Motion to Approve BUSINESS ITEM I. to Approve the February 13, 2025, Special Session CAB Meeting Minutes. Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, Nicole Miller, and Vince GalloNo Votes: None Result: Carried\*Vince Gallo Moved to Approve BUSINESS ITEM II. to Approve the February 21, 2025, CAB Meeting Minutes.\*Ricki Townsend Seconded the Motion to Approve the February 21, 2025, CAB Meeting Minutes.Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, Nicole Miller, and Vince GalloNo Votes: None Result: Carried\*Jan Winbigler Moved to Approve BUSINESS ITEM III. to Approve the New Sliding Fee Discount.\*Eunice Bridges Seconded the Motion to Approve the New Sliding Fee Discount.Yes Votes: Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, Nicole Miller, and Vince GalloNo 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.
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| CLOSED SESSION  |
| None |
| MEETING ADJOURNED |
| Chair Suhmer Fryer adjourned the meeting at 11:27 am. |