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| **0Sacramento County Health Center** **Co-Applicant Board (CAB)**Friday, May 16, 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 (9:40 AM) |
| Opening Remarks and Introductions– Laurine Bohamera*, Vice-Chair* * 1. Roll Call and Welcome
* Jan Winbigler introduced Ona Okoro-Van Romondt, a prospective CAB member.

 **PRESENT**

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| **Laurine Bohamera – Vice Chair** | **Michelle Besse – Health Program Mgr** |
| **Jan Winbigler - Member** | **Heather Vierra – Interim Medical Director** |
| **Ricki Townsend – Member** | **Belinda Brent – Consultant** |
| **Eunice Bridges – Member** | **Adam Prekeges – Admin Srvs Officer II (Teams)** |
| **Vince Gallo - Member** |  |
| **Ona Okoro-Van Romondt – Public (Prospective Member)** | **Rachel Callan – Sr. Admin Analyst (Teams)** |
|  | **Christina Delgado - Health Program Mgr** |
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|  | **Aliah Martin – Senior Office Assistant** |

**Announcements: Noel Vargas expressed apologies for his absence, he was in another meeting. Eunice Bridges expressed her delight of all the new signage around the clinic.** |
| INFORMATION ITEMS (9:45 AM) |
| **Budget Updates presented by Adam Prekeges** **HRSA Project Budget Summary*** **As of 3/31/25 $1,299,717.39 has been expended on the HRSA project.**
* **Remaining balance of $125,219.61; close to 100% drawn down projected.**
* **UDS not fully maximized, drawdown will be completed in April’25.**
* **No major variances or concerns.**
* **Staff comprise majority of the costs.**

 **County Budget Summary and Significant Variances*** **Bottom line reflects $286K contribution to the General Fund.**
* **Object 10 Salaries/Benefits: expected to be $585,131 under budget**
* **Object 20 Services/Supplies: expected to be $204,932 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**
* **Updated projection on FY 24/25 SCOE contract: previous projection of contract usage was 75%, current projection is 65%.**
* **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: $607,677 under budget**
* **Due to Pharmacy Adjustment Appropriation Request (AAR)**
* **Some reimbursement**
* **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**
* **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 $2.4M 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 revenue has been received.**
* **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, Laurine Bohamera, asked if SCHC doesn’t have an executed contract with SCOE, are we sure about the $65,000.**
* **Adam Prekeges answered, the Fiscal Team is sure the contract will be signed but if not, we are over budget for that reason, so we may have to put out some money, but not the whole amount.**
* **Laurine Bohamera asked what MOUs are?**
* **Michelle Besse explained that MOUs are agreements between entities. Pertaining to SCOE, it is the agreement that allows SCHC to be on school sites to provide services. We can bill without MOUs being signed, HRSA suggested that the agreements should be between SCHC and the School Districts directly, instead of with each school site, so it’s a technical issue which allows the previous MOUs to provide billing without interruption.**

**HRSA Project Director Updates presented by Michelle Besse*** **Artera Messaging**
* **Patient engagement via text messaging continues to grow.**
* **Patients are responding to ER Follow-Up appointment messages.**
* **Management Recruitment**
* **To be more in line with the duties of the Medical Director position in a FQHC, Dr. Corina Gonzalez will be referred to as Chief Medical Officer.**
* **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 CMO to be onboard to participate in the selection process.**
* **SCHC welcomes Jimmy Kim, our new Supervising RN**
* **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. This year’s fiscal audit resulted in no findings.**
* **HRSA Operational Site Visit (OSV) and Request for Information (RFI)**
* **Three school district MOUs awaiting completion, expected within the next week.**
* **Submitting packets to HRSA for review. Deadline is July 1, 2025.**
* **Facility Improvements**
* **New, aesthetically designed signage will continue to be developed and posted throughout the Health Center.**
* **Contain diverse messages about health care.**
* **Funded through HIV Grant.**
* **Refugee Health Services**
* **Refugee numbers are beginning to stabilize**
* **Continuing to receive referrals through different means**
* **On track to see approx. 6,000 Refugee patients by end of year**
* **SCHC will be participating in the upcoming Unity Fair through Supervisor Desmond’s office. Focusing support to the Afghan community, we will be providing diabetes and blood pressure checks, along with information on healthy pregnancies and resources to link the community to SCHC services.**
* **Mobile Medicine**
* **Director Vargas provided and exciting update to the Board of Supervisors about mobile medicine, which was well received.**
* **Mobile medicine will begin to co-deploy with the Behavioral Health Homeless Engagement and Response Team (HEART) increasing provider utilization and coordination of care while in the field.**
* **Streamlining Workflows**
* **The Care Team model has been placed on hold pending staffing challenges and the CMO arrival.**
* **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.**
* **SCHC is currently focused on streamlining meetings and creating a more focused approach to project implementation.**
* **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 Dr. Heather Vierra*** **Re-Initiating Video Visit Capabilities**
* **Pediatrics and Family Medicine exam room equipment updates are complete. Adult Medicine updates are in process now.**
* **Retraining providers and staff**
* **Identifying resources to provide technical support to patients**
* **Quality Improvement (QI) Team Efforts**
* **Pre-Visit Orders**
* **Weekly Friday Morning QI RN, MA visits for patients not seen in more than 6 months to address Care Gaps for diabetes and hypertension.**
* **Hypertension Clinic started April 21, one half day per week**
* **Scheduled by QI team**
* **Will evaluate performance and capacity in June to possibly expand to provider referrals**
* **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**
* **Initially planned for July, still needed in Refugee Program**
* **Partial transition in July and September**
* **Billing for pharmacy diabetes visits started April 14, 2025**
* **Initial data analysis shows 80% of visits captured**
* **Preparing UC Davis contract for the next academic year starting July 2025**

**HRSA Non-Fiscal Grants Update presented by Michelle Bess*** **Main Grant**
* **Operational Site Visit status**
* **Down to 1 condition**
* **HRSA accepted our grantee name change from “Primary Care” to “Sacramento County Health Center” to align with other federal databases**
* **Request for Information (RFI) from HRSA regarding school-based mental health program is in process**
* **Service Area Competition (SAC)**
* **No word from HRSA about upcoming SAC application to request another three-year grant and FQHC status.**
* **Leadership is meeting with HRSA Rep in next two weeks.**
* **ARP Capital Infrastructure Grant**
* **Scope Change requests – STILL PENDING**
* **Progress Report submitted this week.**
* **HIV Grant**
* **Ending in August, we are using creative ways to draw down completely**
* **Health Promotion posters for lobbies and other locations ordered.**

**QI Patient Grievances and Safety Review*** **Please see the handout for details**
* **Level I - 2 fixes**
* **Added one staff to Call Center**
* **Artera messaging to make appointments**
* **Level II – 1 fix**
* **Updating phone tree message to direct patients directly to pharmacy for prescriptions**

**Executive Committee Member Discussion presented by CAB Members*** **Per the Bylaws and Co-Applicant Agreement, all previous committees have been disbanded other than the Executive Committee.**
* **Currently the Executive Committee stands with 3 members, CAB would like to expand to 4 members, CAB member Jan Winbigler asked for volunteers.**
* **Eunice Bridges volunteered for the current term and Ricki Townsend volunteered for the next term when Executive members are voted on.**
* **Drafted Recruitment Plan presented by Jan Winbigler (please see handout)**
* **County Council Corrie Brite will be consulted on if the recruitment plan needs to be voted on.**
* **CAB members can attend Saturday clinics**
* **CAB intro video needs updating, Michelle Besse will reach out to the County’s Public Information Officer to attend next CAB meeting for consultation.**
* **CAB members can attend upcoming Community Fair in June**
* **CAB Manual will be created for new and present members to include CAB responsibilities and duties**

**CAB Goals*** **Strategic Plan and Capital Grant Updates**
* **Presentation by the County Public Information Officer**
* **Vote Recruit Ona Okoro-Van Romondt as a new Consumer Member to the CAB**
* **Ona Okoro-Van Romondt presented an introduction to herself, stated that she works in healthcare and has two sons that are patients in the Pediatric Dept at SCHC. She saw the CAB flyer in the elevator and was motivated to prospect joining CAB as she noticed some gaps in care pertaining to her husband’s healthcare needs.**
* **Vote will be added to June CAB meeting agenda.**
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| \*Eunice Bridges Moved to Approve BUSINESS ITEM I. to Approve the April 18, 2025, CAB Meeting Minutes.\*Ricki Townsend Seconded the Motion to Approve the April 18, 2025, CAB Meeting Minutes.Yes Votes: Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, 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 |
| Vice Chair Laurine Bohamera adjourned the meeting at 11:27 am. |