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| **Sacramento County Health Center**  **Co-Applicant Board (CAB)**  Friday, July 18, 2025, 9:30 a.m.- 11:30 a.m. |
| Regular 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.     * Meeting attendance followed Brown Act requirements. * A quorum was established. |
| CALL TO ORDER (9:35 AM) |
| Opening Remarks and Introductions– Suhmer Fryer, Chair   * 1. Roll Call and Welcome     **PRESENT**   |  |  | | --- | --- | | **Suhmer Fryer - Chair** | **Noel Vargas – Deputy Director of DHS** | | **Laurine Bohamera – Vice Chair** | **Michelle Besse – Health Program Mgr.** | | **Jan Winbigler - Member** | **Christina Delgado – Health Program Mgr.** | | **Ricki Townsend – Member** | **Corina Gonzalez - Chief Medical Officer** | | **Eunice Bridges – Member** | **Belinda Brent - Consultant** | | **Dedra Russell - Member** |  | | **Ona Okoro – Member by CAB Vote** |  | | **(Awaiting Ratification by BOS)** |  | |  |  | |  | **Aliah Martin – Senior Office Assistant** |   **Announcements: NONE** |
| INFORMATION ITEMS (9:40 AM) |
| **Budget Updates presented by Michelle Besse, Drafted by Adam Prekeges**  **FY 2024/2025 (Year-End Update)**   * **No unexpected expenses** * **Still finalizing year-end numbers; projecting to come in under budget, with money to return to General Fund.** * **FEMA money that was past FY reimbursement was part of General Fund return, huge accomplishment for the Health Center**   **FY 2025/2026 (Budget Outlook)**   * **No new information that would significantly impact this budget** * **Leadership is working closely with healthcare consultants for fiscal projections, nothing has been finalized yet.** * **Upcoming expense is the purchase of new security cameras for the Clinic, our portion estimated at approximately $25,000.**   **Noel Vargas stated that this is his third year as Deputy Director, noted that the 24/25 fiscal year was a huge success**  **Ricki Townsend asked if we know where the grants will be used.**  **Noel responded that we are actively looking for opportunities to gain revenue, with more details coming soon.**  **HRSA Project Director Updates presented by Michelle Besse**   * **Enhanced Internal Communication** * **Internal newsletter continues to be a positive change.** * **Vivant Contract Status** * **Management met with Vivant Leadership to discuss the clinic’s performance and impact on financial standing.** * **Vivant reported significant improvements over the past few months, over 20% increase in patient encounters from January-May 2025, in comparison to the same period in 2024.** * **Artera Messaging** * **Patient engagement continues to expand successfully** * **Particularly effective in facilitating follow-up appointments for patients seen in the ER** * **Management Recruitment and Staff Update** * **Interviews for the Division Manager (DM) position are scheduled to begin in late August. We anticipate our new CMO will participate in the selection and final interview process. In collaboration with Deputy Director Vargas, CAB will continue to have input and participation throughout the process in collaboration with Deputy Director Vargas.** * **Recruitment and interview efforts are under way to back full Dr. Sharon Hutchin’s recent vacancy as Health Program Manager.** * **A beautiful celebration of Dr. Hutchins’ contribution to the health center was hosted by the Health Center.** * **Financial Outlook and Grant Progress** * **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. Next fiscal year appears to be tight; more information will be provided as it develops.** * **HRSA Operational Site Visit (OSV) and Request for Information (RFI)** * **OSV and RFI Documents were uploaded to HRSA on July 1st.** * **Awaiting response from HRSA, hopeful that they are impressed by the hard work put into completing these activities.** * **Facility Enhancements** * **New, aesthetically designed signage has been posted throughout the Health Center.** * **Contain compliance regulations, diverse motivational messages about health care, and our mission, vision, and values.** * **Various places around the Health Center will be getting fresh paint.** * **Refugee Health Services** * **The expected number of Refugee Health Assessments continues to be a moving target.** * **SCHC Management is to integrate the health assessments and expand same-day appointment schedules.** * **ICE raids may cause a drop in Refugee services being provided. Patients are calling in to reschedule appts due to being scared. We are moving those appts to telehealth and using empty slots for same day or next day appts.**   **Ricki Townsend stated that she feels magnificent energy when she walks into the Health Center. It’s clean and inviting. Staff are engaging. She expressed that throughout the scary times we are currently enduring, she feels like staff make it easier to endure.**  **Noel Vargas and Christina Delgado thanked Ricki for her feedback. Christina further expressed that patient safety is top priority here at the Health Center.**   * **Expanding Mobile Medicine** * **SCHC and Public Health continue their successful collaboration through the Homeless Engagement and Response Team (HEART).** * **This initiative received statewide recognition to break down divisions in county departments.** * **Streamlining Workflows** * **Actively working to streamline meetings and adopt a more focused approach to project implementations.** * **Video Visits have go live date of August 1, 2025.** * **The Quality Improvement team is revamping to bring more collaboration with Health Center staff to ensure quality improvement is everyone’s goal and responsibility.** * **Current priorities are Well-Child visits and Referrals.** * **With CAB backing and the collaboration between SCHC and CoHeWo, a rolling resource table will be placed around the clinic at various times, improving the wrap-around services that our patients receive.**   **Medical Director Report presented by Dr. Corina Gonzalez**  **Dr. Corina Gonzalez expressed that she is honored and proud to be at SCHC. The patient quality care is the best she has ever seen.**   * **Implementing guidelines, training and workflows for Virtual Medicine** * **In person training for Clinicians and Support Staff will take place in July and August** * **Working on efficiency and long-term quality goals by standardizing template notes for Virtual Medicine and Well Checks** * **Implementation will be completed in phases.** * **Phase 1: Go-Live is 8/13/25 with only a selected group of Clinicians** * **Phase 2: Go-Live for all staff is 8/27/25** * **Dependent on completed training** * **Quality Improvement (QI) Updates** * **Meeting with Vivant showed great improvement in quality metrics, ER use, hospital follow-ups, and no-show rates (down 17%)** * **QI department is re-structuring and interviewing for the vacant HPM position** * **QI clinic, mammogram van, and extra hours clinics have been scheduled.** * **Cologuard screening will start after contract finalization.** * **Refugee Clinic** * **In process of transition from Refugee clinic only, to same-day clinic, keeping access for Refugee patients** * **UC Davis contract is under review, Dr. Gonzalez is meeting with UC Davis partners one on one to establish relationships.** * **All UC Davis staff that work in the Health Center will only use their saccounty.gov emails to communicate about clinic business.** * **Improving Access** * **Evaluating exam room utilization** * **Equipment delivery is pending to finish two exam rooms in Family Medicine** * **We have approval to hire 2 Medical Doctors and 1 Nurse Practitioner; on-call clinicians that will help achieve metric goals** * **Operational and Leadership Optimization** * **Working on analysis and re-structuring clinic leadership and reporting structure** * **Data Governance** * **Unifying clinician data in ONE tracker.** * **Includes staff names, schedules, licensing, and trainings.**   **Jan Winbigler asked for clarification on the templates for documentation.**  **Dr. Gonzalez clarified that guidelines on notation will cut down on being out of compliance with standardized templates.**  **Eunice Bridges asked if the training being provided carries manuals in case a provider exits unexpectedly?**  **Dr. Gonalez answered, yes, there are Policy & Procedures in place.**  **Laurine Bohamera asked if during a video visit, the provider believes the patient should be seen in person by explanation of symptoms, how that will work?**  **Dr. Gonzalez answered that the patient will be transferred to the nurse for assessment and advised to seek emergency services or come into the clinic for services.**  **On Site Visit Update**   * **Discussed in Project Director Report (Please see above)**   **School Based Health Center Discussion (Possible Site Additions) presented by Michelle Besse**   * **SCOE Expansion: There are 19 operating sites that we have the opportunity to take on.** * **If we don’t take them on, this will cause kids to go unserved.**   **Laurine Bohamera asked how this expansion will affect the Health Center?**  **Noel Vargas responded that he doesn’t anticipate it being a negative effect. There are a lot of factors that will be analyzed to make sure it will be sustainable.**  **Ricki Townsend asked if HRSA is federal?**  **Noel Vargas answered yes and added that HRSA is experiencing layoffs which is creating barriers and may affect funding. Noel added that with Medi-Cal for All going away, Healthy Partners may be coming back, and this will be a big issue to deal with. We will have to seek approval from the Board of Supervisors.**  **HRSA Needs Assessment presented by Michelle Besse**   * **Due this fall, may be postponed. May be moving from a 3-year term to a 4- year term.** * **New Recruitment Plan**   **Laurine Bohamera asked what the HRSA Needs Assessment is?**  **Belinda Brent answered that it is a community needs assessment to create the strategic plan for funding. More details are to come.**  **HRSA Main Grant Report**   * **DONE**   **QI Plan Progress Monitoring/Data Reports**   * **As the Quality Improvement Department is being restructured and actively recruiting to fill the vacant HPM position that oversees the department, an update will be provided at a future CAB meeting.**   **CAB Goals presented by Jan Winbigler**   * **Jan stated that CAB is putting together a guideline binder for members to help navigate responsibilities and to dos.** * **Noel Vargas expressed support and offered Health Center assistance.**   **Ona Okoro-Van Romondt clarified that the “gaps in care” comment she made at the May 2025 CAB meeting referred to her husband and not her son.**   * **The May 16, 2025, CAB Meeting Minutes will be revised and brought back to the August 18, 2025, meeting to be re-voted on.** |
| **ACTION ITEMS** |
| \*Eunice Bridges Moved to Approve the June 20, 2025, CAB Meeting Minutes.  \*Ricki Townsend Seconded the Motion to Approve the June 20, 2025, CAB Meeting Minutes.  **Yes Votes:** Suhmer Fryer, Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, and Dedra Russell  **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 11:01 am. |