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| **Sacramento County Health Center**  **Co-Applicant Board (CAB)**  Friday, August 15, 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 (9:37 AM) |
| Opening Remarks and Introductions– Laurine Bohamera*, Vice-Chair*   * 1. Roll Call and Welcome     **PRESENT**   |  |  | | --- | --- | |  |  | | **Laurine Bohamera – Vice Chair** | **Dr. Corina Gonzalez - Chief Medical Officer** | | **Jan Winbigler - Member** | **Christina Delgado – Health Program Manager** | | **Ricki Townsend – Member** | **Adam Prekeges – Admin Srvs Officer II** | | **Eunice Bridges – Member** | **Corrie Brite – County Counsel** | | **Vince Gallo - Member** | **Aliah Martin – Senior Office Assistant** | | **Ona Okoro – Voted Member (Teleconferenced)** |  | | **Lizbeth Lopez – Prospective Member** |  | |  |  | |  |  |   **Announcements:** |
| **INFORMATION ITEMS** |
| **Budget Updates presented by Adam Prekeges**  **Please see handouts for detailed summary.**   * **There will be some discrepancies and adjustments due to the actuals differing from the EMR posted visits.** * **We gave back 4.3 million to the general fund.** * **School-based mental health program was not very productive, didn’t pay out high amounts. New productivity tracking has been created and there has been current improvement.**   **Interlude: Eunice Bridges introduced Lizbeth Lopez, a potential CAB member. Lizbeth stated that she is a former patient of SCHC, who enjoyed the care she and her children have received here.**  **Ricki Townsend welcomed Lizbeth and encouraged her to hang in there while she’s learning the ins and outs of the CAB.**  **Everyone in attendance introduced themselves to Lizbeth.**  **Jan Winbigler stated that if Lizbeth’s interest remains after the meeting, CAB will vote on her membership at the next meeting and expressed that even though Lizbeth isn’t a patient at SCHC any longer, she can still be a member if she had been seen at SCHC within 2 years of the serving on CAB.**  **HRSA Project Director Updates presented by Dr. Corina Gonzalez**   * **Strategic Management Principles** * **All projects now aligned with our 3 main goals** * **Fiscally Self-Sustaining** * **Quality Care** * **Accountability, Clarity, and Efficiency** * **Staffing and Recruitment** * **Two job offers have been extended for part-time clinicians for the Pediatric and Family Medicine departments.** * **Interviews for the Division Manager (DM) position will begin in late August. The new CMO will participate in the final selection process.** * **To improve our financial outlook, we are working to fill other positions.** * **Grants and Financials** * **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** * **HRSA Operational Site Visit (OSV)** * **Application has been submitted to HRSA, awaiting response.** * **The next three-year grant application is being prepared, due October 22, 2025.**   **Enhancing Our Facilities and Services**   * **New, aesthetically designed signage will continue to be developed and posted throughout the Health Center.** * **Paint Re-Do in the Pediatrics Department** * **Expanding Our Community Reach** * **Working on a plan to integrate Refugee Health Assessments into our same-day appointment schedules.** * **Our successful collaboration with the Homeless Engagement and Response Team (HEART) and Public Health continues to grow, recognized statewide for excellent example of inter-department cooperation.**   **Dr. Gonzalez stated that Refugee will be combined with same-day appointments, clarified that if Refugee schedules aren’t filled, those slots will be used for same-day appointments for other departments.**   * **Streamlining Workflows** * **Actively working to streamline meetings, reducing their number, which produces more time to schedule and see patients.** * **QI team is revamping, working more closely with clinic staff. As part of the effort, we have received an $18,640 grant from Health Net to help with Well-Child visits for 7–12-year-olds.**   **Medical Director Report presented by Dr. Corina Gonzalez**   * **Medical Director focus is learning institutional knowledge and current state of the health center. Several areas of improvement have been identified. Project planning for change is being analyzed. Making sure we implement change without breaking anything.** * **A proposal to hire on-call County clinicians has been presented to leadership.** * **Improving Access** * **Increasing clinic hours** * **Evaluating current clinician schedules and productivity** * **Virtual Medicine (Tele and Video visits). No show calls to patients by the MAs will be implemented.** * **Quality** * **Starting 8/11/25, revising contracts, guidelines, and data.** * **Clinicians advised to request referrals to follow up on abnormal mammogram results** * **Expanding PAP clinic to 1 clinic per week, starting in September, which will limit and eventually eliminate outsourcing patients.** * **Expanding pediatric well checks, on-going.** * **Extra Hours Clinics: Health plans have been contacted to get permission to have these clinics during business hours** * **Mammogram Vans scheduled.** * **UCD Contract** * **Analyzing best decision for the clinic due to UCD request to increase specialty services by 17%** * **Operational and Leadership Optimization** * **Educating clinicians and staff on options to achieve highly efficient quality patient care through revised workflows, schedules, and extended learning** * **Utilizing County emails and Teams to facilitate easy access to communication and information.** * **UCD schedules are now being sent to a central location to ensure efficiency**   **Eunice Bridges asked that all the upcoming changes be communicated across the whole clinic so that staff can assist patients efficiently and that leadership commend staff for their efforts.**  **Christina Delgado answered that there is a newsletter to communicate to the whole clinic.**  **Corrie Brite expressed that she is present today to answer any questions about Healthy Partners.**  **CAB stated they have no questions about Healthy Partners, but have questions about CAB applications.**  **Jan Winbigler asked if applications need a wet signature and if the CAB specific application was valid?**  **Corrie Brite answered that CAB should be using the County provided application, which can be structured to fit CAB needs. Corrie will research current standards and follow up.**  **CAB Member Manual Draft Review presented by Jan Winbigler**  **Jan Winbigler stated that CAB membership is a 4-year term. The Executive Team is working on making Member Manuals and asked for CAB and Staff feedback.**  **Ricki expressed that the Acronyms List should be included in the manuals.**  **Jan Winbigler agreed.**  **Christina Delgado expressed that links should be included wherever possible.**  **The CAB members all agreed.**  **Dr. Gonzalez asked what ideas CAB has for changing parts such as Organizational Charts, etc.**  **Jan Winbigler responded that the CAB Executive Assistant, Aliah Martin, will communicate and document changes at SCHC.**  **School Based Health Center Sites Discussion (continued)presented by Michelle Besse**  **Michelle Besse was not present at the CAB meeting. Adam Prekeges expressed that he heard there has been no movement at the time and suggested making this topic a reoccurring agenda item.**  **CAB Goals**   * **Record Keeping Information** * **List of what needs to be kept** * **How long we need to keep it** * **How often items need to be reviewed and verified**   **Laurine Bohamera asked if CAB would be getting a grant update at the next meeting.**  **Adam answered yes and added that the money ($325,000) that was left from the HIV grant was added to the main grant. Adam continued that we are in negotiations with the California Department of Public Health (CDPH) who funds the Refugee program. The ARP Grant has not been approved and will end next month.**  **Christina Delgado added that with the Quality Improvement (QI) program being integrated throughout all department clinics, the HIV grant may be utilized.** |
| **ACTION ITEMS** |
| \*Eunice Bridges Moved to Approve the July 18, 2025, CAB Meeting Minutes.  \*Ricki Townsend Seconded the Motion to Approve the July 18, 2025, CAB Meeting Minutes.  **Yes Votes:** Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, and Vince Gallo  **No Votes:** None  **Result:** Carried  \*Vince Gallo Moved to Approve the Revised May 16, 2025, Meeting Minutes.  \*Ricki Townsend Seconded the Motion to Approve the Revised May 16, 2025, Meeting Minutes.  **Yes Votes:** Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera,  and Vince Gallo  **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 |
| Vice Chair Laurine Bohamera adjourned the meeting at 11:06 am. |