

**Sacramento County Department of Health Services  
Health Center Co-Applicant Board (CAB) AGENDA**

Friday, August 15, 2025, 9:30 a.m.- 11:30 p.m.

Regular CAB Meeting

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 meeting will be held in person at 4600 Broadway, Room 2020. Room 2020 is easily accessible without staff/security needing to let you in. It is at the top of the back stairs (near the Broadway entrance, not the garage entrance).

- If any Board member needs to teleconference for this meeting, a notice will be uploaded to our website at <https://dhs.saccounty.gov/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx> by 8:30 a.m. on the morning of the meeting along with a link available to the public to observe the meeting via Teams video and/or teleconference.
- The meeting facilities and virtual meetings are accessible to people with disabilities. Requests for accessible formats, interpreting services or other accommodations may be made through the Disability Compliance Office by calling (916) 874-7642 (CA Relay 711) or email [DCO@saccounty.gov](mailto:DCO@saccounty.gov) as soon as possible prior to the meeting.

**CALL TO ORDER (9:30 AM)**

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

- a. Roll Call and Welcome
- b. Brief Announcements – Introduction of Guest

**INFORMATION ITEMS (9:35 AM)**

1. Budget Updates
2. Project Director Report
3. Medical Director Report
4. CAB Member Manual Draft Review
5. School-Based Health Center Sites Discussion (continued)
6. CAB Goals

INFORMATION/ACTION ITEMS <sup>1</sup> (10:45 AM)
<p><b>BUSINESS ITEM I.</b></p> <ul style="list-style-type: none"> <li>• <u>July 18, 2025, CAB Meeting Minutes</u></li> <li>✓ <u>Recommended Action: Motion to Approve the drafted July 18, 2025, CAB Meeting Minutes</u></li> </ul> <p><b>BUSINESS ITEM II.</b></p> <ul style="list-style-type: none"> <li>• <u>May 16, 2025, Revised CAB Meeting Minutes</u></li> <li>✓ <u>Recommended Action: Motion to Approve the Revised May 16, 2025, CAB Meeting Minutes.</u></li> </ul>
PUBLIC COMMENT (11:15 AM)
<p>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.</p> <ul style="list-style-type: none"> <li>• Should the meeting be made available via teleconference platform, public comment may also be made via Teams teleconference by using the raised hand feature. Those joining the meeting via Teams are requested to display their full name.</li> </ul>
CLOSED SESSION
None
MEETING ADJOURNED

<sup>1</sup> Time estimate: 5-10 minutes per item, unless otherwise noted

Row Labels	FY 24/25 Actuals
Object 10 Salaries/Benefits	13,529,737.10
Object 20 Supplies/Contracts	18,875,412.40
Object 30 Supplies/Contracts	1,470,149.31
Object 59 Realignment	(10,973,117.80)
Object 60 Intra Costs	4,054,299.78
Object 69 Intra Revenue	(3,646,190.76)
Object 90 Revenue	(27,652,482.32)
<b>Grand Total</b>	<b>(4,342,192.29)</b>

Dept	July'24-Dec'24		Jan'25-Jun'25		Total Program Net Cost
	First 6 Months - Expenses	First 6 Months - Revenue	Last 6 Months - Expenses	Last 6 Months - Revenue	
Administration	2,312,635.53	(141,474.36)	2,331,711.98	(17,656.43)	<b>4,485,216.71</b>
Radiology	365,417.41	(21,894.90)	552,114.79	(248,064.38)	<b>647,572.93</b>
MMV	130,387.10	(173,408.76)	126,400.57	(156,494.20)	<b>(73,115.29)</b>
L & F	244,987.73	(321,184.04)	328,099.78	(242,941.60)	<b>8,961.87</b>
Behavioral Health	672,891.33	(409,661.67)	795,339.88	(369,702.63)	<b>688,866.90</b>
Adult Med/Specialty	5,088,163.36	(4,356,475.62)	6,441,861.95	(4,271,385.99)	<b>2,902,163.69</b>
Peds	1,531,200.56	(964,028.47)	1,885,842.22	(841,391.29)	<b>1,611,623.03</b>
Referrals	800,185.77	(356,552.45)	997,441.70	(86,160.02)	<b>1,354,915.01</b>
Compliance/QI	477,316.99	(109,387.72)	621,538.74	(299,417.42)	<b>690,050.60</b>
Family Med	740,862.05	(511,984.91)	1,068,863.38	(502,416.01)	<b>795,324.52</b>
SCOE	224,239.76	(3,355,213.24)	5,226,197.02	(3,033,271.59)	<b>(938,048.06)</b>
Refugee	2,203,436.76	(2,247,566.93)	2,762,462.24	(3,409,403.01)	<b>(691,070.94)</b>

**Shared Revenue**

HEDIS Total	(269,110.56)
Capitation Total	(2,017,932.47)
Recon	(1,147,353.00)
FEMA	(1,387,521.02)
Direct Patient Revenue	(11,367.20)
Other Svcs	(10,047.13)
Misc other	(1,228.96)
Prior FY	(6,975.12)
Realignment	(10,973,117.80)

**Amount back to GF:** (4,342,192.29)

Commitment Item	Budget	Actual-GL	Actual Total	Encumbrance	Pending	Available	%Consumed
10111000 REGULAR EMPLOYEES	9,276,604.00	7,639,033.09	7,639,033.09			1,637,570.91	82.35
10112100 EXTRA HELP	216,432.00	371,066.66	371,066.66			154,634.66-	171.45
10113100 STRAIGHT TIME OT		1,282.12	1,282.12			1,282.12-	
10113200 TIME/ONE HALF OT	11,677.00	5,700.72	5,700.72			5,976.28	48.82
10114100 PREMIUM PAY	205,251.00	198,546.43	198,546.43			6,704.57	96.73
10114200 STANDBY PAY		2,490.88-	2,490.88-			2,490.88	
10114300 ALLOWANCES	10,000.00	12,123.58	12,123.58			2,123.58-	121.24
10115200 TERMINAL PAY		207,564.76	207,564.76			207,564.76-	
10115300 LEAVE CASH OUT		7,818.80	7,818.80			7,818.80-	
10121000 RETIREMENT	2,052,189.00	1,685,335.97	1,685,335.97			366,853.03	82.12
10121200 2004 POB - ACP	1,085,357.00	955,339.78	955,339.78			130,017.22	88.02
10121300 HEALTH SVGS-ER COST	74,100.00	61,517.50	61,517.50			12,582.50	83.02
10121400 401A - PLAN	62,471.00	41,999.72	41,999.72			20,471.28	67.23
10122000 OASDHI	696,166.00	560,615.45	560,615.45			135,550.55	80.53
10123000 GROUP INS	1,794,532.00	1,375,369.62	1,375,369.62			419,162.38	76.64
10123001 CNTY EE PLAN SELECT		1,807.50	1,807.50			1,807.50-	
10123002 DENTAL PLAN ER COST		133,810.20	133,810.20			133,810.20-	
10123003 LIFE INS - ER COST		1,118.07	1,118.07			1,118.07-	
10123004 VISION INS - ER COST		1,355.09	1,355.09			1,355.09-	
10123005 EAP		3,347.62	3,347.62			3,347.62-	
10124000 WORK COMP - ACP	304,502.00	267,475.30	267,475.30			37,026.70	87.84
10199900 Salary Savings Acct	971,791.00-					971,791.00-	
* 10 - SALARIES AND EMPLOYEE BEN	14,817,490.00	13,529,737.10	13,529,737.10			1,287,752.90	91.31
20200500 ADVERTISING	1,500.00	37,799.53	37,799.53			36,299.53-	2,519.97
20202200 BOOKS/PER SUP	1,500.00	1,851.50	1,851.50			351.50-	123.43
20202400 PERIODICAL/SUBSCRIPT		150.00	150.00			150.00-	
20202900 BUS/CONFERENCE EXP	1,200.00	4,663.66	4,663.66			3,463.66-	388.64
20203100 BUSINESS TRAVEL	3,000.00	4,661.04	4,661.04			1,661.04-	155.37
20203500 ED/TRAINING SVC	3,000.00	43,261.11	43,261.11			40,261.11-	1,442.04
20203600 ED/TRAINING SUP	1,000.00	539.61	539.61			460.39	53.96
20203700 TUITION REIMBURSEMNT	3,000.00	5,359.50	5,359.50			2,359.50-	178.65
20203800 EMPLOYEE RECOGNITION	6,000.00	244.08	244.08			5,755.92	4.07
20203804 WORKPLACE AMENITIES		1,332.13	1,332.13			1,332.13-	
20203900 EMP TRANSPORTATION	2,500.00	1,184.44	1,184.44			1,315.56	47.38
20204500 FREIGHT/CARTAGE	20,000.00	19,865.94	19,865.94			134.06	99.33
20206100 MEMBERSHIP DUES	1,000.00					1,000.00	
20207600 OFFICE SUPPLIES	28,000.00	67,923.78	67,923.78	22,407.13		62,330.91-	322.61
20207602 SIGNS		9,339.99	9,339.99			9,339.99-	
20208100 POSTAL SVC	1,000.00	132.91	132.91			867.09	13.29
20208500 PRINTING SVC	1,000.00	3,405.53	3,405.53			2,405.53-	340.55
20211100 BLDG MAINT SVC		10,287.28	10,287.28			10,287.28-	
20218500 PERMIT CHARGES	2,100.00					2,100.00	
20219300 REF COLL/DISP SVC	1,500.00	4,110.25	4,110.25			2,610.25-	274.02
20221100 CONST EQ MAINT SVC		11,627.42	11,627.42			11,627.42-	
20222700 CELLPHONE/PAGER	19,912.00	23,449.39	23,449.39			3,537.39-	117.77
20223600 FUEL/LUBRICANTS	3,000.00	3,072.22	3,072.22			72.22-	102.41
20225100 MED EQ MAINT SVC	10,000.00	19,074.60	19,074.60	2,922.12		11,996.72-	219.97
20225200 MED EQ MAINT SUP	20,157.00	26,763.87	26,763.87		12,691.98	6,606.87-	132.78
20226100 OFFICE EQ MAINT SVC	132.00	108.00	108.00			24.00	81.82
20226201 ERGONOMIC FURNITURE		1,081.20	1,081.20			1,081.20-	
20226400 MODULAR FURNITURE		21,727.84	21,727.84			21,727.84-	
20227500 RENT/LEASE EQ	30,000.00	40,315.44	40,315.44			10,315.44-	134.38
20231400 CLOTH/PERSONAL SUP		360.62	360.62			360.62-	
20232100 CUSTODIAL SVC	8,000.00	6,375.30	6,375.30			1,624.70	79.69
20233200 FOOD/CATERING SUP	200.00	5.99	5.99			194.01	3.00
20235100 LAUN/DRY CLEAN SVC	3,000.00	3,503.97	3,503.97			503.97-	116.80
20241200 DENTAL SUP	2,000.00					2,000.00	
20242000 DRUGS/PHARM SUP		1,077.15	1,077.15			1,077.15-	
20243700 LAB MED SVC	1,000.00	86,112.77	86,112.77	2.00		85,114.77-	8,611.48
20244300 MEDICAL SVC	1,000.00	1,402.20	1,402.20			402.20-	140.22
20244400 MEDICAL SUP		69,222.31	69,222.31			69,222.31-	
20247100 RADIOLOGY SVC	28,262.00	78,677.26	78,677.26			50,415.26-	278.39
20247200 RADIOLOGY SUP	5,000.00	3,150.00	3,150.00			1,850.00	63.00
20252100 TEMPORARY SVC	26,825.00	104,560.59	104,560.59			77,735.59-	389.79
20254200 TREASURER SVC		25.88	25.88			25.88-	
20257100 SECURITY SVC	230,732.00	144,737.84	144,737.84			85,994.16	62.73
20259100 OTHER PROF SVC	16,313,233.00	13,997,580.52	13,997,580.52	20.00		2,315,632.48	85.81
20271100 DTECH LABOR	474,579.00	336,123.37	336,123.37			138,455.63	70.83

20281100 DATA PROCESSING SVC	500,000.00	626,361.61	626,361.61	1.00		126,362.61-	125.27
20281200 DATA PROCESSING SUP	82,780.00					82,780.00	
20281201 HARDWARE		43,191.40	43,191.40			43,191.40-	
20281202 SOFTWARE	127,618.00	103,051.20	103,051.20			24,566.80	80.75
20281204 OTHER		951.77	951.77			951.77-	
20281250 SERVER & NETWORK SW		5,443.00	5,443.00			5,443.00-	
20281265 APPLICATION SW MAINT		13,151.47	13,151.47			13,151.47-	
20283200 INTERPRETER SVC	556,305.00	574,840.31	574,840.31			18,535.31-	103.33
20287100 TRANSPORTATION	400.00	35,311.77	35,311.77			34,911.77-	8,827.94
20289900 OTHER OP EXP SVC	1,200.00					1,200.00	
20291000 CW IT SVCS - ACP	129,195.00	114,444.27	114,444.27			14,750.73	88.58
20291200 DTECH FEE - ACP	56,826.00	57,782.72	57,782.72			956.72-	101.68
20291600 WAN CHARGES - ACP	240,305.00	212,868.98	212,868.98			27,436.02	88.58
20291700 ALARM SERVICES - ACP	19,403.00	14,171.01	14,171.01			5,231.99	73.04
20292100 GS PRINTING SVC	5,000.00	265.50	265.50			4,734.50	5.31
20292200 GS MAIL/POSTAGE	7,000.00	13,395.00	13,395.00			6,395.00-	191.36
20292300 MESSENGER SVCS - ACP	13,720.00	10,851.90	10,851.90			2,868.10	79.10
20292500 PURCH SVCS - ACP	21,194.00	18,616.79	18,616.79			2,577.21	87.84
20292700 GS WAREHOUSE CHARGES	1,000.00	562.15	562.15			437.85	56.22
20292800 GS EQUIP RENTAL LT		228.50	228.50			228.50-	
20292900 GS WORK REQUEST	553,280.00	2,992.43-	2,992.43-			556,272.43	0.54-
20294200 FACILITY USE - ACP	1,607,338.00	1,510,569.38	1,510,569.38			96,768.62	93.98
20296200 GS PARKING CHGS	350.00	40.25	40.25			309.75	11.50
20297100 LIABILITY INS - ACP	222,465.00	195,413.59	195,413.59			27,051.41	87.84
20298300 SURPLUS PROP - ACP	6,040.00	5,364.57	5,364.57			675.43	88.82
20298700 TELECOMM - ACP	108,516.00					108,516.00	
20298702 CIRCUIT CHRGS - ACP		3,649.38	3,649.38			3,649.38-	
20298703 LND LN CHARGES - ACP		118,760.43	118,760.43			118,760.43-	
20298900 TELEPHONE INSTALL		2,869.85	2,869.85			2,869.85-	
* 20 - SERVICES AND SUPPLIES	21,514,267.00	18,875,412.40	18,875,412.40	25,352.25	12,691.98	2,613,502.35	87.85
30310300 ELIG EXAMS	1,500.00	539.00	539.00			961.00	35.93
30310700 TRANSPORTATION/WELF	10,000.00	4,437.50	4,437.50			5,562.50	44.38
30311400 VOLUNTEER EXPENSES	500.00	779.00	779.00			279.00-	155.80
30312100 PROVIDER PAYMENTS	1,095,000.00	1,420,636.55	1,420,636.55	8.00		325,644.55-	129.74
30370000 CONTR OTHER AGENCIES	541,000.00	43,757.26	43,757.26	1.00		497,241.74	8.09
* 30 - OTHER CHARGES	1,648,000.00	1,470,149.31	1,470,149.31	9.00		177,841.69	89.21
60601100 DEPT OH ALLOC	1,279,755.00	1,047,889.07	1,047,889.07			231,865.93	81.88
60601200 DIV OH ALLOC	403,737.00	288,227.52	288,227.52			115,509.48	71.39
60650400 COLLECTION SVC	1,750.00	3,694.40	3,694.40			1,944.40-	211.11
60691301 FIN GEN ACC - ACP	10,207.00	8,965.68	8,965.68			1,241.32	87.84
60691302 FIN PROLL SVCS - ACP	6,663.00	5,852.92	5,852.92			810.08	87.84
60691303 FIN PMT SVCS - ACP	14,712.00	12,922.78	12,922.78			1,789.22	87.84
60691305 FIN INT AUDITS - ACP	5,013.00	4,403.47	4,403.47			609.53	87.84
60691306 FIN SYS C & R - ACP	8,536.00	7,498.46	7,498.46			1,037.54	87.85
60695102 BEN ADMIN SVCS - ACP	23,459.00	20,606.33	20,606.33			2,852.67	87.84
60695103 EMPLOYM SVCS - ACP	88,904.00	78,093.59	78,093.59			10,810.41	87.84
60695500 TRAINING SVCS - ACP	21,734.00	19,091.45	19,091.45			2,642.55	87.84
60695600 DEPT SVCS TRAN - ACP	142,562.00	125,226.87	125,226.87			17,335.13	87.84
60695700 401A ADMIN SVC - ACP	1,103.00	968.90	968.90			134.10	87.84
60695800 LABOR REL - ACP	19,081.00	16,760.51	16,760.51			2,320.49	87.84
60695900 SAFETY PGM - ACP	18,387.00	16,151.57	16,151.57			2,235.43	87.84
60697900 OTHER SVC		20,476.66	20,476.66			20,476.66-	
60697909 MIS SERVICES		72,136.08	72,136.08			72,136.08-	
60698017 INTRA DEPT CHARGES		101,085.01	101,085.01			101,085.01-	
60698018 INTRA PROGRAM CHARGE	3,597,060.00	2,204,248.51	2,204,248.51			1,392,811.49	61.28
* 60 - INTRAFUND CHARGES	5,642,663.00	4,054,299.78	4,054,299.78			1,588,363.22	71.85
** Expenditure accounts	43,622,420.00	37,929,598.59	37,929,598.59	25,361.25	12,691.98	5,667,460.16	87.01
59599125 R 1991 HEALTH	10,541,394.00-	10,973,117.80-	10,973,117.80-			431,723.80	104.10
59599134 Restricted Funding	15,359.00-					15,359.00-	
* 59 - INTERFUND REIMBRSMNT	10,556,753.00-	10,973,117.80-	10,973,117.80-			416,364.80	103.94
69699000 INTRA COST RECOVERY	392,622.00-	307,601.88-	307,601.88-			85,020.12-	78.35
69699017 INTRA DEPARTMENTAL R	1,650,297.00-	3,323,429.88-	3,323,429.88-			1,673,132.88	201.38
69699018 INTRA PROGRAM REIMBU	15,159.00-	15,159.00-	15,159.00-				100.00
* 69 - INTRAFUND REIMBRSMNT	2,058,078.00-	3,646,190.76-	3,646,190.76-			1,588,112.76	177.16
** REIMBURSEMENT ACCOUNTS	12,614,831.00-	14,619,308.56-	14,619,308.56-			2,004,477.56	115.89
95953010 PY INTERGOV - STATE	2,180,612.00-	1,147,353.00-	1,147,353.00-			1,033,259.00-	52.62
95953011 PY INTERGOV - FED		1,387,521.02-	1,387,521.02-			1,387,521.02-	
95956900 STATE AID OTHER MISC	21,130,316.00-	19,572,151.72-	19,572,151.72-			1,558,164.28-	92.63
95958900 HEALTH FED	5,526,073.00-	4,220,776.85-	4,220,776.85-			1,305,296.15-	76.38

95958901	MEDI-CARE REVENUE		6,366.15-	6,366.15-			6,366.15	
95959100	CONSTRUCTION FED	553,280.00-	77,567.63-	77,567.63-			475,712.37-	14.02
95959503	ARPA- SLFRF Revenue	1,475,647.00-	1,210,962.54-	1,210,962.54-			264,684.46-	82.06
* 95 -	INTERGOVERNMENTAL REVENUE	30,865,928.00-	27,622,698.91-	27,622,698.91-			3,243,229.09-	89.49
96966200	MED CARE INDIGENT	5,000.00-					5,000.00-	
96966202	CMISP SOC REV-DRR		11,367.20-	11,367.20-			11,367.20	
96966300	MED CARE PRIVATE	1,000.00-					1,000.00-	
96966900	MED CARE OTHER	1,000.00-					1,000.00-	
96969900	SVC FEES OTHER	1,000.00-	10,047.13-	10,047.13-			9,047.13	1,004.71
* 96 -	CHARGES FOR SERVICES	8,000.00-	21,414.33-	21,414.33-			13,414.33	267.68
97979000	MISC OTHER		1,228.96-	1,228.96-			1,228.96	
97979004	JURY FEE EMP REIMB		165.00-	165.00-			165.00	
97979904	PRIOR YR MISC REV		6,975.12-	6,975.12-			6,975.12	
* 97 -	MISCELLANEOUS REVENUE		8,369.08-	8,369.08-			8,369.08	
**	REVENUE ACCOUNTS	30,873,928.00-	27,652,482.32-	27,652,482.32-			3,221,445.68-	89.57
***	Total	133,661.00	4,342,192.29-	4,342,192.29-	25,361.25	12,691.98	4,450,492.04	3,229.69-

## HRSA Project Director Updates

### Key Points:

We're continuing to strengthen our management team and focus on our **Strategic Management Principles**. All projects are now aligned with our three main goals: becoming **Fiscally Self-Sustaining**, providing **Quality care**, and ensuring **Accountability, Clarity, and Efficiency**.

### Staffing and Recruitment

We've extended job offers to two new part-time clinicians, a pediatrician and a family medicine doctor, who will help us expand access to care. Interviews for the **Primary Care Clinic Division Manager position** will start in late August, and our new Chief Medical Officer will be involved in the final selection process. We're also working to fill other positions, which has helped us improve our financial outlook.

### Grants and Financials

Our budget for this fiscal year is currently positive, thanks to a focus on filling open positions and reducing no-show appointments. We're optimistic that we won't need to use general fund dollars this year. While next fiscal year's budget looks tight, we'll keep you updated as we get more information.

We've submitted our **Operational Site Visit (OSV)** application to HRSA and are awaiting a response. We're also already preparing for our next three-year grant application, which is due on October 22.

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### Enhancing Our Facilities and Services

We're working to improve the look and feel of the health center. New, aesthetically designed signatures are being installed in every exam room, and we're starting a project to repaint our pediatric areas to give them a more modern look.

We're also actively working to streamline workflows and improve patient experience. Our new approach to meetings is reducing their number to give medical providers more time to schedule patients. The **Quality Improvement (QI) team** is also revamping its approach to working more closely with clinic staff on our shared goal of improving care. As part of this effort, we've received a **\$18,640 grant from Health Net** to help with Well-Child Visits for 7-to-12-year-olds.

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# CAB Meeting. August 15, 2025

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## Expanding Our Community Reach

We're working on a plan to integrate **Refugee Health Assessments** into our same-day appointment schedules, which will ensure timely care for both new patients and our existing primary care patients.

Our successful collaboration with the **Homeless Engagement and Response Team (HEART)** and Public Health is continuing to grow and has been recognized statewide as an excellent example of inter-departmental cooperation.

## Medical Director Updates

### Key Points:

Focus for the new Medical Director is learning about institutional knowledge, and current state. Several areas of improvement have been identified. Project planning on how to implement sustainable, effective and impactful changes are under analyzes.

Proposal to hire on-call county clinicians to support areas where quality gaps needed clinicians the most, has been presented to leadership. Hires, as listed by

Strategic communication, planning, data sharing and clinicians' productivity under development.

### Improving Access

- Increasing clinic hours by adding on-call clinicians will help increase access to care and cover "Gaps in Care".
- Evaluating current schedules and productivity by clinician helps us understand where support is needed.
- Virtual Medicine (Tele and Video visits)
  - o To improve patients' access, support staff and ARTERA are starting to offer the option of video-telemedicine; the goal is to convert "No shows" and "Cancellations" to virtual medicine when appropriate.
  - o Telemedicine is still on-going, expanding to video visits:
    - "Clinicians Champions" started video visit trial on 8/13.
    - All Clinicians will start offering video visits on 8/27/25.

# CAB Meeting. August 15, 2025

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## Quality

- Under the Medical Director's umbrella starting on 8/11/2025. Currently revising contracts, guidelines and data.
- Mammograms' follow up: when meeting with radiology centers about mammogram results, it was found that many centers do not offer mammogram/ultrasound follow ups when results are abnormal. Clinicians were advised to request referrals to f/u on needed extra image(s) when needed.
- 8/12/25 Extra hours Clinic
- Mammogram Vans scheduled
- Expanding PAP clinic to 1 clinic a week starting in Sep 2025; this will be limiting and eventually eliminate, the need of sending patients out for PAPs.
- Expanding pediatric well checks, on-going.

## UCD Contract

- UCD wants to increase the cost of specialists by 17%. This request is under revision. We are evaluating how difficult it is to refer to and schedule appointments for the different specialties we offer in-house. As an FQHC, reimbursement is the same for primary and specialty care.

## Operational and Leadership optimization

- Cultural changes and optimizing resources to increase access take time and strategic planning.
- Educating clinicians and staff on different options to achieve high-efficient-quality patient care through revised workflows, schedules and educational sessions are on the works.
- Utilizing county emails to share schedules, information and other data already advised. A new channel is under construction in Teams dedicated to Clinicians Data storage. This will facilitate easy access to information.
- Schedules are now sent to "DHS PRI-PCC-Prov-Sch" email. This allows leaders to assure schedules are opened 90 days in advance, while allowing key staff know when to update credentialling and building-Epic and email access. The schedule is now open through the clinic up to October 31<sup>st</sup>, 2025.

**OSacramento 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, 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 (9:40 AM)**

Opening Remarks and Introductions – Laurine Bohamera, *Vice-Chair*

a. Roll Call and Welcome

- ❖ Jan Winbigler introduced Ona Okoro-Van Romondt, a prospective CAB member.

**PRESENT**

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

**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

<ul style="list-style-type: none"> <li>• <b>Vote Recruit Ona Okoro-Van Romondt as a new Consumer Member to the CAB</b> <ul style="list-style-type: none"> <li>✓ <b>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.</b></li> <li>✓ <b>Vote will be added to June CAB meeting agenda.</b></li> </ul> </li> </ul>
<p>*Eunice Bridges Moved to Approve BUSINESS ITEM I. to Approve the April 18, 2025, CAB Meeting Minutes.</p> <p>*Ricki Townsend Seconded the Motion to Approve the April 18, 2025, CAB Meeting Minutes.</p> <p><u>Yes Votes:</u> Eunice Bridges, Jan Winbigler, Ricki Townsend, Laurine Bohamera, and Vince Gallo</p> <p><u>No Votes:</u> None</p> <p><u>Result:</u> Carried</p>
<b>PUBLIC COMMENT</b>
<p>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.</p> <ul style="list-style-type: none"> <li>• No public comments were made.</li> </ul>
<b>CLOSED SESSION</b>
None
<b>MEETING ADJOURNED</b>
Vice Chair Laurine Bohamera adjourned the meeting at 11:27 am.

**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

a. Roll Call and Welcome

**PRESENT**

<b>Suhmer Fryer - Chair</b>	<b>Noel Vargas – Deputy Director of DHS</b>
<b>Laurine Bohamera – Vice Chair</b>	<b>Michelle Besse – Health Program Mgr.</b>
<b>Jan Winbigler - Member</b>	<b>Christina Delgado – Health Program Mgr.</b>
<b>Ricki Townsend – Member</b>	<b>Corina Gonzalez - Chief Medical Officer</b>
<b>Eunice Bridges – Member</b>	<b>Belinda Brent - Consultant</b>
<b>Dedra Russell - Member</b>	
<b>Ona Okoro – Member by CAB Vote (Awaiting Ratification by BOS)</b>	
	<b>Aliah Martin – Senior Office Assistant</b>

**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 fill Dr. Sharon Hutchins' 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 1<sup>st</sup>.**

- ✓ 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. Gonzalez 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.