

**County of Sacramento DHHS  
Health Center Co-Applicant Board (CAB)**

**Meeting Minutes**

September 16, 2016 / 9:30 AM – 10:30 AM

**Meeting Location**

Sacramento County Health Center  
Primary Care Center  
Community Room, 2<sup>nd</sup> Floor  
4600 Broadway  
Sacramento, CA 95820

Sacramento County, DHHS, Division of Primary Health Services, Health Center website link:

<http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx>

x = Present

CO-APPLICANT BOARD MEMBERS			
X	Mike Blain		
	Bob Erlenbusch ( <i>excused</i> )		
X	Katie Freeney		
	Vince Gallo	<b>COUNTY DHHS STAFF</b>	
X	Rebecca Hahn	X	Marcia Jo – Project Director
X	Paula Lomazzi – <b>Chair</b>	X	Nancy Gilberti
X	Sally Ooms	X	Marie Ketcheshawno
	Maria Respall ( <i>excused</i> )	<b>GUESTS</b>	
X	AAaron Washington - <b>Co-Chair</b> ( <i>excused</i> )		

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Topic	Minutes
<p>Welcome, introductions and announcements – <i>Paula Lomazzi</i></p>	<p>Paula Lomazzi welcomed all to the meeting and reviewed the packet of materials for today’s discussion.</p> <p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>• Katie Freeney announced that Guest House’s homeless clinic will be moving November 30. They will close from November 28 through December 2 and reopen December 5. New address is 600 Bercut Drive which is 1.6 miles from current location.</li> <li>• Paula Lomazzi announced that SHOC is moving to the new Friendship Park in October.</li> <li>• Rebecca Hahn announced that Cottage House lost funding for Serna Village. The County is providing assistance to cover minimal staffing through January 2017. United Stationers is also helping with donations for fund raising.</li> </ul>
<p>Update: Bylaws, New Members – <i>Nancy Gilberti</i></p>	<p>Nancy Gilberti shared the amendments to the bylaws that were approved by Sacramento County Board of Supervisors on September 13, 2016.</p> <p><u>Changes included:</u></p> <ul style="list-style-type: none"> <li>• Name change to reflect change in scope</li> <li>• Shift in size of group from 10-21 members to allow for recruitment of consumer members.</li> </ul> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> <li>• The Board of Supervisors will formally approve new members on September 27, 2016.</li> <li>• Copies of Board documents will be posted to website.</li> <li>• Nancy will proceed with new member document preparation and orientation as needed.</li> </ul>

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Member Recruitment Strategies – <i>Nancy Gilberti and Paula Lomazzi</i>	<p>Nancy Gilberti communicated that management has reviewed the recruitment materials and recommended scaling down to a 1-page flyer. The Health Center Co-Applicant Board (CAB) reviewed the flyer and recommended that it should specify recruitment is for health center patients who will become board members, not advisory members. CAB also recommended the flyer be translated to Spanish.</p> <p>Paula Lomazzi stated that she recently attended an international meeting where non-English speaking members used interpreters without disrupting the proceedings. No decision was made regarding the HCAB needing interpretation services.</p> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Nancy Gilberti will make recommended changes and have flyer translated into Spanish and other languages as needed.</li> </ul>
Mid-Year Grant Progress Report – <i>Marcia Jo</i>	<p>Marcia Jo reviewed the Summary of Progress Report and Change in Scope Request document. The report includes:</p> <ul style="list-style-type: none"> <li>• Key areas for 2016-17</li> <li>• Updated list of collaborative partners</li> <li>• Updated health center staff language capabilities</li> <li>• Quality recognition, and</li> <li>• Revisions of quality data</li> </ul> <p>The group had no questions or changes to the HRSA submission.</p>
Policies – <i>Nancy Gilberti</i>	<p>Nancy Gilberti reviewed the following policies:</p> <ul style="list-style-type: none"> <li>• 01-02 Co-Applicant Board Authority</li> <li>• 01-03 Conflict of Interest</li> <li>• 01-04 Board Member Recruitment, Retention &amp; Development</li> </ul> <p>After discussion, the Board approved the policies.</p>

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<b>Topic</b>	<b>Minutes</b>
Public Comment – <i>Paula Lomazzi</i>	There was no public comment.
Closing Remarks – <i>Paula Lomazzi</i>	Paula Lomazzi thanked the group for participating in today’s meeting. Meeting was adjourned at 10:25 AM. The CAB will reconvene on October 21, 2016, 9:30 AM – 10:30 AM at: 4600 Broadway, Community Room #2020, Sacramento.  Please see website, <a href="http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx">http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx</a>