

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

Meeting Minutes

October 21, 2016 / 9:30 AM – 10:30 AM

Meeting Location

Sacramento County Health Center
Primary Care Center
Community Room, 2nd 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>)		
	Katie Freeney		
X	Vince Gallo		COUNTY DHHS STAFF
	Rebecca Hahn	X	Marcia Jo – Project Director
X	Paula Lomazzi – Chair	X	Nancy Gilberti
	Sally Ooms		
	Maria Respall (<i>excused</i>)		GUESTS
X	AAaron Washington - Co-Chair	X	Sherri Chambers, Program Planner, DHHS Primary Health Division

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Topic	Minutes
Welcome, introductions and announcements – <i>Paula Lomazzi</i>	<p>Paula Lomazzi welcomed all to the meeting, facilitated introductions of all attendees, and reviewed the meeting packet of handouts for today's review and discussion.</p> <ul style="list-style-type: none"> • Sherri Chambers was introduced as a Program Planner in the Primary Health Division and guest attendee.
New Members - Welcome – <i>Nancy Gilberti</i>	<p>Nancy Gilberti announced the formal approval of five board members by the County Board of Supervisors (BOS) on September 27, 2016, Board Resolution Number 2016-0746. Nancy also formally welcomed these individuals as official board members and invited attendees to review the action on the County Board of Supervisor website at:</p> <p>http://www.agendanet.saccounty.net/sirepub/meetresults.aspx?meettype=Board%20of%20Supervisors%20Meetings</p> <p>The newly approved members include: Bob Erlenbusch, Katie Freeny, Vince Gallo, Sally Ooms, and Aaron Washington.</p>
700 Form, conflict of Interest, Disclosure & Attestation, Ethics Training- <i>Nancy Gilberti</i>	<p>Newly approved Board members are required to complete the following items:</p> <ul style="list-style-type: none"> • Form 700- Online – by November 16, 2016 • Ethics Training – Online, within first 6 months of appointment • Conflict of Interest Disclosure and Attestation Statement, at the time of active membership <p>Board members expressed interest in attending Ethics Training in the classroom environment versus completing the class online, to make it more interesting and to get more out of the training.</p> <p>All Board members in attendance reviewed, signed and submitted the Disclosure and Attestation Statement. All attendees also received a copy of the April 12, 2016 updated Board Bylaws. Nancy Gilberti summarized Board responsibilities and encouraged Board members to review the document completely.</p> <p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Newly approved Board members will complete requirements by November 16, 2016 and will contact Clerk of the Board and/or Nancy Gilberti if assistance is needed. • Nancy will contact Board members that are not in attendance today regarding completion of Disclosure and Attestation Statements, and if any assistance is needed in completing above requirements. • Nancy will research the schedule and availability of classroom Ethics Training sessions and report back to Board members.

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<p>Program Report – <i>Marcia Jo</i></p>	<p>Marcia Jo presented and summarized the County Health Center Director’s Report.</p> <p>Key items included:</p> <ul style="list-style-type: none"> • Diabetes Audit to start next week • Receipt of additional \$40,000 from HRSA to support IT improvements carts to hold EMR in exam rooms; are being purchased • There are 4 new licensed mental health clinicians to assist patients with mental health and substance use problems. Health Center patients can also now obtain assessments for substance use through the County system of care. Department of Behavioral Health Alcohol and Drug Staff are being out-stationed at the Health Center Staffing. <p>There were no questions and no discussion by the Board.</p>

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<p>Member Recruitment Strategies- <i>Paula Lomazzi</i></p>	<p>Nancy Gilberti announced that Member Recruitment flyers are available in the Health Center patient lobby, effective today. These flyers inform Health Center patients about the Co-Applicant Board, the need for patient members, the purpose of the Board, and contact information. Paula requested that an electronic version be emailed to Board members. Paper copies were provided to Board members who expressed an interest in providing those to clients of their own organizations who they think may be interested in becoming Health Center patients, and possibly Board members.</p> <p>The Board brainstormed and discussed ideas for additional approaches to member recruitment to supplement the Flyer, as well as ideas for recruiting new Health Center patients:</p> <ul style="list-style-type: none"> • Allow a period of time to receive responses from the Recruitment Flyers (60 days); if no response then implement additional measures, such as an open house • Consideration of providing patient incentives, bus passes, stipends • Make a card that Board members can give to patients to help them to understand that they can become a Health Center patient. Marcia presented a sample card and attendees conceptually approved the idea • Board members role-played the scenario of patients calling to ask questions about the Co-Applicant Board and commitments • What can Board members do to facilitate new Health Center patients and new Board members? <ul style="list-style-type: none"> ○ Spend more time focusing on patient concerns at the board meetings • How can the Board find out what Health Center patients need? <ul style="list-style-type: none"> ○ Contact patients in the waiting room ○ Interview Clinic staff to find out what is happening at the Health Center and what Clinic staff think about ways to meet patient needs ○ Use the Loaves and Fishes microphone to conduct a “town hall” meeting in Friendship Park, possibly to coincide with the opening of the new campus ○ Various Board members may focus on different interests or approaches <p>Paula shared information from the Health Care for the Homeless conference that community leaders find that celebration events, such as a “Spring Fling”, tend to motivate patient involvement</p> <p>Aaron Washington expressed concern about ensuring that Mercy Clinic at Loaves and Fishes (MCLF) patients has not been lost; and to follow-up on the process of transferring to the Health Center.</p> <p>Mike offered to provide patients transportation to attend Board meetings.</p>

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	<p><u>Next Steps:</u></p> <ul style="list-style-type: none"> • Nancy will send Board members an electronic copy of the Recruitment flyer • Nancy will post the flyer at MCLF • Board will review the status of responses to the flyer at the next Board meeting • Marcia will review Dr. McKee's patient list to identify previous MCLF patient who have not attended their Health Center appointments with Dr. McKee, and ask clinic staff to call these patients to obtain information regarding non-attendance • Marcia will make a patient card and will send it via US mail to Board members; Board members will then provide it to selected patients • Vince will research the possibility of conducting a Board meeting at the new Loaves and Fishes campus • Nancy and Marcia will assemble a panel of Clinic staff to attend the next Board meeting
Public Comment – <i>AAaron Washington</i>	There was no public comment.
Closing Remarks – <i>Paula Lomazzi</i>	<p>Paula Lomazzi thanked the group for participating in today's meeting. Meeting was adjourned at 10:40 AM. The CAB will reconvene on November 18, 2016, 9:30 AM – 10:30 AM at: 4600 Broadway, Community Room #2020, Sacramento.</p> <p>Please see website, http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx</p>