

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

**Meeting Minutes**

November 17, 2017, 9:30 AM – 10:30 AM

**Meeting Location**

Sacramento County Health Center  
Primary Care Center  
Community Room 2020, 2<sup>nd</sup> Floor  
4600 Broadway  
Sacramento, CA 95820

<b>CO-APPLICANT BOARD MEMBERS</b>			
X	Mike Blain	X	Paula Lomazzi – <b><i>Chair</i></b>
X	Bob Erlenbusch	X	Sally Ooms
	Katie Freeney		Maria Respall
X	Vince Gallo	X	AAron Washington – <b><i>Co-Chair</i></b>
	Rebecca Hahn		
<b>COUNTY DHHS STAFF</b>			
X	Marcia Jo – Project Director	X	Sherri Chambers – Planner

Public Attendees = None

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

Topic	Minutes
<p>Welcome, Introductions and Announcements– <i>Paula Lomazzi, Chair</i></p>	<p><u>Welcome and Introductions:</u> Paula Lomazzi, Chair, welcomed members and staff. Sherri Chambers was introduced as staff support for today’s meeting. There were no members of the public in attendance.</p> <ul style="list-style-type: none"> <li>• All meeting materials are posted. Link: <a href="http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx">http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</a></li> </ul> <p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>• The information presented at last month’s meeting regarding Hepatitis A was printed in the <i>Homeward Street Journal</i>. Paula asked if more Hepatitis A flyers were available; Marcia Jo agreed to follow up.</li> <li>• Bob Erlenbusch announced that the “4<sup>th</sup> Annual Interfaith Homeless Memorial Service” will take place December 21 at 7:00 PM at Trinity Episcopal Cathedral. Bob noted that December 21 is also National Homeless Memorial Day.</li> </ul>
<p>Co-Applicant Board Bylaws – <i>Marcia Jo and All</i></p>	<p>Marcia Jo facilitated a discussion on the Co-Applicant Board (CAB) Bylaws and reviewed the DRAFT revision (<i>posted on the website</i>). Health Resources and Services Administration (HRSA) reviewers noted issues with some of the existing Bylaws. For example, some provisions such as standing committees are not followed. Also, it is unrealistic to require 21 members.</p> <p><u>Key Changes:</u></p> <ul style="list-style-type: none"> <li>• <u>Mission</u> was revised and values were added.</li> <li>• <u>Responsibilities</u> were revised to include governance; knowledge of marketplace trends was deleted.</li> <li>• <u>Membership</u> was decreased to between 9 and 13 voting members.</li> <li>• <u>Board of Supervisors</u> role was changed from “approving” to “ratifying” members.</li> <li>• <u>Executive Committee</u> and <u>Committees</u> were deleted.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Vince Gallo commented that he agreed with the deletions.</li> <li>• Bob Erlenbusch asked about the specific meaning of “majority” in Section 6 (Quorum and Voting Requirements). Following a brief discussion, it was agreed that “majority” meant more than half of the members.</li> <li>• Bob stated he agreed with deleting the requirement for committees. Sally Ooms noted that the HRSA reviewers suggested using committees. Marcia indicated that the CAB could choose to convene ad hoc committees for specified purposes without the need for standing committees.</li> </ul>

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

	<ul style="list-style-type: none"> <li>• Aaron Washington asked how the CAB governs patient grievances. Marcia responded that a structured process for grievances is provided in a Policy and Procedure.</li> <li>• Bob suggested that the number of members must be odd, and added that nine members would allow for a quorum of five. The group reached consensus on changing the membership to a range of 9 – 13 members as proposed in the DRAFT Bylaws.</li> </ul>
<p>Co-Applicant Agreement – <i>Marcia Jo and All</i></p>	<p>Marcia Jo reviewed the DRAFT revision of the Co-Applicant Agreement (<i>posted on the website</i>). Marcia explained that this document is the agreement between the CAB and the Board of Supervisors. She said most of the changes mirror those in the Bylaws.</p> <p><u>Key Changes:</u></p> <ul style="list-style-type: none"> <li>• <u>Membership Categories</u> were revised.</li> <li>• <u>Board of Supervisors (BOS)</u> role was changed from “approving” to “ratifying” CAB members.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Marcia explained that HRSA requirements do not allow another body to have authority over CAB. She suggested members be ratified by the BOS rather than approved. Marcia added that the BOS had never denied a member on a board. Following further discussion, CAB members reached consensus on changing the language to “confirmation” by the Board of Supervisors.</li> <li>• Marcia pointed out the Dispute Resolution section under item F, number 7. There are no proposed changes in this section, but Marcia indicated the dispute resolution process could come into play if the BOS attempted to reject a CAB member.</li> <li>• Mike Blain questioned what has been gained by adding so many regulations to CAB activities? Marcia responded that the grant requires compliance with HRSA rules. If the CAB did not adhere to HRSA rules, the Health Center would lose the \$2 million grant, and Medi-Cal revenues would be reduced by about 2/3.</li> <li>• Mike noted that the CAB was autonomous in the beginning, and he expressed concern over the change in focus. Aaron Washington concurred, and indicated she would like to see the CAB doing more projects in the community. Aaron asked members to come to the next meeting with an idea for a project they want the CAB to work on.</li> <li>• Marcia informed the members that they should contact HRSA if they feel they lack authority. She said she would provide contact information to the members.</li> <li>• The Health Center Sliding Fee Discount policy was not a topic of discussion for today’s meeting. However, Marcia wanted members to know that the policy will be on the agenda soon as some revisions may be needed. HRSA wanted to see more income categories (currently only 3). Also, the Health Center fees are</li> </ul>

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

<p>Co-Applicant Agreement – <i>Marcia Jo and All</i></p>	<p>much lower than other FQHCs. Vince Gallo said it would be helpful to know what fees are being charged by other FQHCs. Marcia agreed to provide.</p> <p><u>Action:</u></p> <ul style="list-style-type: none"> <li>• Sally Ooms moved to approve the Bylaws and Co-Applicant Agreement, with noted amendments (new members to be submitted to the BOS for confirmation rather than ratification). Aaron Washington seconded the motion.</li> <li>• CAB members voted unanimously in favor of the motion.</li> </ul>
<p>Project Director Evaluation – <i>Paula Lomazzi</i></p>	<p>Marcia Jo was excused from the remainder of the meeting. Board Members completed written Project Director Evaluations. Sherri Chambers collected the evaluations and will collate the data into one report.</p>
<p>Public Comment– <i>Aaron Washington</i></p>	<p>There was no public participation.</p>
<p>Closing Remarks- <i>Paula Lomazzi</i></p>	<p>Paula thanked Board Members and County Staff for their participation. The meeting was adjourned at 10:30 AM.</p> <p>The Board will reconvene on <b>Friday December 15, 2017, 9:30 – 10:30 AM</b>. Location: 4600 Broadway, Community Room #2020, Sacramento.</p> <p>Website link: <a href="http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx">http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</a></p>

Sacramento County DHHS, Division of Primary Health Services, Health Center website link:  
<http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>