

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

**Meeting Minutes**

December 15, 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	Paula Lomazzi – <b><i>Chair</i></b>	X	AAron Washington – <b><i>Co-Chair</i></b>
X	Mike Blain	X	Sally Ooms
	Rebecca Hahn	X	Vince Gallo
	Maria Respall		
	Bob Erlenbusch	<b>EX-OFFICIO MEMBER</b>	
	Katie Freeny – <i>Excused</i>	X	Marcia Jo, Project Director

Staff: Sherri Chambers

Public Attendees – 1: Fernay Jackson (County Supervising RN)

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<b>Topic</b>	<b>Minutes</b>
<p>Welcome, Introductions and Announcements– <i>Paula Lomazzi, Chair</i></p>	<p>Paula Lomazzi welcomed all to the meeting and facilitated introductions.</p> <ul style="list-style-type: none"> <li>• <u>Announcements</u> – Paula announced that she is developing a relationship with the Alameda County Health Care for the Homeless Advisory Board. One of the initiatives they are working on is a tent city.</li> <li>• <u>Agenda Review</u> – Co-Applicant Board (CAB) Updates, Data Reports, Sliding Fee Discount Policy, and Public Comment.</li> </ul>
<p>Co-Applicant Board Updates – <i>Sherri Chambers &amp; Marcia Jo</i></p>	<p><u>2018 Meeting Schedule</u></p> <p>Sherri Chambers, Staff, reviewed the DRAFT meeting schedule for 2018 (<i>posted on the website</i>). Marcia Jo noted that language has been added to clarify what happens when a meeting is canceled. Information about joining a meeting by phone was also added to the meeting schedule.</p> <p>Marcia reviewed the DRAFT Annual Schedule of Required Actions (<i>posted</i>). The 17 CAB responsibilities are listed, followed by a proposed month-by-month schedule of topics based on HRSA requirements. For example, grant reports are due in October, so CAB must review them in September. Marcia noted that fulfilling HRSA requirements left little time for CAB members to work on some of their priorities such as outreach and special projects. She suggested that meetings could be restructured to better accomplish multiple goals. Some ideas:</p> <ul style="list-style-type: none"> <li>• Schedule required CAB business in three long meetings per year; remaining meetings could be focused on special projects.</li> <li>• Expand each meeting to 1.5 hours (currently 1 hour).</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Many members expressed support for expanding meetings to 1.5 or 2 hours. Mike Blain said it could be difficult at times to get away for that long, but he was willing to do what the group wanted.</li> <li>• Paula said 1.5 hours would be sufficient. Marcia stated the grant meeting would need to be longer. Vince Gallo suggested regular meetings of 1.5 hours with a longer meeting for grant review.</li> <li>• One suggestion: Schedule required business early in the meeting, in case someone had to leave early.</li> <li>• Most members preferred the meeting start time to remain at 9:30 AM.</li> </ul> <p><u>Action:</u></p> <ul style="list-style-type: none"> <li>• Mike Blain moved to expand regular meetings to 1.5 hours (9:30 – 11:00 AM) with longer meetings as needed. Sally Ooms seconded the motion.</li> <li>• By unanimous vote, the motion was passed.</li> </ul>

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Co-Applicant  
Board Updates –  
*Sherri Chambers  
& Marcia Jo*

Roster

Marcia reviewed the DRAFT membership roster (*posted*). Several concerns were addressed:

- Terms are expiring in January 2018 for 4 CAB members. Maria Respall is not returning. Not sure about Rebecca Hahn. Marcia stated she would call Rebecca.
- Sporadic attendance was discussed. Marcia reminded members that the bylaws provide for removal of a member who has frequent unexcused absences.
- Members requested Outlook meeting invitations for CAB meetings.
- Prospective members were discussed. Vince stated Don wants to participate. Aaron Washington said there was another consumer who attended, but not sure of her name. Marcia said she was not sure if we had contact information.
- Marcia stated none of the current members are consumers according to HRSA rules. An assessment with a licensed provider is the minimum requirement to be considered a consumer. Aaron said she is both a community representative and consumer, as she was treated at the County Health Center in October.
- Paula indicated she was willing to change providers to become a consumer member. Marcia expressed concern that anyone should need to change providers for CAB purposes.
- Paula noted that the Women’s Health Center closed down, and asked if women’s health services were available at the County Health Center. Marcia responded yes. Both Paula and Sally indicated interest in the Health Center’s women’s services.

Project Director Evaluation Results

Sherri reported that she compiled last meeting’s evaluations and provided the results to the Deputy Director. Marcia received “Excellent” or “Above Average” in all categories, with most responses in the “Excellent” column. Sherri thanked CAB members for their feedback.

Co-Applicant Board Bylaws and Agreement

Marcia explained that the Bylaws and Agreement were put on the agenda for an official vote to be recorded in the meeting minutes. She reminded members that she had notified them of problems with changing the Board of Supervisors action from “ratification” to “confirmation” of new members. Also, HRSA requires board members to be from differing segments of the County with expertise in various areas. Members had agreed informally to restore the language in the draft versions discussed last meeting. The current revisions (*posted on the website*) were briefly reviewed by CAB members.

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<p>Co-Applicant Board Updates – <i>Sherri Chambers &amp; Marcia Jo</i></p>	<p><u>Action:</u></p> <ul style="list-style-type: none"> <li>• Mike Blain moved to approve the current revisions of the Bylaws and Agreement. Aaron Washington seconded the motion.</li> <li>• By unanimous vote, the motion was passed.</li> </ul>
<p>Data Reports – <i>Marcia Jo</i></p>	<p>Due to time constraints, members were asked to review the Healthy Partners Annual Report and the Health Center Patient Satisfaction Data on their own, to be discussed at the next meeting.</p>
<p>Sliding Fee Discount Policy – <i>Marcia Jo</i></p>	<p>Marcia reviewed the DRAFT Sliding Fee Discount Policy, Sliding Fee Application, Sliding Fee Information Sheet, Sliding Fee Discount Table, and Sliding Fee Scale Charts for Elica and Wellspace (<i>all posted on the website</i>).</p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> <li>• Under HRSA rules, no FQHC may deny services to low income county residents due to inability to pay.</li> <li>• Individuals who do not qualify for healthcare coverage may receive a discount on Health Center fees based upon family income. HRSA requires the use of a sliding fee scale based on income and family size.</li> <li>• Families with income above 200% of the Federal Poverty Level do not receive a discount, per HRSA.</li> <li>• On the Sliding Fee Discount Table, the number of income categories was increased to comply with HRSA rules. The fees were increased to align with other local FQHCs.</li> <li>• Health Center fees may be waived by the Clinic Manager in cases of extreme hardship.</li> <li>• Sliding fee patients are entitled to the full array of services offered.</li> <li>• Number of sliding fee members has increased recently to about 75. Based upon a fixed number of physicians, Marcia expressed concern that the Health Center could be faced with too many uninsured patients. It is acceptable to redirect a patient to an FQHC nearer to his or her home.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Mike asked why the Health Center was seeing an increase in sliding fee members. Marcia responded it may be because the Healthy Partners Program is at capacity. If undocumented residents come here for Healthy Partners, they can be put on a wait list. They can also get services under the sliding fee policy.</li> <li>• One idea was to cap the number of members on sliding fee. Marcia suggested that increasing the fee scale should have the same effect. Some patients come here now because it is the lowest price by far.</li> <li>• Aaron was concerned that raising the fees would make it unaffordable for some people. Marcia reminded the group that fees can be waived under extreme hardship.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Some CAB members questioned whether the increased fees would actually result in fewer uninsured patients. Paula pointed out that it would be easier to redirect them to a clinic closer to home if the fees were comparable.</li> <li>• Marcia stated the Board could request to receive a quarterly report on numbers of sliding fee patients (new and total).</li> </ul> <p><u>Action:</u></p> <ul style="list-style-type: none"> <li>• Paula Lomazzi moved to adopt the revised sliding fee discount policy and fee scale and to receive quarterly reports on enrollment of sliding fee patients. Aaron Washington seconded the motion.</li> <li>• By unanimous vote, the motion was passed.</li> </ul>
Public Comment–	There was no public participation.
Closing Remarks- <i>Paula Lomazzi</i>	<p>Paula Lomazzi thanked the group for participating in today’s meeting. The meeting was adjourned at 10:30 AM.</p> <p>The Board will reconvene on <b>Friday, January 19, 2018 from 9:30 AM to 11:00</b>. <u><i>Note the new meeting time.</i></u> Location: 4600 Broadway, Community Room #2020, Sacramento.</p> <p>Co-Applicant Board website: <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 Health Center website link:*

<http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>