

## County of Sacramento DHS Health Center Co-Applicant Board (CAB)

### Meeting Minutes

October 19, 2018, 9:30 AM – 11:00 AM

### By Telephone

(916) 876-4100

ID: 8923472

### Meeting Location

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

CO-APPLICANT BOARD MEMBERS			
X	Paula Lomazzi - <b>Chair</b>	X	Vince Gallo – <b>Co-Chair</b>
X	Mike Blain – <i>Attended by phone</i>		Don Zorechak
	Bob Erlenbusch – <i>Excused absence</i>	X	Charles McBrayer
X	AAaron Washington – <i>Attended by phone</i>		
X	Jan Winbigler – <i>Attended by phone</i>		
X	Louise Steenkamp, Project Director – <b>Ex-Officio</b>		

County Staff: Sandy Damiano (Division Deputy Director), Kari Lockwood (Planner)

Public Attendees: None

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<b>Topic</b>	<b>Minutes</b>
Welcome and Introductions - <i>Paula Lomazzi, Chair</i>	<u>Welcome and Introductions:</u> Paula Lomazzi welcomed CAB members and staff and facilitated introductions. Paula asked about CAB quorum requirements. Kari will review the guidelines and provide information to follow-up.
Announcements - <i>All</i>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>• Sandy Damiano reported that the new Director of the Department of Health, Dr. Beilenson, has assumed oversight of the Health Center. Dr. Beilenson wants to be more involved with the University of California Davis and the Health Center's activities. Sandy will continue her other Division activities and Louise Steenkamp and Kari Lockwood will remain in their roles. The Health Center's Medical Director, Dr. Sumi Mishra, will supervise Louise. Sandy appreciated the CAB for their work together. <b>Discussion:</b> <i>The CAB thanked Sandy for her guidance and support. We wish her well!</i></li> <li>• Kari shared that the CAB's calendar of required activities has been updated to reflect dates of revisions to the HRSA-required Policies and Procedures and their adoption by CAB. Copies of the calendar are in all CAB Member Binders. Kari said that the calendar will be kept updated to reflect the CAB's governance activities. <b>Discussion:</b> Mike Blain asked if the CAB has completed their required tasks to date. Kari confirmed that the CAB governing tasks are current. The calendar will continue to be used to track governance responsibilities to ensure the Health Center's compliance.</li> <li>• As a follow-up to an inquiry made by the CAB in last month's meeting, Kari provided a summary of the current language capacity of Health Center personnel. 74 bilingual staff members provide Health Center patients with access to a total of twenty-three languages in addition to English. The cultural diversity of the Health Center's staff and contracted providers reflects the multi-cultural populations served and helps patient's access culturally and linguistically competent services.</li> <li>• Paula reported that the benches that had been removed from K Street by the city have been returned after objection was made by the Sacramento Homeless Organizing Committee. <b>Discussion:</b> CAB discussed the importance of keeping benches available in public spaces for all members of the community.</li> </ul>

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<p>HRSA Quality Improvement One-Time Award Plan – <i>Kari Lockwood</i></p>	<p><u>HRSA Quality Improvement One-Time Award Plan – ACTION ITEM:</u> HRSA gives one-time supplemental funding awards for displaying high levels of quality performance. The Health Center received an award for \$26,051.00 in August to help fund quality improvements. Kari presented the plan to use the funding for the following quality improvement activities:</p> <ul style="list-style-type: none"> <li>• Upgrade the equipment in conference rooms that will facilitate trainings.</li> <li>• Staff education and training, both in person and on-line for various quality improvement activities.</li> <li>• Upgrade staff computers and printers to further support data reporting and electronic health record data entry.</li> <li>• A computer software enhancement.</li> </ul> <p><b>Discussion:</b> CAB discussed the previous one-time award and clarified the current planned activities.  <u>Motion to Approve</u> by Paula Lomazzi.  <u>Motion seconded</u> by Aaron Washington.  <u>Action:</u> Co-Applicant Board Members unanimously APPROVED the plan for this HRSA one-time Quality Improvement Award funding.</p>
<p>Summary of County Single Audit Report – <i>Kari Lockwood</i></p>	<p><u>Summary of County Single Audit Report:</u> The County Single Audit is an annual monitoring of expenditures for all County programs. Kari informed that the results of the FY 2016/17 County Single Audit did not contain any findings for the Health Center.</p> <p><b>Discussion:</b> The Board discussed the Audit and Kari clarified that it is annual and focuses on fiscal compliance.</p>
<p>Co-Applicant Board Strategic Plan Review – <i>Kari Lockwood</i></p>	<p><u>Co-Applicant Board Strategic Plan Review:</u> Kari reviewed the Co-Applicant Board Strategic Plan 2018-2020 that was developed by the CAB and approved by CAB vote on February 9. Regular reviews of long-term planning by the CAB are a requirement of HRSA. The previous review was in the June 15 CAB meeting.</p> <p><b>Discussion:</b> The Board reviewed the goals, objectives and status. Kari noted that the CAB requested to receive an update about diabetes outcomes and this will be provided in the next CAB meeting. Board Members asked about how often the Strategic Plan is developed and Kari said it is every three years. The Board discussed other possible ideas for future outreach activities, such as tours of the Health Center and Mercy Loaves and Fishes. Kari will continue to update the Strategic Plan to reflect changes in the status of goals and objectives.</p>
<p>Performance Evaluation Form – <i>Kari Lockwood</i></p>	<p><u>Performance Evaluation Form:</u> Kari reminded the Board that they are scheduled to complete their annual evaluation of the Project Director in the November CAB meeting in accordance with the Bylaws and Co-Applicant Agreement. The Board will also have the opportunity to give the Planner feedback. The Performance Evaluation form has been slightly revised to reflect the changes in the Department name and the CAB name. A place to check who the Evaluation is for (Project Director/Planner) has been added.</p>

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	<p><b>Discussion:</b> The Board discussed the Form and Kari confirmed that the areas for evaluation have not changed. The “Comments” section is also still available for anything additional that Members want to state.</p>
<p>Outreach Activity Workgroup Report – Paula Lomazzi and Workgroup Members</p>	<p><u>Outreach Activity Workgroup Report:</u> Paula shared an update about final plans for the Health Center’s outreach activity.</p> <p><b>Discussion:</b> CAB reviewed the flyer for the event and discussed the final plans for the activity. It will be held from 10:00 AM to 1:00 PM at Mercy Loaves and Fishes on Thursday, October 25. Set-up will begin at 9:00 AM. Public Health will provide flu and Hepatitis B vaccinations and tables for resource literature and brochures. Jan confirmed that she will have ponchos and hand sanitizers to give away and Paula is looking into additional items. Paula suggested that the tables may need to be covered and Kari will ask Fernay Jackson and the Public Health contact about this. Paula will send the final version of the outreach flyer to Kari.</p>
<p>Next Meeting – All</p>	<p><u>Tentative Topics for Next Meeting:</u> Project Director Evaluation, Elect Chair and Co-Chair, Diabetes Outcomes, Report on Outreach Activity, Health Center updates, other key topics.</p> <p><b>Discussion:</b> Board Members discussed and confirmed that Paula is not eligible for another term as Chair for this election because she has held this office for the maximum length. The Board suggested following up with Bob Erlenbusch about presenting the SRCEH 2018 Homeless Deaths Report that was announced in the September CAB meeting. They also asked about the SRCEH 5<sup>th</sup> Annual Homeless Deaths Memorial. Kari will follow-up with Bob and provide the date and time for the SRCEH event.</p>
<p>Public Comment– Vince Gallo</p>	<p>No members of the public attended.</p>
<p>Closing Remarks- Vince Gallo</p>	<p>The meeting was adjourned at 10:15 AM.</p> <p>The Board will reconvene on <b>Friday, November 16, 2018 from 9:30 to 11:00 AM.</b></p> <p>Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information can be offered for those who cannot attend in person.</p> <p>Co-Applicant Board website: <a href="http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx">http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</a></p>

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