

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

Meeting Minutes

April 17, 2020 / 9:30 AM – 11:00 AM

Meeting Location

Online via Skype: <https://meet.saccounty.net/hutchinss/htg7rr83>

Join by phone: [+1 \(916\) 876-4100](tel:+19168764100) (Sacramento Region)

Conference ID: 202472

CO-APPLICANT BOARD MEMBERS			
X	Jan Winbigler – Chair (calling from Sacramento County)	X	Elise Bluemel – Co-Chair (calling from Placer County)
X	Lynnette Bennett (calling from Sacramento County)	X	Paula Lomazzi (calling from Sacramento County)
X	Vince Gallo (calling from Placer County)	X	Charles McBrayer (calling from Sacramento County)
	Bob Erlenbusch	X	Don Zorechak (calling from Sacramento County)
X	Kevin Koerber (calling from Sacramento County)	X	AAaron Washington (calling from Sacramento County)
X	Dr. Susmita Mishra, Medical Director (calling from Health Center)	X	Dr. Sharon Hutchins, Health Program Manager, Project Director (calling from Health Center)
X	Tracie Hall-Burks, Health Program Manager (calling from Sacramento County)		

County Staff: Dr. Mishra (Medical Director), Sharon Hutchins (Health Program Manager), and Tracie Hall-Burks (Health Program Manager), Dajonae Hall (Senior Office Assistant), Yolanda Gilmer (Senior Office Assistant)

Public Attendees: 0

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

Topic	Minutes
Welcome and Introductions - <i>Jan Winbigler</i>	Jan welcomed CAB members and staff, and facilitated a roll call of attendees.
Announcements – <i>All</i>	
Follow Up – <i>Dr. Hutchins</i>	<p><u>Member Attendance Review:</u></p> <ul style="list-style-type: none"> ▪ Dr. Hutchins reviewed the attendance tracker for 2020 meetings. <ul style="list-style-type: none"> ○ Aaron, Don, and Lynette did not attend the meeting in January. ○ Don and Lynette did not attend the meeting in March. ○ Bob has not attended meetings since January. Sharon sent the attendance reminder letter on behalf of Jan as instructed by the CAB, but has not yet received a response. <p><u>HRSA Site Visit update:</u></p> <ul style="list-style-type: none"> ▪ Dr. Hutchins was informed that the HRSA Operational Site Visit is postponed due to the COVID-19 Public Health Emergency. Dr. Hutchins has not received a new date for the HRSA Operational Site visit. ▪ The national Health Care for the Homeless Confernece in Phoenix that the CAB had voted to send Don and Sharon to has been cancelled due to COVID-19. ▪ The committee voted unanimously to keep Dan as their appointed representative for the next conference. <p><u>Form 700 & Ethics</u></p> <ul style="list-style-type: none"> ▪ Dr. Hutchins spoke with the Clerk of the Board to expand access to the online portal so Daj and Yolanda can help trouble shoot and help member’s document completion of the Ethics Training. ▪ Paula, Don, Elyse and Lynette have not completed the Ethics Training. Jan and Vince completed the training. <p><u>Former CAB Member Recognition Update</u></p> <ul style="list-style-type: none"> ▪ Sharon received word from the vendor that the plaque for Mike Blain would be sent within 10 days. The group has decided to present the award in person once COVID-19 is over. Sharon will hold on to the plaque until then. <p><u>COVID-19 Response</u></p> <ul style="list-style-type: none"> ▪ The Health Center was awarded two supplemental grants from HRSA.

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

- They are both retroactive, meaning that the funds could reimburse expenses incurred since 1/20/2020.
- Grant #1 is for \$62,151. Grant # 2 is for \$723,200.
- Both grants will help cover some of the staffing cost to support COVID-19 response and also allow the purchase/reimbursement of the purchase of equipment and supplies to evaluate and test patients for COVID-19. The Health Center requested and obtained a Mobile Medical Shelter (MMS) from the county Office of Emergency Services, and began using the tent (located in the back parking lot area) to evaluate and test patients for possible COVID-19 infection by appointment.
 - To support the MMS operation, SCHC has purchased five pop-up tents to serve as waiting areas, a location for personnel to put on/take off gowns and personal protective equipment, and is leasing a port-a-potty and handwashing station for proper hygiene.
 - The tent is staffed by a rotation of providers and nurses.
- SCHC has implemented screening of all visitors to the building to help with infection control measures. The Broadway entrance has been closed and a screener/greeter is on duty at the front entrance of the building. Depending on the reason the person is coming to the building, they may be screened for signs and symptoms of COVID-19 and given a mask to wear on the premises.
- The Health Center has tested 39 patients for COVID-19. Of the 39 people, three have tested positive. Sacramento County Health Center is closely following the recommendations of the CDC to test people with symptoms of COVID-19 virus, using the recommended algorithm.
- In addition to evaluating patients for COVID, the Health Center is partnering with other divisions and agencies to support individuals experiencing homelessness.
 - SCHC is providing staff to the Sacramento Homeless Initiative to help answer the nurse advice line.
 - SCHC administrative staff are also assisting in purchasing supplies and contracting with temporary staff for isolation centers to house homeless individuals in isolation or quarantine.
- SCHC providers are looking into helping evaluate patients at homeless encampments. Currently, when homeless individuals who are not our patients call, they are assisted by Sacrament Covered.
- Questions from Members
 - Paula – what will the grants awarded be used for?
 - The grants will be used for temporary staff to replace those unable to work due to COVID and to help with the additional work caused by the PH emergency, as well as to acquire equipment and supplies to assist with COVID-19 evaluation, testing and treatment.
 - For items not covered by the HRSA grants, the Health Center will request reimbursement from FEMA. FEMA reimburses up to 75% of the cost, usually paying in about two years.
 - Paula – Can the Homeless Response Team do testing for COVID-19?

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

	<ul style="list-style-type: none"> ➤ Sharon – Yes, for some people. There are multiple places that Sacramento County residents can get tested if they meet the criteria. They should start by looking at the CDC website (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html) to see if they meet the criteria to be tested. People may be able to receive testing through their primary care provider. Some pharmacies and urgent care clinics can test and others are working on getting the equipment and supplies to be able to test. Sacramento County Public Health is conducting free COVID-19 testing in a drive-through set up at Cal Expo by appointment for individuals who meet the eligibility requirements. Sharon will send information about COVID-19 testing to board members (see https://www.projectbaseline.com/study/covid-19/eligibility/).
<p>CAB Governance – <i>Dr. Hutchins</i></p>	<p><u>Committee Discussion:</u></p> <ul style="list-style-type: none"> ▪ The board reviewed the outline for the three sub-committee proposals – Governance, Finance, and Clinical Operations. These sub-committees are being set up on an <i>ad hoc</i> basis to address HRSA requirements. ▪ Sharon reviewed the initial member sign ups emailed to her and Daj. Additional CAB members volunteered, resulting in the following sub-committee membership <ul style="list-style-type: none"> ○ Clinical Operations: Paula, Kevin, Aaron ○ Governance: Paula, Jan, Aaron ○ Finance: Vince, Jan ▪ Sub-Committee Updates <ul style="list-style-type: none"> ○ Clinical Operation: Has not met ○ Governance: Has not met ○ Finance: Met on 04/16/2020 <ul style="list-style-type: none"> ➤ Vince informed CAB members of the issues reviewed by the Finance Sub-Committee with HRSA Project with CFO John Dizon <ul style="list-style-type: none"> ▪ Sliding Fee Scale: CAB last reviewed and adopted the sliding fee scale in 2018. <ul style="list-style-type: none"> • The Health Center doesn't have many patients who use the Sliding Fee Scale, as most patients have MediCal or are covered by Healthy Partners. SCHC does not receive much revenue from patients using the Sliding Fee Scale. • Finance Sub-Committee members presented a recommendation that the CAB approve the continued use of the current Sliding Fee Scale. Jan made a motion to this effect. Don and Elise seconded the motion. The Board approved the motion. ▪ Federal Single-Audit: The Sub-Committee reviewed the audit with Mr. Dizon and had questions answered. The audit is for all county departments, and only a small part applies

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

	<p style="text-align: center;">to the Health Center. The audit showed no deficiencies. Vince presented the Sub-Committee's recommendation to adopt the Single Audit.</p> <p><u>Sub-Committee update</u></p> <ul style="list-style-type: none"> • The Finance Committee invited Charles and Lynette to join. Both will join • Paula wants to be removed to one sub-committee, and will stay with the Clinical Operations sub-committee. • Elise is assigned to Governance Sub-Committee • Don is assigned to Clinical Operations Sub-Committee • Tracie Hall-Burks is the facilitator for Clinical Operations Sub-Committee. • Sharon will send out invitations and agendas for the upcoming sub-committee meetings.
Medical Director Updates – <i>Dr. Mishra</i>	Integrated into the COVID-19 response item above.
Next Meeting Topics	2020 QI Plan, Patient Outreach Campaign; Content for TVs in Waiting Rooms; 2020 Strategic Plan and 2020 Activity Calendar; Other key topics
Public Comment– <i>Elise Bluemel</i>	There was no public comment.
Closing Remarks- <i>Elise Bluemel</i>	<ul style="list-style-type: none"> • Kevin Koerber indicated that he wished to offer some remarks. He has heard that some refugee families are waiting a long time for appointments for refugee health assessments, which makes resettlement more difficult. He requests that a report be brought back to the CAB at the next meeting concerning refugee waiting times. After some discussion, the CAB agreed to request a report on the average length of time between making an appointment and getting an appointment for the clinic at present. Sharon will schedule individuals to report on these issues. • The meeting was adjourned at 11:00 am. • The Board will reconvene on Friday, May 22, 2020 from 9:30 to 11:00 AM. <p>Location: Online via Skype</p> <p>Co-Applicant Board website: https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx</p>

Sacramento County Health Center website link: <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>