

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

**Meeting Agenda**

November 20, 2020 / 9:30 AM – 11:00 AM

**Meeting Location**

Due to Public Health Emergency Via Skype: To see/share documents on the screen, go to

[Join Skype Meeting](https://meet.saccounty.net/safim/T744RWWF) Go to: <https://meet.saccounty.net/safim/T744RWWF>

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Join by phone [+1 \(916\) 875-8000](tel:+19168758000) OR [+1 \(916\) 874-8000](tel:+19168748000) OR [+1 \(916\) 876-4100](tel:+19168764100)

Conference ID: 4674927

Topic
<p>Opening Remarks – <i>Jan Winbigler, Chair – 3 minutes</i></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review and approval of minutes</li> </ul>
<p>Brief Announcements – <i>All – 5 minutes</i></p> <ul style="list-style-type: none"> <li>• Technology update               <ul style="list-style-type: none"> <li>○ BlueJeans</li> </ul> </li> <li>• OSV invitation to CAB members for entrance and exit conferences (limits due to Brown Act)</li> <li>• COVID update – patient death</li> <li>• Patient Feedback Survey</li> </ul>
<p>Follow up Items – <i>Dr. Hutchins – 3 minutes</i></p> <ul style="list-style-type: none"> <li>• Attendance review</li> </ul>
<p>Patient Variance and Safety Report – <i>Dr. Hutchins – 8 minutes</i></p>
<p>CAB Governance – <i>Dr. Hutchins – 60 minutes</i></p> <ul style="list-style-type: none"> <li>○ Meeting schedule for 2021 – main meeting and sub-committees – <i>Mehrabuddin Safi</i></li> <li>○ Sub-Committee Updates to CAB               <ul style="list-style-type: none"> <li>○ Clinical Operations – <i>Kevin Koerber</i> <ul style="list-style-type: none"> <li>▪ Recommend approving                   <ul style="list-style-type: none"> <li>• PP 03-05 Variance Reporting (with attachments)</li> <li>• PP 03-06 Incident Reporting (with attachments)</li> <li>• Patient Rights and Responsibilities handout – final language about “collections” of amounts owed</li> </ul> </li> <li>▪ Learned about the “Gaps in Care” team and projects</li> <li>▪ Hiatus in meeting schedule</li> </ul> </li> <li>○ Finance – <i>Jan Winbigler (with John Dizon)</i> <ul style="list-style-type: none"> <li>▪ Highlights from Financial Status Report and County budget updates</li> <li>▪ Update on use of County CARES funds</li> <li>▪ Update on ECT grant – mobile medical center van</li> <li>▪ Continuation of meeting schedule through 2021</li> </ul> </li> <li>○ Governance – <i>Jan Winbigler</i> <ul style="list-style-type: none"> <li>▪ Recommendations for elections process for 2021</li> <li>▪ Consumer member recruitment as a priority</li> <li>▪ Hiatus in meeting schedule</li> </ul> </li> </ul> </li> </ul>
<p>Medical Director Update – <i>5 minutes</i></p>

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Next Meeting Items – *All*

- Debrief from OSV
- Needs Assessment
- Patient Feedback Survey results (Aug-Sep 2020)
- Quality Improvement Plan discussion
- Preparation for Strategic Planning

Public Comment – *Elise Bluemel, Co-Chair*

Closing Remarks and Adjourn – *Elise Bluemel, Co-Chair*

**Next Meeting:** December 18, 2020 / 9:30-11:00 AM

The Co-Applicant Board welcomes and encourages participation in the meetings.

Matters under the jurisdiction of the Co-Applicant Board and not on the posted agenda may be addressed by the public following completion of regular business.

The agenda is posted on-line for your convenience at <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>

Due to the public health emergency created by the COVID-19 pandemic, in person meetings are not permitted at this time. Per the Brown Act, those attending a CAB meeting through teleconferencing are required to disclose the location from which they are calling. It is illegal to call while driving. There is a cap on how many members can attend from outside Sacramento County.

Meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices or other considerations should be submitted by contacting the Primary Health Division at (916) 875-5701 (voice) and CA Relay Services 711 (for the hearing impaired), no later than five working days prior to the meeting.