

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

**Meeting Minutes**

February 19, 2021 / 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](#)

Go to: <https://meet.saccounty.net/safim/DJY4BYDD>

[Try Skype Web App](#)

Go to: <https://meet.saccounty.net/safim/DJY4BYDD?sl=1>

Join by phone

[+1 \(916\) 875-8000](tel:+1(916)875-8000) OR [+1 \(916\) 874-8000](tel:+1(916)874-8000) OR [+1 \(916\) 876-4100](tel:+1(916)876-4100)

Conference ID: 1655150

Attendees: Elise Bluemel, Paula Lomazzi, Naimatullah Sultani, Aaron Washington, Jan Winbigler

Staff: John Dizon, Sharon Hutchins, Sumi Mishra, Mehrabuddin Safi

Topic
<p>Opening Remarks</p> <ul style="list-style-type: none"><li>• <i>Chair Winbigler took roll.</i></li><li>• <i>Ms. Washington announced that she would need to leave early due to a conflict. Chair Winbigler indicated she was going to change the agenda to ensure all items requiring a quorum were addressed before Ms. Washington needed to leave.</i></li><li>• <i>The group reviewed the minutes from the 1/15 meeting.</i><ul style="list-style-type: none"><li>○ <i>Ms. Bluemel made some minor corrections.</i></li><li>○ <i>Ms. Lomazzi moved to approve the minutes as corrected. Ms. Bluemel seconded the motion.</i></li><li>○ <i>All CAB members in attendance voted to approve the minutes as corrected.</i></li></ul></li></ul>
<p>*URGENT ITEMS requiring a quorum</p> <ul style="list-style-type: none"><li>• <b>PP 11-03 Budget Development, Procurement, and Compliance</b><ul style="list-style-type: none"><li>○ <i>Mr. Dizon explained to the members that due to a recent HRSA Legislative Mandate Audit, we were required to revise PP 11-03 Budget Development, Procurement, and Compliance.</i></li><li>○ <i>Mr. Dizon highlighted the changes made. HRSA asked us to expand our language so that we were more detailed. HRSA's expectation is that health centers have a policy that restates the entirety of its legislative mandates. We needed to add a lot more detailed language from their document, eliminating our much briefer bulleted list.</i></li><li>○ <i>Chair Winbigler asked whether there were any particular changes we need to focus on in all the extra language added.</i></li><li>○ <i>Mr. Dizon responded that there are no new requirements or prohibitions. We simply listed the entirety of the federal language rather than summarize it, as we had before.</i></li><li>○ <i>Chair Winbigler asked if there was a motion to approve the changes. Ms. Lomazzi moved that CAB approve the revised and expanded PP 11-03 Budget Development, Procurement, and Compliance. Ms. Washington seconded the motion. All members voted to approve the revised PP.</i></li></ul></li><li>• <b>PP 11-02 Billing and Collections</b><ul style="list-style-type: none"><li>○ <i>Mr. Dizon explained that the revision proposed is due to a recommendation from the County's Finance Department. It is to lower the threshold for billing from \$20 owed to \$15 owed. As CAB members know, the health center's nominal charge is \$15. So many patients who were seen here only once and only owed \$15 were never</i></li></ul></li></ul>

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

*billed. Their accounts were in limbo until they reached at least \$20 (which in these cases never happened). The Department of Finance has asked us to set the threshold for sending a bill lower to avoid many unpaid (and unbilled) accounts.*

- *Chair Winbigler asked if there was a motion to approve the revisions to this policy. Ms. Washington moved to approve the recommended revisions to PP 11-02 Billing and Collections. Ms. Bluemel seconded the motion. All members in attendance voted to approve the PP revisions.*

- ***Review and approval of new Organizational Chart and HRSA Project Director***

- *Dr. Hutchins reminded the CAB that the CAB has discussed at length one of the findings from the OSV that the existing organizational chart showed that the HRSA Project Director reported to the CAB, but did not manage those running the health center. In addition, Dr. Hutchins reports to Dr. Mishra, who does not currently report to the CAB. In December, the CAB discussed three possible options to fix this problem, and indicated that they preferred the option to have Dr. Mishra add the HRSA Project Director role to her portfolio (along with CEO and Medical Director). If this change is made, the CAB must select her, and she must then be reviewed by them annually.*
- *Dr. Hutchins reminded the CAB that we briefly discussed this option in January and CAB members were asked to make sure this was the option they wanted to select. In addition, we have received approval from the County side to make this change.*
- *Dr. Hutchins presented the proposed organizational chart with key management roles and reporting relationships.*
- *Chair Winbigler asked if there was a motion.*
  - *Ms. Lomazzi moved to select Dr. Mishra as the new HRSA Project Director and to adopt the proposed structure of key management roles and reporting relationships*
  - *Ms. Bluemel seconded the motion.*
  - ***All CAB members attending voted to select Dr. Mishra as the new HRSA Project Director and to adopt the proposed structure of key management roles and reporting relationships.***

- ***PP 07-05 Credentialing and Privileges***

- *Dr. Hutchins presented the proposed revisions to the PP and reminded the CAB that we had previously made the changes discussed at the OSV exit conference to bring the PP into compliance. The CAB approved these changes, and we submitted the revised PP during the CRO period. However, those changes were deemed to be insufficient.*
- *Dr. Hutchins has had more extensive discussions with our HRSA Project Officer who provided more detailed feedback on what is needed, which is fully incorporating how we credential and privilege volunteers and non-clinical staff.*
- *The changes presented to CAB today are extensive and involve all sections of the policy and procedure. When the document was being edited these extensive additions made it much harder to follow. So much of the detailed process, for example regarding which documents are required for each position, were moved to the attachment A, which contains all information needed to credential and privilege all staff positions and all volunteer types.*
- *The Chair asked if there were any comments or questions or a motion to approve the proposed revisions.*
  - *Ms. Washington moved to approve the proposed revisions to PP 07-05 Credentialing and Privileges to bring it into compliance.*
  - *Ms. Lomazzi seconded the motion.*
  - *All CAB members in attendance voted to approve the proposed revisions to PP 07-05 Credentialing and Privileges to bring it into compliance.*

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

- **Sliding Fee Scale annual update**
  - *Mr. Dizon opened an Excel file showing the revised federal poverty levels (FPL) per household/family size and income recently published in the Federal Register. He explained that these 2021 changes raised the income amount allowable under each household size. SCHC will incorporate these changes into its Sliding Fee Discount Scale tiers. Then staff interacting with patients can look up the patients' family income and family size and fund the sliding fee discount to be provided (if any).*
  - *Dr. Hutchins added that the proposal is not to change the tiers (other than updating the income limits) nor is the proposal to change the nominal charge or the discounts for each of the tiers in the SFDS. The proposed changes are merely to update the income bands in SCHC's tiers in the SFDS so they match the new FPLs set for 2021.*
  - *No CAB members asked questions or made comments.*
  - *Chair Winbigler asked if there was a motion about the proposed revisions.*
    - *Ms. Lomazzi moved to approve the proposed changes to the income brackets of SCHC's tiers in the SFDS to match the 2021 FPLs.*
    - *Mr. Sultani seconded this motion.*
    - *All CAB members in attendance voted to approve the proposed changes to the income brackets of SCHC's tiers in the SFDS to match the 2021 FPLs.*
- **First review of proposed CAB bylaw changes to comply with OSV findings**
  - *Dr. Hutchins opened a Word version of the existing CAB bylaws. Dr. Hutchins indicated that she had had a conversation with Jan Winbigler (as Chair of the Governance Sub-Committee) to discuss whether to bring that group back from hiatus to work through proposed bylaw changes, to edit the bylaws in the CAB meeting, or have staff make proposed bylaw changes. Dr. Hutchins asked what CAB members thought about these options. Ms. Washington indicated that she would be willing to help staff with edits to bring to the CAB for review.*
  - *Dr. Hutchins reviewed the sections that need to be revised*
    - *The process of how CAB selects and removes CAB members, and fills vacancies needs to be further explicated; insufficient detail is given and no language currently addresses how member vacancies are filled (only officer vacancies).*
    - *The bylaws (and conflict of interest statement) need to be amended to clearly state criteria that make people ineligible to be members ("prohibited members"). While the bylaws currently incorporate the language directly from the HRSA Compliance Manual in Article IV on page 5, this language needs to be added to Article VII as well.*
    - *These are the elements HRSA says are non-compliant and we need to address.*
  - *Dr. Hutchins then showed the proposed revisions to the bylaws to cover the first element above. Last year, the Governance Sub-Committee had identified some small changes that they recommended by adopted by CAB. In addition, Dr. Hutchins indicated that she took out the old Mission and Values and added the Vision, Mission, and values approved by CAB in 2020. Finally, Dr. Hutchins showed that the bylaws had not been updated after the Department of Health and Human Services split into the Department of Human Assistance and the Department of Health Services; Dr. Hutchins showed proposed name corrections in the document.*
  - *Dr. Hutchins then turned to Article IV to talk about proposed language changes. HRSA indicated that we did not have sufficient detail explaining how CAB recruits and selects its members. The Governance Sub-Committee developed a 2020 Annual Recruitment Plan last week, which was approved by CAB. But we may need*

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

*to incorporate some of those details into the bylaws. Dr. Hutchins proposed to send her initial revision proposals to Ms. Washington and then meet with her to discuss them.*

**Medical Director Update – Dr. Mishra**

- Dr. Mishra began her remarks by thanking CAB members for selecting her as the new HRSA Project Director.
- Dr. Mishra then opened the blue prints for the mobile medical center van being built to discuss the schematics with CAB members.
  - *As a reminder, the van is being purchased through the HRSA ECT grant of approximately \$260,000. The van will enable us to meet the purpose of the grant (expanded testing for coronavirus) but will later allow us to improve primary care services generally. We were fortunate to have this sources of funds.*
  - *The van has excellent features*
    - *We are excited to get a van with two exam rooms, one with a normal exam table, and one with an exam chair that can lower into a table.*
    - *The van has a bathroom and sinks in the exam rooms.*
    - *It has a blood draw station and a refrigerator for vaccines and medications.*
    - *It has locking cabinets and extra soundproofing of the walls between the exam rooms and the adjoining waiting room/bathroom.*
    - *One of the exam rooms has the ability to do pelvic exams, if needed.*
  - *Chair Winbigler asked if a special license was required to drive the van.*
    - *Dr. Mishra responded that no, this van requires only a class C driver's license which means we do not need to have a driver with commercial license. It is the largest van available that does not require a commercial license.*
  - *Ms. Bluemel asked where the van could be taken to handle the black water.*
    - *Mr. Dizon responded that we are going to find a vendor for that, as County Fleet does not perform this service internally.*
  - *CAB members expressed satisfaction with the progress on the van.*
- Dr. Mishra gave an update on the progress of vaccination against COVID-19.
  - *SCHC is eager to continue vaccinating, but the supply of vaccine has been less than hoped. We are following CDPH guidelines in terms of the tiers of people who can be vaccinated.*
  - *We started out with the elderly 75+ years, then expanded to those 65+ years with conditions putting them at increased risk of COVID.*
  - *Now we are concentrating on individuals with diabetes who are at elevated risk. We are running reports from OCHIN to know which patients will qualify for the next tier – patients 18 and older with a medical condition putting them at increased risk of COVID.*
  - *On February 16, CDPH opened up vaccination to teachers and child care providers. CDPH indicates we need proof of occupation. SCHC has not finalized a plan to notify these folks or what proof will be accepted.*

**Brief Announcements - *Deferred due to time***

**Follow up Items –**

- *Attendance review - Deferred due to time*

**CAB Governance – *Deferred due to time***

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

- |   |
|---|
| <ul style="list-style-type: none"><li>○ Sub-Committee Updates to CAB<ul style="list-style-type: none"><li>○ <i>Clinical Operations – Aaron Washington</i></li><li>○ <i>Finance – Jan Winbigler</i></li><li>○ <i>Governance – NA</i></li><li>○ <i>Strategic Planning – Elise Bluemel</i></li><li>○ <i>UDS Sub-Committee – Dr. Hutchins</i></li></ul></li></ul> |
|---|

2021 Activity Calendar – Dr. Hutchins - <i>Deferred due to time</i>
---

<b>Public Comment</b>
-----------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>● <i>There were no comments from members of the public.</i></li></ul> |
|---|

<b>Closing Remarks and Adjourn</b>
------------------------------------

- |   |
|---|
| <ul style="list-style-type: none"><li>● <i>Vice-Chair Lomazzi adjourned the meeting at 11:00.</i></li></ul> |
|---|

**Next Meeting:** March 19, 2021/ 9:30-11:00 AM

\*Items that require a quorum.

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.