

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

**Meeting Minutes**

May 21, 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

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Conference ID: 1655150

**Attendees**

Members: Elise Bluemel, Vince Gallo, Cindy Hooker, Paula Lomazzi, Namitullah Sultani, Jan Winbigler

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

Topic
Opening Remarks – <i>Jan Winbigler, Chair</i> <ul style="list-style-type: none"><li>• <i>Chair Winbigler welcomed all to the meeting.</i></li><li>• <i>The group reviewed and approved the minutes from 4/16 meeting without changes.</i></li></ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"><li>• <i>Vice-Chair Lomazzi announced that she had prepared a report on the sessions she attended at the NACHC Healthcare for the Homeless Conference, included diversity, quality and inclusion, topics that are important for SCHC as we are learning to improve service to LGTBQIA+ individuals.</i></li><li>• <i>Chair Winbigler reminded the group that Vice-Chair Lomazzi will lead the CAB meeting in June, as Ms. Winbigler will be out of the state.</i></li><li>• <i>Dr. Hutchins informed the group that Ms. Washington let her know that she is having medical treatment and will be out for approximately 6-8 weeks. She will miss the June meeting but may be back for the July meeting.</i></li></ul>
Follow up Items – <i>Dr. Hutchins</i> <ul style="list-style-type: none"><li>• Attendance review<ul style="list-style-type: none"><li>○ <i>Dr. Hutchins showed that the only member absent is Ms. Washington, who has an excused absence. Otherwise, attendance is good.</i></li></ul></li><li>• OSV Update<ul style="list-style-type: none"><li>○ <i>Dr. Hutchins informed CAB members that SCHC submitted materials for each of the chapters and elements found non-compliant at the December Operational Site Visit ahead of the deadline. We continue to hear from HRSA that specific conditions are being removed as the team(s) from HRSA have the opportunity to review the documentation that we submitted. Chapter 11 is now fully compliant.</i></li><li>○ <i>Dr. Hutchins also shared that she thinks that there is a good possibility that we will receive a 6-day Corrective Action Plan (CAP) to continue working on elements from</i></li></ul></li></ul>

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*Chapter 9: Sliding Fee program, as we do not yet have contacts and MOUs that have been revised and executed. We submitted documents showing our progress, but we do not yet have final agreements to share with HRSA.*

- *The report evaluating the Sliding Fee Scale that CAB reviewed and approved in April was accepted by HRSA; they have removed this condition now. The Quality Improvement (Chapter 10), Chapter 11 (Key Management staff) were also approved, as was Billing and Collections (Chapter 16). HRSA has also approved changes made to bylaws for Chapters 19 and 20. They have approved elements 'a' and 'c,' and we are waiting for the onboard selection and removal process. Dr. Hutchins anticipates that HRSA will accept these revisions, as the conflict of interest language was added to the bylaws as requested by the OSV Team.*
- **County HIPAA Audits**
  - *The County's HIPAA office will be conducting its annual review of SCHC's Radiology Program on June 17.*
  - *We have not yet received the final report from the HIPAA audit of the Adult, Family Medicine, and Pediatrics programs, as the chart review has not yet been completed.*

**\*CAB Governance**

- **Sub-Committee Updates to CAB**
  - **\*Finance – Jan Winbigler**
    - **April Financial Status Report**
      - *Ms. Winbigler let the group know that the Finance Sub-Committee reviewed the April report. The group is still working on a good template with Mr. Dizon to review so that all members understand it and have sufficient information to evaluate how SCHC is doing financially.*
    - **Current budget status**
      - *The budget situation is good for now; there are no major problems or red flags.*
    - **\*Review and approval of Federal Single Audit**
      - *The Finance Sub-Committee reviewed the detailed County audit. HRSA requires each health center to conduct an audit. The county chose to do this as part of an audit of all federal grants so that the HRSA grant is a tiny portion of the whole funds reviewed. There were no negative findings for the HRSA grant. If CAB agrees, the Finance Sub-Committee recommends approving this and sending it to HRSA as required.*
      - *Ms. Lomazzi moved to approve the Sacramento County Single Federal Audit and submit it to HRSA.*
      - *Ms. Bluemel seconded this motion.*
      - *All members attending voted to approve this report and sending it to HRSA.*
    - **\*Approval to apply for ARP Capital grant**
      - *Ms. Winbigler explained that this grant would support construction or renovation activity for a total of \$619,603, which is a welcome opportunity.*
      - *Ms. Lomazzi moved that SCHC apply for this grant.*

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- *Mr. Gallo seconded the motion.*
- *All six members in attendance voted to approve SCHC applying for the HRSA APR grant to support needed renovations.*
- *\*Review and approval of the proposed budget for HRSA ARPA grant*
  - *Dr. Hutchins provided a preliminary budget for the proposed uses of this approximately \$2.5 million grant. It covers 4/1/2021 through 3/31/23, which covers three separate County Fiscal years, which is why there are three different time periods presented in the budget. We do not intend to spend anything during the first time period (4/1/21-6/30/21 as the County budget will not yet be approved, nor will the budget submitted for the HRSA ARPA grant). We are proposing to spend the large majority of the money on staffing, as CAB and leadership identified that as a critical need and strategic priority.*
  - *Ms. Winbigler asked if there was a discussion or a motion.*
  - *Ms. Lomazzi moved to approve SCHC submitting a budget for the HRSA APRA grant that is mostly dedicated to staffing.*
  - *Ms. Bluemel seconded approval of SCHC submitting the HRSA APRA budget.*
  - *All six members in attendance voted to approve submitting the HRSA ARPA budget.*
- *\*Strategic Planning – Jan Winbigler*
  - *Ms. Winbigler let the group know that the sub-committee wants to ensure that CAB can oversee progress on the Strategic Plan at a higher level. The Governance Sub-Committee has accepted responsibility for monitoring progress and reviewing reports submitted by management to show implementation. The goals of the Strategic Plan are (in short) Space, Staffing, and Homelessness. These should guide strategic decisions about the health center and its operations for the next three years.*
  - *Jan asked if any members had any comments or questions about the plan that they had received ahead of time for review. No one had questions or comments.*
  - *Jan asked if there was a motion.*
  - *Ms. Lomazzi moved to approve the SCHC Strategic Plan, 2021-2023, as presented by leadership.*
  - *Mr. Sultani seconded the motion.*
  - *All attending members voted to approve the 2021-2023 SCHC Strategic Plan as presented.*
  - *Dr. Hutchins thanked the members of the Strategic Planning Sub-Committee and its staff for the many hours of review of detailed documents and thoughtful discussion to produce this Strategic Plan.*
  - *CAB members thanked the members and the staff for their support of the process.*
- *\*Clinical Operations – Sharon Hutchins*
  - *\*Review and approval of PP 03-05: After-Hours Services*
    - *In the absence of Ms. Washington, Dr. Hutchins highlighted the few changes made to the After-Hours Services policy, reviewed by CAB members before the meeting.*
    - *Ms. Winbigler asked if there were comments, questions, or a motion.*
    - *Ms. Lomazzi moved to approve the revisions as presented.*
    - *Mr. Gallo seconded the motion.*
    - *All attending members voted to approve the PP 03-05 as presented.*
  - *\*Review and approval of PP 04-12: Patient Feedback Survey*
    - *Dr. Hutchins reviewed the proposed changes made to the policy since last year, which are to improve the provision of adequate assistance to patients*

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*with vision, literacy, or language issues to complete the survey. As a reminder, due to the vendor, the survey is conducted in person and comes in English and Spanish, but translation can be provided for nearly any language.*

- *Mr. Gallo moved to approve the revisions to PP 04-12 as presented.*
- *Ms. Lomazzi seconded the motion.*
- *All attending members voted to approve PP 04-12 as presented.*
- **Governance – Jan Winbigler**
  - *Ms. Winbigler let the group know that the Governance Sub-Committee has restarted the meeting with a new task of tracking progress on the Strategic Plan implementation on a monthly and ongoing basis and reporting to the CAB.*
  - *This subcommittee's other large task is to prepare a CAB member recruitment plan to make sure the CAB is reflective of the populations the health center serves.*
    - *Dr. Hutchins indicated that the Sub-Committee was considering several ways to recruit new members, including creating a video to play on the lobby TVs. Any CAB members interested in participating in the video would be welcome.*

**Preview: Service Area Competition & Needs Assessment – Sharon Hutchins**

- *Dr. Hutchins explained that HRSA provides health center grants in three-year increments. The grant supporting SCHC is in the third and final year. Therefore, we will be applying for another three-year period this summer so that the health center can continue serving patients in our community. The process is called “SAC,” which stands for Service Area Competition.*
- *Part of the application process is the completion of a Needs Assessment. Ideally, one would conduct the Needs Assessment before starting Strategic Planning. You may remember that we reviewed some needs assessment data in the fall, and we provided that to the Strategic Planning Sub-Committee to review as part of their process. We did not get to a few pieces of the Needs Assessment for our homeless population. We are actually conducting that now at Loaves and Fishes under the direction of Dr. John Landefeld. That data should be available to us to include in our SAC application.*
- *Once CAB closes the chapter of developing the Strategic Plan, we will open the chapter of developing the SAC application.*

**Review of 2021 Activity Calendar – Sharon Hutchins**

- *Dr. Hutchins opened the proposed activity calendar and reviewed highlights of the topics that need to be covered at each CAB meeting. Dr. Hutchins asked if any attendees had questions upon reviewing the handout. No questions or concerns were expressed.*

**Medical Director Update**

- *Dr. Mishra began her update with COVID-19. While it seems as if the pandemic is winding down, it is still very much with us at SCHC. We have not had a positive case at SCHC in a few weeks. We continue to hold COVID vaccine clinics.*

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*However, holding these during the week is difficult, as the staff is already stretched thin. Therefore, we are doing our first mass vaccination clinic in the parking garage tomorrow (Saturday, May 22). We will see how the new format and workflow go. We are trying a true drive-through format and have close to 200 patients scheduled.*

- With the approval of the use of the Pfizer vaccine for adolescents aged 12 and above, we are piloting vaccinating adolescents at Saturday mass vaccination clinic. We are hoping to get 29 kids vaccinated; 15 are scheduled, and we continue to call families.*
- Now that the supply of vaccines can meet (and exceed) demand, there has been some relaxation of the tight rules about vaccine use. It is not so problematic to waste a dose as it was. Due to this fact, SCHC is starting to integrate giving COVID vaccine into its normal clinic operations so that you can get the vaccine when you see your provider. We are starting to test the process with the Pediatrics program.*
- On Monday, we will have a workgroup meeting to discuss the workflow for vaccinating patients who are here for other reasons.*
- SCHC needs to update its phone messages and other communication around COVID vaccination to make sure people are aware that SCHC has all three types of approved vaccine and can now vaccinate anyone over the age of 11.*
- We returned the Mobile Medical Shelter (MMS) to the EMS program, as its use involved extra security at a high cost. Now we have two pop-up tents in the parking lot to do an evaluation for COVID. We should no longer need to use the tents by the end of June when we will integrate COVID evaluation and testing within the building.*
- Many health facilities have stopped doing screening at the entrance to buildings. We are planning alternatives to this practice and will be ending the greeter/screener at SCHC soon, evaluating symptoms at registration instead.*
- In non-COVID news, we are continuing to work to expand services at Loaves & Fishes step-by-step. We continue to meet with partners. For example, Dr. Mishra and Mr. Vince Gallo met earlier this morning, and Dr. Mishra is meeting with Sacramento Covered today. We are hoping that SacCovered will have a navigator in place at Loaves & Fishes within about two weeks to help patients with health insurance coverage, transportation, setting up appointments, and other needs. Dr. Mishra is also working to have Dr. Rachel Robitz, a psychiatrist in the family medicine program, see patients at Loaves and Fishes on Wednesday mornings; the schedule is not yet finalized.*
- We hope to have the mobile medical center van by December. However, we have encountered a setback regarding medications. The main goal was to carry medication on the van to administer as needed when doing outreach. However, the Board of Pharmacy does not allow carrying or administering medication in a mobile medical center van in this manner. County Pharmacist Sara Lee has been working with the state organization and with other entities that have vans to see if we can develop a workaround.*

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- *In the Family Medicine program, we need to increase the number of child patients and ensure that they are getting well-child exams and immunizations. The Pediatrics program is quite busy, but Family Medicine has more openings, so we are seeing if we can schedule pediatric patients with Family Medicine. These children need many screenings and immunizations that are part of health plan quality requirements.*
- *The new hypertension clinic at SCHC has been very successful. Of the patients referred to this clinic, 75% have had their blood pressure controlled within 1-2 months. Dr. Landefeld, who is running this clinic, has now opened up referrals to our Family Medicine program as well.*
- *Dr. Malhotra clinically manages our Care Coordination program. We are trying to expand this to go beyond giving clinical care to address social determinants of health – such as connecting patients to food, helping them keep their appointments, understanding their medications, and inform them about helpful resources.*
- *Dr. Mishra has now met with the new Director of Health Services, Chevon Kothari, who is a very nice person, to see how we can channel some of the funds that will be coming from the federal government and the state (especially COVID funds) to address SCHC needs. Dr. Mishra has briefed Mrs. Kothari on what we have spent HRSA COVID money on and what we are planning to use the new funds for, as well as detailing the needs that remain.*
- *To improve the infrastructure of the school-based mental health program that SCHC runs in collaboration with SCOE and multiple school districts, we need funding to improve services and provide Electronic Medical Record (EMR) access at each school site to avoid all of the back-and-forth communication it now takes between the school site and the main site, which is not efficient.*

**Next Meeting Items – All**

- April Financial Status Report
- Sub-Committee updates
- 2021 CAB Member Recruitment Plan
- Service Area Competition Update
- Health Needs Assessment Update

**Public Comment – Paula Lomazzi, Vice-Chair**

**Closing Remarks and Adjourn – Paula Lomazzi, Chair**

- *Ms. Lomazzi adjourned the meeting at 11:08 AM.*

**Next Meeting:** June 18, 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 following public completion of regular business.

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