

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

Meeting Minutes

August 20, 2021 / 9:30 AM – 11:00 AM

Meeting Location

In Person (Room 2800 of 4600 Broadway / Sacramento, CA 95820 **(NOTE: Masks required)**) OR
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:+19168758000) OR [+1 \(916\) 874-8000](tel:+19168748000) OR [+1 \(916\) 876-4100](tel:+19168764100)

Conference ID: 1655150

Meeting Attendees

Members: Elise Bluemel, Vince Gallo, Paula Lomazzi (Vice Chair), Namitullah Sultani, Jan Winbigler (Chair)

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

Guest: Chevon Kothari (Director of the Department of Health Services)

Members of the Public: Yes

Topic
Opening Remarks – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• <i>After some technical challenges, Chair Winbigler welcomed all to the meeting and took roll.</i>• <i>Dr. Hutchins briefly introduced Chevon Kothari, new Director of Health Services.</i>• <i>One member of the public was present.</i>• <i>The members discussed the minutes from the 7/16 meeting, and approved them with minor changes.</i>
Brief Announcements – <i>All</i> <ul style="list-style-type: none">• <i>Dr. Hutchins informed the Board that the County is renegotiating its contract with Quest for laboratory services. SCHC has been asked to provide input for the negotiation process. We have been meeting internally and also discussed our needs with our consultant. The consultant suggests that we create a second sliding fee scale and request that Quest honor this, to ensure that our sliding fee patients can receive the HRSA-required diagnostic laboratory services. As the group may remember, the Site Review Team at the OSV mentioned to us that SCHC is not fully compliant with ensuring that sliding fee patients have access to all HRSA-required services and other services in SCHC's scope. Therefore, we want to get ahead of the situation now that the Quest contract is being renegotiated. However, the consultant just made this suggestion, and we have not had a chance to discuss this proposal with the CAB Finance Committee.</i>

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

Remembrance of Nora “Aaron” Washington – Ms. Lomazzi

- *Chair Winbigler reminded the group that we recently lost Aaron. We want to take time to remember Aaron and all the contributions she made to the CAB and SCHC. MS. Winbigler shared that she wanted to uplift Aaron’s passion and commitment to advocacy, and a heart for what the community wanted and needed.*
- *Ms. Lomazzi noted that Ms. Washington was a very active member and contributed a lot to the CAB for many years.*
- *Dr. Mishra mentioned her appreciation for Aaron’s forthrightness, as well as her willingness to communicate the needs of the community to SCHC management. Aaron was clear at how we can improve, especially in outreach to the community. Finally, Aaron’s ability to see and convey the big picture was notable. We have suffered a big loss.*
- *Mr. Gallo reminded everyone that Aaron was a “fierce advocate.” She was always connecting to individuals experiencing homelessness and conveying to us their needs for services. Mr. Gallo appreciated the fact that this strong advocate was on our side.*
- *Dr. Hutchins mentioned Aaron’s willingness to work hard for the CAB. She sat on more than one Board in the community, but was always willing to volunteer for tasks. She was on two CAB committees and volunteered to work with me to propose changes to the bylaws. She never said “no” to a task.*
- *Ms. Kothari said she appreciated learning about Aaron and her role on CAB. It is vitally important that we have advocates in the community, like Aaron, that lift up the voices of those we serve. Ms. Kothari said that while she did not know Aaron, it is clear how much she contributed to CAB and other boards to help the community.*

Solicitation of Feedback on Sacramento County 2022-2023 Budget Priorities

- *Ms. Kothari presented the FY 2021-2022 Sacramento County budget to the group, and highlighted recent and new activities and projects supported by the Board of Supervisors.*
- *Ms. Kothari asked the group for its feedback on the budget priorities for the FY 2022-2023 budget.*
 - *CAB members commented on*
 - *Difficulty hiring clinical staff in the County; it is important to be able to hire sufficient staff to support key programs such as serving the homeless and refugees. BOS should prioritize these programs and change processes as needed to make them more successful.*
 - *Alternatives to the 911 service as well as reallocating some funds from law enforcement*
- *Ms. Kothari then asked Chair Winbigler whether the CAB felt that services provided by SCHC should mainly target individuals experiencing homelessness, or for the general population.*
 - *Ms. Winbigler responded that this was for the broader community, including new arrivals to the country. She reiterated that SCHC staff currently is insufficient to meet the needs, particularly for newcomers.*

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

- *Ms. Lomazzi also stated that it was important to support programs that address the medical (and other) needs of individuals experiencing homelessness in the encampments in which they live.*
- *Mr. Gallo asked whether Laura's Law is currently in effect in Sacramento County.*
 - *Ms. Kothari responded that yes, the BOS voted to adopt it. At present, we are gathering community input and designing the program. The law will come into effect in the upcoming months. The BOS has approved a specific budget.*
- *Ms. Kothari summarized the suggestions and asked the group to ensure they were accurate so she can submit them to the BOS.*
 - *Additional space and staffing at SCHC to be able to carry out the clinic's mission, including handling the influx of refugees*
 - *Meeting the needs of people in encampments*
 - *Continued funding for alternatives to 911*
- *Ms. Winbigler asked Ms. Kothari to add access to additional funding for the County's Healthy Partners program.*
- *Ms. Kothari thanked the CAB for its contributions and indicated that she would submit the feedback to the BOS.*

Follow up Items – Dr. Hutchins

- **Attendance review**
 - *Dr. Hutchins informed the group that presently there are no attendance issues.*
- **Medi-Cal Audit preparation**
 - *Dr. Hutchins reminded the group that the Medi-Cal on site audit is scheduled for August 24. SCHC staff is still preparing. Dr. Hutchins expressed concern that SCHC was just informed about changes to the Medi-Cal requirements that appear to have gone into effect when Governor Newsome lifted COVID restrictions in the state. Dr. Hutchins completed the training on the new standards; there are some significant additions that we may have trouble meeting with so little time to prepare.*

***CAB Governance – Committee Chairs**

- **Proposal Regarding P&P review**
 - *Ms. Winbigler informed the group that the CAB Executive Committee discussed the low membership at present at its last meeting and decided to propose to the group that the calendar of policy and procedure review be amended. For some reason, the CAB has required itself to complete annual review of quite a few P&P for which HRSA does not require annual review. CAB proposes to continue annual review of just those P&P for which such review is mandated, but then review all other P&P once every three years, dividing up the number of P&Ps by three to ensure balanced workloads across each year.*
 - *CAB members agreed that this is a good idea.*
 - *Ms. Lomazzi moved to alter the P&P review schedule to only review annually those policies and procedures that HRSA requires be reviewed annually, and to review all other policies once every three years.*
 - *Mr. Gallo seconded this motion.*
 - *All members present voted yes on the motion to alter the P&P review schedule.*
- **Committees Updates to CAB**
 - **Clinical Operations – Mr. Gallo**
 - *Mr. Gallo informed the group the Clinical Operations Committee will go on hiatus until December, as the committee has completed many of its duties and this will help members focus on other CAB needs, including the Finance and Governance Committees.*

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

- **Review and approval of PP 03-02 Patient Registration*
 - *Dr. Hutchins summarized the proposed changes since the Health Center did not have an electronic medical record at the time it was adopted. Amendments are needed to reflect these new practices as well as HRSA requirements. For example, the proposals include clarification of the types of data that we need to collect, even during a pandemic, as this is essential for the required UDS report and can affect whether SCHC is awarded future grants.*
 - *Mr. Gallo mentioned that the Committee reviewed and recommended approval of the proposed changes.*
 - *Mr. Gallo then moved that CAB approve the proposed changes and adopt the newly revised P&P.*
 - *Ms. Winbigler seconded the motion.*
 - *All CAB members voted to approve the proposed changes to PP 03-02.*
- **Review and approval of PP 03-08 Appointment Scheduling*
 - *Dr. Hutchins said that the proposed changes would help SCHC standardize how staff interacts with patients and ensures that we help provide language services when needed. SCHC has changed the Telephone Protocol and included a new phone tree design. We want to make sure all staff are following the same procedures to serve our patient population.*
 - *Ms. Bluemel asked for a change in the Pharmacy section so that it would state “any controlled medication” instead of “one of the following.”*
 - ✓ *Attendees commented that this would be helpful and would mean that the list would not need to be continually updated.*
 - *Mr. Gallo moved to approve the proposed changes to PP 03-08.*
 - *Ms. Lomazzi seconded the motion.*
 - *All CAB members voted to approve the proposed changes to PP 03-08.*
- Finance Committee – Ms. Winbigler
 - End of Year (2021) Financial Status Report
 - *Ms. Winbigler let the group know that SCHC ended the year in good financial shape, as was evident in the handout.*
 - *She asked if anyone had questions.*
 - ✓ *None was offered.*
 - Update on HRSA COVID grants
 - *Ms. Winbigler indicated that we have not yet heard from HRSA about the ARP capital infrastructure grant.*
 - ✓ *Dr. Hutchins added that this is the grant meant to pay for building renovations. SCHC did hear back from the County Architectural Services Department (ASD) with a better estimate of the costs of these renovations. Unfortunately, they indicated that the cost of labor and supplies has significantly increased. The original estimate for the projects we submitted was about \$619,000. However, the current estimate for these same projects is about \$839,000. In addition, ASD informed us that they expect the costs to continue to increase, so that the total will likely be significantly higher by the time the work is completed.*
 - ✓ *Dr. Hutchins indicated that work could not begin until we have HRSA approval. The official start date is 9/1/2021. In the meantime, management has been prioritizing which items are most important to complete, and which can wait for another funding source in the future.*
 - **Approval to file HRSA main grant Budget Progress Report*
 - *Dr. Hutchins requested approval from CAB for SCHC to submit the annual required Budget Progress Report.*

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

- *Ms. Lomazzi moved that CAB approve the submission of the annual Budget Progress Report.*
- *Mr. Gallo seconded the motion.*
- *All CAB members voted to approve the submission of the annual Budget Progress Report.*
- **Review and approval of PP 11-01 Sliding Fee Discount*
 - *Ms. Winbigler reminded the group that CAB originally revised this P&P shortly after the HRSA OSV, but it was initially rejected by HRSA. We continued to work on it, and HRSA accepted the second set of changes we made. However, since then, SCHC thinks additional changes are needed, including instituting a second sliding fee scale for diagnostic laboratory services and amending the tiers to align with the Healthy partners eligibility requirement, which support our collaboration with Sacramento Native American Health Center.*
 - *Dr. Hutchins added that staff suggests increasing the upper limit of Tier A in the sliding fee scale to match the eligibility criteria for our Healthy Partners program. The County actually pays for HP services and has some money to support this. However, aligning HP and the sliding fee scale, will support the amended agreement with the Sacramento Native American Health Center (SNAHC) to provide dental services to SCHC patients, including that SNAHC will only charge sliding fee and HP patients SCHC's sliding fee. In addition, the County's contract with Quest is ending. This is SCHC's opportunity to come into compliance with HRSA requirements around the sliding fee scale. SCHC staff did research and found that Solano County, also a public entity FQHC, has a good agreement with Quest that we would like to propose to Quest. Dr. Hutchins asked Mr. Dizon to explain the Solano County agreement.*
 - ✓ *Mr. Dizon explained that test costs vary quite a bit. It would be difficult to institute a single fee like we have now in the SCHC sliding fee scale. Quest is likely to reject a flat fee, especially for the highly expensive tests. However, Quest agreed to apply a percentage discount to sliding fee patients in Solano County. We propose to request this same approach here. SCHC has looked over the proposed language. The negotiation is in very preliminary stages. Mr. Dizon suggested that CAB review and approve changes to the tier bands to align with HP now and then that CAB consider the second sliding fee scale only if Quest agrees to that proposal in negotiations.*
 - ✓ *Ms. Winbigler suggested that CAB defer consideration of all changes to PP 11-01 until the next meeting.*
 - ✓ *Staff and members agreed to postpone consideration of these changes.*
- **Governance – Ms. Winbigler*
 - **Review and approval of PP 08-11 Privacy Practices*
 - *Ms. Winbigler asked if any members had feedback of the proposed changes that were supplied via handout.*
 - *There was no feedback.*
 - *Ms. Bluemel moved to approve the proposed revisions to PP 08-11.*
 - *Mr. Gallo seconded the motion.*
 - *All members voted to approve the proposed revisions to PP 08-11.*
 - **Review and approval of 2021 CAB Member Recruitment Plan*
 - *Dr. Hutchins outlined the changes discussed by the Governance Committee.*
 - ✓ *Due to the loss of Ms. Washington and the resignation of Ms. Hooker, the Committee altered the desired characteristics, abilities and skills of candidate members.*
 - ✓ *In addition, the group discussed an additional change that Dr. Hutchins put in writing after the meeting. This was to add a mentorship program to help recruit, orient, and*

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

support new members. The assigned mentor can share information and experience with the new member, assisting with orientation to the role and responsibilities.

- ✓ Ms. Winbigler added that she attended two staff meetings at the Health Center to ensure all staff and providers are aware of the CAB member recruitment campaign. In addition, the Governance Committee reviewed and approved the recruitment flyer created by County PIO from Governance input.
- Ms. Bluemel moved to approve the 2021 CAB Recruitment Plan.
- Ms. Lomazzi seconded the motion.
- All members voted to approve the 2021 CAB Recruitment Plan.

Medical Director Update – Dr. Mishra

- *Dr. Mishra informed CAB that SCHC continues to run COVID-19 vaccination clinics. We have tried to incorporate vaccination into the normal clinic setting so that patients can be vaccinated during their normal appointments, but this created a logistics challenge due to the required handling of vaccine vials. SCHC has gone back to special COVID clinics. Internal staffing is insufficient to support these clinics daily, so they are being held twice a week. Unfortunately, this will not meet the needs of patients who have appointments and would like to be vaccinated on the same day. Dr. Mishra and staff brainstormed how to support daily clinics. Dr. Mishra approached the Public Health Division, which agreed to provide a nurse to support SCHC clinics. This should allow SCHC to resume daily COVID clinics.*
- *CDC has recommended a booster (3rd) shot for immune-compromised patients who received Pfizer and Moderna vaccine. SCHC has started to provide these booster doses. No guidance has yet been given regarding a booster dose for those who received the J&J vaccine.*
- *SCHC has made changes to its procedures for evaluating and testing patients for COVID. CAB members may remember that we were performing these services in the Mobile Medical Shelter tent. However, it was extremely expensive to pay for the security required by the tent. Dr. Mishra has the tent returned and does not intend to bring it back. Instead, SCHC has worked out protocols to move testing and evaluation indoors in a safe manner.*
- *Dr. Mishra has asked for a status update about the County ARPA funds that SCHC requested, but has not yet received it. It is unclear whether we will receive all the funds that we requested, including for a large number of staff. However, certain positions were prioritized, such as additional staff to check in and register patients, nurses to process urgent referrals to specialty services, and nurses to provide COVID vaccination, evaluation and testing.*
- *Dr. Robitz, a psychiatrist, has started providing services at the Loaves and Fishes site every Wednesday. In addition, as of two days ago, Dr. Mishra secured a counselor to provide substance abuse prevention and counseling for behavioral health services. This person will be on site Tuesday morning at first, and then later every weekday morning.*
- *Dr. Mishra shared that she has not heard back from Sac Covered regarding the navigator that we would like stationed at Loaves and Fishes. She will follow up.*

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

- *SCHC has been having internal discussions about Mobile Medical Van, including how many passengers it can take, which locations we should bring it to regularly, where we should park the van, and how we can collaborate more with Public Health. Dr. Mishra would like input from CAB about the graphics on the exterior of the van. The vendor can put on graphics, logos, or even photos. Please let Dr. Mishra know your ideas.*
- *SCHC and Department of Health Services are discussing possible roles in the state CalAim initiative. It is unclear if SCHC will need to play an active role in this initiative or whether another County department or division can more efficiently do this. Through CalAim, the County will be able to provide advanced case management services to those in need.*
- *SCOE and SCHC are trying to finalize the registration processes to use for the MH in Schools project to be efficient and ensure that we can get Medi-Cal reimbursement for services provided.*

Next Meeting Items – All

- July-August Financial Status Report
- Committee updates
- Presentation of findings from the homeless needs assessment at Loaves & Fishes

Public Comment – Ms. Lomazzi, Vice-Chair

- *Ms. Lomazzi asked for public comment.*
- *Caila Menefee from UC Davis asked to make a comment. She told CAB that the partnership between SCHC and UC Davis has been in place for well over 10 years. This partnership has provided improved access to health services by the community, including the homeless population, the undocumented, and those using refugee health services. Ms. Menefee recommends that CAB send an email to Ms. Kothari to send to the BOS to advocate for funds for the Healthy Partners program and refugee health services, especially for Afghan arrivals. Insufficient funding impacts SCHC's ability to provide care coordination and health navigation services for the population. Ms. Menefee suggested sending a budget document that shows the shortfall to the BOS*
- *Ms. Winbigler said that she does not recall seeing the document referred to and asked which Committee reviewed it.*
- *Dr. Mishra said that the document has been shared with Ms. Kothari, but that we can revisit it.*

Closing Remarks and Adjourn – Ms. Winbigler, Chair

- *Ms. Winbigler adjourned the meeting at 11:20.*

Next Meeting: September 17, 2021/ 9:30-11:00 AM **** IN PERSON or Skype

*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.

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

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.