

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

**Meeting Minutes**

November 19, 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/DJY4BYD>

[Try Skype Web App](#)

Go to: <https://meet.saccounty.net/safim/DJY4BYD?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**

Members: Elise Bluemel, Jan Winbigler (Chair)  
Staff: Sharon Hutchins

Topic
<b>Special Closed Session (9:30-10:00)</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• *Performance Reviews<ul style="list-style-type: none"><li>○ Meeting with Dr. Mishra and CAB Members</li><li>○ Meeting with Dr. Hutchins and CAB Members</li></ul></li></ul>

**Attendees**

Members: Elise Bluemel, Vince Gallo, Namitullah Sultani, Jan Winbigler (Chair)  
Staff: Robyn Alongi, John Dizon, Joy Galindo, Sharon Hutchins, Susmita Mishra (HRSA Project Director), Mehrabuddin Safi  
Invited Guests: Laurine Bohamera

Topic
<b>Open Meeting (10-11:00)</b> <p>Opening Remarks</p> <ul style="list-style-type: none"><li>• <i>Chair Winbigler welcomed attendees and introduced Ms. Bohamera, a possible candidate for CAB membership. Ms. Bohamera thanked the members for giving her the opportunity to observe the meeting. She has been looking for volunteer opportunities since her retirement after a ~40-year career in finance. Her work experience included the California Department of Finance, State Auditor's office, and the California Department of Transportation, including 18 years in the accounting office where she prepared financial statements for budgetary control and 8 years in audits and investigations (internal and external). Ms. Bohamera sees a good fit between her skills and experience and the needs and role of the CAB.</i></li></ul>

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

- *Ms. Winbigler asked if members had reviewed the minutes from the 10/15/21 CAB meeting.*
  - *Ms. Bluemel replied yes, and moved to approve the minutes as sent.*
  - *Mr. Gallo seconded the motion.*
  - *All attending members voted to approve the minutes of the 10/15/21 meeting as sent.*

**CAB Election**

- *Dr. Hutchins announced the results of the election for CAB officers for 2022. The new officers-elect are*
  - *Chair: Jan Winbigler*
  - *Vice-Chair: Namitullah Sultani*
- *Dr. Hutchins also mentioned that Paula Lomazzi, out-going Vice-Chair, will provide mentoring to Mr. Sultani in his new role. Chair Winbigler also offered support, as did Dr. Hutchins.*

*Mr. Sultani and Ms. Winbigler thanked members for electing them to these positions. They hope to serve the Health Center and the community well.*

**Brief Announcements**

- *Dr. Mishra announced that SCHC had completed the Medi-Cal audit. As previously reported, the audit began with the on-site review of facilities in August, which included review of maintenance of clinic equipment among many other items. The remote chart audit for the Adult Medicine Program occurred in early October; SCHC scored 99%. SCHC completed the remote chart audit for upstairs programs (Family Medicine and Pediatrics) in mid-October, and again scored 99%. One improvement we need to make is to ensure we are completing the “Staying Healthy Assessments” within 120 days for new patients. The Health Center’s different programs complete these differently, and we will need to create a single streamlined process for all programs.*
- *Dr. Mishra asked if she could move immediately to her update, as she has been asked to attend another meeting. Chair Winbigler agreed.*

**Health Resources and Services Agency (HRSA) Project Director / Medical Director Update**

- *Dr. Mishra informed attendees that additional discussions have occurred about the Health Center’s participation in upcoming Enhanced Care Management (ECM) program from Medi-Cal. The state has asked the health plans to work with community-based organizations to provide better care management for whole-person care, especially for those with significant risk factors such as homelessness, utilizing the emergency department frequently, being released from jail/corrections, having substance abuse disorder, and having mental illness.*
  - *SCHC had submitted an application to provide ECM to its patients who are “high utilizers” of health care.*
  - *However, when we met with the health plans and learned more about the reimbursement structure and how many new staff would be required (~40-50 positions), participation seems*

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

*less possible. As a County program, SCHC would be hard-pressed to grow so much so quickly. Ms. Kothari has been meeting with additional organizations, such as Sacramento Covered, and learned that Sac Covered is going to contract with all health plans in Sacramento to provide ECM services.*

- Therefore, the current proposal is for the Health Center to contract with Sac Covered to provide ECM services to our patients, so that we can continue to provide them with primary care, mental health care, and medication management. Dr. Mishra has a meeting later today to learn more about the proposed workflow for such coordination and to make additional decisions. The Board of Supervisors needs to receive a report of the plan next week.*
- The current plan (details are still being worked out), includes adding a nurse coordinator and an office assistant. The nurse will act as a liaison between the health plans, SCHC, and Sac Covered. The office assistant will help keep track of referrals and check eligibility for services.*
- HOMELESS FOCUS: The mobile medical van is nearly complete, with the new target date of 11/30/21. Dr. Mishra is meeting with the County's Director of Homeless Initiatives and Angela at Loaves and Fishes to finalize the scope of service for the van.*
- The Refugee Clinic is seeing double the volume from normal times due to the surge in arrivals from Afghanistan. Unfortunately, we are losing one of our two providers in the program. We are working multiple avenues to staff the clinic at appropriate levels.*
- STAFFING: As has been discussed previously, the Health Center has a grant from HRSA through the American Rescue Plan Act (ARPA). In addition, that act also allotted money to Sacramento County as a whole. The Board of Supervisors has allocated \$20 million of the first set of funds through this source to the Department of Health Services. We have put in several staffing requests for this, but will not hear back for two to three weeks. In addition to the staffing requests for the County ARPA money, we have separately requested 5 new positions: a division manager, 2 office assistants for the Call Center, and 2 nurses (1 for Referrals and 2 for Family Medicine).*
- SPACE: The Board of Supervisors approved acceptance of the HRSA APR infrastructure grant. We still plan to use this to remodel the Health Center, mostly one the second floor. Dr. Hutchins is working with the HRSA Point of Contact and others needed in the County to move this along.*

*COVID: The Health Center is now administering COVID booster vaccine to all adults and COVID vaccine to children 5 and above. Televox messages sent for COVID booster shots and flu shots*

**Brief Announcements, continued**

- Dr. Hutchins informed the CAB that Mr. Safi has completed the 2022 CAB meeting calendar (in the handouts). Since the pandemic continues, the main meetings will still be offered in hybrid fashion. If anyone wishes to attend in person, we will reserve Conference Room 2800, which has teleconferencing capacity. Committee meetings will be virtual.*

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

Follow up Items

- *Dr. Hutchins let attendees know that the Department of Technology (D-Tech) asked us to consider using Zoom rather than WebEx for CAB meetings. Zoom was on staff's list, because it has enhanced services. D-Tech has confirmed that it can offer closed captioning. So we are now working to purchase licenses for Zoom. We hope to be able to use Zoom by the January 2022 CAB meeting.*
- *Dr. Hutchins informed the CAB that, at present, the Health Center is paying for a shift interpreter for Dari and Pashto for the Adult Medicine program downstairs as well as the Pediatrics and Family Medicine programs upstairs. In addition, the Refugee program put money in its budget to pay for interpreters to handle the increase in Refugee patients in that clinic. For primary care patients, the health plans are legally responsible for interpretation services.*

\*CAB Governance – Committee Chairs

- Committees Updates to CAB
  - Clinical Operations – *in hiatus now, next meeting proposed for January*
  - Finance Committee
    - *Ms. Winbigler told attendees that the Committee is happy to have a potential new member in Ms. Bohamera, who attended the Committee meeting earlier in the week.*
    - *October Financial Status Report: Ms. Winbigler reported that the Committee scrutinized the FSR and can confirm that the Health Center is on the right track so far this fiscal year.*
    - *Update on grants: Ms. Winbigler asked Dr. Hutchins to provide the update on grants. Dr. Hutchins reported that*
      - *The Health Center has been assigned a Point of Contact (POC) by HRSA for the American Rescue Plan (ARP) infrastructure grant. We hope we can now get some of our questions answered and move forward. Dr. Mishra and Dr. Hutchins are meeting with the new POC at 1:00 on Monday.*
      - *The California Department of Public Health asked for a second revised budget proposal from the Refugee Program to include serving Afghan Humanitarian Parolees who were just granted federal benefits by Congress. SCHC has submitted the requested budget increase. The Refugee Program is now projected to serve ~6,850 new arrivals rather than ~4800 for this federal fiscal year.*
      - *For the FCC telehealth grant, SCHC received an “intent to deny” letter, which gives us the opportunity to submit any additional evidence to raise our score. Unfortunately, there is only one area in which we could raise our score - the current CDC COVID categorization for the County. Dr. Hutchins will look at this after the meeting today, and submit it if it will increase our score. However, since the number of COVID cases has been dropping in the County, Dr. Hutchins doubts that Sacramento County will be classified as a “Hot Spot” or “Sustained Hotspot.”*
    - *Changes to Sliding Fee Discount Scale policy and procedure: Dr. Hutchins let the group know that the Health Center is still waiting to receive information from Quest Diagnostics and the Sacramento Native American Health Center to finalize separate percentage-based fees for lab services and for dental services, as previously approved by the CAB. Once these are received, staff will make proposed changes to the policy and fee schedules and present them to the Finance Committee.*
  - Governance Committee
    - *Recruitment update: Ms. Winbigler asked Dr. Hutchins to provide an update. Dr. Hutchins reported that Health Center staff referred one potential member, the parent of a pediatric patient.*

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

*In addition, another patient expressed interest in being on the CAB to Dr. Hutchins. Dr. Hutchins spoke with both potential candidates and provided them the application and other materials. Mr. Safi invited both to this meeting, along with Ms. Bohamera, who was introduced earlier.*

- Report on Strategic Plan progress
  - *\*Plan for the mobile medical center van: Ms. Winbigler asked Ms. Alongi to provide a report. Ms. Alongi summarized the draft plan for the mobile medical center van (included in the handouts). SCHC would like to use the van for the services shown once the ECT grant expires. In addition to COVID testing, we plan to offer COVID vaccination, as well as key priorities identified in the Loaves and Fishes Homeless Needs Assessment we conducted this summer: primary care, chronic disease management, mental and behavioral health services, wound care, Medication-Assisted Therapy, gynecology services and health education. The Health Center is interested in adding HIV testing and dental care and is exploring these possibilities. To assist with the former, the Health Center is applying for an HIV grant through HRSA. Leadership will finalize the plan in December. Staff will report on metrics annually. So the Governance Committee is asking CAB to approve the draft plan formally.*
    - ✓ *Ms. Bluemel made a motion to approve the draft plan for use of the mobile medical center van as submitted to CAB.*
    - ✓ *Mr. Gallo seconded the motion.*
    - ✓ *All CAB members present voted to the draft plan for use of the mobile medical center van as submitted to CAB.*
  - *Ms. Winbigler reminded CAB members of the process used to develop the 2021-2023 Strategic Plan with assistance by staff. We are now seeing implementation of the plan and reporting, as planned, by staff. Staff is doing an excellent job on keeping the Committee and CAB informed of progress.*
- Training and mentoring for new members
  - *Ms. Winbigler reminded CAB members that creating a system of training and mentoring has been an important priority. The Committee is appealing to members to be "buddies" to new members. CAB has gotten clearance by County Counsel to use this approach that was featured in the Member Recruitment Training in the spring. Ms. Winbigler volunteers to be a "buddy/mentor" to Laurine Bohamera, if she joins CAB. Ms. Winbigler asked CAB members to let Dr. Hutchins or Mr. Safi know if they are also willing to be buddies/mentors to new members.*

**Next Meeting Items – All**

- Data Report: Clinic and Quality Metrics for Quarter 3
- November Financial Status Report
- Brief Committee Updates

**Public Comment –**

- *No members of the public were present.*

**Closing Remarks and Adjourn**

- *Ms. Winbigler adjourned the meeting at 11:05 AM.*

**Next Meeting:** December 17, 2021/ 9:30-11:00 AM \*\*\*\* IN PERSON (by prior arrangement) or Skype

\*Items that require a quorum.

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

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

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, teleconference is allowed. 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.