

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

Meeting Notes

November 18, 2022 9:30 AM to 11:00 AM

Meeting Location

Via Zoom: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1607171817?pwd=alprVXJvMlhqQnNibWRNQkNJVTEzUT09>

Meeting ID: 160 299 6161

Passcode: 250277

In Person: Community Room 2020

Meeting Attendees

Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler

Staff: Robyn Alongi, Belinda Brent, John Dizon, Joy Galindo, Sharon Hutchins, Andrew Mendonsa

Topic
Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• Roll Call and Welcoming of Guests/Potential New Members<ul style="list-style-type: none">○ <i>Chair Winbigler took roll and welcomed attendees.</i>• Review of the 9/16/22 and 10/21/22 minutes<ul style="list-style-type: none">○ <i>The committee reviewed the 10/21/22 minutes.</i>○ <i>Ms. Bohamera moved to approve the 10/21/22 minutes. Mr. Gallo seconded the motion. The minutes were approved.</i>○ <i>Approval of the 9/16 minutes was deferred to December.</i>
Brief Announcements – <i>All</i> <ul style="list-style-type: none">• New Director of Health Services hired and started – 11/07/22• New Deputy Director for Primary Health will start in January• M. Safi’s leave was extended through Thanksgiving
*Election of CAB Officers for 2023 – <i>Dr. Hutchins</i> <ul style="list-style-type: none">• <i>The majority of CAB members cast their votes. It was unanimously decided that Jan Winbigler will be the 2023 CAB Chair and Suhmer Fryer will be the Vice Chair.</i>
Health Resources and Services Agency (HRSA) Project Director Update – <i>Dr. Mendonsa</i> <ul style="list-style-type: none">• HRSA’s Health Center Workforce Well-being Survey<ul style="list-style-type: none">○ <i>As discussed last month, the Health Center will be participating in HRSA’s Workforce Well-being Survey. The survey will go out on November 28th. The Survey satisfies the goal of our strategic plan to assess and support our workforce.</i>• New Director of Health Services – Timothy Lutz<ul style="list-style-type: none">○ <i>Mr. Lutz has been invited to join the December CAB meeting. The Deputy Director will also be invited to attend, but that person has not started yet.</i>• Mobile Homeless Medicine Van

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

- *The mobile van continues to operate twice weekly. Vanessa and her team are finishing up policy and procedures that will be presented to CAB in December for review/approval.*
- **Weekend Clinic**
 - *The SCHC held a successful weekend clinic (9am to 1pm) in October. We saw 20 adult and pediatric patients. We received great feedback from patients and staff.*
 - *Management conducted debrief sessions to understand what went well and to hear suggestions for improvement.*
 - *The next weekend clinic will be in January – either Saturday the 21st or 28th and ongoing every 6 weeks. Leadership is still brainstorming how to best leverage use of the clinics for QI goals or Gaps in Care measures.*
 - *SCHC will be piloting evening hours in 2023 to increase access; potentially staying open until 7 pm on some Thursday nights.*
- **Growth Request**
 - *The Management Team will be meeting on Monday to develop our proposed priorities.*
 - *They are getting a sense of how much funding they have to work with and will present recommendations to CAB in December.*
 - *The funding is only an estimate. The state announced a deficit, the County budget is unknown, and other factors will influence SCHC's budget.*
- **Space/Staffing/Access Updates**
 - *John Dizon, with Admin and Dr. Mendonsa continue to explore locations to move the Admin Team to repurposed space or offsite. The County facilities on Micron Ave. is an option. Space is about \$90,000 per year.*
 - *We continue to recruit for open positions in administration, pharmacy, and within the clinic. Vacant positions can be lost if not filled so we are working hard to fill them. Workforce shortages make it difficult.*
 - *We extended an offer to a Supervising RN currently working at the jail who accepted a transfer to oversee Referrals. She will start at the beginning of December.*
 - *Integrative Behavioral Health (IBH) has a new clinician who is slowly transitioning from Behavioral Health until at the Health Center 40 hours/week.*
- **Sacramento County Office of Education (SCOE) – School-Based Mental Health Updates**
 - *Funding from DHS: the Student Behavioral Health Incentive Program (SBHIP) through DHCS – Social Health Information Exchange (SHIE). Broadly, the SHIE is intended to improve care coordination between health and social service providers in Sacramento County. The SHIE refers to healthcare and social care data exchange infrastructure that serves community organizations that have agreed to share data under a set of rules guided by federal and state regulations. This system will interface with EPIC/OCHIN.*
 - *There is a lot of funding from the state and the County.*
 - *The ultimate goal is to include everyone's information but the system is starting with students receiving mental health services at schools.*

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

- **SAC Application**
 - *The application was submitted and we are waiting response from HRSA.*
- **Refugee Clinic**
 - *A potential candidate for the Senior Health Program Coordinator (SrHPC) Position interviewed this week. He was a strong candidate and we are moving forward with the hiring process. If hired, he will oversee the Refugee Clinic and Immunization Program under Dr. Hutchins.*
- *Dr. Damiano (Interim Director of Health Services) will be retiring at the end of November and she sent a note of thanks to CAB.*

Medical Director Update – DEFERRED

Quality Improvement and Compliance – Dr. Hutchins

- **Quality Improvement Plan (QIP) - Q3 Monitoring Report**
 - *Dr. Hutchins presented the QI Plan and how SCHC did on meeting the goals and objectives through Quarter 3.*
 - *We are continuing to work to create a Central Contact pool using a single email and a direct phone line to improve the coordination between SCHC and hospitals to ensure that people discharged for substance use or mental health issues receive follow up within 30 days. We are not receiving consistent data from the IPAs at this time. The Central Contact is expected to increase how easily a discharge nurse can alert the SCHC of a discharge to ensure follow-up is received within 30 days.*
 - **Clinical Performance**
 - *We have met the hypertension goal.*
 - *We are close to meeting the diabetes measure (percentage of with patients with controlled blood sugar).*
 - *Childhood issues – we are working hard on the well-child visit measure. However, it is a new measure and it will be impossible to meet it this year.*
 - *Immunizations – we cannot meet this measure this year because all eligible children have aged out at this point.*
 - *Depression Screening – the data we receive on this measure is not correct. We are working internally to capture correct data. We are working to increase the number of patients who receive a screening.*
 - *Belinda shared that she is a Project Manager with UCD and acting as a consultant for SCHC. She has been working with several of the SCHC quality improvement teams to address quality measures. We are taking a step by step analysis of what is happening internally to increase statistics. We need to increase outreach to parents/patients to ensure children receive their vaccinations before they age out.*

Strategic Planning – Dr. Hutchins

- **Development of the strategic plan in 2023 for 2024-2026 Strategic Plan**
 - *Dr. Hutchins said we need to start planning for development of a new strategic plan. An ad hoc committee developed the current strategic plan.*

***CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
 - ***Clinical Operations – Mr. Gallo**
 - ***Policies & Procedures**

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

- PP-CS-01-07 Healthy Partners Program-Design
 - ❖ When Healthy Partners patients turn 50 years old, they age out of the program. The changes to the policies and procedure document (P&P) reflect changes in the Medi-Cal policy which now makes people 50+ who meet the criteria, eligible for Medi-Cal.
 - ❖ Mr. Gallo motioned to approve the policy as revised, Ms. Winbigler seconded this motion.
 - ✓ 'Yes' notes: Blumel, Bohamera, Fryer, Gallo, Lomazzi, Miller, Winbigler
 - ✓ 'No' votes: None
 - ❖ The motion passed unanimously.
- PP-CS-02-06 Healthy Partners Administrative Review
 - ❖ What happens to the people who are not approved for the program? Are they referred?
 - ✓ Dr. Hutchins said yes, Member Services review eligibility and works with Sacramento Covered to ensure the person receives the care they need.
 - ❖ Ms. Bohamera made a motion to approve the Healthy Partners Administrative Review. Ms. Lomazzi seconded the motion.
 - ✓ 'Yes' notes: Blumel, Bohamera, Fryer, Gallo, Lomazzi, Miller, Winbigler
 - ✓ No' votes: None
 - ❖ The motion passed unanimously.
- Program Summary: Healthy Partners
- Finance Committee – *Ms. Bohamera*
 - October Financial Status Report (FSR)
 - Spending is on track. We have significant savings in personnel services due to the recruitment challenges.
 - SCOE contract is still be negotiated.
 - ❖ Are there metrics in the contract to tell us what we will receive for the funding?
 - ✓ John said that SCOE declined to put in metrics in the contract. The structure is about how the clinicians are being integrated into the educational structure. Their cohort is part of the SCHC structure. We should be able to pull out statistics to look at their visits, assess how clinicians are doing, and how much funding they are pulling down.
 - ✓ Belinda said she met with the SCOE team and plans to follow up with them to figure out how to measure success.
 - ❖ SCHC wants to be sure of payment for children seen who are not assigned to SCHC. SCOE is not as concerned about being paid as they are about ensuring children receive the services they need and they have a mental health grant supporting them at present. SCHC is making it a priority to ensure the program continues when such grant funding ends. They are working on utilizing private insurance or other insurance when available.
 - UCD contract is routing for signature.
 - Provider payments are expected to increase.
 - Grant updates - We have received some payments.
 - Construction grant: we will use the County workforce but we need approvals before renovations can begin. We have been able to purchase equipment.
 - Budget priorities for 2022-2023 Fiscal Year – see Dr. Mendonsa's report above.
- *Governance – *Ms. Winbigler*
 - *Recruitment update and vote on CAB membership
 - Ms. Winbigler said we have one application from Ms. Dequine that has been checked for references.
 - ❖ Dr. Mendonsa said the candidates' references were all positive.
 - Ms. Bluemel will forward Ms. Dequine application to the CAB for discussion/approval.
 - Ms. Bluemel made a motion to approve Ms. Dequine for CAB membership. Ms. Bohamera seconded the motion.
 - ✓ 'Yes' notes: Blumel, Bohamera, Fryer, Gallo, Lomazzi, Miller, Winbigler
 - ✓ 'No' votes: None
 - The motion passed.
 - Ms. Winbigler and Dr. Hutchins will invite the candidate to the December meeting.

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

- We received another applicant. The Governance Committee reviewed the application and is not comfortable forwarding the application to CAB for approval.
 - ❖ Dr. Hutchins said this is an open meeting and we do not want to name the candidate or state why the application was not approved, if CAB is in agreement with this discretion. The bylaws are unclear on what to do in this situation. The Governance Committee suggests that CAB amend the bylaws to address this situation and be more specific about the process to follow.
 - ❖ After brief discussion, the CAB members agreed to Governance not forwarding this application as well as amending the bylaws soon.
- *Strategic Plan Monitoring Report
 - The Governance Committee recommended postponing reporting on three items to allow Dr. Mendonsa and the other new leaders time to confer as needed before reporting.
 - Mr. Gallo made a motion to move the reporting dates as proposed. Ms. Miller seconded the motion.
 - ❖ 'Yes' notes: Blumel, Bohamera, Fryer, Gallo, Lomazzi, Miller, Winbigler
 - ❖ 'No' votes: None
 - The motion passed unanimously.
- 2024-2026 Strategic Plan
 - In 2020-2021, CAB had an ad hoc committee that developed the current plan.
 - The 2021-2023 Strategic Plan is data based and HRSA gives SCHC freedom in how we complete strategic planning.
 - What is the time commitment?
 - ❖ It depended on the ad hoc committee members calendars. Generally, we met once each month, sometimes twice.
 - Ms. Bluemel made a motion to form a new strategic plan an ad hoc committee and follow the same basic structure used during the previous planning. Ms. Lomazzi seconded the motion. The motion passed unanimously.
 - Committee volunteers: Mr. Gallo is interested in joining and leaving the Finance Committee. Ms. Bluemel, Ms. Lomazzi, Ms. Fryer and also Ms. Miller volunteered for the Strategic Planning Committee.

Next Meeting Items – All

- Committee Updates
- *Policy and Procedure Review
- Program Review: TBD
- November Financial Status Report
- Recruitment Updates
- Growth Request – present proposed priorities

Public Comment Period – *No members of the public were present.*

Closing Remarks and Adjourn – *Ms. Winbigler, Chair*
The meeting was adjourned at 11:06 am.

Next Meeting: Friday, December 16, 2022 9:30-11:00 via Zoom or in person (Community Room 2020)

*Items that require a quorum and vote.