

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

Meeting Minutes

December 16, 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, Namitullah Sultani, Jan Winbigler

Staff: Robyn Alongi, John Dizon, Joy Galindo, Neilu Golshanara, Sharon Hutchins, Andrew Mendonsa, Zach Staab

Guests: Belinda Brent (UC Davis)

Topic
Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• Ms. Winbigler took role and welcomed all to the meeting.<ul style="list-style-type: none">○ Dr. Mendonsa introduced his new Senior Office Assistant, Zachary Staab.• Review of 11/18/22 CAB meeting minutes<ul style="list-style-type: none">○ Ms. Miller asked if CAB would hear more about social profiling in regards to the social information network. Dr. Mendonsa said the County has agreed to participate in a <i>Health Information Exchange</i> to do this, however, it is still in the early planning stage. He will provide more information when it is available.○ Ms. Bluemel made a motion to approve the November minutes as written. Ms. Miller seconded the motion. The minutes were approved as written. See the voting record on page 9.
Brief Announcements – <i>All</i>

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- The new Director of Health Services, Mr. Timothy Lutz, intends to attend the CAB meeting in January.
- The new Deputy Director for Primary Health, Noel Vargas, will begin attending CAB meetings in January.
- M. Safi will return to work on 12/19.
- New CAB member ratification for Ms. Barnett and Ms. Dequine is scheduled for the 1/10/23 Board of Supervisors meeting.

Health Resources and Services Agency (HRSA) Project Director Update – *Dr. Mendonsa*

- **HRSA’s Health Center Workforce Well-being Survey**
 - The Well-being survey is still in process with about a 20% return rate currently. Dr. Mendonsa continues to send email reminders to staff and managers encouraging participation.
 - We have areas we need to improve and the survey will help guide plans to resolve issues.
- **Mobile Medical Center Van**
 - The mobile van continues to operate twice weekly.
 - SCHC staff is meeting with other FQHCs to share information and ideas to collaborate in an effective and meaningful way.
 - The managed care plans (including Kaiser) have funding they may provide for the mobile van program.
- **HRSA ‘Ending the HIV Epidemic in Primary Health’ Grant Update**
 - This is 3-year grant for \$975,000.
 - Health Program Manager Vanessa Stacholy has been meeting with Public Health to set up collaboration and partnership. We are coordinating purchase of rapid testing devices and staff/provider training in January and February 2023. We will start distributing condoms and lubricant soon.
 - The target go live date for rapid testing is February 2023.
 - Staff is working with Public Health to leverage their contract with an advertising agency to be able to quickly design and launch Public Service Announcements / media campaign.
- **Consultant Work**
 - The consultant is wrapping up work with the call center.
 - We are expecting the consultant to begin working with the Referrals team in January.
 - When we have the consultant’s findings, Dr. Mendonsa will present them, and his decisions regarding them, to CAB.

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- **Weekend Clinic**

- SCHC is planning for another weekend clinic on January 21, 2023, to address access challenges and close care gaps for quality measures.
- SCHC will conduct weekend clinics every 6-8 weeks in 2023.
- SCHC will also pilot evening clinics in 2023.

- **Growth Request**

- Please see the 2023-2024 Fiscal Year Proposed Growth document included in the meeting packet for the number and types of staff that are included in the Growth Request.
- Dr. Mendonsa is proposing to increase space by moving the admin team off site, which will open space for clinical services. Offsite space has been identified at the county building located at 711 G Street.
 - John shared that we are moving forward with acquiring that space. We are waiting for the County to respond to the request; they are short staffed so it is taking longer than expected. The expected move date is June 30, 2023.
- Ms. Bohamera moved to approve the Growth Plan as written. Ms. Bluemel seconded the motion to approve the Growth Plan as written. The motion passed. See the voting record on page 9.

- **Space/Staffing/Access Updates**

- We continue to recruit for open positions in administration, pharmacy, and within the clinic.
- New staff started in Referrals, Executive Team support, and within the clinic. The new Clerical Supervisor will start in early January 2023.

- **Sacramento County Office of Education (SCOE) – School-Based Mental Health Updates.**

- We continue to work with HRSA to get the proposed satellite sites approved.

- **Contract with UC Davis**

- The County executed the contract with UC Davis. Invoices are being processed.

- **SAC Application**

- As a reminder, the SAC application was submitted; we are still awaiting a response from HRSA.

- **Refugee Clinic**

- Staff have been busy preparing for several upcoming audits.
- A Senior Health Program Coordinator candidate was interviewed and we hope he will accept the position.

Medical Director Update – *Dr. Mishra*

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- Dr. Mishra is not able to join the meeting. The Medical Director's report was provided in the meeting packet. Chair Winbigler asked for comments or questions.
 - Ms. Bluemel asked for an update on collaboration with UCD's School of Nursing (SON).
 - SON is expanding their program and want to increase their work with SCHC. They are looking to participate in the weekend and evening clinics. Negotiations with UC Davis will include the School of Nursing.
 - SON received a grant that will provide a financial safety net to allow them to try out partnership arrangements.

Quality Improvement and Compliance – *Dr. Hutchins*

- Brief report on immunization-related audits
 - The State Audited SCHC's COVID vaccination program on 12/15/22. We passed but have to implement an action plan to address necessary changes. We will receive the report early next week. Corrections include the need to formalize some policies and will be presented to CAB in January.
 - SCHC will be audited for the Vaccines for Children (VFC) Program on 1/17/23. State auditors will be onsite for the audit.
- School site discussion with HRSA
 - HRSA has not officially responded to our resubmission of requested materials related to the application for six additional school sites. The initial reviewer referred the discussion and review to policy makers above her in the hierarchy. HRSA will contact us when they are ready to discuss the specific site applications and any associated policies.
- Conversations with HRSA regarding SCHC designation under Section 330 of the Public Health Act
 - SCHC began operations serving people experiencing homelessness for which HRSA gave us an "h" designation from the Act. In 2015, SCHC requested an "e" designation as well to serve low-income people. There are no additional funds for additional designations but they reveal what HRSA has approved as the FQHC's mission. HRSA requested that we take our current budget allocation and tell them how we will divide the same amount of funding between the two designations. We looked at the methodologies that they will allow, and decided on one that uses the annual Uniform Data System (UDS) reports to propose percentages of the funding for each designation. This is a formality for HRSA but has to be complete before the next budget is due. SCHC is awaiting HRSA's decision.

*CAB Governance

- 2023 proposed CAB meeting calendar – *Dr. Hutchins*

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- SCHC receives directions on how to submit our budgets in late January and we only have a few weeks to respond. The deliverables deadline prevents us from combining the CAB budget approval meetings.
- There were no objections to using the current schedule for CAB or the committee meetings in 2023.
- The first strategic planning committee should be in January.
 - Ms. Bluemel suggested setting the first Strategic Planning Committee meeting for January 11, 2023 in lieu of the Governance Committee meeting and to add one hour to the total meeting time: 11 – 1 pm.
- If the new members are ratified in January and attend CAB meetings, then the people who volunteered for the Strategic Planning Committee can serve, but Dr. Hutchins suggested reducing the Strategic Planning Committee to four members to ensure the Committee does not form a quorum.
 - Ms. Lomazzi withdrew from the committee to ensure membership constitutes less than a quorum of the CAB.
- A Zoom invitation for all meetings will be sent out soon.
- Committees Updates to CAB – Committee Chairs
 - *Clinical Operations – *Mr. Gallo*
 - *Policies & Procedures
 - *PP-CS-01-10: Mobile Medicine Clinic Program Design
 - Dr. Orsulak and Dr. Landefeld joined the call to answer questions about this policy.
 - Ms. Bohamera asked why van operation is limited to 30 hours per week.
 - ❖ Dr. Hutchins said that the 30 hours is the maximum allowed for a HRSA satellite site. We could pursue being a permanent/full-time site, but we would have to get a separate NPI number which is a long, arduous process. We are not ready for that at this time because we don't have the staff to complete the process. We can consider it in the future.
 - ❖ Mr. Dizon added that we would have to get a different prospective payment system (PPS) rate for the van if we made the van a full site.
 - ❖ Dr. Hutchins said that John and his team worked for nearly a year to negotiate the reimbursement rate for the FQHC. What we are reimbursed from the Health Plans does not cover our costs. The health center is made whole through a PPS from the state.
 - ❖ SCHC is still using County funding and semi-discretionary funds to fund operations. SCHC costs are very high. If we open another site and pull staff out of our primary location, we would be locked into the current PPS rate.
 - Ms. Lomazzi asked how the van is doing.
 - ❖ Dr. Orsulak said we are in the first stage of the project. We are piloting the van by parking at L&F to go through the workflows. It has been going well. We are partnering with the Public Health Division's Sexual Health Unit which has been providing rapid HIV and STI testing. We have been able to connect those who test positive to immediate care.

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- ❖ Dr. Landefeld said the van has exceeded his expectations. It is very beneficial being outside of the four walls of the clinic to be able to reach people.
- CAB will invite Dr. Orsulak and Dr. Landefeld to a future CAB meeting to provide an update on the van.
- Ms. Bluemel noted a typo in the Policy under Procedures A. #2 C. Monkey pox should be one word but it was suggested to correct it to Mpox, the term approved by the World Health Organization (WHO) and the US Centers for Disease Control and Prevention (CDC).
- Mr. Gallo made a motion to approve the PP-CS-01-10: Mobile Medicine Clinic Program Design policy. The motion was seconded by Ms. Bluemel. The motion passed. See the voting record on page 9.
- Program Summary: Integrated Behavioral Health Program
 - Dr. Hutchins said the IBH Program was started in 2005 to bring mental health into primary health. We identify patients in need. We have three senior mental health counselors and two psychiatrists to address those needs. Patients that are severely mentally ill have to be referred to the County's Behavioral Health Division. We don't have formal program plans to look at metrics for performance success. We want to collect data to support the program. We need to improve how we care for our Medicare patients.
- Finance Committee – *Ms. Bohamera*
 - Ms. Bohamera will chair the Finance Committee in 2023.
 - November Financial Status Report (FSR)
 - We expect to underspend the budget by \$1.3 million. Personnel services has significant savings.
 - Supplies and services: we have some overages but we have offset that with the SCOE contract because it has not been executed yet. The UCD contract has been executed and invoices are being processed.
 - Grant updates
 - HRSA ARPA – we will submit another claim soon. We are waiting for approval on the HRSA ARP construction grant.
 - Anthem QI – we ordered diabetes supplies and we will expend all funds.
 - HRSA provided an Enhancing Coronavirus Vaccination grant award in the amount of \$158,539.00 but SCHC staff and the Finance Committee concluded that the grant timeline was too short to effectively use the funds for the stated purposes. SCHC will not spend down the entire HRSA ARPA award, and this new award covered many of the same areas. Finance Committee and Mr. Dizon recommend relinquishing this award, as it will cost more to accept, track, and report on the grant than we will be able to recoup from the award.
 - Budget priorities for 2022-2023 Fiscal Year – this was covered in previous sections of this meeting.
- *Governance – *Ms. Winbigler*
 - Recruitment & training update
 - We are recruiting a non-patient member with legal expertise.

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- Dr. Hutchins requested Brown Act training from the Board of Supervisor's Clerk of the Board. However, the County does not have a training scheduled at this time.
- *Proposal for evaluation of HRSA Project Director and CAB support personnel
 - Dr. Mendonsa has not been with the health center for very long, so CAB is providing a high level review so he is not penalized for the shortened time to evaluate him.
 - It was suggested that support staff, including Mehrabuddin Safi also be evaluated.
 - All evaluations were provided in the board packet. If they are approved, they will be emailed and CAB members can complete and return them.
 - A motion to approve the performance evaluations as written was made by Ms. Bluemel and seconded by Ms. Bohamera. The motion passed. See the voting record on page 9.
- *December Strategic Plan Monitoring Report
 - Dr. Hutchins went over the strategic plan report and the metrics presented in the report.
 - A motion to approve the strategic plan report as written was made by Ms. Lomazzi and seconded by Ms. Bluemel. The motion passed. See the voting record on page 9.
- *Strategic Planning Ad Hoc Committee – *Ms. Winbigler*
 - *Vote on creation
 - Ms. Miller made a motion to approve the creation of the Strategic Planning Committee and it was seconded by Ms. Lomazzi. The motion passed. See the voting record on page 9.
 - Choose first meeting date – see CAB Governance on page 5.

Next Meeting Items – All

- Committee Updates
 - *Policy and Procedure Review
 - Program Review: TBD
 - Mid-Year Financial Status Report
 - Recruitment and Training Updates

Public Comment Period – *Mr. Sultani, Vice-Chair*

- Chair. Winbigler asked for public comment. No comments were made.

Closing Remarks and Adjourn – *Ms. Winbigler, Chair*

- Ms. Winbigler suggested that Mr. Sultani write something that will help the new Vice Chair prepare for that role. She thanked staff and the committee members for their work over the past year.

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- Chair Winbigler adjourned the meeting at 11:17 am.

Next Meeting: Friday, January 20, 2023 9:30-11:00 via Zoom or in person (Community Room 2020)

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HEALTH CENTER CO-APPLICANT BOARD							
◆ ◆ Member Vote Record ◆ ◆							
Last Name	First Name	11/18/22 Meeting Minutes	Fiscal Growth Plan	PP-CS-01-10: Mobile Medicine Clinic Program Design	Proposal for Evaluation of HRSA Project Director and the Proposal for evaluation of CAB Support Personnel	December Strategic Plan Monitoring Report	Strategic Planning Ad Hoc Committee *Vote on creation"
Barnett	Jeanette	Not present					
Bluemel	Elise	Y	Y	Y	Y	Y	Y
Bohamera	Laurine	Y	Y	Y	Y	Y	Y
Dequine	Robyn R.	Not present					
Fryer	Suhmer	Y	Y	Y	Y	Y	Y
Gallo	Vince	Y	Y	Y	Y	Y	Y
Lomazzi	Paula	Y	Y	Y	Y	Y	Y
Miller	Nicole	Y	Y	Y	Y	Y	Y
Sultani	Namitullah	Y	Y	abstained	Y	Y	Y
Winbigler	Jan	Y	Y	Y	Y	Y	Y