

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

**Meeting Minutes**

February 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/1619656307?pwd=ZTBkU3BUNUFyUGpLN2RvTEVwd0RLQT09>

Meeting ID: 161 965 6307

Passcode: 210109

One tap mobile

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Meeting ID: 161 965 6307

**Meeting Minutes**

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

Staff: Robyn Alongi, John Dizon, Joy Galindo, Sharon Hutchins, Susmita Mishra, Mehrabuddin Safi

To-Be-Ratified Members: Laurine Bohamera, Nicole Miller

Topic
<p>Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i></p> <ul style="list-style-type: none"><li>• <i>Chair Winbigler took roll and welcomed two guests/potential new members: Ms. Bohamera and Ms. Miller.</i></li><li>• <i>The group reviewed the minutes from the 2/04 Special Budget meeting; these were sent back to Mr. Dizon for further editing to be reviewed at the 03/18/22 meeting.</i></li><li>• <i>The group reviewed the minutes from the 2/14 Special UDS Report meeting and offered minor corrections.</i><ul style="list-style-type: none"><li>○ Ms. Bluemel moved to approve the 02/14/22 Special UDS Report Meeting minutes as amended.</li><li>○ Mr. Sultani seconded the motion to approve the 02/14/22 Special UDS Report Meeting minutes as amended.</li><li>○ All members in attendance voted to approve the 02/14/22 Special UDS Report Meeting minutes as amended.</li></ul></li><li>• <i>The group reviewed the minutes from the 02/18/22 CAB Meeting. Minor corrections were offered.</i><ul style="list-style-type: none"><li>○ Ms. Bluemel moved to approve the 02/18/22 meeting minutes as amended.</li><li>○ Mr. Sultani seconded the motion to approve the 02/18/22 meeting minutes as amended</li><li>○ All members in attendance voted to approve the 02/18/22 meeting minutes as amended</li></ul></li></ul>

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**Brief Announcements – All**

- *Dr. Hutchins reminded members that their Ethics training certificate and Form 700 (conflict of interest) are due. She asked anyone having trouble with taking the training or the electronic portal, to please email Mehrabuddin Safi for help.*
- *Ms. Winbigler announced that Ms. Lomazzi and Ms. Winbigler's terms were expiring and that a vote on whether to renew their membership would occur at the end of the meeting. The members being voted on will leave the meeting prior to the vote occurring.*

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

- *Dr. Mishra indicated that due to a full agenda, she would be brief in her comments. Members can refer to her handout for additional details.*
- *Dr. Mishra began her remarks by addressing the COVID-19 pandemic.*
  - *She informed the group that SCHC has purchased 1,800 COVID home test kits to give to Medi-Cal patients via the County Pharmacy. SCHC and Pharmacy staff have developed criteria for participation and a protocol for distribution. Patients can receive up to four tests per month. In addition, SCHC will soon receive home test kits directly from HRSA that we will be able to distribute to non-patients (including patients' families). Staff is working on criteria and workflows for distribution.*
  - *HRSA has also given SCHC the opportunity to request N-95 masks to distribute to staff, patients and community members. We are working with the County warehouse on delivery and storage. We also need to develop a workflow for distribution.*
  - *Dr. Mishra told members that few prescriptions have been written for anti-viral COVID treatment at the Health Center. She expected that many more people met the criteria for treatment, so Dr. Mishra met with providers to review the treatment eligibility criteria and options. We are also working with UC Davis to expand access to immunotherapy to non-UCD Health Net patients.*
  - *Dr. Mishra announced that SCHC is in the middle of hiring two additional temporary nurses to help provide COVID vaccinations. Our current temporary nurse is only here for one more month. One new nurse starts next week, and one the week after. These new hires will allow SCHC to continue to vaccinate patients, including more pediatric patients.*
- *Dr. Mishra then addressed staffing at SCHC generally.*
  - *She said that SCHC is working to amend its contract with UCD to allow growth in providers in the Internal Medicine (aka "Adult"), Homeless Services (a new Program Lead), Pediatrics (mental health services) and Refugee clinic.*
  - *Dr. Mishra updated the group on her plans for the Homeless Services program. There are many things taking place to serve the unsheltered community. SCHC has reached the point that it needs a dedicated person to coordinate services and change and liaise with other service providers. Dr. Mishra is appointing Dr. John Landefeld to be the Lead for the Homeless Services program. He will not be functioning as a typical Lead, but he will help coordinate.*
  - *In the Pediatrics program, Dr. Mishra indicated that the intent is to maintain the capacity to provide mental health and related services. At present, pediatric patients can see a developmental specialist, behavioral physician, mental health clinician, and child*

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- psychologist. UCD Pediatrics is currently paying for these services through a grant that will end soon. To continue these services, we need to add these to the UCD contract.*
- *In the Adult Medicine clinic, one of our Nurse Practitioners resigned. We will be bringing in two new clinicians part-time, a husband and wife Dr. Asad Awad and Dr. Nabila Awad, the latter of whom will also work in the Refugee clinic.*
  - *The Refugee clinic is experiencing difficulty meeting its grant requirements of completing assessments within 90 days. We lost providers and are having challenges with Quest being able to schedule and complete appointments. Children are often asked to return to collect the rest of the required blood. This creates problems due to transportation challenges as well as the delay in time (30 days). Dr. Hutchins is working with the state granting agency to see what can be done. We are not yet sure if there will be repercussions, but are doing our best.*
  - *Dr. Mishra then discussed the Strategic Plan priority of Space. She explained that SCHC has learned that Suite 2600 (additional space in the building) will be vacated in the spring and we can move staff a month or so after that occurs. The big unknown is whether we will be able to renovate the Family Medicine space to create the required number of exam rooms (for accreditation) as well as a new pharmacy tech space in Suite 1100.*
    - *Dr. Hutchins added that there would be a Technical Assistance webinar next week, a venue in which we can ask additional questions as we work our way through the HRSA process for approval of our (revised) plan for the ARP Capital grant. We have continued to work with Facilities, Architectural Services and General Services to meet the documentation requirements for using internal Sacramento County staff rather than contracting with an external firm. We have to have formal approval from HRSA to do so.*
  - *Dr. Mishra informed the group about progress with the new mobile medical center van. We are working on logistics, such as adding an electrical outlet to the parking lot, and registering it with the DMV and HRSA before services can be provided. Dr. Landefeld and Dr. Malhotra are working on a policy and procedure (P&P) document for use of the van that will then be brought to SCHC leadership for approval.*

**\*CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
  - **Clinical Operations**
    - *Dr. Hutchins indicated that Clinical Operations is now meeting every other month, so there was no report to give.*
  - **Finance Committee**
    - *Ms. Winbigler indicated that the Finance Committee had reviewed the December Financial Status Report (FSR) and noted that expenses for Health Center refugee lab tests were above budgeted. Mr. Dizon had clarified that these expenses will eventually be reimbursed, but it may not be in the present fiscal year.*
      - *Mr. Dizon added that SCHC is relying on a couple of outside parties to get Medi-Cal established for these patients. Given the “surge” occurring with Afghan new arrivals, the timeframe for approval has been delayed. Thus, Quest cannot yet bill Medi-Cal directly for these services. Our contract requires that we pay in the interim and then be reimbursed once the patient is enrolled in Medi-Cal and Medi-Cal pays Quest.*

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- *Ms. Winbigler also reported that the Committee discussed outstanding policies and procedures (P&P). The Sliding Fee Scale P&P is the only one requiring annual review. The staff were working on revising this P&P in 2021, but now the income limits per tier need to be recalculated due to the new 2022 Federal Poverty Level guidelines. The Finance Committee will review this P&P in the next couple of months.*
- *Ms. Winbigler asked Dr. Hutchins to give a brief update on grants.*
  - *Dr. Hutchins reported that the ECT grant will expire on 4/30/2022 and we are working to “spend it down” by paying for the van expenses and then purchasing PPE with the remaining funds.*
  - *Dr. Hutchins also let the members know that we officially received word that SCHC will not receive a FCC telehealth award. While we are very disappointed to miss out on ~\$750,000, SCHC leadership identified a few key items that we are trying to purchase through HRSA Quality Improvement funds.*
- **Governance**
  - **Training and mentoring**
    - *Ms. Winbigler informed the group that Vice Chair Sultani was able to attend the NACHC “Board Member Boot Camp” training and would share highlights with the group.*
      - ❖ *Mr. Sultani reported that the training was very useful. The attendees included new members and existing board members. The training focused on how to work effectively with the Health Center’s CEO and how to provide guidance on issues such as hiring and budgeting. For each part of the training, experts from different Health Centers provided their perspectives on the topic. Mr. Sultani said that he will send the training PowerPoint to Mr. Safi to be distributed to members. He also suggested that we request a copy of the presentation to show to other members.*
        - ✓ *Dr. Hutchins added that the training normally occurs in person once per year. This year it was virtual, due to the pandemic. While we would like to get a copy of the video, we will likely need to pay \$500 for each trainee, as we had to for Mr. Sultani.*
        - ✓ *Dr. Hutchins also added that this training (and those available from the California Primary Care Association) are really geared toward non-profit Health Centers and do not cover the special circumstances (such as the Health Center Board sharing power with the Board of Supervisors) experienced by public entities like SCHC. For SCHC, hiring is a County responsibility. CAB can decide how the budget is spent, but the County sets the budget amount. It is important to keep the bylaws and Co-Applicant Agreement in mind when attending these trainings and reviewing their materials.*
  - **Strategic Plan Update**
    - *Ms. Winbigler asked Ms. Alongi to present the update on the Strategic Plan.*
    - *Ms. Alongi let the group know, as was indicated earlier, that we did not receive the FCC telehealth grant but are looking to use HRSA QI funds to purchase a new patient messaging system (Well), check in tablets, and a timesaving dictation system to allow providers to dictate rather than type in their notes. These all relate to the objective to “Research technology that can reduce need for staff at a reasonable cost.”*
      - ✓ *Ms. Bohamera asked whether the dates stated in the Strategic Plan would need to move because of the denial of the FCC telehealth application.*
        - *Dr. Hutchins responded that SCHC leadership thinks that the dates can still work, since these all involve a single vendor with whom we already work. We believe that by 08/01/22 we can have an amended contract in place. This is a much smaller “lift” than we had originally planned due to not receiving the \$750,000 grant and having*

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*only \$28,000 for priority purchases. Amending contracts takes less time than starting from scratch.*

- *Ms. Alongi informed the group that the Sacramento Covered navigator began working at the Loaves & Fishes clinic site on January 28, 2022 (ahead of schedule). We are still talking to Sac Covered about the metrics that we want to collect, and will report out on the metrics in December as noted in the plan.*
- **Recruitment update**
  - *Dr. Hutchins informed the group that a potential member who attended the CAB meeting in December informed her that she would try to join the meeting by phone today. However, she emailed at the beginning of the meeting to indicate that she was not able to join.*
  - *Another potential member who expressed interest in joining CAB in the fall had a family emergency shortly afterward. Dr. Hutchins met with him at the Health Center last week, and gave him a paper copy of the CAB member application.*
  - *Dr. Hutchins also indicated that she received a phone call from another potential member who is out of town now and thus cannot attend the meeting today. She will try to observe the CAB meeting in March.*
  - *Dr. Hutchins finalized her remarks by saying that we are still recruiting consumer members and still have the flyers up and the video playing in the lobbies.*

**Next Meeting Items – All**

- HRSA Project Director/Medical Director Report
- January Financial Status Report
- Committee Updates
- Quality Improvement Plan Report: Racial and Ethnic Disparities in the Control of Hypertension and Diabetes

**Public Comment – Ms. Bluemel**

- *No members of the public were present.*

- *Ms. Lomazzi, Ms. Winbigler, Ms. Miller, and Ms. Bohamera excused themselves from the meeting.*
- **\*Membership**
  - *Ms. Bluemel took over facilitation. She reminded members that they need to vote on whether to renew the CAB terms of Ms. Lomazzi and Ms. Winbigler.*
    - *Mr. Gallo moved to renew the term of Ms. Lomazzi for another two years.*
      - ❖ *Ms. Bluemel seconded the motion.*
      - ❖ *Mr. Gallo, Ms. Bluemel, and Mr. Sultani all voted “yes.” The motion carried.*
    - *Mr. Gallo moved to renew the term of Ms. Winbigler for another two years.*
      - ❖ *Ms. Bluemel seconded the motion.*
      - ❖ *Ms. Bluemel, Mr. Gallo and Mr. Sultani all voted “yes.” The motion carried.*

**Adjourn**

- *Ms. Bluemel adjourned the meeting at 10:40 AM.*

**Next Meeting:** Friday, March 18, 2022 9:30-11:00 via Zoom

\*Items that require a quorum and vote.

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

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.

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.