

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

**Meeting Minutes**

June 17, 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: 160 717 1817

Passcode: 274184

One tap mobile

+16692545252,,1619656307# US (San Jose)

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OR

Dial by your location

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Meeting ID: 60 717 1817

In Person: Conference Room 2800

- Please RSVP at least 24 hours in advance to Mr. Safi at [SafiM@saccounty.net](mailto:SafiM@saccounty.net) to reserve a place.
- Please arrive 15 minutes before the meeting start so that someone can bring you behind the locked doors. Wait in the main lobby (entrance on garage side) for someone to bring you upstairs.
- Facemasks are still required in the Primary Care Center.

**Meeting Attendees**

Members: Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi,  
Nicole Miller, Namitullah Sultani, Jan Winbigler

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

Guests: Belinda Brent, Chevon Kothari, Glenn Tsang

Topic
Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none"><li>• <i>Chair Winbigler greeted members, staff and guests.</i></li><li>• <i>The group reviewed the minutes from the 05/20/22 meeting. Members suggested minor edits.</i><ul style="list-style-type: none"><li>○ <i>Ms. Lomazzi moved to approve the minutes as amended.</i></li><li>○ <i>Ms. Bohamera seconded the motion to approve the 5/20/22 minutes as amended.</i></li><li>○ <i>All members voted to approve the 5/20/22 minutes as amended.</i></li></ul></li></ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"><li>• <i>Mr. Dizon announced that the laptops for CAB consumer members have arrived. They were tested. Staff are now writing the borrower's agreement.</i><ul style="list-style-type: none"><li>○ <i>Ms. Winbigler asked how staff propose to alert CAB consumer members that the laptops are ready.</i></li></ul></li></ul>

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- *Dr. Hutchins responded that staff will alert the consumer members who have expressed interest and we will alert them individually. We can deliver the laptops if needed.*
- *Follow up regarding summary provider report card information: Dr. Hutchins confirmed that any information given to the CAB is in the public domain. This includes the presentation on the provider report cards from Q1 from 5/20/22.*

**Update on Health Center Re-Organization and HRSA Project Director Role – Chevon Kothari**

- *Ms. Kothari explained that since she assumed the role of Director of Health Services, she and Dr. Mishra have been working to determine the best organizational structure for the Health Center. Adding a Division Manager has been a goal to 1) have someone to focus on administrative issues, 2) work with the Fiscal team, 3) ensure operations run smoothly, and 4) remove some of the burden carried by Dr. Mishra.*
- *Luckily, the Sacramento County Board of Supervisors approved this new growth position. A Division Manager was hired and will start on Monday, June 20. His name is Andrew Mendonsa. Once he joins, CAB will have an opportunity to meet him.*
- *Alongside of considering multiple organizational structures, we decided to work with CAB to select a HRSA Project Director.*
- *Given the new structures we are looking at, CAB will need to make a decision about who is to be appointed as HRSA Project Director.*
- *To main contain compliance with HRSA regulations, the Co-Applicant Agreement and the CAB Bylaws, we asked County Counsel to explain the role of the CAB in choosing the HRSA Project Director and how best to ensure we are maintaining compliance.*
- *County Counsel recommended that the CAB put together a Committee that would contain representatives of CAB and the Department of Health Services. This committee would review the organizational structure and identify a recommendation for the HRSA Project Director. The Committee would then bring a recommendation to the full CAB for a vote.*
- *Ms. Kothari recommends that the CAB place an item about Committee formation on the next month's agenda.*
  - *Ms. Bluemel suggested that instead of forming a new Committee, CAB may just want to rely on the Governance Committee, as this issue falls under their scope.*
  - *Ms. Kothari agreed that CAB can decide to name the Governance Committee as the Committee undertaking this role.*
- *Ms. Kothari added that she wanted to make sure that CAB knew that she would be transitioning out of her old role as Director of Health Services to her new role as Deputy Chief Executive Officer for Social Services. Ms. Kothari indicated that she is working on recruiting a new Director and that Sandy Damiano has agreed to serve as Interim Director of Health Services until that time.*

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Health Resources and Services Agency (HRSA) Project Director / Medical Director Update  
– Dr. Mishra

- *Dr. Mishra began her update with the Strategic Priority of Serving the Unsheltered.*
  - *She informed the group that SCHC has made progress in working out logistics for the mobile medical center van. For example, SCHC and UC Davis finalized a plan to allow UCD personnel to drive the van. Drs. Orsulak and Landefeld will drive the van on Tuesday and Friday mornings, respectively, as it goes to outreach with individuals experiencing homelessness.*
  - *SCHC is creating a special Lead position for Dr. Landefeld. SCHC has also had conversations with Dr. Orsulak, who has been doing street medicine and working with harm reduction services on her own. Dr. Orsulak has developed relationships with important stakeholders in this area and can be an asset to bring people together. Therefore, a second Lead position is being created. This Lead position will not only focus on the services SCHC provides in its brick and mortar sites, but also will look at equipment, supplies and locations for outreach. Finally, this position will also work with stakeholders and the community to collaborate and educate the next generation of learners (e.g. providers) to be able to reduce gaps in care for individuals experiencing homelessness in the long-term.*
  - *SCHC will now work on logistics and workflows for the van, including who will fill it with gas and water, when and how to send it for maintenance, and so on. Dr. Mishra requested that Macman, one of SCHC's consultants, provide a sample checklist from another FQHC to help start these discussions.*
- *Dr. Mishra then moved to discuss the Strategic Priority of Staffing.*
  - *Dr. Mishra indicated that all of the temporary staff recently hired (except for the Refugee program) would be continued until December 2024 using funding to Sacramento County under the American Rescue Plan Act.*
  - *The new residents from UC Davis start soon – many next week. It takes a bit of time for them to familiarize themselves with operations at the Health Center, how SCHC handles referrals to specialists, understanding health care coverage common among SCHC patients and the plans that our IPAs contract with.*
- *Dr. Mishra then discussed the Refugee Health Assessment Program.*
  - *Dr. Mishra indicated that SCHC has almost matched the provider staffing that we had last year by contracting with UCD providers, each part-time. We have Nurse Practitioner Amber Ramage, Dr. Farah Shaheen, and Dr. Nazeela Awan. Dr. Awan started yesterday (5/19/22); she will be working both in Refugee and the Adult Primary Care Clinic.*
  - *The newly arrived Ukrainian parolees are required by federal immigration authorities to have a Tuberculosis (TB) test within 14 days of arrival in the US. The Refugee Clinic staff are placing orders for testing; those who test positive will be sent directly to the Sacramento County Public Health Tuberculosis Clinic. While many folks are arriving and seeking services, SCHC has not received additional funding to compensate the program. Dr. Hutchins has had several conversations with the California Department of Public Health (our funders) about this issue, as well as conversations with local partners including the Sacramento County Department of Human Assistance and Sacramento Covered. These last two organizations are able to assist parolees (and others) to apply for Medi-Cal and other benefits.*

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- *The Refugee Clinic is still under-staffed, but efforts continue to recruit more Ukrainian- and Russian-speaking staff. Currently, four staff speak these languages, which is insufficient to serve the numbers coming in.*
- *Dr. Mishra then discussed COVID-19.*
  - *The FDA approved the Moderna COVID-19 vaccine for children aged 6 months to 17 years of age and the Pfizer vaccine for those aged 6 to 59 months (it was already approved for those 5-17 years). SCHC has placed pre-orders for vaccine for children 6 months to 6 years). We are going to start just with Moderna, since it is a two-dose routine, unlike Pfizer which takes 3 doses. In addition, Moderna has a 4-week interval between doses. Later, we will bring on Pfizer vaccine to give families a choice. But, we want to start with one vaccine given all the other changes occurring with this new age range. SCHC is trying to incorporate COVID vaccine within regular appointments and go away from special COVID-only vaccine clinics to make it easier for patients, and hopefully staff. This follows our current immunization model, such as for influenza and other recommended vaccines.*
  - *SCHC will be meeting today with Sacramento County Public Health to obtain expert training for all of our Medical Assistants to give all types of COVID vaccine to all ages.*

**\*Update and Vote on the Service Area Competition Application – Dr. Hutchins**

- *Dr. Hutchins reminded the CAB that they had learned about the Service Area Competition application process at the last meeting. Dr. Hutchins indicated that CAB now needed to formally vote to allow SCHC staff to submit the application. If we are successful, we expect to receive approximately 1.4 million annually to help run the Health Center, especially in serving those without health insurance or other care options.*
  - *Ms. Bohamera made a motion to approve SCHC staff to submit the SAC application.*
  - *Ms. Bluemel seconded the motion to approve SCHC staff to submit the SAC application.*
  - *All members voted to approve the motion to approve SCHC staff to submit the SAC.*

**\*CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
  - **Clinical Operations**
    - *Mr. Gallo informed the group that the Clinical Operations Committee reviewed the summary of the Comprehensive Perinatal Services Program (CPSP) that CAB members can find in their meeting packet.*
    - *Dr. Mishra added that she will be meeting with consultant Macman Management, which is working on the collaboration with HER Health First, so that we can fully participate in the CPSP program. She offered to provide more information at the next CAB meeting.*
  - **Finance Committee**
    - **April Financial Status Report (FSR)**
      - *Ms. Bohamera informed the group that the Finance Committee reviewed the April FSR and finds that SCHC is on track and is in good shape for this time of the year.*
    - **Update on County budget process**
      - *Ms. Bohamera informed the group that the County budget process has been completed for the 2022-2023 Fiscal Year. The SCHC budget was approved, along with all growth requests.*
    - **Update on grants – existing and potential**

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- *Dr. Hutchins informed the group that HRSA has given us permission to officially submit a change in grant scope through the Electronic Handbooks (EHB). This is a step forward. Dr. Hutchins indicated that she was working with Facilities Management to complete the submission. We have 60 days to complete this task.*
- *However, HRSA has not yet given SCHC permission to spend any of the grant monies and has not yet considered our requests to use our own staff for construction work (“force labor account request”) or pay for pre-award costs.*
- **\*Governance**
  - **\*Strategic Plan monitoring – June Report**
    - *Ms. Winbigler informed the group that the Committee reviewed a presentation on Strategic Plan deliverables and monitoring (see handout). The Governance Committee recommends acceptance of the staff recommendations to alter some of the metrics we chose to monitor how well we are progressing to our goals. The newly proposed metrics focus on Serving Individuals Experiencing Homelessness. The first proposal is to focus on serving individuals experiencing homelessness rather than trying to sign the up as SCHC-assigned patients, so the metric would change from number of folks who switch to SCHC PCPs to the number served, whether or not they are assigned to SCHC.*
    - *Ms. Alongi added that the second proposal is to change who is responsible for advising SCHC on which groups to partner with to improve services to this population from the CAB itself to the new homeless Leads, Drs. Orsulak and Landefeld.*
    - *Dr. Hutchins added that The Governance Committee recommends that CAB approve*
      - 1) *The financial plan for space (which was the first deliverable in the handout) in the form of the budget for the HRSA American Rescue Plan (ARP) Capital Grant.*
      - 2) *The formal change in metrics for the number of patients served at Loaves & Fishes; and*
      - 3) *The formal change in responsibility for identifying partners to improve service for patients experiencing homelessness from CAB to Drs. Landefeld and Orsulak.*
    - *Ms. Bluemel made a motion to approve the three changes to the Strategic Plan as detailed by Dr. Hutchins.*
    - *Ms. Lomazzi seconded the motion to approve the three changes to the Strategic Plan as detailed by Dr. Hutchins.*
    - *All CAB members voted “yes” to approve the three changes of the Strategic Plan as detailed by Dr. Hutchins*
  - **Recruitment update**
    - *Ms. Winbigler indicated that she would follow up with three individuals who have expressed interest in becoming CAB consumer members, but whose applications SCHC has yet to receive.*
    - *Dr. Hutchins added that we have been actively recruiting and have identified five individuals who have expressed interest in joining, but who have not submitted applications. The Governance Committee has suggested creating new recruitment posters to attract other patients who may be interested in this role.*
    - *Ms. Miller volunteered to create a new recruitment poster. Dr. Hutchins asked Ms. Miller to contact Robyn Alongi to get the original poster for reference.*

### Next Meeting Items – All

- HRSA Project Director/Medical Director Report
- Update on Service Area Competition Application process
- Program Review: Healthy Partners

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| <ul style="list-style-type: none"><li>• May Financial Status Report</li><li>• Committee Updates<ul style="list-style-type: none"><li>○ *Policy and Procedure Review</li></ul></li><li>• *2022 Quality Improvement Plan</li><li>• <i>There was no CAB discussion of these agenda items.</i></li></ul> |
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<b>Public Comment</b>
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| <ul style="list-style-type: none"><li>• <i>There was no public comment.</i></li></ul> |
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<b>Closing Remarks and Adjourn</b>
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| <ul style="list-style-type: none"><li>• <i>Chair Winbigler adjourned the meeting at 11:01 AM.</i></li></ul> |
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**Next Meeting:** Friday, July 15, 2022 9:30-11:00 via Zoom or in person

\*Items that require a quorum and vote.

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>

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.