

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

**Meeting Minutes**

January 22, 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

+16692545252,,1619656307# US (San Jose)

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OR

Dial by your location

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Meeting ID: 161 965 6307

**Meeting Attendees**

Members: Paula Lomazzi, Namitullah Sultani, Jan Winbigler

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

Potential Members: Laurine Bohamera

Topic
Opening Remarks and Introductions <ul style="list-style-type: none"><li>• <i>Chair Winbigler took roll and welcomed members, potential members, and staff.</i></li><li>• <i>The group reviewed the minutes from the 12/17/21 meeting.</i><ul style="list-style-type: none"><li>○ <i>Mr. Sultani moved to approve the minutes as presented.</i></li><li>○ <i>Ms. Lomazzi seconded the motion.</i></li><li>○ <i>All attending members voted to approve the minutes of the 12/17/21 meeting as presented.</i></li></ul></li></ul>
Brief Announcements <ul style="list-style-type: none"><li>• <i>Dr. Hutchins announced that the CAB will hold two special meetings in February:</i><ul style="list-style-type: none"><li>○ <i>Friday, 2/4 – Review of FY 2022-2023 Budget (prior to submission to County)</i></li><li>○ <i>Monday, 2/14 – Review of the Uniform Data System (UDS) Report to HRSA</i></li></ul></li><li>• <i>Both meetings require CAB approval (by a quorum) to comply with HRSA requirements.</i></li></ul>
Follow up Items <ul style="list-style-type: none"><li>• <i>Mr. Safi welcomed everyone to Zoom and celebrated that the transition to Zoom from Skype was going well so far. He said that if everyone agrees to continue to use the platform, he would go ahead with Zoom for up-coming meetings. Mr. Safi will cancel the</i></li></ul>

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*Skype invitations and will re-issue Zoom meeting invitations for upcoming CAB and Committee meetings.*

**\*CAB Governance**

• **Committees Updates to CAB**

○ **Clinical Operations**

- *Mr. Gallo was unable to attend and asked Dr. Hutchins to present in his absence.*
- *Dr. Hutchins told the group that the Executive Team and the Clinical Operations Committee agreed on a proposal for bi-monthly Clinical Operations Committee meetings in 2022 due to the small number of members. Mr. Sultani had attended the Clinical Operations meeting, but was asked to switch to the Governance Committee due to the priority of CAB recruitment. Dr. Hutchins asked if CAB members were OK with this change in committee meeting schedule, until new CAB members join.*
  - *There were no objections from CAB members.*
- *Dr. Hutchins informed the group that Clinical Operations reviewed a proposed schedule of the policies and procedures that will need to be reviewed by Clinical Operations to ensure that any HRSA-required annual review occurs. We will discuss a related item later on the agenda.*
- *Clinical Operations also discussed new information from the US State Department concerning new arrivals from Afghanistan. Between that meeting and today's meeting, we got clarification from the State Department about how one number was calculated, which amended the arrivals in the humanitarian parolee category. The initial numbers showed that nearly 6,000 humanitarian parolees had made it to Sacramento already, when the total number we agreed to was 6,850 for the federal fiscal year. This was of great concern, since the Refugee Program had not seen anywhere near this number in the clinic. However, the revised numbers show that ~2,600 Afghans have made it to Sacramento since the airlift began, of which 1,500 were parolees.*

○ **Finance Committee**

- *Ms. Winbigler informed the group that the Committee reviewed the November Financial Status Report (FSR) at the last meeting. We are lagging in billing, but are more or less on target for the budget.*
- *Dr. Hutchins explained that revenue was higher than expected due to "salary savings" from vacant staff positions. While it is good to have money, we need the staff. The other portion is lower than expected invoiced expenses from Sacramento County Office of Education (SCOE) for the school-based mental health program.*
- *Dr. Hutchins indicated that staff had provided an update on several grants.*
  - *The Enhanced Coronavirus Testing (ECT) grant, which provided the money for the mobile medical center van, ends on April 30. We have received the van. Mr. Dizon reported to the Committee that the van was in process of being registered with DMV and HRSA. SCHC will also use some of the money from this grant to purchase personal protective equipment (PPE), which has become more expensive. We will be using the van through the end of April for COVID testing, and need to provide PPE to staff for that purpose.*
  - *The HRSA American Rescue Plan Act (\$2.5 million) is being spent almost entirely on staffing. Ms. Galindo reported that SCHC experienced delays in bring staff on due to County processes as well as significant competition for health care staff, especially those who speak Dari or Pashto, the two most common languages of the Afghan new arrivals.*
  - *The Committee also talked about the Federal Communications Commission (FCC) Telehealth grant that we proposed to use for a new patient messaging system, a dictation system for providers, check in kiosks for patients to shorten wait times, and other technologies. SCHC has not yet received a denial, but one is expected.*

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- *The Committee also discussed the HRSA American Rescue Plan (ARP) Infrastructure grant. Dr. Hutchins has submitted the required Project Implementation Certificate to HRSA. Staff is working hard with Facilities and Architectural Services to complete remaining HRSA requirements for changing the proposal to include the new space in 2600.*
- *\*Governance*
  - *Ms. Winbigler informed that progress on implementing the Strategic Plan has been impacted by the staff shortage, but it is moving forward. The Governance Committee reviewed the January Strategic Plan report, and found it satisfactory. The Committee also reviewed the Space Plan. Chair Winbigler asked if CAB members had reviewed it, as the CAB needs to vote on approval. CAB members took several minutes to review the report.*
  - *Chair Winbigler halted this agenda item so that Dr. Mishra could present her Update. She was called away earlier.*

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

- *Dr. Mishra spoke first about the COVID pandemic.*
  - *Staff have been greatly affected by COVID recently, either sick, exposed, or caring for others who are sick.*
  - *The number of COVID-positive patients that SCHC has seen so far this year is almost as high as the total for 2021.*
  - *SCHC has resumed some of the activities from 2020 to cope, including trying to cover absent staff through staff in other departments and volunteers. SCHC has submitted to County leadership what we need in all classifications, such as Office Assistants to answer calls, Medical Assistants to room patients, and nurses to do testing and evaluation.*
  - *CDC's and CDPH's reduced timeline for isolation has helped mitigate the effect on staffing, but the shorter period also makes some people nervous.*
  - *There has been a national shortage of testing kits. However, the federal government is now providing these and has given an allocation to SCHC. Our allocation arrived on Wednesday (1/18/22).*
  - *SCHC is one of the few health care facilities that have access to oral treatments for COVID. We have received two types of oral anti-virals. Two patients have now received paxlovid, and at least one tolerated it very well.*
  - *SCHC's PPE supply was diminishing, especially N95 masks, which have to be worn more often due to the Omicron variant. UC Davis is also helping by providing masks and gowns for our UC Davis providers, residents, and other learners.*
  - *We have now had a successful video visit in our pilot of this new technology. The processes have been established to work with an interpreter and will be pilot tested in the Family Medicine clinic.*
- *Dr. Mishra then addressed changes in clinic programs.*
  - *In order to have a successful obstetrics program within our Family Medicine clinic, as an FQHC we need to have a Comprehensive Perinatal Services Program (CPSP). Women who opt-in to the program receive additional education and access to resources such as additional social services. Our consultant has had discussions with an organization called Her Health First that has experience managing CPSP programs. We are trying to figure out how to connect SCHC providers with Her Health First social services to coordinate care for our patients.*

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- *It has been very difficult to find provider coverage for the Refugee Clinic after we lost a full-time provider. Dr. Mishra is working with the UC Davis School of Nursing and Department of Internal Medicine to find coverage as soon as possible.*
- *The start date for the Sac Covered navigator at Loaves & Fishes has changed to next Friday (1/28). Dr. Mishra is talking with Dr. John Landefeld of UCD about him becoming a clinical lead for the Homeless Program with the goal of connecting all services in the community.*
- *For the Internal Medicine Program, Dr. Mishra has found partial coverage for the Hypertension program after the Physician Assistant accepted a full time job elsewhere. However, he likes the HTN clinic so much, he will continue conducting the clinic at SCHC as well.*
- *For the Healthy Partners Program, the Medi-Cal expansion set for May 2022 will cover those on Healthy Partners who are 50 years of age or more. The County Department of Human Assistance will be sending out notification to these patients that they will qualify for Medi-Cal. This Medi-Cal change will help us financially, as the County pays for the Healthy Partners program and we expect about 900 to transition to Medi-Cal with state reimbursement.*
- *Dr. Mishra then talked about staffing.*
  - *SCHC was notified that it will receive \$2.5 million from the County's American Rescue Plan Act allotment. This will go to additional staffing. We had already hired many of these staff using the HRSA ARPA grant and hope to be able to keep them once that grant is finished.*
    - *One of these positions is a nurse for the Gaps in Care program.*
    - *The Division Manager, two Registered Nurses, and two Office Assistants. We are currently recruiting into these positions.*
    - *The requested nurse and Sr. Office Assistant for the Enhanced Care Management and Complex Care Coordination Team will go to the BOS on 1/25/22.*
  - *For the 2022-2023 fiscal year, SCHC has submitted growth positions for two Public Health Aides to assist with the Comprehensive Perinatal Services Program (CPSP), one Medical Assistant (MA) for Loaves and Fishes, and a permanent nurse for the Quality Improvement/Gaps in Care program. These are all to be funded by revenue, which means the BOS is likely to approve them.*
- *Dr. Mishra indicated that she would not go over her intended remarks on Space, as that topic was discussed earlier in the meeting.*

**\*CAB Governance, Part II**

- **Governance Committee, Continued**
  - **Approval of Space Plan (Strategic Plan)**
    - *Chair Winbigler asked if there were any questions or comments on the space plan. There were none.*
    - *Ms. Lomazzi moved to approve the space plan as presented.*
    - *Mr. Sultani seconded the motion to approve the space plan as presented.*
    - *All members present voted to approve the space plan as presented.*
  - **Member Recruitment update**
    - *Ms. Winbigler indicated that there are three potential members who have submitted their applications – Ms. Bohamera, Ms. Miller, and Ms. Tucker. Ms. Winbigler indicated that at this*

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*time, the members may pose questions to the candidates. At the end of the meeting, the members will excuse themselves to vote on the applications. Only Ms. Bohamera was present.*

- *Ms. Lomazzi asked Ms. Bohamera to introduce herself.*
  - ❖ *Ms. Bohamera indicated that she had many years of experience in state government within the financial sector. She has always had an interest in volunteering and the CAB is a good opportunity to give back to the community. She expressed excitement to learn more about the clinic and the services it provides and the hope that he can provide a contribution.*
- *Member Training and Mentoring*
  - *Ms. Winbigler reminded members that at the last meeting, they were asked if they were interested in mentoring and also informed members that we were pursuing training opportunities. She indicated that Dr. Hutchins found a training opportunity and would like to describe it.*
    - *Dr. Hutchins explained that the National Association of Community Health Centers is having its annual meeting in February and is providing a 5-hour new board member "Boot Camp" on 2/13/22. The Governance Committee recommends Mr. Sultani, our new Vice-Chair to attend this training. Mr. Sultani is willing.*
      - ❖ *All members agreed for Mr. Sultani to attend the Boot Camp.*

**\*Policy and Procedure Revised Timelines**

- *Ms. Winbigler let the CAB know that there is a new list of Policies and Procedures (P&P) with the proposed timelines for review by committees and the CAB.*
  - *Dr. Hutchins explained that the CAB voted in the fall to revised the schedule of P&P review. CAB had held itself to a higher standard of frequency of P&P review than does HRSA. This had become burdensome. There is only a single P&P that requires annual review – the Sliding Fee Discount Program P&P. Congress sets the federal poverty level (FPL) around this time of year annually, and SCHC needs to reset its fee schedule after that takes place. Dr. Hutchins proposed that the CAB members vote on adoption of the new schedule that CAB members requested staff create.*
    - *Ms. Lomazzi made a motion to approve the new Policy and Procedure Timelines.*
    - *Mr. Sultani seconded the motion.*
    - *All members in attendance voted to approve the new Policy and Procedure Timelines.*

**\*Vote on membership**

- *The CAB retreated to special session. Ms. Bohamera signed off the meeting.*
- *Ms. Winbigler asked the CAB how to proceed regarding members who have submitted an application but have not come to a CAB meeting. Should we wait until they come so that they can show their interest and CAB members can speak with them, or should we vote on their applications without that?*
  - *Mr. Sultani said that it would be nice to have the opportunity to learn about the background of potential members, but pointed out that CAB is struggling to find consumer members. He suggested that it would be OK to vote on the application of candidates who have not attended a meeting.*
  - *Ms. Winbigler said that two of the candidates would be consumer members and one would be a community member with fiscal background.*
    - *Ms. Lomazzi made a motion to approve the application for membership from all three candidates.*

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| <ul style="list-style-type: none"><li>▪ <i>Mr. Sultani seconded the motion to approve the application for membership of CAB from all three candidates.</i></li><li>▪ <i>All members in attendance voted to approve the application for membership of CAB from all three candidates.</i></li><li>• <i>Dr. Hutchins indicated that she would send these names to the Clerk of the Board for ratification of membership.</i></li></ul> |
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<b>Adjourn</b>
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| <ul style="list-style-type: none"><li>• <i>Chair Winbigler adjourned the meeting at 11:06 AM.</i></li></ul> |
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**Next Meetings:** Special Meeting: Budget – February 4, 2022 10:00-11:00 AM – Zoom only  
Regular monthly meeting February 8, 2022 / 9:30-11:00 AM – Zoom only  
Special Meeting; Uniform Data System Report to HRSA – February 14, 2022 /  
11:00-11:30 AM

\*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>

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.