

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

**Meeting Minutes**

December 17, 2021 9:30 AM to 11:00 AM

**Meeting Location**

In Person (Room 2800 of 4600 Broadway / Sacramento, CA 95820 **(NOTE: Masks required)**) OR  
Via Skype: To see/share documents on the screen, go to

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Join by phone [+1 \(916\) 875-8000](tel:+19168758000) OR [+1 \(916\) 874-8000](tel:+19168748000) OR [+1 \(916\) 876-4100](tel:+19168764100)

Conference ID: 1655150

**Meeting Attendees**

CAB Members: Elise Bluemel, Vince Gallo, Namitullah Sultani, Jan Winbigler (Chair)

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

Guests: Potential CAB members (2)

Topic
Opening Remarks and Introductions <ul style="list-style-type: none"><li>• <i>Chair Winbigler welcomed two potential new members to CAB and had took roll.</i></li><li>• <i>Members suggested minor corrections to the minutes from the 11/19 meeting.</i><ul style="list-style-type: none"><li>○ <i>Ms. Bluemel moved to approve the minutes as revised.</i></li><li>○ <i>Mr. Gallo seconded the motion.</i></li><li>○ <i>All members in attendance voted to approve the 11/19/21 meeting minutes as revised.</i></li></ul></li></ul>
Brief Announcements <ul style="list-style-type: none"><li>• <i>One potential new member announced that she will be completing and submitting her application before the next meeting.</i></li></ul>
Follow up Items <ul style="list-style-type: none"><li>• <i>Mr. Safi informed the group that staff has received the purchased account for Zoom. He is working with Department of Technology staff to activate the account and its special features. We anticipate being ready to switch to Zoom for the 1/21/2022 CAB meeting.</i></li><li>• <i>Mr. Safi informed the group that he worked Department of Technology staff to find a way we could share documents securely with staff other than email. They suggested a web-based shared drive. However, individuals with less technical expertise may find use of the shared drive difficult and this solution may not be better than email.</i><ul style="list-style-type: none"><li>○ <i>CAB members discussed the options, and decided to stay with the status quo and not pursue obtaining a share drive service.</i></li></ul></li></ul>

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

*Dr. Mishra explained the report that CAB members received in their handout.*

- **Strategic Priority Staffing:** *Dr. Mishra shared that SCHC has received approval for several positions.*
  - **Permanent**
    - *Two Public Health Aides who will work with the Family Medicine/Obstetrics Program and refer pregnant women to the Comprehensive Perinatal Services Program (CSPS). This program provides medical education to patients about pregnancy, nutrition and related matters to a higher degree than possible in regular prenatal care visits.*
    - *In addition, we will hire a Registered Nurse to be part of our Gaps in Care / Quality Improvement Program. A Physician Assistant was assisting in this area but has now left SCHC.*
    - *We are still working on expanding services at Loaves and Fishes. While our Public Health Nurse stationed at Loaves and Fishes has been pretty amazing, we need to provide her the help of a Medical Assistant. It's good that this position was granted.*
  - **Limited Term**
    - *A Division Manager position for general oversight of the Health Center plus fiscal liaison with the Admin Team was approved.*
    - *Another nurse for our Referral Team due to an increase in patients and referral numbers. We need more help to process referrals to specialty quickly.*
    - *A registered nurse for the Family Medicine program. They have been making due with a registry position.*
    - *Two Office Assistants for the Call Center.*
  - *Through the County ARPA funds, of \$6 million requested for temporary staffing, we have approval for \$2.5 million.*
  - *Director of Health Services, Ms. Kothari, hired a consultant and Dr. Mishra tasked her to look at the workflows for the Call Center and Referrals Team as priorities to look at areas for improved efficiencies and additional staffing needs. For example, call volume is higher at some times of day than others. The Consultant will also be looking at SCHC's overall organizational structure, including changes needed due to new staff positions.*
- **Strategic Priority: Space**
  - *Suite 2600 will be vacated by the Department of Human Assistance. Public Health has decided not to request any of this space. Therefore we expect that SCHC will be allowed to rent all of this space. Ms. Kothari is working to confirm this. If so, it will allow Family Medicine to expand and get additional exam rooms that it has needed. Currently, DHA is scheduled to move out in April with SCHC moving in by July.*
- **Strategic Priority: Homeless Focus**
  - *The mobile medical van is nearly ready for delivery. SCHC issued the last payment a few days ago. Since SCHC purchased the van with the HRSA Enhancing Coronavirus Testing grant award, we can only use the van for COVID testing through April 30, 2022. Dr. Mishra has talked with management at Loaves and Fishes and SCHC to determine where best to park the van and who will drive it.*
  - *The Sacramento Covered navigator will start at Loaves and Fishes on January 7 each Friday (while Dr. Landefeld is seeing patients). Dr. Mishra is meeting with Sacramento Covered as well to see how we can liaise with them for the Enhanced Care Management*

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*(ECM) Program as well as the SCHC homeless team. ECM for adult patients starts January 2022. Programs for children will not start until 2023.*

- *There are several organizations and clinics that have been designated as ECM providers including River City Medical Group (RCMG) and Sac Covered, both of whom SCHC works with closely and has good relations. SCHC has discussed the workflow with RCMG to provide ECM services for SCHC patients.*
- *Refugee Clinic: The patient surge continues.*
  - *Unfortunately our recruitment efforts to replace the Physician Assistant who resigned a few weeks ago have not been fruitful. We are getting behind on assessments. Another Physician Assistant agreed to help one day per week, but he has also resigned effective 1/28. Dr. Mishra and Dr. Hutchins are meeting with UCD leadership to see if UCD can assist with providers.*
  - *Vanessa Stacholy is reaching out to retired Nurse Practitioners to see if any of them may be willing to come back as extra help to provide refugee assessments. Dr. Hutchins is working with the registry agencies on recruitment efforts for PAs or NPs.*
  - *Dr. Mishra said she would defer discussion of referring Medically Fragile patients due to time.*
- *SCHC continues to have a high need for interpreters.*
  - *We do not have staff to schedule interpreters through the health plans.*
  - *The Financial Status Report issued by the Admin Team shows that we have sufficient funds for one Spanish and one Dari/Pashto speaker to be stationed on each floor all day. This schedule will hold starting next week through January. We may have an alternative plan then.*
  - *Dr. Mishra and MS. Stacholy are working with Sac Covered to see if they can help schedule interpreters for patients. Ms. Stacholy will provide the lists of patients with this need if an agreement can be reached.*
- *COVID Vaccine*
  - *SCHC is vaccinating everyone aged 5 or older. We are providing boosters for those 16 and older (who have met the time lag since vaccination). We have brought on a registry nurse through the end of December for COVID vaccination. She has agreed to extend three days a week through January 2022.*

**\*CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
  - **Clinical Operations Committee**
    - *Dr. Hutchins noted that while the Clinical Operations Committee is on hiatus until January 2022, there is one timely item that would have gone to this Committee that needs CAB review and approval. This is a proposed caregiver feedback survey from CIRCLE (i.e. Foster Care) Clinic.*
    - *Dr. Hutchins asked for any feedback on the handout. Feedback was positive.*
      - *Mr. Gallo made a motion to approve use of the caregiver feedback survey in CIRCLE Clinic.*
      - *Ms. Bluemel seconded the motion.*
      - *All members in attendance voted to approve the use of the proposed caregiver feedback survey in the CIRCLE Clinic.*
  - **Finance Committee**

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- *Mr. Gallo informed the group that the Committee reviewed standing items, including the monthly (November) Financial Status Report (FSR). He mentioned that fewer expenses than projected have been posted due to hard to fill vacancies and lower than expected invoices (especially from Sacramento Office of Education [SCOE]).*
  - *Mr. Dizon added that SCHC is working hard to fill the vacancies, but is experiencing recruitment difficulties. SCHC plans to use the salary savings for other needs. Mr. Dizon also explained that SCOE invoices are lower than expected due to delays in getting the program up and running at all schools.*
    - ✓ *Mr. Gallo also shared that the Committee learned that the final payment was made to the vendor for the mobile medical van.*
    - ✓ *In addition, the Finance Committee got an update on progress with revising the Sliding Fee Discount Program, but it is not complete yet, and will be discussed again at the next Committee meeting.*
    - ✓ *SCHC has not received the FCC telehealth grant award. Sacramento County was not considered a COVID “hotspot” by CDC, which lowered our score relative to other facilities.*
    - ✓ *The Finance Committee discussed the \$16,000 award from Anthem Blue Cross to support diabetic control for their members.*
    - ✓ *Finally, the Committee reviewed the new (increased) award from CDPH to SCHC’s Refugee Program due to the Afghan surge.*
- **Governance Committee**
  - *Ms. Winbigler let the group know that the Committee invited two individuals interested in CAB membership to observe the CAB meeting today and is pleased that they could attend. Ms. Winbigler asked each candidate to explain how they found out about CAB membership.*
    - *One candidate shared that she was told about the opportunity by her doctor at her last appointment who also shared the flyer with her. She did some research and called Dr. Hutchins and was invited by the Governance Committee to join today. She shared her history as a caregiver for the County’s In Home Support Services working with a seriously ill patient. Prior to coming back to Sacramento where she was born, she lived in Seattle Washington. She is a patient at the health center.*
    - *The second candidate indicated that she received a call from Chair Winbigler explaining that the CAB was looking for someone with a financial background. The candidate shared that she was excited about joining the group and feels that her decades in finance could help her contribute to the CAB.*
  - *Report on Strategic Plan progress – Deferred due to time*
  - *Mentors for new members*
    - *Vice Chair Lomazzi is willing to work with Mr. Sultani in his new role as Vice Chair for 2022.*
    - *Chair Winbigler has offered to work with one candidate if she becomes a member.*
    - *Chair Winbigler asked other members to let Dr. Hutchins know if they were able to act as a mentor for a new member.*

### Next Meeting Items – All

- December Financial Status Report
- Brief Committee Updates
- Discussion of Sliding Fee Discount Scale revision

### Public Comment

- *Ms. Winbigler asked for public comment. None was offered.*

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Closing Remarks and Adjourn

- *Ms. Winbigler adjourned the meeting at 11:06 AM.*

Next Meeting: January 21, 2022 / 9:30-11:00 AM \*\*\*\* IN PERSON or Skype

\*Items that require a quorum.

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.