

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

Meeting Minutes

January 20, 2023 9:30 AM to 10:30 AM

Meeting Location

Via Zoom: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1607428658?pwd=VWNWVmpjZ0UzbWc2OGIyeTVJRUh5UT09>

Meeting ID: 160 742 8658

Passcode: 849063

One tap mobile

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Dial by your location

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Meeting ID: 160 742 8658

In Person: Community Room 2020 at 4600 Broadway / Sacramento, CA

- The Community Room 2020 is easily accessible without staff/security needing to let you in. It is at the top of the back stairs (near the Broadway entrance, not the garage entrance).
- Please RSVP at least 24 hours in advance to Dr. Hutchins at HutchinsS@saccounty.net for staff to prepare you a packet if you wish to attend in person.
- Facemasks are still required in the Primary Care Center.

Meeting Attendees

CAB Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Paula Lomazzi, Nicole Miller, Namitullah Sultani

SCHC Staff: John Dizon, Sharon Hutchins, Andrew Mendonsa, Susmita Mishra, Zachary Staab, Vanessa Stacholy, Noel Vargas

Topic
Opening Remarks and Introductions <ul style="list-style-type: none">• <i>Vice-Chair Ms. Fryer took role and welcomed members, staff, and the new Deputy Director for Primary Health, Mr. Vargas.</i>• <i>The group reviewed the 12/16/22 CAB meeting minutes.</i><ul style="list-style-type: none">○ <i>X moved to approve the minutes as revised.</i>○ <i>Y seconded the motion to approve the minutes as revised.</i><ul style="list-style-type: none">▪ <i>Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Paula Lomazzi, Nicole Miller, Namitullah Sultani</i>▪ <i>No votes: None</i>

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Brief Announcements – All

- *Noel Vargas, Deputy Director for Primary Health has started. Mr. Vargas took a moment to introduce himself. He has had a long history of working in the health care field, including at a county FQHC.*
- *M. Safi is extending his leave through July. Sharon will be hiring a temporary replacement.*
- *BOS ratified new CASB members Jeanette Barnett and Robyn Dequine at their 1/10/23 meeting.*
- *The closed meeting with Dr. Mendonsa to present the HRSA Project Director (and other) evaluations is being rescheduled due to the Chair's illness and an urgent meeting.*

Health Resources and Services Agency (HRSA) Project Director Update

- *Dr. Mendonsa addressed 10 issues (see handout for details).*
 - *HRSA Staff Well-Being survey: Have received >21% response rate to date*
 - *Mobile van: SCHC continues to operate the van twice weekly for homeless outreach*
 - *HRSA HIV Grant: Working with Public Health to launch Public Service Announcements and media campaign*
 - *Weekend Clinic plans: First weekend clinic of the year will be held on 1/21/23. Patients are scheduled for cervical cancer screening, diabetes care, vaccinations*
 - *2023-2024 Growth requests: Requests continue to route through the count process/ No red-lines have been made as of 1/20/23.*
 - *Space/Staffing/Access Updates: Admin will move to 711 G Street, hopefully prior to 7/1/23. Recruitment continues for open positions in Admin, Pharmacy, and within the health center proper.*
 - *Collaboration with Sacramento County Office of Education (SCOE) on School Based Mental Health: We continue to work with HRSA to get proposed satellite sites approved.*
 - *Patient-Provider Ratio*
 - *The Management Team recently met and agreed to study our patient-provider ratio and determine. A team will be formed to include internal and external subject matter experts (SMEs). This project will help inform the broader access improvement project that the Health Center will be undergoing with MRG Consulting.*
 - *HRSA Check-In: SCHC leadership will meet with HRSA representative for our annual check-in on 2/6/23 at 8 AM. Leadership will update CAB after the meeting with any significant changes or news.*
 - *Refugee Program*
 - *Recent Senior Health Program Coordinator candidate withdrew interest. We have restarted recruitment.*
 - *The Immunization Program (which is included in the Refugee Program for administrative purposes) has undergone two audits recently and is busy preparing responses and a Corrective Action Plans for one audit.*
 - *The Program will be adding temporary staffing shortly to assist with shoring up projects and data entry backlogs. We had to identify space in the building for temporary staff to work.*

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Medical Director Update – *Dr. Mishra*

- *Dr. Mishra addressed 10 issues (see handout for details).*
 - *Homeless and Street Medicine Services:*
 - *SCHC has created a new Health Program Coordinator (temporary position) to*
 - *Collaborate with internal and external agencies that serve the unsheltered.*
 - *Liaison between SCHC and health plans to draw down funding from HHIP (funding for care for patients experiencing homelessness and helping them transition into housing); and*
 - *Guide the current homeless Leads (Drs. Orsulak, Landefeld and Mishra) as they build the Street Medicine program.*
 - *The SCHC team continues to meet with the County Department of Homeless Services and Housing (DHS) and other agencies to determine the best locations to provide street medicine services.*
 - *County Public Health is donating PH Aide positions to SCHC for a few months to assist with duties such as picking up prescriptions and linkage to services. Dr. Mishra is checking whether they can complete Enhance Care Management/Community Support applications as well.*
 - *Weekend Clinic:* *As Dr. Mendonsa mentioned, the first weekend clinic will take place on 1/21 and will focus on meeting HEDIS quality measures for cervical cancer screening, diabetes A1c control, foot and eye exams for diabetic patients, hypertension checks, well-child visits, and child/adolescent immunizations.*
 - *UC Davis School of Nursing (SON) Grant:*
 - *SCHC leadership continues to meet with UCD SON to help them decide how to use their access improvement grant most effectively. SCHC has proposed several options to them, but they will make the final decision. As the grant holder, they will receive the funds and will pay for staffing including help for SCHC access improvement efforts. As one part of the grant, SON intends to use/purchase a van to be able to provide care where people are in the community. The grant is for four years and one goal is to ensure that activities generate revenue so that they can continue after the grant ends. SON wishes to start services in April or May, so SCHC expects a final decision in March.*
 - *School-Based Mental Health and Wellness:*
 - *Senate Bill 966, which allows associate clinicians, including associate social workers and associate Marriage and Family Therapists (associate means they have completed their degree but not yet their licensure exam) passed in late 2022. SCHC is working with SCOE to position SCHC to make use of these clinician types under HRSA FQHC rules, so we can increase access.*

Quality Improvement and Compliance – *Dr. Hutchins*

- DEFERRED due to shorter time period for meeting

CAB Governance

- Committees Updates to CAB – Committee Chairs
 - Clinical Operations
 - *Program Summary: HIV Grant Programs*
 - *Mr. Gallo informed the group that the Clinical Operations Committee reviewed activities planned for the HRSA HIV: Ending the Epidemic grant. These include changes in operations to better assist patients at SCHC with HIV as well as outreach using the mobile van to high-risk patients.*

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- *Within the brick and mortar sites, clinicians and staff will be trained on topics such as diagnosis of HIV infections, linkage to HIV medical care, and best practices to retain patients in medical care.*
- *SCHC will conduct routine and high risk HIV testing in alignment with CDC recommendations, unless the patient opts out.*
- *SCHC will hire a linkage to care navigator to assist patients get linked to care. Interviews have been completed; Ms. Stacholy intends to offer the position shortly.*
- Finance Committee –
 - *Ms. Bohamera reviewed highlights from the December (mid-year) Financial Status Report (FSR) that was presented to the Finance Committee.*
 - *As expected and as usual, Inter/Intrafund Reimbursement is lagging, but is expected to come in at budget by the end of the fiscal year.*
 - *SCHC received revenue collected from the Department of Revenue Recovery for very old County Medically Indigent Services Program (CMISP) bills, but also obtained agreement from the Budget Office to write off very old claims once approved by the County Board of Supervisors.*
 - *SCHC has received fewer than expected invoices from SCOE for our school-based health center program (partly due to HRSA not approving our last applications to add more service sites) and cannot yet pay these because the contract is not yet executed. SCHC has also received higher than expected charges from Quest for un-reimbursable lab testing for Refugee patients.*
 - *SCHC expects to have to pay more than the budgeted amount for OCHIN billing services due to its expansion of providers. This was discussed with the Budget Office and will be included in the proposed 2023-2024 budget request.*
 - *SCHC, like other programs and departments, has received less in charges for allocated services (such as those provided by Human Resources and Department of Technology).*
 - *Overall, SCHC is in good shape budget-wise, and expects to end the fiscal year under the budgeted amount for County general funds.*
 - *Ms. Bohamera gave updates on grants.*
 - *No claims have been received/processed for HRSA grants yet this year.*
 - *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.*
 - *Ms. Bohamera made a motion to relinquish the HRSA Enhancing Coronavirus Vaccination award in the amount of \$158,539.00. The motion was seconded by Ms. Bluemel.*
 - ✓ Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Paula Lomazzi, Nicole Miller, Namitullah Sultani
 - ✓ No votes: None
- Governance
 - *In the absence of Ms. Winbigler, Dr. Hutchins informed the group that the Governance Committee did not meet, as it relinquished its meeting time to the Strategic Planning Committee.*
 - *Dr. Hutchins informed the group that the Governance Committee had reviewed several YouTube trainings on Roberts Rules of Order. A short (<5 minute) training on making motions will be conducted at the next CAB monthly meeting on February 17. Ms. Bluemel added that the training was brief but clear and helpful.*
- Strategic Planning Ad Hoc Committee

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- *Ms. Fryer, as the newly selected Strategic Planning (SP) Committee chair, gave a brief report from first meeting of the Strategic Planning Committee on 1/11/23. Ms. Fryer reminded the group that strategic planning involved taking a 30,000 foot view of the health center and asking what we need to do/focus on to ensure we serve our patients and fulfill its mission.*
- *The SP Committee agreed on the overall process and goals, finalized the meeting calendar, and created a list of organizations to invite to the SWOT meeting. The Committee plans to bring a draft Strategic Plan to CAB for review in April.*
- *CAB members are asked to submit their suggestions for the Health Centers Mission, Vision and Values document, which was given as a handout for today's meeting.*
- *The next meeting will be February 17, 2023 from 11 am - 1 pm.*
- *Dr. Hutchins added that the Strategic Planning Committee would like to receive input from all CAB members concerning the revision of the SCHC mission, vision and values as well as which partner organizations to invite to participate in the online Strengths/Weaknesses/Opportunities/Threats Analysis in March. Dr. Hutchins will send an email with materials to review and specific requests for action.*

February Monthly Meeting Items – All

- **Committee Updates**
 - *Policy and Procedure Review
 - Program Review: TBD
 - January Financial Status Report
 - Recruitment and Training Updates
 - CAB Calendar

Public Comment Period

- *Vice-Chair Fryer opened the floor to public comment. No members of the public were present.*
- *Dr. Hutchins reminded folks that the closed session scheduled for 10:30-11:00 to evaluate Dr. Mendonsa and present CAB's comments on SCHC support staff was canceled due to the CAB Chair being ill and Dr. Mendonsa being asked to attend an urgent meeting. Dr. Hutchins indicated that she will send out suggested times to reschedule.*

Closing Remarks and Adjourn

- *Vice-Chair Fryer adjourned the meeting at 10:28 AM.*

Next Meetings:

Friday, February 3, 2023 9:30-11:00 via Zoom or in person (Community Room 2020) - Budget

Friday, February 14, 2023 9:30-11:00 via Zoom or in person (Community Room 2020) – UDS

Friday, February 17, 2023 9:30-11:00 via Zoom or in person (Community Room 2020) – monthly meeting

Friday, March 8, 2023 TBD – Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis with partners for strategic planning

*Items that require a quorum and vote.

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The Co-Applicant Board welcomes and encourages public 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.