

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

**Meeting Minutes**

January 19, 2024 / 9:30 AM to 11:00 AM

**Meeting Location**

4600 Broadway, Sacramento, 95820 / 2<sup>nd</sup> Floor, Community Room 2020

**Meeting Attendees**

CAB Members: Laurine Bohamera, Vince Gallo, Areta Guthrey, Nicole Miller, Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Robin Skalsky

SCHC Staff: Robyn Alongi, Sunbul Amaniar, Emily Moran-Vogt, Bahir Mohammad Zahiri

Community Members: One present

*Public comment will be taken after each agenda item and at the end of the meeting.*

Topic
<p>Opening Remarks and Introductions – <i>Suhmer Fryer, Chair</i></p> <ul style="list-style-type: none"><li>• Roll Call and welcoming of members and guests.<ul style="list-style-type: none"><li>○ <i>Vice Chair Laurine Bohamera took roll and welcomed attendees.</i></li><li>○ <i>New staff members were introduced.</i></li><li>○ <i>A quorum was established.</i></li></ul></li><li>• *Review and approval of 12/15/23 CAB meeting minutes<ul style="list-style-type: none"><li>○ <i>Jan Winbigler made a motion to approve the December 15, 2023, minutes with the suggested changes. Areta Guthrey seconded the motion.</i></li><li>○ <i>A roll-call vote was taken.</i><ul style="list-style-type: none"><li>▪ <i>Yes votes: Laurine Bohamera, Vince Gallo, Areta Guthrey, Nicole Miller, Jan Winbigler</i></li><li>▪ <i>No votes: None</i></li><li>▪ <i>The motion passed.</i></li></ul></li></ul></li><li>• Additions to the meeting agenda – <i>None were made.</i></li><li>• Public Comment – <i>None.</i></li></ul>
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none"><li>• Several members are due for the ethics training and/or need to complete the conflict of interest declaration. Staff will assist members who need help completing these forms.</li><li>• Bahir Zahiri is the new CAB support staff member. His phone number will be shared once the phone line has been established.</li><li>• A member announced that the California Lieutenant Governor has asked for an opinion on how the Brown Act affects the American Disabilities Act. The opinion will address an exception to the Brown Act’s attendance requirement and allow a board member with a disability to attend remotely. The opinion should be made public in about 60 days.</li></ul>

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- *SCHC will work with County Council to determine how to implement the ruling.*
- The Department of Justice and Health and Human Services is working on a permanent rule focused on health care for people with disabilities. It will include communication mandates.
  - *SCHC will coordinate efforts to come into compliance once the rule is finalized.*
- The Brown Act training was cancelled because the presenter had a family emergency.

**HRSA Project Director Update – Dr. Mendonsa**

- Health Resources and Services Administration (HRSA) / Sacramento County Office of Education (SCOE) School Based Mental Health Updates
  - *The Health Center, County leadership, and SCOE continue to discuss contract revisions and operations of the school-based Health Center program.*
  - *Leadership is meeting with County Council today to amend the contracts.*
- HRSA and Medi-Cal Audits / Facility Site Reviews
  - *The Health Center is preparing for site visits and audits expected to occur in the first quarter of 2024.*
- Healthy Partners, Medi-Cal Expansion Update
  - *Medi-Cal expansion was effective on January 1, 2024, and it will affect enrollment in the Healthy Partners (HP) Program. Most HP patients will become Medi-Cal members but some HP members will not qualify for Medi-Cal so they will remain in the HP program.*
  - *The HP Program currently has just under 3,000 patients. We expect continued decline as Medi-Cal expansion continues.*
  - *We received notification that some patients who have Medi-Cal and Medicare coverages (Medi-Medi) will have the option to move to a provider who is contracted with a new Medicare program. We are analyzing potential impacts, opportunities, and discussing expanded Medicare contracting including contracting with River City Medical Group (RCMG) for Medicare. Staff are working on the cost analysis.*
    - *For continuity of care, patients can request to stay with their current PCP for one year while the shift is being worked out.*
    - *This affects less than 500 SCHC members.*
    - *RCMG patients can be moved to Nivano if they want that, but SCHC cannot advocate for any health plan or Independent Physicians Association (IPA).*
- Improved Access and Provider Services
  - *The Health Center continues to work to increase access to specialty care with MGR, an outside consultant organization. They are working with staff and analyzing data to develop recommendations.*
    - *Hiring more County staff is one way to ensure that SCHC is stable. The Health Center has more control over the assigned duties of providers who are County employees.*
- Health Center Growth / Staffing

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- *The growth request was downsized. We are working with Health Center Leadership and developing a needs assessment for positions not initially approved so that they can be reconsidered.*
- *Positions with initial approval: Nurse Practitioner, Medical Assistant, and Pharmacy Technician. The 10 limited-term positions are being analyzed to determine if all 10 need to be maintained.*
- **Staff Recognition / County Leadership Visit**
  - *Drs. Hutchins, Mishra, Mendonsa, and Nicole Reyes-Schultz were honored last week by the Sacramento County Executive staff and Department Leadership staff in recognition of their leadership and performance.*
  - *The awards were part of the County's Value-Based Behavior campaign: Advancing Leadership and a Positive Culture in the County.*
  - *The Health Center hosted senior County leadership and Department leadership for a half-day visit. Drs. Mishra and Mendonsa highlighted our services and discussed the Health Center. The new County Executive will visit in the future.*
- **Referral Department Improvements**
  - *Referrals remain a focus for the management team. A workgroup continues to meet to develop and implement a new workflow, identify productivity targets, and identify OCHIN (electronic medical record) tools that will make referral processing more effective.*
  - *We are hiring temporary staff to deal with the referrals backlog.*
  - *Scanning was also backlogged but the temps have helped, and scanning is now caught up.*
    - *We are looking into ways to integrate technology to make scanning more efficient and to improve two-way communication with specialists.*
    - *Leadership is considering the use of a portal that will streamline durable medical equipment (i.e., wheel chairs, oxygen, crutches) referrals.*
    - *The state is looking at a global health information exchange.*

**HRSA Medical Director Report – Dr. Mishra**

- The Medical Director's updates are included in the Project Director's report above.

**CAB Governance**

- **Committees Updates to CAB – Committee Chairs**
  - **Clinical Operations Committee – Vince Gallo**
    - **\*Review of:**
      - ❖ **01-09: Clinical Performance Management Policy**
        - ✓ *The policy covers staff responsibilities, setting goals around the quadruple aim and how to measure performance. The changes made were mainly adding clarifying language.*
        - ✓ *A member suggested adding a citation of what an A-3 is or including it as a reference.*

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- ✓ *A motion was made by Vince Gallo to approve the Clinical Performance Management Policy. The motion was seconded by Jan Winbigler.*
  - ❖ *A roll call vote was taken.*
    - ✓ *Yes votes: Laurine Bohamera, Vince Gallo, Areta Guthrey, Nicole Miller, Jan Winbigler*
    - ✓ *No votes: None*
    - ✓ *The motion passed.*
  - *Overview of programs and services: Member Services*
    - ❖ *The committee reviewed the medical records and scanning program.*
    - ❖ *Scanning is now caught up and now we can look at metrics to determine the effectiveness of the workflow and staff. We will continue to use temp staff to support County staff. The number of temp staff will be adjusted to find a good balance.*
    - ❖ *A timeline has been drafted and we are working to establish metrics for staff.*
- *Finance Committee – Ms. Bohamera*
  - *Budget process updates*
    - ❖ *The Finance Committee suggests combining all three CAB meetings for February into one meeting on February 14.*
      - ✓ *A motion was made by Jan Winbigler to combine the finance, regular CAB and the UDS meetings into one meeting on February 14, 2024.*
      - ✓ *Areta Guthrey seconded the motion.*
    - ❖ *A roll call vote was taken.*
      - ✓ *Yes votes: Laurine Bohamera, Vince Gallo, Areta Guthrey, Nicole Miller, Jan Winbigler*
      - ✓ *No votes: None*
      - ✓ *The motion passed.*
  - *End of the Year (2022-2023) Financial Status Report*
    - ❖ *The Health Center is down in our reimbursements, but had more income from Medi-Cal, Medicare, and grants.*
    - ❖ *Staff vacancies saved funds.*
    - ❖ *We have not paid SCOE invoices because we don't have authority to pay.*
    - ❖ *\$1.2 M in savings was returned to the County General Fund*
    - ❖ *\$3.8 M is drawn from the General Fund each year. When a deficit cycle happens at the State, County General Funding becomes limited. SCHC prefers to come in under budget.*
  - *Update on grants*
    - ❖ *A detailed document of the grants budget was included in the meeting materials. The Federal government has a different fiscal year than the County so it can get confusing.*
    - ❖ *It appears we claimed most of the funding available to us except with the HIV grant. We have submitted a request to carry HIV funds over to 2024.*
  - *End of FY 2022-2023*
    - ❖ *The Finance Committee has reviewed the year-end financials. Staff will prepare the documents to present at the February meeting.*
- *\*Governance Committee – Jan Winbigler*
  - *Preparation for HRSA Operational Site Visit*
    - ❖ *The site visit officials will meet with CAB members. They want to ensure that the Health Center has a fully functioning board. They will ask CAB members about their responsibilities to ensure they are informed. Jan Winbigler suggested that CAB members review the Health Center Program Site Visit Guide and especially the checklist; a link was included on the Governance Report to CAB and Sharon Hutchins will send the documents to members.*
    - ❖ *We should receive at least a month's notice of the schedule of site visit events. CAB is welcome to attend any of the scheduled meetings.*

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- ❖ *Staff will add the HRSA titles to the County Health Center Org chart and send it to CAB after the new Health Program Manager starts and the org chart is revised. Staff will also ensure CAB is included in the org chart.*
- \*Review of 2024 CAB Member Recruitment Plan
  - ❖ *Deferred to February.*
- Recruitment Update
  - ❖ *No new applications have been submitted. We have not heard back from the person who expressed interest in December.*
- Training Update: Brown Act Training today 11 AM-12 PM – Cancelled.

**February Monthly Meeting Items – All**

- HRSA Project Director Report
- HRSA Medical Director Report
- Committee Updates
  - \*Policy and Procedure Review:
    - P&P 11-03: Budget Development, Procurement, and Compliance
  - December Financial Status Report
  - Recruitment and Training Updates
- Brown Act Training update on date.
- HRSA site visit update

**Public Comment Period – *Laurine Bohamera, Vice-Chair***

- No public comments were made.
- Areta Guthry said she will research what is posted at the bottom of meeting agendas stating persons with disabilities can request interpreting services, assistive listening devices or other considerations: the request should be submitted no later than five working days prior to the meeting. The agenda must be posted 72 hours before the meeting. The public may not know what is on the agenda and if they want to attend the meeting five days ahead of the meeting.
- Sharon Hutchins will send all of information below each agenda to Director's office for direction and revisions as needed.

**Closing Remarks and Adjourn – *Suhmer Fryer, Chair***

Lorraine Bohamera adjourned the meeting at 10:56 am

**Next Meeting:** Friday, February 14, 2024 / 9:30-11:00 AM

\*Items that require a quorum of CAB members and vote.

The Co-Applicant Board welcomes and encourages public participation in the meetings. Matters on the agenda may be addressed by members of the public at the end of that agenda item. In addition, 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>

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

Per the Brown Act, CAB members 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.