

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

**Meeting Minutes**

February 14, 2024 / 11:00 AM to 1:00 PM

**Meeting Location**

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

**Meeting Attendees**

CAB Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Nicole Miller

Members Excused: Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Sumi Mishra, Noel Vargas

SCHC Staff: Robyn Alongi, Rachel Callen, Stephanie Hofer, Adam Prekeges, Robert Rushing, Bahir Mohammad Zahiri

Community Members: None

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

Topic
Opening Remarks and Introductions – <i>Suhmer Fryer, Chair</i> <ul style="list-style-type: none"><li>• Roll Call and Welcome<ul style="list-style-type: none"><li>○ <i>Chair Suhmer Fryer welcomed attendees and took roll.</i></li><li>○ <i>Staff introduced themselves.</i></li></ul></li><li>• *Review and Approval of 01/19/24 CAB meeting minutes<ul style="list-style-type: none"><li>○ <i>Vince Gallo made a motion to approve the January 19, 2024, minutes as written. 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:</i> Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Nicole Miller</li><li>➢ <i>No votes:</i> None</li><li>➢ <i>The motion passed.</i></li></ul></li></ul></li></ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"><li>• <i>Bahir Zahiri is returning to the Refugee program.</i></li><li>• <i>Brown Act Training will take place from 11 – 12 pm after the March CAB meeting.</i></li></ul>
HRSA Project Director Update – <i>Dr. Mendonsa</i> <ul style="list-style-type: none"><li>• Health Resources and Services Administration (HRSA) / Sacramento County Office of Education (SCOE) School Based Mental Health Updates<ul style="list-style-type: none"><li>○ <i>The Health Center, County leadership, and SCOE continue to meet.</i></li><li>○ <i>A draft updated contract/agreement has been created and sent to HRSA for feedback. We will begin pursuing memorandums of understanding between Sacramento County and the school districts with a satellite site.</i></li><li>○ <i>When the contract is finalized contract, it will be presented to CAB.</i></li></ul></li></ul>

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- HRSA and Medi-Cal Audits / Facility Site Reviews
  - *The Health Center preparing for the HRSA site visit and Medi-Cal audit expected to occur this spring.*
- Healthy Partners, Medi-Cal Expansion, and Medicare Updates
  - *About 900 patients remain enrolled in the Healthy Partners Program. We expect continued decline as Medi-Cal expansion continues.*
  - *We received notification that some patients who are Medi-Medi (Medi-Cal and Medicare coverages) will have the option to move to a provider who is contracted with a new Medicare program. We have decided to postpone exploring expanded Medicare contracting until after priority projects are completed.*
  - *Referrals for Medicare patients are a concern, and we need to ensure we can process them in a timely manner.*
- Improved Access
  - *The Health Center continues to work to increase specialty access with an outside consultant. MGR is working with staff and analyzing data to develop recommendations. We anticipate a report and recommendation by summer.*
  - *The Health Center has been working to increase access to care and we are seeing results. For example, our call center wait time has significantly decreased and is under five minutes.*
- Referral Department Improvements
  - *Referrals remain a focus for the management team. Dr. Mishra and Debbie Burrow are leading the improvements. Dr. Mishra will provide updates in her report.*
- General Updates
  - *Health Center staff and providers have started a two-session training series on Gender Affirming Care. The training aims to educate staff, provide resources, and share tools and best practices.*
  - *Sacramento County Department of Health Services is in the process of redesigning the website. The redesign process includes soliciting input from users, community members, staff, and Board members. You can complete the survey here:  
<https://forms.office.com/g/SfDQUqvjf0>.*
    - *We are aware that the existing website has accessibility issues. The redesign team has contacted County IT to ensure they are tracking the issue as part of the new design/features.*
- CAB Laptops
  - *Pursuing CAB laptops remains an active project. We should be able to use existing laptops and add a standalone Microsoft Office package and license. Staff is exploring camera options, and speaker and microphone options for laptops without built-in options.*

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

- Referral Processing
  - *We continue to fine tune the workflow to decrease the processing time.*
  - *The go live date for the Care Team Model pilot is February 27.*
  - *Staff for the pilot have been hired.*
  - *Recruitment for a Referral Nurse Supervisor continues.*

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- *When the pilot is implemented, Dr. Mishra and Debbie Burow will transition out and the consultants will take over.*
- **Referral Scanning**
  - *The new workflow has staff prioritizing scanning of abnormal image reports to ensure providers act on the results quickly.*
  - *Referrals scanning processes have been improved and they are caught up.*
- **Audits – State and Federal**
  - *Facility and Medical Record Review*
    - *The Medical Director is meeting with all clinical program leads including Adult Medicine, Pediatrics, Obstetrics, school-based sites, and the Homeless program to discuss the audit requirements, how to display our compliance, and to identify gaps.*
- **Staffing**
  - *Radiology technician (X-ray tech): We are interviewing candidates to assist the current X-ray tech and to give us time to recruit a permanent Sr. Radiology Technician.*
  - *Nurse Practitioner: The County will reopen the list of candidates due to the low response during the first round of recruitment.*
    - *Noel Vargas said that the Health Center is competing for NPs with Adult Correctional Health for work at jails. The County added differentials into the salaries for Corrections, so the pay is more competitive. We are considering an increase in salary for Health Center NPs. We need to look at student loan forgiveness options. We are researching a HRSA program that pays off student loans in two to five years.*

**\*Final FFY 2024-2025 Budget Review and Approval – Rachel Callan and Stephanie Hofer**

- **Growth**
  - *Stephanie Hofer shared the updated growth request document and went over each requested position. We will have final information in June 2024.*
  - *Limited term positions are funded with ARPA funding. The funding ends December 2024. These positions will be terminated when the funding ends. Staff can move to open positions, or they will be laid off. We will continue to encourage staff to apply for open permanent positions.*
  - *If the fiscal landscape is different in June, we will reevaluate positions.*
- **The Budget Documents**
  - *The budget documents were presented.*
  - *Costs have increased and the changes are reflected in the budget comments. Increases include allocated cost increases, cost of living allocations (COLA), salary costs, and contracted rates.*
    - *Services and Supplies are contract costs (UCD, SCOE, janitorial, Quest Lab, consultants) for things we need to operate.*
  - *There is a \$2.9M increase over last year.*
- **Reimbursements**
  - *These are funds from another County department, division, or program.*
  - *There is an approximately \$1M decrease over last year due to the decrease in Healthy Partners patients and things like radiology.*
- **Revenue**

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- *\$22M for 2023-24. We are expecting \$24M in 2024-25.*
- **General Fund**
  - *General funds are mostly used to cover our unavoidable cost increases such as COLAs and allocated cost increases from other departments. We do not have control over these costs. FY 23-24 was \$3.9M. There is an increase of \$1.2M for 2024-25.*
- **\*Review and Approval of Budget**
  - *Elise Bluemel made a motion to approve the 2024-25 budget. Laurine Bohamera seconded the motion.*
  - *A roll-call vote was taken.*
    - *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Nicole Miller*
    - *No votes: None*
    - *The motion passed.*

**\*Review and Approval of Submission of 2023 Uniform Data Systems (UDS) Report to HRSA – Sharon Hutchins and Adam Prekeges**

- **Annual Uniform Data System**
  - *Staff presented the data and went over the data in detail.*
  - *Tables were redacted where there was a value of 10 or less.*
  - *HRSA now requires us to break down ethnicity into smaller categories. If you choose not to disclose your race, you will automatically be included in not-Hispanic.*
  - *We had an increase of 1,300 patients over the previous year.*
- **Financial Data**
  - *Staff presented UDS financial data and explained the data and how the information is derived.*
- **Approval of Submission of 2023 UDS Report**
  - *Vince Gallo made a motion to approve submission of the 2023 UDS report. Nicole Miller seconded the motion.*
    - *A roll-call vote was taken.*
      - *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Nicole Miller*
      - *No votes: None*
      - *The motion passed.*
  - *Elise Bluemel made a motion to extend the meeting for 30 mins to complete CAB business. Laurine Bohamera seconded the motion.*
    - *A roll-call vote was taken.*
      - *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Nicole Miller*
      - *No votes: None*
      - *The motion passed.*

**\*Review and Approval of the 2024 SCHC Quality Improvement Plan – Sharon Hutchins**

- **Staff presented the 2024 SCHC Quality Improvement Plan and highlighted the changes.**

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- *A member would like the QI Plan to include patient access measures. For example, vending machines that people with disabilities can use, accessible bathrooms, and access to the tables upstairs.*
- *The 2024 SCHC QI Plan will be returned to the Clinical Ops Committee for discussion and brought back to a future CAB meeting.*

**CAB Governance**

- **Committees Updates to CAB – Committee Chairs**

- *Clinical Operations Committee – Vince Gallo*

- *\*Review of Policies and Procedures*

- *03-01: Telephone Protocol*

- *Minor revisions were made to the protocol including phone numbers and adding information about access to MyChart.*

- *Vince Gallo made a motion to approve the 03-01: Telephone Protocol. Elise Bluemel seconded the motion.*

- *A roll-call vote was taken.*

- ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey*

- ✓ *No votes: None*

- ✓ *The motion passed.*

- *04-01: Patient Satisfaction Survey*

- *Revisions included identifying the different sites and adding sites where the survey will be implemented.*

- ✓ *Members made changes to the staff script. Language was added to have the staff offer to place the survey into the collection box.*

- ✓ *A member would like to have demographic data included in the survey.*

- ✓ *CAB would like staff to research other survey vendors.*

- ✓ *Members support the idea of smaller, more direct patient surveys throughout the year.*

- *Vince Gallo made a motion to approve 04-01: Patient Satisfaction Survey with the changes to the staff script. Elise Bluemel seconded the motion.*

- *A roll-call vote was taken.*

- ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey*

- ✓ *No votes: None*

- ✓ *The motion passed.*

- *07-05: Credentialing and Privileging*

- *Laurine Bohamera made a motion to approve 07-05: Credentialing and Privileging. Areta Guthrey seconded the motion.*

- *A roll-call vote was taken.*

- ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey*

- ✓ *No votes: None*

- ✓ *The motion passed.*

- *08-20: Registration of Patient Deaths*

- *Vince Gallo made a motion to approve 08-20: Registration of Patient Deaths. Elise Bluemel seconded the motion.*

- *A roll-call vote was taken.*

- ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey.*

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- ✓ No votes: None
- ✓ The motion passed.
- **Finance Committee – Laurine Bohamera**
  - *End of the Year (2022-2023) Financial Status Report – not discussed*
  - *December (Mid-Year) Financial Status Report – not discussed*
  - *Update on grants – not discussed*
  - *\*Review of Policies and Procedures*
    - *11-03-Budget-Development-and-Procurement-Compliance*
    - *Changes included incorporating language to state the policy is in compliance with HRSA and other federal requirements. Language was added regarding expansion of specific uses or prohibited use of federal funds.*
    - *Elise Bluemel made a motion to approve 11-03: Budget Development and Procurement Compliance policy. Laurine Bohamera seconded the motion.*
    - *A roll-call vote was taken.*
      - ✓ Yes votes: *Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey*
      - ✓ No votes: None
      - ✓ The motion passed.
- **\*Governance Committee – Jan Winbigler – Not discussed**
  - *Recruitment Update*
  - *Bylaws revision proposal*
  - *Preparation for HRSA Operational Site Visit*

**March Monthly Meeting Items – All**

- **Brown Act Training**
- **HRSA Project Director Report**
- **HRSA Medical Director Report**
- **\*Review of 2024 SCHC Quality Improvement Plan**
- **Committee Updates**
  - **\*Policy and Procedure Review:**
    - *P&P 11-01: Sliding Fee Discount*
    - *TBD*
  - **December (Mid-Year) Financial Status Report**
  - **Recruitment and Training Updates**
  - **Final Evaluation of the 2020-2023 Strategic Plan**
  - **Review of 2024-2026 Strategic Plan baselines for metrics**
  - **Preparation for HRSA Operational Site Visit**

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

- **No public comment was made.**

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

The meeting was adjourned at 1:46 pm

Next Meeting: Friday, March 15, 2024 / 9:30-11:00 AM

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

\*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>

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