

**County of Sacramento DHHS / PHS  
Health Care for the Homeless Co-Applicant Board (HCHCAB)**

**Meeting Minutes**

Special Meeting  
February 2, 2015, 1:00 PM -2:00 PM

**Meeting Location**

401 North 12<sup>th</sup> Street  
Sacramento, CA 95811  
Board Room (first floor)

Sacramento County, DHHS, Division of Primary Health Services, Healthcare for the Homeless website

link: <http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx>

x = Present

CO-APPLICANT BOARD MEMBERS			
x	Paula Lomazzi, Chair		<b>COUNTY DHHS STAFF</b>
x	Mike Blain, Co-Chair	x	Marcia Jo – HCH Project Director
	Latisha Daniels - <i>excused</i>	x	Nicole Cable – MCLF Program Coordinator
x	Rebecca Hahn	x	Karen Giordano – Staff Planner
x	Shavinder Sanga, RN		<b>GUESTS</b>
x	Maria Respall	x	Aaron Washington
	Vacant - Homeless/Formerly Homeless	x	Sally Ooms
	Vacant - Homeless/Formerly Homeless	x	Niki Jones
	Vacant - Community Member		

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Topic	Minutes
Special Meeting Welcome, Introductions	<p>Paula Lomazzi, Chair, called the meeting to order, welcomed the participants and guests, reviewed the agenda and focus topics for today’s discussion, and facilitated introductions.</p> <p>Members were provided folders containing <b>Governing Board Responsibilities</b> from the <i>National Association of Community Health Centers</i>, a guide for Board Members on Health Resources and Services Administration (HRSA) nine requirements of health center programs and how to achieve their oversight responsibilities.</p>
Policies and Procedures Review, Discussion and Approval	<p>Marcia Jo facilitated the overview and discussion of the Policies and Procedures (P&amp;Ps) and updated Needs Assessment.</p> <p>See <b>P&amp;P 01-06, P&amp;P 01-02, P&amp;P 01-01, P&amp;P 07-05</b> and <b>Needs Assessment</b> – available on website under 2015 Meeting Materials.</p> <p>New Documents for Review and recommendation to approve:</p> <ul style="list-style-type: none"> <li>– P&amp;P 01-06 Medical Home Program Design</li> <li>– Needs Assessment</li> </ul> <p>Policies and Procedures (P&amp;P) discussed and approved by quorum on December 12, 2015, and is pending final recommendation to approve:</p> <ul style="list-style-type: none"> <li>– P&amp;P 01-02 Health Care for the Homeless Co-Applicant Board – Authority</li> <li>– P&amp;P 01-01 Performance Improvement and Quality Improvement Plan</li> <li>– P&amp;P 07-05 Credentialing and Privileges</li> </ul> <p><b><u>P&amp;P 01-06 Medical Home Program Design:</u></b> The group reviewed the policy which outlines Sacramento County’s program design to ensure access to comprehensive healthcare services for identified special populations, including individuals experiencing homelessness. The group reviewed required and additional services, including mental health and substance abuse services, and the requirement that these be made available to all enrolled members. Service sites were reviewed (4600 Broadway and North C Street) along with service differences at each site (4600 Broadway offering a fuller complement of behavioral health assessment and treatment).</p> <p>Eligibility was also reviewed, including that uninsured individuals are welcomed to receive services and that healthcare navigators are available to assist each person with eligibility and linkage.</p>

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	<p>The Board unanimously approved P&amp;P Medical Home Program Design, including services and sites.</p> <p><b><u>Needs Assessment:</u></b>            HRSA Site Visit Report requested an updated Needs Assessment due to Affordable Care Act (ACA). Changes in population needs resulting from ACA Implementation. The Board reviewed the updated Needs Assessment and noted additional services added based on target population needs in the post-ACA environment. The Board noted that they anticipate participation in comprehensive needs assessment beginning June – July 2015 for the 2015 SAC. Members approved the Needs Assessment and would like to have further discussion during a future meeting on the following items:</p> <ul style="list-style-type: none"> <li>– Consider providing services to elderly population and/or pediatrics</li> <li>– Review transportation costs and needs for consumers</li> </ul> <p>The Board unanimously approved the Needs Assessment.</p> <p><b><u>P&amp;P 01-02 Health Care for the Homeless Co-Applciant Board – Authority (HCHCAB):</u></b>            This discussion was a follow-up to discussion held on December 12, 2015. The group reviewed the policy which outlines procedures with regard to meetings and notices, member support, consumer members and related activities and reports. Discussion centered on requirements that 51% of members be patients of the clinic. The program has a waiver from HRSA from this requirement which remains in effect until October 2015. Members would like further discussion on recruiting members who are patients of the clinic during the future.            The Board unanimously approved P&amp;P 01-02.</p> <p><b><u>P&amp;P 01-01 Performance Improvement and Quality Improvement Plan:</u></b>            This discussion was a follow-up to discussion held on December 12, 2015. The group reviewed the policy and plan which explains how staff members monitor critical indicators of health care services and outcomes. Board suggested having outcomes available monthly or quarterly.            The Board unanimously approved the P&amp;P 01-01 and Quality Improvement Plan.</p> <p><b><u>P&amp;P 07-05 Credentialing and Privileges:</u></b>            This discussion was a follow-up to discussion held on December 12, 2015. The group reviewed the policy detailing the process used by the Medical Director to screen and approve medical staff before they are hired, credentialed and privileged to serve patients. These protocols are national standards similar to what other community providers use. The Board also reviewed the tracking tool used by staff to ensure that all documents are updated and available</p>

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	<p>for all licensed providers.</p> <p>The Board unanimously approved P&amp;P 07-05</p>
<p>Old Business</p> <p>Dental Services Overview</p> <p>Announcements</p>	<p>Paula Lomazzi facilitated the discussion about restorative dental care for services through HCHCAB. Med-Cal dental services restored and consumers have access to benefits again.</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>- The Chair recommended that the Board have a discussion as to whether or not to continue the restorative dental care program through HCHCAB in the future since Medi-Cal dental services have been restored</li> <li>- AAron Washington requested dental services for individual she brought to the Board's attention previously. Marcia Jo reported that the healthcare navigator is available to assist him with accessing and linking to current health plan and provider if indicated. AAron Washington will follow-up with the individual.</li> <li>- Rebecca Hahn inquired about the number of responses to the surveys the Board sent to local dentists. Members noted that no dentists responded to the letters.</li> <li>- Mike Blain recommended that we look at each request individually and not make a decision today on terminating the program.</li> <li>- AAron Washington reported that she will research the dental board for dentists who provide free services and report back to the Board.</li> <li>- More discussion will be held at the next meeting.</li> </ul> <p>Paula Lomazzi announced that she was invited to attend the <i>National HCH Consumer Advisory Board</i> to participate in a panel at the National Conference this year and requested that she consider serving on the National HCHCAB. She requested scholarship by the National HCH Board.</p>
Adjourned	<p>Marcia Jo discussed the possibility of changing the date and time of meetings to convene at a time and date that works best for Members, especially as the Board adds new members. Marcia thanked participants for attending the meeting today. Marcia will not be able to attend the meeting scheduled February 20, 2015, 9:30 AM – 10:30 AM. A new meeting date will be determined and posted.</p>