

## County of Sacramento DHS Health Center Co-Applicant Board (CAB)

**Meeting Minutes**

January 18, 2019, 9:30 AM – 11:00 AM

**By Telephone**

(916) 876-4100  
ID: 135149

**Meeting Location**

Sacramento County Health Center  
Primary Care Center  
Community Room 2020, 2<sup>nd</sup> Floor  
4600 Broadway  
Sacramento, CA 95820

CO-APPLICANT BOARD MEMBERS			
X	Jan Winbigler – <b>Chair</b>	X	Vince Gallo – <b>Co-Chair</b>
X	Paula Lomazzi	X	Don Zorechak
X	Mike Blain	X	Charles McBrayer
X	Bob Erlenbusch	X	Elise Bluemel
	AAaron Washington – <i>Excused</i>		
X	Louise Steenkamp, Project Director – <b>Ex-Officio</b>		

County Staff: Fernay Jackson (Supervising RN), Kari Lockwood (Planner)

Public Attendees: None

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<b>Topic</b>	<b>Minutes</b>
Welcome and Introductions - <i>Jan Winbigler, Chair</i>	<u>Welcome and Introductions:</u> Jan Winbigler welcomed CAB members and staff and facilitated introductions.
Announcements - <i>All</i>	<u>Announcements:</u> <ul style="list-style-type: none"> <li>• Kari provided Board Member information binders with updates.</li> <li>• Elise Bluemel suggested that CAB member name cards reflect membership designations. Kari will update name cards to reflect the designations and changes in elected officers.</li> </ul>
Staff Report – <i>Kari Lockwood</i>	<u>Staff Report:</u> <ul style="list-style-type: none"> <li>• Kari reported that the Uniform Data System (UDS) report for 2018 is in progress. The UDS report tracks Health Center data and outcomes and is submitted to HRSA annually. A summary of the report will be brought to CAB for review in the February meeting.</li> <li>• The Service Area Competition grant application to continue Federally Qualified Health Center funding that was submitted in September 2018 is currently in “award determination” status. Kari will continue to provide updates to CAB.</li> <li>• Elise Bluemel is a Co-Applicant Board consumer member as of 01/15/19. <i>Congratulations!</i></li> <li>• Both individual CAB member meeting attendance and CAB meeting frequency increased in 2018 compared with 2017. Overall member attendance increased by 24% and the rate of scheduled monthly meetings increased from 75% to 100%. Regular monthly Board meetings are a HRSA compliance requirement.</li> </ul>
Project Director Report – <i>Louise Steenkamp</i>	<u>Project Director Report:</u> <ul style="list-style-type: none"> <li>• Louise provided information about current collaborative efforts between the Health Center and University of California Davis, School of Medicine to expand some services. The Health Center will begin providing primary care services to additional Health Net managed care enrollees beginning in February 2019. Plans to implement a Women’s Health Clinic focusing on pre and post-natal and OB/GYN care are ongoing. Louise shared that provider and nurse practitioner applicants are being recruited and interviewed.</li> </ul> <p><b>Discussion:</b> Board members discussed access for additional patients, including patient flow, transportation options, specialty care and mental health services. Consumer board members shared their experiences with navigating the clinic and suggested improvements in this area, including having clearer signage to assist with directing new patients, having required forms on clipboards available for completion while patients are waiting, and making sure</p>

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	<p>that the cell phone application for signing in is operational. Louise confirmed that new Health Net patients will have access to specialty care through UCD and the Health Center has a strong Integrated Behavioral Health program with licensed clinicians and dual-board certified physicians to help address mental health issues. The CAB will continue to receive updates on this collaboration and patient access will be an ongoing agenda item for development and implementation of improvement ideas. Kari will prepare a handout with an overview of transportation services for the next CAB meeting to follow-up.</p>
<p>Co-Applicant Board Governing Documents Review – Louise Steenkamp</p>	<p><u>Co-Applicant Board Governing Documents Review:</u></p> <ul style="list-style-type: none"> <li>• Louise presented the Bylaws handout with the list of CAB governance responsibilities for review with Board members.</li> </ul> <p><b>Discussion:</b> Board members discussed the wording of the Bylaws around their authority to approve items. Bob Erlenbusch asked about the authority to approve, for example Bylaw #3, which states that the CAB approves the annual Health Center Budget. He suggested that this be changed to “recommend approval”. Vince Gallo stated he understood Bob’s point and Jan Winbigler said the concern is members feeling useful in their role. Louise stated that the Health Center’s budget is informed by the County as part of a County-wide budget. Kari said that the Bylaws help ensure that the CAB has the proper oversight according to HRSA and gave a few examples of items presented to CAB for a vote to approve. The Board is a co-applicant with the County Board of Supervisors and each entity shares the responsibility of guiding Health Center activities. Paula Lomazzi and Mike Blain stated they thought the Bylaws did not need to change. Mike said the CAB relies on Louise and Kari to provide them with whatever is necessary to effectively govern and be in compliance.</p>
<p>Healthcare Navigation &amp; Assistance – Louise Steenkamp and Fernay Jackson, Supervising RN</p>	<p><u>Healthcare Navigation &amp; Assistance:</u></p> <ul style="list-style-type: none"> <li>• Fernay Jackson, RN, reviewed the handout that describes the provision of these services by the Health Center’s RNs to people experiencing homelessness and adults involved in the criminal justice system. Healthcare navigation and assistance includes health assessment and screening, TB testing, triage, and assistance with healthcare enrollment.</li> </ul> <p><b>Discussion:</b> Fernay stated that people connect to different health care clinics depending on their location and those receiving these services at Mercy Loaves &amp; Fishes are more like to establish care at the Health Center. Other local FQHCs are part of a continuum of care throughout the County and people can choose. Often people receiving these services are focused more on their immediate needs rather than long-term health goals. Members asked how many receive these services at Loaves &amp; Fishes and Fernay said one day this week there were 13, for example. Members asked about triage and Fernay said that Registered Nurses provide screenings and checks to determine needs and then appointments are scheduled based on that assessment.</p>

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<p>Co-Applicant Board Outreach Activity Workgroup Report – <i>Workgroup Members</i></p>	<p><u>Co-Applicant Board Outreach Activity Workgroup Report:</u></p> <ul style="list-style-type: none"> <li>CAB members discussed the CAB’s outreach health event that took place at Mercy Loaves and Fishes on Thursday, October 25. CAB members collaborated with the Department of Public Health to provide flu and Hepatitis A vaccinations and tables for resource literature and brochures. Donated hygiene products and packaged food items were also distributed. Fernay reported that Public Health provided 89 flu shots and 69 Hepatitis A vaccinations during the event.</li> </ul> <p><b>Discussion:</b> Board members discussed how to ensure responsible follow-up announcements and reminders for Hepatitis A vaccinations, as the recommendation is a series of three shots. Fernay said that the first shot is effective and Public Health provides the series in regularly scheduled outreach events throughout the community. A schedule and location for the series of shots is also always provided. Board members discussed recommendations for future health care outreach events, including developing further methods for follow-up, helping people establish health care, and helping existing patients schedule medical appointments. Weather, table set-up and budget are also things that need to be considered. Planning for the next outreach event will be an item on future agendas.</p>
<p>Next Meeting – <i>All</i></p>	<p><u>Tentative Topics for Next Meeting:</u> 2018 UDS Report review; Collaboration Updates; Patient Access; HRSA Report; Health Outreach Event Planning; other key topics.</p>
<p>Public Comment– <i>Vince Gallo, Co-Chair</i></p>	<p>There was no public comment.</p>
<p>Closing Remarks- <i>Vince Gallo, Co-Chair</i></p>	<p>The meeting was adjourned at 11:00 AM. The Board will reconvene on <b>February 8, 2019 from 9:30 to 11:00 AM.</b></p> <p>Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information can be offered for those who cannot attend in person.</p> <p>Co-Applicant Board website: <a href="http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx">http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</a></p>

Sacramento County Health Center website link: <http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>