

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

Meeting Minutes

July 19, 2019 / 9:30 AM – 11:00 AM

Meeting Location

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

CO-APPLICANT BOARD MEMBERS			
X	Jan Winbigler – Chair	X	Vince Gallo – Co-Chair
X	Lynnette Bennett	X	Paula Lomazzi
X	Mike Blain	X	Charles McBrayer
X	Elise Bluemel		Don Zorechak
	Bob Erlenbusch	X	AAron Washington
X	Dr. Susmita Mishra, Project Director		

County Staff: Dr. Mishra (Medical Director), Liz Gomez (Human Services Program Planner), Ainur Sapargaliyeva, RN (Supervising Nurse)

Public Attendees: None

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Topic	Minutes
<p>Welcome and Introductions - <i>Jan Winbigler, Chair</i></p>	<p><u>Welcome and Introductions:</u></p> <ul style="list-style-type: none"> Jan Winbigler welcomed CAB members and staff, and facilitated introductions.
<p>Announcements - <i>All</i></p>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> Tracie Hall-Burks, new Health Program Manager (HPM), began working on July 22nd and will be attending CAB meetings. Once Sharon Hutchins begins as the 2nd HPM, she will facilitate the CAB meetings going forward.
<p>Health Center Updates – <i>Dr. Mishra</i></p>	<p><u>Health Center Updates:</u></p> <ul style="list-style-type: none"> Christine Randall-Walker is starting on Monday and will be a Licensed Clinical Social Worker to oversee Care Management at the Health Center. Karen Giordano will attend the CAB meetings as a Health Program Planner. Loaves & Fishes has not gotten back to Sac County on status of the Clinic since the small dining room fire that occurred. There was a challenge presented when we requested that the janitorial services at Loaves & Fishes begin cleaning daily. CAB members will reach out to Liz Gomez if they have any contacts they recommend for communication outreach. <p>Discussion: Board members discussed utilizing social media platforms and placing literature in the Adult Primary Health Clinic and at Tommy Clinkenbeard Legal Clinic at Loaves & Fishes. Other ideas for places to place advertising for enrollment; Telephone poles, The Mission, Shock (publication for ad), Sacramento Steps Forward (monthly AB Meeting), 7 churches the pilgrimage Aaron has point of contact), St. John’s Lutheran, Trinity Cathedral and Bayside Midtown, Capital Christian, Youth Council, Win Youth, Women’s Empowerment for Women’s Health; St. John’s Woman’s Shelter, LGBT Center, Unhoused from Stockton Blvd Displacement (they have a Facebook page), First Steps Community (Steve waters and they do case management in the old guest house building), Francis House, McGeorge Law School (divorce workshop), Sac Steps Forward Navigators, Harm Reduction Coalition, Food Bank (have workshops), SRO hotels downtown.</p>

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<p>Summary of Contracts – <i>Dr. Mishra</i></p>	<p><u>Summary of Contracts:</u> Liza Thrantanton from Legal Services of Northern California will be at the Health Center twice per month to assist patients.</p>
<p>Co-Applicant Board Strategic Plan Review – <i>Dr. Mishra</i></p>	<p><u>Co-Applicant Board Strategic Plan Review:</u></p> <ul style="list-style-type: none"> • A3 – has been targeted as of June of this year via hiring a UCD Physician to manage a diabetes program. The briefly discussed the status of each measure. The Strategic Plan will be updated and distributed to the board. <p>Discussion: The board would like to review the process to onboard and educate new and existing patients in navigating Health Center services during the next meeting.</p>
<p>Health Center Sites and Services – <i>Dr. Mishra</i></p>	<p><u>Forms 5A & 5B:</u> – ACTION ITEM</p> <ul style="list-style-type: none"> • Change in scope to add Cardiology and Neurology approved by HRSA <ul style="list-style-type: none"> ○ By October 4th we will have a neurologist and cardiologist 1 half-day per month. ○ SPIRIT volunteers see Healthy Partner patients. The change in scope is with the intent that the specialists can see all Health Center Patients. ○ The goal is to eventually bring in specialties that have been impacted via the medical groups. <p><u>Action:</u> The Co-Applicant Board approved the revision of form 5A and 5B indicating that Cardiology and Neurology will be provided via DIRECT care.</p>
<p>Outreach Activity Planning – <i>All</i></p>	<p><u>Outreach Activity Planning:</u> Discussed previously in Health Center Update section.</p>
<p>Patient Access – <i>Dr. Mishra</i></p>	<p><u>Clinic Navigation and Signage Updates:</u></p> <ul style="list-style-type: none"> • Clinic Admin team still working on getting monitors set up in lobbies. There are no further updates due to three unexpected events, including power outage and flooding to the facility, which required immediate attention. • No-show rate goal of less than 13%. Current NS rate remains around 20% however late patients were being counted as no shows so NS rate presumed to be lower. • We have a contract with Televox to provide appointment reminder calls in English and Spanish. • Tried a pilot to a call 1-2 weeks in advance but there was no answer to 90% of the calls. We are trying to figure out next steps. To note, our biggest no show rate is new patients.

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	Discussion: The board discussed possible obstacles preventing patients from receiving the appointment reminders sent via Televox.
Next Meeting – <i>All</i>	<u>Tentative Topics for Next Meeting:</u> Mobile Access, HRSA Updates, Items B2 and B4 from the Strategic Plan, Patient Access, Other key topics.
Public Comment– <i>Vince Gallo</i>	There was no public comment.
Closing Remarks- <i>Vince Gallo</i>	<p>The meeting was adjourned at 11:00AM. The Board will reconvene on Friday, August 16, 2019 from 9:30 to 11:00 AM.</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: http://www.dhs.saccounty.net/PR1/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</p>

Sacramento County Health Center website link: <http://www.dhs.saccounty.net/PR1/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>