

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

### Meeting Minutes

January 17, 2020 / 9:30 AM – 11:00 AM

### 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>
	Lynnette Bennett – <i>Excused</i>	X	Paula Lomazzi
X	Elise Bluemel	X	Charles McBrayer
	Bob Erlenbusch		Don Zorechak
			Aaron Washington
X	Dr. Susmita Mishra, Medical Director	X	Dr. Sharon Hutchins, Health Program Manager, Project Director
	Tracie Hall-Burks, Health Program Manager - <i>Excused</i>		

County Staff: Dr. Mishra (Medical Director) and Sharon Hutchins (Health Program Manager),

Public Attendees: 0

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Topic	Minutes
Welcome and Introductions - <i>Jan Winbigler</i>	Jan welcomed CAB members and staff, and facilitated introductions.
Announcements - <i>All</i>	There were no announcements.
Follow Up – <i>Dr. Hutchins</i>	<p><u>Recognition of Retiring CAB Member:</u></p> <ul style="list-style-type: none"> <li>▪ As directed by the CAB at the December meeting, Dr. Hutchins discussed options for purchasing a plaque in recognition of Mike Blain for his contributions to the CAB. The Board selected an option and approved of wording to be engraved. Dr. Hutchins will purchase the plaque and coordinate a time to present it to Mike at a future date.</li> </ul> <p><u>HRSA Deliverables and Grant Status Update:</u></p> <ul style="list-style-type: none"> <li>▪ Dr. Hutchins recently received approval from the budget update submitted to HRSA in September 2019. HRSA acknowledged that the Health Center has completed all requirements to receive the full amount of funding of the grant.</li> <li>▪ Admin is on track for the February submission of data. Dr. Hutchins will provide an update at the next meeting.</li> <li>▪ The request to increase the PPS rates was approved for review. Results will be in some time after June 30<sup>th</sup>. If approved, the new rates would be retroactive for 2019, but the Health Center would not receive reimbursement for approximately 2-3 years.</li> </ul> <p><u>Approval of SCHC Mission Statement:</u></p> <ul style="list-style-type: none"> <li>▪ The Health Center has been working to revise the Mission Statement with input from employees, management, and Dr. Beilenson.</li> <li>▪ The Board reviewed the proposed Mission Statement and approved by unanimous vote with a request to edit punctuation. These edits will be submitted to the Director for final review. Once the final version is revealed to staff, the new Mission Statement will be added to the Health Center’s webpage for the public to view.</li> </ul>

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<p>CAB Membership – <i>Dr. Hutchins</i></p>	<p>The group reviewed the revised application for CAB Membership. CAB has authority to approve new members prior to submitting their application to the Board of Supervisors. The Board was reminded to complete their Ethics Training and Form 700. In-person Ethics Training is not available at this time, but assistance is available to those that need help completing these tasks.</p> <p><u>Vote on New Candidate – ACTION ITEM:</u></p> <p>The Board approved the addition of Kevin Koerber as a member of the CAB.</p> <p><b><u>Discussion:</u></b></p> <ul style="list-style-type: none"> <li>▪ The Board questioned whether the educational field is necessary as it may deter prospective members from applying. Dr. Hutchins will research whether a high school diploma or equivalency is required to become a new member of the Board and report back.</li> <li>▪ The Board questioned whether the previous felony conviction question was required or even legal to ask. The Board would like Dr. Hutchins to investigate this with appropriate County authorities.</li> <li>▪ The Board would like an update on meeting attendance for 2019 and discussed the importance of being present for meetings to give input on decisions being made. The Board would like a letter to be sent to members to remind them of their attendance obligations. Dr. Hutchins will remind members to respond to the meeting invitation when it is sent.</li> </ul>
<p>Findings from HRSA Project Director Evaluations – <i>Tracie Hall-Burks</i></p>	<p>Tracie reviewed the report she prepared with findings from the HRSA Project Director evaluations for 2019. Members of the CAB answered questions which were measured on a scale of 1-4 to evaluate the performance of Dr. Hutchins as the HRSA Project Director. The scores averaged 3.4/4.0.</p> <p><b><u>Discussion</u></b></p> <ul style="list-style-type: none"> <li>▪ The Board discussed the length of time between the appointment of Dr. Hutchins as HRSA Project Director and the time the evaluations were given and decided to re-evaluate her performance in six months.</li> </ul>
<p>Quality Improvement &amp; Strategic Planning – <i>Dr. Hutchins</i></p>	<p><u>2019 Healthcare for the Homeless Conference:</u></p> <ul style="list-style-type: none"> <li>▪ Previously, a member of the CAB and staff have attended the annual national Healthcare for the Homeless Conference. Dr. Hutchins informed the Board there is funding available to attend this year as well. If Don is still interested in attending, the Board suggested he apply for the scholarship available to first-time attendees.</li> <li>▪ Jan Winbigler motioned to approve Don applying for the scholarship to attend this year’s Healthcare for the Homeless Conference along with Dr. Hutchins.</li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Motion seconded by Paula Lomazzi.</li> <li>▪ <u>Vote:</u> The Board approved Don applying for the scholarship to attend this year’s conference along with Dr. Hutchins by unanimous vote.</li> <li>▪ The CAB also agreed to alter the monthly meeting schedule to move the meeting scheduled on 5/15 to 5/22 to allow conference attendees time to return from the conference and report back to the full group.</li> </ul> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <li>▪ Dr. Hutchins reviewed the calendar for recruitment activities held in 2018 – 2019. Jan and Dr. Hutchins met to discuss planning for outreach activities and ways to recruit more residents from Oak Park. Jan volunteered to reach out to AAaron to get a list of possible locations to advertise for recruitment.</li> <li>▪ The Board suggested purchasing a banner to hang on the fences along the outside perimeter of the Health Center and an electronic marquee that can be edited.</li> <li>▪ The new brochure to advertise all services offered at Sacramento County Health Center is near completion. The County’s plans for advertisement include an electronic billboard, city busses, and distribution through Community Based Organizations (CBO) partnerships. Once finalized, the brochure will be brought to CAB to discuss other ways for distribution.</li> </ul>
<p>Medical Director Updates – <i>Dr. Mishra</i></p>	<ul style="list-style-type: none"> <li>▪ Dr. Mishra informed the Director of Health Services that we should hold on starting new projects at the Health Center until we have time to complete current projects in progress. The Health Center is currently working to add Social Workers to 10-20 schools for mental health needs and implementation of the Registered Dental Hygienist in Alternate Practice in Pediatrics Clinic.</li> <li>▪ The Health Center will be adding 2 temporary Physician Assistants (PAs) to improve patient access in the Adult and Refugee Clinics. By adding the PAs, the Health Center hopes to see improvement in documentation, access for timely appointments, and improved billing for duties Clinical Pharmacists have been unable to bill for.</li> <li>▪ Drs. Mishra and Beilenson had an unsuccessful meeting with the Business District and River District to discuss future plans to expand Loaves &amp; Fishes. Now, they are currently reassessing options and working to form a new plan to improve services to the Homeless population.</li> <li>▪ Television monitors have been installed in the lobbies and are awaiting content to be displayed. CAB member feedback would be welcome in this area.</li> </ul>
<p>Next Meeting Topics</p>	<p>Meeting Attendance; Program Updates; Strategic Planning; Other key topics</p>
<p>Public Comment– <i>Elise Bluemel</i></p>	<p>There was no public comment.</p>

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<p>Closing Remarks- <i>Elise Bluemel</i></p>	<p>The meeting was adjourned at 11:00 am. The Board will reconvene on <b>Friday, February 21, 2020 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="https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx">https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx</a></p>
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*Sacramento County Health Center website link:* <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>