

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

Meeting Minutes

October 15, 2021 / 9:30 AM – 11:00 AM

Meeting Location

In Person (Room 2800 of 4600 Broadway / Sacramento, CA 95820 **(NOTE: Masks required)**) OR
Via Skype: To see/share documents on the screen, go to

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Conference ID: 1655150

Participants

CAB Members: Elise Bluemel, Vince Gallo, Paula Lomazzi (Vice Chair), Namitullah Sultani, Jan Winbigler (Chair), Susmita Mishra (HRSA Project Director)
Staff: Robyn Alongi, Joy Galindo, Sharon Hutchins, Robert Rushing, Mehrabuddin Safi
Public: Two participants

Topic
Opening Remarks – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• Roll Call• The members reviewed the minutes from 9/17 meeting and suggested minor corrections.<ul style="list-style-type: none">○ Ms. Lomazzi moved to approve the minutes with the corrections.○ Ms. Bluemel seconded the motion.○ The members voted unanimously to approve the minutes with the corrections.
Brief Announcements – <i>All</i> <ul style="list-style-type: none">• <i>Dr. Hutchins mentioned that SCHC has completed the Medi-Chart Audit for Adult Medicine. We received a score of 99%. As a reminder, the physical site review also gave us a score of 99%. So we are now in compliance for another three years with Medi-Cal. Dr. Hutchins shared the certificate received.</i>• <i>Dr. Hutchins mentioned that SCHC has a second chart audit next week for our Pediatrics and Family Medicine programs.</i>• <i>Dr. Mishra informed the members that the County made a decision at the last minute for SCHC to apply for the new Medi-Cal Enhanced Care Management (ECM) program. SCHC submitted an application to provide enhanced care management to its patients considered “high utilizers” of health care services, in other words, those who go often to the emergency rooms or are frequently hospitalized. SCHC has already been providing similar services for Health Net patients and would like to expand the breadth of the services as well as include all assigned Medi-Cal patients who qualify. SCHC should receive a reply concerning the application in the next month. SCHC personnel met with</i>

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representatives from Health Net, and they reacted positively to our application. A meeting with other health plans is scheduled for next Monday.

Follow up Items – Dr. Hutchins

- *Dr. Hutchins reported excellent attendance by all CAB members.*
- *Dr. Hutchins informed members that we have submitted a request to the Department of Technology to help us switch to WebEx for CAB meetings. We do not have an estimated time that we will be ready to go live.*

HRSA Project Director / Medical Director Update – Dr. Mishra

Dr. Mishra reported that progress has been made in implementing the 2021-2023 Strategic Plan.

- **Space:**
 - *As mentioned in the last meeting, DHA is moving out of the 2600 Suite in the 4600 Broadway Building. However, Public health is also interested in using that space. Representatives from both entities met to discuss how to satisfy the space needs of each, and multiple options were identified. Facilities will lead representatives of each entity on a “walk-through” of the 2600 space to evaluate it.*
 - *As members will recall, SCHC was awarded a HRSA ARP Capital infrastructure grant that can be used for renovations at the 4600 Broadway site. However, since we received the original estimate and submitted the application, costs have greatly increased. Dr. Hutchins is trying to meet with the County departments responsible for providing estimates to get a new estimate of current costs so that we can amend the proposal.*
 - *Dr. Hutchins added that HRSA needs to release funds so that we can pay Architectural Services for the first estimate before we can get a revised estimate. She has reached out to our HRSA Project Officer, but has not yet received an answer.*
- **Staff:**
 - *All the positions previously discussed with CAB were requested. But SCHC has not heard back whether these will be approved.*
 - *The seven (7) limited term positions approved by the BOS in this year’s budget have now been filled. SCHC is waiting to hear whether the County ARPA funds can be used to continue funding these positions after the HRSA ARPA funds expire.*
 - *Since the original request, SCHC has submitted an additional request for three OAs to support the School-Based Mental Health program because SCOE has requested to add an additional 10 schools this year.*
 - *Mid-year requests include a Division Manager as well as Office Assistants for the Call Center and Registration area.*
 - *SCHC requested two nurses. One may go to Family Medicine, since there is no permanent County position for a nurse in this program. The other nurse will go to the Referrals Department to help us meet Medi-Cal Timely Access requirements for referrals to specialists.*
 - *If we are approved for the Medi-Cal ECM Program, SCHC will need additional positions to carry out the care management. For this program, SCHC has requested 12 new positions.*
- **Homeless Services:**

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- *Dr. Mishra and Dr. Hutchins have reviewed the final exterior graphics for the mobile medical center van sent by Ms. Galindo from the County PIO. Dr. Hutchins showed the graphics via Skype for members to view.*
- *Dr. Mishra is considering working with UCD to create a program lead position to take over the Loaves and Fishes homeless program and the mobile medical center van. Currently, the program lead is a doctor contracted through UC Davis who also provides care at the main Broadway site. Dr. Mishra is working with Dr. Landefeld to see if we can have someone dedicated to this program alone.*
- *SCHC is also starting conversations with the Foster Care Clinic personnel regarding submitting an application for Enhanced Care Management for foster children in the spring.*
- *Dr. Mishra then informed the group that SCHC is still in the running to obtain funding for telemedicine through the Federal Communication Commission (FCC) grant program. But this is not guaranteed. If we do get these funds, this will help enhance care of homeless individuals and all patients further. The application included equipment to create telemedicine “out stations” at two locations to provide access to persons who do not have the ability to use telehealth otherwise. In addition, the application included funds to purchase remote devices to help patients manage chronic diseases, to pay for video-based interpretation, and note dictation for providers. Another request was for a new patient communication system, called Well, that will allow more flexibility in communication with patients than our current Televox system.*
- *Dr. Mishra also informed the attendees that SCHC has a critical need for Dari and Pashto interpreters due to the surge in new arrivals from Afghanistan. Under Medi-Cal rules, the health plans have the responsibility for providing interpreters for their members, however they do not make it easy to secure these. For the short-term, Dr. Mishra has authorized an in-person interpreter to be on site all day for the next two weeks through our contract with Hanna.*
 - *Ms. Lomazzi asked whether new arrivals who had served as interpreters in Afghanistan could be hired which would be mutually beneficial.*
 - *Dr. Mishra responded that we must have interpreters who are US-certified to provide medical interpretation. So many of these folks will need training and certification before we could hire them or contract with them.*
 - *Ms. Bluemel asked whether the Health Center could sponsor someone to go through the medical interpreter training.*
 - *Dr. Mishra responded that she and Dr. Hutchins discussed this option, and would like to reach out to the social service agencies (such as REDA) to see if they can help obtain such training for new arrivals.*
 - *Mr. Sultani said that he knows the agencies which provide such training and will share their contact information with the Health Center.*
- *Dr. Mishra added that she has discussed with Director Kothari, for the longer term, to develop an arrangement to be reimbursed for interpreter services from the health plans.*
- *Dr. Mishra told attendees that the influenza vaccine was now available to all patients of the Health Center. In addition, the Health Center continues to make available COVID vaccine to all at least 12 years of age. The Health Center is working on plans for vaccinating younger children once this is approved. The Health Center also has received COVID vaccine for booster doses.*

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- *The Health Center will send a Televox message to patients to ask them to call (or use MyChart) to make an appointment for the flu or COVID shot(s).*

CAB Officer Nominations – Dr. Hutchins

- *Dr. Hutchins reviewed the final slate of candidates for the November election of officers for 2022.*
- *The nominees for Chair are Namitullah Sultani and Jan Winbigler.*
- *The nominees for Vice Chair are Vince Gallo and Namitullah Sultani.*
- *Dr. Hutchins reminded CAB members that they may vote early by email or US mail or in person, but that ballots are due by 8 AM on 11/19/21.*

Explanation of HRSA Project Director & Project Manager Performance Evaluation

- *Dr. Hutchins reminded CAB members that the Governance Committee had recommended to them that they use the same performance evaluation tool as was used last year. This year, CAB members will evaluate the performance of both Dr. Mishra as Project Director and Dr. Hutchins as Project Manager. So there are two different forms.*
 - *Ms. Winbigler asked that the forms be revised to contain an “NA” column for those aspects of which the CAB member has not had experience.*
 - *Ms. Lomazzi moved to approve the addition of a “NA” column for each item on both performance evaluation forms.*
 - *Mr. Gallo seconded the motion.*
 - *All members voted to approve the motion to add a “NA” column for each item on both performance evaluation forms.*
 - *Dr. Hutchins agreed to make this change and send the revised forms out to CAB members by email.*
- *Please return the forms to Vanessa Stacholy (by email or US mail) to arrive no later than 9 AM on 11/16, but preferably before Ms. Stacholy goes out of the Country on 10/29. Ms. Winbigler will need time to review the evaluations in order to prepare to present them to Drs. Mishra and Hutchins on 11/19.*
- *As a reminder, the performance evaluations will be presented in closed session from 9:30-10:00 on 11/19.*

***CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
 - *Clinical Operations – in hiatus now*
 - *Finance Committee – Ms. Winbigler*
 - *Ms. Winbigler informed CAB members that the Finance Committee reviewed the September Financial Status Report in their last meeting. All members have a copy in the handouts. It looks like expenses and revenue are as expected for this time of year.*
 - *Dr. Hutchins reported on the status of the Health Center’s grants.*
 - *Staff submitted the quarterly progress reports on time for the HRSA APRA and HRA ECT grants.*
 - *We were delayed in submitting the final end of year report for the main HRSA grant due to staff being out on leave, but we expect to submit it later today.*
 - *The Health Center is working with HRSA and the relevant County departments on the next steps for the HRSA ARP Capital grant.*

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- *Ms. Winbigler reminded participants that Dr. Mishra explained in her remarks about the application for the ECM program that had to be turned in without Executive Team approval. It needs retroactive approval from the full CAB.*
 - *Ms. Bluemel moved to retroactively approve the submission of the application for the ECM program to the health plans.*
 - *Ms. Lomazzi seconded the motion.*
 - *All CAB members voted to approve the submission of the application for the ECM program to the health plans.*
- *Dr. Hutchins explained to the CAB that SCHC is still working with partners to meet the full CAB requirement concerning sliding fee coverage for all in scope services. The Health Center administrative staff and management are still working with Quest and the Sacramento Native American Health Center Update to receive their sliding fee scales for possible adoption by CAB as part of the SCHC SFS program for lab and dental services, respectively. Dr. Hutchins asked if any CAB members had any objections to pursuing this arrangement.*
 - *No members objected.*
- **Governance – Ms. Winbigler**
 - *Ms. Winbigler informed the group that the Governance Committee continues to look for possible members with a finance background. Ms. Winbigler also explained that other recruitment strategies, like the video, are progressing well.*
 - *Ms. Winbigler asked Ms. Alongi to discuss the October Report on the Strategic Plan.*
 - *Ms. Alongi informed the group that DHA is moving out of Suite 2600 and the Health Center may be able to inherit some of that space. Since this is a new development, management would like to revise the deadline to report to CAB on the programs it wishes to keep on site and which it wishes to move off site from November 2021 to January 2022.*
 - *Ms. Lomazzi moved to change the date of the deliverable for the report to CAB on which programs Dr. Mishra wishes to remain at the Broadway site and which should be moved elsewhere.*
 - *Ms. Bluemel seconded the motion.*
 - *All CAB members voted to change the deliverable date to the January 2022 CAB meeting for Dr. Mishra's report of which programs should remain at the Broadway site and which should be moved elsewhere.*

November Meeting Process – Dr. Hutchins

Next Meeting Items – All

- Election of Chair and Vice Chair for 2022
- Performance Review discussion with HRSA Project Director & Project Manager
- October Financial Status Report
- Brief Committee Updates
- Discussion of Sliding Fee Discount Scale revision

Public Comment – Ms. Lomazzi, Vice-Chair

- *Vice Chair Lomazzi solicited comment from members of the public. However, all had left the meeting and no one offered any comments.*

Closing Remarks and Adjourn

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| <ul style="list-style-type: none">• <i>Chair Winbigler adjourned the meeting at 11:05 AM.</i> |
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Notes: Mehrabuddin Safi

Next Meeting: November 19, 2021/ 9:30-11:00 AM **** IN PERSON or Skype

Note, part of this meeting will need to be in closed session (i.e. non-public) so that the performance evaluations can be discussed with Dr. Mishra and Dr. Hutchins

*Items that require a quorum.

The Co-Applicant Board welcomes and encourages participation in the meetings.

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>

Due to the public health emergency created by the COVID-19 pandemic, in person meetings are not permitted at this time. Per the Brown Act, those attending a CAB meeting through teleconferencing are required to disclose the location from which they are calling. It is illegal to call while driving. There is a cap on how many members can attend from outside Sacramento County.

Meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices or other considerations should be submitted by contacting the Primary Health Division at (916) 875-5701 (voice) and CA Relay Services 711 (for the hearing impaired), no later than five working days prior to the meeting.