

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

Meeting Notes

October 21, 2022 9:30 AM to 11:00 AM

Meeting Location

Via Zoom: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1607171817?pwd=alprVXJvMlhqQnNibWRNQkNJVTEzUT09>

Meeting ID: 160 299 6161

Passcode: 250277

In Person: Conference Room 2800

Meeting Attendees

Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Paula Lomazzi, Nicole Miller, Namitullah Sultani, Jan Winbigler

Staff: Robyn Alongi, John Dizon, Joy Galindo, Sharon Hutchins, Andrew Mendonsa

| Topic |
|---|
| Opening Remarks and Introductions – <i>Ms. Winbigler, Chair</i> <ul style="list-style-type: none">• <i>Chair Winbigler took roll and welcomed attendees.</i>• <i>Review of 9/16/22 minutes was deferred to the November meeting.</i> |
| Brief Announcements – <i>All</i> <ul style="list-style-type: none">• <i>Mr. Safi is on leave until mid-November. Please send emails or call Dr. Hutchins during this period.</i>• SAC Grant Update from HRSA<ul style="list-style-type: none">○ <i>HRSA indicated there were areas of non-compliance in our application regarding bylaws and our Co-applicant agreement. Examples of the issues include us failing to reference where in our bylaws that is states CAB has final budget approval and has final approval over choosing the HRSA Project Director. All of the issues HRSA identified were addressed in the narrative so we need to figure out why HRSA did not receive that. We have been instructed to not talk to our normal HRSA officer about this. We have until November 3rd to upload the additional information. Dr. Hutchins prepared a summary of the issue that she will share with Dr. Mendonsa.</i> |
| Health Resources and Services Agency (HRSA) Project Director Update – <i>Dr. Mendonsa</i> <ul style="list-style-type: none">• <i>HRSA’s Health Center Workforce Well-being Survey</i><ul style="list-style-type: none">○ <i>Launch of the survey has been delayed because the organization managing the survey is still waiting to receive approval for the survey.</i>• <i>Call Center Consultant Project.</i><ul style="list-style-type: none">○ <i>The consultant provided her report to Dr. Damiano and Dr. Mendonsa and will be presenting it to the Senior Management Team next week. These findings and those of the Referral Project will be summarized and shared in the near future.</i> |

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- *Access Consultant Project*
 - *The consultant is starting a project to study the Health Center's access to care issues including how we schedule patients. She will analyze all the intersections of access.*
- *Flu Clinic – The Health Center held a flu clinic for employees October 3-5.*
- *Ending HIV Epidemic HRSA Grant*
 - *The grant was originally for two years and is now three years based on satisfactory performance.*
 - *Vanessa attended the World HIV conference and made contacts that will support training for staff.*
 - *The program will be operational in the next month.*
- *Mobile Medical van*
 - *The van is operating but had mechanical issues. The team continues to iron out workflows and is finalizing policies and procedures. We expect the van to be fully operational in November.*
- *Weekend Clinic this Saturday*
 - *We will hold a weekend clinic on 10/22 from 9-1 pm.*
 - *The clinic is fully booked with 10 pediatric patients and 8 adults.*
 - *We will provide well-child visits, immunizations and diabetes care.*
 - *This clinic is a pilot for the purposes of learning and then developing a model that will be used for regular weekend clinics in 2023 to address access issues.*
 - *We will study the clinic and make any necessary changes for future weekend clinics.*
- *Space/Staffing/Access Updates*
 - *John Dizon and Dr. Mendonsa are exploring where to move the Admin team within the repurposed space. They reviewed the blue print to ensure that all of the current space is being maximized.*
 - *We continue to recruit for open positions in administration, pharmacy and within the clinic.*
 - *The Enhanced Care Management (EMC) Nurse started on 10/11 and she is providing care coordination inside and outside the clinic. She will also assist with QI projects until a QI nurse is hired.*
 - *Laurie Haugen, SCHC's supervising RN is moving to Public Health. We are working to fill that position.*
 - *Integrative Behavioral Health (IBH) will have a new clinician starting slowly over the next six months due to workforce shortages in behavioral health.*
 - *Hiring is slow because of the volume and limited County resources. Candidates have conditional offers for employment but start dates are a ways out.*
- *Access Issues*
 - *We have had several parental leaves requested in Adult Medicine, Family Medicine and Pediatrics that are being covered by UCD NPs so access will not be impacted.*
 - *FM has one additional physician and another one starts in three weeks.*
 - *Pediatrics is adding a pediatric NP.*
 - *We also have a Kaiser Fellow (at no cost to the County)*
 - *These changes have resulted in a net increase in appointment availability without increasing our UCD budget.*
- *Sacramento County Office of Education (SCOE) Presentation*

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- *John Dizon, Chris Williams, Shanine Coats and Dr. Mendonsa presented to the Health Policy Education Institute. Policy and legislative staff attended and asked questions about the program and remarked on how unique it is.*
- *Issue such as technical difficulties with remote electronic medical record access are resolving and we are fine tuning workflows.*
- **Refugee Clinic**
 - *SCHC received an annual audit report that acknowledged that SCHC has taken the burden of the increased number of Afghans and Ukrainians and praised our excellent work and collaboration.*
 - *The audit summary did not find any corrections needed in clinical care, but found a few issues in data entry and a few objectives that were not met (due to the difficulty in data collection rather than action not being taken, i.e. TB treatment completion).*
 - *Dr. Mishra and Dr. Mendonsa met with the California Department of Public Health, Chief of Refugee Health and discussed some of the difficulties and plan to reorganize and strengthen our program.*
 - *Chair Winbigler asked about the growth deadline and how it will be affected.*
 - *Dr. Mendonsa is working with John to get a sense of how much funding there is to work with.*
 - *John Dizon said the difficult part about growth concepts is that they are due in December and we have only six months of data on which to determine growth requests. We are close to being able to finalize a plan.*
 - *Chair Winbigler asked if the new chain of command will have an effect on the growth request.*
 - *When will a new director be announced?*
 - ❖ *Dr. Damiano said the Board of Supervisors has submitted an authorization to appoint a new director. The Board will appoint Timothy Lutz on Tuesday, October 25th. He has worked as the Director of Health and Human Services in Tulare County. He has an administration background, a business degree, not a health background. He will start November 7th. Next week, the new Deputy Director will receive a conditional officer.*

Medical Director's Updates

- *Dr. Mishra reported that the ECM nurse will follow up with homeless members to connect them to care. The first QI project is handing out blood pressure devices to members.*
- *The Saturday clinic will focus on adults with diabetes who have an A1c level slightly above 9 and provide care to bring their A1c level below 9. We will offer services to prevent adverse outcomes including foot exams and retinol scans.*
- *Pediatric providers will offer well-child visits and immunizations.*
- *Dr. Mishra is taking a more integral role in Referrals and in Behavioral Health due to the supervisor changes.*
- **COVID and Flu**
 - *The SCHC has all of the boosters for people five years and older. It getting hard to keep track of all of the different varieties of COVID boosters but staff is doing a good job. The Q1 variant is expected in the US soon and the booster is protective for the new variant.*

Quality Improvement and Compliance – Dr. Hutchins

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- QI and Compliance Dashboard review - *DEFERRED*

CAB Officer Elections – Dr. Hutchins

- *Nomination of Officer Candidates*
 - *October is when we typically nominate officers and then vote in November.*
 - *CAB added guidance including term limits and how soon a new member could serve in an officer role.*
 - *A new member has to be on the Board for six months before they can serve as an officer.*
 - *Officer position have a 4-year term limit.*
 - *CAB can override these restrictions if necessary.*
 - *No current officers are terming out. Ms. Winbigler has been chair for three years; Mr. Sultani has been vice chair for 1 year.*
 - *The chair and vice chair comprise the executive committee along with Dr. Hutchins and Dr. Mendonsa. They ensure the agendas are set and that CAB receives the information it needs; support drafting materials; chair the meetings and handle public comments from non-members who attend the meetings; and mentor new members.*
 - *Ms. Winbigler shared that the vice chair is a way to prepare a member to become the chair. The vice chair steps in when the chair is not able to attend meetings. They track the issues together and identify what committee the issue should go to, follow the issues to completion; and ensure CAB is meeting the expectations of its performance requirements.*
 - *Dr. Hutchins added that the chair and vice chair work closely with Dr. Hutchins and Dr. Mendonsa to ensure CAB is in compliance. The positions require familiarity with the expectations of HRSA and CAB's bylaws.*
 - *Ms. Bohamera and Ms. Miller can be considered for chair or vice chair.*
 - *Last year we discussed who is willing to be a candidate in the meeting, the each member emailed Dr. Hutchins who they wanted to elect.*
 - *Ms. Bohamera, Ms. Bluemel, Mr. Gallo, Ms. Lomazzi, Ms. Miller, Mr. Sultani stated they are not willing to serve as the CAB chair or vice chair.*
 - *Ms. Winbigler and Ms. Fryer are willing to be nominated.*
 - *CAB will need to override the experience requirement if Ms. Fryer is to be elected.*
 - *Ms. Bohamera asked about the additional time commitments.*
 - *Leadership roles require one additional meeting per month. Dr. Hutchins said the vice chair should chair at least one committee.*
 - *CAB members will email Dr. Hutchins to nominate a chair and vice chair by 10/28.*
- *Discussion of November election process*
 - *Once the nominations are set, Dr. Hutchins will email the ballot. CAB members are asked to vote by 9 am on the morning on the election. Members can vote as soon as they have the ballot.*

**CAB Governance – Committee Chairs*

- *Committees Updates to CAB*
 - **Clinical Operations – DEFERRED*
 - **Finance Committee – Ms. Bohamera*

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- *September Financial Status Report (FSR)*
 - *Spending is on track. We have significant savings in personnel services due to hiring vacancies. Contracts with SCOE and UCD have not been executed so no invoices have been submitted.*
 - *State Aid – revenue for Medi-Cal is a little higher and County ARPA may come in lower.*
- *Request to forgive longstanding CMISP program debts*
 - *CAB has approved writing off CMISP. The Board of Supervisors has to approve the write off.*
- *Update on budget and grants*
 - *No claims have been received this year.*
 - *The HIV Grant has been extended.*
 - *SCHC received approval to use the County Department of General Services for the HRSA construction grant which will be less expensive than going out to bid, but it requires a lot of paperwork.*
- *Governance – Ms. Winbigler*
 - *CAB will need to revise the sliding fee scale policy after the pay scale is raised.*
 - *Recruitment update*
 - *Dr. Mishra talked to 6-7 possible new members but we have not received applications. Dr. Hutchins is following up with them.*
 - *We need to keep recruiting to fill the vacancies and stay in compliance. Dr. Hutchins said that Ms. Miller created a recruitment flyer and we are making sure the updated flyer is posted in each exam room. Recruitment flyers are posted throughout the clinic and the CAB member testimonials are playing in the waiting areas.*
 - ❖ *Ms. Lomazzi stated the TVs are not showing the educational/recruitment video.*
 - ❖ *Ms. Bluemel said that she saw the CAB testimonial when she was in recently.*
 - *Ms. Lomazzi shared that in January, social security payments will be raised and it may make her ineligible for Medi-Cal. If she doesn't have Medi-Cal, she won't be a SCHC patient, but she can remain a community member.*
 - ❖ *Dr. Hutchins said the County accepts other health plans so she could remain a SCHC patient if she wants to.*
- *Mr. Sultani asked if the Refugee schedule is full.*
 - *Dr. Hutchins said the clinic has a lot of walk-ins. It varies by day and sometimes the clinic can accommodate walk-ins and sometimes they cannot. When walk-in patients cannot be seen, we try to process their lab orders before their assessment meeting. There is a delay in the 2nd assessment visit due to the volume of refugees.*

Next Meeting Items – All

- Program Review: Healthy Partners
- October Financial Status Report
- CAB Officer Election
- Committee Updates
 - *Policy and Procedure Review

Public Comment

- Vice-Chair Sultani asked if there were any public comments. None was offered.

Closing Remarks and Adjourn – Ms. Winbigler, Chair

The meeting was adjourned at 10:56 AM.

Next Meeting: Friday, November 17, 2022 9:30-11:00 via Zoom or in person

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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.