

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

Meeting Agenda

March 17, 2023 9:30 AM to 11:00 AM

Meeting Location

4600 Broadway, Conference Room 2800 or by ZoomGov at

<https://www.zoomgov.com/j/1618897122?pwd=MWdoR2JURFVUQUtHbU4yUW5oRklnUT09>

Meeting ID: 161 889 7122

Passcode: 153371

CAB Members: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani

SCHC Leadership: Sharon Hutchins, Noel Vargas, Susmita Mishra

SCHC Staff: Robyn Alongi, Zack Staab,

Community Members: Belinda Brent

| Topic |
|---|
| Opening Remarks and Introductions <ul style="list-style-type: none">• <i>Chair Winbigler started the meeting and performed the roll call.</i> |
| Review of Minutes <ul style="list-style-type: none">• Review of 01/20/23 CAB meeting minutes<ul style="list-style-type: none">○ <i>Chair Winbigler asked members if they had any edits to the draft minutes.</i>○ <i>Committee members suggested two minor revisions to the 01/20/23 minutes.</i>○ <i>The 01/20/23 meeting minutes draft was updated to reflect these discrepancies. Ms. Bluemel made a motion to approve the revised 01/20/23 meeting minutes. Ms. Lomazzi seconded the motion.</i><ul style="list-style-type: none">▪ <i>Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani</i>▪ <i>No votes: None</i>• Review of 02/17/23 CAB meeting minutes<ul style="list-style-type: none">○ <i>Chair Winbigler asked members if they had any edits to the draft minutes.</i>○ <i>Committee members suggested two minor revisions to the 02/17/23 minutes, which were revised during the meeting.</i>○ <i>Ms. Bluemel made a motion to approve the 02/17/23 meeting minutes. Ms. Lomazzi seconded the motion.</i><ul style="list-style-type: none">▪ <i>Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani</i>▪ <i>No votes: None</i> |
| Brief Announcements <ul style="list-style-type: none">• <i>Mr. Dizon announced that Ms. Galindo has taken a new position working for the County Debt Officer. Mr. Dizon wished her well in her new position.</i><ul style="list-style-type: none">○ <i>Ms. Winbigler asked that Ms. Galindo be commended for all of her hard work during her time with SCHC.</i> |

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Health Resources and Services Agency (HRSA) Project Director Update

- *Dr. Mishra presented Dr. Mendonsa's update as he was unable to attend the meeting.*
- *The report indicated that HRSA has offered SCHC an additional \$45K for the grant for ending the HIV epidemic. The deadline to approve the additional funding does not give SCHC ample time to put together the required documentation and present it to the Board of Supervisors. Health Program Manager for Operations, Vanessa Stacholy, has confirmed we have sufficient funds to carry out proposed grant activities. This item is scheduled for further discussion and a vote under a later agenda item.*
- *SCHC leadership had their first check-in call with a new HRSA official. Dr. Mishra explained that HRSA is in the midst of restructuring. Instead of being assigned a dedicated project officer across all grants, HRSA now assigns a program "official" for each grant. So we now work with many different people, none of whom know all our grants and programs.*
- *The weekend clinic had a successful showing on March 4, 2023. The next weekend clinic will be held on April 22, 2023*
 - *Dr. Mishra pointed out that the March 4, 2023 clinic featured care for Diabetes, cervical cancer screenings, as well as other areas to help with performance measures.*
- *On March 11, 2023 there was an additional weekend clinic for SCHC's first mobile mammogram event, partnering with Health Net.*
 - *The Health Center was pleased to report that 14 patients were seen during the first mobile mammogram clinic.*
- *The Health Center has not heard back from the County as to whether or not the growth requests will be approved in the budget for fiscal year 2023-2024.*
- *The Admin Team is relocating to 711 G Street. Dr. Mishra said that SCHC is hoping to have the move completed before the end of the fiscal year.*
- *SCHC is continuing to recruit for open positions in administration, pharmacy, and in the clinic.*
 - *The first round of interviews for a Senior Health Program Coordinator (Sr. HPC) for the Refugee and Immunization Programs has recently been conducted.*
- *The Health Center is still waiting for HRSA to schedule a meeting to discuss the delay in the approval of 6 school sites.*
- *Dr. Mishra asked CAB members if they had any questions regarding the Project Director updates.*

Medical Director Update

- *Dr. Mishra explained that California and Sacramento County ended the public health emergency (PHE) as of Feb 28, 2023. The federal public health emergency will end on May 11, 2023. The CDC published new guidelines that say the mask mandate in a healthcare setting will cease on April 3, 2023.*

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- *The new CDPH guidelines require that certified Medicaid providers (i.e. health centers and private practices) continue to document staff COVID-19 vaccination. SCHC is a certified Medicaid provider.*
- *SCHC leadership plans to talk about the new CDPH guidelines in the upcoming management meeting.*
- *Ms. Bluemel was wondering if a recent letter she had received in the mail about her Medi-Cal benefits possibly changing had something to do with the new guidelines and the public health emergency ending.*
 - *Dr. Mishra explained that Medi-Cal members are being asked to re-enroll and verify their information.*
 - *A member surmised from the description that members are being asked to re-enroll and update their Medi-Cal information because individuals will no longer be automatically eligible for benefits now that the public health emergency has ended. Indeed, the Department of Health Care Services is returning to the practice of annual verification that it suspended during the PHE.*
- *The Health Center is making headway with reaching an agreement with UC Davis School of Nursing on how SON can assist the Health Center through their new grant.*
 - *The nurse practitioners at the weekend clinic on April 22, 2013 will be utilized via the School of Nursing (SON) Grant.*
 - *Dr. Mishra pointed out that another possibility for utilizing the SON grant is to have UCD nurse practitioners use the SCHC Mobile Medical Center (i.e. van). Nurse practitioners could use the van to perform as needed care in the community and to drive to refugee populations to help with barriers to care.*
- *The referrals program continues to be a hot topic amongst the providers at the Health Center.*
 - *SCHC hired a consultant to provide recommendations. Ms. Royston, referrals supervisor, is in the process of reviewing the consultants' report and providing her recommendations.*
- *In Homeless and Street Medicine services, Dr. Mishra informed the group that the van is currently going to 4 different locations – each location is visited once every other week.*
 - *Dr. Landefeld, who drove the van on Fridays, is leaving the Health Center. Dr. Mishra is looking for providers or potentially nurse practitioners to potentially fill his void.*
- *Dr. Mishra welcomed Ms. Deloney-Wilson to the team, she will be acting as a Health Program Coordinator. A large part of her job will be making sure the Health Center is meeting the requirements that health plans put on the Health Center as part of the Homeless Housing Initiative Proposal (HHIP)*
 - *These requirements include how many experiencing or at risk for homelessness people are seen, how many such patients will potentially enroll in healthcare, a quarterly report, and eventually developing a QI plan.*
- *Another hot topic at the Health Center is panel sizes. Dr. Mishra explained that providers feel that some restructuring needs to be done in this area.*
 - *Over 90% of the providers practicing at the Health Center come from UC Davis. The providers from UC Davis have to split their time, thus it can be difficult for them to get to know their patients and have ample availability for scheduling purposes.*

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- *A CAB member asked for clarification on what “panel size” means.*
 - *Dr. Mishra explained that a panel size is the number of patients that are assigned to a provider as the primary care provider (PCP).*
 - *A couple of years ago, the national benchmark for panel sizes was set at 1,800 patients for a full-time provider. That number has since dropped to a national benchmark of 1,500 patients given that appointments take longer than they used to.*
 - *Appointments can take longer at the health Center due to many patients needing an interpreter and/or having many negative social determinants of health (SDOH).*
 - *A panel size workgroup is being created by Dr. Mendonsa to identify the proper to the panel sizes for SCHC.*
- *Dr. Mishra reported that River City Medical Group, an Independent Physician Association (IPA), reached out to SCHC to give recognition to the Health Center as being a top-performing FQHC on key performance measures.*
 - *River City Medical Group asked the Health Center for tips and pointers that could help other FQHC’s.*
 - *Dr. Mishra thanked Ms. Alongi, Dr. Hutchins, and the QI team for their efforts in improving performance measures.*

Quality Improvement and Compliance – Dr. Hutchins

- **2023 Sacramento County Health Center Quality Improvement Plan**
 - *Dr. Hutchins said that after much discussion and debate, the QI Committee (QIC) finalized their recommendations for the 2023 Sacramento County Health Center Quality Improvement Plan as did the Admin and Management Teams.*
 - *Ms. Brent, a member of the QI Team, presented the 2023 Sacramento County Health Center Quality Improvement Plan.*
 - *A key feature of the 2023 plan, as Ms. Brent pointed out, is the implementing of extensive tracking and measurement to monitor the Health Center’s progress at meeting key metrics.*
 - *The QI Plan places an emphasis on improving care coordination and specialty areas at the Health Center.*
 - *A big change for this year’s plan is a new support structure. The Health Center is going to set standards for content and processes for QI projects and reports, and some staff will be asked to coordinate and take the lead in those areas.*
 - *There will be a role to play in Quality Improvement for every single employee at the Health Center.*
 - *A key objective of the 2023 QI plan is increasing engagement with patients and improving patient experiences.*
 - *CAB members reviewed and commented on the draft 2023 plan.*
 - *Ms. Winbigler and Ms. Bluemel offered some recommendations to the 2023 Sacramento County Health Center Quality Improvement Plan, as presented.*
 - *Two typos were pointed out for correction.*
 - *The measures for CAB are not clear in the plan as they rely on an understanding of the HEDIS metrics and system.*
 - *Ms. Bluemel moved to approve the 2023 Sacramento County Health Center Quality Improvement Plan, pending the approval of the mission, vision and values. Mr. Sultani seconded the motion.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani*

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➤ No votes: None

- **Review of the 2022 “No Show” Report**
 - *Dr. Hutchins explained that the goal is to have a quarterly no show report presented to CAB quarterly.*
 - *Overall there is a lot of variability between departments, with departments having between a 16% and almost 30.8% no show rate.*
 - *Dr. Hutchins asked is anyone had comments or concerns regarding the no show report.*
 - *Dr. Mishra asked if in the future, in behavioral health, that Psychiatric apartments and Counselor appointments be separated into two different “no show” categories.*
 - *Ms. Callan will determine if this can be done without too much effort.*

CAB Governance

- **Report from Committees**
 - **Clinical Operations Committee**
 - *In the absence of Mr. Gallo, Dr. Hutchins reported that the CAB Clinical Operations Committee did not meet.*
 - **Finance Committee**
 - *In the absence of Ms. Bohamera, Ms. Winbigler presented for the Finance Committee.*
 - *SCHC is still waiting for the SCOE contract to be signed.*
 - *HRSA offered a \$45k addition to the HIV: Ending the Epidemic Grant funds previously awarded. Ms. Winbigler explained that the Health Center and Finance Committee reluctantly recommend that CAB decline the additional funds due to SCHC not having sufficient time to get Board of Supervisors approval to accept the grant. Such approval is required by County regulations and the CAB Bylaws.*
 - ❖ *Ms. Winbigler made a motion for CAB to decline the \$45k addition to HRSA’s: HIV: Ending the Epidemic Grant. Ms. Lomazzi seconded the motion.*
 - ✓ Yes votes: *Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani*
 - ✓ No votes: None
 - *Ms. Winbigler explained that the PP-11-01 Sliding Fee Discount Program has three separate tables that detail how much patients will have to pay based on where they are at on the federal poverty level (determined by income and family size).*
 - ❖ *Dr. Hutchins reminded members that the federal poverty level is decided by Congress and that HRSA has specific requirements for Sliding Fee Scales. HRSA requires that health centers’ Sliding fee Scales provide*
 - ✓ *A 100% discount (absent a nominal fee) to anyone who is at or under 100% of the federal poverty level.*
 - ✓ *No discount for anyone who makes more than 200% of the federal poverty.*
 - ✓ *At least 5 total “tiers” of discounts that range between 100% and 0%.*
 - ❖ *SCHC staff recommend that CAB keep intact the 2022–approved scales (i.e. tables) for Dental Services and All Other Services to continue to make services as affordable as possible, especially during these difficult economic times. However, SCHC staff recommend that CAB adopt the revised scale present for Diagnostic Laboratory Services that SCHC received from its Quest contractor.*
 - ❖ *Ms. Winbigler asked for discussion.*
 - ❖ *A typo was noted.*
 - ❖ *Ms. Bluemel made a motion to approve the PP-11-01 Sliding Fee Discount Program pending the correction requested by CAB Members. Ms. Lomazzi seconded the motion.*

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- ✓ Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani
- ✓ No votes: None
- *Dr. Hutchins said the Health Center has researched and has an internal proposal to apply for a new HRSA grant for extending services at school based sites. Dr. Hutchins asked for CAB's permission to submit an application for HRSA's extension grant, the first part of which is due on March 31, 2023.*
 - *Ms. Bluemel made a motion to approve SCHC's request for permission to approve the submission of an initial application to HRSA's extension grant. Ms. Fryer seconded the motion.*
 - ❖ Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani
 - ❖ No votes: None
- **Governance Committee – Ms. Winbigler**
 - *Ms. Winbigler pointed out that the Committee is still on hiatus in order to participate in Strategic Planning.*
 - *Roberts Rules of Order training: How to make a motion, part 2*
 - *Dr. Hutchins reminded CAB members that she had sent a link to a YouTube video that explained how to make a motion and she asked members to watch the video during their free time.*
- **Strategic Planning Ad Hoc Committee**
 - *Ms. Fryer pointed out that she was not in attendance at the last Strategic Planning Committee. Dr. Hutchins presented on behalf of Ms. Fryer.*
 - *The Strategic Planning Ad Hoc Committee developed a proposal to revise the Vision, Mission Statement and Values of the Health Center to have more inclusive language.*
 - *CAB members responded positively to the Mission Statement developed by the Committee: "To provide high quality, patient focused, equitable healthcare for the underserved in Sacramento county while providing training for the next generation of local healthcare providers.*
 - *CAB members recommended adding "diversity" and "equity" to the values of the health Center generated by the Committee. The group could not come to a consensus on whether "learning" or "education" was the best term to add to the values of the Health Center.*
 - *Ms. Bluemel made a motion to vote for either "education" or "learning" to be included in the values of SCHC. Ms. Lomazzi seconded the motion.*
 - Votes for "education:" Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani
 - Votes for "learning:" None
 - Votes for both: Namitullah Sultani
 - Result: Education will be included as a value.
 - *Ms. Bluemel made a motion that CAB approve PP 01-08: Mission Statement and Values. Ms. Lomazzi seconded the motion.*
 - Yes votes: Elise Bluemel, Suhmer Fryer, Nicole Miller, Jan Winbigler, Paula Lomazzi, Namitullah Sultani
 - No votes: None

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Point of Order

- *Dr. Hutchins asked if it would be appropriate for the meeting to be adjourned, given that CAB was already going over its allotted time, and for CAB members to have time to review the summary of the 03/08/23 Strategic Planning Ad Hoc Committee meeting (scheduled to begin at 11:15).*
- *Ms. Winbigler agreed and skipped ahead in the agenda to the Public Comment item.*

April Monthly Meeting Items – *DEFERRED*

- HRSA Project Director Report
- HRSA Medical Director Report
- *2023 Sacramento County Health Center Quality Improvement Plan Quarter 1 Monitoring Report*
- **Review and approval of Federal Fiscal Audit*
- Committee Updates
 - **Policy and Procedure Review: TBD*
 - *Program Review: TBD*
 - *March Financial Status Report*
 - *Recruitment and Training Updates*
 - *Strategic Planning Updates*

Public Comment Period

- *Ms. Fryer opened the floor to public comments.*
- *No comments were offered.*

Closing Remarks and Adjourn

- *Chair Winbigler adjourned the meeting at 11:03 AM.*

Next Meeting: Friday, April 21, 2023 / 9:30-11:30 AM

*Items that require a quorum and vote.

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