

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

Meeting Minutes

November 17, 2023 / 9:30 AM to 11:00 AM

Meeting Location

4600 Broadway, Sacramento, 95820 / 2nd Floor, Community Room 2020

Meeting Attendees

CAB Members: Elise Bluemel (remote), Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Sumi Mishra, Robin Skalsky

SCHC Staff: Robyn Alongi, Emily Moran-Vogt, Nicole Reyes-Sanchez

Community Members: Belinda Brent

Topic
<p>Opening Remarks and Introductions – <i>Jan Winbigler, Chair</i></p> <ul style="list-style-type: none">• Roll Call and Welcoming Of Members and Guests<ul style="list-style-type: none">○ <i>Roll was taken by Jan Winbigler and she welcomed attendees.</i>• *Review and Approval of 10/20/23 CAB Meeting Minutes<ul style="list-style-type: none">○ <i>Laurine Bohamera made a motion to approve the October 20, 2023 minutes as presented. Elise Bluemel seconded the motion.</i>○ <i>A roll-call vote was taken.</i><ul style="list-style-type: none">▪ <i>Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler</i>▪ <i>No votes: None</i>▪ <i>The motion passed.</i>• Additions to the Meeting Agenda<ul style="list-style-type: none">○ <i>Three items were added to the meeting agenda.</i><ul style="list-style-type: none">▪ <i>*Proposal to delay reporting on the 2021-23 Strategic Plan.</i>▪ <i>*Proposal to delay providing baseline data for the 2023-26 Strategic Plan.</i>▪ <i>*Approve 2024 Meeting Dates.</i>• Public Comment – <i>None.</i>
<p>Officer Elections for 2024</p> <ul style="list-style-type: none">• <i>Ballots were distributed to, completed by, and collected from CAB members.</i>• <i>Suhmer Fryer was elected CAB Chair for 2024 while Laurine Bohamera was elected Vice Chair.</i>
<p>Leadership Updates – <i>Drs. Mendonsa and Mishra</i></p> <ul style="list-style-type: none">• Health Resources and Services Agency (HRSA) Project Director Update - <i>Dr. Mendonsa</i><ul style="list-style-type: none">○ <i>Health Center leadership met with HRSA and were informed the pending applications for expansion within the School-Based Mental Health satellites have all been disallowed.</i>

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- SCHC hired legal counsel. The law firm has experience working with other FQHC's on this issue and will assist leadership to develop a strategy to address HRSA concerns, including with the contract with SCOE.
- SCHC Leadership is expecting a "cease operation" notice.
- Sacramento County Health Center Receives HRSA Badges
 - The Sacramento County Health Center was awarded three Health Resources and Services Administration (HRSA) Community Health Quality Badges, a significant achievement that reflects our commitment to providing high-quality healthcare services to our community. These prestigious recognitions from HRSA acknowledge our dedication to excellence in healthcare delivery, patient-centered services, and continuous improvement. The awards reflect the hard work, dedication, and unwavering commitment of our entire team to ensure that our patients receive the best possible care. In 2022 we received only one badge, so these awards truly highlight the advances we have made to increase access, better operations, and improve quality care.
 - A media release will be sent out next week.
- Street Medicine Program
 - The Health Center is in the process of bringing a County on-call nurse practitioner to an additional half day of street medicine service.
- Improved Access and Provider Services
 - The Health Center continues to work to increase access to specialty care.
 - We continue to offer extra-hours clinics aimed at expanding access and closing gaps in care.
- Health Center Growth / Staffing
 - Management continues to fill the positions from the FY23-24 growth request.
 - Leadership began discussing growth concepts for the FY24-25 budget.
- Referral Department Improvements
 - Referrals remain a focus of the Executive Team. The workgroup continues to meet to work out the details of the new workflow and plan to train staff on the new workflow in early December.
- Health Center's Workforce Well-being Survey Results
 - Last year the Health Center participated in HRSA's national Workforce Well-being Survey. This survey aligns with our Strategic Plan around ensuring workforce health and improvement.
 - Overall, the results were positive. It highlighted several areas in which we could improve and compared SCHC to similar FQHCs across the country. In the category of 'Supportive Health Center Processes' we surpassed the national average.
 - The Executive Team will be further analyzing the results and identifying interventions and projects to improve our scores in critical areas.
 - A summary of the results was included in the meeting packet.
- HRSA Medical Director Reports – Dr. Mishra
 - All Programs
 - COVID-19 vaccines available for all ages.
 - RSV: We have all formulations (adults, children, pregnant).
 - The next steps for Abrysvo and Beyfortus include adding these immunizations to EMR; educating staff on the storage, handling, and administration; educating providers regarding those who are at high risk and any contraindications.
 - Pediatrics
 - The US Surgeon General hired RAND corporation to reach out to health centers that conduct a large amount of Adverse Childhood Events (ACEs) screenings. SCHC was identified as one of the locations. Dr. Ratanasen and Dr. Mishra participated in a call with RAND and learned that the Surgeon General is gathering information regarding financial reimbursement of screenings and identifying any unique utilization of funds.

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- Public Comment – *None.*

Quality Improvement – *Dr. Hutchins*

- Patient Feedback Survey Findings – Mental Health Services Portion
 - *The sample size was small, less than 30 people.*
 - *SCHC did better than the national average for staff being respectful and helpful but did worse regarding telephone access and general topics such as being respectful of cultural, ethnic, and spiritual needs, and family involvement.*
- Summary of Patient Grievances & Safety Concerns
 - *The levels of grievances were explained, and examples of each level were provided.*
 - *Level 3 is the most serious. We had one level 3.*
 - *There were more complaints in quarter three than quarter two of this year. Many were due to access and referral issues.*
- Public Comment – *None.*

CAB Governance

- Committees Updates to CAB – *Committee Chairs*
 - Clinical Operations Committee – *Chair Gallo*
 - Review of Policies and Procedures
 - PP-CS-01-01: Quality Improvement
 - ❖ Jan Winbigler made a motion to approve the Quality Improvement policy. Vince Gallo seconded the motion.
 - ❖ A roll call vote was taken.
 - ✓ Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.
 - ✓ No votes: None.
 - ✓ The motion passed.
 - PP-CS-03-01: Telephone Protocol
 - ❖ It was suggested that acronyms be written out before the acronym is used.
 - ❖ A motion was made by Vince Gallo to approve the Telephone Protocol with amended language. The motion was seconded by Areta Guthrey.
 - ❖ A roll call vote was taken.
 - ✓ Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.
 - ✓ No votes: None.
 - ✓ The motion passed.
 - PP-CS-03-04: Emergency Medical Response Team
 - ❖ *It was suggested that the first responder relays other patient needs such as the patient is blind, deaf, or is wheelchair bound, when the Medical Response Team arrives at the emergency site.*
 - ❖ *Elise Bluemel made a motion to approve the Emergency Medical Response policy with language added that the first responder is responsible for relaying any additional information about the patient to the Medical Response Team when they arrive onsite. Vince Gallo seconded the motion.*
 - ❖ A roll-call vote was taken.
 - ✓ Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.

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- ✓ No votes: none.
- ✓ The motion passed.
- ***Finance Committee – Laurine Bohamera**
 - *October Financial Status Report*
 - *The Health Center has significant savings due to staff vacancies.*
 - *There has been little movement in operating expenses because several contracts still need to be executed. The UCD contract was executed so they can begin billing.*
 - *The Finance Committee presented a recommendation that SCHC leadership request an exemption to the 71-J requirements to have an outside organization provide navigation services for refugees under the CDPH grant. SCHC has been trying to hire staff but has been unsuccessful. The 71-J exemption would allow SCHC to use an outside organization to provide linkage to care.*
 - *Initial discussion of growth requests for FY 24-25 was postponed to the December meeting. The growth proposal is due December 31, 2023.*
 - *Year-end data for 2022 will be shared at the December CAB meeting.*
- ***Governance Committee – Chair Winbigler**
 - **Proposal to amend Bylaws to align conflict of interest definition with policy and procedure document.*
 - *Minor changes to the language of the Bylaws were suggested by the Governance Committee to ensure that the Bylaw language aligns with PP-CS-01-03: Sacramento County Health Center Co-Applicant Board – Conflict of Interest.*
 - *Members discussed the proposed language and made further edits.*
 - *Areta Guthrey made a motion to approve the discussed amendment to the Bylaws and the language in PP-CS-01-03 as discussed at the meeting. Elise Bluemel seconded the motion.*
 - *A roll-call vote was taken.*
 - ❖ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.*
 - ❖ *No votes: none.*
 - ❖ *The motion passed.*
 - *Update on recruitment.*
 - *The Health Center has not received any new applications for membership. Recruitment flyers are posted around the Health Center, but they have not been placed in waiting areas or exam rooms yet. Robin Skalsky will talk to staff to have them posted.*
 - *Update on training*
 - *Brown Act training is scheduled for today after the CAB meeting.*
 - **Proposal to delay reporting on the 2021-23 Strategic Plan*
 - *Jan Winbigler made a motion to delay reporting on the 2021-23 Strategic Plan to April 2024. Vince Gallo seconded the motion.*
 - *A roll call vote was taken.*
 - ❖ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.*
 - ❖ *No votes: none.*
 - ❖ *The motion passed.*
 - **Proposal to delay providing baseline data for the 2023-26 Strategic Plan*
 - *Vince Gallo made a motion to delay providing baseline data for the 2023-26 Strategic Plan to April 2024. Areta Guthrey seconded the motion.*
 - *A roll call vote was taken.*
 - ❖ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.*

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<ul style="list-style-type: none">❖ <i>No votes: none.</i>❖ <i>The motion passed.</i>▪ <i>*Approve 2024 Meeting Dates</i><ul style="list-style-type: none">➤ <i>Elise Bluemel made a motion for CAB to continue meeting on the third Friday of each month from 9:30-11:00 in 2024. Laurine Bohamera seconded the motion.</i>➤ <i>A roll call vote was taken.</i><ul style="list-style-type: none">❖ <i>Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler.</i>❖ <i>No votes: none.</i>❖ <i>The motion passed.</i>• <i>Public Comment – None.</i>
<p>December Monthly Meeting Items – <i>All</i></p> <ul style="list-style-type: none">• <i>HRSA Project Director Report</i>• <i>HRSA Medical Director Report</i>• <i>Committee Updates</i><ul style="list-style-type: none">○ <i>Policy and Procedure Review</i>○ <i>November Financial Status Report</i>○ <i>Recruitment and Training Updates</i>• <i>Public Comment – None.</i>
<p>Public Comment Period – <i>Ms. Fryer, Vice-Chair</i></p> <ul style="list-style-type: none">• <i>Suhmer Fryer asked if there was any public comment. No comments were made.</i>
<p>Closing Remarks and Adjourn – <i>Jan Winbigler, Chair</i></p> <ul style="list-style-type: none">• <i>Jan Winbigler adjourned the meeting at 11:10 am.</i>

Next Meeting: Monthly Meeting: Friday, December 15, 2023 / 9:30-11:00 AM

*Items that require a quorum of CAB members and vote.

The Co-Applicant Board welcomes and encourages public participation in the meetings. Matters on the agenda may be addressed by members of the public at the end of that agenda item. In addition, 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>

Per the Brown Act, CAB members 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.