

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

Friday, April 19, 2024, 9:30 a.m.

REGULAR SESSION

4600 Broadway, Community Room 2020, Sacramento, CA

Meeting Attendees

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

SCHC Leadership: Michelle Besse, Sharon Hutchins, Andrew Mendonsa, Sumi Mishra, Robin Skalsky, Noel Vargas

SCHC Staff: Robyn Alongi, Vickie Deloney-Wilson, Stephanie Hofer, Julian Mason, Nicole Reyes-Schultz

Others: Deputy County Counsel Corrie Brite, Deputy County Counsel Julia Jackson, Ricki Townsend

CALL TO ORDER

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

- Laurine Bohamera, Vice Chair, welcomed attendees and took a roll call of CAB members.
- All attendees introduced themselves.
- A quorum was established.

PUBLIC COMMENT

Anyone may appear at the CAB meeting to provide public comment regarding any item on the agenda or regarding any matter that is within CAB’s subject matter jurisdiction. Comments are limited to a maximum of two (2) minutes per speaker per agenda item, and individuals are limited to a single comment per agenda item. The Board may not take action on any item not on the agenda except as authorized by Government Code section 54954.2.

- No public comments were made at the meeting.
- A Board member needed to teleconference for this meeting so a notice was uploaded to our [website](#) before 9:00 a.m. on the morning of the meeting with a link available to the public to observe the meeting via Teams video and/or teleconference.
- The meeting facilities and virtual meetings are accessible to people with disabilities. Requests for accessible formats, interpreting services or other accommodations may be made through the Disability Compliance Office by calling (916) 874-7642 (CA Relay 711) or email DCO@saccounty.gov as soon as possible prior to the meeting.
- Should the meeting be made available via teleconference platform, public comment may also be made via Teams teleconference by using the raised hand feature. Those joining the meeting via Teams are requested to display their full name.

INFORMATION/DISCUSSION ITEMS

1. CAB member computer support update
 - a. *The laptops have been outfitted with the Microsoft suite. CAB members who need help accessing meeting materials can receive a laptop for the duration of their appointment to CAB.*
2. HRSA Project Director & Medical Director Updates – *Dr. Mendonsa and Dr. Mishra*
 - a. *Dr. Mendonsa’s written report was included in the meeting materials.*
 - b. *340 B audit happened, and we are working on correcting the sited issues.*

- c. *We did not/will not have a Medi-Cal audit this year.*
- d. *HRSA operational site visit (OSV) is taking place May 21-23, 2024.*
- e. *SCOE and other Health Center MOU's are moving forward*
- f. *Fiscal year outlook:*
 - i. *We are being asked to watch our spending and are preparing for a more restrictive fiscal situation.*
 - ii. *We removed general fund spending from our budget by freezing hiring for vacant positions.*
 - iii. *Noel Vargas added that there were promising growth positions in the growth request. We must hold off on these positions for now, but the Health Center may be able to fill them later in the year.*
 - iv. *No Healthy Partners (HP) patients enrolled at this time. We are adjusting contracts related to HP.*
 - 1. *A Board member asked if the program would end?*
 - a. *That decision is made by the Board of Supervisors. We have not had that conversation yet. We are getting refugees that may fit into this program, so it is not going away right now. If the refugees don't qualify for Medi-Cal, they may be able to enroll in HP.*
 - b. *Clinically, we are making sure HP patients who are in the referral process can keep their specialty appointments. We continue to monitor this.*
 - v. *Improved access: work on the referrals program continues.*
 - vi. *Dr. Mendonsa noted that all the requests made to management by CAB members have been resolved.*
 - vii. *Dr. Mishra announced the Health Center Controlled Networks (HCCNs) program for OCHIN has been approved. This grant will increase equity and access to care.*

3. Legal Updates – County Counsel

- a. *Corrie Brite explained the role of County Counsel. In preparation for the OSV, we are giving CAB a heads up on changes.*
- b. *Three CAB member appointments have lapsed. These members need to be reappointed by the BOS. If CAB agrees, a Board item can be placed on the special meeting agenda to vote on this. Vince Gallo and Elise Bluemel have remained active members of CAB, but Namitullah Sultani has not taken any action in over three months. If no action has been taken within 3 months, your seat can be vacated. He will need to reapply if he wants to be a CAB member.*
 - i. *The County will remind CAB members when their terms are almost due to renew.*
 - ii. *CAB is responsible for membership. Generally, CAB starts looking at membership in October because renewals are due in January.*
- c. *Overview of the controlling authority of CAB as it relates to the Health Center*
 - i. *The Co-Applicant Agreement outlines the roles. In the agreement it outlines CAB responsibilities and the County's responsibilities. County responsibilities include personnel – hiring, dismissal, operations – licensing, credentialing, operational policies, the Building, Finances and more. CAB cannot create policy. They can advise on policy, but it must go to the County to approve. The County cannot always accept CAB suggestions on policies.*
 - ii. *Some of the policy changes made on 3/15 went to County Council and it was determined that some were outside of the purview of CAB.*
 - iii. *Policies needed for the OSV need to be reviewed and approved by the County.*
 - iv. *After CAB reviews policies and if they make substantive changes, it needs to go back to the County for review. We need to adjust the timeline for policy review. County Council usually turns things around within 5 days. Some things will take longer. The final version of the policies will come back to CAB as an information item.*
- d. *Committees and the Brown Act*
 - i. *Julia Jackson stated that ad hoc committees (2-3 people to review something) are not subject to the Brown Act. If you have a committee or sub-committee that has a regular schedule that must be staffed and has a specific subject matter, that committee would be subject to the Brown Act.*
 - ii. *County Council clarified with County staff and CAB members, and they don't see that CAB formalized the committees that would make them subject to the Brown Act. The meetings were also not held regularly, and CAB also did not vote to hold the meetings on a regular schedule. Therefore, County Council feels they are not subject to the Brown Act. County Council recommends holding a special meeting in May to vote on whether to make the committees formal. If this happens, CAB would be responsible for developing the agenda, keeping minutes,*

and sending materials to staff to post. In addition, the meetings would have to be held in person if they are subject to the Brown Act.

- iii. *Sharon shared documents showing when the committees were created but she did not share the calendar that includes the subjects that committees cover. It sounds like there is a lot CAB can do with ad hoc committees such as looking at membership applications. Governance does not have to meet regularly to review applications because we don't get that many. It could be an ad hoc committee.*
 - 1. *Elise stated that Governance is paused for a period each year such as when we do Strategic Planning.*
- iv. *CAB is a small board. Subcommittees typically happen in larger boards when there is more business to deal with on a regular basis. Julia suggested making CAB meetings longer and discussing the business subcommittees usually discuss with the full board. This will utilize members' time better and create a more informed board.*
- v. *Obtaining new members is the top priority given the upcoming OSV.*
- vi. *Noel stated the anything that has a legal component will always go through County Council. We use County Council for everything related to the FQHC.*

4. FY 2024-2025 Budget Update – Stephanie Hofer

- a. *We were asked by the County Executive office to take all the General Fund items out of the budget.*
- b. *An updated account list is included in the meeting materials.*
- c. *We are reducing contract compensations.*
- d. *We are reducing HP contracts by about \$300k. We can move that funding into the Health Centers budget.*
- e. *We budgeted reconciliation funding this year and factored that into the budget.*

5. CAB Committee Updates

a. Clinical Operations Committee – Vince Gallo

- i. *County Council is reviewing how policies come to Clinical Operations, so no policies were reviewed. We talked about bringing back reviewing a program each month and having a presentation and/or speakers.*
- ii. *Vince felt the presentations should be done to the entire board not just Clinical Ops.*
- iii. *Finance Committee stated they were interested in hearing about several programs, so they support the presentations to the entire board.*
- iv. *Michelle stated she will arrange a presentation at the next meeting. Refugee and the HIV grant was suggested.*

b. Finance Committee – Laurine Bohamera

i. February Financial Status Report

- 1. *Laurine went over the status report. We noted that the Quest budget is overspent. A plan for this will come back to CAB or the Finance Committee.*
- 2. *Dr. Mendonsa said the overspending is on Refugees. We learned about a database to harvest information on when refugees get Medi-Cal so we know when the services become billable. We expect the overspending will be resolved shortly.*

c. Grant Applications/Reports Update

- i. *Homeless main grant – all funds have been expended and billed.*
- ii. *HIV grant – there have been hiring issues, so funding is unspent.*
 - 1. *Michelle said that a new staff member has been hired and started this past Monday.*
- iii. *Refugee grants – spending started slow, but we received an extension and spending is happening.*

d. Governance Committee – Jan Winbigler

i. Preparation for HRSA Operational Site Visit

- 1. *The meeting with the auditors will be a pleasant meeting. Members will not be grilled; it is a conversation to discuss what CAB does and how they do it.*
- 2. *In preparation, the CAB meeting materials included a list of things CAB has done over the last two years.*
- 3. *A list of CAB responsibilities and the CAB calendar were also included. The calendar helps to ensure that CAB meets their responsibilities throughout the year. These are memory aids.*

4. *We want to have a final list of the CAB members who will participate in what parts of the OSV.*
 5. *County Council stated the CAB member meeting with auditors is not subject to the Brown Act because no business is being done.*
 6. *We can use HRSA funding to help CAB members with transportation.*
 7. *Compliance Resolution Opportunity (CRO) meeting after the OSV would be before June 9 so we can put this on the Special meeting agenda and vote on having a special CAB meeting after the OSV.*
- e. Recruitment and Training Updates
- f. Candidate Recruitment and Recommendations
- i. *Michelle has been doing focused recruitment for CAB.*
 - ii. *Michelle said she placed new posters around the health center and attached the CAB application to the posters so potential members can complete the application while they are waiting to be seen.*
 - iii. *She has been reaching out to colleagues she worked with on previous boards and encouraging them to be part of CAB.*
 - iv. *She reached out to SCOE to look for parents who might qualify as patient members. This would strengthen our position in showing that the SCOE sites are SCHC sites.*
 - v. *We have two community member applications pending. One of the applicants is interested in becoming an SCHC patient.*

INFORMATION/ACTION ITEMS

ITEM A1. March 15, 2024, CAB Meeting Minutes

1. Recommended Action: Motion to Approve the draft March 15, 2024, Meeting Minutes
 - a. *The March 15 meeting minutes were reviewed.*
 - i. *Elise Bluemel stated on page 3 under the policy review, it says “Board members Areta Guthrey and Elise Bluemel...” She asked to take Elise Bluemel out of that point. Correct a typo to “maker.”*
 - ii. *Elise Bluemel made a motion to approve the March 15, 2024, minutes as amended. Laurine Bohamera seconded the motion.*
 - iii. *A roll-call vote was taken.*
 1. Yes votes: *Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 2. No votes: *None*
 3. *The motion passed.*

ITEM A2. CAB candidate application – Eunice Bridges

1. Recommended Action: Motion to approve application of E. Bridges for submission to the Board of Supervisors
 - a. *Elise made a motion to approve the application of Eunice Bridges as a member of CAB to the Board of Supervisors. Nicole Miller seconded the motion.*
 - b. *A roll-call vote was taken.*
 1. Yes votes: *Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 2. No votes: *None*
 3. *The motion passed.*
 - c. *Staff will notify Eunice Bridges.*

ITEM A3. Discussion and voting on potential special meeting in early May (on or before May 7) to approve any outstanding policies in advance of HRSA onsite visit.

1. Recommended Action: Motion to approve setting a special meeting.
 - a. *May 2nd was the suggested date which allows County Council to be present.*
 - b. *Elise Bluemel made a motion to approve setting a special CAB meeting on Thursday, May 2, 2024, from 9:30 am – 11 am to approve any outstanding policies in advance of the HRSA onsite visit and approve CAB candidates. Laurine Bohamera seconded the motion.*
 - c. *A roll-call vote was taken.*

1. Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler
2. No votes: None
3. *The motion passed.*

- *Elise asked County Council if we can add an estimated amount of time or suggested time for each agenda item.*
 - *Yes we can.*
- *Jan, Elise, Laurine, Nicole, and Suhmer will attend the OSV lunch. Areta may be able to attend but she was not at this meeting to confirm.*
- *Can Ricki Townsend, CAB applicant attend the OSV lunch as a member elect if CAB approves her application?*
 - *County Council will research this and get back to CAB.*
- *Noel recognized Andrew for his 15 years of County Service.*

CLOSED SESSION

None

MEETING ADJOURNED

Co-Chair Laurine Bohamera adjourned the meeting at 11:04 am