

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

**Meeting Agenda**

June 16, 2023 / 9:30 AM to 11:00 AM

**Meeting Location**

Either *by Zoom*: To see/share documents on the screen, go to

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

Meeting ID: 161 889 7122

Passcode: 153371

One tap mobile

+16692545252,,1607428658# US (San Jose)

+16692161590,,1607428658# US (San Jose)

Dial by your location

+1 669 254 5252 US (San Jose)

+1 669 216 1590 US (San Jose)

+1 551 285 1373 US

Or *in Person*: Community Room 2020 at 4600 Broadway / Sacramento, CA

- The Community Room 2020 is easily accessible without staff/security needing to let you in. It is at the top of the back stairs (near the Broadway entrance, not the garage entrance).
- CAB members: please RSVP at least 24 hours in advance to Dr. Hutchins at [HutchinsS@saccounty.gov](mailto:HutchinsS@saccounty.gov) for staff to prepare you a packet if you wish to attend in person.

Topic
Opening Remarks and Introductions – <i>Jan Winbigler, Chair</i> <ul style="list-style-type: none"><li>• Roll Call and welcoming of members and guests</li><li>• *Review and approval of 05/19/23 CAB meeting minutes</li></ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"><li>• Departures from SCHC</li></ul>
Combined Health Resources and Services Agency (HRSA) Project Director Update and Medical Director Reports – <i>Dr. Mendonsa</i>
Quality Improvement and Compliance – <i>Dr. Hutchins</i> <ul style="list-style-type: none"><li>• 2023-Q1 QI Plan Monitoring Report</li></ul>
CAB Governance <ul style="list-style-type: none"><li>• Committees Updates to CAB – Committee Chairs<ul style="list-style-type: none"><li>○ *Strategic Planning Ad Hoc Committee – <i>Ms. Fryer</i><ul style="list-style-type: none"><li>▪ *2024-2026 Strategic Plan review and approval</li></ul></li><li>○ Clinical Operations Committee – <i>Ms. Stacholy</i><ul style="list-style-type: none"><li>▪ Committee did not meet; P&amp;P documents were sent by email for review.</li></ul></li><li>○ Finance Committee – <i>Ms. Bohamera</i><ul style="list-style-type: none"><li>▪ May Financial Status Summary</li><li>▪ Suggestion to defer monthly Financial Status Reports until August</li></ul></li></ul></li></ul>

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<ul style="list-style-type: none"><li>▪ Grant updates</li><li>○ Governance Committee – <i>Ms. Winbigler</i><ul style="list-style-type: none"><li>▪ Upcoming training</li><li>▪ Recruitment<ul style="list-style-type: none"><li>➤ Meet candidate CAB member Areta Guthrey</li></ul></li></ul></li></ul>
July Monthly Meeting Items – <i>All</i> <ul style="list-style-type: none"><li>● HRSA Project Director Report</li><li>● HRSA Medical Director Report</li><li>● Committee Updates<ul style="list-style-type: none"><li>○ *Policy and Procedure Review: TBD</li><li>○ Program Review: TBD</li><li>○ 2023-Q2 Quality Improvement Plan Monitoring Report</li><li>○ Patient Feedback Survey Findings – <i>if ready</i></li><li>○ Recruitment and Training Updates</li></ul></li></ul>
*Vote on CAB membership application
Public Comment Period – <i>Ms. Fryer, Vice-Chair</i>
Closing Remarks and Adjourn – <i>Jan Winbigler, Chair</i>

**Next Meeting:** Friday, July 21, 2023 / 9:30-11:00 AM

\*Items that require a quorum and vote.

The Co-Applicant Board welcomes and encourages public 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>

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.