

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

Thursday, May 2, 2024, 9:30 a.m.

SPECIAL SESSION

4600 Broadway, Community Room 2020, Sacramento, CA

Agenda materials can be found at <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>

Meeting Attendees

CAB Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Nicole Miller, Jan Winbigler
SCHC Leadership: Michelle Besse, Sharon Hutchins, Andrew Mendonsa, Sumi Mishra, Noel Vargas
SCHC Staff: Robyn Alongi, Cortney Hunley, Nicole Reyes-Schultz
Others: Deputy County Counsel Corrie Brite, Deputy County Counsel Julia Jackson, CAB Member Candidates: Ricki Townsend, Eunice Bridges, Dedra Russell

The CAB meeting will be held in person at 4600 Broadway, Room 2800.

- If any Board member needs to teleconference for this meeting, a notice will be uploaded to our website at <https://dhs.saccounty.gov/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx> by 9:00 a.m. on the morning of the meeting along 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.

CALL TO ORDER (9:30 AM)

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

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

PUBLIC COMMENT (9:35 AM)

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.

- 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 (9:40 AM)

1. CAB Committee Updates

- a. Clinical Operations Committee – Vince Gallo – no committee updates.
- b. Finance Committee – Laurine Bohamera – no committee updates.

2. Grant Applications/Reports Update

- a. Governance Committee – Jan Winbigler
 - o Preparation for HRSA Operational Site Visit
 - *Invitations from the HRSA site team were sent to CAB members.*
 - *Staff met with HRSA to get organized for the site visit.*
 - *Site visit documents will be uploaded by next Tuesday. We will review some records live.*
 - *The Brown Act does not apply to the HRSA site visit because the Board is not doing any business at those meetings. All CAB members are welcome to attend.*
 - o Recruitment and Training Updates
 - No updates.
 - o Candidate Recruitment and Recommendations

INFORMATION/ACTION ITEMS¹ (10:10 AM)

BUSINESS ITEM I. April 19, 2024, CAB Meeting Minutes.

- Recommended Action: Motion to Approve the draft April 19, 2024, Meeting Minutes
 - o The April 19, 2024, meeting minutes were not received by CAB members before this meeting and therefore not reviewed or approved at this meeting.

BUSINESS ITEM II. Vote to Approve CAB candidate applications – Dedra Russell and Ricki Townsend

- Recommended Action: Motion to Approve application of consumer member Dedra Russell for CAB membership and send to the Board of Supervisors for ratification.
 - o *CAB members discussed the candidates. Ricki will be a community member. Dedra Russell will be a consumer member.*
 - o *Governance reviewed the applications and checked the references of both candidates. Governance recommends approval of these applications.*
 - o *Laurine Bohamera made a motion to approve the application of consumer member Dedra Russell and community member Ricki Townsend for submission to the Board of Supervisors. Suhmer Fryer seconded the motion to approve the application of consumer member Dedra Russell and community member Ricki Townsend for submission to the Board of Supervisors.*
 - o *A roll-call vote was taken.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 - *No votes: None*
 - *The motion passed.*

BUSINESS ITEM III. Vote to Re-Appoint and Request Board of Supervisors Ratify CAB members Elise Blumel and Vince Gallo.

- Recommended Action: Motion to Re-Appoint Elise Bluemel to CAB Board. Motion to Request and Approve staff requesting Board of Supervisors to ratify Elise Bluemel as a CAB Board member.

INFORMATION/ACTION ITEMS¹ (10:10 AM)

- CAB discussed reappointing Elise Bluemel and Vince Gallo to the CAB Board.
- *Jan Winbigler made a motion for SCHC staff to submit a request for Board of Supervisors' approval to ratify Elise Bluemel and Vince Gallo as CAB Board members. Laurine Bohamera seconded the motion for SCHC staff to submit a request for Board of Supervisors' approval to ratify Elise Bluemel and Vince Gallo as CAB Board members.*
- *A roll-call vote was taken.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 - *No votes: None*
 - *The motion passed.*

BUSINESS ITEM IV. *Vote on Removal of CAB members Jeanette Barnett, Robyn Dequine, and Namitullah Sultani due to excessive unexcused absences. [Note: Gov. Code § 1770(g) already confirms vacancies. This is a formality to ensure clear recordkeeping.]*

- **Recommended Action:** *Motion to Approve removal of CAB members Jeanette Barnett, Robyn Dequine, and Namitullah Sultani for non-attendance for submission to the Board of Supervisors.*
 - *CAB discussed removal of CAB members Jeanette Barnett, Robyn Dequine, and Namitullah Sultani for non-attendance and requesting staff to submit the request to the Board of Supervisors.*
 - *Robyn Alongi and Sharon Hutchins have talked to Namitullah Sultani before several meetings, and he indicated he planned to attend. Jan Winbigler talked to Janette Barnett about a year ago. Both members said they planned to attend but never did.*
 - *In the past, CAB sent letters thanking members for their service and confirmed the member and board were parting ways. Staff will send a letter to Jeanette Barnett, Namitullah Sultani, Robyn Dequine letting them know they are welcome to reapply.*
 - *Elise Bluemel made a motion to remove CAB members Jeanette Barnett, Robyn Dequine, and Namitullah Sultani for non-attendance and for staff to submit the request for removal to the Board of Supervisors. Suhmer Fryer seconded the motion to remove CAB members Jeanette Barnett, Robyn Dequine, and Namitullah Sultani for non-attendance and for staff to submit the request for removal to the Board of Supervisors.*
 - *A roll-call vote was taken.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 - *No votes: None*
 - *The motion passed.*
- **Recommended Action:** *Motion to Direct the County to create a new membership roster and upload it to the CAB website in line with today's votes.*
 - *CAB discussed directing the County to create a new membership roster and upload it to the CAB website in alignment with today's votes.*
 - *Board member terms are three years. The term limit for officer positions is 4 years. Officers can serve again after they take a leadership break.*
 - *Laurine Bohamera made a motion to direct the County to create a new membership roster and upload it to the CAB website to align with today's votes. Suhmer seconded the motion to direct the County to create a new membership roster and upload it to the CAB website to align with today's votes.*
 - *A roll-call vote was taken.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler*
 - *No votes: None*
 - *The motion passed.*

BUSINESS ITEM V. Vote to change length of monthly CAB meetings.

- Recommended Action: Motion to extend the length of CAB meetings by 30 minutes to last from 9:30-11:30 on the third Friday of the month.
 - CAB discussed the proposal to extend the length of CAB meetings by 30 minutes to last from 9:30 -11:30 am on the third Friday of the month.
 - This will be effective May 17th.
 - Vince Gallo made a motion to extend the length of CAB meetings by 30 minutes to last from 9:30 -11:30 am on the third Friday of the month. Suhmer Fryer seconded the motion to extend the length of CAB meetings by 30 minutes to last from 9:30 -11:30 am on the third Friday of the month.
 - A roll-call vote was taken.
 - A roll-call vote was taken.
 - Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler
 - No votes: None
 - The motion passed.
- Recommended Action: Vote to amend all times for the remainder of this year.
 - CAB discussed amending all CAB meeting times for the remainder of this year.
 - Suhmer made a motion to amend all CAB meeting times on the calendar for the remainder of this year. Vince seconded the motion to amend all CAB meeting times on the calendar for the remainder of this year.
 - A roll-call vote was taken.
 - A roll-call vote was taken.
 - Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Laurine Bohamera, Nicole Miller, Jan Winbigler
 - No votes: None
 - The motion passed.

BUSINESS ITEM VI. Vote to Eliminate Standing Committees Not Listed in the Bylaws

- Recommended Action: Motion to disband any prior establishment of Governance and Clinical Operations Committees. Any necessary discussion or duties will occur at future elongated CAB meetings.
 - CAB discussed disbanding any prior establishment of Governance and Clinical Operations Committees. Any necessary discussion or duties can occur at future elongated CAB meetings.
 - Laurine said she thought CAB was discussing this issue today, not voting on it.
 - Jan said there was concern from a member about the committee meetings being in conflict with the Brown Act. County Council was asked to advise on this at the previous meeting. Clarification was requested. Is Finance Committee in the bylaws?
 - Corrie Brite said at the last meeting, CAB wanted to keep the committee. She said that it would be more efficient to disband the committees; having all information presented to the entire board would keep CAB more informed. CAB is a small board so having longer meetings to allow the group to gain a clear understanding of all topics would put members in a more informed position. The Clinic Ops and Goverannce actions must go through CAB so it makes sense to have the explanations shared with everyone at the same time.
 - Julia Jackson said presentations about SCHC programs would be better given to the whole board versus at committee meetings. You can have Ad Hoc committees to discuss items but there would not be standing meetings or standing subject matter. This allows members to meet anywhere/any way they wish instead of having to follow the Brown Act requirements. If the committees continue, they will have all the formalities of the Brown Act including taking minutes, posting agendas, making meetings available to the public, etc.
 - Julia further clarified what is covered under the Brown Act and that it is a California law. She explained closed session.

- Corrie said you can speak privately in ad hoc meetings. You can determine project by project what is discussed.
 - Sharon said if you keep the committees as they are, that triggers the Brown Act, and the committees must meet in person. This is a burden on members and staff. We need to keep the business flowing but if we continue with committees, it will potentially inhibit progress on items because of the need to follow Brown Act rules.
 - Laurine said The Finance committee does not make any decisions. She is trying to understand the Brown Act requirement for that meeting.
 - Vince clarified that the committees do meet regularly. We have a small CAB membership and committee meetings are usually held when boards have larger membership.
 - Were these committees HRSA recommended?
 - We looked at the HRSA requirements and formed committees around the HRSA requirements. Sharon does not recall it being a mandate, but she will look back and report back to CAB.
 - Andrew said committees would be hard on staff too. We are freezing positions and don't have capacity to staff more Brown Act meetings.
 - Vince said presentations can be given to the CAB instead of to the committees. He said he is often the only person in the Clinical Ops meetings.
 - Jan said we have expectations on these committees. Are CAB members willing to read and prepare for topics they normally don't have to be prepared for such as finance matters. How do we meet the expectations when we are reducing the preparation done by the committee meetings.
 - Vince stated he feels we are doing double work.
 - Jan said Finance is doing the work and making a recommendation to the group. It relieves board members of having to do the work.
 - Elise suggesting implementing the new way for six months and revisiting it.
 - Jan does not want to do that because she feels we will not meet HRSA expectations.
 - Andrew suggested the Finance committee meet quarterly. Julia said yes that will work. Committee composition can vary.
 - Julia said the committee does not all need to agree on this to pass a motion.
 - Corrie stated they can add an ad hoc committee on any agenda. The finance work can continue via an ad hoc committee.
 - The Executive Committee meeting is subjective to the Brown Act. The meeting is the Chair and the Vice chair discussing the agenda. Andrew and anyone he wants to attend are invited. If you are not voting on anything, it is not subject to the Brown Act.
 - We do not want to vote on quarterly Ad Hoc committee because that would be the same as regular committee meetings. When there is a large amount of material to review such as policies, an ad hoc committee is appropriated.
 - Vince Gallo made motion to dismiss the three committees - Finance, Governance, and Clinic Ops. Elise seconded the motion to dismiss the three committees - Finance, Governance, and Clinic Ops.
 - A roll-call vote was taken.
 - Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Nicole Miller
 - No votes: Laurine Bohamera, Jan Winbigler
 - The motion passed.
- Recommended Action: If necessary and identified, motion(s) to create and appoint ad hoc committees as needed.

BUSINESS ITEM VII. Vote to Set a Special Meeting on/about June 2, 2024

- Recommended Action: Motion to set a special meeting on June 7, 2024, from 9:30 AM-11:30 AM.
 - Sharon explained that the OSV ends on May 23. HRSA provides a period to fix the items that HRSA identified as out of compliance and to upload them to HRSA without us receiving a new notice of award with a condition to it. We have a small window to bring items into compliance. A meeting on June 7 is too late because staff must do the necessary work. She

suggested holding the special meeting earlier that week.

- *An in-person meeting is required.*
- *Julia reminded the Board that individually, CAB members can opt to attend virtually but a quorum is still needed in the room.*
- *Sharon said SCHC can offset transportation costs for CAB members.*
- *Vince motioned to hold a special meeting Tuesday June 4, 2024, 9:30 – 11:30. Elise seconded the motion to hold a special meeting Tuesday June 4, 2024, 9:30 – 11:30.*
- *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Nicole Miller, Laurine Bohamera*
 - *No votes: Jan Winbigler*
 - *The motion passed.*

BUSINESS ITEM VIII. Vote to approve submission SCHC HRSA 2025 Grant Transitions in Care for Justice Involved Individuals QIF-TJI²

- **Recommended Action: Motion to approve submission SCHC HRSA 2025 Grant Transitions in Care for Justice Involved Individuals QIF-TJI**
 - *Andrew explained the grant and its importance.*
 - *Jan asked if this grant requires staff and wanted to learn about the workload involved.*
 - *Andrew explained that a lot of correctional staff are helping with this grant. Their case management staff are still in place. For a county position we need sustained funding for five years. This grant would augment what SCHC is already doing.*
 - *Andrew said it helps us roll out Cal Aim initiatives.*
 - *Corrie said the new requirement is to connect people who are justice involved to Medi-Cal. SCHC is on the receiving end of this requirement. This federal funding will allow the state to come into compliance.*
 - *Laurine said staffing is an issue because we have not been able to hire on some grants.*
 - *County Council said that we can put in an application and bring it back to CAB to accept the funding if the application is approved.*
 - *Elise made a motion to approve submission SCHC HRSA 2025 Grant Transitions in Care for Justice Involved Individuals. Vince seconded the motion to approve SCHC HRSA 2025 Grant Transitions in Care for Justice Involved Individuals.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Nicole Miller, Laurine Bohamera*
 - *No votes: Jan Winbigler*
 - *The motion passed.*

BUSINESS ITEM IX. Vote to approve SCHC Policies and Procedures: 02-05 Variance

- **Recommended Action: Motion to approve 02-05 as written.**
 - *Sharon stated that the changes to the policy included staff changes so only Dr. Mishra is listed on the policy.*
 - *County Council anticipates looking at the policy later this year.*
 - *Vince made a motion to approved policy 02-05 Variance as written. Laurine seconded the motion to approved policy 02-05 Variance as written.*
 - *A roll-call vote was taken.*
 - *Yes votes: Elise Bluemel, Suhmer Fryer, Vince Gallo, Nicole Miller, Laurine Bohamera*
 - *No votes: Jan Winbigler*
 - *The motion passed.*

¹ Time estimate: 5-10 minutes per item, unless otherwise noted

² Time estimate: 15 minute

CLOSED SESSION

None

MEETING ADJOURNED

The meeting was adjourned at 11:05 am.