

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

Friday, June 21, 2024, 9:30 a.m.- 11:30 a.m.

Meeting Minutes

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>

The CAB meeting will be held in person at 4600 Broadway, Room 2020. 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).

- 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*

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. 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.

1. Opening Remarks and Introductions

a. Roll Call and Welcome

PRESENT

- Laurine Bohamera
- Elise Bluemel
- Eunice Bridges
- Jan Winbigler
- Rickie Townsend
- Cortney Hunley
- Stephanie Hofer
- Dr. Andrew Mendonsa
- Dr. Michelle Besse
- Dr. Sharon Hutchins
- Dr. Susmita Mishra
- Julia Jackson
- Corrie Brite

b. Brief Announcements

BUSINESS ITEM I.

Presentation of Financials Status Reports/Budget Updates-Stephanie Hofer

a. FSR Summary AP 10 (April)

b. PRI Clinics 2023-2024 Year-End Projections as of AP 10

- Stephanie Hofer** Presented an Explanation of the Budget
- *95 (Intergovernmental Revenue) Recon is a part of the Budget for 2024-2025
- *10 (Salaries and Employees) We currently have 17 Full-Time Employee Vacancies
- *20 (Services and Supplies) SCHOE
- Elise Bluemel** requested an explanation of fund source and spending regarding HRSA Funds and Homeless Grant
- Dr. Hutchins** responded that the Homeless Grant money is mainly allocated towards Personell and Staffing. Recommending a breakdown document of just HRSA and Homeless via Compass for CAB.
- Dr. Mendonsa** Suggests Stephanie Hofer create a Semi-Annual Summary Report Model/Sample to present at the next CAB Meeting.
- Stephanie Hofer**-Quest Overage Medi-Cal Credits and New System will be implemented saving roughly \$500,000.
- Temporary Staffing Services are over budget due to Referrals Team backlog
- Laurine Bohamera**-SCHOE accruelements explanation
- Dr. Hutchin's**-we are 2 million under budget and not over as expected due to a lower number of site visits. Online it shows we have 34 Sites but only 17 of those sites are active.
- Laurine Bohamera**-Refugee Grants spending has slowed
- Stephanie Hofer**-Another claim was submitted in May for March and has not yet been reflected.

- Jan Winbigler**-HIV Grant Update Requested
- Dr. Besse** will have an update next CAB Meeting

BUSINESS ITEM V.

HRSA REVIEW

a. Update

- Dr. Mendonsa and Dr. Hutchin's** presented our HRSA UPDATE AND OSV REPORT received 6/20/24)
- No new specifications to SCHOE
- Dr. Hutchin's will be leading the CRO Response
- Co-Applicant Agreement and Bylaws need to be done within 90days
- Will have information and reports out to CAB Before Next Meeting
- Suggested a Special (This item will be voted on later per Agenda) to Approve changes to Dental Sliding Fees-Revising underlining charges.
- Medical Access Audit passed with flying colors, report to come
- Two other reviews (Chart Review/Facility Review) will be scheduled soon
- SCHOE Contract-RFI submitted back to HRSA and we are waiting to hear back and for a meeting date and time.
- Physical Year Outlook-Budget Approved by Board of Supervisors and the Fall Revision will come within the next few months to see if there are budget changes needed. So far, we have had zero layoffs-vacancies are helping.
- Noel Vargas has been shadowing MA's as we have been engaging with UCD Partners, looking for new ways to improve our process.
- Internal standing Referrals numbers decreased from about 5,000 to 1400 and we will continue to have Temporary Staff working in this department until December 2024
- Union would like to be involved in Policy and Procedure Reviews moving forward-Discussions will be made between Labor Board and County Counsel)
- State wants to increase the number of Refugee's seen annually at SCHC from our current number of 5,300 to a possible 8-10,000. Currently looking at space as well as staffing options to accommodate.
- *Public time limits on Agenda-Agendingizing vote to approve by CAB next meeting adding time limits for each item.
- Laurine Bohamera** suggests changing the agenda by voting upfront with discussions at the end
- Julia Jackson** suggests limiting staff items and having discussions and presentations at the end
- Jan Winbigler** would like the information per item, then immediately vote on that item
- Elise Bluemel** would prefer voting on Meeting Minutes after opening
- Dr. Besse** states Cortney will prepare a sample agenda and send it to each CAB Member so that we can gain feedback and strategize

2. HRSA Project Director Report

-Dr. Mendonsa (PLEASE REFER TO PRINTED AND DIGITAL COPY OF REPORT)

3. HRSA Medical Director Report

-Dr. Mishra (PLEASE REFER TO PRINTED AND DIGITAL COPY OF REPORT)

BUSINESS ITEM II.

May 2, 2024, CAB Special Meeting Minutes

a.) Recommended Action: Motion to Approve the draft May 2, 2024, Special Meeting Minutes

*Correct Jan Winbigler's Votes on Items

-Jan Winbigler motions to approve BUSINESS ITEM II. May 2, 2024, CAB Special Meeting Minutes

-Elise Bluemel 2nds motion to approve BUSINESS ITEM II. May 2, 2024, CAB Special Meeting Minutes

YES VOTES

-Elise Bluemel, Eunice Bridges, Ricki Townsend, Laurine Bohamera and Jan Winbigler

NO VOTES

-None

BUSINESS ITEM III.

May 17, 2024, CAB Meeting Minutes

a.) Recommended Action: Motion to Approve the draft May 17, 2024, Meeting Minutes

*Correct Jan Winbigler's Votes on Item

-Elise Bluemel motions to approve BUSINESS ITEM III. May 17, 2024, CAB Meeting Minutes

-Ricki Townsend 2nds motion to approve BUSINESS ITEM III. May 17, 2024, CAB Meeting Minutes

YES VOTES

-Elise Bluemel, Eunice Bridges, Ricki Townsend, Laurine Bohamera and Jan Winbigler

NO VOTES

-None

BUSINESS ITEM IV.

HRSA Expanded Hours Grant Opportunity SF-424

a.) Recommended Action: Motion to Approve HRSA Expanded Hours Grant

-Dr. Hutchins explains Expanded Hours HRSA Grant proposing extension of hours at SCHC of possible one 8hour clinic on a Saturday a month and an additional 2 hours a month at Loaves and Fishes Site.

-Requesting the full \$500,000 maximum grant paid yearly for a 2-year period

-Laurine Bohamera motions to approve BUSINESS ITEM IV. HRSA Expanded Hours Grant Opportunity SF-424

-Elis Bluemel 2nds motion to approve BUSINESS ITEM IV. HRSA Expanded

Hours Grant Opportunity SF-424

YES VOTES

-Elise Bluemel, Eunice Bridges, Ricki Townsend, Laurine Bohamera
and Jan Winbigler

NO VOTES

-None

BUSINESS ITEM V.

HRSA REVIEW

Recommended Action: Motion to Approve 7/1 Special Meeting for HRSA Response

-**Elise Bluemel** motions to approve 7/1 Special Meeting for HRSA Response

-**Jan Winbigler** 2nds motion to approve 7/1 Special Meeting for HRSA
Response

YES VOTES

-Jan Winbigler, Laurine Bohamera, Ricki Townsend, Eunice Bridges and
Elise Bluemel

NO VOTES

-None

4.Review of 2020-2023 SCHC Strategic Plan

-Dr. Mendonsa and Dr. Hutchins

-Priority #1 Sufficient and appropriate Space to carry out the Heath Centers
Duties

-Priority #2 Sufficient Staffing

-Priority #3 Remembering Our Roots

CLOSED SESSION

None

MEETING ADJOURNED