

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

Monday, July 1, 2024, 9:30 a.m.

Meeting Minutes

4600 Broadway, Community Room 2020, Sacramento, CA

**Meeting Attendees**

CAB Members: Jan Winbigler, Elise Bluemel, Vince Gallo, Eunice Bridges, Laurine Bohamera, Ricki Townsend

SCHC Leadership: Dr. Andrew Mendonsa, Dr. Michelle Besse, Dr. Sumi Mishra, Dr. Sharon Hutchins

SCHC Staff: Cortney Hunley

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

Call To Order

Opening Remarks and Introductions – Laurine Bohamera

- All attendees introduced themselves.
- Open Group Discussion
  - i. COI Attestation Needed by 07/02/24
  - ii. - **Laurine Bohamera** mentions Conflict of Interest discrepancy-Dr. Hutchins makes correction

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.

- 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](mailto: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 Diversity and Recruitment Priorities**

-**Dr. Besse** gave an in-depth description of the form and why it is necessary that it is filled out and turned in. There are certain geographical requirements that need to be met and SCHC is advertising to help meet those needs including translating documents into other languages for recruitment purposes.

### **2. Review of HRSA Operational Site Visit Corrective Actions Needed**

- Dr. Hutchins** explained OSV Correction Items
  - 5B Zip Codes added
  - 5A list of offered service
  - Linkage evidence between FQHC and SCHOE (services given)
  - Sliding fees corrected from \$40 to \$20
  - Co-App agreement and bylaws still under review and will be available soon

### **3. 2024 Quarter 1 No Show Report by Health Center Site**

- Dr. Hutchins**
  - See Report
- Dr. Besse**-we had just under 1million dollars loss this past quarter due to no show rates equaling almost 4million in loss a year.
- Elis Bluemel**-Are we able to track specific person or families no shows?
- Dr. Hutchins**-We are currently finding ways to track, and we will be bringing back this item to the agenda in the future.

#### INFORMATION/ACTION ITEMS

### **BUSINESS ITEM I.**

### **Presentation of Proposed Revised Sliding Fee Discount Scale for Preventive Dental Service and Preventive Dental Charges**

- a.) *Recommended Action:* Motion to Approve the preventive dental charges and revised preventive dental sliding fee scale
  - Vince Gallo** motions to approve BUSINESS ITEM I. Presentation of Proposed Revised Sliding Fee Discount Scale for Preventive Dental Service and

Preventive Dental Charges

-**Jan Winbigler** 2nds motion to approve to approve BUSINESS ITEM I. Presentation of Proposed Revised Sliding Fee Discount Scale for Preventive Dental Service and Preventive Dental Charges

**YES VOTES**

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

**NO VOTES**

-None

**BUSINESS ITEM II.**

**Revision of PP-CS-01:03: CAB Conflict of Interest and Attached COI Attestation Form to Reflect Correct Eligibility Requirements**

a.) *Recommended Action:* Motion to Approve the proposed revision of Policy and Procedure document 01:03: Co-Applicant Board Conflict of Interest.

-**Elise Bluemel** motions to approve BUSINESS ITEM II. Revision of PP-CS-01:03: CAB Conflict of Interest and Attached COI Attestation Form to Reflect Correct Eligibility Requirements

-**Ricki Townsend** 2nds motion to approve BUSINESS ITEM II. Revision of PP-CS-01:03: CAB Conflict of Interest and Attached COI Attestation Form to Reflect Correct Eligibility Requirements

**YES VOTES**

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

**NO VOTES**

-None

**BUSINESS ITEM III.**

**Primary Care Center and Loaves and Fishes site hours of operation and planned expanded hours for HRSA Expanded Hours grant.**

a. *Recommended Action:* Motion to Approve expansion of Primary Care Center and Loaves and Fishes site hours in advance of grant decision by HRSA.

-**Dr. Hutchins** explains first stage abstract application for HRSA Grant has been submitted and we are currently in the 2<sup>nd</sup> stage. Please fill out Patient Form today with your extended hours preference.

-**Vince Gallo** suggested the last week of the month due to patients having less resources bringing more people to Loaves and Fishes for resources.

-**Dr. Besse** suggested the last Wednesday of the month specifically due to staffing

-**Elise Bluemel** highlighted the need for Saturday services at the SCHC for Urgent Care

-**Laurine Bohamera** motions to approve BUSINESS ITEM III. Primary Care Center and Loaves and Fishes site hours of operation and planned expanded hours for HRSA Expanded Hours grant.

-**Vince Gallo** motions to approve BUSINESS ITEM III. Primary Care Center and Loaves and Fishes site hours of operation and planned expanded hours for HRSA Expanded Hours grant.

**YES VOTES**

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

**NO VOTES**

-None

Following the conclusion of all business items, Jan Winbigler noted the Executive Committee sent a letter on 6/24/2024 in line with the CAB Board's 6/21/2024 discussion and request. The letter was confirmed delivered on 6/25/24 and the Committee additionally offered to meet, with no response. No further steps will be taken at this time.

MEETING ADJOURNED