

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

**Meeting Minutes**

July 21, 2023 / 9:30 AM to 11:00 AM

**Meeting Location**

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

**Meeting Attendees**

CAB Members: Elise Bluemel, Suhmer Fryer, Paula Lomazzi, Nicole Miller, Jan Winbigler  
SCHC Leadership: Sharon Hutchins, Susmita Mishra, Vanessa Stacholy, Noel Vargas  
SCHC Staff: Robyn Alongi  
Community Members: Belinda Brent, Areta Gurthrey

| Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Opening Remarks and Introductions – Jan Winbigler, Chair <ul style="list-style-type: none"><li>○ <i>Roll Call and welcoming of members and guests</i><ul style="list-style-type: none"><li>▪ <i>Roll call was taken and a quorum was established.</i></li></ul></li><li>○ <i>*Review and approval of 06/16/23 CAB meeting minutes</i><ul style="list-style-type: none"><li>▪ <i>The June meeting minutes will be presented at the August CAB meeting for approval.</i></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Brief Announcements – All <ul style="list-style-type: none"><li>○ <i>CAB Committee Membership</i><ul style="list-style-type: none"><li>▪ <i>Dr. Hutchins stated that CAB needs additional members for committees including Clinical Operations. Ms. Fryer volunteered to join Clinical Operations.</i></li><li>▪ <i>Mr. Sultani has not attended Governance meetings for a while. Ms. Bluemel suggested that staff reach out to him to see if he is still willing to participate.</i></li><li>▪ <i>Ms. Guthrey will review the committees and decide which one to join.</i></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Combined Health Resources and Services Agency (HRSA) Project Director Update and HRSA Medical Director Report – Dr. Mishra <ul style="list-style-type: none"><li>○ <i>HRSA/ Sacramento County Office of Education (SCOE) School-Based Mental Health Updates</i><ul style="list-style-type: none"><li>▪ <i>The Health Center continues to communicate with HRSA regarding the School-Based Mental Health sites within SCOE schools.</i></li></ul></li><li>○ <i>Expanded Access Weekend (9am to 1pm) / Evening Clinics (5pm to 7pm)</i><ul style="list-style-type: none"><li>▪ <i>The July 15 weekend clinic provided cervical cancer screening (pap smears), well-child visits, immunizations, depression screenings, dental screenings, fluoride varnish, and mammograms through the Alinea mobile van.</i></li><li>▪ <i>The interpretation iPads have been distributed to programs for use.</i></li><li>▪ <i>Upcoming clinics: July 27 (evening), and August 26 (weekend).</i></li></ul></li><li>○ <i>Health Center Growth Requests</i><ul style="list-style-type: none"><li>▪ <i>Positions have been entered into the COMPASS database; management began the process to fill the positions.</i></li></ul></li><li>● <i>Space/Staffing Updates</i></li></ul> |

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

- Admin's relocation to 711 G Street is delayed because some furniture was misplaced (not by Health Center staff).
- Some of the space maximizing projects (e.g., double desks in offices, measurements to determine how to use space) have been completed. Other projects are pending HRSA approval or the project still needs to be assigned to a County work team.
- Most staff received the state's Clinic Workforce Stabilization Retention Payment (CWSRP) this month. A few staff were not on the original list and therefore did not receive their payment. They have been notified and the situation explained. An expedited Board of Supervisors Letter will be heard on 8/22/2023 to get payments to those staff.
- Remodeling of a few rooms on both floors has been completed.
- **Access Project / Panel Size Workgroup**
  - This project is ongoing. We are awaiting data and purging panels of patients not seen for three years or other criteria before moving forward to better understand the current panels and capacity.
- **Health Center Meetings with Area FQHCs**
  - The staff assigned to this project has changed. The first meeting will likely be scheduled with One Community FQHC.
- **Sacramento County Interagency Homeless and Housing Collaborative**
  - The County formed an Interagency Homeless Leadership Team to move the Local Homelessness Action Plan and City/County agreements forward. This group will form in late July and will likely meet monthly for up to 2 hours. The goal is to develop a stronger connection between County social service departments and identify where departments can work together and streamline services.
  - Tim Lutz, Director of DHS, has selected a group of senior level leaders to serve on this collaborative; Dr. Mendonsa will represent the Health Services division.
- **Contracts and New Initiatives**
  - CSU, Sacramento (CSUS) School of Social Work
    - Deputy Director Vargas and Dr. Mendonsa have talked with CSUS about using social work student-interns. CSUS has agreed to assign two students to the Health Center beginning in Fall 2023.
  - The normal contract cycle is in full gear. Renewals and contracts are being routed internally and will then be released to contractors.
- **Medical Director Update**
  - Provider and pharmacy staffing update
    - Dr. Alejandro Jimenez - Adult Medicine
    - Holly Kirkland-Walsh - NP Street Med
    - Dr. Kate Richards - FM/Psych- half day a week starting 8/1
    - Alejandra Cuevas - Pharmacist
    - County On Call staffing for HTN clinic, L&F, Same Day Access Clinic
    - Departure - Melissa Fernandez LMFT
    - Parent leave
  - Psychiatry - gap in providers
    - Leadership is strategizing ways to increase the capacity for Dr. Onate to see all the patients.
    - Leadership is working to bring a psychiatry NP to the Health Center in January and a full time Family Medicine/Psychiatry NP in July 2024.

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

- *Mobile van and L&F celebration*
  - *The meeting with the County Information Officer and L&F Director went well.*
  - *There is a tentative plan for a celebration in mid-August. Dr. Tim Lutz and the County Board of Supervisors will be invited to attend.*
  - *We will honor Ms. Washington at the celebration. The County Information Officers handles all the media. We need to solidify plans before we reach out to Ms. Washington's family. It may take a while to get a BOS Resolution passed.*
    - ❖ *Ms. Guthrey knows BOS staff and might be able to help. She will reach out to Dr. Hutchins to get more information.*
  - *It was suggested that we offer snacks and give aways at the celebration. Dr. Mishra will research this.*
- *Homelessness and Housing*
  - *Homeless and Housing Initiative Plan and Street Medicine Contract*
    - ❖ *The County Board letter to accept funding (unknown amount to the clinic) from the health plans was submitted.*
    - ❖ *We are in the process of contracting with HealthNet to pay for Street Medicine.*
  - *We are talking with the Department of Housing Authority to request bi-directional health insurance coverage information to allow the Health Center to bill for services.*
  - *We are working on securing motel vouchers to help homeless individuals, especially those with wounds, stay out of the extreme heat.*
- *School Based Mental Health (SBMH) Clinicians*
  - *We are working on documentation to meet clinical, billing and FQHC compliance. Dr. Mendonsa and Dr. Mishra will be participating in the SBMH orientation July 31 through August 3, to improve their understanding of the collaboration and expectation when working in an FQHC satellite site.*

**Quality Improvement and Compliance – Dr. Hutchins**

- *2023-Q2 QI Plan Monitoring Report and additional QI reports*
  - *The SCHC QI Population Health Outcomes data was shared. Well-child visits (WCV) for children 3-21 years old is a difficult measure to meet across the state. The Health Center is at ~13% compliance after Q2. We have made progress, but we are not on track to meet this goal. We have strategized and decided the more important metric for SCHC is the WCV for children under three years old. We are on track to meet that measure.*
    - ❖ *The Health Center hired a pediatrician and who will start in August and leadership is working to hire a Family Medicine provider.*
  - *We have increased the number of children and adolescents who have received immunizations and we are on track to meet these measures.*
  - *Lead screening: The Health Center bought two point of care analyzers so that families don't have to stop at Quest. Staff was trained on the devices on 7/18 and we expect a big increase in the number of children who are tested this summer.*
  - *Topical fluoride application: This is a new measure without a set target. Staff is applying fluoride varnish.*
  - *Prenatal care: We have been working to increase the number of women who receive prenatal care within their first trimester. By the time some women are assigned to the Health Center, especially refugee patients, they are already past their first trimester. A first appointment with a PCP versus an OB provider counts toward the measure.*

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

- *Cancer screenings: We are on track to meet the measure for breast cancer and colon cancer screening. We will be using Artera messaging to alert patients who are due that a FIT kit will be mailed to them.*
- *Chlamydia screening: We are on track to meet this measure.*
- *Diabetes: The Health Center lost some patients who were under control to disenrollment. We are working to get more patients tested and setting up education classes.*
- *Mental Health and substance use conditions: These are new measures without set targets. We do not get notified immediately when a patient is released from the emergency department which makes it difficult to provide follow-up within seven days. We continue to work on resolving this issue.*
- *The no show report was shared.*
  - *The highest no-show rate is in the behavioral clinic.*
  - *Patients who select their communication preference in MyChart receive either a text or robo-call appointment reminder.*
  - *Healthy Partners have a lower no-show rate.*
  - *A CAB member asked if the Health Center surveys patients to capture why they didn't show.*
    - ✓ *The Gaps in Care team has discussed this. Staff is working on a survey to collect this data. Our regular patient feedback survey is long and can't be done over the phone.*
    - ❖ *A CAB member asked if the Health Center has a connection with Alta Regional Center? Alta can make arrangements for transportation.*
- *Overall Demographics and Compliance*
  - ❖ *The Health Center did not receive the July patient roster to enable us to update this report for Q2. The data will be shared at the next CAB meeting.*

**CAB Governance**

- **Committees Updates to CAB – Committee Chairs**
  - **Clinical Operations Committee – Ms. Stacholy**
    - ❖ *\*Review of*
      - ❖ *PP 03-01: Telephone Protocol*
      - ❖ *Ms. Bluemel made a motion to approve the telephone protocol as written. Ms. Lomazzi seconded the motion.*
      - ❖ *Yes vote: Elise Bluemel, Suhmer Fryer, Paula Lomazzi, Nicole Miller, Jan Winbigler.*
      - ❖ *No vote: none*
      - ❖ *Motion passed.*
    - ❖ *PP 03-13: Chaperone Use for Sensitive Exams*
      - ❖ *Ms. Bluemel made a motion to approve the Chaperone Use for Sensitive Exams policy. Ms. Fryer seconded the motion.*
      - ❖ *Yes vote: Elise Bluemel, Suhmer Fryer, Paula Lomazzi, Nicole Miller, Jan Winbigler.*
      - ❖ *No vote: none*
      - ❖ *Motion passed.*
    - **Overview of programs and services: Pharmacy Refills**
  - **Finance Committee – Ms. Bohamera**
    - **Grant updates**
      - ❖ *We cannot use Capitol grant funding because it has not been approved by HRSA.*
      - ❖ *We have to close out the HRSA ARPA grant.*

**Commented [AR1]:** We lost contact so I don't have information on this item.

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>❖ <i>The HIV grant is finishing its first year.</i></li> <li>▪ <i>*Review of PP-CS-11-02 Billing and Collections</i></li> <li>❖ <i>We do not have numbers at this time, but the Health Center has a savings of \$3.2 M that will be returned to the County General Fund. Staffing and SCOE not being able to bill has contributed to the surplus.</i></li> <li>▪ <i>*Governance Committee – Ms. Winbigler</i></li> <li>❖ <i>2021-2023 Strategic Plan Monitoring Report - No questions about the report were raised.</i></li> <li>❖ <i>*2023 CAB Member Recruitment Plan</i> <ul style="list-style-type: none"> <li>✓ <i>Ms. Fryer stated that she did not have time to review the email asking if she was willing to be the new member contact. We will bring this item back to CAB next month.</i></li> </ul> </li> <li>❖ <i>*Recruitment</i> <ul style="list-style-type: none"> <li>✓ <i>Meet candidate CAB member Natalie Robinett – Ms. Robinett did not attend.</i></li> </ul> </li> </ul> |
| <p><i>August Monthly Meeting Items – All</i></p> <ul style="list-style-type: none"> <li>• <i>HRSA Project Director Report</i></li> <li>• <i>HRSA Medical Director Report</i></li> <li>• <i>Committee Updates</i> <ul style="list-style-type: none"> <li>▪ <i>*Policy and Procedure Review: TBD</i></li> <li>▪ <i>Program Review: TBD</i></li> <li>▪ <i>Patient Feedback Survey Findings – if ready</i></li> <li>▪ <i>Recruitment and Training Updates</i></li> <li>▪ <i>Review of PP-CS-11-02 Billing and Collections</i></li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><i>*Vote on CAB membership application</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><i>Public Comment Period – Ms. Fryer, Vice-Chair</i><br/><i>No comments were made.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p><i>Closing Remarks and Adjourn – Jan Winbigler, Chair</i><br/><i>The meeting was adjourned at 11:04 am</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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

\*Items that require a quorum and vote.