

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

Friday, July 19, 2024, 9:30 a.m.- 11:30 a.m.

Regular CAB Meeting

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 was held in person at 4600 Broadway, Room 2020. Room 2020 is open to the public.

- No Board member attended via teleconference.

CALL TO ORDER (9:30 AM)

Opening Remarks and Introductions – *Suhmer Fryer, Chair*

a. Roll Call and Welcome

PRESENT

Laurine Bohamera – Vice Chair	Corrie Brite – County Legal
Elise Bluemel - Member	Stephanie Hofer - Staff
Eunice Bridges - Member	Cortney Hunley - Staff
Suhmer Fryer - Chair	Dr. Sharon Hutchins - Staff
Vince Gallo - Member	Dr. Andrew Mendonsa - Director
Nicole Miller - Member	Dr. Sumi Mishra - Medical Director
Rickie Townsend - Member	Nicole Reyes-Schultz
Jan Winbigler - Member	Mrs. Bridges – Public
Robyn Alongi - Staff	
Dr. Michelle Besse - Staff	

b. Brief Announcements

Elise Bluemel must leave early and requested that CAB vote on items before 11 am.

INFORMATION ITEMS (9:35 AM)

1. Correspondence - County Leadership

- Areta Guthrey submitted her resignation from CAB.
- CAB still has a good balance of consumer to community members.

2. Review of Proposed CAB Bylaws Changes - Dr. Hutchins / Marcie Zakheim

- Dr. Hutchins said outside counsel is still reviewing the bylaws and the CAB agreement.

- Dr. Mendonsa said the items are moving forward. CAB will vote on them, and then they will go to the Board of Supervisors (BOS). We have a date and need to be sure CAB has voted on the items by the deadline to submit them to the BOS. We must submit them to HRSA within the 60-90-day window for corrections from the operational site visit.
- Corrie Brite added that CAB needs to have 14 days of notice before voting on these items. CAB members must meet in person to vote.

3. Budget Update - Stephanie Hofer

- We are presenting more detailed information on grants per CAB's request. The grant budget document is in the meeting packet.
- Elise Bluemel reminded members that HRSA requires proof, via meeting minutes, that CAB has reviewed documents.
- Stephanie said staff can present more detailed clinic information quarterly.
- CAB reviewed the budget. Stephanie detailed expenditures and revenue.
- SCHC will draw approximately \$2M from the general fund, less than we budgeted.
- Laurine asked about SCOE contract. The detailed report looked like we are overspent in the other professional services.
 - Stephanie said that we used registry staff, which includes all costs in that category. We assume we have funding to pay for registry staff because we have vacancies for permanent staff.
- Laurine asked staff to highlight the issues that CAB is particularly interested in and come prepared to talk in detail, particularly SCOE and the HIV grant refugee. CAB would like to receive reports on these at future meetings.
- Dr. Hutchins explained most spending on the HRSA homeless grant is on personnel. We drew those funds down early in the year, so CAB will not see month-to-month changes.
 - ARPA funds: we finally received HRSA approval for renovations to be paid for with ARPA funds. We placed orders and will order again in August. We spend funds, allocate them, and draw them down (reimburse ourselves).
 - HIV grant: Staff have been implementing grant activities.
 - Refugee: Supervisors have transitioned. We requested a grant extension. Between October and June, we were in arrears, but we are now caught up.

- County ARPA projects are only allocated through December 2024. Funds for clinic staff will be expended. H18 is telehealth equipment. We purchased tablets at the end of June. We have some funding left and are working to identify what we want to spend it on.
- HIT is funding for staff, and we have identified staff to claim on that grant.
- Bridge grant funding was used to purchase COVID vaccinations and has been spent.

4. HIV Updates – Dr. Besse

- An Ending the HIV Epidemic handout was included in the meeting packet.
- We are developing a media campaign.
- Dr. Mishra educated CAB on PEP and PrEP HIV medications and their purpose. Changes to the EMR have made it easier for providers to order these medications.
- Providers received training on the medications and how to use them. Funding through a separate federal grant pays for HIV staff training.
- SCHC is considering offering PEP and PrEP in homeless encampments.

5. Project Director Report – Dr. Mendonsa

- SCHC is affected by the global IT outage but has had no impact on patient care. Pharmacy is effected, and Quest is down to one draw station.
- HRSA audit: We submitted the first round of responses to the issues raised during the audit. However, outstanding items remain, including the SFD and patient billing, CAB bylaws, and the CAB agreement. These will be submitted within our 90-day window.
- Access to care continues to be a concern. We have been working with UCD and our QI team to decrease no-show rates, which are between 15% and 30%. Each no-show costs \$423. We are forming a work group.
- Dr. Mishra is retiring at the end of the year. We have started a nationwide search. We will interview two candidates soon.
- Dr. Hutchins said we are looking for different solutions for access issues. HealthNet asked SCHC to participate in a program that allows us to utilize Community Health Workers (CHW) as contractors paid directly by HealthNet. We can have CHWs onsite and/or they can work remotely to help our patients schedule internal or external appointments and connect to services to address social determinants of health. We have asked

about the languages and experience of the CHW so we can place them in activities that best fit their skills and our needs.

- We continue to make improvements in the Referrals department.
- CA Dept of Public Health Refugee - 5,300 refugees were served in 2023. The state asked us to take 10,000 this year and we have agreed.
- SCOE program is still in limbo. We have outside counsel trying to communicate with HRSA to move it forward.
 - Ricki asked Dr. Mendonsa to elaborate.
 - Dr. Mendonsa said it is a partnership between the County and the Sacramento County Office of Education. They have about 300 sites and would like to provide mental health services at all sites. We provide funding and oversight; they provide clinicians. We have 17 sites operational. HRSA has questioned whether SCHC is running mental health services at school sites. They brought staff to the OSV who visited a SCOE site.
- The HIPAA Audit happened yesterday. The audit has three parts: the survey, walk-through, and chart audits. Dr. Hutchins said there is an extensive questionnaire about how we handle issues. We also had a walk-through. They look to ensure that we have the correct HIPAA paperwork from patients to allow document sharing and that we only share documents with those designated by the patient. They will come back later in the year to review radiology. The refugee audit will happen in 2025. We expect a good report from the audit yesterday.

6. Medical Director Report – Dr. Mishra

- Dr. Mishra is retiring and moving out of the Country.
- Staff recruitment: a nurse practitioner trained at SCHC may accept the position.
- We are hiring two physician assistants who trained at SCHC to help with refugees.

7. CAB Goals – Dr. Besse

- Would CAB like to do something in appreciation of the work Dr. Mishra and Dr. Hutchins have done for the CAB?
 - The executive committee will organize this and include Eunice Bridges.
- We are working to increase membership and expect a consumer application next week.

INFORMATION/ACTION ITEMS¹ (9:55 AM)

BUSINESS ITEM I.

June 21, 2024, CAB Meeting Minutes

Recommended Action: Motion to Approve the drafted June 21, 2024, Meeting Minutes

- Jan Winbigler asked Corrie if the minutes must be complete. Not all the business is included, and the level of detail has decreased. For example, CAB made a report about assignments, which was left off the minutes.
- Staff let Jan know that items were discussed and included in the special meeting minutes on July 1.
- Corrie said we can go back and revise minutes if needed. The minutes should be inclusive.
 - Jan said she is happy with the response and does not need the minutes to be revised.
- Typos in the minutes were noted and will be corrected.
- Vince Gallo motioned to approve business item I, June 21, 2024, CAB meeting minutes.
- Elise Bluemel seconded the motion to approve business item I, June 21, 2024, CAB meeting minutes.
 - **YES VOTES**
Elise Bluemel, Laurine Bohamera, Eunice Bridges, Suhmer Fryer, Nicole Miller, Ricki Townsend, and Jan Winbigler.
 - **NO VOTES** - None

BUSINESS ITEM II.

July 1, 2024, CAB Special Meeting Minutes

Recommended Action: Motion to Approve the drafted July 1, 2024, Special Meeting Minutes

- Jan Winbigler motioned to approve business item II, July 1, 2024, CAB Special Meeting Minutes.
- Ricki Townsend seconded the motion to approve business item II, the July 1, 2024, CAB Special Meeting Minutes.
 - **YES VOTES**

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

Elise Bluemel, Laurine Bohamera, Eunice Bridges, Suhmer Fryer, Nicole Miller, Ricki Townsend, and Jan Winbigler.

- **NO VOTES** – None

PUBLIC COMMENT (10:20 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.

- No public comments were made.

CLOSED SESSION

None

MEETING ADJOURNED

The meeting adjourned at 11:11 am.