

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

Meeting Minutes

August 18, 2023 / 9:30 AM to 11:00 AM

Meeting Location: 4600 Broadway, Sacramento, CA, Community Room 2020

Meeting Attendees

CAB Members: Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Susmita Mishra, Vanessa Stacholy

SCHC Staff: Robyn Alongi, Robin Skalsky

Community Members: Belinda Brent, Areta Gurthrey (member-elect)

Topic
<p>Opening Remarks and Introductions – <i>Jan Winbigler, Chair</i></p> <ul style="list-style-type: none">• Roll Call and welcoming of members and guests<ul style="list-style-type: none">○ Jan Winbigler welcomed the group, and a quorum was established.• *Review and approval of 06/16/23 CAB meeting minutes<ul style="list-style-type: none">○ Elise Bluemel made a motion to approve the June minutes as written. Paula Lomazzi seconded the motion. A roll call vote was taken.<ul style="list-style-type: none">▪ <u>Yes Votes:</u> Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler▪ <u>No Votes:</u> None○ The motion carried; the minutes were approved.• *Review and approval of 07/21/23 CAB meeting minutes<ul style="list-style-type: none">○ Paula Lomazzi made a motion to approve the July minutes. Laurine Bohamera seconded the motion. A roll call vote was taken.<ul style="list-style-type: none">▪ <u>Yes Votes:</u> Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler▪ <u>No Votes:</u> None○ The motion carried; the minutes were approved.
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none">• Loss of staff member<ul style="list-style-type: none">○ Dr. Hutchins shared that a staff member passed away unexpectedly. The Health Center has provided support for staff.• Mehrabuddin Safi, Senior Office Assistant to Dr. Hutchins submitted his resignation.
<p>Discussion of End of Public Health Emergency Waivers for the Brown Act – Group and Ms. Julia Jackson, County Counsel</p> <ul style="list-style-type: none">• The California state of emergency ended February 28, 2023. With the ending of that order, the exceptions governing meeting requirements were revoked. Certain circumstances will allow temporary virtual meeting attendance for individuals who have hardships.

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- A handout outlining the exception to in-person meetings will be sent to CAB members after this meeting.
- Actions that are passed at virtual meetings are considered unauthorized if the Brown Act rules are not followed.
 - CAB members are required to disclose the location from which they are participating if they are not attending the meeting in person.
 - Meeting notices must be posted 72 hours before the meeting at any location from which a member plans to attend.
 - CAB meeting notices are posted at the front of the building, on the doors facing Broadway, on the meeting room door, and on the internet.
 - A public attendee said the notices are posted too high and do not meet the ADA requirements of 3.5 - 4 feet. Staff will ensure ADA requirements are followed in the future.
 - Committees are allowed meet virtually.
- There is proposed legislation to modify the Brown Act. If adopted, it would go into effect in January 2024.
- Staff will make a note on future agendas that public comment will be taken after every agenda item.
- A CAB member requested a gender-neutral name card.
 - A second member suggested that the courtesy titles (Mr., Ms., etc.) not be printed on the table tents for future meetings. All CAB members agreed to this change.

CAB Governance

- Committees Updates to CAB – Committee Chairs
 - Clinical Operations Committee – *Vanessa Stacholy*
 - *Review of *PP 04-22 Review of Patient Discharge Policy*
 - SCHC consulted with another FQHC on the Health Center's discharge policy.
 - County Counsel is working on a letter of dismissal. County Counsel said that an appeals process may not be necessary. It is up to CAB to decide if they want to offer an appeals process and if they want to make the warning letter more robust. The current policy does not contain sufficient information about the appeals process; it offers no guidance on who handles an appeal, who reviews it, how the patient is notified of a decision, and if the Health Center will continue to provide services to the patient during the appeals process.
 - In a recent real-world application of the CAB-approved policy and procedure document, the patient was offered the ability to appeal termination was offered, but there was no process in place for the appeal. If we are going to offer an appeals process, the Health Center must document the causal incident(s) well and provide clear direction to the patient on what changes are needed for them to remain a patient. The process creates the need for more required documentation.
 - ❖ CAB member thoughts:
 - We need to consider the patient's perspective. We need a better understanding of why certain behaviors happen and how the Health Center staff can help patients get resolution without escalating the situation.
 - We cannot send a certified letter to a homeless person or a blind person, for example, even though the policy only discusses a letter as the means of notifying the patient. We don't know what written language they understand or if they have someone who can help them with an appeals process. The Health Center must comply with applicable statutes.
 - CAB agrees to have SCHC staff edit the policy with the help of County Council and bring it to the Operations Committee for discussion, and then to CAB.

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- Finance Committee – *Jan Winbigler*
 - Grant updates
 - Dr. Hutchins stated the Health Center applied for or intends to apply for four State Refugee grants -- the Refugee Health Assessment Program (RHAP) grant and three Refugee Health Promotion Program (RHPP) grants that are meant to link patients to the local health care system and provide health education. The RHPP grants differ by the eligible recipients; the main RHPP grant can serve all but Afghan arrivals, the RHPP-AHP can only serve Afghan arrivals; the RHPP-UHP grant is designed to serve those from the Ukraine. The Health Center requested the maximum or close to the maximum for each of the three RHPP grants. The Health Center needs CAB approval to submit the documents to apply for the RHAP grant and then go to the Board of Supervisors.
 - ❖ Laurine Bohamera motioned to allow SCHC to submit the RHAP grant applications to the state. Jan Winbigler seconded the motion.
 - Yes votes: Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler
 - No votes: None
 - The motion passed.
 - * Review of *PP-CS-11-02 Billing and Collections*
 - Dr. Hutchins said the policy was discussed by the Finance Committee and the Committee's requested changes were made by staff.
 - Jan Winbigler made a motion to approve *PP-CS-11-02* with one corrected typo. Laurine Bohamera seconded the motion.
 - ❖ Yes votes: Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler
 - ❖ No votes: None
 - ❖ The motion passed.
- *Governance Committee – *Jan Winbigler*
 - *2023 CAB Member Recruitment Plan
 - Some of the writing on the recruitment posters is too small and posted too high to comply with ADA requirements.
 - ❖ We are creating new flyers and will make the font larger.
 - A motion was made by Elise Bluemel to approve the 2023 CAB member recruitment plan. Nicole Miller seconded the motion.
 - ❖ Yes votes: Elise Bluemel, Laurine Bohamera, Vince Gallo, Paula Lomazzi, Nicole Miller, Jan Winbigler
 - ❖ No votes: None
 - ❖ The motion passed.
 - *Proposal to request a waiver of CAB member requirements from HRSA.
 - We do not need to submit a proposal because CAB members are willing to attend in person.
 - ❖ Meeting with candidate member Nicole Robinett was postponed.

Updates from Leadership

- Health Resources and Services Agency (HRSA) Project Director Update - *Dr. Mendonsa*
 - HRSA has been non-responsive regarding the school-based program despite multiple attempts including Mr. Vargas reaching out to HRSA directly.
 - Extra Hour Clinics Report
 - Saturday, July 15 – Well-child visits, cervical cancer screening, dental care, fluoride, immunizations, and mammograms through the Alinea van were provided. Between all the services offered and distributing FIT kits to those who were due, 55 care gaps were closed.

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- Thursday, July 27 evening pediatrics clinic. Well-child visits and immunizations were offered. It was a successful event with a low no-show rate.
- Saturday, August 26 is the next scheduled extra hours clinic. Cervical cancer screening, well-child visits, fluoride, and immunizations will be offered.
- Growth & Staffing
 - Management continues to fill positions approved in the 2022-23 growth request.
 - Leadership is considering converting position(s) to add additional senior management positions.
 - We welcomed Robin Skalsky, LCSW, Sr Health Program Coordinator to the team.
 - Admin is in the process of moving to the G Street location.
 - The panel size access group continues their work.
 - Referrals department improvements are in progress.
 - Leadership met with area experts and local FQHC's to understand how referrals are handled in other organizations.
 - SCHC recently hired a permanent staff to take calls from patients about their referral.
 - Three more positions were added to Referrals in the last growth request, and we are in the process of hiring.
- Meeting with other FQHCs
 - Met with WellSpace on 8/14.
 - A meeting request was sent to Communicare for mid-September.
 - A request was sent to Elica and we are waiting for a response.
- Mobile van celebration
 - A proclamation honoring CAB Member Nora Aaron Washington will be presented to the Board of Supervisors on September 26.
- New initiatives and miscellaneous
 - The project to place CSU Sacramento School of Social students at SCHC is ongoing. We are waiting for fall placement information.
 - Contracts for consultants and SCOE are in the routing process.
- HRSA Medical Director Report – *Dr. Mishra*
 - Services for Patients Experiencing Homelessness
 - Mobile Van Open House event at Loaves and Fishes.
 - The tentative celebration date is August 23, 9:30-11am with light music and snacks from 9:30-10 or 10:30 followed by speakers and media touring facilities.
 - Invitees will include Director of Health Services, County Board of Supervisors, CAB officers or members, and media outlets.
 - Street Medicine
 - We received approval from the County Board of Supervisors to receive Homeless and Housing Incentive Program (HHIP) grants from all five managed care plans. HealthNet has offered a concrete dollar amount; we are waiting to hear exact dollar amounts from the other health plans.
 - We continue to meet with HealthNet to talk through details and questions to ensure the direct contract with HealthNet to provide street medicine is a value add for the clients and the Health Center. This would be the first time HealthNet is contracting for street medicine, so they are thinking through the questions and answers.
 - School-Based Services
 - About eight hours will be spent onboarding current and new school-based mental health and wellness staff (family navigators, peer specialists, associate and licensed mental health clinicians) and 12 hours will be focused training on documenting services to meet clinical and regulatory requirements.
 - Referral Management and Scanning

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- Dr. Mishra is working with the Dr. Mendonsa to improve team building and workflows to decrease the time to get specialty and imaging appointments.
- We have had temporary staff, but it is not a good solution because they turn over quickly and a lot of time is spent training.
- Utilizing the EMR tools will improve workflows and make the referral process more efficient. Staff training is needed.
- A care team model approach, embedding a referrals staff member within the care team, is being considered.
- Access: Video Visits
 - Systemic roll out for the Health Center began 8/8/23.
 - Telehealth visits will be by video if it meets video visit criteria. If a video visit cannot be done for technical reasons or client prefers a phone visit, the telehealth visit may be a phone visit.
 - We expect to edit the video visit workflow as we get more experience with this modality.
- Immunization Program
 - Influenza Vaccine
 - Flu vaccine for adults will be shipped to our pharmacy by August 15.
 - We expect the flu vaccines for children to be shipped by the end of August. We plan on administering the vaccines as soon as they arrive.
- COVID Vaccines
 - The feds halted orders of existing COVID vaccine (those developed using federal funds) as of 8/3 until late September when the Federal Advisory Committee on Immunization Practices (ACIP) and CDC met regarding potentially new formulations and dosing guidelines.
 - We received notice that we can purchase commercial COVID vaccines.

*Vote on CAB membership application – no applications were received.

Public Comment Period – *Ms. Fryer, Vice-Chair*

No public comments were made.

Closing Remarks and Adjourn – *Jan Winbigler, Chair*

Meeting adjourned at 11:00 am.

Next Meeting: Friday, September 15, 2023 / 9:30-11:00 AM

*Items that require a quorum and vote.

The Co-Applicant Board welcomes and encourages public participation in the meetings. Matters under the jurisdiction of the Co-Applicant Board and not on the posted agenda may be addressed by the public following completion of regular business.

The agenda is posted on-line for your convenience at <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>

Per the Brown Act, those attending a CAB meeting through teleconferencing are required to disclose the location from which they are calling. It is illegal to call while driving. There is a cap on how many members can attend from outside Sacramento County.

Meeting facilities are accessible to persons with disabilities. Requests for interpreting services, assistive listening devices or other considerations should be submitted by contacting the Primary Health Division at (916) 875-5701 (voice) and CA Relay Services 711 (for the hearing impaired), no later than five working days prior to the meeting.

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HEALTH CENTER CO-APPLICANT BOARD Voting Record August 18, 2023							
Present	First Name	Last Name	06/16/23 CAB meeting minutes	07/21/23 CAB meeting minutes	PP-CS-11-02 Billing and Collections	2023 CAB Member Recruitment Plan	Allow SCHC to submit the application for the refugee grants to the state
	Jeanette	Barnett					
X	Elise	Bluemel	Yes	Yes	Yes	Yes	Yes
X	Laurine	Bohamera	Yes	Yes	Yes	Yes	Yes
X	Vince	Gallo	Yes	Yes	Yes	Yes	Yes
	Suhmer	Fryer					
X	Paula	Lomazzi	Yes	Yes	Yes	Yes	Yes
X	Nicole	Miller	Yes	Yes	Yes	Yes	Yes
	Namitullah	Sultani					
X	Jan	Winbigler	Yes	Yes	Yes	Yes	Yes