

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

**Meeting Agenda**

September 15, 2023 / 9:30 AM to 11:00 AM

**Meeting Location**

Community Room 2020 at 4600 Broadway / Sacramento, CA

- Community Room 2020 is accessible without staff/security needing to let you in. The room is located on the 2<sup>nd</sup> floor at the top of the back stairs (near the Broadway entrance).
- CAB members: please RSVP at least 24 hours in advance to Dr. Hutchins at [HutchinsS@saccounty.gov](mailto:HutchinsS@saccounty.gov).

Public comment will be taken after each agenda item and at the end of the meeting.

Topic
<p>Opening Remarks and Introductions – <i>Jan Winbigler, Chair</i></p> <ul style="list-style-type: none"> <li>• Roll Call and welcoming of members and guests</li> <li>• *Review and approval of 08/18/23 CAB meeting minutes</li> <li>• Public Comment</li> </ul>
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none"> <li>• HRSA Operational Site Visit tentative time period announced</li> <li>• Time to Update CAB member bios</li> <li>• Public Comment</li> </ul>
<p>Leadership Updates – <i>Drs. Mendonsa and Misra</i></p> <ul style="list-style-type: none"> <li>• Health Resources and Services Agency (HRSA) Project Director Update -<i>Dr. Mendonsa</i></li> <li>• HRSA Medical Director Reports – <i>Dr. Mishra</i></li> <li>• Public Comment</li> </ul>
<p>CAB Governance</p> <ul style="list-style-type: none"> <li>• Committees Updates to CAB – Committee Chairs <ul style="list-style-type: none"> <li>○ Clinical Operations Committee – <i>Ms. Stacholy</i> <ul style="list-style-type: none"> <li>▪ Program Review: Street Medicine</li> </ul> </li> <li>○ *Finance Committee – <i>Ms. Bohamera</i> <ul style="list-style-type: none"> <li>▪ Review of August Financial Status Report</li> <li>▪ Updates on grants <ul style="list-style-type: none"> <li>➢ *Vote on Budget Progress Report submission for HRSA main grant</li> <li>➢ *Vote on accepting HRSA Bridge grant</li> <li>➢ *Vote on HRSA HIV Ending the Epidemic: Year-End Report submission</li> </ul> </li> <li>▪ Review of Policies and Procedures <ul style="list-style-type: none"> <li>➢ <i>PP-CS-11-03: Budget Development, Procurement and Compliance</i></li> </ul> </li> </ul> </li> <li>○ *Governance Committee – <i>Ms. Winbigler</i> <ul style="list-style-type: none"> <li>▪ Proposal to amend Bylaws to align conflict of interest definition with policy and procedure document — ≥14 day notification for discussion and vote on 10/20/23</li> </ul> </li> </ul> </li> </ul>

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- Update on recruitment
- Update on training
- Proposal for annual review of HRSA Project Director and HRSA Project Manager

**October Monthly Meeting Items – All**

- HRSA Project Director Report
- HRSA Medical Director Report
- Annual review of HRSA Project Director and staff (closed session)
- Nominations for officer positions for 2024
- 2023 QI Plan: Monitoring Report for Quarter 3
- Committee Updates
  - Policy and Procedure Review
    - *PP-CS-03-01: Telephone Protocol*
    - *PP-CS-03-02: Incident Reporting*
    - *PP-CS-03-04: Emergency Medical Response Team*
    - *PP-CS-04-18: Standing Orders for Primary Care*
    - *PP-CS-04-22 Peer Review*
  - Patient Feedback Survey Findings – *if ready*
  - September Financial Status Report
  - Recruitment and Training Updates
- Public Comment

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

**Closing Remarks and Adjourn – Jan Winbigler, Chair**

**Next Meeting: Friday, October 20, 2023 / 9:30-11:00 AM**

\*Items that require a quorum of CAB members and vote.

The Co-Applicant Board welcomes and encourages public participation in the meetings. Matters on the agenda may be addressed by members of the public at the end of that agenda item. In addition, 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, CAB members 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.