

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

Meeting Minutes

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

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

Meeting Attendees

CAB Members: Laurine Bohamera, Suhmer Fryer, Vince Gallo, Paula Lomazzi, Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Susmita Mishra

SCHC Staff: Robyn Alongi

Community Members: Belinda Brent

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, took roll call, and a quorum was established.• *Review and approval of 08/18/23 CAB meeting minutes<ul style="list-style-type: none">○ Laurine Bohamera made a motion to approve the August minutes as written. Paula Lomazzi seconded the motion. A roll call vote was taken.<ul style="list-style-type: none">▪ <u>Yes Votes:</u> Laurine Bohamera, Suhmer Fryer, Vince Gallo, Paula Lomazzi, Jan Winbigler▪ <u>No Votes:</u> None▪ The motion passed.• Public Comment – no comments were made.
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none">• Paula Lomazzi announced she is retiring from the Board.<ul style="list-style-type: none">○ Paula Lomazzi was presented with a certificate of appreciate for her 20 years of service.• Chris Delany, one of the founders of Loaves & Fishes passed away last week. Her memorial service is September 28.• HRSA Operational Site Visit Tentative Time Period Announced.<ul style="list-style-type: none">○ HRSA will conduct a two or three day in-person site visit between April and June 2024.• Time to Update CAB Member Bios.<ul style="list-style-type: none">○ Members were asked to update their bios and sign the conflict of interest form.• Public Comment – no comments were made.
<p>Leadership Updates – <i>Drs. Mendonsa and Misra</i></p> <ul style="list-style-type: none">• Health Resources and Services Agency (HRSA) Project Director Update - <i>Dr. Mendonsa</i><ul style="list-style-type: none">○ Health Resources and Services Administration (HRSA) / Sacramento County Office of Education (SCOE) School Based Mental Health Updates

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

- The Health Center is waiting for communication from HRSA regarding our School Based Mental Health satellite sites pending applications and regarding sites which became inactive.
- Ongoing appreciation was expressed for Dr. Mishra for her time spent onboarding new school-based staff who will be providing services under this contract.
- Expanded Access Weekend (9am to 1pm) / Evening Clinics (5 to 7pm)
 - We continue to offer extra-hours clinics aimed at expanding access and meeting gaps in care. QI staff are continuing to measure the success of these clinics and to identify opportunities within these clinics.
- Health Center Growth / Staffing
 - Management continues to fill the positions from FY23-24 Growth Request.
 - Interviews for OA-II positions will begin as soon as possible. The Health Center has a major need for this staff classification.
 - Leadership started its initial exploration for the FY 24-25 Growth Request.
 - Candidates for the Human Services Planner supporting Health Program Managers and the Senior OA supporting Dr. Mendonsa have received offers of employment and are moving through the hiring process.
- Space/Staffing Updates
 - Admin relocated to 711 G Street. They will maintain an office at the Health Center to assist clinic staff with tech and other admin-related needs.
 - Some of the space maximizing projects (e.g., double desks in office, measurements to determine how to use space) have been completed. Other projects are still pending due to HRSA approval or because we are waiting for the project to be assigned to a County work team.
 - The quote for new signage throughout the Health Center has been approved.
- Mobile Van and Homeless Medicine Media Event
 - On August 23, 2023, the Health Center hosted all the major media outlets for a touring event at our Loaves & Fishes clinic which included a tour of our mobile medicine van. The event was well attended by the media, members of the community, and the CAB members. Media clips can be found at: [Sacramento County showcases mobile medicine van](#) and [Mobile clinic brings health care to homeless in Sacramento County](#). You can also learn more about the DHS' services for the homeless by clicking [here](#).
- Referral Department Improvement Project
 - This project is ongoing.
 - The Executive Team and Planner Robyn Alongi will be meeting to develop a formal workplan and benchmarks.
 - Leadership is meeting with external subject matter experts and FQHCs.
- CAB Proclamation
 - The Board of Supervisors will present the Proclamation honoring CAB Member Nora Aaron Washington on September 26, 2023.
- New Initiatives and Miscellaneous
 - Leadership is working with several local colleges to develop placement relationships for graduate students at the Health Center.
- HRSA Medical Director Reports – *Dr. Mishra*
 - Vaccines
 - We have begun administering flu vaccines. The patient flu clinic will be held September 25 through October 31.
 - The employee flu clinic is September 18 - 29.

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

- COVID boosters
 - Free COVID boosters are available for children.
 - The Health Center must purchase commercial monovalent vaccine boosters for adults which is costly. Our initial order will be 500 doses and will cost \$65,000.
 - We received a HRSA Bridge grant to help with the cost of purchasing commercial vaccines.
 - We must waste (dispose of) all the COVID vaccines received with Federal funding.
- Quest Lab: Prolonged wait times
 - Efforts to reduce wait time include adding a permanent third phlebotomist.
 - Leadership is looking for space to house the third phlebotomist.
 - Staff posted flyers indicating other Quest locations and hours and made them more visible for those waiting at Quest.
 - Leadership is considering having a phlebotomy retrain the medical assistants.
- Continuing Education and Longitudinal Knowledge:
 - Provider meetings for physicians, nurse practitioner, physician assistant, mental health counselors are held every 3rd Tuesday.
 - September 19 meeting trainings will include:
 - The Health Center purchased Call Psych, an app which will help clinicians know what medication to recommend/prescribe based on individual patient needs. It enhances access to psychiatrist knowledge.
 - Resources and medication management for psychiatry conditions above and beyond mood disorders, e.g., night terrors, eating disorder, PTSD, presented by Dr. Shannon Suo (Family Medicine/Psychiatry).
 - Stimulant management for Adult Hyperactivity Disorder, presented by Dr. Onate (Internal Medicine/Psychiatry).
 - Update on eligibility and services provided by our Complex Care Management (CCM) program presented by Dr. Kirti Malhotra. The CCM program has expanded to adults.
- After Hours Clinic:
 - Dates are set for October, November, and December. We are not finding enough providers due to UCD's payment structure that pays the faculty at the Health Center less than the customary rate if they work after hours.
 - We have mentioned this issue to UCD, and they are looking into it.
- Referrals Program:
 - We continue to work to increase specialty access. Two gastroenterology physicians are interested in volunteering/expanding their volunteer scope at the Health Center.
 - The SPIRIT organization identified a urologist and an additional dermatologist group in Davis for our Healthy Partner patients.
- Operational Improvement
 - The new referrals workflow is almost complete and will be utilized for training the referrals team.
 - The Executive Team is reviewing the referrals team dashboard to visualize the status of referrals and seeking assistance from a consultant.
- Programs Update
 - We lost a Nurse Practitioner (NP). A NP resident is interested in the position.
 - We are hiring an on-call NP who has experience with people experiencing homelessness and she is interested in working on the mobile van. This will allow us to expand van services.
 - A Family Medicine doctor is interested in part time work. She will start on-call in Adult Medicine.
 - Three gastrointestinal doctors want to volunteer.
 - The Health Center is dedicating one clinician to become a EMR builder; this will make the EMR more efficient.
 - We are meeting with UCD and other providers to see how they implement their Comprehensive Perinatal Services Program to provide guidance on our program.

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

- Street Medicine
 - We are in the process of increasing the County on-call nurse practitioner to an additional half day of street medicine.
 - A direct contract with a health plan has received the green light and is moving through the contract process.
 - HealthNet offered Housing and Homelessness Incentive Program (HHIP) funding to help serve the homeless population. The Board of Supervisors approved accepting HHIP funding. It is hard to bill for services delivered to homeless patients because we don't always know to which they are assigned Health Plan. This funding will support services when we are not able to bill.
 - We have not heard from the other health plans yet.
 - The SCHC van will start visiting the Safe Space Housing site at Power Inn and Florin Road.
- Public Comment
 - A public member noted how valuable the EMR builder will be for the Health Center.
 - The UCD population health team is assigned to work on street medicine coordination. They are starting with faculty in the hospital.

CAB Governance

- Committees Updates to CAB – Committee Chairs
 - Clinical Operations Committee – *Ms. Stacholy*
 - Clinical Operations did not meet this past month.
 - *Finance Committee – *Ms. Bohamera*
 - Review of August Financial Status Report
 - We are waiting for finance to close out items to give us a more complete picture of the financial status of the Health Center.
 - Updates on grants
 - *Vote on Budget Progress Report submission for HRSA main grant
 - ❖ Jan Winbigler made a motion to approve the Budget Progress Report. Paula Lomazzi seconded the motion. A roll call vote was taken.
 - ❖ Yes Votes: Laurine Bohamera, Vince Gallo, Paula Lomazzi, Suhmer Fryer, Jan Winbigler
 - ❖ No Votes: None
 - ❖ The motion passed.
 - *Vote on accepting HRSA Bridge grant
 - ❖ Paula Lomazzi made a motion to accept the HRSA Bridge grant funding. Vince Gallo seconded the motion. A roll call vote was taken.
 - ❖ Yes Votes: Laurine Bohamera, Vince Gallo, Paula Lomazzi, Suhmer Fryer, Jan Winbigler
 - ❖ No Votes: None
 - ❖ The motion passed.
 - *Vote on HRSA HIV Ending the Epidemic: Year-End Report submission
 - ❖ Laurine Bohamera made a motion to submit the HRSA HIV Ending the Epidemic: Year-End Report. Suhmer Fryer seconded the motion. A roll call vote was taken.
 - ❖ Yes Votes: Laurine Bohamera, Vince Gallo, Paula Lomazzi, Suhmer Fryer, Jan Winbigler
 - ❖ No Votes: None
 - ❖ The motion passed.

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

- Review of Policies and Procedures - NA
- *Governance Committee – *Ms. Winbigler*
 - The Governance Committee is proposing amendments to the Bylaws to align with the conflict of interest definition within the policy and procedure document. CAB must receive at least 14 days notification to allow discussion and to vote on it at the October 20, 2023, meeting. CAB previously voted to change the language in the P&P, but we did not go back to update the Bylaws; this is an effort to align the two documents.
 - Update on recruitment – the revised recruitment flyer was shared with the CAB.
 - A member asked to move the wording a bit to not interfere with the background graphics.
 - Governance Committee contacted Ms. Robinette and was not able to reach her.
 - Update on training
 - We have asked Julia Jackson to provide training on the Brown Act and Board processes.
 - Paula made a motion that CAB extends a meeting(s) to allow time to receive the training(s). Vince Gallo seconded the motion.
 - ❖ Yes Votes: Laurine Bohamera, Vince Gallo, Paula Lomazzi, Suhmer Fryer, Jan Winbigler
 - ❖ No Votes: None
 - ❖ The motion passed.
 - Proposal for annual review of HRSA Project Director and HRSA Project Manager
 - Governance recommends returning to the standard review format.
 - Review will be done at the October or December meeting.
 - CAB only has authority over the Project Director. It is not a requirement to review staff, but it is appreciated.
 - Jan Winbigler proposed using an electronic survey to provide feedback for staff in preparation for the October meeting. Paula seconded the motion.
 - ❖ Yes Votes: Laurine Bohamera, Vince Gallo, Paula Lomazzi, Suhmer Fryer, Jan Winbigler
 - ❖ No Votes: None
 - ❖ The motion passed.

October Monthly Meeting Items – All

- HRSA Project Director Report
- HRSA Medical Director Report
- Annual review of HRSA Project Director and staff (closed session) at the end of the meeting
- Nominations for officer positions for 2024
- 2023 QI Plan: Monitoring Report for Quarter 3
- Committee Updates
 - Policy and Procedure Review
 - *PP-CS-11-03: Budget Development, Procurement and Compliance*
 - *PP-CS-04-18: Standing Orders for Primary Care*
 - *PP-CS-04-22 Peer Review*
 - Patient Feedback Survey Findings
 - September Financial Status Report
 - Recruitment and Training Updates

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

• Public Comment –
Public Comment Period – <i>Ms. Fryer, Vice-Chair</i> <ul style="list-style-type: none">○ No comments were made.
Closing Remarks and Adjourn – <i>Jan Winbigler, Chair</i> Meeting adjourned at 11:04 am

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/PR1/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.