

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

Meeting Minutes

July 27, 2018, 9:30 AM – 11:00 AM

Meeting Location

Sacramento County Health Center
Primary Care Center
Community Room 2020, 2nd Floor
4600 Broadway
Sacramento, CA 95820

CO-APPLICANT BOARD MEMBERS			
X	Paula Lomazzi – Chair	X	Vince Gallo – Co-Chair
X	Mike Blain	X	Don Zorechak
X	AAron Nora Washington		Marielena Ornelas
X	Bob Erlenbusch	X	Charles McBrayer
X	Jan Winbigler		
X	Louise Steenkamp, MBA, Project Director – Ex-Officio		

County Staff – Fernay Jackson (Supervising Registered Nurse), Kari Lockwood (Planner)

Public Attendees – None.

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Topic	Minutes
Welcome and Introductions – <i>Paula Lomazzi, Chair</i>	<u>Welcome and Introductions:</u> Paula Lomazzi welcomed Board members and staff and facilitated introductions.
Announcements – <i>All</i>	<u>Announcements:</u> <ul style="list-style-type: none"> Bob Erlenbusch announced the 5th Annual Homeless Deaths Memorial scheduled for Friday, December 21 at 7:00 pm at Trinity Cathedral in Sacramento in remembrance of people experiencing homelessness that have died this year.
Project Director Report – <i>Louise Steenkamp</i>	<u>Project Director Report:</u> <ul style="list-style-type: none"> <u>Audit Update:</u> Louise reported on the Aetna Managed Care Plan audit of Pediatrics & Adolescent Care Clinic and Adult Primary Care Clinic conducted earlier this month. The clinics received a score of 98 and the facility received a score of 100. The auditors made a few recommendations related to the data entry system. <p>Discussion: Board Members asked what would happen if issues were noted. Louise explained that a plan of correction is implemented if there are issues of immediate concern.</p> <ul style="list-style-type: none"> <u>Hiring:</u> Louise reported that a High Utilization/Care Coordination Registered Nurse and a Quality Improvement (QI) Registered Nurse were hired and began this month. The QI Nurse will focus on implementing the QI Plan and clinic performance measures. The High Utilization/Care Coordination Nurse will focus on reducing non-urgent emergency department (ED) visits and coordinate discharge plans with hospitals for continuity of care with patients. <p>Discussion: Board members and Louise discussed reasons for non-urgent ED visits. They discussed tracking, outreach and education, and reducing barriers to access to care.</p>
Staff Report – <i>Kari Lockwood</i>	<u>Staff Report:</u> <ul style="list-style-type: none"> <u>CAB Strategic Plan Status Update:</u> Kari reported that the CAB Strategic Plan has been updated to include dates and status of objectives following last month’s CAB meeting review and discussion. <u>CAB Required Activities:</u> Kari reported that the CAB Calendar of Required Activities developed to track HRSA compliance related to CAB governance was added to the Board Member binders.
Service Area Competition 2018 Submission – <i>Kari Lockwood</i>	<u>Service Area Competition 2018 Submission – ACTION ITEM:</u> <ul style="list-style-type: none"> Kari reviewed the HRSA Service Area Competition grant submission summary for Federally Qualified Health Center funding due in August and September. Kari shared an overview of the needs assessment conducted at

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	<p>least once every 3 years as required for HRSA compliance.</p> <p>Discussion: Aaron Nora Washington requested to see the Health Center’s current Sliding Fee Discount and Kari will send this to the CAB to follow-up. Board members discussed the Health Center’s current staffing and status of managed care plan referrals.</p> <p><u>Motion</u> by Aaron Nora Washington to approve the Health Center’s submission of the HRSA Service Area Competition 2018 application for continued funding of the Federally Qualified Health Center.</p> <p><u>Motion seconded</u> by Mike Blain.</p> <p><u>Action:</u> Co-Applicant Board Members APPROVED by unanimous vote the Health Center’s submission of the 2018 Service Area Competition grant application.</p>
<p>Outreach Activity Committee Report – <i>Paula Lomazzi</i></p>	<p><u>Outreach Activity Committee Report:</u></p> <ul style="list-style-type: none"> • Paula Lomazzi presented that the committee comprised of herself, Jan Winbigler, Aaron Nora Washington, and Fernay Jackson met on July 16 to discuss planning an outreach activity to meet CAB Strategic Plan goals. • Aaron Nora shared notes from the committee meeting, including desired outcomes, event ideas, locations and questions for further discussion. <p>Discussion: Board members asked about the Strategic Plan objective of developing and executing at least two outreach activities by December 31, 2018, including a Health Fair. Kari suggested that the Strategic Plan is a three- year plan with periodic review and the CAB can decide when to schedule outreach activities. Board members discussed planning a smaller event before the end of the calendar year to begin meeting their objective, with plans to complete a larger event next year to have more time to plan. Board members determined that foot care and flu shots at Loaves & Fishes could be a good first outreach activity. Vince Gallo offered to provide periodic tours of Loaves & Fishes for new Health Center staff and providers. Paula will schedule another committee meeting for further planning and report back to the CAB next month.</p>
<p>Policy for Review and Approval – <i>Kari Lockwood</i></p>	<p><u>Policy for Review and Approval – ACTION ITEM:</u></p> <ul style="list-style-type: none"> • <u>Emergency Training and Response Policy:</u> Kari shared that this policy has been updated to reflect revisions to the Health Center’s Emergency Management Plan, which meets Centers for Medicare & Medicaid Services and HRSA requirements for emergency planning, and aligns with County emergency operations plans. <p>Discussion: Board members discussed and clarified that the Emergency Management Plan is responsive to hazards specific to the Health Center site.</p> <p><u>Motion</u> by Don Zorechak to approve the updated Emergency Training and Response Policy and Procedure.</p> <p><u>Motion seconded</u> by Mike Blain.</p> <p><u>Action:</u> Co-Applicant Board APPROVED by unanimous vote the Emergency Training and Response Policy and</p>

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	Procedure.
Next Meeting – <i>Kari Lockwood</i>	Tentative topics: Policies for Review and Approval, CAB Outreach Activity Committee report, Sites and Services, other key topics.
Public Comment– <i>Vince Gallo</i>	There was no Public Comment. Discussion: Bob Erlenbusch expressed concern about the excessive heat and potential negative impact on those experiencing homelessness. Board members discussed researching and sharing resources available for the Health Center’s patients during extreme heat.
Closing Remarks and Adjourn - <i>Vince Gallo</i>	<u>Adjourn:</u> The meeting was adjourned at 11:00 AM. The Board will reconvene on August 17, 2018 from 9:30 to 11:00 AM. Location: 4600 Broadway, Community Room #2020, Sacramento.

Sacramento County Health Center website link: <http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>