

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

**Meeting Minutes**

May 17, 2019 / 9:30 AM – 11:00 AM

**Meeting Location**

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

CO-APPLICANT BOARD MEMBERS			
X	Jan Winbigler – <b><i>Chair</i></b>	X	Vince Gallo – <b><i>Co-Chair</i></b>
X	Mike Blain	X	Charles McBrayer
	Elise Bluemel - <i>excused</i>	X	Don Zorechak
	Bob Erlenbusch		AAron Washington
X	Paula Lomazzi		
X	Louise Steenkamp, Project Director – <b><i>Ex-Officio</i></b>		

County Staff: Dr. Mishra (Medical Director), Ainur Sapargaliyeva, RN (Supervising Nurse), Kari Lockwood (Program Planner)

Public Attendees: None

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Topic	Minutes
<p>Welcome and Introductions - <i>Jan Winbigler, Chair</i></p>	<p><u>Welcome and Introductions:</u></p> <ul style="list-style-type: none"> <li>Jan Winbigler welcomed CAB members and staff, and facilitated introductions.</li> </ul>
<p>Announcements - <i>All</i></p>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>Dr. Mishra reported that Sacramento Covered will have a co-located staff member to provide patients with linkage to transportation, housing, eligibility, CalFresh and WIC resources beginning in mid-June. She will provide CAB with an update about co-located services from Legal Services of Northern California during the June meeting.</li> <li>Kari confirmed that the Board received the overview of transportation supports and resources emailed on April 26 as a follow-up to the request made in the April CAB meeting.</li> <li>Kari confirmed that the Board received the list of common Primary Health abbreviations/acronyms emailed on April 26 as a follow-up to the request made in the April CAB meeting. The list is also in every Member Binder per Paula Lomazzi's suggestion. <i>Thanks Paula!</i></li> <li>Ainur Sapargaliyeva, our Supervising RN who has replaced Fernay Jackson in overseeing services at Loaves &amp; Fishes, will attend the National Health Care for the Homeless Conference &amp; Policy Symposium in Washington D.C. this year. She will bring back what she learned and present to CAB.</li> <li>Kari announced that she has accepted a transfer opportunity to Sacramento County Behavioral Health Services and will be leaving the Health Center on June 7<sup>th</sup>. She and Dr. Mishra will be developing a transition plan for her responsibilities. <i>The CAB thanked Kari for her dedication and service to the Health Center and the Board. Kari will be missed and we wish her well!</i></li> </ul>
<p>Health Center Updates – <i>Louise Steenkamp</i></p>	<p><u>Health Center Updates:</u></p> <ul style="list-style-type: none"> <li>Louise provided a hiring update for several positions. There is a new bi-lingual Spanish candidate for Member Services, a Licensed Clinical Social Worker candidate is in the 2<sup>nd</sup> round of interviews, and there is active recruitment for another Family Nurse Practitioner. Two new UCD providers have begun in Adult Primary and will be here until permanent positions can be filled in September. Louise offered to schedule a tour of the Health Center to CAB to meet staff.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Dr. Mishra reported that Dr. Beilenson, Sacramento County Department of Health Director, has been very active and effective with reducing the potentially negative impact of recently proposed State and County budget changes.</li> <li>• Dr. Mishra reported that plans to reactive Loaves &amp; Fishes as a second FQHC site for primary care services are moving forward, including negotiations with Mercy Medical Center to provide funding for renovations of the site. Some upgrades to meet Occupational Safety and Health Administration (OSHA) standards are needed.</li> </ul> <p><b>Discussion:</b> The Board asked about the budget and if there will be any review of funding for mental health services. Dr. Mishra said the County budget is reviewed annually and Dr. Beilenson will be reviewing the Behavioral Health Services Division, which includes mental health. Dr. Mishra will invite Dr. Beilenson to a future CAB meeting for further discussion. The Board asked about the timeline for more services at Loaves &amp; Fishes. Dr. Mishra said she is working with consultants to meet requirements for reactivation and she has been told it will take 2-3 months.</p>
<p>Co-Applicant Board Membership - <i>Kari Lockwood</i></p>	<p><u>Nomination of Prospective Board Member – ACTION ITEM:</u> Kari presented a prospective consumer board member named Lynnette Bennett for nomination. Ms. Bennett has a long history of services at the Health Center. Her perspective on services, patient care and patient access will be valuable to the CAB. Kari asked the Board to vote to approve this nomination.</p> <p><u>Motion</u> by Mike Blain to approve the nomination of Lynnette Bennett for CAB membership.</p> <p><u>Motion seconded</u> by Don Zorechak.</p> <p><u>Action:</u> Co-Applicant Board APPROVED by unanimous vote the nomination of prospective consumer CAB member, Lynnette Bennett.</p>
<p>Change in Scope – Add a New Service – <i>Kari Lockwood</i></p>	<p><u>Change in Scope – Add a New Service – ACTION ITEM:</u> Kari shared that changes to the scope of the Health Center’s Federally Qualified Health Center (FQHC) project need approval from HRSA before starting. Any changes must be in compliance and further the Health Center’s mission by increasing or maintaining patient access and quality of health care services. The Co-Applicant Board must approve Change in Scope requests before submitting them to HRSA.</p> <p>The Board reviewed the summary of the submission draft to HRSA to add cardiology and neurology specialty services to the Scope of Service.</p> <p><b>Discussion:</b> The CAB asked about the estimated number of patients expected to receive these services. Kari explained how the projections were derived.</p>

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	<p><u>Motion</u> by Don Zorechak to approve the addition of cardiology and neurology specialty services to the Health Center's Scope of Service.</p> <p><u>Motion seconded</u> by Mike Blain.</p> <p><u>Action:</u> Co-Applicant Board APPROVED by unanimous vote the Change in Scope request to add cardiology and neurology specialty services.</p>
<p>Quality Improvement Plan 2019 Draft – <i>Louise Steenkamp</i></p>	<p><u>Quality Improvement Plan 2019 Final Draft – ACTION ITEM:</u> Louise reviewed the final draft of the 2019 Quality Improvement Plan and annual objectives in the goal areas of care coordination, clinical performance measures, patient access, and patient experience. The QI Plan for 2019 was finalized in Quality Improvement Committee meeting on April 23.</p> <p><b>Discussion:</b> The Board asked about no show rates and plans to improve in this area. Dr. Mishra shared that the no show rate is highest among new patients, while rates for our established patients are at the community standard or lower. Health Center staff are currently identifying ways to confirm new patient appointments, including reminder phone calls, verifying eligibility, and establishing and utilizing a wait list. The Board and Dr. Mishra discussed the Health Center's plans for care management and identifying the most common reasons for high ER usage.</p> <p><u>Motion</u> by Paula Lomazzi to approve the 2019 Quality Improvement Plan.</p> <p><u>Motion seconded</u> by Mike Blain.</p> <p><u>Action:</u> Co-Applicant Board APPROVED by unanimous vote the 2019 Quality Improvement Plan.</p>
<p>Policy for Review and Approval – <i>Kari Lockwood</i></p>	<p><u>Policy for Review and Approval – ACTION ITEM:</u> Kari distributed the policy via email. Kari discussed the policy, which was reviewed and approved by the Health Center's Management Team and pending Board approval.</p> <ul style="list-style-type: none"> <li>• Credentialing and Privileges</li> </ul> <p><b>Discussion:</b> The Board discussed the main revision, which is to implement a Peer Review Committee (PRC) for initial credentialing and privileging of licensed staff and renewals every two years. The PRC will help ensure competency and is comprised of a multi-disciplinary body. As Medical Director, Dr. Mishra has the final authority. The Board asked if the PRC is responsible for disciplinary action. Dr. Mishra said that a Corrective Action Plan is used to formally provide guidance as needed.</p> <p><u>Motion</u> by Charles McBrayer to approve and adopt the revisions to the Credentialing and Privileges Policy and Procedure.</p>

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	<p><u>Motion seconded</u> by Vince Gallo.</p> <p><u>Action:</u> Co-Applicant Board APPROVED by unanimous vote the adoption of the revised draft of the Credentialing and Privileges Policy and Procedure.</p>
<p>Patient Access – <i>Louise Steenkamp</i></p>	<p><u>Clinic Navigation and Signage Updates:</u> As a result of the CAB’s suggestion in the January meeting, this is a standing agenda item topic to assess ways to improve patient’s navigation through the clinic. Louise shared that new TVs for the clinic lobbies have been selected and are waiting for a quote from the vendor. These will be used to display clinic updates, health education, and information resources for patients. Louise said she is working with Facilities staff to determine an installation date. The Americans with Disabilities Act (ADA) compliance audit has not been finalized yet and this impacts updates to additional signage in other areas of the building. A sandwich board is being designed for the building perimeter.</p> <p><b>Discussion:</b> The Board discussed details of the signage. Dr. Mishra clarified that the sandwich boards will be for general information and, once the ADA audit is completed, signage for the interior of the Health Center can begin to be designed. CAB stated they would like to continue to have this as a standing agenda item for ongoing updates.</p>
<p>Next Meeting – <i>All</i></p>	<p><u>Tentative Topics for Next Meeting:</u> Budget Update, Quarterly Quality Improvement Report, Co-Applicant Board Strategic Plan Review, 2019 NHCHC Conference, Other key topics.</p>
<p>Public Comment– <i>Vince Gallo</i></p>	<p>There was no public comment.</p>
<p>Closing Remarks- <i>Vince Gallo</i></p>	<p>The meeting was adjourned at 10:50 AM.</p> <p>The Board will reconvene on <b>Friday, June 21, 2019 from 9:30 to 11:00 AM.</b></p> <p>Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information can be offered for those who cannot attend in person.</p> <p>Co-Applicant Board website: <a href="http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx">http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</a></p>

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