

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

Meeting Minutes

December 20, 2019 / 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	Jan Winbigler – Chair	X	Vince Gallo – Co-Chair
	Lynnette Bennett – <i>Excused</i>	X	Paula Lomazzi
X	Elise Bluemel	X	Charles McBrayer
	Bob Erlenbusch – <i>Excused</i>	X	Don Zorechak
		X	AAron Washington (Attended by teleconference*)
X	Dr. Susmita Mishra, Medical Director	X	Dr. Sharon Hutchins, Health Program Manager, Project Director
	Tracie Hall-Burks, Health Program Manager - <i>Excused</i>		

* from other Sacramento County building

County Staff: Dr. Mishra (Medical Director), Sharon Hutchins (Health Program Manager), Sandra Johnson (Senior Health Program Coordinator)

Public Attendees: Kevin Koerber

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Topic	Minutes
<p>Welcome and Introductions - <i>Jan Winbigler</i></p>	<p>Jan welcomed CAB members and staff, and facilitated introductions.</p> <ul style="list-style-type: none"> ▪ Kevin Koerber, a potential new CAB member and Sandra Johnson, LCSW, Sr. Health Program Coordinator for Sacramento County joined this meeting.
<p>Announcements - <i>All</i></p>	<ul style="list-style-type: none"> ▪ Sandra Johnson is now in charge of overseeing Loaves & Fishes and coordinating plans for the expansion. ▪ Elise Bluemel will begin her new role as the Co-Chair for the CAB in January 2020. ▪ Dr. Sharon Hutchins is preparing for the quarterly HRSA check-in phone conference scheduled for January 2020. ▪ SCHC staff are currently working on producing the federal-required Universal Data Systems (UDS) dataset for the annual report. All information must be submitted by February 15. Results are to be discussed in March 2020. ▪ The Emergency Management Plan for the Health Center is currently being revised and will be presented for the board's approval once finalized. <ul style="list-style-type: none"> ○ The Health Center conducted an unplanned evacuation on 12/19/19 and fulfilled the requirements for this year. ○ The Health Center is working with Facilities to look into purchasing aids for those that have difficulty using stairs during an evacuation.
<p>Follow Up – <i>Dr. Hutchins</i></p>	<ul style="list-style-type: none"> ▪ Dr. Hutchins received the slides from the training for Members of Commissions and Boards. Those that are interested in receiving a copy should reach out to Dajonae Hall. ▪ Dr. Hutchins has been in contact with the Clerk of the Board in regards to the process for approving new members and was informed that the CAB has authority to approve new members as other Boards do not. The application will be revised to reflect these changes.

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<p>CAB Membership – <i>Dr. Hutchins</i></p>	<p>The group provided their updated contact information for Dr. Hutchins to keep on file. The Board was reminded to complete their Ethics Training and Form 700. In-person Ethics Training is not available at this time, but assistance is available to those that need help completing these tasks.</p> <ul style="list-style-type: none"> ▪ Mike Blain, community member, has resigned from the CAB. The Board discussed purchasing a plaque or gift card to thank Mike for his contributions. Drs. Mishra and Hutchins will work on purchasing the items to show the Board's appreciation for Mike. ▪ Dr. Hutchins was informed there are a few consumers interested in joining the CAB and is working to get in contact with them. ▪ Kevin Koerber has a background in pharmacy, works with the Sacramento Food Bank, Mercy Cancer Center, and the Refugee Resettlement Program and would like to help make a difference in the lives of the Refugee patients he has assisted with receiving treatment at the Health Center. ▪ Dr. Hutchins reviewed the bylaws for the CAB. The Board decided to vote on new membership during the January meeting.
<p>Planning – <i>Dr. Hutchins</i></p>	<p><u>Review of 2019 Activities Calendar:</u></p> <ul style="list-style-type: none"> ▪ Dr. Hutchins informed the Board the required HRSA audit for the Health Center is off-cycle from the CAB activity calendar. The County contracted with an auditing firm and results are expected to be given in the spring. Dr. Hutchins anticipates sharing the findings with the Board in April. <p><u>Plans for 2020:</u></p> <ul style="list-style-type: none"> ▪ Dr. Hutchins is revising the calendar for 2020 and will review a draft with the Board in January. ▪ A committee of supervisors and managers has been formed to systematically review and update clinic policies. Dr. Hutchins will provide a calendar for policy revisions for the Board to review in February. ▪ Dr. Hutchins reviewed and suggested updates to the Strategic Plan and pointed out areas where recent practice does not align. One item is regular review of patient concerns/grievances with the Board. <p><u>Loaves & Fishes (L&F):</u></p> <ul style="list-style-type: none"> ▪ Health Center management visited the vacant site at 1400 North C Street. Facilities is in discussions with real estate regarding contracts and renovations. Dr. Mishra would like to have a pharmacy located at the new site. Once plans are finalized, an estimate will be provided for Dignity Health to request funding. ▪ Dr. Peter Beilenson, Director of the Department of Health Services, scheduled a meeting with Phil Serna of the Board of Supervisors to discuss improving services for the homeless population served at L&F. ▪ Sandra Johnson has been relocated to oversee L&F and coordinate plans for the expansion of services.

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	<ul style="list-style-type: none"> ○ Sandra has found it difficult for nurses to navigate transportation for patients to return before the shelters close. Sandra is exploring other options such as the county purchasing a van to transport patients and working with the Health Center to schedule patients in the mornings vs. afternoons. ○ Sandra is working to conduct a needs assessment for L&F and would appreciate any feedback from the CAB. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> ▪ The Board would like data presented in a readable report vs. charted data going forward. ▪ The Board suggested hiring patients with modified work restrictions to work part-time or volunteer positions for drivers if the county were to purchase the vans. ▪ Since most patients that need transportation to the clinic have urgent needs, the Board suggested possibly having a medical van at L&F to see patients on site. ▪ Dr. Mishra will discuss the suggestions for improving transportation needs with Dr. Beilenson to discuss further and provide an update at the January meeting.
<p>Medical Director Updates – <i>Dr. Mishra</i></p>	<p>Dr. Susmita Mishra provided the following updates for the Health Center:</p> <ul style="list-style-type: none"> ▪ The Health Center is working to improve appointment accessibility by interviewing Physician Assistants (PA) for temporary hire. If hired, Dr. Mishra anticipates the PAs starting to see patients in late January 2020. ▪ The Health Center is interviewing new Nurse Practitioners (NPs) and Physicians from UC Davis to increase providers as a long-term solution. ▪ An ultrasound is in the process of being donated to the Health Center sometime early 2020. ▪ The Radiology Clinic is now served by radiologists from UC Davis. ▪ Installation of the television monitors for the lobbies has been postponed by facilities. ▪ The phone tree for the Health Center is going through final revisions for the translated languages. ▪ The new spirometer is on site, but we are waiting for the correct software to integrate it with OCHIN/Epic.
<p>Quality Improvement – <i>Dr. Hutchins</i></p>	<ul style="list-style-type: none"> ▪ The Health Center purchased 20 new blood pressure cuffs, otoscope, ophthalmoscopes, a portable blood pressure machine, and illuminating lights for scans to improve quality of patient care. ▪ A workgroup of SCHS staff from all levels was formed to continue to work on finding workable solutions for minimize the issue of late patients. ▪ The Health Center will be using E-Consults for providers to consult with specialty providers, which it is hoped will reduce the number of specialty visits our patients will need to be referred out to. The average turnaround time for an answer to a submitted request for consultation should be 6-24 hours. The first 36 consults per

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	month are free for River City Medical Group (RCMG) patients, Healthy Partners patients can utilize the E-Consults at a discounted rate, and Molina patients will have unlimited consults per month.
Next Meeting Topics -	Medical Director Updates; Findings from HRSA Project Director Evaluation; CAB Membership; Quality Improvement & Strategic Planning; Other key topics
Public Comment– <i>Vince Gallo</i>	There was no public comment.
Closing Remarks- <i>Vince Gallo</i>	<p>The meeting was adjourned at 11:01 am.</p> <p>The Board will reconvene on Friday, January 17, 2020 from 9:30 to 11:00 AM.</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: https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx</p>

Sacramento County Health Center website link: <https://dhs.saccounty.net/PRI/Pages/Health%20Center/Co-Applicant%20Board/County-Health-Center-Co-Applicant-Board.aspx>