

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

**Meeting Minutes**

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

**Meeting Location**

4600 Broadway, Sacramento, 95820 / 2<sup>nd</sup> Floor, Community Room 2020

**Meeting Attendees**

CAB Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler

SCHC Leadership: Sharon Hutchins, Andrew Mendonsa, Sumi Mishra

SCHC Staff: Robyn Alongi, Emily Moran-Vogt

Community Members: One present

*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<ul style="list-style-type: none"><li>○ <i>Chair Jan Winbigler took role and welcomed attendees.</i></li><li>○ <i>A quorum was established.</i></li></ul></li><li>• *Review and Approval of 11/17/23 CAB Meeting Minutes<ul style="list-style-type: none"><li>○ <i>Elise Bluemel made a motion to approve the October 20, 2023, minutes as presented. Areta Guthrey seconded the motion.</i></li><li>○ <i>A roll-call vote was taken.</i><ul style="list-style-type: none"><li>▪ <i>Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler</i></li><li>▪ <i>No votes: None</i></li><li>▪ <i>The motion passed.</i></li></ul></li></ul></li><li>• Additions to the Meeting Agenda – <i>None were made.</i></li><li>• Public Comment – <i>None.</i></li></ul>
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none"><li>• <i>No announcements were made.</i></li></ul>
<p>HRSA Project Director Update – <i>Dr. Mendonsa</i></p> <ul style="list-style-type: none"><li>• <i>Health Resources and Services Administration (HRSA) / Sacramento County Office of Education (SCOE) School Based Mental Health Updates</i><ul style="list-style-type: none"><li>○ <i>Health Center and County leadership continue to meet to develop a response to HRSA.</i></li><li>○ <i>HRSA denied the scope changes for the new sites. We are to resolve the issue. HRSA requested a meeting for Tuesday, December 19. Worst case scenario is they will de-certify the sites which means operation of the program at those sites would cease. We will have to overhaul of the contract, clarify how we do business, and then submit and receive Board of Supervisor approval.</i></li></ul></li></ul>

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

- *Based on how the documents are written, HRSA believes the school district is running the program, not the Health Center. HRSA originally approved the submitted documents for many sites but have since raised concerns.*
- *The Health Center is rewriting the contract now, with legal assistance, but we will need time, more than 90 days, to fix the issues.*
- **HRSA and Medi-Cal Audits / Facility Site Reviews**
  - *The Health Center has started preparation for site visits and audits expected to occur in the first quarter of next year.*
  - *CAB members should take note of the OSV dates: May 21-23, 2024. There will be a meeting between the CAB and the auditors, with no SCHC staff or leadership present.*
- **Improved Access and Provider Services**
  - *The Health Center continues to work to increase specialty access. We have two new consultants from the Municipal Resource Group joining the project.*
  - *We continue to offer extra-hours clinics aimed at expanding access and closing gaps in care. We will be analyzing the success of our after-hours clinics and deciding how to proceed for 2024.*
- **Health Center Growth / Staffing**
  - *See the Growth Request document included in the meeting packet which highlights the proposed growth for the 24/25 fiscal year. Leadership used the Strategic Plan, compliance, and improvements in patient care as guideposts for growth. The CAB Executive Team was engaged and provided input which is reflected in the proposal.*
  - *We still have open positions, and we are working to fill them quickly. Dr. Michelle Besse was hired as the Health Program Manager for Operations effective at the end of February.*
- **Space/Building Updates**
  - *Some of the space maximizing projects (e.g., double desks in an office, measurements to determine how to use space) have been completed. Other projects are still pending either due to HRSA approval or awaiting the project to be assigned to a county work team.*
  - *We need to expand the call center.*
  - *New Health Center signage is projected to be installed by 12/31/23. Brail signage will be installed under the new signage.*
    - *We have seven common languages. Signage with all languages would be too bulky.*
    - *A member asked about languages in addition to English and Spanish for the signage.*
    - *It was suggested that we have a map at the building entrance with pamphlets in different languages telling patients where they should go for their appointment or other needs.*
    - *Possibly create a QR code that people can take a picture of to see a map in their language.*
      - ❖ *Dr. Mendonsa will talk to Facilities.*
- **Referral Department Improvements**
  - *Referrals remain a focus for the management team. A workgroup has been meeting to develop a new workflow, identify productivity targets, and identify OCHIN (electronic medical record) tools that will streamline the referral process.*

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

- *The Referrals Quality Improvement Team met with providers yesterday to hear their concerns.*
- *The Health Center is hiring temporary staff to catch up on the backlog.*
- *The new workflow will begin on Jan 8<sup>th</sup>.*
- *Leadership has contacted schools and universities to bring on additional help as well as carry out the educational part of the Health Center's mission.*

**HRSA Medical Director Report – Dr. Mishra**

- **Provider Staffing**
  - *We have added a doctor three days per week to provide additional same day and urgent services, and to increase work in the complex care management team.*
  - *A new nurse practitioner was hired to work on Fridays at Loaves & Fishes in order to have 5 full days of service at the clinic. The start date is December 22.*
  - *We are looking for ways to recruit and fill the permanent nurse practitioner position.*
  - *A new gastrointestinal doctor is volunteering once a month to provide hepatology (liver) consultation.*
  - *We have increased the number of half days for the Developmental and Behavior pediatricians at the clinic to assess and treat more patients with suspected autism and other forms of developmental delays. Referrals for developmental delay assessment is very challenging and there is a great need in the community for this service. We have a physician every Wednesday to provide services.*
  - *Regional centers are only focusing on navigation and not diagnosing. Not providing assessments is a change for the Alta Regional Centers.*
    - *A CAB member indicated that this may not be true. She will look into the situation.*
- **Healthy Partners (HP)**
  - *We are working with Admin and Member Services to minimize gaps in care for established HP patients regardless of where they are in the process of converting to full scope Medi-Cal.*
  - *We are working with the referrals team to minimize gaps in specialty care.*
- **Quest Billing**
  - *Quest has provided a list of billing errors and a catalogue of Medi-Cal and Medicare billable diagnosis codes. We will be training the Refugee and Primary care programs staff to associate lab orders to billable diagnosis codes.*

**Follow Up – Dr. Hutchins**

- **CAB Member Technical Support – need for enhancement**
  - *Dr. Hutchins shared that we are still working on technical support for the CAB member iPads. We want to have a full service laptop for CAB members so they can read and interact with documents.*
  - *The iPads are not supported by D-Tech.*
  - *Dr. Mendonsa will follow up on this issue.*

**CAB Governance**

- **Committees Updates to CAB – Committee Chairs**

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

- Clinical Operations Committee – *Mr. Gallo*
  - *\*02-04: Non-Discrimination Policy*
    - ❖ Staff presented proposed changes to incorporate legal protected characteristics. A change in the procedures clarifies what a grievance and complaint are.
    - ❖ The Clinical Operations committee reviewed the changes and support CAB approval of the revisions.
    - ❖ A motion was made by Elise Bluemel to approve the Non-Discrimination Policy. The motion was seconded by Vince Gallo.
    - ❖ A roll call vote was taken.
      - ✓ Yes votes: *Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler*
      - ✓ No votes: *None*
      - ✓ *The motion passed.*
  - *\*03-12: Appointment Template Management*
    - ❖ *The main change was language to prevent staff, other than nurses, from booking blocked appointment slots. This preserves slots for those with urgent issues.*
    - ❖ *The Clinical Operations committee reviewed the changes and support CAB approval of the revisions.*
    - ❖ *A motion was made by Laurine Bohamera to approve the Appointment Template Management Policy with minor changes. The motion was seconded by Areta Guthrey.*
    - ❖ A roll call vote was taken.
      - ✓ Yes votes: *Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler*
      - ✓ No votes: *None*
      - ❖ *The motion passed.*
  - *Overview of Programs and Services: Referrals Program*
    - ❖ *The Health Center needs to make sure patients receive appropriate specialty services.*
    - ❖ *There is still a significant referrals backlog. We had 4,500 and are now down to 3,500 referrals. While the initial Quality Improvement (QI) Project was successful, the reduction is not occurring fast enough.*
    - ❖ *A new QI Team will implement a small pilot with two teams in Adult Medicine and one in Pediatrics. We are decentralizing the referrals team and moving toward a care team model that will 'live' within the Health Center programs.*
- *Finance Committee – Ms. Bohamera*
  - *Change in the timing of the review of monthly Financial Status Reports*
    - ❖ *It is difficult for staff to provide data for the month prior to the one in which CAB is meeting so moving forward, financial data will lag by one additional month. The committee prefers receiving a reviewed and accurate report to a timely but not completely vetted report.*
  - *Grant updates*
    - ❖ *HRSA HIV grant spending is slow, and funds will be carried over.*
    - ❖ *Refugee grant spending is slow due to staffing vacancies.*
    - ❖ *County ARPA is on track.*
  - *\*Review of PP-CS-11-04: Grant Management*
    - ❖ *This item was moved to January to give CAB time to review this.*
  - *\*Proposed growth and growth positions for FY 2024-2025 budget*
    - ❖ *The Finance Committee reviewed and discussed leadership's proposal and strongly supports it.*
    - ❖ *Health Center growth requests are funded; meaning that the Health Center generates income to support the positions.*

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

- ❖ *The state is facing a \$70 billion deficit. The deficit is concerning, but because the Health Center funds its positions, it is not a high concern for us.*
- ❖ *Dr. Mendonsa presented each proposed position.*
- ❖ *A motion was made by Laurine Bohamera to approve the proposed growth and growth positions for FY 2024-2025 budget. The motion was seconded by Vince Gallo.*
- ❖ *A roll call vote was taken.*
  - ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler*
  - ✓ *No votes: None*
  - ✓ *The motion passed.*
- *\*Governance Committee – Ms. Winbigler*
  - *Committee membership for 2024*
    - ❖ *Jan Winbigler asked for volunteers for the committees.*
    - ❖ *Areta Guthrey volunteered for the Clinical Operations and Governance Committees.*
    - ❖ *Suhmer Fryer would like to review the Governance Committee before deciding.*
    - ❖ *Dr. Hutchins will send invitations for committee meetings.*
    - ❖ *Dr. Hutchins will follow up with Nicole Miller to see what committee she wants to serve on.*
  - *\*Review of CAB meeting and required activities calendars for 2024*
    - ❖ *The Governance Committee recommends combining two meetings in February, as shown in the handout. The third, focused on the budget, needs to take place earlier to align with County calendars.*
    - ❖ *A motion was made by Elise Bluemel to approve the CAB meeting and required activities calendars for 2024. The motion was seconded by Areta Guthrey.*
    - ❖ *A roll call vote was taken.*
      - ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler*
      - ✓ *No votes: None*
      - ✓ *The motion passed.*
  - *\*Calendar of deliverables*
    - ❖ *A motion was made by Elise Bluemel to approve the CAB and required activities calendar for 2024 that was vetted and approved by the Governance Committee. The motion was seconded by Vince Gallo.*
    - ❖ *A roll call vote was taken.*
      - ✓ *Yes votes: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Vince Gallo, Areta Guthrey, Jan Winbigler*
      - ✓ *No votes: None*
  - *Training Update*
    - ❖ *New Member: Ms. Guthrey met with Dr. Hutchins for training.*
    - ❖ *New Officer: New officers received their binders at this meeting.*
    - ❖ *Reminder: Brown Act Training on January 19, 2024; 11AM-12PM*
  - *Recruitment Update*
    - ❖ *We will not request a HRSA waiver for 51% patient members at this time. We will wait until other HRSA issues are resolved before introducing other issues.*
    - ❖ *We have not had any new applicants.*
  - *Jan Winbigler thanked CAB members for their support of her leadership for the past four years. Members thanked her for her tireless service.*

**January Monthly Meeting Items – All**

- **HRSA Project Director Report**

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

- |   |
|---|
| <ul style="list-style-type: none"><li>• HRSA Medical Director Report</li><li>• Committee Updates<ul style="list-style-type: none"><li>○ *Policy and Procedure Review: TBD</li><li>○ Program Review: TBD</li><li>○ November Financial Status Report</li><li>○ Recruitment and Training Updates</li></ul></li></ul> |
|---|

Public Comment Period – <i>Ms. Fryer, Vice-Chair</i>
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• <i>No comments were made.</i></li></ul> |
|---|

Closing Remarks and Adjourn – <i>Jan Winbigler, Chair</i>
---

- |   |
|---|
| <ul style="list-style-type: none"><li>• <i>Jan Winbigler adjourned the meeting at 11:00 am.</i></li></ul> |
|---|

Next Meeting: Friday, January 19, 2024 / 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.