

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

**Meeting Minutes**

March 15, 2024 / 11:00 AM to 1:00 PM

**Meeting Location**

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

**Meeting Attendees**

CAB Members: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler  
SCHC Leadership: Michelle Besse, Sharon Hutchins, Sumi Mishra, Robin Skalsky  
SCHC Staff: Robyn Alongi, Nicole Reyes-Schultz,  
Others: Potential CAB member Eunice Bridges, Ms. Bridges’s mother (member of the public), Deputy County Counsel Corrie Brite

Public comment will be taken after each agenda item (but before any vote is taken) and at the end of the meeting.

Topic
Opening Remarks and Introductions – <i>Suhmer Fryer, Chair</i> <ul style="list-style-type: none"><li>• Roll Call and Welcome<ul style="list-style-type: none"><li>○ <i>Chair Suhmer Fryer welcomed attendees and took roll.</i></li><li>○ <i>A quorum was established.</i></li><li>○ <i>Michelle Besse introduced herself as a new Health Program Manager at the Health Center.</i></li></ul></li><li>• *Review and Approval of 02/14/24 CAB meeting minutes<ul style="list-style-type: none"><li>○ <i>Elise Bluemel made a motion to approve the February 14, 2024, minutes as written. Areta Guthrey seconded the motion.</i></li><li>○ <i>A roll-call vote was taken.</i><ul style="list-style-type: none"><li>▪ <u>Yes votes:</u> Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler</li><li>▪ <u>No votes:</u> None</li><li>▪ <i>The motion passed.</i></li></ul></li></ul></li></ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"><li>• Michelle Besse, Health Program Manager, has been with the Health Center for two weeks.</li><li>• CAB member computer support update<ul style="list-style-type: none"><li>○ <i>Laptops with basic Microsoft products are being provided to assist CAB members with accessing documents to review before meetings as well as to attend virtual committee meetings. CAB members who would like a laptop assigned to them, please let Sharon know.</i></li></ul></li></ul>
HRSA Project Director Update – <i>Dr. Mendonsa</i> <ul style="list-style-type: none"><li>• Dr. Mishra provided Dr. Mendonsa’s HRSA project in Dr. Mendonsa’s absence.<ul style="list-style-type: none"><li>○ <i>A revised version of the contract/agreement has been drafted and submitted to HRSA for their feedback. Our next strategic initiative is establishing Memoranda of Understanding between Sacramento County and school districts that house satellite sites.</i></li></ul></li></ul>

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- *The Medi-Cal audit is expected between March 18-29.*
- *The HRSA Operational Site Visit will take place May 21-23.*

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

- **State Medi-Cal Audit**
  - *The Medi-Cal audit includes a facility site review and medical record review.*
  - *Dr. Mishra is reviewing 30 charts (10 for Adult Medicine, 10 for Pediatrics, and 10 OB charts) and reviewing to ensure they meet documentation requirements.*
- **Staff Recruitment**
  - *Supervising Radiology Technician – the Health Center continues to have challenges recruiting so has decided to hire a limited scope Radiology Technician.*
  - *Nurse Practitioner - the County list needs to be reviewed to see if there are any new candidates.*
  - *Supervising RN for Referrals - There is interest from internal and external registered nurses. Interviews are happening.*
  - *The Health Center continues to fill office assistant and medical assistant vacancies for the Referrals Team to process the referral backlog and to grow the care team model.*
  - *Public Health Aide - hiring is in process. This position will divide time between the Street Medicine team, providing health education and medication access assistance, and the HIV grant.*
  - *Physician maternity leave - the selected candidate to provide coverage backed out so we have restarted the recruitment process.*
- **Referrals Program**
  - *The Care Team model went live on 2/27/24 for diagnostics in Adult Medicine and all referrals in Pediatrics. The Health Center will assess efficiency and success in a month after referral staffing is stable.*
  - *Consultants have stepped in to oversee the program while recruitment for a supervisor continues. They have done an excellent job in providing leadership by problem solving, and engaging and communicating with the referrals team, creating productivity and accountability, and improving morale.*
- **Programs and Services**
  - *UCD proposal to add Hepatitis C clinics - A meeting will occur at the end of March to review the budget in the UCD contract.*
  - *Radiologist contract - amendments have been made with the radiologist to stay within budget.*
  - *Refugee Health - the requirement for in-person health assessments was reinstated in October 2023. The Health Center has recruited two temporary Nurse Practitioners from UCD to increase capacity for in-person health assessments. This will help the Health Center keep up with the large number of incoming refugees and allow the program to develop a workflow for in-person visits.*

**\*Review and Approval of the 2024 SCHC Quality Improvement Plan – Sharon Hutchins**

- *Staff shared that the 2024 Quality Improvement Plan was reviewed again by the Clinical Operations Committee. Strategies were incorporated to increase equity and*

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*access to care for people with disabilities and those whose primary language is not English.*

- *Areta Guthrey made a motion to approve the SCHC 2024 Quality Improvement Plan. Elise Bluemel seconded the motion.*
- *A roll-call vote was taken.*
  - *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
  - *No votes: None*
  - *The motion passed.*

#### CAB Governance

- **Committees Updates to CAB – Committee Chairs**
  - **Clinical Operations Committee – Vince Gallo (presented in absentia by Robyn Alongi and Sharon Hutchins)**
    - **\*Review of Policies and Procedures**
      - **02-05: Reporting and Investigation of Complaints and Grievances**
        - ✓ *The policy was discussed.*
        - ✓ *Elise Bluemel made a motion to approve 02-05 Reporting and Investigation of Complaints and Grievances after correcting the page numbering. Nicole Miller seconded the motion.*
        - ✓ *A roll-call vote was taken.*
          - ❖ *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
          - ❖ *No votes: None*
          - ❖ *The motion passed.*
      - **03-03: Incident Reporting**
        - ✓ *Discussion of this policy included some clarification about how the grievances are to be resolved and ensuring the complainant is notified of the resolution. CAB Board member Guthrey inquired if her changes were made to the policy.*
        - ✓ *Elise Bluemel made a motion to approve 03-03: Incident Reporting policy. Suhmer Fryer seconded the motion.*
        - ✓ *A roll-call vote was taken.*
          - ❖ *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
          - ❖ *No votes: None*
          - ❖ *The motion passed.*
- **Policy Review Procedure Discussion: A discussion took place about the roles of CAB and County in the process of policy and procedure development and approval.**

Corrie Brite, Deputy County Counsel for the Department of Health Services expressed concern that CAB Board members appeared to be unilaterally editing SCHC policies and procedure documents—then voting on them— without returning the policies back to the County for an additional review. County Counsel expressed further concern that no legal review occurred by County Counsel following these changes, as the policies are ultimately held by SCHC and it appeared substantive changes were being made by CAB Board members.

CAB Board members Areta Guthrey and Elise Bluemel expressed that CAB is the final decision. Deputy County Counsel Brite explained that the Co-Applicant Agreement reserves certain authorities and responsibilities to the County. Legal review is an important responsibility of the County. While CAB has final approval authority for policies, they do not have unilateral authority to

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alter SCHC policies. Any recommendations regarding edits to policies from the CAB must go back to the County for legal review and then come back to the CAB for final approval.

Attendees discussed whether to change the agenda and defer policy review until another meeting after the process has been revised or whether to continue with the agenda to stay on track with the review schedule. CAB decided to continue with the agenda.

Michelle Besse suggested tabling the process to have CAB vote to approve the policies until Dr. Mendonsa and Noel Vargas can be attendance at the meeting. Deputy County Counsel agreed this was appropriate. CAB decided to continue to approve policies and then if a policy needs to be reviewed by County Counsel, steps will be taken to ensure that happens.

- *Clinical Operations Review of Policies Continued*
- *03-05: After Hours Services*
  - ✓ *No CAB members had comments on the proposed changes.*
  - ✓ *Areta Guthrey made a motion to approve 03-05: After Hours Service. Elise Bluemel seconded the motion.*
  - ✓ *A roll-call vote was taken.*
    - ❖ *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
    - ❖ *No votes: None*
    - ❖ *The motion passed.*
- *04-25: Request to Change Provider*
  - ✓ *The policy was discussed.*
  - ✓ *It was suggested to write out the words before using acronyms. Staff indicated they will make that change.*
  - ✓ *Elise Bluemel made a motion to approve 04-25: Request to Change Provider with the suggested changes. Suhmer Fryer seconded the motion.*
  - ✓ *A roll-call vote was taken.*
    - ❖ *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
    - ❖ *No votes: None*
    - ❖ *The motion passed.*
- *11-01: Sliding Fee Discount*
  - ✓ *The policy was discussed. Other than updating the federal poverty guidelines, the proposed changes focused on updating information for patients and application documents.*
  - ✓ *As a reminder, CAB had previously decided that patients be charged a nominal fee to add value to the service. This fee does not reflect the actual cost of the service being provided and is set low enough to ensure that the fee does not prevent patient from receiving care.*
    - ❖ *After Finance Committee review, it was suggested to set the nominal fee for dental services at \$40 and retain the existing nominal fee for all other in-scope SCHC services at \$25.*
  - ✓ *Elise Bluemel made a motion to approve 11-01 Sliding Fee Discount policy and procedure. Jan Winbigler seconded the motion.*
  - ✓ *A roll-call vote was taken.*
    - ❖ *Yes votes: Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
    - ❖ *No votes: None*

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❖ *The motion passed.*

- Finance Committee – Jan Winbigler
  - Revised End of the Year (2022-2023) Financial Status Report – Summary
    - *Jan Winbigler stated that staff revised the 2022-23 financial status report and it was reviewed by the Finance Committee, which found it clarified the Committee’s previous questions and adopted the Committee’s suggestion for a change in how grant budget information is presented.*
  - January Financial Status Report
    - *Jan Winbigler informed the group that the Committee had reviewed the January Financial Status Report and found that Health Center is on track in its budget. The Committee had no concerns.*
  - Update on grants
    - *Jan Winbigler reported that current expenditures for new grants are being expended as expected and old grant funds have also been expended as expected.*
- \*Governance Committee – Jan Winbigler
  - Reminder to complete Conflict of Interest and Ethics training after today’s meeting
    - *Jan Winbigler reminded CAB members to complete and submit their conflict of interest document and to complete ethics training. The training is two hours and members are required to take at least two hours to complete it. If a trainee finishes early, the program continues to ask questions for the trainee to answer until the two hour time requirement is met.*
    - *Staff members can assist CAB members if they have trouble completing their Conflict of Interest filing (i.e., Form 700) and Ethics training. Please contact Robyn or Sharon for help.*
  - \*Review of 2024 Co-Applicant Board Member Recruitment Plan
    - *Jan Winbigler gave a summary of the 2024 recruitment plan proposed by the Governance Committee. She explained that the Governance Committee proposes to focus on recruiting individuals with desirable skills such as strategic planning, and with lived (or other) experience ensuring that they represent a group of individuals that the Health Center serves.*
    - *Elise Bluemel made a motion to approve the 2024 Co-Applicant Board Member Recruitment Plan. Suhmer Fryer seconded the motion.*
      - ✓ A roll-call vote was taken.
        - ❖ Yes votes: *Elise Bluemel, Suhmer Fryer, Areta Guthrey, Nicole Miller, Jan Winbigler*
        - ❖ No votes: *None*
        - ❖ *The motion passed.*
  - Bylaws revision proposal – first reading
    - *Jan Winbigler explained that a previous CAB applicant was not considered a good fit for the CAB by the Governance Committee, and it was not clear in the bylaws whether the full CAB should vote on the candidate or whether CAB intended for the Governance Committee to only bring forward recommended candidates (e.g., those who met eligibility requirements, filled a need identified in the recruitment plan, had good references), for full CAB vote. The Committee has proposed changes to the language in the bylaws to clarify the process of reviewing applications, that the Governance Committee has the authority to not move an application forward for full CAB vote.*
  - Preparation for HRSA Operational Site Visit – *Deferred due to lack of time.*

**April Monthly Meeting Items – All**

- **HRSA Project Director Report**

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- HRSA Medical Director Report
- Committee Updates
  - \*Policy and Procedure Review:
    - *TBD*
  - February Financial Status Report
  - \*Review and vote on proposed Bylaws revisions
  - Preparation for HRSA Operational Site Visit
  - Recruitment and Training Updates

**Public Comment Period – *Suhmer Fryer, Chair***

- No public comment was made.

**Closing Remarks and Adjourn – *Suhmer Fryer, Chair***

- Reminder of Brown Act training presented by Deputy County Counsel Julia Jackson immediately following the CAB meeting
- Chair Fryer adjourned the meeting at 12:02 pm.

Next Meeting: Friday, April 19, 2024 / 9:30-11:00 AM

<sup>1</sup>Brown Act training will be conducted for CAB members from 11-12 on 3/15 following the meeting.

\*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.