

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

Meeting Minutes

September 15, 2017, 9:30 AM – 10:30 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
	Mike Blain – <i>Excused</i>	X	Sally Ooms
	Rebecca Hahn	X	AAron Washington – Co-Chair
	Maria Respall		
	Bob Erlenbusch	EX-OFFICIO MEMBER	
	Katie Freeny	X	Marcia Jo, Project Director

Staff: Marie Ketcheshawno

Public Attendees – 1: Don K. Zorechak (Prospective Member)

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Topic	Minutes
<p>Welcome, Introductions and Announcements– <i>Paula Lomazzi, Chair</i></p>	<p>Paula Lomazzi welcomed all to the meeting and reviewed today’s agenda.</p> <ul style="list-style-type: none"> • <u>Agenda Topics</u> – Board Development Presentation, Review of Current Bylaws, and Public Comment. • <u>Announcements</u> – None.
<p>Board Development Presentation – <i>Paula Lomazzi</i></p>	<p>Paula Lomazzi distributed copies of a presentation she attended during the National Health Care for the Homeless Council’s Annual Conference. The Board reviewed the document titled “Board Requirements and Beyond: How to Build an HCH Board that meets Requirements and Exceeds Expectations” (<i>posted on the website</i>). The group discussed the first requirements including assisting with needs assessments and following through with findings on the Health Resources & Services Administration (HRSA) grant application. The Board indicated that the surveys used in the past have worked well for this.</p> <p>Components of the grant application and periodic progress reports were discussed, and the recently submitted report was reviewed. Special attention was given to Form 5 and 5a which describe the services and sites. The Board confirmed that the selected required and additional services were appropriate and especially appreciated the substance abuse screening.</p> <p>Quality Assurance was discussed and the Board expressed appreciation for the data reports showing numbers of patients served, timely access to care, and outcomes for health center patients with diabetes. Aaron asked if we could sort out homeless with diabetes and staff indicated they would consider this.</p> <p>Aaron asked about the Health Center’s referral process. She told the story of a patient who became “lost in the cracks” as she waited for required testing prior to obtaining an appointment for a much needed specialty. Aaron commented that a patient able to advocate could barely make a difference, and she feared for someone who could not advocate.</p> <p>Staff advised Aaron that if this patient wanted to call Marcia Jo, follow-up would occur. She expressed her concerns about this patient and stated that the clinic has a policy and procedure for referral management with a matrix showing time frames. A patient obtaining required labs prior to scheduling an appointment is not addressed in the policy and procedure. She promised to discuss with referral supervisor.</p>

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<p>Review Current Bylaws for Changes</p>	<p>The Board briefly reviewed the bylaws. Sally Ooms and Paula Lomazzi expressed interest in being the “bylaws project team”, doing the detail work and presenting to the group. They requested that Marcia make track changes to the Bylaws and send to the project team. The entire group will then provide final review.</p> <p>The Board then proposed that this method could work for budget review, and Aaron Washington expressed her interest in participating on a “budget project team” financial committee.</p>
<p>Public Comment– <i>Aaron Washington</i></p>	<p>There was no public participation.</p>
<p>Closing Remarks– <i>Paula Lomazzi</i></p>	<p>Paula Lomazzi thanked the group for participating in today’s meeting.</p> <p>The Board will reconvene on Friday October 20, 2017 at 9:30 AM. Location: 4600 Broadway, Community Room #2020, Sacramento.</p> <p>Please see website, http://www.dhhs.saccounty.net/PRI/Pages/HCH%20Co-App/Health-Care-for-the-Homeless.aspx</p>

Sacramento County Health Center website link:

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