

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

**Meeting Minutes**

December 21, 2018, 9:30 AM – 11:00 AM

**By Telephone**

(916) 876-4100

ID: 483705

**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			
	Jan Winbigler – <b>Chair</b> - <i>excused</i>	X	Vince Gallo – <b>Co-Chair</b>
X	Paula Lomazzi	X	Don Zorechak
X	Mike Blain	X	Charles McBrayer
	Bob Erlenbusch		
X	AAron Washington – <i>Attended by phone</i>		
X	Louise Steenkamp, Project Director – <b>Ex-Officio</b>		

County Staff: Kari Lockwood (Planner)

Public Attendees: Elise Bluemel (prospective consumer member)

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Topic	Minutes
Welcome and Introductions - <i>Paula Lomazzi</i>	<u>Welcome and Introductions:</u> Paula Lomazzi welcomed CAB members, staff, and member of the public and facilitated introductions.
Announcements - <i>All</i>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> <li>• Kari Lockwood confirmed the election of Jan Winbigler to Chair and re-election of Vince Gallo to Co-Chair for 2019. Kari reported that Jan accepted her nomination and election to Chair. <i>Congratulations Jan and Vince!</i></li> <li>• Kari stated that the 2019 CAB meeting calendar will be posted and the link will be sent to CAB. Kari noted that the February meeting is off-cycle because the Uniform Data System annual report is due by February 15. Meeting on February 8 will provide time for CAB to review this reporting requirement.</li> <li>• Kari plans to make updates to the Board Members' information binders.</li> <li>• Kari noted that in the November meeting, Aaron Washington requested to see the Health Center's policy for providing services to people who come to the Health Center without identification documents. Kari sent her the Patient Registration policy that describes this protocol and she will also send this to the CAB as a follow-up. Louise stated that all people who come to the Health Center are assisted with services provision.</li> <li>• Kari informed CAB that the 2019 National Health Care for the Homeless Conference &amp; Policy Symposium has been scheduled for May 22-25<sup>th</sup> in Washington DC. In the past, one or two CAB members have been able to attend based on the Health Center's budget. Paula Lomazzi nominated Don Zorechak to attend the 2019 conference. Kari will send a link to the NHCHC website to follow-up and CAB will discuss again in a future meeting for planning.</li> </ul>
Co-Applicant Board Membership – <i>Kari Lockwood</i>	<p><u>Nomination of prospective Co-Applicant Board Member:</u> - <b>ACTION ITEM:</b> Kari presented a prospective consumer board member named Elise Bluemel for nomination. Ms. Bluemel has a long history of services at the Health Center and was recommended for membership by her provider. Her perspective on services and patient care will be valuable to the CAB. Kari asked the Board to vote to approve the nomination.</p> <p><u>Motion</u> by Mike Blain to approve the nomination.  <u>Motion seconded</u> by Don Zorechak  <u>Action:</u> Co-Applicant Board members APPROVED by unanimous vote to nominate prospective member, Elise Bluemel.</p>

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<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 and briefly discussed the policy. This policy is new to the Health Center and relates to Quality Improvement activities with an emphasis on measuring performance. It was reviewed and approved by the Health Center’s Management Team and pending Board approval for adoption.</p> <ul style="list-style-type: none"> <li>• Clinical Performance Measurement</li> </ul> <p><b>Discussion:</b> The CAB discussed clinical performance and asked about patient satisfaction surveys. Louise confirmed that there is a formal process that is followed to collect patient feedback. Mike Blain asked who has been assigned responsibility to ensure that this new policy is followed. Kari explained the structure and role of the Health Center’s Quality Improvement Committee in clinical performance measurement. The CAB receives Quality Improvement Data Reports quarterly.</p> <p><u>Motion</u> by Paula Lomazzi <u>Motion seconded</u> by Mike Blain <u>Action:</u> Co-Applicant Board Members unanimously APPROVED the policy with no noted changes.</p>
<p>Project Director Evaluation – <i>Kari Lockwood</i></p>	<p><u>Project Director Evaluation:</u> The CAB completed performance evaluations of the Project Director during the November meeting as required annually by HRSA. Paula collected the completed evaluations and compiled the responses and then sent this information to Kari. Kari then created the summary report for CAB review in today’s meeting.</p> <p><b>Discussion:</b> Paula asked if the summary includes the one evaluation that did not have responses and Kari confirmed that the summary includes all evaluations that were submitted to Paula. Vince Gallo asked if the Board could also see a summary of the CAB’s performance evaluation of Kari, which was optional and made available for the CAB to complete in the November meeting. Kari will send this to the CAB to follow-up. <i>Thank you to Paula for volunteering to collect and organize this data for the CAB this year!</i></p>
<p>Quality Improvement Report – <i>Louise Steenkamp and Kari Lockwood</i></p>	<p><u>Quality Improvement Report:</u> Quality Improvement data is presented to the CAB quarterly.</p> <ul style="list-style-type: none"> <li>• <u>Chronic Disease Outcomes</u> – Louise reviewed the handout with Patients Served Year to Date through November 2018, and rates of Diabetes and Hypertension Management. Of the total number of Health Center patients diagnosed with diabetes, 45.3% have their illness controlled.</li> </ul> <p><b>Discussion:</b> CAB members discussed diabetes management and reasons for non-compliance with care management protocols, including lack of education and limited resources. Louise shared about the counseling and supports in place and planned for at the Health Center for patients with this diagnosis. Charles McBrayer shared his experience and the positive impact of making healthy lifestyle changes. Aaron stated that diabetic</p>

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	<p>individuals experiencing homelessness have increased difficulties due to inadequate nutrition and inability to store medicine properly and Louise agreed that these are obstacles. The CAB asked what is provided to this population through the Health Center’s Nurse Navigation Services. Louise will invite Fernay Jackson, Supervising RN and County Staff, to provide an overview at a future CAB meeting.</p> <ul style="list-style-type: none"> <li>• <u>Specialty Services</u> - Louise reviewed the Outpatient Specialty Services handout. For Fiscal Year 2018/19 through November 2018, 756 total services have been delivered, included 272 diagnostic services and 18 surgeries.</li> </ul> <p><b>Discussion:</b> The CAB discussion specialty services and Louise shared that the Health Center is looking for additional specialty options through our vendor, Advanced Medical Management, and that there is a need for Cardiology. She also provided a brief description of the role of Sacramento Physicians’ Initiative to Reach Out, Innovate and Teach (SPIRIT) and University of California Davis onsite specialists in providing on-site specialty services. Louise said it has been difficult to find cardiologists due to high need and high demand.</p>
<p>Review of 2018 Co-Applicant Board Activities – <i>Louise Steenkamp</i></p>	<p><u>Review of 2018 Co-Applicant Board Activities:</u> A handout with a list of activities that the Board completed in 2018 categorized by topic and month was provided for review. Louise and Kari acknowledged the CAB’s accomplishments throughout the year.</p>
<p>Co-Applicant Board Outreach Activity Workgroup Report – <i>Paula Lomazzi</i></p>	<p><u>Co-Applicant Board Outreach Activity Workgroup Report:</u> Paula shared about the CAB’s outreach health event that took place at Mercy Loaves and Fishes on Thursday, October 25. CAB members collaborated with the Department of Public Health to provide flu and Hepatitis B vaccinations and tables for resource literature and brochures. Donated hygiene products and packaged food items were also distributed. Paula said she believed it was a bonding experience for the CAB members who participated. Vince stated he thought it was a good, well-attended event. Kari said that Fernay has the number of how many received vaccinations and she will request the information from Fernay for a future meeting to follow-up.</p>
<p>Next Meeting – <i>All</i></p>	<p><u>Tentative Topics for Next Meeting:</u> CAB Governing Documents, HRSA Report, CAB Membership Updates, other key topics.</p>
<p>Public Comment– <i>Vince Gallo</i></p>	<p>There was no public comment.</p>

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Closing Remarks- <i>Vince Gallo</i>	<p>The meeting was adjourned at 10:50 AM.</p> <p>The Board will reconvene on <b>January 18, 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>
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*Sacramento County Health Center website link:* <http://www.dhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>