

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

**Meeting Minutes**

September 17, 2021 / 9:30 AM – 11:00 AM

**Meeting Location**

In Person (Room 2800 of 4600 Broadway / Sacramento, CA 95820 **(NOTE: Masks required)**) OR  
Via Skype: To see/share documents on the screen, go to

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Conference ID: 1655150

**Meeting Attendees**

Members: Elise Bluemel, Vince Gallo, Paula Lomazzi (Vice Chair), Namitullah Sultani, Jan Winbigler (Chair)  
Staff: Robyn Alongi, Deb Burow, Joy Galindo, Sharon Hutchins, Susmita Mishra, Mehrabuddin Safi  
Members of the Public: Yes

Topic
Opening Remarks – Ms. Winbigler, Chair <ul style="list-style-type: none"><li>• Ms. Winbigler took roll.</li><li>• The group reviewed the minutes from 8/20 meeting.<ul style="list-style-type: none"><li>○ Ms. Bluemel moved to approve the minutes.</li><li>○ Mr. Sultani seconded the motion.</li><li>○ All members voted to approve the minutes.</li></ul></li></ul>
Brief Announcements – All <ul style="list-style-type: none"><li>• Dr. Hutchins reminded the group that the Federal Communications Committee had put forward an opportunity for health facilities to receive money for telehealth. SCHC applied last year, but the money ran out before our application was considered. FCC redesigned their process and created a new funding opportunity in spring 2021. SCHC again applied. This process was more complicated and involved scoring the application on multiple objective criteria. SCHC did not hear back for months, and we thought it likely that our score was not high enough. However, we did hear back at the end of August; they requested additional detailed information on a very short timeline, which Deb Burow, Joy and Lucy helped obtain. We were able to submit almost all of the documentation requested, but were unable to substantiate a relatively small amount of the funds requested.<ul style="list-style-type: none"><li>○ SCHC applied for over \$800,000, which includes the Willow module for OCHIN that will help the Health Center and Pharmacy connect better, video interpretation, dictation, welcome tablets for checking in, digital devices to remotely monitor blood sugar,</li><li>○ FCC’s process means that we now have to wait for a public announcement of health facilities being awarded funding. They are being awarded in waves.</li></ul></li></ul>

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- *Dr. Mishra added that as a contingency measure, she requested the most important items we submitted to FCC be paid for out of County ARPA funds if we do not get the FCC award.*
- *Dr. Hutchins informed the group that the Operational Site Visit is now officially over. Members may remember that the preparation started in spring 2020 and the virtual visit occurred in December. Staff has been working on the Corrective Action Plan (CAP) since we received the official HRSA report in January. We just completed the last item, which was accepted by HRSA. Dr. Hutchins extended her sincere thanks to the CAB members who participated in the OSV and the staff who put in so many months of hard work on this effort.*

**Follow up Items – Dr. Hutchins**

- *Attendance review: Dr. Hutchins indicated that there were no problems with member attendance.*
- *Medi-Cal Audit: Dr. Hutchins let the group know that the Medi-Cal audit (which happens every three years) has two parts: an on-site review that took place on 8/24 and a virtual chart review, which this year will be online. The second part involves an extensive review of a sample of patient charts so that Medi-Cal can verify that we are providing appropriate care and documenting it correctly.*
  - *Dr. Mishra added that for the on-site review, we received high scores. The upstairs programs (Family Medicine and Pediatrics) received a score of 98%. The downstairs programs (Adult and Behavioral Health) received a score of 99%.*
  - *The main recommendation was that SCHC maintain a single log for the maintenance and calibration of all clinical equipment. At present, we have different logs for different equipment. This will help track requirements more efficiently. For example, we have a hemoglobin machine in use, but we were unaware that it requires annual calibration.*
  - *Dr. Mishra shared that a 99% score is a great accomplishment. She is pleased with the supervising nurses and other staff involved with keeping the good care of the equipment, keeping accurate records, and following requirements and guidance.*

**HRSA Project Director / Medical Director Update**

- *Dr. Mishra presented a document that reviewed SCHC's vision, mission, and values that the CAB approved last year.*
- *In addition, Dr. Mishra reviewed with the group about changes to SCHC services over the past few years. Prior to 2018, SCHC maintained core programs, such as internal medicine, the nurse-practitioner program, psychiatry, pediatrics (beginning in 2017), and the refugee health program.*
- *Since 2018, SCHC has enhanced services and programs to meet additional needs. Newly developed programs and accomplishments include family medicine (with on-site obstetrical services), enhanced network of specialists to serve Healthy Partners members, imaging, labs, care coordination program, pediatric dental care, Circle Clinic (program for children in foster care that includes developmental physicians and will soon include speech therapists), child psychiatrists to assess for autism, school-based*

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*mental health program (with SCOE), complex diabetes management clinic, hypertension management clinic, cervical cancer screening clinic, and the re-opening L&F satellite site with new services such as psychiatry, substance abuse prevention and treatment, wound care.*

- *We have established MOUs with Sacramento Covered and Legal Services of Northern California and are engaging in contract negotiations with the health plans to cover behavioral health services provided by SCHC in order to receive direct payments.*
- *SCHC leadership has been implementing these programs and is working to ensure that SCHC has funds to sustain them.*
- *SCHC has done a pretty good job with these programs by working collaboratively, primarily with UC Davis and with our pro bono programs that provide volunteer help.*
- *Dr. Mishra also shared that there have been challenges.*
  - *For example, in order for family medicine to grow and meet its potential, more space is needed. Additional space will allow additional patients to be served, creating more revenue to support the program with economies of scale.*
  - *The school-based mental health program has been quite challenging, especially regarding legal issues whereby laws applying to schools and health facilities are different. We have encountered logistical issues as well, because neither SCOE nor the schools are OCHIN members. SCHC needs enhanced technology to make sure this collaboration can succeed.*
  - *In order to start pediatric dental services, we had to contract with Registered Dental Hygienists in Alternative Practice once the initial grant ended. We have yet to work out the proper procedure to be reimbursed for these services.*
- *Dr. Mishra added that while it was not possible to foresee and mitigate all challenges, for the most part SCHC has done a very good job at providing so much more for our community in a fairly sustainable way. It is important to keep in mind patient needs. The Strategic Planning Committee and SCHC leadership reviewed the needs assessment in coming up with the 2021-2023 Strategic Plan, identifying staff and space as strategic priorities, along with services for the unsheltered population. If we continue to meet the goals we have set in the Strategic Plan, we will be extremely successful and be able to sustainably maintain what we have accomplished so far.*
- *Dr. Mishra informed the group that she had a meeting yesterday at which it was revealed that the Department of Human Services may vacate some of the space they have in the Broadway building. While other divisions and departments would like that space, we may receive priority since we are already in the building.*
  - *Ms. Bluemel asked to Dr. Mishra to provide a summary of bullet points of what she has been working on and her accomplishments for CAB to help them in their required annual performance review.*
  - *Dr. Mishra replied that she would discuss with Ms. Alongi and Dr. Hutchins a handout that leadership can provide to CAB.*
- *Dr. Mishra added that there are four positions for which she is lobbying. In addition, we have requested County ARPA funds to cover many other position requests. We do*

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*not yet have a timeline for a response. Dr. Mishra has made a high priority request to add at least two Office Assistants to support the Call Center and two nurses for the Referrals Unit.*

- Dr. Mishra has received the approval from Ms. Kothari for these high priority requests. Ms. Galindo is working on letter to the Board of Supervisors concerning these requests.*
- Dr. Mishra has received information that the Sacramento Covered navigator may be able to start at Loaves & Fishes in November.*

**Discussion on the Mobile Medical Center van external appearance**

- Dr. Mishra asked CAB members to offer advice and direction on the graphics that should be used on the outside of the new Mobile Medical Center, which is under construction. CAB members reviewed options, including the County logo, the Health Center's name, and the possibility of using photographs of providers and staff or other graphics. Dr. Mishra had received feedback earlier suggesting that "less is more" when it comes to this matter and recommends using just the logo and name. She asked CAB members to weigh in.*
  - Ms. Bluemel suggested that a picture of the front of the building (main site) that is used on the website and on the brochure, this may help potential patients know where the health center is located.*
  - Dr. Mishra shared that it may be too late to add photos at this point unless we want to delay the construction process. Ms. Galindo confirmed that we would not be able to complete the required process to do so at this point and stay on track.*
    - Ms. Winbigler suggested that CAB approve the use of the logo on the sides of the van and the name on the front (above the window) and the back. All CAB members agreed to this suggested format.*

**Strategic Plan Deliverable**

- Ms. Alongi summarized the main findings of the report provided to CAB members on the Needs Assessment conducted at Loaves & Fishes this summer. She informed the group that Dr. Landefeld led the effort. His team interviewed (face-to-face) 25 individuals at the Loaves & Fishes site. The results showed that the care most needed by this group was*
  - Chronic disease management,*
  - Injury care, and*
  - Mental health services.*
- It was reassuring to find that the results of this survey targeted towards individuals experiencing homelessness aligned with the findings of the Needs Assessment that the Strategic Planning Committee reviewed earlier in the year.*
- Ms. Alongi pointed out that some of the issues identified are now being addressed. For example, a psychiatrist is now seeing patients at the Loaves & Fishes site and SCHC will be offering substance abuse services there shortly.*

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- *In addition, the request in the FCC Telehealth grant application to purchase and set up “outstations” at Loaves and Fishes (and other locations) can help individuals experiencing homelessness gain access to telehealth services.*
- *Finally, SCHC is working on coordinating with a company that can provide smart phones free of charge to SCHC patients that will have unlimited data, minutes and texting, which will also support participation in telehealth.*
- *Ms. Alongi also informed the CAB that she and Dr. Hutchins had met with the County’s new Director of Homeless Services and some of her team as well as team members from Social Services. The SCHC team learned more about what services other parts of the County are offering and what is being planned. This will help coordination and collaboration, especially when the Mobile Medical Center is ready to serve patients. We want to avoid unnecessary duplication of services and extend services offered.*

**CAB Governance – Committee Chairs**

- **Committees Updates to CAB**
  - **Clinical Operations**
    - *Chair Winbigler announced that the Clinical Operations Committee decided to go on hiatus as they had completed many of their tasks as well as to allow members to assist with the work of the other two committees.*
  - **Finance Sub-Committee**
    - *Financial Status Report: Ms. Winbigler reported that the Committee reviewed the July and August Financial Status Report. The report reflects what would be expected for this year in the fiscal year. It looks like the Health Center is on track financially at this point.*
    - *Update on HRSA COVID grants:*
      - *Dr. Hutchins reminded CAB members that we had already been informed that we were approved for the HRSA ARPA grant and have started using these funds, both for remote digital devices for patient chronic disease management as well as the requested additional temporary (and limited term) staff.*
      - *SCHC has not yet heard from HRSA whether our proposal for the HRSA ARP Capital Infrastructure will be approved. This is the grant we proposed to use for key renovations at the Broadway site. However, we did receive a completed estimate from County Architectural Services for the original proposed projects. Unfortunately, it is more than the rough estimate; the cost has gone up since we submitted the grant due to the labor shortage and construction costs. The longer we wait for approval and for the processes to be complete to allow construction to occur, the higher the cost is likely to be. Therefore, we will not be able to complete all proposed projects; SCHC leadership has created a prioritized list.*
    - *Update on FCC grant application*
      - *Dr. Hutchins reiterated what she said in the announcements period that SCHC expects to receive a substantial amount of money to support telehealth projects. It is not guaranteed, but looks promising.*
  - **Governance**
    - *Recruitment update*
      - *Ms. Winbigler informed the group that CAB member recruitment posters have been placed around the Health Center.*
        - ❖ *Unfortunately, Ms. Winbigler’s efforts to find someone with a finance background have not yet proven fruitful.*

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- ❖ *Ms. Winbigler also explained that the Committee is working with SCHC staff on other recruitment campaign strategies, such as a PowerPoint/video to play on lobby TVs.*
- ✓ *Ms. Lomazzi asked for support to complete her role in creating the video.*
- ✓ *Ms. Alongi replied that Mr. Mason will be connecting with Ms. Lomazzi and Ms. Winbigler to walk them through recording their parts (either video or audio, as they prefer). Ms. Alongi will check with Mr. Mason after the meeting to find out the timeline for this assistance.*
- *\*Upcoming elections*
  - *Ms. Winbigler let the group know that the Governance Committee has reviewed the nomination and election process from 2020 (the first time we were unable to do these in person). To correct issues encountered, the Committee generated three possible nomination processes to adopt for 2021.*
    - ❖ *CAB members e-mail their text nominations (one name per officer role) to Dr. Hutchins and Mr. Safi*
    - ❖ *CAB members return a formal nomination form by e-mail to Dr. Hutchins and Mr. Safi*
    - ❖ *CAB members return a formal nomination form*
    - ❖ *CAB members use US mail to send their nomination forms to Dr. Hutchins and Mr. Safi.*
  - *The Governance Committee recommends the first option.*
    - ❖ *Ms. Winbigler moved that CAB members will write their nominations in an email and send it to Dr. Hutchins and Mr. Safi by 10/08/21.*
    - ❖ *Ms. Bluemel seconded the motion.*
    - ❖ *All CAB members voted that CAB members will write their nominations in an email and send it to Dr. Hutchins and Mr. Safi by 10/08/21.*
- *\*Upcoming review of HRSA Project Director*
  - *Ms. Winbigler explained that Governance had taken a look at the required process of Project Director and also looked back and the instrument CAB used in the past.*
    - ❖ *Ms. Winbigler made a motion that 1) the CAB review both the HRSA Project Director (Dr. Mishra) and the HRSA Project Manager (Dr. Hutchins) this year 2) do so with the same form as last year, and 3) that the CAB members email the form to Ms. Alongi by November 5.*
    - ❖ *Ms. Bluemel seconded the motion.*
    - ❖ *All CAB members voted that 1) the CAB will review both the HRSA Project Director (Dr. Mishra) and the HRSA Project Manager (Dr. Hutchins) this year 2) do so with the same form as last year, and 3) that CAB members will email the form to Ms. Alongi by November 5.*

**Other Items**

- *Chair Winbigler mentioned that Ms. Chevon Kothari had suggested that SCHC switch to using WebEx for CAB meetings given the technical issues that have been encountered.*
- *Dr. Hutchins informed the group that Ms. Alongi was following up on the research that Mr. Safi had done last year into teleconferencing platforms to ensure that the specs are still the same and identify the product that would best fit our needs. Ms. Alongi and Mr. Safi recommend WebEx, provided that all CAB members can use this service. WebEx allows instantaneous closed captioning for deaf or hearing impaired participants. Even though we lost Ms. Washington and no current member has need of this service, we should be providing it as members of the public or new members may need it. Use of*

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*WebEx will cost SCHC \$300 per year, which can fit into the CAB budget. If CAB supports this choice, SCHC will request that D-Tech review the product.*

- *All CAB members agreed that they could WebEx and are supportive of this change.*

**Next Meeting Items – All**

- Nominations for Chair and Vice Chair for 2022
- September Financial Status Report
- Committee Updates
- \*Sliding Fee Scale revision

**Public Comment – Ms. Lomazzi,**

- *Vice-Chair Lomazzi asked if there was any public comment. The only member of the public who was attending had to leave.*

**Closing Remarks and Adjourn –**

- *Chair Winbigler adjourned the meeting at 11:05 AM.*

**Next Meeting:** October 15, 2021/ 9:30-11:00 AM \*\*\*\* IN PERSON or Skype

\*Items that require a quorum.

The Co-Applicant Board welcomes and encourages participation in the meetings.

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>

Due to the public health emergency created by the COVID-19 pandemic, in person meetings are not permitted at this time. Per the Brown Act, those 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.