

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

**Meeting Agenda**

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

**Meeting Location**

Community Room 2020 at 4600 Broadway / Sacramento, CA

- The Community Room 2020 is easily accessible without staff/security needing to let you in. It is at the top of the back stairs (near the Broadway entrance, not the garage entrance).

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</li> <li>• *Review and approval of 11/17/23 CAB meeting minutes</li> </ul>
<p>Brief Announcements – <i>All</i></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>HRSA Project Director Update – <i>Dr. Mendonsa</i></p>
<p>HRSA Medical Director Report – <i>Dr. Mishra</i></p>
<p>Follow Up – <i>Dr. Hutchins</i></p> <ul style="list-style-type: none"> <li>• CAB Member Technical Support – need for enhancement</li> </ul>
<p>CAB Governance</p> <ul style="list-style-type: none"> <li>• Committees Updates to CAB – Committee Chairs <ul style="list-style-type: none"> <li>○ Clinical Operations Committee – <i>Mr. Gallo</i> <ul style="list-style-type: none"> <li>▪ *Review of <ul style="list-style-type: none"> <li>➢ 02-04: <i>Non-Discrimination Policy</i></li> <li>➢ 03-12: <i>Appointment Template Management</i></li> </ul> </li> <li>▪ Overview of programs and services: <i>Referrals Program</i></li> </ul> </li> <li>○ Finance Committee – <i>Ms. Bohamera</i> <ul style="list-style-type: none"> <li>▪ November Financial Status Report</li> <li>▪ Grant updates</li> <li>▪ *Review of <i>PP-CS-11-03: Budget Development, Procurement and Compliance</i></li> <li>▪ *Proposed growth and growth positions for FY 2024-2025 budget</li> </ul> </li> <li>○ *Governance Committee – <i>Ms. Winbigler</i> <ul style="list-style-type: none"> <li>▪ Committee membership for 2024</li> <li>▪ *Review of CAB meeting and required activities calendars for 2024</li> <li>▪ Training Update <ul style="list-style-type: none"> <li>➢ New Member</li> <li>➢ New Officer – mentorship by (former) Chair Winbigler</li> <li>➢ Reminder: Brown Act Training on January 19, 2024; 11AM-12PM</li> </ul> </li> <li>▪ Recruitment Update</li> </ul> </li> </ul> </li> </ul>
<p>January Monthly Meeting Items – <i>All</i></p>

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- HRSA Project Director Report
- HRSA Medical Director Report
- Committee Updates
  - \*Policy and Procedure Review: TBD
  - Program Review: TBD
  - December (“Mid-Year”) Financial Status Report
  - Recruitment and Training Updates

Public Comment Period – *Ms. Fryer, Vice-Chair*

Closing Remarks and Adjourn – *Jan Winbigler, Chair*

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.