

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

**Meeting Agenda**

February 14, 2024 / 11:00 AM to 1:00 PM

**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
Opening Remarks and Introductions – <i>Suhmer Fryer, Chair</i> <ul style="list-style-type: none"> <li>• Roll Call and Welcome</li> <li>• *Review and Approval of 01/19/24 CAB meeting minutes</li> </ul>
Brief Announcements – <i>All</i> <ul style="list-style-type: none"> <li>• Bahir Zahiri is returning to Refugee</li> <li>•</li> </ul>
HRSA Project Director Update – <i>Dr. Mendonsa</i>
HRSA Medical Director Report – <i>Dr. Mishra</i>
*Final FFY 2024-2025 Budget Review and Approval – <i>Rachel Callan and Stephanie Hofer</i>
*Review and Approval of Submission of 2023 Uniform Data Systems (UDS) Report to HRSA – <i>Sharon Hutchins and Adam Prekeges</i>
*Review and Approval of the 2024 SCHC Quality Improvement Plan – <i>Sharon Hutchins</i>
<b>CAB Governance</b> <ul style="list-style-type: none"> <li>• Committees Updates to CAB – Committee Chairs               <ul style="list-style-type: none"> <li>○ Clinical Operations Committee – <i>Vince Gallo</i> <ul style="list-style-type: none"> <li>▪ *Review of Policies and Procedures                   <ul style="list-style-type: none"> <li>➢ 03-01: Telephone Protocol</li> <li>➢ 04-01: Patient Satisfaction Survey</li> <li>➢ 07-05: Credentialing and Privileging</li> <li>➢ 08-20: Registration of Patient Deaths</li> </ul> </li> </ul> </li> <li>○ Finance Committee – <i>Laurine Bohamera</i> <ul style="list-style-type: none"> <li>▪ End of the Year (2022-2023) Financial Status Report</li> <li>▪ December (Mid-Year) Financial Status Report</li> <li>▪ Update on grants</li> <li>▪ *Review of Policies and Procedures                   <ul style="list-style-type: none"> <li>➢ 11-03-Budget-Development-and-Procurement-Compliance</li> </ul> </li> </ul> </li> <li>○ *Governance Committee – <i>Jan Winbigler</i> <ul style="list-style-type: none"> <li>▪ Recruitment Update</li> <li>▪ Bylaws revision proposal</li> </ul> </li> </ul> </li> </ul>

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▪ Preparation for HRSA Operational Site Visit
March Monthly Meeting Items – <i>All</i> <ul style="list-style-type: none"><li>• HRSA Project Director Report</li><li>• HRSA Medical Director Report</li><li>• *Review of <i>2024 SCHC Quality Improvement Plan</i></li><li>• Committee Updates<ul style="list-style-type: none"><li>○ *Policy and Procedure Review:<ul style="list-style-type: none"><li>▪ <i>P&amp;P 11-01: Sliding Fee Discount</i></li><li>▪ <i>TBD</i></li></ul></li><li>○ December (Mid-Year) Financial Status Report</li><li>○ Recruitment and Training Updates</li><li>○ Final Evaluation of the <i>2020-2023 Strategic Plan</i></li><li>○ Review of <i>2024-2026 Strategic Plan</i> baselines for metrics</li><li>○ Preparation for HRSA Operational Site Visit</li></ul></li></ul>
Public Comment Period – <i>Laurine Bohamera, Vice-Chair</i>
Closing Remarks and Adjourn – <i>Suhmer Fryer, Chair</i>

Next Meeting: Friday, March 15, 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.