

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

Meeting Minutes

June 16, 2023 / 9:30 AM to 11:00 AM

Meeting Location

Either *by Zoom*: To see/share documents on the screen, go to

<https://www.zoomgov.com/j/1618897122?pwd=MWdoR2JURFVUQUtHbU4yUW5oRklnUT09>

Meeting ID: 161 889 7122

Passcode: 153371

One tap mobile

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Dial by your location

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Or *in Person*: 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).
- CAB members: please RSVP at least 24 hours in advance to Dr. Hutchins at HutchinsS@saccounty.gov for staff to prepare you a packet if you wish to attend in person.

Meeting Attendees

Members: Elise Bluemel, Laurine Bohamera, Suhmer Fryer, Paula Lomazzi,
Nicole Miller, Jan Winbigler

Leadership & Staff: John Dizon, Sharon Hutchins, Andrew Mendonsa

Guest: Areta Guthrey

Topic
Opening Remarks and Introductions <ul style="list-style-type: none">• <i>Chair Winbigler took role and welcomed members, staff, and guests</i>• <i>CAB members reviewed the minutes from the 05/19/23 CAB meeting.</i><ul style="list-style-type: none">○ <i>Ms. Lomazzi moved to approve the minutes as presented.</i>○ <i>Ms. Bohamera seconded the motion to approve the minutes as presented.</i>○ VOTE:<ul style="list-style-type: none">▪ <i>Yes votes: Bluemel, Bohamera, Lomazzi, Miller, Winbigler</i>▪ <i>Nos: None</i>
Brief Announcements <ul style="list-style-type: none">• <i>Dr. Hutchins announced that John Dizon has been recruited for an important position in the Behavioral Health Services Division but would delay his departure as Mr. Vargas searches for a replacement.</i>• <i>Zach Staab tendered his resignation, effective 6/23/23.</i>

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

- *CAB members expressed regret at losing both individuals and gratitude for their excellent service.*

Combined Health Resources and Services Agency (HRSA) Project Director Update and Medical Director Reports

- *Dr. Mendonsa presented his update.*
 - *SCHC continues to be “on hold” with HRSA regarding the six school-based mental health center sites.*
 - *SCHC personnel met with HRSA staff regarding the HRSA ARP capital grant to get clarification on what is needed to gain approval to start renovations and draw down on the grant.*
 - *The Board of Supervisors approved all the Health Center’s growth requests for fiscal year 2023-24.*
 - *Supervisors will likely be able to recruit for the new positions starting 7/15/23.*
 - *Dr. Mendonsa is considering asking for another Health Program Manager as a growth position in the 2023-24 Fiscal Year.*
 - *SCHC responded to migrant arrivals from other states sent by bus.*
 - *SCHC deployed medical and mental health teams to conduct health assessment needs and acute medical conditions. Several prescriptions were written and delivered. The total to-date is 36 arrivals, 32 of which have decided to stay in Sacramento County long-term due to the warm welcome and assistance they have received.*
 - *SCHC staff is now connecting the migrants with dental services via the Sacramento Native American Health Center.*
 - *Sacramento Covered and SCHC staff enrolled the migrants in emergency Medi-Cal and many in the Healthy Partners program.*
 - *SCHC is preparing for additional arrivals by bus and plane.*
 - *The migrants are being temporarily housed and provided services in the County.*
 - *CAB members expressed their appreciation for the services SCHC and partners provided and the speed of the response.*
 - *Staffing and Space: The move of the SCHC Admin Team to G Street has been delayed. There was a miscommunication concerning the furniture on site.*
 - *Access: The Admin Team is still generating data reports to assist the Access/Panel Size workgroup, which had its first meeting.*
 - *FQHC Relations: Mr. Staab is calendaring our first in a series of meetings with FQHCs; the plan is for lunch and a tour.*
 - *Contracts and New Initiatives*
 - *The discussion with the University of the Pacific (UoP) about sharing space in their new building is on hold as UoP has internal discussions.*
 - *Dr. Mendonsa and Mr. Vargas have been working on a plan to host California State University Sacramento School of Social Work interns. Mr. Lutz is in favor of placements across the Department of Health Services. Dr. Mendonsa and Mr. Vargas are working on Primary Care opportunities.*
- *Dr. Mendonsa presented Dr. Mishra’s update as she is out of the office.*
 - *The Healthy Partners Advisory Committee met for the first time since the COVID pandemic began.*

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

- *As a reminder, the Healthy Partners program is a County initiative to cover health care for undocumented individuals. It is being phased out as the Medi-Cal program expands eligibility. Medi-Cal is scheduled to be open to undocumented individuals of all ages beginning in January 2024.*
- *The HP Committee asked for a refresh of the data reports typically presented to them regarding numbers served and types of services provided.*
- *The next meeting will be in September 2023.*
- *Provider Availability: Dr. Mishra is working to find coverage for providers who have left permanently or who are on leave.*
 - *She has been successful for all the SCHC programs except Psychiatry.*
 - *For now, Dr. Mishra has decided, with Dr. Mendonsa's blessing, to purchase the Call Psych app which can provide advice to primary care providers (PCPs).*
 - *In addition, Dr. Mishra is pursuing additional training in psychiatry for PCPs.*
 - *She is also working with UC Davis' School of Nursing to possibly bring on psychiatric Nurse Practitioners.*
- *Dr. Mishra is obtaining training in OCHIN Epic designed for providers to make changes in the electronic medical record (EMR) structure to make it more efficient. Some SCHC staff have received training appropriate for their roles.*

Quality Improvement and Compliance

- *Dr. Hutchins reviewed the first quarter (Q1) monitoring report for the 2023 Quality Improvement Plan that focused both on new processes that the Quality Improvement Committee (QIC) has adopted and on quantitative results.*
 - *Qualitative report:*
 - *For the 2023 Plan, the QIC has adopted the practice of having each QI team present every three months to QIC using a structured approach. Dr. Hutchins shared the template of what the presentations include.*
 - *Five teams, plus the QIC itself, are working on QI projects related to the Patient Experience aim.*
 - *Two teams are currently working on projects related to Care Coordination within the Population Health Outcomes aim. An additional 10 teams are working on improving clinical performance measures within the Population Health Outcomes aim.*
 - *Quantitative report:*
 - *Dr. Hutchins reviewed progress on the clinical performance measures within the Population Health Outcomes aim. She called out well child visits for those aged 3-21 as a measure for which SCHC is finding it difficult to meet the target; other practices in California are as well. This is a relatively new measure that called for a lot more effort.*
 - *Dr. Hutchins summarized outreach measures using the new Artera messaging system that are planned for this summer to address preventive screenings for breast, cervical and colorectal cancer. She expects Q3 performance to be a dramatic increase over Q1.*
 - *Dr. Hutchins explained that additional interventions are being discussed to meet the quality measure for diabetic and hypertensive patients.*
 - *Dr. Hutchins reviewed two measures (depression screening and follow up) for which data is not currently being collected properly and two measures for which SCHC is working on more timely ways to receive care coordination information from hospitals to allow timely follow ups.*

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

CAB Governance

- Committees Updates to CAB – Committee Chairs
 - *Strategic Planning Ad Hoc Committee – *Ms. Fryer*
 - *2024-2026 Strategic Plan review and approval
 - Ms. Fryer showed a presentation that summarized the work of the Strategic Planning Committee and the methodology used.
 - Dr. Hutchins explained the proposed Priorities, Strategies, Metrics and Targets.
 - The group discussed some of the metrics and targets that have not yet been defined. Some are reliant on analyses being performed by the Admin team to set baselines.
 - The group agreed to review the final metrics and targets in December, before the Plan goes into effect.
 - Ms. Bluemel made a motion to approve the 2024-2026 Sacramento County Strategic Plan, contingent upon final metrics and targets being added in December.
 - Ms. Miler seconded the motion.
 - Yes votes: Bluemel, Bohamera, Fryer, Lomazzi, Miller, Winbigler
 - No votes: None
 - The motion passed.
 - Clinical Operations Committee – *Ms. Stacholy*
 - Committee did not meet; P&P documents were sent by email for review.
 - Finance Committee – *Ms. Bohamera*
 - May Financial Status Summary
 - Ms. Bohamera told the group that Mr. Dizon had done a live review of year-to-date figures as they are changing daily at this point in the fiscal year.
 - She summarized the presentation as saying that the budget is looking really good. Only ~\$2 million will be needed from the general fund, far less than was budgeted. The savings resulted from the inability to hire certain positions (common across the County), SCOE invoices being far less than projected, and increased revenue.
 - No members had any questions.
 - Ms. Bohamera explained that with John being tapped for a Behavioral Health position, Ms. Callan will assume budget duties.
 - Due to Ms. Callan needing time to learn her new duties, Ms. Bohamera indicated that Mr. Dizon had proposed to defer monthly Financial Status Reports until August, a proposal that met with approval by the Finance Committee. She asked if any CAB members objected to this change. There were no objections.
 - Grant updates
 - HRSA leadership met with HRSA representatives about the HRSA Capital renovations grant on 6/14. We have a clear map forward regarding next tasks.
 - Upcoming: The Finance Committee will be reviewing PP11-02: Billing and Collections next month.
 - Governance Committee – *Ms. Winbigler*
 - Training – Info on Roberts Rules of order created
 - The committee is working on the annual member recruitment plan; will bring it forward at the July meeting.
 - Recruitment
 - Meet candidate CAB member Areta Guthrey: Dr. Hutchins introduced Ms. Guthrey, who is an attorney and would be a consumer member. She is an advocate for and expert in disability access. Ms. Guthrey has resided in Sacramento for the past 30 years.
 - ❖ Ms. Guthrey gave a short self-introduction and was welcomed by the group.

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

- ❖ Ms. Winbigler indicated that the Governance Committee had vetted Ms. Guthrey's application and recommended that the CAB approve her as a member.
- ❖ Ms. Winbigler moved that the CAB elect Ms. Guthrey as a consumer member.
- ❖ Ms. Lomazzi seconded the motion.
- ❖ Yes votes: Blumel, Bohamera, Fryer, Lomazzi, Miller, Winbigler
- ❖ No Votes: None
- ❖ The motion carried. Ms. Guthrey has been elected by CAB. Dr. Hutchins will forward this information to the Clerk of the Board for Board of Supervisors' ratification.

July Monthly Meeting Items – All

- HRSA Project Director Report
- HRSA Medical Director Report
- Committee Updates
 - *Policy and Procedure Review: TBD
 - Program Review: TBD
 - 2023-Q2 Quality Improvement Plan Monitoring Report
 - Patient Feedback Survey Findings – *if ready*
 - Recruitment and Training Updates

***Vote on CAB membership application**

Public Comment Period – Ms. Fryer, Vice-Chair

There were no comments from guests or the public.

Closing Remarks and Adjourn – Jan Winbigler, Chair

- Chair Winbigler expressed gratitude, on behalf of the CAB, for the work Ms. Fryer put into the Strategic Planning process. She also commended Dr. Mendonsa, Mr. Dizon, Mr. Stabb, Ms. Alongi, Ms. Brent, and others who participated in the process.
- Ms. Winbigler adjourned the meeting at 11:06 AM.

Next Meeting: Friday, July 21, 2023 / 9:30-11:00 AM

*Items that require a quorum and vote.

The Co-Applicant Board welcomes and encourages public 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>

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.