

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

Meeting Minutes

January 19, 2018, 9:30 AM – 11:00 AM

Meeting Location

Sacramento County Health Center
Primary Care Center
Community Room 2020, 2nd Floor
4600 Broadway
Sacramento, CA 95820

CO-APPLICANT BOARD MEMBERS			
X	Paula Lomazzi – <i>Chair</i> (attended telephonically)	X	AAron Washington – <i>Co-Chair</i>
X	Mike Blain	X	Sally Ooms
	Rebecca Hahn	X	Vince Gallo
	Bob Erlenbusch	EX-OFFICIO MEMBER	
	Katie Freeny – <i>Excused</i>	X	Marcia Jo, Project Director

County Staff: Sherri Chambers (Planner), Kari Lockwood (Planner), and Sandy Damiano (Deputy Director)

Public Attendees – 2: Donald Zorechak and Willie McKinney (Prospective Members)

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

Topic	Minutes
<p>Welcome, Introductions and Announcements– <i>Sherri Chambers, Staff</i></p>	<p>Board Chair, Paula Lomazzi, participated in the meeting telephonically and was unable to facilitate. Since the Co-Chair arrived a few minutes late, Sherri Chambers welcomed all to the meeting and facilitated introductions.</p> <p><u>Introductions:</u></p> <ul style="list-style-type: none"> • <u>New Staff</u> – Sherri introduced Kari Lockwood, Program Planner. Kari will be staffing the Co-Applicant Board and providing support for HRSA compliance activities. CAB members introduced themselves and welcomed Kari. • <u>Guests</u> – Don Zorechak and Willie McKinney were introduced as prospective CAB members. <i>Welcome!</i> <p><u>Announcements:</u></p> <ul style="list-style-type: none"> • <u>Retirement</u> – Marcia Jo will be retiring effective February 9. Board members congratulated Marcia and expressed their gratitude for her work with the Health Center and CAB. • <u>Kudos</u> – Board members applauded Vince Gallo for attending 100% of the CAB meetings in 2017. • <u>Resignation</u> – Maria Respall and Katie Freeny have resigned from the CAB. • <u>Board of Supervisors</u> – The revised Bylaws and Agreement and Sliding Fee Scale approved by CAB at the December meeting will be heard by the Board of Supervisors on February 6. Sherri agreed to send the links to the Board of Supervisors letters once they have been posted in AgendaNet.
<p>Chair and Co- Chair Annual Election – <i>Sherri Chambers</i></p>	<p>Sherri reviewed the annual election process for CAB Chair and Co-Chair:</p> <ul style="list-style-type: none"> • Elections will proceed in the following order: 1) Nominations for Chair, 2) election of Chair, 3) nominations for Co-Chair, 4) election of Co-Chair. • The term of office will begin following today’s meeting and will end on December 31, 2018. • Officers may serve no more than 4 consecutive terms. Paula has served 3 full terms as Chair. • Members may nominate themselves. Any member may decline nomination. <p><u>Election of Chair:</u></p> <ul style="list-style-type: none"> • Paula Lomazzi was the sole nominee for Chair. • By unanimous vote, Paula was re-elected to Chair through December 31, 2018. This will be Paula’s 4th consecutive term, and she will be ineligible to serve as Chair for 2019. <p><u>Election of Co-Chair:</u></p> <ul style="list-style-type: none"> • Aaron Washington and Vince Gallo were nominated for Co-Chair. • With 3 out of 5 votes, Vince was elected to Co-Chair through December 31, 2018.

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

Data Reports –
Marcia Jo

Healthy Partners Annual Report 2016/17 (posted on the website):

- The majority of Health Center patients are Healthy Partners enrollees, not Medi-Cal.
- Healthy Partners provides primary and preventative care to undocumented residents.
- 3,000 adults are enrolled in Healthy Partners and 350 are on the wait list.
- CAB will be provided Healthy Partners Program updates on a regular basis.
- Recruitment of consumer members for the CAB needs to include Healthy Partners enrollees.

Discussion:

- Mike Blain asked who is required to pay under the sliding fee policy, given that Healthy Partners offers zero cost services for the undocumented population. Marcia responded anyone with no coverage at all can be served under the sliding fee scale, including those on the Healthy Partners wait list. Marcia added that a report can be provided to CAB to show who is using the sliding fee scale.
- Aaron expressed concern for a patient who was denied Healthy Partners eligibility. Marcia explained that more information is needed to find out what happened. She added that anyone denied Healthy Partners who resides within the Health Center service area may be referred to apply for sliding fee.

Uniform Data System (UDS) Report 2016 – Marcia Jo reviewed the 2016 UDS Report (posted on the website):

- HRSA rules require the CAB to review the UDS report prior to submission.
- The 2017 report is not ready yet, but will be ready for review before it is due in February 2018.
- The 2016 report provides information that can be compared with the 2017 data. For example, the Health Center served about 8,000 patients in 2016 and about 10,000 patients in 2017. The data shows our numbers are increasing.
- Other data was reviewed and discussed such as patient zip codes, demographic data, payer categories, medical conditions, and quality of care measures such as immunization status and cancer screening.
- Members reviewed data for number of visits by diagnosis and number of patients with each diagnosis.
- Marcia reviewed and explained the Health Outcomes and Disparities data.
- Marcia noted that the Health Center has good outcomes with regard to diabetes and hypertension.
- Cost and revenue data was briefly reviewed.

Annual Report 11/2017 – Marcia reviewed the Annual Report submitted to HRSA in Nov (posted on the website):

- The CAB must approve Health Center services and budget.

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

<p>Data Reports – <i>Marcia Jo</i></p>	<ul style="list-style-type: none"> • Form 5A has a list of services that must be provided by the Health Center. • The other side of Form 5A lists additional services (not required). Health Center has Mental Health only. • The role of the CAB is to review and confirm that all required services are being provided. If the CAB would like additional services, a request must be submitted to HRSA. <p><u>Discussion on UDS and Annual Report:</u></p> <ul style="list-style-type: none"> • Mike asked how many Enabling/Supportive Services staff are currently employed at the Health Center. Marcia responded that the information is available in the UDS report under Staffing and Utilization. There are 3.65 Enabling Services staff. • Some members were concerned they would not have enough time to review and approve the 2017 UDS Report at the next meeting. Vince Gallo pointed out that the data is in the past, and the CAB will not be deciding whether it is accurate or not. The data can be used to determine areas to work on. • Marcia agreed to send available data to CAB members in advance of the next meeting.
<p>Strategic Plan – <i>Sherri Chambers & Marcia Jo</i></p>	<p>Sherri briefly reviewed the 2015-2017 Strategic Plan (<i>posted on the website</i>). Members were reminded that they reviewed this plan in detail at the July 2017 meeting, and there have been no changes since that time.</p> <p>Sherri reviewed the DRAFT 2018-2020 Strategic Plan (<i>posted on the website</i>).</p> <p><u>Key Points:</u></p> <ul style="list-style-type: none"> • The DRAFT is just a framework. We started with the previous Strategic Plan, added a goal about Care Coordination for at risk enrollees, and provided more detail about CAB member recruitment. • CAB members are encouraged to add, delete, or expand on goals and objectives. • One of the new objectives is to achieve consumer membership of 51% by 12/31/18. Sherri noted that the date was just a suggestion. Sandy Damiano stated HRSA may require an earlier date. <p><u>Discussion:</u></p> <ul style="list-style-type: none"> • Aaron asked to see the Health Center Care Coordination Policy, noting that the CAB is responsible to ensure care coordination is being provided. She added that the survey process should be resumed. • Mike suggested that staff should always refer people who do not otherwise qualify to apply under the sliding fee policy. • Aaron commented she would like to see a goal involving outreach to try and get more community members enrolled in the Health Center. Sandy proposed that Goal B could be restated to “Ensure outreach and timely access.”

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

<p>Strategic Plan – <i>Sherri Chambers & Marcia Jo</i></p>	<ul style="list-style-type: none"> • Aaron recommended hosting a health fair for prospective members. Sandy noted it could be included under Goal B, Objective 3. Example: “CAB will assist with outreach and community education.” • Marcia offered to add to the DRAFT Strategic Plan the development of two outreach events such as health fairs if CAB members agree that it is important. • Mike commented that a nurse used to visit Union Gospel Mission and it worked well. Members asked if that could be resumed. Marcia agreed to share the suggestion with Fernay Jackson, Supervising RN. • Aaron suggested having a doctor visit Mercy clinic once a month on a Saturday. Sandy responded that the topic can be put on a future agenda when Fernay can be in attendance. • Sally Ooms expressed concern regarding how the Health Center is meeting the needs of patients with diabetes. Marcia echoed the concern and noted that Health Center scores are better than other FQHCs but still not good. Marcia agreed that targeting a chronic condition such as diabetes would be an appropriate objective for the Strategic Plan. • Aaron and Sally stated they would like to address transportation issues. Sandy noted that Medi-Cal Managed Care has new transportation rules, and Managed Care Plans must now provide transportation to all members for routine appointments. Sherri agreed to send the new policy to CAB members. • Vince suggested there may be a lost opportunity for recruitment of patients seen at the Mercy Clinic. Sandy noted that recruitment would be appropriate if they do not already have a primary care medical home. Can have the nurses ask. Marcia stated we could add an objective about navigation. Nurses provide Health Center informational cards. <p><u>Action:</u></p> <ul style="list-style-type: none"> • County staff will add “Outreach” to Goal B on the DRAFT Strategic Plan. • Objectives to be added: 1) CAB will assist with two outreach activities; 2) focus on diabetes; 3) strategic deployment of Registered Nurse; 4) review transportation policy. • The revised Strategic Plan will be reviewed and discussed next meeting.
<p>Next Meeting – <i>Marcia Jo</i></p>	<p>Marcia reminded members that the 2017 UDS Report will be due to HRSA on February 15, which is prior to the next regular meeting date of February 16.</p> <ul style="list-style-type: none"> • CAB members were asked to vote on changing the next meeting date to February 9, so that the UDS Report could be reviewed and approved prior to submission to HRSA. • By unanimous vote, the next meeting date was changed from February 16 to February 9.

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

	<p><u>Next Meeting Topics:</u></p> <ul style="list-style-type: none"> • UDS Report 2017 – Action Item • Strategic Plan 2018-2020 – Action Item • Sandy Damiano will discuss recruitment for the Project Manager vacancy due to Marcia Jo’s retirement. Recruiting efforts have already started. • Healthcare for the Homeless Conference 2018
<p>Board Member Development – <i>AAaron Washington</i></p>	<p><u>Health Care for the Homeless National Conference</u></p> <ul style="list-style-type: none"> • Will be held in Minneapolis, MN, on May 15 through May 18, 2018. • One or two CAB members may attend based on Health Center budget. Sherri will send a link to conference information via email. <p><u>Goals for 2018</u> – Topic was covered during the Strategic Plan discussion earlier in the meeting.</p>
<p>Public Comment–</p>	<p>There was no Public Comment.</p>
<p>Closing Remarks– <i>Sherri Chambers</i></p>	<p>Sherri thanked the group for participating in today’s meeting. <i>Special thanks to today’s guests for their interest in the Co-Applicant Board.</i> The meeting was adjourned at 11:00 AM.</p> <p>The Board will reconvene on Friday, February 9, 2018 from 9:30 AM to 11:00. <u>Note the changed meeting date.</u> Location: 4600 Broadway, Community Room #2020, Sacramento.</p> <p>Co-Applicant Board website: http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx</p>

Sacramento County Health Center website link:

<http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/GI-Sacramento-County-Health-Center.aspx>