

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

Meeting Minutes

February 9, 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>	X	Vince Gallo – <i>Co-Chair</i>
X	Mike Blain	X	Sally Ooms
	Rebecca Hahn		AAron Washington
X	Bob Erlenbusch	EX-OFFICIO MEMBER	
		X	Marcia Jo, Project Director

County Staff: Sandy Damiano (Deputy Director), Sherri Chambers (Planner), Kari Lockwood (Planner), and Fernay Jackson (Supervising Registered Nurse)

Public Attendees – 2: Donald Zorechak (Prospective CAB Member) and Ana Marin (SPLICE, UC Davis Health).

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Topic	Minutes
<p>Welcome, Introductions and Announcements– 2018 National Healthcare for the Homeless Conference participation <i>Paula Lomazzi, Chair</i></p>	<p><u>Welcome and Introductions</u></p> <ul style="list-style-type: none"> • CAB Members, County Staff, and members of the Public introduced themselves. <p><u>Announcements</u></p> <ul style="list-style-type: none"> • CAB Chair, Paula Lomazzi, was the sole member who expressed interest in attending the 2018 National Health Care for the Homeless Conference and Symposium in Minneapolis, MN, from May 15 through May 18, 2018. <p><u>Action</u></p> <ul style="list-style-type: none"> • Board approved Paula Lomazzi to represent the CAB at this year’s conference – unanimous vote.
<p>Health Center Leadership – <i>Sandy Damiano, Deputy Director</i></p>	<p><u>Health Center Leadership approve and vote – ACTION ITEM</u></p> <ul style="list-style-type: none"> • Today is Marcia Jo’s last day as Project Director. Sandy Damiano has overseen the Health Center since 2009, has been involved in the Health Resources and Services Administration (HRSA) requirements, and is a Psychologist. She would like to be interim Project Director while recruitment is in process. <p><u>Action</u></p> <ul style="list-style-type: none"> • Board approved Sandy Damiano to be the interim Project Director – unanimous vote. <p><u>Program Report</u></p> <ul style="list-style-type: none"> • <u>Interim Leadership plan</u> – Sandy will work closely with Pamela Gandy-Rosemond, RN, MSN, Health Program Manager, who will assist with daily operations and management. Pamela has experience with clinic services oversight and will be invited to attend a CAB meeting for an introduction. • <u>Health Program Manager Recruitment</u> – The Health Program Manager position is being advertised through the Sacramento Bee, professional organization websites, healthcare distribution lists, and the Primary Health main page: http://www.dhhs.saccounty.net/PRI/Pages/PRI-Home.aspx. The position will take time to fill. Interviews will begin towards the end of February. Sandy will keep the CAB updated on the hiring status. • <u>HRSA AIMS</u> – The CAB needs an additional meeting to vote on relinquishing the HRSA AIMS funding since that Action Item is not on today’s agenda. An additional meeting will be scheduled for Friday, February 16, 2018 and an agenda will be sent to the CAB. • <u>Board of Supervisors Session on 02/06/18</u> – The Board of Supervisors approved the revised Bylaws and Discount Fee Schedule as recommended by the CAB by unanimous vote. The Board of Supervisors heard

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<p>Health Center Leadership – <i>Sandy Damiano</i></p>	<p>tremendous support for the Healthy Partners Program and approved to increase Healthy Partners Program enrollment limits by unanimous vote.</p> <p><u>Discussion</u></p> <ul style="list-style-type: none"> Board members discussed the Healthy Partner program changes, funding, and ability to see more patients. Approval of the program changes and budget will be added to the CAB meeting agenda for Friday, February 16, 2018.
<p>HRSA Reports – <i>Marcia Jo, Project Director</i></p>	<p><u>Uniform Data System (UDS) Report 2017 – ACTION ITEM</u></p> <ul style="list-style-type: none"> Data was reviewed and discussed such as patient demographic data, medical conditions, number of visits by diagnosis, number of patients with each diagnosis, and cost and revenue. Board members asked questions about data and budget. <p><u>Action</u></p> <ul style="list-style-type: none"> Board approved submission of 2017 UDS report – unanimous vote. <p><u>Annual Budget Period Progress Report 11/2017</u></p> <ul style="list-style-type: none"> Marcia Jo discussed needing to retroactively approve the 2016 Budget Period Progress Report (BPR) submitted to HRSA in November. This BPR was previously reviewed in a CAB meeting. <p><u>Action</u></p> <ul style="list-style-type: none"> Board retroactively approved 2016 BPR – unanimous vote.
<p>Strategic Plan – <i>Marcia Jo and Kari Lockwood</i></p>	<p><u>DRAFT 2018-2020 Strategic Plan</u> – ACTION ITEM (<i>see Draft Strategic Plan posted on the CAB website</i>)</p> <ul style="list-style-type: none"> Kari reviewed the additions made to the DRAFT 2018-2020 Strategic Plan based on input from the Board in the CAB meeting on January 19, 2018. <p><u>Action:</u></p> <ul style="list-style-type: none"> Board approved the 2018-2020 Strategic Plan – unanimous vote.
<p>CAB Membership and Recruitment- <i>Kari Lockwood</i></p>	<p><u>CAB Membership</u> – ACTION ITEM</p> <ul style="list-style-type: none"> Congratulations to Paula Lomazzi for re-election to Chair and Vince Gallo for election to Co-Chair! Board voted on removal of a member and nomination of a member.

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<p>CAB Membership and Recruitment- <i>Kari Lockwood</i></p>	<p><u>Action</u></p> <ul style="list-style-type: none"> • Board removed Member Rebecca Hahn due to attendance in accordance with the Bylaws – unanimous vote. • Board approved nomination of prospective Member, Don Zorechak – unanimous vote. <p><u>CAB Recruitment</u></p> <ul style="list-style-type: none"> • HRSA requires the CAB to have a majority patient (“consumer”) membership. • In order to be in compliance with HRSA, 4 CAB seats must be filled by patients and submitted to HRSA by 05/18/18. Kari shared current recruitment efforts to date, including flyer handouts, presenting at Management Team and Operations meetings, and providing informing to nurses and physicians. Kari also asked CAB Members to assist with recruiting consumers. Any interested applicants can respond to her.
<p>Conflict of Interest – <i>Kari Lockwood</i></p>	<p><u>Form 700, Statement of Economic Interest</u> – ACTION ITEM</p> <ul style="list-style-type: none"> • All appointed members must complete Form 700 electronically. It is due annually. • Reminder letters have been sent to Board Members. • Completed Form 700s are due April 1. <p><u>Action:</u></p> <ul style="list-style-type: none"> • Kari will email CAB Members individually to provide them additional information about accessing and completing Form 700 electronically. • Kari will email CAB Members about Ethics Training. These can be completed on-line and are due every two years.
<p>Next Meeting – <i>Sandy Damiano</i></p>	<p><u>Next Meeting Topics:</u></p> <ul style="list-style-type: none"> • HRSA AIMS funding • Healthy Partners Program changes • Other key information
<p>Public Comment– <i>Kari Lockwood</i></p>	<p>There was no Public Comment. Paula Lomazzi requested that Vince Gallo, Co-Chair, lead the Public Comment and Closing Remarks in future meetings.</p>
<p>Closing Remarks- <i>Sandy Damiano</i></p>	<p>The meeting was adjourned at 10:50 AM.</p> <p>The Board will reconvene on Friday, February 16, 2018 from 9:30 AM to 10:30. <u>Note the changed meeting date and time.</u> Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information</p>

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	will also be offered for those who cannot attend in person.
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	Co-Applicant Board website: http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx
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Sacramento County Health Center website link:

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