

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

Meeting Minutes

March 16, 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

By Telephone

(916) 876-4100
ID: 6124583

CO-APPLICANT BOARD MEMBERS			
	Mike Blain		
	Bob Erlenbusch – <i>excused</i>		
X	Vince Gallo – Co-Chair		
X	Paula Lomazzi – Chair	EX-OFFICIO MEMBER	
	Sally Ooms	X	Sandy Damiano, Interim Project Director
X	Aaron Washington – attended by telephone	PRESENTER	
X	Don Zorechak	X	John Dizon, Administrative Services Officer III

County Staff: Fernay Jackson (Supervising Registered Nurse), Kelley Wilson (Administrative Services Officer II), Pamela Gandy-Rosemond (Interim Health Program Manager), Kari Lockwood (Planner)

Public Attendees – None

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Topic	Minutes
<p>Welcome and Introductions <i>Paula Lomazzi</i></p>	<p><u>Welcome and Introductions:</u> Paula welcomed members and staff and facilitated introductions.</p>
<p>Announcements <i>Kari Lockwood, Sandy Damiano</i></p>	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> • <u>Don Zorechak, new CAB Member:</u> Don is a Co-Applicant Board member as of 02/26/18. Congratulations! • <u>Nomination of prospective CAB Member – ACTION ITEM:</u> Kari presented a prospective consumer board member named Marielena Ornelas for nomination. Ms. Ornelas is a parent of a patient currently in treatment (pediatrics). Kari met with her on 03/05/18 and reviewed board bylaws, meetings, and governing responsibilities. Kari asked the Board to vote to approve the nomination. <u>Action:</u> Co-Applicant Board Members unanimously approved nomination of prospective consumer member, Marielena Ornelas. • <u>Demographic Information:</u> Kari reported that HRSA is requesting updated demographic information for current CAB members. Kari asked CAB members to complete the CAB Member Information Form and return the form to her as soon as possible. Kari will email form to members not in attendance. • <u>Department Restructure:</u> Sandy reported that effective Monday, 03/19/18, the Department of Health and Human Services will reorganize into two separate departments – Department of Health Services and Department of Child, Family, and Adult Services (CFAS). The Department of Health Services includes Primary Health, Public Health and Behavioral Health Divisions. Correctional Health which is currently under the Sacramento Sherriff’s Department will be under the Primary Health Division. CFAS includes Child Protective Services and Seniors and Adults Division. Sherri Heller, Director, Department of Health and Human Services, is retiring at the end of April. Recruitment is in process. • <u>Inreach/Outreach to Special Populations:</u> Sandy provided an overview of inreach and outreach to special populations served by the health center. <i>See handout.</i> <ul style="list-style-type: none"> - <u>Homeless:</u> Sandy explained the County initiatives (scattered site triage shelter / intensive case management). The Health Center outstationed RN(s) will partner with Department of Human Assistance to provide services to patients utilizing those programs. Sandy will provide more detail when available. Discussion: A member asked about the large shelter that has been in the media. Sandy explained this triage shelter is part of a City initiative. The County initiative will use scattered smaller sites due to inability to site a large triage shelter.

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	<ul style="list-style-type: none"> - <u>Criminal Justice Involved</u>: Two RNs are based at the South Area Adult Day Reporting Center. They work with Probation Officers, Eligibility and Mental Health staff to assist Probationers. Many meet the HRSA definition of “homeless.” - <u>Refugee</u>: Refugee Health Clinic provides services for newly arriving refugees. All newly arriving refugees are referred by local resettlement agencies for assessment. Sacramento County has the highest number of newly arriving refugees on Special Immigration Visas in the U.S. - <u>Healthy Partners</u>: This program provides comprehensive primary care services to county residents meeting eligibility criteria. Sacramento Covered and La Familia provide pre-screening and outreach for this program in the community at no cost. Most Healthy Partners Program referrals come from word-of-mouth. • <u>Hiring</u>: Sandy provided a hiring update for the Health Program Manager position. Interviews began in March and will continue in April. The ideal candidate would have expertise in management, FQHCs, and experience working with diverse low income populations.
<p>Budget – <i>John Dizon</i></p>	<p><u>Overview of County Budget Process</u>: John provided an explanation of the County budget process. Budgets are submitted in February for the Board of Supervisors’ hearings in June. <i>See handout.</i></p> <p><u>Proposed Budget for FY 2018/19 – ACTION ITEM</u>: John reviewed the requested budget summary for Fiscal Year 2018/19. He highlighted the number of permanent County employees and the operating budget, including an overview of the personnel costs, services and supplies, contracts, and staffing. Discussion: Members asked if the budget was submitted and about expenses from last year. John explained that budget changes include any changes in allocated costs, growth requests, or reductions (due to changes in grants, etc.). The division submits a draft for departmental review then the department submits to the CEO office for review. Typically a few weeks prior to the budget hearing, the CEO posts a budget letter and the CEO recommended budget for public view and comment. The Healthy Partners requests which were approved last week were included in the proposed budget along with some increases in allocated costs. CAB reviews and approves the annual budget as well as any changes (new additions or funding decreases).</p> <p><u>Action</u>: Co-Applicant Board Members unanimously approved the proposed budget for FY 2018/19.</p> <p><u>HRSA one time (\$6,000) technology funding – ACTION ITEM</u>: John reviewed HRSA one time funding request. One time technology funding for \$6,000 will purchase 3 EKG machines that will send results directly into OCHIN (electronic health record).</p> <p><u>Action</u>: Co-Applicant Board Members unanimously approved the HRSA one time Technology Funding (\$6,000).</p>

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	<p><u>HRSA one time (\$25,000) quality improvement funding – ACTION ITEM:</u> John presented that this funding will be used for the following:</p> <ul style="list-style-type: none"> • Upgrading equipment in conference/training room to modernize the technology utilized for staff training. • Electronic Health Record (EHR) enhancements: <ul style="list-style-type: none"> ○ Care messaging – Appointment reminders, direct messaging, and care coordination assistance. ○ Integrated faxing – For inbound and outbound faxing within OCHIN. • Patient education materials – User friendly materials for patients on topics such as prevention and chronic disease management. Discussion: Board members asked if the patient materials will be in multiple languages. Pamela confirmed that they will be in English and Spanish. Other translations are also available. Board Members reflected that these seemed like good, cost-effective improvements. Sandy agreed that the EHR enhancements have features that will help improve accuracy, patient access, and chronic disease management. <p><u>Action:</u> Co-Applicant Board Members unanimously approved the HRSA one time Quality Improvement Funding (\$25,000)</p>
<p>HRSA Plan Status Update – <i>Kari Lockwood</i></p>	<p><u>HRSA Plan Status Update:</u> Kari provided an update about the HRSA Plan of Correction from the August 2017 site visit. Conditions were placed on nine requirements. Five have been approved, three are pending HRSA review, and one is in process. The latter is the Patient Majority Board requirement (51% of members must be consumers). Discussion: Board Members discussed consumer membership and reviewed the CAB roster. Recruitment for CAB consumer members will be on-going. Sandy provided additional detail about the submission process to HRSA to approve conditions and that this process is lengthy and intensive.</p>
<p>Quality Improvement Report – <i>Sandy Damiano</i></p>	<p><u>HP Utilization Report:</u> Sandy reviewed the Healthy Partners Program service utilization for advanced imaging and specialty services. Outpatient procedures/surgeries and outpatient specialty services for FY 2017/18 have already surpassed FY 2016/17.</p> <p><u>UDS Update:</u> Sandy reminded members that Marcia Jo reviewed the UDS data with them. Sandy noted that some of the low performance is due to: change in electronic health records midyear, use of chart reviews for part of the year, and providers needing education and training on OCHIN clinical documentation. Reports should be directly pulled from OCHIN. The Medical Director will work with the Physician Leadership Team on UDS measures and OCHIN documentation.</p> <p><u>Quality Improvement (QI) Policy & QI Plan – ACTION ITEM:</u></p> <ul style="list-style-type: none"> • Sandy reviewed the QI Policy and Procedure (P&P) draft and the QI Plan. This must be reviewed and approved annually by the CAB. Much of the P&P content remained the same from last year with the

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	<p>exception of the Project Director and personnel were added to the Quality Improvement Committee (QIC).</p> <ul style="list-style-type: none"> The QI Plan 2018 Draft includes an overview, program structure, performance indicators and analysis, communication, confidentiality, and goals and objectives. QIC significantly modified the goals and objectives. <p>Discussion:</p> <ul style="list-style-type: none"> Members asked clarifying questions about OCHIN EHR, electronic enhancements, and scanning. Sandy explained that these enhancements will help maximize benefits to patients by allowing them increased access to their records and being able to scan received faxes directly into patient records. Members discussed the changes in the EHR system. Sandy explained the need to train and maximize use of OCHINs available features. Members reviewed and discussed the goals and objectives. They decided to: add an OCHIN (EHR) goal for increased efficiency and effectiveness of patient care and documentation, to remove the operations goal as this seems to be more of a standard business goal, and to keep the remaining goals and objectives. Other: AARon expressed the need to track referrals so that no one falls through the cracks. Sandy agreed and explained about major changes within managed care. She said changes should become more stabilized in the next month or so. AARon also asked about patient surveys. Sandy said this information is available and will be sent to CAB members. Kari will follow-up. <p><u>Action:</u> Co-Applicant Board Members unanimously approved the Quality Improvement Policy and Procedure and Quality Improvement Plan with noted changes.</p>
<p>Next Meeting – <i>Sandy Damiano</i></p>	<p><u>Tentative Topics for Next Meeting:</u> CAB Policies and Procedures (needing update), Suboxone Overview, other.</p>
<p>Public Comment– <i>Vince Gallo</i></p>	<p>There was no Public Comment.</p>
<p>Closing Remarks- <i>Vince Gallo</i></p>	<ul style="list-style-type: none"> <u>Ethics Training</u> and <u>Form 700</u> completion. The following members have completed their Ethics Training: Mike Blain, Vince Gallo, Paula Lomazzi, Sally Ooms. The following members have completed their Form 700: Mike Blain, Vince Gallo, Paula Lomazzi, AARon Washington. Kari will submit Ethics Training Certificates of Completion to the Clerk of the Board for CAB members, if they choose. <p>The meeting was adjourned at 11:00 AM.</p>

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The Board will reconvene on **Friday, April 20, 2018 from 9:30 to 11:00 AM.**

Location: 4600 Broadway, Community Room #2020, Sacramento. Conference call information will also be offered for those who cannot attend in person.

Co-Applicant Board website: <http://www.dhhs.saccounty.net/PRI/Pages/Health%20Center/County-Health-Center-Co-Applicant-Board.aspx>

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