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COMMUNITY ADVISORY COMMITTEE (CAC)
Thursday, December 28, 2023, 10:00AM-11:00AM
DRAFT

Committee Member Name	Role	Present
Valeria Brabata Gonzalez	Alliance Member	X
Tandra DeBose	Alliance Member, Vice Chair	X
Roxanne Furr	Alliance Member	
Irene Garcia	Alliance Member	X
Erika Garner	Alliance Member	X
Mimi Le	Alliance Member	X
Mayra Matias Pablo	Alliance Member	X
Melinda Mello	Alliance Member, Chair	X
Jody Moore	Alliance Member	X
Sonya Richardson	Alliance Member	
Amy Sholinbeck	Asthma Coordinator	
Natalie Williams	Alliance Member	X
Cecelia Wynn	Alliance Member	X

Staff Member Name	Title	Present
Alex Alvarez	Community Outreach Supervisor	X
Linda Ayala	Director, Population Health and Equity	X
Thomas Dinh	Outreach Coordinator	X
Lena Lee	Health Education Coordinator	X
Mao Moua	Manager, Cultural & Linguistics Services	X
Steve O'Brien, MD	Chief Medical Officer	X
Danube Serri	Senior Legal Analyst	X
Michelle Stott	Senior Director of Quality	X
Brenda Martinez	Clerk of the Board	X
Maryam Maleki	Supervising Associate Counsel	X

Agenda Item	Responsible Person	Discussion	Action	Follow-Up
Welcome	Melinda Mello and Linda Ayala	• Member Roll Call • Alliance Staff		

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	Linda Ayala	Asked for permission to record the meeting. No concerns with recording.	All in favor.	
Approval of Agenda	Melinda Mello	Made a motion to approve the agenda.	Agenda approved by consensus.	
CAC Business				
1. CAC Charter Updates	Linda Ayala	L. Ayala thanked the committee for taking the time to be here for the meeting during the holidays and presented the CAC charter updates: • Background: The changes to the charter were due to Alameda Alliance for Health's new contract with the Department of Health Care Services. The Department of Health Care Services informs the Alliance on how to conduct business to make sure the Alliance is giving the best services to its members. Summary of changes: • Membership: The Alliance must keep track of who is on the CAC and look at committee member demographics, such as men, women, race, ethnicity, and sexual orientation. This helps the Alliance understand the membership and have the right people in the CAC. The Alliance will submit a summary of this information to the state each year. • Regular/Ad-hoc Guests: The Alliance sometimes has ad-hoc guests. Ad-hoc means someone who comes and joins the meeting, like the UC Berkeley guest who presented on the app she was creating. These guests cannot vote, as only official members can vote. • Chair and Vice Chair: Added details on the duties and roles. • Committee Duties and Areas of Focus: All the areas that the state would like committee members to have input on have expanded and made clearer. There are two (2) categories: 1)		

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		programs, what are the services the Alliance offer members? 2) policies, how does the Alliance do business? Focus areas include: ○ Cultural and Linguistic Services Program/language services ○ Priorities for Alliance health education and outreach programs ○ Member satisfaction survey results Marketing materials and campaigns ○ Provider network ○ Community resources and information ○ Population Health Management ○ How the Alliance improves quality of services and access to services ○ Carved out services, such as dental and California Children's Services ○ Health equity ○ Accessibility services ○ Provider manual ○ L. Ayala asked the audience to refer to the slide for a full list. • Meeting Minutes: Must be posted after 45 days of meeting. CAC meeting minutes will also be presented at other internal Alliance meetings, such as the Alliance Quality Improvement Health Equity Committee (QIHEC), that includes both Alliance staff and community doctors. • Non-agenda Items: Added information on how to include non-agenda items. • Voting and Quorum: Added information on how voting will be done. Alliance staff will walk the CAC on how to do this. • Public Comment: Added information that public comment is allowed at the end of the CAC meeting. It is also listed at the end of the agenda. • Terms of Service and Attendance: Updated the terms of service from 1 year to 2 years to		

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		keep it consistent with renewal if a CAC member is still wanting to continue. ○ L. Ayala shared that M. Mello has been a CAC member for 10 years now. ○ There is also a slight change made to the reason for dismissal. If members are not able to attend or no longer able to attend regularly, the Alliance wants to be able to give CAC members the flexibility to return once their life circumstances change and/or are feeling better. ○ Updated reason for dismissal if members fail to attend two (2) meetings within one (1) year, then the CAC may decide to ask for that person to step down. CAC members may now ask for a leave of absence of up to one year for health or personal reasons for a year. ○ C. Wynn: This is similar to other government committees and when it comes to two (2) years, they probably cannot commit to keep going or run another term, like the election office. L. Ayala: Yes. Some of the same rules govern these types of meetings. ○ E. Garner: After two (2) years of being a CAC member, is there a change? Do we go through the board now? L. Ayala: That is an important question. How does the transition work? I will get to that in a minute as it is another change that will come up. • Alliance Support: The Alliance offers stipends, support for transportation and childcare.		

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		• Committee Name: The Alliance shared this at the last CAC meeting that the name has changed to Community Advisory Committee.
		• Selection Subcommittee: This comes directly from the contract, where the Alliance must form a Selection Subcommittee, who will be the ones to decide who serves on the Community Advisory Committee.
		  ○ T. Debose: Do we decide that?
		  L. Ayala: No. There will be a Selection Committee that Alliance staff will recruit for, and it will include representatives from our board of governors, some individuals from this committee, other organizations, and providers. This is to make sure we have both provider and community organizations representatives. This may include Alameda County Public Health, Lifelong, Regional Centers, who offer support for children and individuals with disabilities. Hopefully, these individuals can help with recruitment as they have their connections and individuals that might support us. The Selection Subcommittee will meet in a separate meeting and will decide who are the members of the Community Advisory Committee. We will be presenting all of you to them. The Selection Subcommittee will be the ones after a member's two (2) years of service to formally decide renewal.
		  ○ T. DeBose: When will we do that?
		  L. Ayala: We will be recruiting for the Selection Committee within the first few months of the year. The state has required that we have all our		

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		members selected by the end of June. We have six (6) months to go through that process. But they will be an ongoing subcommittee that will meet whenever needed, such as whenever we need to replace a member. • L. Ayala shared that there is a clean copy and redlined copy of the charter in the meeting packet. • M. Mello made a motion to approve the charter.	Motion approved by consensus.	
2. Resolution for CAC Selection Committee	Danube Serri	D. Serri thanked the committee for being here during the holiday week and presented on the Resolution for a CAC Selection Committee: • The purpose of the resolution is to carry out contract requirements that the Alliance has signed with the Department of Health Care Services. • This requirement is referenced in Section 5.2.11E of the contract. • The purpose of the Selection Subcommittee is to ensure that the members of the CAC Selection Subcommittee are recruited or selected with a strong presence from those within Alameda County. ○ They will include representation of the Alliance Board of Governors, safety net providers, federally qualified health centers, behavioral health providers, regional centers, local education agencies, dental providers, Indian health care providers, home and community-based service program providers. • The Selection Subcommittee will be a very comprehensive subcommittee and will meet on an as-needed basis.		

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		○ They will be tasked with recruitment. ○ If there is a vacancy, they will be responsible to suggest individuals to fill any vacancy. • The contract will be complied with in accordance with the Alliance bylaws. ○ The Alliance Legal Services Department has made updates to the bylaws. ○ If there are any changes, the Alliance Legal Services Department will be sure to communicate with the Alliance Board of Governors and standing committees. • The Alliance's CAC Selection Subcommittee will be selecting and recruiting individuals to the CAC, but it will need to undergo the Board of Governors review and approval. ○ This process will remain the same for vacancies. ○ The CAC Selection Subcommittee will bring forth individuals to the Board of Governors and they will do the final appointment. • Reappointment Process: if a member's term comes to an end and they are interested in serving again, it will be communicated to the Selection Subcommittee, who will then make that recommendation to the Board of Governors. • All the vacancies, recruitment, and selection of CAC members will all come from the Selection Subcommittee. • The Alliance wanted to make a resolution due to the changes in the CAC member recruitment and appointments and to comply with the 2024 Medi-Cal contract. • On December 8, 2023, the Board of Governors voted on a name change and it also referenced the creation of the Selection Subcommittee.		

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		This was also reviewed and approved by the Board of Governors. • M. Mello made a motion to approve the resolution to establish a Selection Subcommittee. Overall questions and comments from CAC members: • M. Mello asked CAC members for permission to put their names down on a thank you card for the Alliance Finance team to show appreciation for providing the stipend checks in-person. • M. Mello also reminded the CAC members about the Brown Act Requirements and to come in-person for meetings unless approved by Alliance staff. For exceptions, members can talk to Lena prior to a meeting. The meetings must have a quorum to be able to vote. • L. Ayala shared appreciation for members who attended the meeting in-person and mentioned that there were members who spoke with Lena prior to the meeting and had reasons that allowed them to vote online. The Alliance encourages members to attend in-person and communicate their attendance to ensure quorum. • L Ayala shared and recognized that if members need to make a change at the last minute about their meeting attendance from virtual to in-person or from in-person to virtual, Finance may not be able to cut a check in time to be able to provide in-person. The Alliance asks CAC members for flexibility around the checks and to communicate with Lena as soon as there is a change. • E. Garner: Will IHSS providers be joining? Or someone from the IHSS Department? L. Ayala: For In-Home Supportive Services, they are a part of GroupCare, which is a part	Motion approved by consensus. Permission granted by consensus.	

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		of our membership. We would want to have participation from someone who is affiliated with In-Home Supportive Services to be on the committee. We can also have them as part of the Selection Subcommittee. J. Moore: Or even someone who has IHSS. L. Ayala: We cover the homecare workers. They are the ones who do the care and are covered under Alameda Alliance for Health if they qualify for it. J. Moore: I have a question outside the context of the meeting. I wanted to apply for Alameda Alliance for Health in January, but I have private insurance that I pay for right now that is $700 a month. I do take care of my son and we have IHSS and would qualify. Do I just apply? L. Ayala: Go to the Public Authority for In-Home Supportive Services and we can connect you with a phone number to call. J. Moore: I will and thank you. • E. Garner: Will it be the providers that the Alliance will try to link with, or will it be supervisors/managers of the providers? L. Ayala: In this committee, most of you have insurance with us, this means it would be the providers for In-Home Supportive Services. We also have some individuals that are community representatives, who are representing an organization, and that would also be a possibility. The Selection Subcommittee will mostly be the organization itself, this means supervisors, staff from In-Home Supportive Services, a social worker, a manager, or someone from the Public Authority that might represent. T. DeBose: I'd like to add to that. The reason why they say community is that you want someone who does not have a vested interest. If they are a provider, it's for their		Alliance staff will document as an action item to provide J. Moore with the Public Authority phone number.

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		own purpose, but the community person is looking from the outside in. It is a good thing to have outsiders be a part of it. S. O'Brien gave special thanks and appreciation to the committee for coming in on very short notice. It shows their commitment to the members and the Alliance. S. O'Brien also thanked L. Ayala and the team for organizing.		
Adjournment	Melinda Mello	Next meeting: March 14, 2024 M. Mellow made a motion to adjourn the meeting.	Motion approved by consensus.	

Meeting Minutes Submitted by: Mao Moua, Manager, Cultural and Linguistic Services Date: 01/03/2024

Approved By: DocuSigned by: Melinda Mello 5AB6F41B39C5449... 03/26/2024 | 12:43 PM PDT Date: _____

Melinda Mello, Chair, Community Advisory Committee

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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	3/26/2024 12:43:56 PM
Completed	Security Checked	3/26/2024 12:43:56 PM

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