

**Healthcare Workforce Development Division**

400 R Street, Suite 330  
 Sacramento, California 95811-6213  
 (916) 326-3700  
 Fax (916) 322-2588  
 www.oshpd.ca.gov

**Members of the Commission**

William W. Henning, DO, **Vice Chair**  
 Rossllynn S. Byous, DPA, PA-C  
 Elizabeth Dolezal  
 Michael Farrell, DO  
 Katherine Flores, MD  
 Carol Jong, PhD, RD  
 Karyn Karp, CRNA, MS  
 Catherine Kennedy, RN  
 Laura Lopez  
 Ann MacKenzie, NP  
 Kathyann Marsh, PhD  
 Angelica Millan, RN, MSN, RNP, FAAN  
 Cathryn Nation, MD  
 Joseph Provenzano, DO  
 V. Katherine Townsend, PhD, MSN

**Revised**  
**July 10, 2014**  
**Meeting Minutes**

**CALIFORNIA HEALTHCARE WORKFORCE**  
**POLICY COMMISSION (CHWPC)**

**Family Medicine Task Force Meeting**  
**Teleconference**

400 R Street  
 Sacramento, CA 95814

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OSHPD Director  
 Robert P. David

Executive Secretary  
 Lupe Alonzo-Diaz, MPAff

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*Action may be taken on any  
 item listed on the agenda*

**Task Force Members Present:**

Katherine Flores, MD  
 Rossllynn Byous, DPA, PA-C  
 William Henning, DO  
 Karyn Karp, CRNA, MS  
 Joseph Provenzano, DO  
 Cathryn Nation, MD

**Staff to Commission:**

Lupe Alonzo-Diaz, MPAff, Deputy Director  
 Senita Robinson, MS, Section Chief  
 Manuela Lachica, Senior Program Administrator  
 Melissa Omand, Program Administrator  
 Barbara Zendejas, Program Analyst  
 Tyfany Frazier, Program Coordinator

**Agenda Item 1: Call to Order**

Lupe Alonzo-Diaz called the meeting to order.

**Agenda Items 2: Introduction of CHWPC Members**

Task Force members and OSHPD Staff introduced themselves.

**Agenda Item 3: Purpose of Task Force and Meeting**

Lupe Alonzo-Diaz explained that the Task Force would be reviewing and making recommendations on the Family Medicine (FM) Request for Applications (RFA) and that these recommendations would be reviewed by the CHWPC at the Policy Meeting on July 24, 2014.

**Agenda Item 4: Review and approve staff recommended modifications to the 2014  
 Capitation and Special Programs Request for Applications for Family Medicine Residency  
 Programs**

Manuela Lachica led the discussion of Proposed Changes to the 2014 FM Capitation Application. The public did not provide any comments.

**Capitation****ACTION ITEMS:**

- **Program Information Page 1:**  
Motion to add a Capitation Expansion only box and to require applicants to submit an Accreditation Council for Graduate Medical Education (ACGME) approval letter (Henning), Seconded (Nation). Motion Adopted.
- **Executive Summary Page 2:**  
Motion to add Social Determinants of Health as a question and additional evaluation criteria valued at four points (Henning), Seconded (Byous). Motion Adopted.
- **Statistics Page 3:**  
Motion to add question regarding clinical hours spent in areas of unmet need and to give all applicants 3 points for the first year while data is collected. Task Force directed Song-Brown staff to research possible alternatives to collecting data and avoid giving a pass (Flores), Seconded (Nation). Motion Adopted.
- **Underrepresented Minorities Page 5 and 6:**  
Motion to adopt re-designed Underrepresented Minorities (URM) table (Flores), Seconded (Nation). Motion Adopted.
- **Faculty Qualifications Page 7:**  
Motion to use a table to collect faculty qualifications and add 'relevant primary care health care disparities' to types of examples (Nation), Seconded (Byous). Motion Adopted.
- **Residency Training Page 8:**  
Motion to remove examples (Flores), Seconded (Byous). Motion Adopted.
- **Proposed Changes to Section I – Statutory Priorities for Funding Page 9:**  
Motion to remove underrepresented groups (Nation), Seconded (Byous). Motion Adopted. Task Force Members requested a discussion with the full Commission on the current underrepresented minority definition at the next Policy Meeting
- **Proposed Changes to Section II – Other Considerations Page 10:**  
Motion to remove the discretionary points currently scored at three points and spread the points to the criteria currently scored at two points (Byous), Seconded (Provenzano). Motion Adopted.
- **Proposed Changes to Section III – California Endowment Priorities Page 11:**  
Motion to remove underrepresented groups and to add question regarding primary care pathways/pipelines with an added evaluation criteria to be scored at a maximum of 5 points and to increase text limits to 3000 characters (Flores), Seconded (Nation). Motion Adopted.

*Proposed Changes to the 2014 FM Capitation Application is hereby incorporated as Attachment A*

## **Special Programs**

### **ACTION ITEMS:**

- **Statistics Page 1**  
Motion to replace student with resident and to add question regarding hours spent in unmet need (Byous), Seconded (Flores). Motion Adopted.

*Proposed Changes to the 2014 FM Special Programs Application is hereby incorporated as Attachment B*

## **Agenda Item 5: Discuss and approve Family Practice Special Programs parameters**

Manuela Lachica led a discussion on Special Program priorities. There are currently 14 priorities that The California Endowment requested the Commission consider when funding Special Programs.

## **Public Comment**

A member of the public highlighted the importance of the Patient-Centered Medical Home (PCMH) model and the issue of retention, recruitment and improving the quality of primary care training of faculty throughout the Central Valley in addressing The California Endowment priorities.

### **ACTION ITEM:**

- Motion to add two Special Program priorities; PCMH training models, and development, recruitment, and retention of faculty in underserved communities (Flores) seconded (Nation). Motion Adopted.

*The California Endowment Priorities for funding are hereby incorporated as Attachment C*

## **Agenda Item 6: Discuss staff recommended content for Family Practice Capitation and Special Program Progress and Final Reports**

Programs that are awarded Song-Brown funds are required to submit a progress and final report. These are the staff recommended reports. The public did not provide any comments.

### **ACTION ITEM:**

- Motion to approve Capitation Final Report with changes to question seven and ten (Flores) seconded (Nation). Motion Adopted.

*Family Medicine Capitation Final Report is hereby incorporated as Attachment D*

- Motion to approve Special Programs Progress Reports and the Special Programs Final Report with changes to questions four and seven and the addition of a question regarding dissemination of information to (Flores) seconded (Byous). Motion Adopted.

Task Force members recommended that a discussion regarding Programs that do not fully meet their objectives take place at a future meeting.

*Family Medicine Special Programs Progress Report and Final Report is hereby incorporated as Attachment E*

## **Agenda Item 7: Future Agenda Items**

None

## **Agenda Item 8: Adjourn Meeting**

The meeting adjourned at 12:24pm