

Contra Costa County Health Services Health Care for the Homeless Co-Applicant Governing Board

The mission of the Health Care for the Homeless Co-Applicant Board is to oversee, guide and assist the Program in its efforts to deliver high quality health care to a diverse and medically underserved community. The Co-Applicant Board will use its skills, expertise and life experience to make policies and operational decisions which will provide the best benefit to the Program and client.

MEETING MINUTES

DATE, TIME: Wednesday, December 21, 2016

11:00- 12:30pm

LOCATION: Suite 120, 597 Center Avenue, Martinez, CA 94553

ATTENDANCE: Belinda Thomas, Bill Shaw, Dr. Wendel Brunner, Shayne Kaleo, Bill Jones, Matt Rinn, Nhang Luong

ABSENT: Robin Heinemann, Larry Fairbank Sr., Jonathan Perales

HCH STAFF ATTENDANCE: Julia Surges (HCH Consumer Liaison), Linae Young (HCH Planning & Policy Manager), Rachael Birch (HCH Project Director), Sue Crosby (CCHS PHCS Director), Alvin Silva (Interim CCHS PHCS Assistant Direct, Past HCH Nurse Program Manager), Dr. Joseph Mega (HCH Medical Director), Elizabeth Gaines (Interim HCH Nurse Program Manager), Michael Myette (HCH LCSW)

PUBLIC ATTENDANCE: Jennifer Machado

1. Introduction

- Sign in Sheet
- Review of HCH Board Member Contact List
- Review of HCH Board Roster

2. Standing Item: HCH Program Presentation – Mike Myette, HCH LCSW

- Mike introduces his role as a behaviorist for the HCH team and the sites that he provides his services. Additionally provides information on how serving the homeless population can be slightly different than other forms of behavioral Health.
- Mike also talks about the needs of the homeless population in CCC.
- Questions
 - A. Is there any correlation/connection with psych emergency and HCH Medical Outreach Team?

Contra Costa County Health Services

Health Care for the Homeless Co-Applicant Governing Board

1. Shayne would rather have the psych emergency contact team as opposed to her because she feels it would benefit → Mike explains the HCH team are not exactly a referral source.
 2. Rachael Birch: We have the ability to create a mode of communication in between and now we need to make a connection or awareness with PES w of our Outreach Team
- B. Previous question leads to brief introduction and discussion about Core Outreach team and HCH Medical Outreach Team,
1. CORE Outreach Team receives many calls and then they collaborate with HCH Medical Outreach Team regarding medical concerns with clients.
 - **Table talking about the Day and Night Outreach team**
 - Shayne Kaleo → briefly explains the outreach teams under Anka Behavioral Health and the Care Centers in Concord and West County, wants there to be more correlation between PES and outside homeless providers.
- C. Loss of Mental Health Specialist at Trinity? (John Ojewoles services, past HCH employee) Question from Nhang Luong.
1. Rachael explains there will be someone filling in as another position but in the meantime if a client is in need of Mental Health Services, the HCH van should be an access point for these services in the meantime. Team is currently there on Thursday mornings and starting February the mobile team will be present Monday and Wednesday afternoons.
- D. Medication Questions from Belinda Thomas.
1. Dr. Mega explains how mental health medications and the system for medications can be complicated, but he works with a psychiatrist and feels comfortable dispensing medication.
 2. Belinda Thomas → Case Study: pregnant woman on medications, needed help but didn't know where to go: Mike Myette explains that the ER or PES is best if need is after hours. Additionally, Dr. Mega offers that Belinda Thomas (REACH organization) can call him or Arlinda (from Transition Clinic with CCHS) if something similar to this comes up again in the future.

3. Action Item: Adoption of HCH Sliding Fee Discount Schedule (Presenter: Linae Young)

Contra Costa County Health Services Health Care for the Homeless Co-Applicant Governing Board

- Discussion & Questions: Much of these are questions asked by board members that have been answered by members of CCHS and HCH in order to clear up confusion if any.
 - A. Sliding Fee Discount Schedule explanation (Linae)
 1. HRSA requirements and Guidelines.
 2. Insurance enrollment & registration flow for homeless patients with CCHS,
 3. Federal Poverty Level (FPL) Guidelines
 - B. Further Discussion on FPL Guidelines → Rachael Birch: we can discuss the fee, but not the household income, we can discuss the scale, at 132% or below, majority of our homeless patients are below 100% FDL.
 1. Bill Jones → Interested in learning how the FDL and sliding fee scale is set. Suggests comparing the HCH Sliding Fee Scale with other Federally Qualified Health Centers in the area such as La Clinica.
 2. *Board requests to receive report on sliding fee scale in 9 months for review and possible revision.*
 3. Belinda Thomas → Does this scale include pharmacy services and prescription costs?
Rachael Birch → Most medications are covered by Medi-Cal.
Sue Crosby → Explains that the charge for the medication is outside of our system because we do not have an outpatient pharmacy. There are certain meds that can be prescribed that will be less costly, and if not then patients can then come back to the van.

Motion

- A. **Statement:** *I motion to accept HCH Sliding Scale Fee Discount and move the motion.*
- B. **Belinda seconds the motion**
- C. *Discussion: No further discussion needed*
- D. **Motion Made by: Matt Rinn**
In Favor: All members present – Bill Jones, Belinda Thomas, Bill Shaw, Matt Rinn, Dr. Wendel Brunner, Nhang Luong
Opposed: N/A
Abstains: N/A
Absent: Shayne Kaleo (stepped out during time of voting), Robin Heinemann, Larry Fairbank Sr., Jonathan Perales
Motion Result: MOTION PASSED

Contra Costa County Health Services

Health Care for the Homeless Co-Applicant Governing Board

4. **Action Item: Adoption of HCH Credentialing & Privileging Policy (Presenter Linae Young & Rachael Birch)**

- Discussion:
 - A. This document was developed in accordance with HRSA requests. The county system has additional procedures that are completed for employees, which are attached documents to the policy for further information. Upon hire all clinical staff credentialing and privileging is conducted by the CCHS Medical Staff Office. Additionally, this staff is also proctored and peer reviewed through the Medical Staff Office upon hire. The HCH Co-Applicant Board identifies that there are additional CCHS policies that are in place and utilized throughout the system. The HCH Credentialing and Privileging policy refers to these documents within the attachment section of the policy.
 1. Refer to attachments : Medical Staff By-laws 2015, CCHS Policy IC417, CCHS Policy IC406
 - B. Dr. Wendel Brunner → Can you explain the evaluation procedures for all employees especially those of the medical profession? Who oversees the clinicians and how their performance is evaluated?
 1. Dr. Joseph Mega (HCH Medical Director) and Sue Crosby (PHN, PHCS Director) explain the processes of what is done in order to evaluate the performance of the physicians, practitioners and nurses monthly, quarterly, annually and upon hire.
 2. Dr. Joseph Mega identified that as the Medical Director for the program he conducts regular peer reviews, chart reviews and case study meetings will all practitioners and medical providers.

Motion

- A. **Statement:** *“I make a motion to move the HCH Credentialing & privileging policy with the amendment to edit the heading on item 3 to the correct heading.”*
- B. **Belinda Thomas seconds the motion**
- C. *Discussion: No further discussion needed*
- D. **Motion Made by: Matt Rinn**
In Favor: All members present - Bill Jones, Belinda Thomas, Bill Shaw, Matt Rinn, Dr. Wendel Brunner, Nhang Luong
Opposed: N/A
Abstains: N/A
Absent: Robin Heinemann, Larry Fairbank Sr., Jonathan Perales
Motion Result: MOTION PASSED

Contra Costa County Health Services

Health Care for the Homeless Co-Applicant Governing Board

5. Standing Item: HCH Program Updates (Presenter Linae Young)

- The HCH team as well as all PHCS programs will be moving offices to a new location: 2500 Bates Rd., Concord, CA
- Once the move is finalized we will be moving the standing co-applicant board meetings to this location, where there are larger conference rooms and more parking available.
- At the start of the New Year, after the holidays, our program will actively be working on submitting our Universal Data System report which utilizes our Electronic Medical Records.
- Brief Introduction of UDS
 - A. HCH Team will be completing the UDS 2016 for the next two months. Reports will be due on February 15, 2017.
 - B. The introduction to UDS reports for the HCH program is important because the HCH Program budget is annually set based the finalized UDS reports. Additionally, the HCH Co-Applicant Board will be tasked with adoption of the HCH program budget.
 - C. What is UDS? Uniform Data System which is a reporting system for all Federally Qualified Health Centers that are funded through HRSA. The FQHC are evaluated on a set of performance measures to provide a balanced, comprehensive look at a health centers services toward common conditions.

6. Standing Item: Future Matters

- Next meeting we will have one of our HCH Registered Nurses to present on the Respite Care Center.
- Next meeting will discuss the Contra Costa County Health Services & Health Care for the Homeless organizational structures.
- Introduction to HCH program scope, availability of services and Project Director
- Last meeting we discussed future plans to talk about the HCH program budget. We will start to discuss this in February, with tentative approval in March.
- Issues for next meeting to be discussed → Please reach out to Dr. Wendel Brunner or Linae Young for any ideas or topics of interest for upcoming meetings.

Contra Costa County Health Services Health Care for the Homeless Co-Applicant Governing Board

- A. Belinda Thomas → With the new presidency we may want to discuss how this will affect HRSA and what we need to do as a board to solidify where we are going?
1. Maybe in February to see if there will be an affect.
 2. Keep on agenda and what role we (HCH Board) can and what can be done
 3. Identify how all programs will be affected throughout the county and state
 4. Next meeting → Talk to direction of the future

7. Standing Item: Reminder

- Next meeting will be on January 18th from 11:00-12:30pm. We will continue to meet at this location until the new PHCS building at 2500 Bates Rd., Concord, CA.
- Happy Holidays to All!!

Approval of HCH Co-Applicant Board Meeting Minutes from December 21, 2016

Board Chair Signature Wendell Brunner MD

Date 12/30/2016