

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, October 18, 2017 11:00-12:30pm

**LOCATION:** Zion Conference Room, 2500 Bates Avenue, Suite B, Concord, CA 94520

**ATTENDANCE:** Jonathan Perales, Bill Jones, Jennifer Machado, Dr. Wendel Brunner, Nhang Luong, Belinda Thomas, & Shayne Kaleo (by phone)

**ABSENT:** Larry Fairbank Sr., Bill Shaw, Matt Rinn, & Robin Heinemann

**HCH STAFF ATTENDANCE:** Julia Surges (HCH Consumer Liaison), Rachael Birch (HCH Project Director), Dr. Joseph Mega (HCH Medical Director) & Linae Young (HCH Planning & Policy Manager)

**PUBLIC ATTENDANCE:** None

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### Welcome & Introduction

- Check in about meeting day, time and location
- Reminder to review meeting minutes from past meeting, specifically HCH Budget Introduction section.

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### Action Item: Approval of September Board Meeting Minutes

**Motion**

A. **Statement:** *I approve the meeting minutes with the following amendments.*

B. **Motion Made by:** *Jennifer Machado*

C. **Seconds the Motion:** *Jonathan Perales*

D. **Discussion:** *None*

E. **In Favor:** **ALL**

Opposed: *None*

Abstains: *None*

**Absent:** *Larry Fairbank Sr., Bill Shaw, Matt Rinn, & Robin Heinemann*

**Motion Result:** **PASSED**

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*Standing Item: HCH Medical Outreach Update* (Dr. Joseph Mega, HCH Medical Director)

- Mobile Outreach team → MD, RN, CHW, Psychiatrist, Sometimes AOD, CORE (H3 outreach team that goes out every day to encampments – link to shelters, transportation help, food, clothing etc.)
  - Every Thursday Morning 8:00-12:30pm
  - CORE meets HCH and they go out to where people need things
- New:
  - Psychiatrist, Dr. Watters – can direct people to a clinic, restart people on medications, and help those that are mentally ill that cannot reach clinics.
  - We also now have an ultrasound machine in clinic that has been very useful for those experiencing pregnancy and echo-cardiograms.
- Help clients with Medi-Cal and asses to engage clients that are not always willing.
- Goal of the Medical Outreach Team
  - Contact people who aren't accessing services.
  - Right now we try to help those living on the streets to get the Hepatitis A vaccine (series 1, then the other 6 months later, with 1 you are 95% vaccinated).
  - Engage those on the street who do not want to come into the shelter and provide them with the necessary medical and behavioral health services
    - It has been challenging to follow-up with these clients with the current 1 day a week schedule. Team tries to see them on outreach then connect to a health center and shelter.
  - During Flu season, we are also administering Flu vaccines for those that are interested.
  - Strive to connect opioid users to the choosing change program, MD is available to start clients on suboxone and then connect them to the program.
- What is the average number of patients you see on Outreach?
  - 3-5, sometime 10. It depends. Ideally, we would like to do it 5pm-8pm but we don't currently have the capacity to do this.
  - FUTURE: Compile numbers for next meeting → productivity and follow up
- FUTURE: Bring Dental Van to next meeting to view

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**Action Item: HCH Budget Discussion**

- HCH Budget 2017-2018 Assumptions

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- Assumption #1 is based on the removal of the Pysch Emergency Department (PES) and Emergency Room Department (ER) from scope by HRSA
  - Based on analysis from previous years, we believe that with PES and ER departments removed from the CCHS HCH Scope of Services will result in a 7% decrease in users.
  - As a result of HCH recent expansion of Substance abuse, Mental Health and Dental Services we believe we may see an increase in users in these categories. We do not believe there will be a great increase in NEW primary care users but continue to connect people to the CCHS system.
  - How many homeless patients that hit the ER are appropriately accessing ER services?
    - CCHS plans to use the NY State algorithm to identify diagnose and see what % is appropriately admitted.
  - As we get more homeless into the homeless shelters they become more aware of the services available to them such as the ER department. Therefore those sick homeless in shelter are utilizing the ER department because they can't wait to be seen in our shelter clinics or PCP appointments or believe it is an immediate need; they call 911 for immediate help.
- HCH Personnel & Fringe Benefits (*attachment*)/Assumption #2
  - Currently, HCH has 6 vacant positions we assume will be filled before the start of the next funding period.
  - Process
    - At end of every year, UDS report is completed which results in information used to project for the upcoming funding year.
    - CCHS Finance Department runs reports for how much HCH spent per category (by our cost center) which is then used to projection budget.
  - Every time HCH receives new funding or HRSA modifies grants and funding HCH is required to update budget to reflect new changes.
  - HRSA looks at our budget to see how we spend federal money
  - Does the county have to match HCH grant funds?
- HCH Approved Grants Description
  - All the grants listed here are ongoing (See presentation slides)
    - Are there any priorities where the HCH Program wants to expand?
      - Substance Abuse
      - Street Medical Outreach

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- Nursing Support
- Most grants don't allow for non-billable positions such as administration support, case management, data analyst, someone who could regularly communicate with private hospitals, etc.
  - Can you request any of these positions from CCC?
    - The CCHS Epidemiology Department has recently expanded and should now be able to support our program.
- Challenges hiring for vacant positions
  - Salary – not competitive
  - MHCS (Case management) - person would not be doing direct therapy, more case management. Therefore, considering to hire a Public Health Nurse.

Questions/Discussion:

- What is HRSA funding period?
  - February 1<sup>st</sup> through January 31<sup>st</sup>,
- Contra Costa County fiscal period
  - July 1 through June 30<sup>th</sup>
- Are these grants multi-year grants?
  - No, just yearly
- What if after 5 years you change your mind with money?
  - We have flexibility to change, but must still target the required population and services described in original grant.
- Cost/Patient Analysis
  - Reflect actual costs rather than what is billed to the patients
  - This analysis does not account for inpatient visits because they aren't an allowable cost
  - On average each patient has 3 visits per year. However, mental health visits tend to have more visits per year per patient.
  - What do you think that contributed to decrease in costs/patient?
    - Due to the many efforts we have used to reduce costs. Hard to point to one but overall we are trying to increase capacity, outreach, and services ahead of time to prepare clients for visit. These are all system wide efforts.
    - Overall decreasing costs

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**Motion**

**F. Statement: I motion to approve 2018-2019 Budget to submit to HRSA.**

**G. Motion Made by: Jennifer Machado**

**H. Seconds the Motion: Bill Jones**

**I. Discussion: None**

**J. In Favor: ALL PRESENT**

Opposed: None

Abstains: None

Absent: Larry Fairbank Sr., Bill Shaw, Matt Rinn, & Robin Heinemann

**Motion Result: PASSED**

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**HCH Board Member Discussion (All)**

- WHO WE WANT ON THE BOARD and HOW DO WE GET THEM
  - West County and Antioch representation whom is involved institutionally
  - Richmond → Homeless Committee – tour shelter, talk to city council, Richmond city council
  - Idea #1:
    - Personal contacts for board is important, then follow up meeting with HCH contact
  - Idea #2:
    - Invite a person to present what they do in order to see if it is a good fit for them and our board.
  - Consumer representative – at large - a seat filled by a consumer
    - Someone who is actively homeless or someone in the past who has been homeless and has an understanding of homelessness
    - Consumer guests to attend to the meeting (example – board member brings a consumer to meeting as their guest)
  - What is our hook for recruitment?
    - This is a unique board, has oversight in how County as a whole carries out its health care services among the homeless, throughout the county.
    - It would benefit from people doing this work.
- Next steps

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- Reach out to those you know personally who would be impactful, then set up a meeting for Linae to meet then they would attend HCH Board Meeting and present.
  - Central County
    - Food Bank (Rachael to reach out)
    - CORE Outreach Team (Dr. Mega to reach out)
  - West County
    - Supervisor Gioia Office representation (Nhang to reach out)
    - Saffron strand (Rachael to reach out)
    - Congressman Desaulnier's office and Councilman Willis office (Belinda to reach out)
  - East County
    - Loaves and Fishes (Linae to reach out)
    - Love a Child (Linae to reach out)
    - Teri House (Bill Jones to reach out)
- Report back next meeting

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**Standing Item: HCH Program Updates**

- AB 74 Housing: Passed 10.14.2017
- AB 210 Homeless Multidisciplinary Personnel Team: Passed 10.07.2017
- MHCS Positions → Active list always open, encourage those applicable to apply.
- CHW I position → list now closed, we have 1 temporary and permanent position.
- Trinity Center Move for development/building of low income housing
  - Needs to relocate, not sure but getting close – found location about a mile away in downtown Walnut Creek on California Avenue located near old Baja Fresh and KFC
  - This would be a temporary center, day homeless program while they construct the new center (18 months)
    - Planning committee next week will discuss this at the next public meeting Thursday, October 26, 2017 @ 7:00pm at Walnut Creek City Hall.
    - Interested in advice, advocacy, etc.
- New Senior Resource Directory

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- Let Nhang know if anyone needs more copies. She can bring more to next meeting.

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**Standing Item: Future Matters**

- Friday, November 17, 2017 – Anka Memorial for those who have passed in the past year
  - Linae to send out a formal invite and remind at next meeting
- November/December Meeting
- HCH Board Member Discussion Continued
- HCH Strategic Plan & Logic Model

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**Standing Item: Next Meeting and Time**

November 15, 2017  
11:00-12:30pm  
2500 Bates Avenue, Suite B  
Zion Conference Room  
Concord, CA 94520

***Approval of HCH Co-Applicant Board Meeting Minutes from October 18, 2017***

**Board Chair Signature** \_\_\_\_\_ *Wardel Brunner M.D.*

**Date** *11/15/2017*