

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, September 19, 2018 12:30-1:00pm

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

ATTENDANCE: Teri House, Bill Jones, Shayne Kaleo (Telephonic), Jonathan Russell, Bill Shaw, & Jennifer Machado

ABSENT: Belinda Thomas, Larry Fairbank Sr., Dr. Wendel Brunner, Jonathan Perales, & Robin Heinemann

HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Dr. Joesph Mega (HCH Medical Director), Julia Surges (HCH Health Planner Evaluator)

PUBLIC ATTENDANCE: None

QUORUM MET

Agenda Items for Approval and/or Review:

1. **Standing Item: Quality Improvement/Assurance & Program Performance Reports**
(Dr. Joe Mega, HCH Medical Director, Quality Improvement Director)
Attachment: Procedures and Evaluation of Clinical Care, Patient Safety
2. **HCH Strategic Plan**
Attachment: HCH Mission and Vision Statements
3. **HCH Patient Satisfaction Survey**
Attachment: Patient Satisfaction Survey Questions DRAFT

Welcome & Introduction

- Introduction to board members and community members present

Standing Item: Quality Improvement/Assurance & Program Performance Reports
(Dr. Joe Mega, HCH Medical Director, Quality Improvement Director)
Attachment: Procedures and Evaluation of Clinical Care, Patient Safety

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- Review of Providers (Nurse Practitioners, MD Residents) monthly Peer Review
- CCHS process is to review providers on a quarterly basis or as needed basis. HCH wanted to focus on greater assurance and quality of services therefore increased reviews to monthly.
- Each month each provider selects a chart from another HCH provider which is then discussed and a Peer Review Form is used to evaluate each scenario.
 - Peer Review Form: County standardized form

Questions:

Board Member: People are willing to be honest in receiving and giving information?

- Yes, providers are very open to give Medical Director feedback and are open to receiving feedback.

Action Item: Approval of Medication Assisted Treatment Supplemental Funding Opportunity

- Supplemental funding is non-competitive but must be applied for with strong and valid proposal.
- This funding opportunity has 2 components:
 - 1. One-time Funding
 - New Medical Outreach Van
 - 2. Ongoing Funding – Public Health Nurse in field case management – MAT nurse in the field working with Medical Outreach Team.

Motion

A. **Statement: I move to approve Medication Assisted Treatment Supplemental Funding**

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

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

D. **Discussion: None**

E. **In Favor: ALL**

Opposed: None

Abstains: None

Absent: Belinda Thomas, Larry Fairbank Sr., Jonathan Perales, Wendel Brunner, & Robin Heinemann

Motion Result: PASSED

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HCH Strategic Plan

HCH Mission & Vision Statement

Attachment: Updated Mission and Vision Statement

- Mission Statement:
 - Great and to the point. Defines the program well.
- Vision Statement:
 - Edits made:
 - Change IS to ARE (is able to access TO are access)
 - ANY chronic conditions as opposed to THEIR
 - In order to improve health status and thrive as community members.

Motion

F. Statement: I move to approve HCH Mission and Vision Statements for HCH Strategic Plan.

G. Motion Made by: Jennifer Machado

H. Seconds the Motion: Bill Jones

I. Discussion: None

J. In Favor: ALL

Opposed: None

Abstains: None

Absent: Belinda Thomas, Larry Fairbank Sr., Jonathan Perales, Wendel Brunner, & Robin Heinemann

Motion Result: PASSED

HCH Patient Satisfaction Survey

(Attachment: Draft Patient Satisfaction Survey Questions)

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Motion

K. Statement: I move to approve the 2018 Patient Satisfaction Survey.

L. Motion Made by: Teri House

M. Seconds the Motion: Jennifer Machado

N. Discussion: None

O. In Favor: ALL

Opposed: None

Abstains: None

Absent: Belinda Thomas, Larry Fairbank Sr., Wendel Brunner, & Robin Heinemann

Motion Result: PASSED

HCH Program & Board Action Items:

- HCH Program to finalize and distribute to staff and partners

Action Item: Board Member Candidate Approval

- Michael Callanan from the Health, Housing and Homeless Division – CORE Outreach Manager.
- Works closely with the HCH Medical Outreach and coordinates care for clients
- Manages the team of outreach workers that goes out into all parts of the county assisting street homeless with services such as food, identifications, linkages to health services (through HCH), housing, shelter, etc.
- All board members agree that the candidate would be a great addition to the board and will bring insight into issues challenging the street homeless population. Additionally, will be a good connection to the H3 program.
- Board discussed the importance of attendance to candidate and candidate agreed he can be present on an ongoing basis.

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Motion

P. Statement: I move to approve Michael Callanan as a voting member of the HCH Co-Applicant Governing Board.

Q. Motion Made by: Jennifer Machado

R. Seconds the Motion: Teri House

S. Discussion: None

T. In Favor: ALL

Opposed: None

Abstains: None

Absent: Belinda Thomas, Larry Fairbank Sr., Wendel Brunner, & Robin Heinemann

Motion Result: PASSED

Standing Item: HCH Program Updates & Community Updates

1. Grievance Update
2. Board of Supervisors Presentation (Monday , September 24th – 10:30am to 12 pm, 651 Pine St. Room 101, Martinez, CA)

Standing Item: Future Matters

1. HCH Strategic Plan
2. Clinical Reports – HCH Productivity
3. Board candidate interview
4. HCH Patient Satisfaction
5. Board Member Discussion

Standing Item: Next Meeting and Time

Wednesday, October 17, 2018

11:00-12:30pm

2500 Bates Avenue, Suite B

Zion Conference Room

Concord, CA 94520

Approval of HCH Co-Applicant Board Meeting Minutes from September 2018

Board Chair Signature _____ *Wendel Brunner MD*

Date 10/17/18