

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 19, 2018 11:00-12:30pm

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

**ATTENDANCE:** Dr. Wendel Brunner, Teri House, Bill Jones, Shayne Kaleo, Jonathan Russell, Jonathan Perales, Bill Shaw, Nhang Luong, & Michael Callanan

**ABSENT:** Jennifer Machado

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

**PUBLIC ATTENDANCE:** None

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### Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – November Meeting Minutes**
2. **Quality Improvement/Assurance & Program Performance Reports** by HCH Medical Director
3. **Action Item: APPROVAL - Strategic Plan Goals**
4. **Action Item: APPROVAL - Chair and Vice Chair Seats**

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### Welcome & Introduction

1. Introduction to board members and community members present
2. Follow up from November Meeting:
  - a. Board Member spoke to Health, Housing and Homeless Division about food resources in shelters – food comes from contract with sheriff's office.
  - b. Discuss how we can work with H3 to support clients dietary needs

### **HCH Program & Board Action Items:**

- Set up opportunity to visit shelters to see HCH facilities and talk to shelter staff as well as patients to assess how we can better support the clients with dietary needs.
  - Meeting scheduled in March to visit BARM.

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- Set up meeting with H3 to discuss how HCH could possibly support clients with dietary needs in shelter.

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**Action Item: Approval of November Board Meeting Minutes**

**Motion**

- A. **Statement: I move to approve the minutes from November 2018.**
  - B. **Motion Made by: Teri House**
  - C. **Seconds the Motion: Shayne Kaleo**
  - D. *Discussion: None*
  - E. *In Favor: ALL*  
Opposed: None  
Abstains: None  
*Absent: Jennifer Machado*
- Motion Result: Passed**

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**Standing Item: Quality Improvement/Assurance & Program Performance Reports**

(Dr. Joe Mega, HCH Medical Director, Quality Improvement Director)

*Attachments: HCH Provider Productivity Reports*

1. HCH Provider Productivity Reports
  - a. Average number of patients seen per 4 hour Respite clinic (ambulatory clinic which all providers work)
  - b. HCH Program standard is 2 patients per hour (8 patients per 4hr clinic)
    - i. CCHS System standards is 2.4 patients per hour
    - ii. We do well in comparison and our productivity has increased with a enhanced focus on the most important issues and patient priorities.
  - c. Monthly Peer Review– Medical Director works with the providers to keep the visit concise and prioritize the patients’ needs.
    - i. Medical Director provides leadership and guidance to providers to ensure that clients’ needs are being met as well as high productivity in addition to compliance with standards of care and clinical guidelines.
  - d. Program consideration: set productivity expectations for the providers and evaluating whether expectations are being met.

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**HCH Program Action Items:**

- Medical Director to share peer review guide with Board
- Include in objectives for Program Goals
  - Clinic Productivity in line with system standards across ambulatory clinics?

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**HCH Strategic Plan**

1. HCH Historical Trend
  - a. At programs start we were receiving \$75,000 in funds compared to current 3.6 million in grant funds.
  - b. Funding comes down based on Federal administration.
    - i. Expansion in Medicaid benefited homeless programs.
    - ii. Current funds from the federal level are for behavioral health services focusing on mental health and opioid use services.
    - iii. Funds are based on what administration decides what is needed nationwide.
  - c. HCH = Federally Qualified Health Center (FQHC)
    - i. Means we get a higher Medi-Cal reimbursement than a non FQHC clinics
    - ii. HRSA funds help us provide out of the box services (medical outreach, mobile clinics, etc.)
2. HCH Financial Trend
  - a. Cost per patient – have been able to show slight decrease overtime.
  - b. HRSA looks at cost per homeless patient seen throughout the CCHS system (this number is aggregated).
  - c. Increase in 2012 at EHR implementation
  - d. We show high cost per patient which is higher compared to other HCH programs as we are a public entity and a part of a larger system of care which includes ER, inpatient, specialty services, etc.

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**Action Item: HCH Strategic Plan Goals**  
(Attachment: Draft 2018-2019 Strategic Plan Goals)

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1. Program Finances and Staffing Goals
  - a. Edits to #5 completed.

**Motion**

- A. **Statement: Move to approve the 2018-2020 Program Finances & Staffing Goals**
- B. **Motion Made by: Jonathan Russell**
- C. **Seconds the Motion: Teri House**
- D. *Discussion: None*
- E. *In Favor: ALL*  
Opposed: None  
Abstains: None  
*Absent: Jennifer Machado & Michael Callanan*  
**Motion Result: PASSED**

2. Clinical Services and Quality Improvement Goals
  - a. Edits to #2, 3, and 4 completed.

**Motion**

- A. **Statement: Move to approve the 2018-2020 Clinical Services and Quality Improvement Goals**
- B. **Motion Made by: Bill Shaw**
- C. **Seconds the Motion: Teri House**
- D. *Discussion: None*
- E. *In Favor: ALL*  
Opposed: None  
Abstains: None  
*Absent: Jennifer Machado & Michael Callanan*  
**Motion Result: PASSED**

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3. Partnership and Communication Goals

**Motion**

- A. **Statement: Move to approve the 2018-2020 Partnership & Communication Goals**
  - B. **Motion Made by: Teri House**
  - C. **Seconds the Motion: Bill Jones**
  - D. *Discussion: None*
  - E. *In Favor: ALL*  
*Opposed: None*  
*Abstains: None*  
*Absent: Jennifer Machado & Michael Callanan*
- Motion Result: PASSED**

4. Planning and Oversight Goals

**Motion**

- A. **Statement: Move to approve the 2018-2020 Planning & Oversight Goals**
  - B. **Motion Made by: Jonathan Russell**
  - C. **Seconds the Motion: Shayne Kaleo**
  - D. *Discussion: None*
  - E. *In Favor: ALL*  
*Opposed: None*  
*Abstains: None*  
*Absent: Jennifer Machado & Michael Callanan*
- Motion Result: PASSED**

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**Action Item: Approval of 2019 Chair and Vice Chair Seat**  
(All)

1. Chair Seat (January –December 2019)
  - a. No interest for chair seat among current Board Members.
  - b. Nomination for additional term for current Board Chair with no contention.

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**Motion**

- A. **Statement: Move to nominate Wendel Brunner as Board Chair for term January 2019-December 2019.**
  - B. **Motion Made by: Teri House**
  - C. **Seconds the Motion: Jonathan Russell**
  - D. Discussion: None
  - E. In Favor: ALL  
Opposed: None  
Abstains: None  
Absent: Jennifer Machado & Michael Callanan
- Motion Result: PASSED**

- 2. Vice Chair Seat (January – December 2019)
  - a. Jennifer Machado and Teri House Nominations
  - b. Blind voting among two candidates, 7 to 1.

**Motion**

- F. **Statement: Move to nominate Jennifer Machado as Board Vice Chair for term January 2019-December 2019.**
  - G. **Motion Made by: Jonathan Russell**
  - H. **Seconds the Motion: Teri House**
  - I. Discussion: None
  - J. In Favor: ALL  
Opposed: None  
Abstains: None  
Absent: Jennifer Machado & Michael Callanan
- Motion Result: PASSED**

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**Standing Item: HCH Program Updates & Community Updates**

- 1. Next Meeting Attendance – January 16, 2019
  - a. Bill Jones unavailable
- 2. Health questions possibly included in intake questionnaires and PIT 2020
  - a. Willing to meet to include health questions on their intake
    - i. Teri and Bill are interested in being part of the discussion
- 3. Possible Antioch Locations to park mobile health van
  - a. Fulton Shipyard
    - i. Go here frequently with outreach
    - ii. Thursday afternoon after Pittsburg Health Center
  - b. Golden Hills Church? – still looking into this spot

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4. BARM – has a board room, could schedule a meeting there and we would be able to get a tour
  - a. Friday afternoon – Richmond Civic center toy give away 2:30 – 5:00pm
  - b. 9:00-12:00pm food bag giveaway at BARM

**HCH Board Action Items:**

- COMPLETED: Linae to send an invites for 2019 -DONE
- COMPLETED: Jonathan to coordinate with Linae with month where that would be best
- Linae checked in with Jenny Robins – this year missed the boat for more health questions on the PIT
  - Linae to meet with Bill, Teri, and Dr. Mega about intake questions that we want to be included

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**Standing Item: Future Matters**

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

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**Standing Item: Next Meeting and Time**

Wednesday, January 16, 2019  
11:00-12:30pm  
2500 Bates Avenue, Suite B  
Zion Conference Room  
Concord, CA 94520

**Approval of HCH Co-Applicant Board Meeting Minutes from December 19, 2018**

**Board Chair Signature** Wendell Brunner MD

**Date** 01/16/2019