

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, July 17, 2019 11:00-12:30pm

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

**ATTENDANCE:** Teri House, Bill Jones, Jonathan Russell, Bill Shaw, Michael Callanan, & Jennifer Machado

**ABSENT:** Dr. Wendel Brunner, Jonathan Perales, & Nhang Luong

**HCH STAFF ATTENDANCE:** Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Dr. Joesph Mega (HCH Medical Director), Elizabeth Gaines (HCH Nurse Program Manager)

**PUBLIC ATTENDANCE:** None

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

1. **Action Item: APPROVAL – June Meeting Minutes**
  2. **Quality Improvement/Assurance & Program Performance Reports** by HCH Medical Director
  3. **Action Item: APPROVAL – Board Member Induction**
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#### Welcome & Introduction

- Introduction to board members and community members present
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#### Action Item: Approval of June Board Meeting Minutes

- Edit minutes to reflect Jonathan Russell absent

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**Motion**

- A. **Statement: I move to approve the minutes from June 2019.**
  - B. **Motion Made by: Teri House**
  - C. **Seconds the Motion: Bill Shaw**
  - D. *Discussion: None*
  - E. *In Favor: ALL*  
*Opposed: None*  
*Abstains: None*  
*Absent: Wendel Brunner, Bill Jones, Jonathan Perales & Nhang Luong*
- Motion Result: PASSED**

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

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

*Attachment: Graph Reports – included in presentation slides*

1. HEP-C Quality Improvement Report
  - a. HCH goal to screen all at-risk patients and start treatment
    - i. HEP-c risk– blood to blood transmission, intravenous drug use, drug use through nose, baby boomer population, etc.
  - b. Medication Treatment
  - c. Previously, our system sent all screened patients to specialty clinic.
  - d. Barriers include lab requirement at the beginning of treatment and once during treatment, pharmacy pick up.
  - e. All providers completing the screening and treatment in all clinics.
  - f. Current focus to follow up with those clients that have picked up medications but have not returned to lab for final test.
  - g. Symptoms are usually a 10-20 year process – cirrhosis of the liver
  - h. Sharing our work and efforts to Alameda County and trying to increase screening and treatment across counties.
2. Field Medication Assisted Treatment Report
  - a. PHN hired June
  - b. 100 patients in various stages in treatment
  - c. Case managing these cases
    - i. Staffing our outreach clinics and Antioch Fulton Shipyard mobile clinic
    - ii. Choosing Change clinics
    - iii. All county case management

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**Community Partner Update**

(Bill Shaw, Winter Nights Shelter Manager)

1. Program existence: 16 years
2. Emergency family shelter, full time shelter work, case management work, meals (recognize dietary needs)
3. Funding – grants and donations
4. Food, Gifts and kinds?
  - a. Gift cards
  - b. Bill to send needs to Jonathan
5. Found housing for about 70% of clients (i.e. vouchers, etc.)
6. Family unit - those living together at the time you went homeless
7. Every 2 weeks we change locations
8. 20-30 church sites that host our services
9. Seasonal program (September 9<sup>th</sup> – May)
10. Parking lot program (January – May)
11. Clients must be ambulatory but can accept those in wheelchairs
12. Referral process
  - a. CORE
  - b. 211
  - c. St. Vincent's de Paul
  - d. County Hospital/John Muir Hospital
  - e. County Board of Education
  - f. Walnut Creek Methodists furniture program
  - g. Shelter Inc.
  - h. HCH
  - i. CommunityConnect
  - j. Legal services
  - k. 15 passenger van to transport children to school
13. Part of the County Coordinated Entry Program
  - a. Document within Homeless Management Information System (HMIS)

**HCH Program Action Items:**

- Set up meeting with Bill to educate staff on School Based clinics and HCH clinics
- Vision services for children and adults

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**Board Member Recruitment**

*(Attachment: Candidate Application – S. Krank & Board Interview Questions)*

1. Interview
  - a. What made you come here today?
    - i. Connections
    - ii. Working with those in recovery and experiencing homelessness
    - iii. Believe in people's capacity to change
  - b. Experience
    - i. Oakland St. Vincent de Paul
    - ii. In charge of Homeless Court in Alameda County
    - iii. Working directly with HCH in Alameda County
    - iv. Manage social model detox facility in Houston
    - v. Serve St. Vincent de Paul branches to facilitate relationships
    - vi. Identifying resources needed and facilitating those relationships
    - vii. 24 Food Pantries
    - viii. Work force development program
  - c. Skills
    - i. Build community and partnerships
    - ii. Marketing/outreach
    - iii. Communication outreach throughout County
  - d. Goals
    - i. What is different since I have been a part of Board/program/etc.
  - e. Do you understand the role of the HCH Board?
    - i. Relationships do everything
    - ii. Have many current partnerships
2. Candidate Questions
  - a. What is the time commitment?
    - i. 12 lunch meetings a year
    - ii. 90 minute meeting once per month
3. Candidate Approval

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**Motion**

- F. **Statement: I move to approve the induction of Stephen Krank as a Board Member.**
  - G. **Motion Made by: Teri House**
  - H. **Seconds the Motion: Jonathan Russell**
  - I. *Discussion: None*
  - J. *In Favor: ALL*  
Opposed: None  
Abstains: None  
*Absent: Wendel Brunner, Jonathan Perales & Nhang Luong*
- Motion Result: PASSED**

**HCH Program & Board Action Items:**

- Linae to reach out for photo and short Bio – *Complete*
- Send him Strategic Plan, PD Expectations, Meeting invite – *Complete*
- Linae to receive signatures for Board expectations – *Complete*

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

1. Next Meeting Attendance – August 21, 2019
  - a. Bill Jones Absent
2. 2019-2021 Strategic plan goals and project timeline
3. Board Evaluation/Assessment review for future meeting
  - a. *Attachment: HRSA Board Assessment Sample*
4. BARM
  - a. Open positions posted on website
  - b. Build 114 bed additional family shelter ~ 80 bed increase
  - c. Breaking ground in 2020
  - d. City of Richmond very supportive
  - e. Possibility of clinical space
5. City of Antioch Task Force
  - a. Time to ask them for additional Antioch location
6. Anka
  - a. Still in transition
  - b. CCIH working to keep relationships and units maintain (MHSA Housing)
  - c. Shelter Inc. – Casa Verde

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- d. Bay Area Community Resources – Don Brown
- e. Berkeley Food & Housing - Central County CARE Center

**HCH Board Action Items:**

- Report on Fulton Shipyard clinic and reason to consider another site for example
  - We see that there is need in these locations and can you help us find site for us to offer these services
  - Deadline: By 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays in August
  - Send to Teri House
- Send electronic copy to board
  - Review but do not complete

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**Standing Item: Future Matters**

1. Board Evaluation and Assessment
2. SAC Renewal Application Support
3. 2019-2021 Strategic Plan Update
4. Clinical productivity
5. Quality Assurance & Improvement Plan Request for Approval

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**Standing Item: Next Meeting and Time**

Wednesday, August 21, 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 July 17, 2019**

**Board Chair Signature** Wendell Brunner MD

**Date** 8/21/2019