

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, August 21, 2019 11:00-12:30pm

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

**ATTENDANCE:** Teri House, Bill Shaw, Jonathan Perales, Michael Callanan, Jennifer Machado & Nhang Luong, Steve Krank

**ABSENT:** Dr. Wendel Brunner, Bill Jones, & Jonathan Russell

**HCH STAFF ATTENDANCE:** Dr. Joseph Mega (HCH Medical Director), Julia Surges (Health Planner Evaluator), Alison Stribling (PSPI)

**PUBLIC ATTENDANCE:** Scott

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

1. **Action Item: APPROVAL – July Meeting Minutes**
  2. **Quality Improvement/Assurance & Program Performance Reports** by Alison Stribling, QI Team
  3. **Project Director Requests of Board** by Rachael Birch
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### Welcome & Introduction

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

- Jonathan Perales was not at July Mtg, need to edit that on July meeting minutes – Complete

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**Motion**

- A. **Statement: I move to approve the minutes from July 2019.**
  - B. **Motion Made by: Bill Shaw**
  - C. **Seconds the Motion: Stephen Krank**
  - D. *Discussion: None*
  - E. *In Favor: All*  
*Opposed: None*  
*Abstains: None*  
*Absent: Wendel Brunner, Jonathan Russel, & Bill Jones*
- Motion Result: PASSED**

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

(Alison Stribling, QI Team)

*Attachment: HCH Strategic Plan Project Timeline*

1. HCH Strategic Plan Project Timeline
  - a. Great for Board to see
  - b. Needs to be a “warning category” – more specific on what the status is of the project
  - c. Report to board on the September items. Is it a low priority?
  - d. Track when things are added and/or edited
2. Elderly Population Goal – we are looking for patients served in HCH
  - a. Are we using H3? No = we are doing HCH services specific but will eventually utilize H3 and compare how we can asses this population
  - b. Compare to HMIS elderly homeless
  - c. Board wants to see the data in the next coming meetings the data that we have for HCH

**HCH Program Action Items:**

- HCH To present on September items at September Board Meeting – Elderly Population Data
- HCH to present any changes that are made to the Strategic Plan Project Timeline

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**Board Assessment**

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1. New Members Process
  - a. New Board Member orientation (#23)
2. Board would like a subjective evaluation – what do we want to do more of, what do we want to do less of?
  - a. Feedback – looked good but it was not addressing how we interact/function as a board.
    - i. How do we want to interact with each other and how to evaluate our board effectiveness
3. More Consumer Feedback (#22, #5) – quarterly reports to Board from Consumer Advisory Committee and Focus Groups
4. Board Assessment/Evaluation is missing a piece where the board needs to get feedback from staff → what does staff want/need from the board
  - ~~b. How does the board help the staff do what they need to do and what connections do they need that the board can help with?~~
  - ~~c. Staff is competent but how can the board play a role in what we want from the board.~~
    - i. What are we presenting that adds a lot of value or what do we wish more that the board will do.
  - d. Program requests of the Board:
    - i. Medical Director Requests:
      - All board members represent a diff part of county/service in county
      - Supportive housing – HCH absent, and once person is housed, HCH loses connection. We want the communication to be continued, currently is “outta sight outta mind” with those that leave the shelter.
    - ii. Project Director Requests (PD Board Requests *from PD annual evaluation*):
      - Board members review meeting documents prior to meetings
      - Board to provide Board orientation for new Board members
      - Provide objective and external feedback
      - Leverage relationships with partner agencies and organizations
      - Continue to bring personal expertise and skills to the table
      - Improve communication between the HCH program and other agencies (involvement in plans and community discussions)

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- Present information about the environment surrounding homelessness that members work, volunteer and live in
- e. HCH needs to be more communicative with Health, Housing and Homeless Division and additional providers about services and connect people to those services
  - i. Improve: Interface more with H3 and their CMs and services
  - ii. Strengths: Senior & Aging appreciates when HCH reaches out and makes connection between service providers and clients
  - iii. Strengths: CORE/Shelter CM works closely with CMCT workers these services has been helpful

**HCH Program Action Items:**

- Add to September Agenda
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**Board Member Recruitment**

*(Attachment: Candidate Applications – Lynna and Scott)*

1. Board Member Interview – Scott Williams
  - a. Candidate introduction to Board
  - b. Has experiencing with outreach and housing in Contra Costa County
  - c. What prompted him to join the board
  - d. CORE Outreach experience
  - f. Questions you have for staff
    - i. If they had units of people that needed services could HCH go to the site?
      - Yes, depending on the severity of needs and how many are there

**HCH Program & Board Action Items:**

- Review other applicant application and invite to Board meeting
  - Discussion about Candidates and next steps for voting
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**Action Item: BH Expansion Grant Registered Nurse Position**

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**Motion**

- F. Statement: I move to approved RN position for BH Expansion Grant approval position.**
  - G. Motion Made by: Teri House**
  - H. Seconds the Motion: Michael Callanan**
  - I. Discussion: None*
  - J. In Favor: All*
    - Opposed: None
    - Abstains: None
    - Absent: Wendel Brunner, Jonathan Russel, & Bill Jones
- Motion Result: PASSED**

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

1. Next Meeting Attendance – September 18, 2019?
  - a. Teri to call in for next meeting
  - b. Scott will not be able to attend
2. HCH working with Homeless Awareness Month Committee
3. Waiting on licensure of new HCH Mobile Van
4. HCH Presentation for Board of Supervisors, Family and Health Services Committee on November 13<sup>th</sup> at 625 Court St.
  - a. Board members invited to attend if available
  - b. HCH to send out agenda to Board once received
5. Board Updates
  - a. Nhang – elderly needs assessment
    - ii. Reaching out to BOS to host town hall meetings for Senior & Aging program
    - iii. Based on the assessment – Nhang able to assess what is needed
    - iv. Nhang to email Linae about the survey
    - v. Senior housing report- Nhang is working on it, Teri also with assistance in this
  - b. Bill Shaw to send email to Linae (I think) Sept 15 – 25 → single or couples living in their cars
    - i. St. John Gianni – off of Ygnacio valley
  - c. Trinity moving to 1300 Blvd Way, Walnut Creek until new unit is complete
    - i. Housing will be ready in December (45 units)
  - d. CORE
    - i. Hired HOMIT with help from HCH

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- ii. East County Family and youth team – hired

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**Standing Item: Future Matters**

1. Board Evaluation and Assessment
2. SAC Renewal Application Support
3. Clinical productivity
4. Quality Assurance & Improvement Plan Request for Approval

**HCH Program/ Board Action Items:**

- HCH to send out FHS Committee agenda when received

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**Standing Item: Next Meeting and Time**

Wednesday, September 18, 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 August 21, 2019**

**Board Chair Signature** Wardell Brunner MD

**Date** 09/18/2019