

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 16, 2020 11:00-12:30pm

**LOCATION:** Zoom Meeting

**ATTENDANCE:** Dr. Wendel Brunner, Bill Jones, Bill Shaw, Jennifer Machado, Teri House, Michael Callanan, Stephen Krank, Jonathan Russell, & Nhang Luong

**ABSENT:** Jonathan Perales

**HCH STAFF ATTENDANCE:** Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Elizabeth Gaines (HCH Nurse Program Manager) & Alison Stribling (HCH QI Team)

**Public Attendance:** Jill Ray, Supervisor Candace Andersen's Office

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

1. **Action Item: APPROVAL – August Meeting Minutes**
  2. **Action Item: APPROVAL – 2021 Budget Renewal and new QI Funding**
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#### Welcome & Introduction

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

#### **Motion**

- A. **Statement:** *I move to approve the minutes from August 2020.*
  - B. **Motion Made by:** Teri House
  - C. **Seconds the Motion:** Stephen Krank
  - D. **Discussion:** None
  - E. **In Favor:** All  
Opposed: None  
Abstains: None  
Absent: None
- Motion Result: PASSED**

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**Standing Item: Quality Improvement/Assurance & Program Performance Reports** (Alison Stribling, HCH QI Team)

1. Strategic Plan Update and Addendums
  - a. Strategic plan has been reformatted into a more formal document for presentation
    - i. Includes project status, completion date, and links to supporting documentation
  - b. COVID-19 Addendum
    - i. Details eight strategic plan objectives originally planned for project year 2020 that HCH is requesting board approval to delay until 2021
    - ii. Question from Board: Have you set new projected completion dates for these projects?
      1. Due to uncertainties surrounding COVID-19 unable to confidently establish more specific completion dates
      2. Request from Board to revisit discussion around project timelines at January 2021 meeting
    - iii. Question from Board: why was the decision made to delay cultural humility training?
      1. Want this to be a training staff can truly benefit from and absorb, given current challenges in finding a trainer and limited staff time do not believe this goal could be accomplished in 2020
    - iv. Proposed addition of 3 new COVID-19 related goals and 9 new objectives
      1. Effort to incorporate priority areas for HCH during the pandemic into our strategic plan
      2. Question from Board: What metrics have been identified for the behavioral health evaluation?
        - a. Initial metrics identified by HCH Mental Health Program Supervisor include impact on PES visits, 5150 rates, and connection to behavioral health services
        - b. Discussion around opportunity for additional evaluation on impact of hotel programs on overall utilization of services

**Motion**

- F. **Statement:** *I move to approve the HCH Strategic Plan COVID-19 Addendum*
  - G. **Motion Made by:** Michael Callanan
  - H. **Seconds the Motion:** Jonathan Russell
  - I. **Discussion:** None
  - J. **In Favor:** All  
Opposed: None  
Abstains: None  
Absent: None
- Motion Result: PASSED**

**HCH Action Items**

- Update strategic plan to reflect Board approval of COVID-19 Addendum
- Add strategic plan update to January 2021 meeting agenda

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**Standing Item: HCH Service Update** (Beth Gaines, HCH Medical Director)

1. Update on HCH services at hotels & community
  - a. County wide positivity rate has fallen below 5% so testing at the hotels will shift to a bi-monthly schedule
  - b. Vaccines are now being provided to hotel residents, preparing to start up flu clinics as well
  - c. Partnering with John Muir to provide mobile clinic services three times a week
    - i. Planned service areas include Fulton Shipyard, Martinez Marina, and the county testing site in Richmond
    - ii. CCHS vans and mobile operators are currently all deployed to COVID testing services
  - d. Question from Jill Ray, Supervisor Candace Andersen's Office: Trinity Center is interested in providing flu shots at their location, could HCH partner with them?
    - i. Yes, currently coordinating with Trinity on this effort

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**Action Item: Project Director Updates** (Rachael Birch, HCH Project Director)

1. 2021 Budget Renewal and new QI funding approval
  - a. Annual Grant Renewal

- i. Board has the authority and responsibility to approve allocation of federal funding
  - ii. HCH receives \$3.4 million/year from HRSA to conduct services
  - iii. Funds are primarily used for staff salaries with smaller line items for the National HCH council membership and incentives
  - iv. The health center grant makes our system of care eligible for additional federal reimbursement for all qualified visits
- b. HCH received a Health Center Quality Leader award for clinical performance
- i. Recognized as falling in the top 11-20% of all health centers for performance on clinical measures in 2019
  - ii. One-time funding of \$81k for QI activities or new services
    1. .2 FTE of a data systems developer for behavioral health and hotels evaluation project
    2. Purchase of point of care testing supplies for Hep C, HIV, Syphilis, and Diabetes

**Motion**

- K. **Statement: I move to approve the 2021 Budget Renewal and new QI Funding.**
- L. **Motion Made by:** Jonathan Russell
- M. **Seconds the Motion:** Teri House
- N. **Discussion:** None
- O. **In Favor:** All  
Opposed: None  
Abstains: None  
Absent: None
- Motion Result: PASSED**

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**Standing Item: Program Updates** (Linae Young, Planning & Policy Manager)

1. HCH Updates
  - a. Council on Homelessness Meeting
    - i. Strategic plan objective to report out on elderly and mortality report
    - ii. On the agenda for October 1 meeting
    - iii. If possible, would like chair or vice chair representation to be present; meeting is open to all
2. Community Updates
  - a. City of Antioch

- i. Hiring a part time homeless coordinator, please direct any potential candidates to the city's website
- b. Jill Ray, Supervisor Candace Andersen's Office
  - i. Contra Costa County is encouraging everyone to get tested for COVID-19
  - ii. Drive up sites available, same day appointments available
  - iii. You do not have to be symptomatic or have a known exposure to be eligible for testing
  - iv. Testing is painless and provided and no cost
    1. CCHS will bill the patients insurance for reimbursement but the individual will never receive a bill even if the claim is denied by their insurance coverage

#### **HCH Action Item**

- Linae to send out Council on Homelessness meeting details
  - Linae to send out Contra Costa Get Tested flyer
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#### **Standing Item: Future Matters**

1. Annual Board Assessment
  2. Community Partnership and Communications Plan
  3. Coronavirus HRSA funding and Budget Line Items
  4. Update from Steve about SVDP
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#### **Standing Item: Next Meeting and Time**

Wednesday, October 21, 2020

11:00-12:30pm

Zoom Conference Call

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***Approval of HCH Co-Applicant Board Meeting Minutes from September 2020***

***Board Chair Signature Jennifer Machado***

***Date 10/21/2020***