

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, October 21, 2020 11:00-12:30pm

**LOCATION:** Zoom Meeting

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

**ABSENT:** Jonathan Perales & Stephen Krank

**HCH STAFF ATTENDANCE:** Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Dr. Joseph Mega (HCH Medical Director), Elizabeth Gaines (HCH Nurse Program Manager), Ori Tzvieli (Interim Medical Director), Michael Myette (HCH Mental Health Program Supervisor), Alison Stribling (HCH QI Team), & Gabriella Quintana (HCH QI Team)

**PUBLIC ATTENDANCE:** None

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

1. **Action Item: APPROVAL** – September Meeting Minutes

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### Welcome & Introduction

- Introduction to board members and community members present

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

Contra Costa County Health Services  
Health Care for the Homeless Co-Applicant Governing Board

**Motion**

- A. **Statement: I move to approve the minutes from September 2020.**
  - B. **Motion Made by:** Michael Callanan
  - C. **Seconds the Motion:** Bill Jones
  - D. **Discussion:** None
  - E. **In Favor:** All  
Opposed: None  
Abstains: None  
**Absent:** Jonathan Perales & Stephen Krank
- 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 updated with COVID-19 goals and objectives
  - b. Added project statuses and linked documentation to align with existing format
  - c. Approved version will be uploaded to HCH public website
  - d. Will revisit delayed projects at January 2021 meeting

**HCH Program Action Items:**

- Upload strategic plan to HCH public website

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**HCH Service Update** (Beth Gaines, HCH Nurse Program Manager)

1. Update on HCH services at hotels & community
  - a. Flu Clinics
    - i. Starting at the shelter hotels
    - ii. Reach out to Trinity, Bay Area Rescue Mission, and other community partners after.
  - b. Hotels
    - i. Large teams at the hotels, helping with initial contact and working with the BH team
    - ii. Tracking and Community Reception
      1. Tracking who is in the hotels and open to Behavioral Health Services

Contra Costa County Health Services  
Health Care for the Homeless Co-Applicant Governing Board

2. Community Reception to BH Services
    - a. People are fairly open
    - b. Offering support in the moment
    - c. Deeper work is possible as people are not in as much crisis
    - d. Feedback from hotel residents is being collected and will be presented to the Board by the end of the year
  - c. *Question from Board Member:* Is the program at capacity? Is there a waitlist for the rooms?
    - i. There is no waitlist, availability based on day by day referrals.
      1. Using a risk model to identify referrals from hospitals, inpatient, and CORE team.
    - ii. Daily, we are sitting at maximum capacity
      1. 1-5 openings per day come from those leaving to streets, housing, etc.
  - d. Hotels will be funded through at least the end of the year (FEMA)
    - i. If there is still emergency declaration then, funding will continue
  - e. County has nearly secured the Motel 6 which will be needing a lot of work
  - f. State money available to fund H3 acquisition of some other hotel rooms.
    - i. H3 has their own plan available on public facing site: \*INSERT LINK\*
    - ii. County COVID site has a Homeless specific page within the Resources tab
2. Medical Director Transition
    - a. Dr. Mega will be leaving by Mid-November
      - i. Preventative care being taken care of in hotels is a priority.
        1. Good opportunity to get this done, as hotels have been a success
      - ii. Rate of COVID in hotels less than a dozen compared to rate on the street of hundreds.
    - b. *Question from Board Member:* The hotels are limited to those with greatest amount of need. How do we address questions regarding where do young people go, how do we open it up to more individuals?
      - i. Compared to the shelters, we have almost double capacity
      - ii. Total people off the streets is one and a half times of what it usually is
    - c. Interim Medical Director Introduction: Ori Tzvieli

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**COMPLETED: Annual Board Assessment** (Jennifer Machado, Chair)

1. Request for completion of Board Assessment
2. Assessment Overview

Contra Costa County Health Services  
Health Care for the Homeless Co-Applicant Governing Board

- a. Identify the functionality as well as areas that need improvement
- b. Areas needing improvement will be addressed at the next meeting
  - i. Consumer Input
  - ii. Board Composition: Members with lived experience
  - iii. Comprehensive orientation package and process for integrating new members

**HCH Program & Board Action Items:**

- Identify feedback groups and prospective consumers to participate
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**Standing Item: Project Director Requests of Board** (Rachael Birch, HCH Project Director)

1. Existing consumer focus groups or boards
  - a. Looking for methods to collect consumer feedback
  - b. BACS completes consumer feedback surveys, open to connecting with HCH on opportunities for getting patient input

**HCH Board Action Items:**

- Work with Hotel onsite providers and clinicians to help facilitate the feedback
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**Standing Item: HCH Program Updates & Community Updates** (Linae Young, HCH Planning & Policy Manager)

1. HCH Updates
  - a. HCH Flu Shots
    - i. Hotels, outreach, community clinics, and CARE centers
    - ii. Still need to address logistics re: new requirements for transportation and temperature monitoring
    - iii. Community Clinics in East, West, and Central counties
    - iv. Broader Community: COVID testing sites also offering flu shots
  - b. Question from Board Member: How do we address flu shot resistance?
    - i. If you have the flu, and get COVID as well, you will get very sick
    - ii. Speaking to the fact that the flu shot does not give you the flu
2. Other Program Updates
  - a. Winter Nights- We will be opening Nov 2<sup>nd</sup>.

Contra Costa County Health Services  
Health Care for the Homeless Co-Applicant Governing Board

- i. 30 day stay at each location and max out at 4 families.
- ii. Following all the guidelines, not having any volunteers, using a certified sanitizer, and providing restaurant meals.
- iii. We have 7 sites this year (1 per month), including San Damiano's retreat center in December
- iv. Possibility of a parking lot program in January

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**Standing Item: Future Matters**

Preview and request of future items to discuss.

1. Board Evaluation and Assessment: Needs Improvement
2. Community Partnership and Communication Plan Review
3. Coronavirus HRSA Funding Budget Line Items
4. Patient Feedback

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**Standing Item: Next Meeting and Time**

Wednesday, November 18, 2020

11:00-12:30pm

Zoom Call

***Approval of HCH Co-Applicant Board Meeting Minutes from October 21, 2020***

***Board Chair Signature Jennifer Machado*** \_\_\_\_\_

***Date 11/18/2020*** \_\_\_\_\_