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

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

Welcome & Introduction
- Introduction to board members and community members present

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
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
HCH Action Items

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

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

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

---

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

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

**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

**Standing Item: Next Meeting and Time**

Wednesday, October 21, 2020
11:00-12:30pm
Zoom Conference Call

---

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

Board Chair Signature  Jennifer Machado

Date  10/21/2020