

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, February 21, 2018 11:00-12:30pm

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

ATTENDANCE: Jennifer Machado, Bill Jones, Dr. Wendel Brunner, Jonathan Perales, Robin Heinemann, & Nhang Luong

ABSENT: Belinda Thomas, Larry Fairbank Sr., Bill Shaw & Shayne Kaleo

HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Dr. Joseph Mega (HCH Medical Director) & Linae Young (HCH Planning & Policy Manager)

PUBLIC ATTENDANCE: Michael Callanan (CORE Team), Michael Manigault (Community Development Officer, Mechanic's Bank) & Teri House (City of Antioch)

Welcome & Introduction

- Introduction to board members and community members present
 - Michael Manigault – 4 years in the bay area, LA shelter experience
 - Teri House – Consultant with Antioch and on COH Board

Action Item: Approval of December Board Meeting Minutes

Motion

A. ***Statement: I move to approve the minutes from January 2018.***

B. ***Motion Made by: Jennifer Machado***

C. ***Seconds the Motion: Nhang Luong***

D. ***Discussion: None***

E. ***In Favor: ALL***

Opposed: None

Abstains: None

Absent: Belinda Thomas, Larry Fairbank Sr., Bill Shaw & Shayne Kaleo

Motion Result: PASSED

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HCH Project Director Evaluation (All)

Attachments: PD Goals and Achievements, PD Job Description, CCHS Performance Evaluation Tool

- Performance Goals from the last year and then the achievements from that year
- Missing some items that better describes what she has done for this program
- Identify the successes and the challenges that she will need the boards help to achieve or overcome
- Tangible measurements – those served last year vs this year.
- Growth in program based on expanded services and grants received
- Performance Objectives on CCHS evaluation from the last year
 - Can we get some information from her last evaluation - what were these objectives and were they met
 - Qualitative and Quantitative
- Wants her to tell us what her performance goals are for herself
- Bullet point some of her soft skills – leadership, communication, counseling skills
- Who should we interview for the PD evaluation
 - Her Supervisor
- After we evaluate the PD, we need to go through these goals and evaluate if we agree on the goals
 - Are these the goals that board thinks the program should have
- Look back at her goals from the when we appointed her to the PD (quantitative and qualitative goals)
- PD would like to have the board help the PD and program establish some quantitative goals – SMART goals

Next Steps:

- Linae to put together last year's goals and provide written summary of what has been accomplished surrounding these goals
 - Have her come for the interview next meeting
 - Have a discussion about the goals for next year at the next meeting as well
- How can the board help you?
- What are the Project Director's goals for the program?

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Prospective Board Member Interview (All)

Attachments: Board Application for Teri House

Prospective Member: Teri House, Antioch Community Development Block Grant Program (CDBG)

Experience

- Non-profit work with HIV/AIDS epidemic
- Lengthy experience with homeless
 - Working with various shelters and homeless organizations, sits on many other homeless services boards
- Long time advocate for homeless populations
- Consultant for federal funds to help low income communities
- Lived experience
- Currently, lives in Pittsburg and do most work within east County
- CDBG funds and HUD funds

Questions from the Board:

- Do you understand what the purpose of this board is?
 - Conducting needs assessments
 - Focus groups with the population to identify needs and wants from the population
 - Health Services to the homeless population in the county
 - Collaboration with other homeless providers in the county
- What do you see as the particular homeless issues out in East County?
 - Bankruptcy
 - Under staffed city
 - Code enforcement & police department cuts
 - Many people moved out there due to available section 8 vouchers – now we see a migration of people to East County
 - Policing efforts have a lot to do with where homeless people reside

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Motion

- F. **Statement: I make a motion to approve Teri House as a HCH Co-Applicant voting member.**
 - G. **Motion Made by: Robin Heinemann**
 - H. **Seconds the Motion: Nhang Luong**
 - I. *Discussion: None*
 - J. *In Favor: ALL*
Opposed: None
Abstains: None
Absent: Belinda Thomas, Larry Fairbank Sr., Bill Shaw & Shayne Kaleo
- Motion Result: PASSED**

Board Member Discussion (All)

Attachments: Past Board Member Discussion Document, Board Member Attendance Chart

- Current Board Member Attendance
 - Members with low attendance were contacted to check in about commitment to board.
 - M.R., Pleasant Hill City Council will not be renewing term due to city council obligations and time restraints.
- Next Steps:
 - Still need more West County representation
 - J.C., from Gioia's office will try to make next meeting – Linae/Nhang
 - And someone from the city of Richmond - Nhang
 - Re – entry success center interest in sitting on board - Linae
 - BARM/GRIP – Linae to reach out
 - St. Vincent De Paul – Teri has contact – Linae to contact
 - Healthy Richmond – Rachael
 - Jess Ysuzza – MET (Mental Health Evaluation) team - Linae
 - Michelle Malone (Richmond Task Force) – Linae
 - T.O. (Transitions Clinic Manager) – Joe
 - City council representative – Concord - Robin
 - Handout to give people interested in board

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Standing Item: HCH Program Updates & Community Updates

- Dental Van Licensure Approved
 - HCH Budget Renewal for February 1, 2018 – January 31, 2019 has been approved by HRSA.
 - Uniform Data System (UDS) Report completed and submitted February 15
 - Final CHW position filled with start date March 12.
 - Manager Retreat – March 15th to discuss long term (3 year) strategic plan to be reviewed and approved by board.
 - Conservatorship program representative to future meeting – Wendel (April)
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Standing Item: Future Matters

- HCH Hearing and Resolving Grievances Policy
 - HCH Project Director evaluation approval
 - Conservatorship Presentation
 - HCH Strategic Plan
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Standing Item: Next Meeting and Time

March 21, 2018
11:00-12:30pm
2500 Bates Avenue, Suite B
Zion Conference Room
Concord, CA 9450

Approval of HCH Co-Applicant Board Meeting Minutes from February 21, 2018

Board Chair Signature _____ *Wendel Brunner, M.D.* _____

Date 3/21/18