

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, April 18, 2018 11:00-12:30pm

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

QUORUM: Yes

ATTENDANCE: Dr. Wendel Brunner , Nhang Luong, Bill Shaw, Shayne Kaleo, Jonathan Perales, & Jennifer Machado

ABSENT: Belinda Thomas, Larry Fairbank Sr., Bill Jones, Robin Heinemann & Teri House

HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Julia Surges (HCH HPE-A), Linae Young (HCH Planning & Policy Manager), Dr. Joe Mega (HCH Medical Director), & Sara Cortez (HCH Senior Health Education Specialist)

PUBLIC ATTENDANCE: Jonathan Russell (Bay Area Rescue Mission), Joan Carpenter (Supervisor John Gioia's Office), Mike Callanan (CORE Outreach Team, H3)

Welcome & Introduction

- Introduction to board members and community members present

Action Item: Approval of March Board Meeting Minutes

Motion

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

B. **Motion Made by:** *Shayne Kaleo*

C. **Seconds the Motion:** *Wendel Brunner*

D. **Discussion:** *None*

E. **In Favor:** *All*

Opposed: *None*

Abstains: *None*

Absent: *Belinda Thomas, Larry Fairbank Sr., Jonathan Perales, Bill Jones, Robin Heinemann & Teri House*

Motion Result: *PASSED*

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HCH 2018-2019 Program Goals Continued (Rachael Birch, HCH PD and Board)

Attachments: PD Goals including persons responsible and timeline (in response of Board request)

1. **UPDATE:** Rather than completing needs assessment just for HCH Program
 - PD to meet with senior staff and other division heads for feedback and interest in overall county homeless needs assessment.
 - PD to reach out for resources to develop a plan for a county wide Needs Assessment
 - Needs Assessment – general summary of County, identify data already collected throughout the county compiled to include in needs assessment
 - What are you hoping to do with the Needs Assessment?
 - Identify the needs of homeless and discover where we need to advocate for additional services. We want it to be something that everyone can use not just the HCH team
 - Identify recommendations at the county level
 - Process: Develop a clear picture of what you are trying to do, first step should be what you already know and then fill in the gaps, gathering what already exists then go from there and develop what may be missing, what we need, etc.
 - Breakdown needs assessment into goals to help identify a focus of each part of the needs assessment
 - Identify what questions need to be answered, how will this change what people do?
 - Include Epidemiology department data
 - Conduct a comprehensive assessment – does it exist? Is there updated data?
 - Some data already exists and surveys are being conducted at many levels; hospitals, other divisions, etc.
2. Strategic Plan Management Team Goals – clinic, productivity, and goals that overlap with the federal requirements
 - Where do we see our program in 3 years?
3. Revenue collection from homeless patients
 - We need to do a better job of finding patients who lose Medi-Cal and need re-enrollment.

HCH Program Action Items:

- Each month give update on progress of goals purposed

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- Example – what is a QI project this month, or telling board about successes as they happen, and/or what is making progress
 - Board can help if there are struggles or there are concerns with the goals
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HRSA Official Site Visit Prep (All)

1. Site visit – May 8th-10th
2. What is an Official Site Visit?
 - a. They review our status and compliance
 - i. Includes everything that follows under our grant
 - ii. If there are things that are missing we have a chance to provide HRSA with what they need for us to be compliant
 - b. HRSA Health Center Compliance Manual → Guidance for Health Center Program and Consultants to determine if the Health Center is in compliance with requirements.
 - c. Happens once every 3 years, but can visit within 3 years to review conditions progress towards resolution.
3. How is it conducted?
 - a. 3 consultants with different specialties – Clinical, Financial, Governance
 - b. May 9th to meet the Board at 12pm
 - c. Verbal report at the end on how we did based on their terms then HRSA will send their review with potential conditions to meet. If conditions arise, we reconcile what was requested
4. Board Authority Requirements Review
5. Board Composition Requirements Review
 - a. Patient members – waiver from HRSA, consumer input collected through Consumer Advisory Board, Focus Groups, and Patient Satisfaction Surveys.

HCH Program Action Item:

- Update Conflict of Interest Form to document that someone applying for the board is not related to a CCHS employee, use language noted by HRSA
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Standing Item: HCH Program Updates & Community Updates

1. HRSA Site Visit May 8th -10th!!!!

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2. The **Central County CARE Center in Walnut Creek** has relocated to 1271 South California Boulevard in Walnut Creek.
 - Going to build a 4 story unit low income housing and the ground floor will be what the Trinity Center is
 - Church will sublease to trinity and the evening and weekends will be used by the community groups → Goal to finish at the end of next year
 - Low income housing
 - State, County, City funding
 - Will be a model for other faith communities
3. The **West County CARE Center** has moved from San Pablo to Richmond and is now housed at **GRIP at 165 22nd Street in Richmond**. The former CARE Center site at 1515 Market Street in San Pablo will exclusively offer Alcohol and Other Drugs services and no longer operate as a CARE Center for drop-in homeless services.
 - 1515 Market St., Anka Location: Power, Medi-Cal, Counseling, referred through AOD – Outpatient type location. Call access line for referral.
4. Working on sites in Antioch – Linae to keep board posted
5. Nhang (Board Member) – Aging on housing – infographic on seniors and homelessness
 - Request for data on senior homeless served by CCHS
 - Age, where they are coming from, health issues, if there has been a difference from this year and last year

Action Items:

- HRSA Site Visit Meeting details to follow via email on Meeting location and time
 - Attendance is important and encouraged
 - Linae to send SFDP and presentation slides in follow up email by 4/20
 - Productivity data review at mobile clinic sites GRIP and Anka (1515 Market)
 - HCH PD/HCH Health Planner Evaluator to get CCHS senior homeless data to Nhang for grant opportunity with EHSD.
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Standing Item: Future Matters

- Respite Presentation (In response to board request)
- HCH Hearing and Resolving Grievances Policy
- Conservatorship Presentation
- HCH Strategic Plan Draft

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- UDS report – show what we did clinically and financially

Standing Item: Next Meeting and Time

May 16, 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 April 18, 2018

Board Chair Signature _____ *Wardell Brunner M.D.*

Date 05/16/2018 _____