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, June 21st, 2023, 11:00-12:30pm **LOCATION:** Walker Room, 1220 Morello Avenue, Martinez, CA 94553  
**ATTENDANCE:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado, Rachna Pandya   
**ABSENT:** Wendel Brunner, Teri House

**TELEPHONIC:** Jonathan Russell **HCH STAFF ATTENDANCE:** Mia Fairbanks (HCH Nurse Program Manager), Margaret Wessner (HCH MH Clinician), Sara Cortez (HS Administrator), Gabriella Quintana (HCH QI Team),  **PUBLIC ATTENDANCE:** JR Wilson, Jenn Quallick, Ken Mendonca, Lovetta Tugbeh, Mashal Klevin, Ron Brittain

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

1. ***Action Item:* *APPROVAL* – May Meeting Minutes**
2. ***Action Item:* *APPROVAL* – Updated Sliding Fee Schedule**

**Welcome & Introduction**

1. JR Wilson
   1. Delta Veterans
2. Ken Mendonca
   1. SVDP (Byron)
3. Jenn Quallick
   1. Candace Anderson
4. Lovetta Tugbeh
   1. Bay Point All in One

**Action Item: Approval of May’s Board Meeting Minutes**

1. Discussion of last month’s meeting minutes
   1. No comments or suggestions for changes

***Motion***

1. ***Statement: I move to approve the minutes from May 2023.***
2. ***Motion Made by:*** Stephen Krank
3. ***Seconds the Motion:***Mike Callanan

*Roll Call Vote:* Each voting member must verbally approve or oppose.

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado, Rachna Pandya, Jonathan Russell

*OPPOSED*: None

*ABSTAINS*: None

*ABSENT*: Wendel Brunner, Teri House

***Motion Result:* PASSED**

*Standing Item:* **HCH Services Update**Mia Fairbanks (HCH Nurse Program Manager)

1. Clinics
   1. Castro finishing at the end of the month.
   2. Looking at where to go next during that time slot.
2. Mapping with community partners,
   1. Identifying gaps and potential new locations.
   2. Preliminary conversations
   3. Building partnerships

*Agenda Item:* **HCH National Conference Report Out**

Margaret Wessner (HCH MH Clinician),

1. Presentation about MH & Consumer Leadership
   1. Advocating for the workgroup to establish a CAB (Consumer Advisory Board).
   2. Consumer built.
   3. Providing infrastructure
   4. Seeking people now
2. Staff Role with CAB
   1. Liaison
   2. Dedicated time to do this work.
   3. On mission and facilitate CABs identified needs
3. Discussion Points on CAB Success
   1. Onboarding and mentorship
   2. Personal growth and transformational change
   3. NCAB manual
   4. NCAB online courses & lived experience training academy.
   5. Hand out at board meetings with acronyms
   6. Action items from day one
   7. Recruitment, surveys, staff training, install feedback boxes, etc.
   8. NCAB available for technical support
4. Shape and Role
   1. CAB unit vote on Gov Board
   2. CAB member part of interview for new staff
   3. Functioning as a department of the team
5. Team/Board
   1. Build transformational not transactional.
   2. We will support each other.
   3. Open to nontraditional ideas
   4. CAB should NOT be treated as a HRSA requirement

*Question from board: How would this physically work? Getting people to meetings?*

1. RoundTrip
   1. Let the workgroup decide how they want to function
2. Who will ensure that this continues.
   1. Social Worker
   2. Lauren/Gabby
3. Roles and Compensation
   1. CAB is volunteer.
   2. We do want to thank people with transportation and food.
   3. Gift cards to say thank you.

*Standing Item:* **Board Member Recruitment & Training**

(All)

1. Review of current applications
   1. Mashal Klevin
   2. Ron Brittain
2. Q & A Session
   1. Discussion around the beginnings of the Governing Board.
   2. Overview of the Governing Board’s contact with service providers

***Motion***

1. ***Statement: I move to approve Ron Brittain as a voting member of the HCH Governing Board***
2. ***Motion Made by:*** Stephen Krank
3. ***Seconds the Motion:***Claude Battaglia

*Roll Call Vote:* Each voting member must verbally approve or oppose.

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado

*OPPOSED*: None

*ABSTAINS*: None

*ABSENT*: Wendel Brunner, Teri House, Rachna Pandya, Jonathan Russell

***Motion Result:* PASSED**

***Motion***

1. ***Statement: I move to approve Mashal Klevin as a voting member of the HCH Governing Board***
2. ***Motion Made by:*** Daisy Gallegos
3. ***Seconds the Motion:***Stephen Krank

*Roll Call Vote:* Each voting member must verbally approve or oppose.

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado

*OPPOSED*: None

*ABSTAINS*: None

*ABSENT*: Wendel Brunner, Teri House, Rachna Pandya, Jonathan Russell

***Motion Result:* PASSED**

*Standing Item:* **Quality Improvement**(Gabriella Quintana, HCH QI Team)

1. Conflict of Interest Forms
   1. Received some completed forms, hard copies to be provided next month.

*Standing Item:* **Field Trips**

1. July 5th HCH all Staff Meeting 1-3 PM
   1. Daisy Gallegos to present for APS in the first 30 minutes but all board members are invited to attend.
   2. Will be hosted via Zoom.
   3. Welcome presentations from other board members in the coming months.
2. Hope Solutions Field Trip
   1. June 22nd

*Standing Item:* **Community Updates**

1. APS
   1. requesting vendors for home stay program
   2. Partnered with H3 to get a new vendor.
   3. Housing people
2. June 24th Bay Point
   1. Unity in the community
   2. 60 participating organizations
   3. Bringing over 700 people
3. Poverty Simulation at St. Joan of Arc
   1. Piloting to use with young people.
   2. Starts as a game then gets really serious.

*Standing Item:* **Future Matters**

1. Board Training Renewals
2. Conflict of Interest Forms

*Standing Item:* **Next Meeting and Time**Wednesday, July 19, 2023  
11:00-12:30pm  
1220 Morello Ave, Martinez CA  
  
***Approval of HCH Co-Applicant Board Meeting Minutes from June 21, 2023***

***Board Chair Signature \_\_\_\_Stephen Krank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date \_July 19, 2023\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***