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, December 20th, 2023, 11:00-12:30pm **LOCATION:** Walker Room, 1220 Morello Avenue, Martinez, CA 94553  
**ATTENDANCE:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Mashal Kleven, Stephen Krank, Jennifer Machado, Rachna Pandya, Jazmin Ridley, Jonathan Russell  
**ABSENT:** Ron Brittain,

**TELEPHONIC:** Bill Jones, JR Wilson **HCH STAFF ATTENDANCE**: Heather Cedermaz (HCH Lead Provider), Mia Fairbanks (HCH Nurse Program Manager),Gabriella Quintana (HCH QI Team)

**PUBLIC ATTENDANCE:** Jennifer Quallick

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

1. ***Action Item:* *APPROVAL* – November Meeting Minutes**
2. ***Action Item:* *APPROVAL* – Chair & Vice Chair Elections**
3. ***Action Item:* *REVIEW* – Strategic Plan**

**Welcome & Introduction**

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

1. Discussion of last month’s meeting minutes
   1. Review comments or suggestions for changes

***Motion***

1. ***Statement: I move to approve the minutes from November.***
2. ***Motion Made by:*** Michael Callanan
3. ***Seconds the Motion:***Jonathan Russell

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

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Bill Jones, Mashal Kleven, Stephen Krank, Jennifer Machado, Rachna Pandya, Jonathan Russell, JR Wilson

*OPPOSED*: None

*ABSTAINS*: Daisy Gallegos

*ABSENT*: Ron Brittain, Jazmin Ridley

***Motion Result:* PASSED**

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

1. Services Updates
   1. Launching CORE+ partnerships
   2. Embedding nurse with core teams
   3. Would like to add a CHW to the mix eventually.
   4. Focusing on hospital discharges
   5. Focus on the medical portion of it.
   6. Details still getting worked out but planning to start in January.
2. New Clinics
   1. Talking to Hijas del Campo in Brentwood
   2. Site visit to possibly to medical clinic
   3. Focused on adults.
3. Staffing Updates
   1. 2 new outreach nurses done orienting.
   2. Looking to hire a full-time nurse.
   3. 2 new CHWs and another to start in January

*Action Item:* **Project Director Requests**(Rachael Birch, HCH Project Director)

1. Chair & Vice Chair Elections
   1. Review of nominations.
   2. Real time voting.

***Motion***

1. ***Statement: I move to approve the election of Stephen Krank as Board Chair.***
2. ***Motion Made by:*** Jonathan Russell
3. ***Seconds the Motion:***Jennifer Machado

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

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Mashal Kleven, Stephen Krank, Jennifer Machado, Rachna Pandya, Jazmin Ridley, Jonathan Russell, JR Wilson

*OPPOSED*: None

*ABSTAINS*: None

*ABSENT*: Ron Brittain

***Motion Result:* PASSED**

***Motion***

1. ***Statement: I move to approve the election of Daisy Gallegos as Board Vice Chair.***
2. ***Motion Made by:*** Rachna Pandya
3. ***Seconds the Motion:***Jennifer Machado

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

1. *IN FAVOR:* Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Mashal Kleven, Stephen Krank, Jennifer Machado, Rachna Pandya, Jazmin Ridley, Jonathan Russell, JR Wilson

*OPPOSED*: None

*ABSTAINS*: None

*ABSENT*: Ron Brittain

***Motion Result:* PASSED**

*Standing Item:* **Quality Improvement & Assurance**

(Gabriella Quintana, HCH QI Team)

1. Board Assessment – Next Month
2. Strategic Plan Review
   1. Object and goal status reviews
   2. Discussion around “In progress” items and noting start date of work on these.

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

(All)

1. Onboarding
   1. Send new member packet.

*Standing Item:* **Field Trips**

1. Discuss next board meet up
   1. All staff in the new year

*Standing Item:* **Community Updates**

1. None

*Standing Item:* **Future Matters**

1. Board Assessment
2. PD Evaluation

*Standing Item:* **Next Meeting and Time**Wednesday, January 17, 2024  
11:00-12:30pm  
1220 Morello Ave, Martinez CA  
  
***Approval of HCH Co-Applicant Board Meeting Minutes from December 20, 2023***

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

***Date \_\_\_\_\_\_1/17/2024\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***