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, July 17, 2019 11:00-12:30pm  
**LOCATION:** Zion Conference Room, 2500 Bates Avenue, Suite B, Concord, CA 94520  
**ATTENDANCE:** Teri House, Bill Jones, Jonathan Russell, Bill Shaw, Michael Callanan, & Jennifer Machado  
**ABSENT:** Dr. Wendel Brunner, Jonathan Perales, & Nhang Luong  
**HCH STAFF ATTENDANCE:** Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Dr. Joesph Mega (HCH Medical Director), Elizabeth Gaines (HCH Nurse Program Manager)  
**PUBLIC ATTENDANCE:** None

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

1. **Action Item: APPROVAL** – June Meeting Minutes  
2. **Quality Improvement/Assurance & Program Performance Reports** by HCH Medical Director  
3. **Action Item: APPROVAL** – Board Member Induction

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**Welcome & Introduction**

- Introduction to board members and community members present

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**Action Item: Approval of June Board Meeting Minutes**

- Edit minutes to reflect Jonathan Russell absent
Standing Item: Quality Improvement/Assurance & Program Performance Reports
(Dr. Joe Mega, HCH Medical Director, Quality Improvement Director)
Attachment: Graph Reports – included in presentation slides

1. HEP-C Quality Improvement Report
   a. HCH goal to screen all at-risk patients and start treatment
      i. HEP-c risk—blood to blood transmission, intravenous drug use, drug use through nose, baby boomer population, etc.
   b. Medication Treatment
   c. Previously, our system sent all screened patients to specialty clinic.
   d. Barriers include lab requirement at the beginning of treatment and once during treatment, pharmacy pick up.
   e. All providers completing the screening and treatment in all clinics.
   f. Current focus to follow up with those clients that have picked up medications but have not returned to lab for final test.
   g. Symptoms are usually a 10-20 year process – cirrhosis of the liver
   h. Sharing our work and efforts to Alameda County and trying to increase screening and treatment across counties.

2. Field Medication Assisted Treatment Report
   a. PHN hired June
   b. 100 patients in various stages in treatment
   c. Case managing these cases
      i. Staffing our outreach clinics and Antioch Fulton Shipyard mobile clinic
      ii. Choosing Change clinics
      iii. All county case management

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Motion
A. **Statement:** I move to approve the minutes from June 2019.
B. **Motion Made by:** Teri House
C. **Seconds the Motion:** Bill Shaw
D. **Discussion:** None
E. **In Favor:** ALL
   - Opposed: None
   - Abstains: None
   - **Absent:** Wendel Brunner, Bill Jones, Jonathan Perales & Nhang Luong

**Motion Result:** PASSED
Community Partner Update
(Bill Shaw, Winter Nights Shelter Manager)

1. Program existence: 16 years
2. Emergency family shelter, full time shelter work, case management work, meals
   (recognize dietary needs)
3. Funding – grants and donations
4. Food, Gifts and kinds?
   a. Gift cards
   b. Bill to send needs to Jonathan
5. Found housing for about 70% of clients (i.e. vouchers, etc.)
6. Family unit - those living together at the time you went homeless
7. Every 2 weeks we change locations
8. 20-30 church sites that host our services
9. Seasonal program (September 9th – May)
10. Parking lot program (January – May)
11. Clients must be ambulatory but can accept those in wheelchairs
12. Referral process
   a. CORE
   b. 211
   c. St. Vincent’s de Paul
   d. County Hospital/John Muir Hospital
   e. County Board of Education
   f. Walnut Creek Methodists furniture program
   g. Shelter Inc.
   h. HCH
   i. CommunityConnect
   j. Legal services
   k. 15 passenger van to transport children to school
13. Part of the County Coordinated Entry Program
   a. Document within Homeless Management Information System (HMIS)

HCH Program Action Items:

- Set up meeting with Bill to educate staff on School Based clinics and HCH clinics
- Vision services for children and adults
Board Member Recruitment

(Attachment: Candidate Application – S. Krank & Board Interview Questions)

1. Interview
   a. What made you come here today?
      i. Connections
      ii. Working with those in recovery and experiencing homelessness
      iii. Believe in people’s capacity to change
   b. Experience
      i. Oakland St. Vincent de Paul
      ii. In charge of Homeless Court in Alameda County
      iii. Working directly with HCH in Alameda County
      iv. Manage social model detox facility in Houston
      v. Serve St. Vincent de Paul branches to facilitate relationships
      vi. Identifying resources needed and facilitating those relationships
      vii. 24 Food Pantries
      viii. Work force development program
   c. Skills
      i. Build community and partnerships
      ii. Marketing/outreach
      iii. Communication outreach throughout County
   d. Goals
      i. What is different since I have been a part of Board/program/etc.
   e. Do you understand the role of the HCH Board?
      i. Relationships do everything
      ii. Have many current partnerships

2. Candidate Questions
   a. What is the time commitment?
      i. 12 lunch meetings a year
      ii. 90 minute meeting once per month

3. Candidate Approval
**Motion**

F. **Statement:** I move to approve the induction of Stephen Krank as a Board Member.

G. **Motion Made by:** Teri House

H. **Seconds the Motion:** Jonathan Russell

I. **Discussion:** None

J. **In Favor:** ALL
   - Opposed: None
   - Abstains: None
   - **Absent:** Wendel Brunner, Jonathan Perales & Nhang Luong

**Motion Result:** PASSED

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**HCH Program & Board Action Items:**

- Linae to reach out for photo and short Bio – Complete
- Send him Strategic Plan, PD Expectations, Meeting invite – Complete
- Linae to receive signatures for Board expectations – Complete

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**Standing Item:** **HCH Program Updates & Community Updates**

1. Next Meeting Attendance – August 21, 2019
   - Bill Jones Absent
2. 2019-2021 Strategic plan goals and project timeline
3. Board Evaluation/Assessment review for future meeting
   - **Attachment:** HRSA Board Assessment Sample
4. BARM
   - Open positions posted on website
   - Build 114 bed additional family shelter ~ 80 bed increase
   - Breaking ground in 2020
   - City of Richmond very supportive
   - Possibility of clinical space
5. City of Antioch Task Force
   - Time to ask them for additional Antioch location
6. Anka
   - Still in transition
   - CCIH working to keep relationships and units maintain (MHSA Housing)
   - Shelter Inc. – Casa Verde
Contra Costa County Health Services
Health Care for the Homeless Co-Applicant Governing Board

d. Bay Area Community Resources – Don Brown
e. Berkeley Food & Housing - Central County CARE Center

**HCH Board Action Items:**

- Report on Fulton Shipyard clinic and reason to consider another site for example
  - We see that there is need in these locations and can you help us find site for us to offer these services
  - Deadline: By 2nd and 4th Tuesdays in August
  - Send to Teri House
- Send electronic copy to board
  - Review but do not complete

**Standing Item: Future Matters**

1. Board Evaluation and Assessment
2. SAC Renewal Application Support
3. 2019-2021 Strategic Plan Update
4. Clinical productivity
5. Quality Assurance & Improvement Plan Request for Approval

**Standing Item: Next Meeting and Time**

Wednesday, August 21, 2019
11:00-12:30pm
2500 Bates Avenue, Suite B
Zion Conference Room
Concord, CA 94520

**Approval of HCH Co-Applicant Board Meeting Minutes from July 17, 2019**

**Board Chair Signature**

**Date 8/21/2019**