

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, September 18, 2019 11:00-12:30pm

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

ATTENDANCE: Teri House, Bill Jones, Jonathan Russell, Jonathan Perales, Bill Shaw, Michael Callanan, Wendel Brunner, Nhang Luong, Stephen Krank & Jennifer Machado

ABSENT: N/A

HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager (*t*)), Dr. Joseph Mega (HCH Medical Director), Julia Surges (HCH Health Planner/Evaluator), Alison Stribling (PSPI)

PUBLIC ATTENDANCE: Alex Atkinson (CCIH), here with Bill Jones

Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – August Meeting Minutes**
 - a. Edits to be made to the board assessment section
 - i. 2a, 4b and 4c (take away c and b) – See corrections to 08/2019 minutes
2. **Quality Improvement/Assurance & Program Performance Reports** by HCH QI Team
 - a. 2019 HCH Elderly Population Data

Welcome & Introduction

- Introduction to board members and community members present

Action Item: Approval of August Board Meeting Minutes

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Motion

Statement: I move to approve the minutes from August 2019.

- A. **Motion Made by: Teri House with corrections to Board Assessment Items.**
 - B. **Seconds the Motion: Jennifer Machado**
 - C. *Discussion: None*
 - D. *In Favor: ALL*
Opposed: None
Abstains: None
Absent: N/A
- Motion Result: PASSESD**

Standing Item: Quality Improvement/Assurance & Program Performance Reports
(Julia Surges & Alison Stribling, HCH Quality Improvement Team)

1. Elderly Population Data Report
 - a. Percentage is the number of clients seen at our HCH clinics 62 and older.
 - b. BARM representative states percentage matches the data collected for BARM in most recent PIT Count data.

HCH Program Action Items:

- Send Map and data from slide to Board
- QI Team to report of clinic productivity and of those seen what percentage are 62 and older.

HCH Board Assessment

1. Determine next steps for Board assessment process
 - a. HCH to review Board assessment and align closed ended questions with HCH Board Bylaws and Co-Applicant Agreement
 - b. HCH to identify Board duties to support HCH program and staff
 - c. Board Assessment sub-committee (J.M, J.R., B.J.) to establish open-ended questions for Board members evaluation and response.
 - d. Linae to send sub-committee questions to Board and Board to respond prior to next October meeting
 - e. Linae to bring all answers to October meeting for review with Board

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2. What to assess:
 - a. Are we doing things effectively?
 - b. Are we functionally working/collaborating?
 - c. Are we responding to staff requests – have we as a Board been held accountable for the staff's requests?
 - d. Strengths
 - e. Needs for improvement

HCH Program Action Items:

- Review assessment and align with bylaws and co-applicant agreement
- Communicate with Board sub-committee
- Compile answers and bring to next board meeting

Board Member Recruitment

(Attachment: Candidate Applications)

1. Discuss next steps for both candidates
 - a. Linae to reach out to current applicants
 - b. Board members to continue to look for candidates that fit Board composition needs
2. Additional interest or need for the Board
 - a. East County
 - b. Want to see more cultural diversity rather than more of a certain county diversity
 - i. Monument Crisis center serves a big portion of the Latino community
 - ii. Richmond Task Force

HCH Program & Board Action Items:

- Mike with CORE to reach out to a connect with Richmond Task Force Representative
- Linae to reach out to current applicants

Standing Item: Project Director Requests of Board

(Rachael Birch, HCH Project Director)

Medical Director Requests:

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1. All board members represent a different part of county/service in county
2. Supportive housing – HCH absent, and once person is housed, HCH loses connection. We want the communication to be continued, currently is “outta sight outta mind” with those that leave the shelter.

Project Director Requests (PD Board Requests from PD annual evaluation):

1. Board members review meeting documents prior to meetings
2. Board to provide Board orientation for new Board members
3. Provide objective and external feedback
4. Leverage relationships with partner agencies and organizations
5. Continue to bring personal expertise and skills to the table
6. Improve communication between the HCH program and other agencies (involvement in plans and community discussions)
7. Present information about the environment surrounding homelessness that members work, volunteer and live in

HCH Program & Board Action Items:

- PD Requests of Board
 - Identify how HEAP and other housing funding resources are spent.
 - Not all funds go through H3 so can be difficult to identify what the money is going to
 - Would like to know how HCH program can get updates about where the funding is going.

Standing Item: HCH Program Updates & Community Updates

1. Next Meeting Attendance – October 16, 2019?
2. HCH working with Homeless Awareness Month Committee
 - a. Updates?
3. HCH Presentation for Board of Supervisors, Family and Health Services Committee on **November 13th** at 625 Court St.
 - a. Linae to send another reminder email
4. Upcoming meeting at local agency site?
5. Any Additions?
 - a. Oct 17th CVBD walnut creek 9:30am-11:30am

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- i. Teri to send out
- b. APS Senior multi-disciplinary team – Nhang
 - i. Email her if you want to participate on team
- c. CCIH → mandate = house 70 housing in their own housing with subsidy (going to be 100 per year)
 - i. More to come on this from Bill J.

HCH Board Action Items:

- Bill to update on CCIH Housing
- Teri to send out update on Walnut Creek event on October 17th

Standing Item: Future Matters

1. Board Evaluation and Assessment
2. Clinical Productivity
3. Quality Assurance & Improvement Plan Request for Approval

Standing Item: Next Meeting and Time

Wednesday, October 16, 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 September 18, 2019

Board Chair Signature Wardell Brunner, MD

Date 10/16/2019