

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, October 16, 2019 11:00-12:30pm

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

ATTENDANCE: Teri House, Bill Jones, Bill Shaw, Michael Callanan, Wendel Brunner, Stephen Krank & Jennifer Machado

ABSENT: Jonathan Perales, Jonathan Russell, & Nhang Luong

HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Julia Surges (Health Planner Evaluator), Alison Stribling (PSPI)

PUBLIC ATTENDANCE: None

Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – September Meeting Minutes**
 2. **Quality Improvement/Assurance & Program Performance Reports** by HCH Project Director
 3. **Board Assessment Complete**
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Welcome & Introduction

- Introduction to board members and community members present
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Action Item: Approval of September Board Meeting Minutes

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Motion

- A. **Statement: I move to approve the minutes from September 2019.**
 - B. **Motion Made by: Stephen**
 - C. **Seconds the Motion: Jennifer**
 - D. *Discussion: None*
 - E. *In Favor:*
 - Opposed: None
 - Abstains: None
 - Absent: Jonathan Perales, Jonathan Russell & Nhang Luong
- Motion Result: PASSED**

Standing Item: Quality Improvement/Assurance & Program Performance Reports
(Rachael Birch, HCH Project Director)

1. Patient Safety and Performance Improvement Committee (PSPIC) Presentation
 - a. Thursday, October 17th presents to them once a year
 - i. Rachael reports to make sure our measures and goals are aligned and that the group understands what we are doing and that all of our goals are accomplished by collaborating together
 - b. Committee comprised of patient safety coordinators, physicians and Quality Improvement staff from various departments and areas within CCHS.
 - c. Metrics to Report to Committee
 - i. Hepatitis C and medication adherence
 - ii. MAT and those seeking treatment and being treated in the field
 - iii. Diabetes,
 - iv. Cervical Cancer - this year we rolled out self Pap Smear

HCH Program Action Items:

- MD and PD to report back feedback from Committee

Board Assessment/Evaluation

1. Board Short Answer Assessment Completed by All present members
NOTE: Health Center Program, Health Services = Health Care for the Homeless
 - a. Board Composition Area of focus – board diversity

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- b. Board Development
 - i. Orientation – Staff sends out Strategic Plan, link to website for minutes, bylaws, approvals, etc.
 - ii. Member Term – Linae reaches out to members when their term is up to sign on for more
 - iii. Linae to look into member term/reelection regulations and if there needs to be a vote or approval of a renewed term
 - c. Board Authority
 - i. 20C – we do not sub-award or contract for our services
 - ii. 22E – Board Approval completed 2019, CCHS policy
 - iii. Additionally, we receive feedback from patients via consumer boards/patient satisfaction services.
 - iv. 24 – Linae to follow up and clarify with HRSA representative
 - v. Rachael to report back to board on board responsibility on finance
2. Board Open Ended Assessment (*Review themes from member responses*)
- a. **In terms of your board involvement, what is working? What board practices do you want continued?**
 - i. Support of clients?
 - 1. Connections that we make for the homeless clients → what is done behind the scenes/in house
 - 2. CMCT Presentation and collaboration efforts between CMCT, HCH, CORE, etc.
 - 3. How can the board support this further?
 - b. **What is not working or could be improved to help you become a more effective Board member? What board practices would you like to start or stop?**
 - i. New board member – an existing board member meets with the staff and new member orient the new board member
 - ii. Infographic of Service data = better indication of the breakdown and how/what services help
 - iii. Requests of the month – Rachael and Joe bring their requests to boards

HCH Program Action Items:

- Linae to look into member term/reelection regulations and if there needs to be a vote or approval of a renewed term
- Rachael to look into Board Responsibilities for Financial status of health center

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- CMCT Presentation and collaboration efforts between CMCT, HCH, CORE, etc.
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Standing Item: Project Director Requests of Board

1. Review Requests
 - a. Holiday Events/Meals
 - i. Email Linae and Linae will also share what comes back
 - b. Continue presentations of what the board does/resources they offer
 - i. St. Vincent to present on services and have HCH to present to their teams to see what HCH has to offer
 - c. Teri to look into breakdown of finances and funding streams
2. Review Bylaws

Board Action Items:

- Board members to email Linae with Holiday events and meal options
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Standing Item: HCH Program Updates & Community Updates

1. Next Meeting Attendance – November 20, 2019?
 - a. All present can attend
2. HCH Presentation for Board of Supervisors, Family and Health Services Committee on **November 13th at 10:30am** at 625 Court St.
 - a. Still waiting on Agenda
3. Upcoming meeting at local agency site?
4. New Board Member Discussion
 - a. Stephen has 2 potential members – he will wait to reach out until after questionnaire
 - b. Board Member to reach out to homeless liaison for Richmond – he will wait reach out until after questionnaire
 - c. LGBTQ Representation

HCH Board Action Items:

- Staff to create diversity questionnaire/grid for board to complete anonymously to align with patient population served by HCH.

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Standing Item: Future Matters

1. Clinical productivity
 2. 2019 Annual Budget Review
 3. Quality Assurance & Improvement Plan Request for Approval
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Standing Item: Next Meeting and Time

Wednesday, November 20, 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 October 16, 2019

Board Chair Signature Wardell Brunner MD

Date 11/20/2019