

# Health Care for the Homeless Co-Applicant Governing Board



**WELCOME**

**WEDNESDAY,  
OCTOBER 16, 2019  
11:00-12:30PM**

**BOARD MEMBER & PUBLIC  
ATTENDEE INTRODUCTIONS**



# Health Care for the Homeless Co-Applicant Governing Board



**ACTION ITEM:**  
**REQUEST FOR APPROVAL**  
**SEPTEMBER MEETING MINUTES**

*WENDEL BRUNNER, HCH BOARD CHAIR*

*ATTACHMENTS: SEPTEMBER MEETING MINUTES*

# Health Care for the Homeless Co-Applicant Governing Board



**STANDING ITEM:  
QUALITY  
IMPROVEMENT/ASSURANCE &  
PROGRAM PERFORMANCE REPORTS**

**PATIENT SAFETY AND PERFORMANCE  
IMPROVEMENT COMMITTEE (PSPIC)  
PRESENTATION**

**RACHAEL BIRCH, HCH PROJECT DIRECTOR**



# Health Care for the Homeless Co-Applicant Governing Board



## **HCH BOARD ASSESSMENT**

### **REVIEW OF BOARD ASSESSMENT**

- 1. COMPLETE BOARD SHORT ANSWER ASSESSMENT**
- 2. REVIEW OPEN ENDED ASSESSMENT RESPONSES**



# Health Care for the Homeless Co-Applicant Governing Board



## **STANDING ITEM: PROJECT DIRECTOR REQUESTS OF BOARD**

*RACHAEL BIRCH, HCH PD*

# HCH Program Requests of Board



- **Medical Director Requests:**
  1. All board members represent a diff 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

# Co-Applicant Bylaws and Requests of Board



**The Co-Applicant By-Laws clearly state the responsibilities assigned to the Board and to the County As a public entity, the County Board of Supervisors must retain some control over the HCH Program as they are embedded in the larger County Health System. As outlined in the by-laws, the Co-Applicant Board meets monthly and is ultimately responsible for:**

- Selection, retention, dismissal and performance evaluation of the Program Director;
- Working collaboratively with the Program and the Health Services Department in the exercise of the Co-Applicant Board's governance responsibilities and to ensure that the
- Program is operated pursuant to all applicable program requirements and grant conditions, related federal statutes, rules, and regulations, and other Federal, State, and local laws and regulations;
- Reviewing the scope and availability of services to be delivered, including selecting services beyond those required in law to be provided, and the location and hours of operation of the Program;
- Reviewing and setting financial priorities of the Program, developing the Program's annual operating and capital budgets, approving the Program budget covering all Program, and reviewing and accepting any appropriations made available by the County Board of Supervisors;
- Setting general policies necessary and proper for the efficient and effective operation of the Program;

# Continued Bylaws



- Evaluating the effectiveness of the Program in making services accessible to the Program's target populations;
- Setting and reviewing separate policies and procedures for hearing and resolving grievances relating to the Program;
- Setting and reviewing separate policies and procedures for ensuring quality of care under the Program, including any quality audit procedures;
- Approving grant applications and other documents necessary to establish and maintain the Program, including being identified as a co-applicant and individual governing board members as may be required in relation to future grant applications;
- Requesting, being apprised of, and reviewing financial reports and audits relating to the Program;
- Making the Co-Applicant Board's records available for inspection at all reasonable times as required by law;
- Filling vacancies, selecting voting members by majority vote, and removing voting members as permitted by these Bylaws;
- Engaging in long-term strategic planning, including regular updating of the Program's mission, goals and plans;
- Providing bi-annual reports to the HSD Joint Conference Committee providing updates on the Program;
- Adopt the fee schedule for services rendered to the Program's target populations and approve the policy for discounting charges (i.e., a sliding fee scale) for the Program's target populations based on the client's ability to pay for said services.



# HCH Program & Community Updates



- Next Meeting Attendance – November 20, 2019?
- HCH Presentation for Board of Supervisors, Family and Health Services Committee on **November 13th** at 625 Court St.
  - Still waiting on Agenda
- Upcoming meeting at local agency site?
- Any Additions?



# Future Items to Discuss



1. **Clinical productivity**
2. **Annual Budget Review**
3. **Quality Assurance & Improvement Plan request  
for approval**

# HCH Co-Applicant Governing Board



## Next Meeting

Wednesday, November 20, 2018

11:00 – 12:30pm

**2500 Bates Avenue**  
**Zion Room**

