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, May 20, 2020 11:00-12:30pm
LOCATION: Zoom Meeting
ATTENDANCE: Dr. Wendel Brunner, Bill Jones, Bill Shaw, Jonathan Perales, Jennifer Machado, Nhang Luong, Teri House, Jonathan Russell, Michael Callanan, & Stephen Krank
ABSENT: None
HCH STAFF ATTENDANCE: Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager, Dr. Joseph Mega (HCH Medical Director), Elizabeth Gaines (HCH Nurse Program Manager), Julia Surges (HCH QI Team), & Alison Stribling (HCH QI Team)
PUBLIC ATTENDANCE: Jill Ray, Supervisor Candace Andersen's Office

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Agenda Items for Approval and/or Review:

1. *Action Item: APPROVAL – **January Meeting Minutes***
2. ***Strategic Plan Timeline Update***
3. *Action Item: APPROVAL – **Sliding Fee Scale***

Welcome & Introduction

- Introduction to board members and community members present

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Action Item: Approval of February Board Meeting Minutes

> **Motion**
> A. ***Statement: I move to approve the minutes from February 2020.***
> B. **Motion Made by:** *Dr. Wendel Brunner*
> C. **Seconds the Motion:** *Jennifer Machado*
> D. *Discussion: None*
> E. *In Favor: All*
>   Opposed: None
>   Abstains: None
>   *Absent: None*
>   ***Motion Result: PASSED***

Standing Item: **HCH Program Updates** (Dr. Joseph Mega, HCH Medical Director)

1. Board Requirements during COVID pandemic
   a. Reached out to HRSA to understand if cancelled meetings need to be re-scheduled and if there are changes in quorum requirements due to COVID
   b. Will share response with Board
2. COVID-19 and Shelter in Place Updates
   a. Collaboration between HCH and H3 to place unsheltered homeless and those residing in congregate facilities into hotels
   b. Hotel program has been rolled out in phases
      i. Phase 1: Move high-risk shelter residents (older adults and medically vulnerable) into hotels
      ii. Phase 2: Move all congregate shelter residents into hotels (excludes family shelters or other facilities with individual rooms)
      iii. Phase 3: Placement of unsheltered homeless (age 65+ or medically vulnerable) into hotels
   c. Hotels Services
      i. Medical and Behavioral Health services provided, telehealth or on-site when needed
      ii. Onsite staff 24/7
      iii. Meals, snacks, and hygiene supplies provided
      iv. Laundry and cleaning services
   d. Hotel Information
      i. Five hotels across the county (Richmond, Concord, and Pittsburg)

      ii. One hotel exclusively for COVID positive patients or those awaiting testing results

  e. Hotel Rules

      i. Outside guests not permitted and residents do no have access to their own room keys

      ii. Use of alcohol or drugs is not allowed

      iii. Enforced curfew

  f. Question from Board Member: How is the program going and how are patients responding?

      i. Majority of residents have been adjusting well and complying with onsite rules

      ii. Nice to see those who have never had their own rooms thriving in the new environment

      iii. Some anxiety among shelter residents in moving away from their home and missing communal aspects of the shelter

  g. Question from Board Member: Are the hotels exclusively for homeless residents?

      i. Yes, though the hotel dedicated to positive patients and those awaiting testing results is available for other members of the community without a safe place to isolate

  h. HCH services have been required to shift in order to support this effort and comply with shelter in place policies

      i. Majority of clinic services are occurring within the hotels

      ii. Mobile sites are not operating at this time, except for services provided at Fulton Shipyard

      iii. Outreach services are still occurring twice a week

      iv. Looking to expand testing of homeless living in encampments

  i. Question from Board Member: How are homeless residents responding to shelter in place orders? Can you talk a little about the situation in encampments?

      i. Awareness of social distancing and safety precautions to prevent spread of infection among the population

      ii. People do not want to get sick and this is driving some behavior change, but otherwise not a huge impact for the unsheltered population

      iii. There is currently a moratorium on abatement of encampments, despite this have not seen encampments grow or new sites pop up

  j. Question from Board Member: Are hotel residents tested for COVID?

      i. We have limited ability to perform surveillance and asymptomatic testing at the hotel sites

   ii. We are focusing our resources on expanding testing among the unsheltered population, particularly those living in encampments

k. Dashboards and online information

   i. Updated information on CCHS's efforts to reduce the spread of COVID among those experiencing homelessness can be found online, here: https://www.coronavirus.cchealth.org/for-the-homeless

   ii. Internal dashboard created for tracking homeless testing data, homeless cases, and hotel placements

   iii. Public facing version will soon be available on CCHS's coronavirus website: https://www.coronavirus.cchealth.org/

l. Increased capacity for telehealth visits

   i. CMS has lifted restrictions on reimbursable services, telehealth is now an allowable visit

   ii. CCHS and HCH have drastically pivoted our services to be able to provide telehealth (audio or video) appointments for patients

m. Question from Board Member: Are we flattening the curve when it comes to our homeless population?

   i. Believe so, collaboration between Public Health, H3 and the Health Officers has allowed us to move quickly

   ii. Health Officer's early adoption of shelter in place orders has limited the prevalence throughout the community

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Standing Item: **Quality Improvement/Assurance & Program Performance Reports** (Linae Young, HCH Planning & Policy Manager)

1. Update on Review of Elderly and Homeless Mortality Report

   a. Completed items from our strategic plan

   b. Question to Board: Can this information be presented via Zoom or do we want to delay until in person meetings are held again?

      i. Decision: Ok to present via Zoom

   c. Trainings for Board Development

      i. In Progress, Trauma Informed Care to be provided at a later date

      ii. Request for training information sent to area partners with similar board structures. Will send follow up requests once COVID activities have slowed

HCH Program Action Items:

- Add elderly report presentation to June meeting agenda and mortality report presentation to July meeting agenda
- Resend request for training information to area partners
- Check in on potential date for rescheduled Trauma Informed Care Training

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Strategic Plan Timeline Update (Linae Young, HCH Planning & Policy Manager)

1. Update of Strategic Plan Projects and Timeline
   a. This quarter's projects will be delayed due to HCH's shifting roles due to COVID response
   b. Will continue to assess timelines for project completion and adjust based on staffing capacity

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Action Item: Request for Approval of Sliding Fee Scale (Rachael Birch, HCH Project Director)

1. Sliding Fee Scale Policy
   a. Updated every year based on adjusted Federal Poverty Line
   b. Formal review of policy and approval required every three years
   c. Program description
      i. Funding available to individuals who receive care within CCHS who are uninsured and unable to obtain insurance
      ii. Will cover the cost of outstanding bills to ensure all homeless individuals have access to care regardless of their ability to pay
      iii. Application process and funding provided based on income
   d. Last year 431 individuals applied and received payments
   e. Question from Board: Under current policy were all homeless individuals in need of care able to receive it, regardless of their ability to pay?
      i. Yes.

> ***Motion***
> F. ***Statement: I move to approve the current Sliding Feel Scale Policy***
> G. ***Motion Made by:*** *Jennifer Machado*
> H. ***Seconds the Motion:*** *Jonathan Russell*
> I. *Discussion: None*
> J. *In Favor: All*
>   Opposed: None
>   Abstains: None
>   *Absent: None*
>   ***Motion Result: PASSED***

Standing Item: **Future Matters**

1. Elderly Report Review (June)
2. Mortality Report Review (July)
3. Tour of Medical Outreach Bus (TBD

<mark>HCH Program Action Items</mark>

- Request from Board: Presentation on how budget cuts will impact services

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Standing Item: **Announcements**

1. Trinity Center/St. Paul's Commons
   a. Nearly all units at St. Paul's Commons have been filled
   b. Trinity Center has moved and is operating out of the ground floor of the complex
   c. Have experienced increased volume of clients due shelter in place
   d. Will share video tour of complex
2. Hope Solutions (Previously Contra Costa InterFaith Housing)
   a. Exhaustive process to select new name that was unique to our organization spoke to our mission
   b. Coco LEAD Plus Initiative program will be ending due to budget considerations
3. Bay Area Community Services (BACS)
   a. Expanded partnership with CCHS to operate hotels for homeless clients
   b. Temporary transition of all Don Brown Clients into Pittsburg hotel site
4. Employment and Human Services
   a. Pivoting work to focus on implementation of Great Plate's program

          i.   Contracting with restaurants to deliver meals to seniors

          ii.   Still accepting applications; income based and must have limited ability to shop for or prepare food

5. CORE Outreach
    a. Continuing with field outreach, focused on distributing food and supplies
    b. Unable to provide direct transport of individuals but are a referral source for placing individuals in hotels

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Standing Item: **Next Meeting and Time**
Wednesday, June 17, 2020
11:00-12:30pm
Zoom Meeting

Approval of HCH Co-Applicant Board Meeting Minutes from May 20, 2020

Board Chair Signature _____

*Date*_____