

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, August 19, 2020 11:00-12:30pm

**LOCATION:** Zoom Meeting

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

**ABSENT:** Nhang Luong

**HCH STAFF ATTENDANCE:** Rachael Birch (HCH Project Director), Linae Young (HCH Planning & Policy Manager), Dr. Joseph Mega (HCH Medical Director), Michael Myette (HCH Mental Health Program Supervisor), & 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 – July Meeting Minutes**
2. **Action Item: Chair and Vice Chair Elections**

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### Welcome & Introduction

- Introduction to board members and community members present
- Request to post Zoom Meeting details on the HCH website so meeting is accessible to members of the public

### HCH Action Items

- Update website with information on how to join monthly meeting via Zoom

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

**Motion**

- A. **Statement: I move to approve the minutes from July 2020.**
- B. **Motion Made by:** Jennifer Machado
- C. **Seconds the Motion:** Bill Shaw
- D. **Discussion:** None
- E. **In Favor:** All  
Opposed: None  
Abstains: None  
**Absent:** Nhang Luong  
**Motion Result: PASSED**

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

1. Follow up on Mortality Report Presentation
  - a. HCH action item: calculate mean age of death for the homeless population
  - b. For the sample population, the mean age of death was 55.2 years
  - c. Due to small sample size HCH is not able to perform clean life expectancy calculations, limiting our ability to make comparisons to the general population
  - d. The high rate of unintentional injury deaths among the population is likely a primary driver of the young age at death.
  - e. Question from Board Member: Do we have data on the racial/ethnic composition of the population?
    - i. Yes, the population was predominately Black/African American (38.1%) followed by White/Caucasian (30.2%) and Hispanic/Latino (23.0%).
  - f. Question from Project Director: Have other County's or HCH programs prepared similar reports? Do our findings align?
    - i. Yes, studies completed by San Francisco and LA Counties.
    - ii. Comparable findings that unintentional injury/overdose is the leading cause of death among the population.
    - iii. Unknown if they presented information on life expectancy or mean at death for the population.

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**Standing Item: HCH Service Update** (Dr. Joseph Mega, HCH Medical Director)

1. Update on HCH services at hotels & community

- a. Hotel population is approaching 600
- b. Working to fill vacant rooms and expand services within the hotels
- c. New 'vaccine clinic' offered every week at hotel sites
  - i. Hope this structure will support Fall time administration of the flu vaccine and a future COVID vaccine
- d. Staff capacity to operate mobile vans is limited, coordinating with John Muir on opportunities to utilize their vans to increase our service presence in the community
- e. Continuing to perform ongoing surveillance testing at the hotels
  - i. HCH Medical Director continues to evaluate these activities based on county wide positive rate
- f. Continuing to perform testing at encampments
  - i. To date have not found any asymptomatic cases at the encampments
  - ii. Homeless cases are primarily presenting to the ED for testing when symptoms develop
- g. Mental Health Service Update
  - i. Service delivery is primarily telephonic but onsite staff are available
  - ii. Hotel residents created a journal of their experiences prior to and since residing in the hotels
  - iii. MH staff are focusing on creative approaches to battling isolation and sleep deprivation
  - iv. Team effort with collaboration between Public Health, Behavioral Health, H3 as well as partner site agencies
- h. Question from Board Member: Is there an update on the County's plan to acquire one or more hotel sites?
  - i. Update from Jill Ray, Supervisor Candace Andersen's Office, Contra Costa has applied for funding through Project Home Key to purchase the Pittsburg hotel site (170 rooms)
  - ii. Exploring additional opportunities for acquisition as well

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**Standing Item: Project Director Updates** (Rachael Birch, HCH Project Director)

1. Request for approval for COVID HRSA funding
  - a. Postponed until September meeting to allow time for Finance to approve all budget line items
  - b. Annual HCH Grant Renewal Application recently opened, due September 30<sup>th</sup>

### HCH Action Items

- Present budget line items at September meeting following approval from Finance Dept.
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#### *Board Chair and Vice Chair Terms*

1. Discussion/appointment of Chair and Vice Chair
  - a. Chair Responsibilities:
    - i. Review meeting minutes and agenda items
    - ii. Ensure Board has appropriate/sufficient information to carry out duties
    - iii. Participate in HRSA site visit activities
  - b. Discussion of Chair-person qualities and time commitment
  - c. Discussion of each board members capacity during COVID-19 response
  - d. HRSA site visit planned for summer 2021
    - i. Program would like continuity of Chair position as we prepare for the visit

#### ***Roll Call Vote: Chair and Vice Chair Elections***

- F. ***Roll Call Vote for Health Care for the Homeless Co-Applicant Board Chair***
  - G. ***Nominations:*** Jennifer Machado, Johnathan Russel
  - H. ***Co-Applicant Board Chair Position:*** Jennifer Machado  
*Roll Call Vote: Unanimous*  
*Abstains: None*  
*Absent: Nhang Luong*
  - I. ***Co-Applicant Board Vice- Chair Position:*** Johnathan Russell  
*Roll Call Vote: Dr. Wendel Brunner, Bill Jones, Bill Shaw, Jonathan Perales, Jennifer Machado, Teri House, Michael Callanan, Stephen Krank*  
*Abstains: Johnathan Russell*  
*Absent: Nhang Luong*
  - J. ***Election Result:*** Jennifer Machado, Co-Applicant Board Chair; Johnathan Russell, Co-Applicant Board Vice Chair
  - K. ***Term Start Date:*** Thursday, August 20, 2020
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#### ***Standing Item: Program Updates***

1. Loaves and Fishes
  - a. Processing a high volume of applications for housing and other financial assistance resulting from job loss

- b. Anticipating additional volume as more businesses close
- 2. CORE
  - a. Primary referral source for the Hotels
  - b. Received approval for two housing case managers to assist recently housed clients
  - c. Assisting with processing mail for clients at the hotels and providing case management services for those without other case management support
- 3. Winter Nights
  - a. No opening date set given COVID safety guidelines requiring a 4-week stay at each location
  - b. Considering options for restructuring model of care such as operating a fixed site for the duration of the program
  - c. Outreaching to previous clients to assess needs and offer available support
- 4. Hope Solutions
  - a. Continuing to provide supportive housing services
  - b. Some difficulty finding available units, but placements and navigation/advocacy support are continuing
  - c. Working remotely when possible
- 5. BACS
  - a. Supporting two of the Project Room Key hotels
  - b. Don Brown Shelter clients transferred to Pittsburg hotel site in May
  - c. Received grant funding for expanded services in Contra Costa County
  - d. Creating diligent COVID safety protocols for residential treatment homes
- 6. City of Antioch
  - a. Allocating funds for rental and mortgage stabilization
  - b. Exploring additional opportunities for housing solutions post-hotel stay (i.e. micro units, studio apartments, etc.)
- 7. Supervisor Anderson's Office
  - a. Upcoming Continuum of Care Meetings, invitation open to all who would like to participate in the discussion

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**Standing Item: Future Matters**

- 1. Strategic Plan Update
  - 2. Grant Budget Approval
  - 3. COVID-19 HRSA Funding Budget Line Items
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Contra Costa County Health Services  
Health Care for the Homeless Co-Applicant Governing Board



***Standing Item: Next Meeting and Time***

Wednesday, September 16, 2020

11:00-12:30pm

Zoom Conference Call

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***Approval of HCH Co-Applicant Board Meeting Minutes from August 2020***

***Board Chair Signature*** Jennifer Machado

***Date*** 09/16/2020