

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board February 9, 2021 | 3:00 pm

Location of Meeting:

The February meeting of the HCH Co-Applicant Board was held by Microsoft Teams/telephone due to the Coronavirus Pandemic affecting the State and Nation. As a result, all votes were conducted by roll call to ensure a clear understanding of the vote.

Present at Meeting:

Name	Attendee Type	On Call
Valerie Leonard	Board Member	<input type="checkbox"/>
Dianne Clarke	Board Member	<input checked="" type="checkbox"/>
Lauren Grimsland	Board Member	<input checked="" type="checkbox"/>
Sandra Grosvenor	Board Member	<input checked="" type="checkbox"/>
Lt. Zachary Haisch	Board Member	<input checked="" type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Sheila Lopez	Board Member	<input checked="" type="checkbox"/>
Jennifer Post	Board Member	<input checked="" type="checkbox"/>
Helen Rhymes	Board Member	<input checked="" type="checkbox"/>
Maxine Booker	Board Member	<input type="checkbox"/>
Michael Roscoe	Board Member	<input checked="" type="checkbox"/>
Susan Finlaw-Dusseault	Board Member	<input checked="" type="checkbox"/>
Kathy Neumann	Board Member - Alternate	<input checked="" type="checkbox"/>
Sandnes Boulanger	Board Member - Alternate	<input type="checkbox"/>
Melissa VanBruggen	Staff/Community Member	<input type="checkbox"/>
Rhonda O'Brien	Staff/Community Member	<input checked="" type="checkbox"/>
Dr. Chitra Ravindra	Staff/Community Member	<input checked="" type="checkbox"/>
Karen Yatchum	Staff/Community Member	<input checked="" type="checkbox"/>
Elisa DeGregorio	Staff/Community Member	<input checked="" type="checkbox"/>
Meghan Westbrook	Staff/Community Member	<input type="checkbox"/>
Lisa Carrillo	Staff/Community Member	<input checked="" type="checkbox"/>
Gerni Oster	Staff/Community Member	<input checked="" type="checkbox"/>
Lauren Koen	Staff/Community Member	<input type="checkbox"/>
Ruby Bernard	Staff/Community Member	<input checked="" type="checkbox"/>
Trish Mandakunis	Staff/Community Member	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at **3:05 pm**.

I. Chairman's Report

1. Declaration of Conflicts of Interest:

No conflict of interests to declare.

2. Approval of Minutes:

Motion/Vote to accept the Co-Applicant Board Minutes from the meeting on January 12, 2020 Meeting:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Finlaw-Dusseault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

3. Community Input (if applicable)

No community input to discuss.

4. Co-Applicant Board – New Members/Recruitment/Resignations:

Valerie Leonard verbally requested to be removed from the Co-Applicant Board prior to the COVID pandemic and has not attended any of the meetings since.

Motion/Vote to accept her resignation and provide a Thank You letter for her time spent on the Board:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann (ALT)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was unanimously approved.

5. Board Work Plan for 2021

Elisa DeGregorio presented the 2021 draft work plan for the Board's review.

6. Bylaws & Co-Applicant Agreement Review & Updates

Elisa DeGregorio presented the draft documents and explained the updates in detail. The Board was offered additional time to review any of the proposed changes more thoroughly if they needed

it so that no one felt pressured to accept the changes today. However, they would need to be approved prior to the site visit.

The Co-Applicant Agreement has not been updated since 2015 when the Co-Applicant Board was known as the Mobil Medical Unit Advisory Board. Proposed changes to this document include updating “MMU” to include Bayside Clinic. BCC’s review of the budget was changed from annually to every three years with the Service Area Competition application. The Co-Applicant Board will still review the budget annually.

The Bylaws were last updated in 2017 and approved by Co-App Board and BCC at that time. Additional changes made in 2018 were not reviewed by BCC so they are on the agenda to be reviewed at the next meeting along with the proposed changes herein. Some of the more significant changes include the BCC reviewing and approving Co-Applicant Board roster every three years with the new Service Area Competition application, defined the quorum as a 51% majority of Co-Applicant Board members, and updated Bylaw changes to be approved during the same meeting they are presented.

Motion/Vote to accept proposed changes to both the Bylaws and Co-Applicant Agreement:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Grosvenor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheila Lopez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was unanimously approved.

7. **Unfinished Business/Follow-Up:**

Lauren Grimsland inquired about an update on the MMU van replacement. Karen advised that the van replacement process spans two fiscal years. For the current year, a preliminary RFP has gone out and 6-7 vendors have sent information on that their proposed products would look like. Oral presentations with those vendors are being scheduled to discuss capabilities and specifications further. With that information, a formal RFP with requested specifications will be posted. Next fiscal year, the vendor will be selected and the van will be purchased/outfitted. It is anticipated that the new van will last approximately 10 years. There may be an opportunity to have someone from the Co-Applicant Board to sit in on RFP reviews. Lauren Grimsland expressed interest in participating where appropriate. Karen Yatchum recommended that staff add this as a standing agenda item for future meetings.

II. Governance/Operations

1. Operational Site Visit Update:

Site Visit Schedule: The County team met with reviewers on 1/22/21 to discuss expectations and the process for uploading documents. Elisa DeGregorio went over the schedule in detail for the March 9-11 virtual site visit. Board members are invited to participate in the entrance and exit conferences if they would like to attend. There will be a live virtual tour of Bayside and MMU (if it is online). The Co-Applicant Board meeting will be on Wednesday 3/10/21 – information on how to connect will be provided ahead of time. Once the site visit is complete, we will have a two-week window to make corrections to any findings before they become conditions against the award.

Roles & Responsibilities Review: Elisa DeGregorio provided a review of the Board Authority and Board Composition Chapters to help everyone feel more comfortable/prepared when then reviewers ask them questions. You DO have authority – you are not just an advisory board. DOH/County staff are reviewing every question to ensure that we have the proper documentation to answer the appropriately and provide the reviewers with supporting documents.

2. UDS Report Submission (Due 2/15)

Meghan Westbrook is currently working on the report as there is last minute data to finalize. A full copy of the report will be provided during next month's meeting as well as a year in review.

3. Policy Manual Updates

Elisa DeGregorio presented the following document changes for review and approval:

- Sliding Fee Discount Policy Update 2021 – gets updated every year with federal poverty level updates
- Billing & Collections Policy
- Financial Management & Accounting Systems – links the Co-Applicant Board policies to the County policy/BCC responsibility
- Workforce Development/Personnel – links the Co-Applicant Board policies to the County policy/BCC responsibility

The Quality Assurance/QI Improvement Plan revisions are still being drafted and will be presented for review and approval at a later date.

Motion/Vote to approve the four policy manual updates including the Sliding Fee Discount Program, Billing & Collections Policy, Financial Management and Accounting Systems Policy, and Workforce Development Policy as presented:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Michael Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Finlaw-Dusseault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra G.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheila Lopez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

4. **Bayside Expansion/Generator Update:**

Elisa DeGregorio provided updates on the two Capital projects in process:

1. Generator Replacement – Project is complete and moving to a closeout phase.
2. Bayside Expansion - The 60% documents were received from the architect and engineer and are currently being reviewed by County and DOH staff for comments. Construction is tentatively scheduled to begin in June, providing the grant conditions are removed from the award prior to that date. The Notice of Federal Interest needed to be updated to include the specific grant number, so that is in the process of going before the County Administrator for signature.

Karen Yatchum invited the Board to participate in the project planning meetings if they would like. Otherwise, we will continue to bring the updates to the monthly Co-Applicant Board meetings.

5. **Telehealth Updates:**

Services at Tarpon Shepherd on 2/1/21. Van broke down, but the site had 2 rooms for medical staff to service clients, saw 5 people on the first day. Some tech issues with paperwork to work out good start. Continuing to test telehealth and Wi-Fi connectivity.

6. **Staffing/Vacancies Update:**

Ruby Bernard shared there are currently five (5) vacancies. Two staff members have come on board recently. They continue to schedule interviews for the various vacancies.

7. **MMU/Bayside Clinic Calendar:**

Ruby Bernard reported that the Mobile Medical Unit is currently in the shop for repairs. The calendar has been updated to reflect where services can still be provided at the van locations and when services will be at Bayside Health Clinic. There are no scheduled closures during the month of February.

8. **Patient Satisfaction Survey Results/Benchmarks:**

Gerni Oster shared the Patient Satisfaction Survey results. Received surveys from 13 established patients - all were above the goal percentage. Received surveys from 4 new patients, with 100% satisfaction on all six questions.

III. **Fiscal**

1. **Notice of Awards:**

Elisa DeGregorio reported that one new Notice of Award for \$110,880.00 over 36 months was received by the health center for the National Hypertension Control Initiative.

Motion/Vote to accept the supplemental grant award:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra G.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheila Lopez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

2. **New Funding Opportunities:**

No new opportunities at this time.

IV. Clinical

1. **COVID-19 & Homeless:**

Karen Yatchum stated there are currently 13 clients in the hotel. Most have come from one location that we are working with in the community. We have added a couple new team members on the County side to help with calls and will be looking at call days/time to see if we can limit the availability based on volume. To date, we have served over 170 individuals and families.

Vaccines: Karen Yatchum added that we were presented with the opportunity to be a vaccine distributor for HCH and we submitted the application to enroll through the Vaccines for Adults program of Florida Shots. Once we received notification that we are enrolled, we will work with DOH to come up with a plan to vaccinate. We served less than 10 individuals who were over 65 years of age last year, so we may not initially receive a large supply but at least we will be prepared for when they expand to other age/population groups.

Susan Finlaw-Dusseault updated the Board that the Health department went out to shelters to vaccinate homeless over 65yo. There is concern about the street homeless population and how to get them the vaccines – especially the second dose. The discussion of street homeless continues as the demand is there, but the supply may not be. The Johnson and Johnson vaccine that is awaiting FDA approval might be a better option since it does not need to be refrigerated and is only one dose.

Karen Yatchum asked how the shelters are helping to get people registered for a vaccine. Lt. Haisch stated that Safe Harbor staff tried for over 3 hours one day. Out of 11 people over 65yo there, only two (2) were interested in getting the vaccine – so far, they have gotten their first dose. Lauren added that eligible clients at HEP have received their first dose, with the second dose being administered later this week.

A good source for vaccine roll-out information is the County’s Facebook page. Pre-registering helps because spots go very quickly. If a client has access to a computer, it might work better than it

would with a phone. Don't refresh the screen and don't let your phone go dark – it will put you back at the beginning of the queue.

2. **HCH Client Trend Reports**

Medical: There were issues with NextGen, so the numbers are likely an undercount. The unduplicated client count was 272, with 334 encounters in January. 73% were at Bayside.

No-Show Rates: 24% overall, 27% for Bayside Clinic

Dental: January 2021 – 150 total clients with 225 encounters.

V. **Other Updates**

1. **HCH Monthly Email Newsletter:**

Sending out information as we get it. Noted that the clinic has flu vaccinations and is working to connect with COVID vaccines for clients as soon as possible. February is American Heart Month.

VI. **New Business:**

Elisa will send out a meeting invite for the first week of March to revisit the policy items prior to the site visit. We may try to conduct regular monthly meeting business at that time in case the site visit takes up most of the other meeting time.

The meeting was adjourned at **4:26 pm**.

The next meeting will be held at **3:00 pm on Wednesday, March 10th, 2021**. The HRSA Site Visit will be conducted virtually **March 9-11, 2021**.