

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board March 10, 2020 | 3:00 pm

Location of Meeting:

Juvenile Welfare Board
14155 58th Street North
Clearwater, FL 33760

Present at Meeting:

Dianne Clarke, Lauren Grimsland, Sandra Grosvenor, Lt. Zachary Haisch, Danielle Husband, Valerie Leonard¹, Jennifer Post (phone), Helen Rhymes (phone), Kathy Neumann. Staff and community members present: Elisa DeGregorio, Karen Yatchum, Lisa Carrillo, Jennifer Black, Lauren Koen, Gerni Oster, Ellen Block, Rhonda O'Brien (phone) and Melissa VanBruggen. (¹Consumer)

The regular meeting of the HCH Co-Applicant Board was called to order at **3:04 pm**.

Chairman's Report

1. Conflicts of Interest:

No conflicts of interest declared.

2. Project Director Evaluation

HRSA requires the Board conduct an annual performance assessment of the Project Director. Because Karen Yatchum started in September 2018, the period of performance will be from September 2018 through February 2020. The evaluation form was provided in the Board packet as well as via email. Elisa DeGregorio asked that the completed evaluation forms be returned to her either in person or via email within two weeks.

3. Approval of Minutes

The Board reviewed the minutes from the February 11, 2020 meeting. A motion to approve the minutes was made by Dianne Clarke, which was seconded by Lt. Haisch. The Board unanimously approved the minutes.

4. Co-Applicant Board – New Members/Renewals

Karen Yatchum received an application for Board membership from a local AHCA General Counsel member. He has been invited to attend the April meeting as a guest and was advised to check with AHCA to verify there are no conflicts of interest.

5. Medical Executive Committee Minutes, February 11, 2020

Rhonda O'Brien presented the minutes from the February 11, 2020 Medical Executive Committee and noted that there were three (3) LPN reappointments and three (3) new appointments. A motion was made to accept the recommendations of the Medical Executive Committee by Lt. Haisch, which was seconded by Dianne Clarke. The Board unanimously approved the motion.

6. Unfinished Business/Follow-Up:

Update on Tarpon Springs Shepherd Center Program – Ellen Block advised that despite construction delays they are still expecting an April opening. There are currently 15 clients in their mental health program and the veterans' health care program will be starting next month.

Governance/Operations

1. Policy Manual Update

Elisa DeGregorio presented the updated Legislative Mandates Section which included the updated Salary Limitation. The edited policy was provided in the Board packet. A motion to approve the updated Legislative Mandates policy and procedure was made by Lauren Grimsland and seconded by Lt. Haisch. The Board unanimously approved the motion.

2. Service Area Review

Elisa DeGregorio presented the Service Area Review, which examines patient zip codes served in 2019 compared to zip codes included in the health center's scope of service w/HRSA. In 2019, we served 90.4% of patients within the health center's scope. A copy of the data was provided in the Board packet. A motion to accept and approve the Service Area Review was made by Lauren Grimsland and seconded by Kathy Nuemann. The Board **unanimously approved** the motion.

3. Staffing/Vacancies Update

Current staffing vacancies include two Family Support Specialists, one LPN and a Clinic Manager to take over for Jennifer. Dianne Clarke asked if the Legislative approval for state raises would apply to new positions. Melissa VanBruggen advised the legislative 3% increase in pay is for existing nurses only and not to raise the base pay for new nurses coming in.

4. MMU/Bayside Health Clinic Calendar

A copy of the calendar was provided in the packet. March is anticipated to be a standard month. There will be a fill-in Med-Net Navigator on Tuesdays and Fridays.

5. Client Satisfaction Survey Results

Jennifer Black walked through the Client Satisfaction results. Fifty-One (51) existing patient surveys were collected and 22 new patient surveys.

Fiscal

6. Notice of Awards

Elisa DeGregorio presented the following Notices of Award received by HRSA:

- Award No. C13CS32-72-01-06: Capital Assistance for Disaster Recovery grant - HRSA approved the County's Change in Scope Request to upgrade the generator at Bayside Clinic. No funding changes. A motion was made by Lt. Haisch to accept the Notice of Award for the Change in Scope and seconded by Dianne Clark. The Board **unanimously approved** the motion.
- Award No. H80CS00024-19-01 and H80CS00024-19-02: HRSA awarded the supplemental funding opportunity for HIV Prevention. The HCH Program will use funding for a full time PrEP Navigator and increase the # of patients screened and tested for HIV. The second NOA (19-02) included updated terms and conditions. A motion was made by Dianne Clarke and seconded by Lauren Grimsland to accept the Notice of Award for the HIV Supplemental Funding award. The Board **unanimously approved** the motion.

7. New Funding Opportunities

Elisa DeGregorio presented a new HRSA Capital Assistance for Disaster Response and Recovery Efforts (CADRE) funding opportunity, which was provided in the Board packet. Dianne Clarke opined that an upgraded phone system may be something to consider. The initial intent to apply is

due by **April 6, 2020** with a full application deadline of **May 6, 2020**. This opportunity will be discussed further internally and at the April Board meeting.

Clinical

1. **COVID-19 & Homeless**

Melissa VanBruggen, Dept. of Health, shared that, as of today, there are 19 confirmed positive cases in Florida – none of which are in Pinellas County. Widespread testing is not currently occurring in our area, but it is a fluid situation and guidance is changing daily. LabCorp and Quest Diagnostics are preparing for testing. MMU and Bayside clinic staff will be receiving training next week. There are currently no clients at Bayside/MMU with COVID-19 symptoms; however, an isolation room in the clinic will be available by the end of the week. DOH and CDC have updated guidance and fact sheets available on their websites and the DOH call center has been set up.

Danielle shared her challenges and concerns with obtaining basic cleaning supplies and hand sanitizer for Pinellas HOPE, as most stores are limiting sales and not allowing bulk purchases. Karen will contact Emergency Management to see if the County has a supplier that can assist. Karen also mentioned that a Consumer Protection hotline may be available if any instances of Price Gauging are occurring. Karen reached out to the Pinellas County Consumer Protection Director to obtain more information.

2. **Diabetes Action Plan Update**

Gerni Oster, Fl. Dept of Health, shared that she has made several visits to our homeless shelters to inquire about resources and programs to assist diabetic patients. She asked the Board for thoughts and ideas of how to streamline the process and connect diabetic clients to other MMU/Bayside services. She is currently exporting data from NextGen to track when the clients' A1C's are due.

3. **HCH Client Trend Reports:**

Jennifer Black presented the trend reports.

- **Medical:** 841 unduplicated patients YTD in 2020 (68% Bayside) – 1,145 qualified medical encounters (68% Bayside).
- **No-Show Rates:** February rate was 21% and YTD for 2020 is 23% overall. 2018 was 32% and 2019 was 25%, so there is continued improvement.
- **Dental:** 337 patients with 710 encounters YTD in 2020. Bayside/MMU saw 244 patients with 547 encounters.

Other Updates

1. **HCH Monthly Email Update/Newsletter:**

Newsletter was sent out via email on March 2, 2020 and is included in the Board packet. COVID-19 informational flyer is included in the Board packet. Valerie will take extra copies of the newsletter, clinic calendar and COVID-19 materials to distribute.

New Business:

Strategic Planning Update: Elisa DeGregorio advised the QI team is still working on the Health Equity and Workforce portions of the strategic plan and will present them at the next Board meeting.

The meeting was adjourned at **3:58 pm**.

The next meeting will be held at **3:00 pm on Tuesday, April 14, 2020, at JWB**.