

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

**Location of Meeting:**

*The March 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. This meeting was held prior to the regularly scheduled HCH Co-Applicant Board Meeting for March 2021 to accommodate Board business with the regularly scheduled Board meeting accommodating the site reviewers for HCH's Virtual Site Visit.*

**Present at Meeting:**

Name	Attendee Type	On Call
Dianne Clarke	Board Member	<input checked="" type="checkbox"/>
Lauren Grimsland	Board Member	<input checked="" type="checkbox"/>
Sandra Grosvenor	Board Member	<input type="checkbox"/>
Lt. Zachary Haisch	Board Member	<input type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Sheila Lopez	Board Member	<input 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 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 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 checked="" 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"/>
Tim Burns	Staff/Community Member	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at **3:06 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 February 9, 2021 Meeting:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input checked="" 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"/>
Sandra Grosvenor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input 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"/>
Sheila Lopez	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Helen Rhymes	<input type="checkbox"/>	<input checked="" 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"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

**3. Medical Executive Committee Meeting**

Rhonda discussed the Med Exec reviewed three providers and reviewed an attestation letter for Directions for Living for their licensed staff. All were recommended by the committee for approval.

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input checked="" 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"/>
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"/>
Helen Rhymes	<input type="checkbox"/>	<input checked="" 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"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

**4. Community Input (if applicable)**

No community members present to speak.

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

No updates. Elisa will be drafting a letter for Karen’s signature for Valerie.

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

None.

**II. Governance/Operations**

**1. Operational Site Visit Update:**

Board participation is welcome. March 9<sup>th</sup> @ 9 am is the entrance conference, March 10<sup>th</sup> @ 3 pm the Board is scheduled to meet with the Reviewers and March 11<sup>th</sup> @ Noon is the exit conference.

Karen and Elisa shared the agenda and discussed opportunities for Board member participation. The entrance conference is the first area for participation. The second opportunity is Wednesday, meeting with the Board. Elisa will share a page specific to the Board members participating. The third opportunity – Thursday’s Exit Conference. This provides a summary of what the reviewers found. Please feel free to join. All are being done via Go To Meeting. Check your access to the platform ahead of time. Elisa provided some documentation for the Board’s insight into what the reviewers may ask or discuss.

Dianne committed to being at the Board meeting with the site reviewers. No one indicated they did not plan on attending.

2. **Policy Manual Updates**

Elisa presented the following document changes for review and approval. The document is redlined to indicate where the changes have been made. Some changes are semantics and position names. Elisa inquired if the Board preferred to review/approve as a full packet or individually. Chosen to do as one packet. After Hours, Clinical Practices Guides – updated some links, credentialing and privileging, made some changes to the appendices with the policies (checklists, request forms), discussed the restructuring of the QI/QA program. This will have 4 subcommittees, clinical, uds, operations, and patient centered medical home. Changes to confidentiality and STDs. Elisa to send a full copy to the Board.

Motion/Vote to approve the nine policy manual updates as presented:

<b>Member/Alternate</b>	<b>Motion</b>	<b>Second</b>	<b>Yay Vote</b>	<b>Nay Vote</b>	<b>Abstain</b>
Dianne Clarke	<input checked="" 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"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Post	<input type="checkbox"/>	<input checked="" 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"/>
Michael Roscoe	<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"/>

The motion was **unanimously** approved.

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

Elisa DeGregorio provided updates on the Capital project, the Bayside Clinic. Elisa shared the site plans. First plan has a slightly larger lobby and check in areas with two check-in windows and a check out. The back will be a new “wing” two (at minimum) will have negative pressure capabilities. This will also move the lab and provide the opportunity to have conference room/space for training, meetings, etc. The current exam rooms are going to be used for telehealth to other entities, staff, etc. This is the 60% design, looking for our final feedback before going to a 90% then 100%. Looking to start construction in the summer of this year. So far all the conditions on the grant have been resolved.

Gerni asked “what happens to the clinic during construction?” Elisa shared we are awaiting some feedback from the contractors. Hoping they can begin with minimal impact, but know once things progress there will be an impact.

4. **Telehealth Updates:**

Karen shared we are in the testing phase. Had some connectivity issues @ Bayside that were resolved. Friday looking to test new cameras and mics. Looking to test provider connectivity to the system this week into next. Next test will be with a provider seeing a patient at the Shepherd Center. Goal is to provide telehealth at Shepher Center to supplement the

5. **UDS Report Submission**

Meghan walked through the UDS reporting process and the 2020 report. Shared the national data will be available in August timeframe for comparison.

6. **Staffing/Vacancies Update:**

Ruby Bernard shared they “did their first virtual today with a live patient and it works” will try again tomorrow and see how many clients they can put on the schedule.

5 vacancies. At least 3 applicants responded and 1 scheduled interview tomorrow.

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

Still having some issues with the mobile clinic. Will be out of service for next 3-6 weeks again. Hoping to get more information by the end of this week.

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

Gerni Oster shared the Patient Satisfaction Survey results. 12 in February, and 8 surveys from the van (when in the shop).

III. **Fiscal**

1. **Notice of Awards:**

Elisa DeGregorio shared three new notices of award.

C14CS39910-01-04 – Removed condition associated with environmental compliance.

C14CS39910-01-05 – Removed Notice of Federal Interest condition

H80CS00024-20-00 – Approved Non-Competing Continuation. This is the award for the new funding period, which started Monday. Total amount \$1.5M .

Motion/Vote to accept the three new notices of award:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Dianne Clarke	<input type="checkbox"/>	<input checked="" 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"/>
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"/>
Helen Rhymes	<input checked="" 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"/>
Kathy Neumann	<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:**

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2. **HCH Client Trend Reports**

**Medical:** The unduplicated client count was 206 for Feb 2021, with 420 encounters in February. 80% were at Bayside.

**No-Show Rates:** 23% overall, 26% for Bayside Clinic

**Dental:** February 2021 – 236 total clients with 573 encounters.

Ruby does not have an update on Tarpon figures yet. Next month will be the third month, may want to consider review after three months of services up in Tarpon. Up[dated – saw 5 patients.

#### V. **Other Updates**

1. **HCH Monthly Email Newsletter:**

Sending out information as we get it. Elisa shared the link to the eApp. The numbers have been down across the board, just encouraging people to get back to care and follow up on treatment. Also, there is a new enrollment period for the affordable care act. Goes through May 15<sup>th</sup>. HS has a staff member available to assist.

Regarding COVID Vaccine – as an FQHC, HCH applied for enrollment in Florida Shots to be eligible to receive the vaccine. Just awaiting word from Florida Shots – depending on the vaccine received we might be able to offer vaccines on the van.

#### VI. **New Business:**

The meeting was adjourned at **3:53 pm**.

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