

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board July 13, 2021 | 3:00 pm

Location of Meeting:

The July 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
Lauren Grimsland	Board Member	<input checked="" type="checkbox"/>
Sandra Grosvenor	Board Member	<input checked="" type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Sheila Lopez	Board Member	<input type="checkbox"/>
Jen 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"/>
Jeannie Bohn	Board Member	<input type="checkbox"/>
Carolyn Keogh	Board Member	<input type="checkbox"/>
Sgt. Ben Adler	Board Member	<input checked="" type="checkbox"/>
Kathy Neumann	Board Member - Alternate	<input checked="" type="checkbox"/>
Sandnes Boulanger	Board Member - Alternate	<input type="checkbox"/>
Theresa Jones	Board Member - Alternate	<input type="checkbox"/>
Lt. Zachary Haisch	Board Member - Alternate	<input type="checkbox"/>
Dominique Randall	Board Member - Alternate	<input checked="" 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"/>
Gerni Oster	Staff/Community Member	<input checked="" type="checkbox"/>
Ruby Bernard	Staff/Community Member	<input checked="" type="checkbox"/>
Karen Yatchum	Staff/Community Member	<input 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"/>
Jodi Groth	Staff/Community Member	<input checked="" type="checkbox"/>
Clark Scott	Staff/Community Member	<input checked="" type="checkbox"/>
Tim Burns	Staff/Community Member	<input type="checkbox"/>
Krista McIlhanev-Issacs	Staff/Community Member	<input checked="" type="checkbox"/>

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

1. Chairman’s Report

I. Declaration of Conflicts of Interest:

No conflict of interests to declare.

II. Approval of Minutes:

Motion/Vote to accept the Co-Applicant Board Meeting Minutes from June 8, 2021:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Ben Adler	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dominique Randall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Jen Post and Danielle Husband joined the meeting after the vote was conducted.

III. Medical Executive Committee Meeting Minutes

Rhonda O’Brien provided an overview of the Medical Executive Committee duties along with the items that are considered during the credentialing review. There were three (3) new DOH staff members up for review - an RN, LPN and Doctor. All three (3) were recommended for credentialing.

Motion/Vote to approve Medical Executive Committee Meeting Minutes:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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 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"/>
Jen 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 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"/>
Sgt. Ben Adler	<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"/>
Dominique Randall	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

IV. Co-Applicant Board – New Members/Renewals/Resignations

Dominique Randall was introduced as Susan Finlaw-Dusseault’s alternate. Lauren Grimsland read the required notification of appointment and welcomed her to the board. Dominique gave a brief summary of her background and position at HLA.

V. **Unfinished Business/Follow Up:**

Lauren Grimsland provided an update that the Project Director evaluation subcommittee met to go review Karen’s evaluations. Lauren will be meeting with Karen soon to discuss the results.

2. **Governance/Operations**

I. **Policy & Procedures – Legislative Mandates**

Elisa DeGregorio provided an overview of the policies that were updated and reviewed by the Board last month and submitted to HRSA. HRSA returned the policy and requested that it be revised further to align with their updated bulletin. A copy of the revised policy was provided in the Board packet with the updates highlighted in red, to include:

- Updated the acknowledgment of federal funding language to recognize all three (3) outlined components.
- Updated the ban on funding human embryo research language to include the definition of an embryo.
- Updated the language for the limitations/exceptions on use of grant funds for the promotion of legalization of controlled substances.
- Updated the language for the restriction of pornography on computer networks.
- Updated the language for the restriction on distribution of sterile needles

Motion/Vote to approve the policy revisions for submission to HRSA:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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 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"/>
Jen 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Ben Adler	<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"/>
Dominique Randall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

II. **Tarpon Springs Shepherd Center:**

Elisa DeGregorio provided a brief update that the first Monday in July was a holiday, so the MMU van was not in service on that date. It is scheduled to return to the Shepherd Center again in August. After that visit, the Board will discuss the results of the pilot to determine if this will become a permanent location. Telehealth capabilities are still being tested.

III. **Bayside Expansion:**

Elisa DeGregorio advised there are no updates to report this month. We are currently waiting to receive the 100% documents from the architect, which should have occurred in late-June. The ARP-Capital funding application for Phase III construction was submitted. We are currently awaiting HRSA’s approval of the budget. All projects related to the expansion are currently on hold until those items are received.

IV. **Telehealth Updates:**

Ruby Bernard stated that a meeting was held this morning to work through a resolution with Otech. For the virtual visits, Lynn is currently in California so BTS is working on the details to allow her to work out of state. Several patients at Tarpon Springs Shepherd Center would like to schedule telehealth appointments, so they are working to get this resolved quickly.

V. **Staffing/Vacancies Update:**

Ruby Bernard advised there are currently three (3) vacancies right now. DOH is in the process of hiring an evening shift nurse. Interviews were conducted for the family support worker position; a selection was made and they are currently going through the hiring process.

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

Due to Hurricane Elsa, the clinic closed early on Tuesday and was closed on Wednesday last week.

3. Fiscal

I. **Financial Report**

Clark Scott presented the monthly financial report through June 30st, 2021, which was also provided in the Board packet. He noted that he was able to update some of the revenue amounts from COVID funding, as discussed in previous meetings.

II. **Notice of Awards:**

N/A

III. **New Funding Opportunities:**

N/A

4. Clinical

I. **Quality Improvement Update**

Krista McIlhane-Isaacs presented an interactive Client Relations dashboard for HCH CY2020:

- Number of contacts by month; method of contact; reasons for contact; DOH sites involved
- 58 inquiries; 17 complaints total

Dominique Randall asked if the dashboard provided specifics about the complaints. Krista advised that it does not provide specifics because some go into great detail but noted that all complaints were resolved.

Elisa DeGregorio advised that the more severe/complex Incidents are tracked by DOH. Since Melissa VanBruggen was able to be present today, we will revisit those details during next month's meeting.

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

Ruby Bernard provided an update on the COVID team, which is comprised of tow (2) nurses and senior clerk. They have been doing all the vaccines at the clinic as well as testing and outreach. The vaccines that they currently have at the clinic expire in August. They are trying to use up the supply before the expiration date, so they have extended availability of the vaccine to the community as well. They are currently providing a gift card incentive which is resulting in more clients getting the

vaccine. Ruby advised that she does not have updated vaccine numbers right now – Gerni typically runs that report at the end of the month.

III. **HCH Client Trend Reports:**

Gerni Oster presented the Client Trend Reports for June:

- **Medical:**
 - Unduplicated Patients - 82 monthly increase all sites except Bayside; 76 at Bayside
 - Encounters – 136 monthly increase for all sites except Bayside; 328 at Bayside
 - 901 unduplicated; 77% at Bayside; total of 1,077
 - Encounters – total of 349 new; 2,167 established; 2,516 total
- **Dental:**
 - Unduplicated Patients - 171 were at Bayside; 199 at all other clinics
 - Encounters - 267 at Bayside; 311 all other clinics.

5. **Other Updates**

I. **HCH Monthly Email Newsletter**

Elisa DeGregorio sent the newsletter out via email in early July. Newsletter went out just before the hurricane, so she included information on how to receive storm updates as well. A copy was provided in the Board meeting packet along with vision screening flyers for July. Please post the flyers in your facilities or pass them along to clients.

6. **New Business:**

No new business to discuss.

The meeting was adjourned at **3:42 pm**.

The next meeting will be held at **3:00 pm on Tuesday, August 10th, 2021** via Microsoft Teams.