

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board September 14, 2021 | 3:00 pm

Location of Meeting:

The September 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 type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Sheila Lopez	Board Member	<input checked="" 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 checked="" type="checkbox"/>
Jeannie Bohn	Board Member	<input checked="" type="checkbox"/>
Carolyn Keough	Board Member	<input checked="" 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	Staff/Community Member	<input checked="" type="checkbox"/>
Melissa VanBruggen	Staff/Community Member	<input checked="" 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 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"/>
Jodi Groth	Staff/Community Member	<input checked="" type="checkbox"/>
Clark Scott	Staff/Community Member	<input type="checkbox"/>
Tim Burns	Staff/Community Member	<input type="checkbox"/>
Krista McIlhane-Issacs	Staff/Community Member	<input checked="" type="checkbox"/>
Matthew DiFiore	Staff/Community Member	<input checked="" type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at **3:06pm**. 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 August 10, 2021:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Lauren Grimsland	<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"/>
Jen Post	<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"/>
Michael Roscoe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Lauren Grimsland and Sheila Lopez joined the meeting after the vote was conducted.

III. Medical Executive Committee Meeting Minutes

Rhonda O’Brien shared the committee met this past month and agreed to the credentialing of 13 staff members. All but one was a re-appointment.

Motion/Vote to approve the 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"/>
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"/>
Jen 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 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"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Sheila Lopez joined the meeting after the vote was conducted.

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

None to report.

V. Unfinished Business/Follow Up:

No unfinished or follow up business to report.

2. Governance/Operations

I. Tarpon Springs Shepherd Center:

The MMU was not at the facility this month due to Labor Day. No updates to report.

II. Bayside Expansion Updates:

Elisa DeGregorio advised there are no updates to report. A representative from Corporate Interiors will be at Bayside tomorrow to tour the space for Phase II of the project.

III. Telehealth Updates:

Ruby Bernard reported that she is waiting for more information from the team on system issues and updates. Nothing to report at this time.

IV. Staffing/Vacancies Update:

Currently, there are six vacancies. Interviews are being conducted for the Family Support Worker position.

V. MMU/Bayside Clinic Calendar:

No changes to the calendar this month. Most sites have been able to create inside space to work while the van is out of service, with the exception of St. Vincent DePaul.

3. Fiscal

I. Financial Report

The financial report is currently being finalized. Elisa will send a copy out to the Board once it is complete.

II. Notice of Awards:

Elisa DeGregorio presented three awards for review and approval:

1. De-obligation of remaining funds needed to close out the Coronavirus Supplemental Funding for Health Centers grant (H8C), which helped fund nurses, outreach, and case management for the homeless isolation hotel. We spent all but \$1,338.92 of the \$58,607.00 that was awarded.
2. Removal of special conditions for the hypertension supplemental grant award. No financial impact.
3. Pro-rated six-month award period for the IBHS grant funding that will align with the March 2022 main health center grant renewal. This funding is typically \$167,000.00 per year for DFL's contract to provide Psychiatric ARNP services. The currently NOA is for six months and \$83,500.00.

Motion/Vote to approve all three notices of award:

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"/>
Danielle Husband	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheila Lopez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

III. **New Funding Opportunities:**

Elisa DeGregorio presented details of the NHCHC Vaccine Ambassador Program. With the support of DOH and PAR, a proposal was drafted and submitted last week to request \$137,000 in grant funding for a nurse and peer specialist to conduct vaccine education and administration. The intent of the program is to improve the vaccination rate among homeless population. If awarded, the project would start in October of this year.

Susan Finlaw-Dusseault asked if there were any programs to help fund/incentivize vaccinations for clients. Elisa stated not with federal funding, but perhaps private funding available somewhere.

Motion/Vote to support the Vaccine Ambassador Program proposal submission:

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"/>
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 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 type="checkbox"/>	<input checked="" 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"/>
Susan Finlaw-Dusseault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

Elisa also presented the Annual Budget Period Progress report for the next year of funding. A very rough draft of narrative is provided in packet. The final is due for submission by October 8th which is before the next Board meeting. Grant is for \$1.7 million – the remaining funding comes from County’s general fund. A copy of the final submission will be provided in next month’s meeting packet.

Motion/Vote to approve the submission of the Annual Budget Period Progress Report:

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"/>
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 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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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The motion was **unanimously** approved.

4. Clinical

I. Quality Improvement Update

Quality Leader Badge Recognition – Our health center was presented with the “silver badge” award, which is for the top 11-20% health centers. Thank you for all the hard work. This is a testament to the quality of care that our health center is providing to patients. Congratulations!

Patient Satisfaction Survey Review – A requirement for PCMH and HRSA Compliance is to collect feedback from patients. As part of the Quality Improvement Plan, the current survey process has been under review and improvements are being proposed. Included in the Board packet are copies of updated questions and surveys that Elisa walked through and discussed, as well as the proposed timeline for implementation. Carolyn Keough suggested that we could potentially capture client feedback annually when they renew their blue card. Elisa agreed that could be a touch point to look at moving forward.

Motion/Vote to approve the survey updates and plan as proposed:

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"/>
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 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 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"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<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 (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

II. COVID-19 & Homeless:

Melissa VanBruggen reported that the County’s positivity rate is currently at 11-12%, a decrease from last month’s reported 18-19%. 70% of the population has had one vaccine dose; 62% are fully vaccinated. The homeless isolation program was very busy for a few weeks but is starting to level off again. DOH is available to conduct vaccine outreach at facilities upon request.

As a vaccination incentive, MMU/Bayside gives out \$20 grocery gift cards, which come from DOH at the state level. Melissa advised that that they don’t know if the incentives actually swayed anyone to get the vaccine, but it was a nice bonus for those who chose to do so. They likely helped get people back in for a second dose, if needed. DOH still has a few thousand gift cards available and can request more if needed.

Vaccine Dashboard & Update – Matthew DiFiore presented the dashboard and explained that inconsistencies were found in J&J administration data in FL-Shots. It appears that some appointments/clients may have been duplicated. Krista McIlhane advised there is approximately a 19-20 patient difference in the data and asked if we should be concerned with data quality in the future? The Quality Improvement team will continue to track and monitor.

Ruby Bernard added that when she sees duplicate accounts, she calls FL-Shots to merge them. There were a couple of patients that were known to have had multiple J&J shots because the provider did not check FL-Shots first. Krista will pull out the questionable clients and send them to Ruby to verify. Jeannie Bohn stated that she has had some clients that were confused or forgot and asked for multiple J&J doses, or they lied on their consent forms to try to get another gift card, etc. Melissa VanBruggen added that have seen those scenarios at DOH as well and do their best to stay on top of them.

Karen Yatchum thanked Matthew for his presentation – the dashboard looks great! Elisa will send out an updated version of the information from what was provided in the packet. Melissa confirmed that there is a plan to follow up with those who have received the vaccine via shelter outreach but have not been seen for a medical encounter.

III. **HCH Client Trend Reports:**

Gerni Oster reviewed the client trend reports provided in the Board packet.

- **Medical:**

- Unduplicated Patients – 1,422
- Encounters – 3,352

- **Dental:**

- Unduplicated Patients - 559
- Encounters – 2292

Karen Yatchum reiterated that we are making a concerted effort to re-engage clients to come back to the clinic for primary care after the drop in encounters due to COVID. If anyone has any suggestions on how to do so, please let us know.

5. Other Updates

I. **HCH Monthly Email Newsletter**

The September vision screening flyer was included in the monthly newsletter email and provided in the Board packet as well.

6. New Business:

No new business to report.

The meeting was adjourned at **4:14 pm**.

The next meeting will be held at **3:00 pm on Tuesday, October 12th, 2021** via Microsoft Teams.