

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board October 12, 2021 | 3:00 pm

Location of Meeting:

The October 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 checked="" type="checkbox"/>
Jen Post	Board Member	<input 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 Keough	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	Staff/Community Member	<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 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"/>
Jodi Groth	Staff/Community Member	<input checked="" type="checkbox"/>
Clark Scott	Staff/Community Member	<input type="checkbox"/>
Tim Burns	Staff/Community Member	<input checked="" type="checkbox"/>
Krista McIlhaneey-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 not present as there were 12 members on the call, votes were held until a quorum was met. A quorum was met with Sheila Lopez joined at 3:10 pm.

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 September 14, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheila Lopez	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 (late)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<input 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"/>
Sandnes Boulanger (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

III. Medical Executive Committee Meeting Minutes
There was no Medical Executive Committee Meeting this month.

IV. Co-Applicant Board – New Members/Renewals/Resignations
New application for Mrs. Kelly Victoria, Homeless Leadership Alliance (HLA). She is the alternate for SFD. Lauren Grimsland confirmed this does not need a vote, rather documentation in the minutes. Elisa DeGregorio noted, this is correct.

V. Unfinished Business/Follow Up:
No unfinished or follow up business to report.

2. Governance/Operations

I. Tarpon Springs Shepherd Center:
Ruby Bernard shared the team saw five (5) clients – completed two (2) new applications for Monday, October 4th.

II. Bayside Expansion Updates:
Elisa DeGregorio shared some slides regarding where the construction would occur. Three projects: Phase 1 - grant specific to disaster recovery, expansion of approximately 1,000 sq. ft; Phase 2 – alternation/renovation - interior updates; Phase 3 - just received notice of award for the 2nd

expansion of another 1,000 sq. ft approx. Elisa shared the process for how the timeline might occur. Could break ground in early spring for Phase 1 – RFP will be posted shortly for contractor bids. Phase 2 cannot occur until Phase 1 is completed. Phase 2 will provide workspace for some staff that have been moved off-site. There will be the additional of consultation rooms and the removal of a small wall. Phase 3 expansion – map shows the area – add 3rd dental chair, 5 additional office spaces and storage. Karen Yatchum reminded the Board that these changes will not impact Safe Harbor or traffic flow.

Sgt. Adler – March 2023-Aug 2023 – Elisa noted March of 2023 is the end of the one grant. The purchasing process is taking a bit longer than anticipated, County staff will be watching the timeline carefully.

III. **Telehealth Updates:**

Ruby Bernard shared there is no telehealth at the moment as DOH is still recruiting for this position. Staff continue to run tests to ensure that the telehealth platform/email are working appropriately. Dale will be testing the new upgraded servers for any impact when those occur.

IV. **Staffing/Vacancies Update:**

Ruby Bernard reported that there are five (5) vacancies at the moment. Some are for the new program coming online for Street Medicine program.

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

Ruby Bernard noted that the Mobile Medical Unit (MMU) is still out due to mechanical issues. We are still day-by-day while waiting for parts. Services are being provided inside at most locations with the exception of Tuesdays which will be at the Bayside Clinic.

3. **Fiscal**

I. **Financial Report**

Elisa DeGregorio shared the financial report as Clark Scott is on PTO this week. She provided an updated Sep 30th report. As this reflects the end of County FY, this will change as final invoices come in. Also, the County’s audit is available on the website. Elisa included some of the key pages from the audit in the packet. No audit issues from this year to report to the Board.

II. **Notice of Awards:**

Elisa DeGregorio presented two awards for review and approval:

1. 6 C13CS32072-01-09 - FY 2018 Capital Assistance for Hurricane Response and Recovery Efforts - issued to de-obligate (\$13,780.41) and closeout document number 18C13CS32072
 - a. Closeout from the Generator Project and returning any funds not used back to HRSA
2. 1 C8ECS44535-01-00 - Health Center Infrastructure Support – American Rescue Plan Health Center Construction and Capital Improvements (ARP-Capital) funding opportunity (HRSA-21-114)
 - a. Phase 3 expansion of the Bayside Clinic – project period through Sep 2024 – County staff working through the required terms and conditions for the construction project.

Motion/Vote to approve both 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"/>
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"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes (Late)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Roscoe	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeannie Bohn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carolyn Keough	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandnes Boulanger (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch (Alt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

III. **New Funding Opportunities:**

Elisa DeGregorio presented the final submitted Budget Period Progress Report. Submission of the BPR was approved at the last Co-Applicant Board Meeting and a final copy is provided in the packet. Total program expenditures approximately \$5.2M which includes staff and program specific information requested by HRSA for the Health Center program. Elisa noted that any negative trends required a narrative explanation – many of our figures showed negative trends due to Covid and we submitted the narrative required.

4. **Clinical**

I. **Quality Improvement Update**

PCMH Award Recognition – Karen Yatchum shared that the HCH program received PCMH recognition again this year. We are now in the “annual reporting” phase. We have our policies and procedures approved and this just requires annual reporting submissions.

Hypertension Grant Update – Elisa DeGregorio shared the purpose of the grant was to offer self-monitoring blood pressure devices to clients with hypertension. An initial concern was that we needed to provide these devices to 51% of our patients. Per HRSA the purpose is to “offer” and make the device available, not necessarily engage/provide more than half of our patients a device. Working with Nextgen for future integration of these devices into the EHR. This is a 3 year grant through Feb 2024 – supporting a portion of Gerni Oster’s staff time, the purchase of the devices, and materials to support the use of these devices. Majority of patients is based off of 2019 data – offer the device to 402 patients by the end of the grant in Feb 2024.

Gerni Oster shared the EHR has been updated to easily track the devices’ offering, the reason a client declined or took the device. To date, the program has offered to 76 patients with 37 patients accepting the devices. HRSA and its TA partners have offered several training opportunities for clinic staff and partners. Gerni can share links if anyone is interested in learning about hypertension. Gerni shared the team is tracking a number of declination options within the EHR regarding why some clients declined - storage issues or no time (review in the clinic setting) were the most common issues noted. Ruby noted the patients have been good with follow ups – the providers are very good at getting clients set up with these. So far, only one client returned the device (in box/unused) indicating

he didn't have time. Karen asked if clients have seen positive impacts – Ruby noted there are a few patients that have seen some decrease in their blood pressure since using the devices.

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

Melissa VanBruggen was not in the meeting. Karen Yatchum introduced Dominique Randall, Human Services' new Homeless Services Manager. She indicated there are six (6) clients currently in the hotel with two (2) clients coming in today. She noted referrals have come from a sober living facility, shelter, or individuals. There was one family that was residing in their car but discharged to shelter. The program has had approximately 3-4 intakes weekly. Karen noted that HS will be looking at the budgets this week as it was projected funding would be through October – Elisa noted that HRSA CARES Act funding goes through the end of October and that we will need to look at other funding sources to continue this program.

III. **HCH Client Trend Reports:**

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

• **Medical:**

- Unduplicated Patients – 1,530 – 108 new/unduplicated patients in Sep – 77% of the patients are seen at Bayside
- Encounters – 3,745 – 78% occur at the clinic
 - Elisa noted the van mechanical issues have impacted the numbers – Dr. Ravinda inquired if we should compare 2021 to 2019 (instead of 2020/COVID) – Ruby noted when the van is on site patient counts are higher

Dental:

- Unduplicated Patients - 600
- Encounters – 2,552

5. **Other Updates**

I. **HCH Monthly Email Newsletter**

The October email newsletter is provided in the Board packet. Elisa reminded the group that vaccines are available at the clinic for those that qualify. Noted we are nearing the end of hurricane season.

6. **New Business:**

No new business to report.

The meeting was adjourned at **3:45 pm**.

The next meeting will be held at **3:00 pm on Tuesday, November 9th, 2021** via Microsoft Teams.