

## Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board December 8, 2020 | 3:00 pm

**Location of Meeting:**

*The December 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
Valerie Leonard	Board Member	<input type="checkbox"/>
Dianne Clarke	Board Member	<input type="checkbox"/>
Lauren Grimsland	Board Member	<input checked="" type="checkbox"/>
Sandra Grosvenor	Board Member	<input checked="" type="checkbox"/>
Lt. Zachary Haisch	Board Member	<input checked="" type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Sheila Lopez	Board Member	<input checked="" type="checkbox"/>
Jennifer 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 checked="" type="checkbox"/>
Kathy Neumann	Board Member - Alternate	<input checked="" type="checkbox"/>
Sandnes Boulanger	Board Member - Alternate	<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 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 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"/>
Trish Mandakunis	Staff/Community Member	<input checked="" type="checkbox"/>
Geni Vaughn	Tarpon Springs Shepherd Center	<input type="checkbox"/>
Kathleen Johansen	Tarpon Springs Shepherd Center	<input type="checkbox"/>

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

**I. Chairman’s Report**

1. **Conflicts of Interest:**

No conflict of interests at this time.

2. **Approval of Minutes:**

Motion/Vote to accept the Co-Applicant Board Minutes from the meeting on November 10, 2020 Meeting:

<b>Member/Alternate</b>	<b>Motion</b>	<b>Second</b>	<b>Yay Vote</b>	<b>Nay Vote</b>	<b>Abstain</b>
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"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandnes Boulanger	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lt. Haisch was having audio issues and unable to vote for this item. The motion was **unanimously** approved.

3. **Medical Executive Committee Mtg Minutes**

Rhonda shared the Medical Executive Committee met on November 24, 2020 and reviewed the documents for new DOH staff: 1 ARNP and 1 LPN for initial appointment. All of the committee agreed to recommend for credentialing and privileging. A motion was made to approve the recommendations.

<b>Member/Alternate</b>	<b>Motion</b>	<b>Second</b>	<b>Yay Vote</b>	<b>Nay Vote</b>	<b>Abstain</b>
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"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandnes Boulanger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lt. Haisch was having audio issues and unable to vote for this item. The motion was **unanimously** approved.

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

None at this time.

5. **Mental Health First Aid Training:**

Flyer included in packet. The flyer has November date, if you go to the website there are December classes available. Lauren and Helen have been through the training and both thought this was a good training.

6. **Unfinished Business/Follow-Up:**  
None

**II. Governance/Operations**

1. **Tarpon Springs Shepherd Center:**

Karen shared the staff completed follow up items from the last meeting. First, Risk Department completed their review and approved for the van to go up to the site. The Risk team will go out with the van the first time. Community Connection staff followed up with the Shepherd Center to discuss eligibility and enrollment for the program. Recommending starting the first Monday of February. An abbreviated day on the first Monday's of the month with a telehealth schedule for the site. This way clients can go in-person for initial visits and telehealth would be available for follow up to those individuals at the site.

Susan inquired if HEP of SVdP had been contacted regarding this impact. Karen reached out and is awaiting to connect with them. She will follow up with SVdP Clearwater to ensure they are aware.

A motion was made to change the schedule to accommodate for the Tarpon Shepherd Center as proposed by staff.

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"/>
Lt. Zachary Haisch	<input type="checkbox"/>	<input checked="" 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"/>
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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandnes Boulanger	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

2. **Operational Site Visit Update:**

March 9-11, 2021 was tentatively set with our project officer. Karen shared we were contacted by HRSA last week – original site visit was set for July 2020 but was postponed due to COVID. We were given a couple date choices in March and we requested the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>. This would allow the review team to attend a Board meeting. Elisa discussed; the date will be changed once confirmed to have the Board meeting held the Wednesday of the site visit.

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

Elisa shared there are two Capital projects. 1) Generator = 2018 grant – permit recently approved, started work at the site, working to remove the old generator and place the new one. The deadline is the end of this month. This will result in a 12/19 clinic closure due to the power to the facility needing to be cut for the switch. 2) Bayside Expansion = 2020 grant – currently working with real estate team to work through the terms and conditions required by HRSA prior to starting work. We have submitted 3 of the Terms and Conditions to date – 2 have been removed.

4. **Telehealth Updates:**

Karen shared we are well under way with telehealth roll out. We are in the testing phase and working through some connectivity issues before rolling out. Looking at sites to begin incremental roll out. Jane at Daystar was 100% on board and was open to discussions to expand telehealth to their location.

Will continue testing telehealth at clinic, then roll out to the Shepherd Center with the van roll out.

5. **Staffing/Vacancies Update:**

Ruby shared there are about 6 vacancies. Have onboarded a PrEP Navigator – working on his program to get him started. We are good to go for the month of December.

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

The MMU will not be available Friday, December 25<sup>th</sup> for the Christmas Holiday, the Bayside Clinic will be closed Saturday, December 19<sup>th</sup> for the generator swap out.

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

Gerni walked through the patient satisfaction surveys and shared her screen with the individual survey items and noted they were positive.

III. **Fiscal**

1. **Notice of Awards:**

Two new notices, both related to the expansion project. They both remove conditions of the award. First lifting the property documentation requirement from the CADRE grant award. Second lifting the schematic drawing requirement from the CADRE grant award.

Elisa noted since the last meeting there was a hypertension notice of funding availability with a quick turnaround and was due last week. There were requirements with the number of patients with uncontrolled hypertension., This would be \$110,000 over a 3-year period, which includes technical assistance, promotion of self-monitoring blood pressure devices.

2. **New Funding Opportunities:**

A Motion was made to approve both notices of awards and the hypertension 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"/>
Sandra Grosvenor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<input checked="" 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"/>
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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandnes Boulanger	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

IV. **Clinical**

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

Melissa shared we are about 35k cases in Pinellas, just under 1k deaths. About 300 new cases per day with a 6% positivity rate. Continue to see a slight increase in hospitalizations. Melissa shared the CDC revised some quarantine/isolation guidelines, for our project (hotel) we are sticking with what we have been using which is a “gold standard” but given the shelter situation post-discharge we are staying with the standard we have set.

Melissa noted they were scheduled to have the tent up for COVID testing at Bayside Clinic – to clear up space in the clinic and mitigate the risk of having anyone in the clinic with symptoms. Will also be used for mass vaccinations, when that comes to be. Ruby noted flooring and electricity just need to be completed.

Helen thanked DOH, the County, Directions, and everyone involved for all the efforts and information sharing. Karen highlighted HLA for manning the phones for this process. This flow has connected clients to our program that would have not otherwise been connected. The relationships with the shelters have been wonderful – they assist with connecting clients outside of their intake days.

2. **HCH Client Trend Reports**

**Medical:** Unduplicated patients. 87 for the month (36 van sites; 51 Bayside) – annual total is 1809.

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

**Dental:** 675 dental clients so far this year, 517 seen at Bayside – noted that dental was restricted for a while.

**V. Other Updates**

1. **HCH Monthly Email Newsletter:**

Nothing specific to share this month. Please feel free to forward it on.

**VI. New Business:**

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

The next meeting will be held at **3:00 pm on Tuesday, January 12<sup>th</sup>, 2020**.