

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board February 8, 2022 3:00 p.m.

Location of Meeting:

The February 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 checked="" type="checkbox"/>
Helen Rhymes	Board Member	<input checked="" type="checkbox"/>
Maxine Booker	Board Member	<input checked="" type="checkbox"/>
Susan Finlaw-Dusseault	Board Member	<input checked="" type="checkbox"/>
Carolyn Keough	Board Member	<input checked="" type="checkbox"/>
Sgt. Ben Adler	Board Member	<input type="checkbox"/>
Kathy Neumann	Board Member - Alternate	<input type="checkbox"/>
Sandnes Boulanger, RN, Ph.D	Board Member - Alternate	<input type="checkbox"/>
Theresa Jones	Board Member - Alternate	<input type="checkbox"/>
Lt. Zachary Haisch	Board Member - Alternate	<input type="checkbox"/>
Victoria Kelly	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 type="checkbox"/>
Gerni Oster	Staff/Community Member	<input checked="" type="checkbox"/>
Saad Louaked	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"/>
Matthew DiFiore	Staff/Community Member	<input checked="" type="checkbox"/>
Joshua Barnett, Ph.D	Staff/Community Member	<input checked="" type="checkbox"/>
Lissette Roscoe	Guest	<input checked="" type="checkbox"/>
		<input type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:03 p.m.

1. Chairman’s Report

a. Declaration of Conflicts of Interest

None at this time.

b. Approval of Minutes

Motion/Vote to accept the Co-Applicant Board Meeting Minutes from January 11, 2022:

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Carolyn Keough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maxine Booker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Sheila Lopez, Helen Rhymes and Carolyn Keough joined the meeting after the vote took place.

c. Medical Executive Committee Meeting Minutes

Rhonda provided an overview of the Medical Executive Committee meeting minutes provided in the Board packet. Dr. Joshua Barnett added that his title is listed incorrectly in the minutes and should be Health Care Administrator.

Motion/Vote to accept the Medical Executive Committee Meeting Minutes from January 25, 2022:

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 checked="" type="checkbox"/>	<input 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"/>
Susan Finlaw-Dusseault	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Maxine Booker	<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 took place.

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

Lauren Grimsland introduced Lissette Roscoe as a guest and prospective new Board member. Lissette provided an overview of her role at the St. Petersburg Free Clinic and experience with the clients our program serves.

Sandra Grosvenor’s Board membership is due for renewal at the beginning of March. This will be her 3rd term.

Motion/Vote to accept Sandra Grosvenor’s membership renewal:

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"/>
Sandra Grosvenor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Danielle Husband	<input checked="" 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"/>
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"/>
Susan Finlaw-Dusseault	<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"/>
Maxine Booker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Sandra Grosvenor abstained from the vote.

e. **Unfinished Business/Follow-Up**

None at this time.

2. **Governance/Operations**

a. **Legal/Federal Policy Updates: COVID-19 Vaccine Mandates**

Dr. Joshua Barnett provided a quick re-introduction and thanked the Board for approving him as Project Director at the last meeting. He advised the Board of the Supreme Court ruling on January 13, 2022 that allows the CMS healthcare worker vaccine mandate to be enforced. The health center falls under this rule and the County intends to comply with the mandate to ensure that the federal dollars that help fund programs are not lost. We have been working with DOH and other partners to develop the necessary policies and procedures to move forward and will be bringing those to Board in the future for review and vote. The number of affected people ranges from 7 to 120, so we will be looking closer to determine who really is affected by this mandate.

Susan Finlaw-Dusseault asked if boosters are included in the mandate. Joshua advised that it is just the first and second doses at this time.

b. **Sliding Fee Discount Policy Update**

Dr. Joshua Barnett presented the sliding fee discount program policy revisions based on updated guidelines. He proposed an additional change to the language in the sentence *“Persons with family incomes between 101 and 200 percent of the Federal Office of Management and Budget poverty guidelines shall be charged a fee on a sliding scale based on family size and income using the following increments:”* by using the word “may” instead of “shall”, as well as adding “up to”. The Board discussed and agreed with the additional change.

Motion/Vote to accept the Sliding Fee Discount Policy update along with the suggested changes as discussed:

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, RN, Ph.D	<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"/>
Susan Finlaw-Dusseault	<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"/>
Maxine Booker	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **Bayside Expansion Updates**

Elisa DeGregorio advised the Phase III construction documents, which are at 95% completion, are being reviewed by the project team. In doing so, additional suggestions and feedback have been provided for the Phase I & II construction areas as well. The architect will be adjusting the plans and sending over the 100% documents soon. As soon as the 100% documents are approved, we can move forward with procurement for both Phase I and Phase III. The project is still on track for the timeline.

d. **Telehealth Updates**

Melissa VanBruggen reported that the new telehealth provider is in place and has been helping at the clinic due to staffing shortages.

Dr. Joshua Barnett added that interviews were held for the vacant Human Services IT position. A top candidate has been identified and is going through the background check process.

e. **Staffing/Vacancies Update**

Melissa VanBruggen introduced Saad Louaked as the new program manager. An RN position is still being recruited for. The provider for telehealth is interested in splitting her time between telehealth and clinic so they are exploring that option. For the street medicine initiative, DOH interviewed a dentist earlier today. The lead support position is in place on the medical side. Recruitment efforts continue for the nurse practitioner position.

f. **MMU/Bayside Clinic Calendar**

Melissa advised the long-awaited part for the MMU van arrived; however, another repair was needed before it could go back into service. Saad Louaked added the van should be ready for pickup tomorrow morning. They will get it cleaned, restocked and ready for next week.

3. **Fiscal**

a. **Financial Report**

Clark Scott presented the financial report through January 31, 2022 that was included in the Board packet.

b. **Notice of Awards**

Elisa DeGregorio presented two notice of awards:

1. Approval of the Project Director change from Karen Yatchum to Joshua Barnett for the Health Center Program.
2. Health Center Program base funding award for the upcoming budget period of 3/1/2022 - 2/28/2023.

Motion/Vote to accept the two notice of awards:

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, RN, Ph.D	<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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Maxine Booker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

c. **New Funding Opportunities**

None at this time.

4. **Clinical**

a. **Quality Improvement Update**

Dashboard & Clinical Quality Measures

Jodi Groth presented the dashboard for calendar year 2021 and Rhonda O'Brien presented the clinical quality measures included in the Board packet.

Dr. Joshua Barnett added that it is great to still see improvement in some of the areas since overall client/encounter numbers are down.

A discussion ensued for strategies to encourage clients to schedule and attend follow up care appointments. It was suggested that the clinic automatically schedule a follow up appointment with the client before they leave the office so they client does not have to remember to call back to schedule. Perhaps we could ask the clients before they leave how we can help them remember their next appointment - appointment card, text, email, etc.?

It was asked how the clinic is communicating with patients. Elisa DeGregorio explained the scheduling system sends an automatic appointment reminder 48 hours in advance via text or email. Melissa VanBruggen added that client telephone numbers change frequently so the patients may not be receiving their reminders. The same with physical address if they are changing shelters.

Appointment lists should still be going to the shelters to help remind clients and medical discussions regarding follow up are often conducted there as well. Melissa added that the clinic's nurse care coordinator (Angie) should be helping to manage the chronic care clients and will ensure she is in touch with the shelters to assist.

b. **COVID-19 & Homeless**

Melissa VanBruggen reported that numbers are moving in the right direction. The County's current 7-day average positivity rate is 14% (600-700 new cases each day); continuing a downward trend.

Vaccine Ambassador Project

Melissa VanBruggen continuing to move forward with this initiative. 281 vaccines have been administered which puts us at 70% of our goal so far. Mostly boosters, but some first and second

vaccine doses as well. Elisa DeGregorio added the PAR contract has been signed so they should be moving forward with hiring the peer position soon.

Testing Kit Program

The agreement to participate should be submitted to HRSA this week.

c. **HCH Client Trend Reports**

Rhonda O'Brien reviewed the client trend reports provided in the Board packet:

- **Medical:**

- Unduplicated Patients – 326 in January 2022; 276 (85%) of those were at Bayside
- Qualified Medical Encounters – 408 in January 2022; 268 (65.7%) of those were at Bayside.

- **Dental:**

- Unduplicated Patients – 154 in January 2022, which is up slightly from 150 in January 2021
- Encounters – 207 in January 2022, which is down from 255 in January 2021.

5. **Other Updates**

a. **HCH Monthly Email Newsletter**

The February newsletter was emailed on January 28, 2022 and provided in the Board packet. The newsletter included information about cold night shelter activation, an updated calendar, program updates, and the usual links to information and resources in the community.

6. **New Business**

No new business to report.

The meeting was adjourned at **4:11 p.m.**

The next meeting will be held at 3:00 p.m. on **Tuesday, March 8, 2022** via Microsoft Teams.