

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

**Location of Meeting:**

*The March 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 type="checkbox"/>
Jen Post	Board Member	<input type="checkbox"/>
Helen Rhymes	Board Member	<input checked="" type="checkbox"/>
Maxine Booker	Board Member	<input 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 checked="" 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 checked="" 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"/>
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 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/Board Member Applicant	<input checked="" type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:07 p.m.

1. **Chairman’s Report**

a. **Declaration of Conflicts of Interest**

PAR will abstain from the Salary Limitation Policy Update vote.

b. **Approval of Minutes**

**Motion/Vote** to accept the Co-Applicant Board Meeting Minutes from February 8, 2022:

<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"/>
<del>Sandra Grosvenor</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Sheila Lopez</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jen Post</del>	<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"/>
<del>Susan Finlaw-Dusseault</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Maxine Booker</del>	<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"/>
Victoria Kelly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **Medical Executive Committee Meeting Minutes**

Rhonda provided an overview of the Medical Executive Committee meeting minutes provided in the Board packet.

**Motion/Vote** to accept the Medical Executive Committee Meeting Minutes from February 22, 2022:

<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"/>
<del>Sandra Grosvenor</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Sheila Lopez</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jen Post</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Susan Finlaw-Dusseault</del>	<input 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"/>
<del>Maxine Booker</del>	<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"/>
Victoria Kelly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

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

Lissette Roscoe provided a brief introduction and expressed her interest in serving on the Board. Her application was received and reviewed by Pinellas County Human Services. A copy was provided in the Board packet for review and discussion.

**Motion/Vote** to accept Lissette Roscoe’s Board Membership:

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"/>
<del>Sandra Grosvenor</del>	<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"/>
<del>Sheila Lopez</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jen Post</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Susan Finlaw-Dusseault</del>	<input 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"/>
<del>Maxine Booker</del>	<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"/>
Victoria Kelly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

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

None at this time.

2. **Governance/Operations**

a. **Policy & Procedure Updates**

**COVID-19 Vaccine Mandate Policy:** Dr. Barnett provided an update on the federal CMS vaccine mandate. We are working through a process that allows us to lawfully collect employee vaccination status and monitor compliance. Policies and procedures are being developed to determine how to handle medical and religious exemptions and will be brought to the Board for review and vote at a later date.

**Salary Limitation Policy Update:** Dr. Barnett presented the changes to the Salary Limitation Policy, which is under the Financial Management & Accounting Systems, that were provided in the Board packet for review. This change raises the salary rate of senior executives from \$199,300 to \$203,700 to align with HRSA’s policy update.

**Motion/Vote** to accept Salary Limitation Policy Update:

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"/>
<del>Sandra Grosvenor</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Sheila Lopez</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jen Post</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<del>Susan Finlaw-Dusseault</del>	<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 checked="" type="checkbox"/>
<del>Maxine Booker</del>	<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"/>
Victoria Kelly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lissette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Carolyn Keough abstained from the vote since the policy change affects her agency.

b. **UDS Report for CY21:**

Dr. Barnett presented the annual Uniform Data System (UDS) Report that was provided in the Board packet, highlighting several key points of interest. The data encompassed in this report feeds into the clinical measures that we review on a quarterly basis. The submission was made on February 14, 2022 and is currently under review by HRSA.

Lauren Grimsland added she would really like to see monthly health education return to the shelters.

c. **Bayside Expansion Updates**

Elisa DeGregorio advised there are no major updates at this time. The project team visited the clinic again last week to provide the architect with questions and feedback on pending revisions to the plans so the 100% documents can be drafted. We will have better idea of construction timing once we go to procurement.

Dr. Barnett added that we are being cognizant to minimize the disruption of client services throughout the construction project. The plan is to build the exterior shell first and only close the clinic once it is necessary. We can utilize the MMU van for services during the facility closure to continue providing care to clients.

d. **Street Medicine Updates**

Dr. Barnett provided an overview of the status of the street medicine initiative. We are thinking about things like: where we can set up, what does that look like, what staff are needed, and how do we provide early services to build rapport with the clients? While thinking of those questions, we are reviewing the budget and reconsidering positions to ensure we are providing the best services to those clients without duplicating efforts of other community partners. We have a unique “problem” in that we have a clinic that people can go to but choose not to, so we could leverage street medicine to reintegrate clients back into routine care. We are currently awaiting a new van proposal and to get resources in place so DOH can get started. This initiative will certainly evolve as we learn more about the needs of our street homeless population.

Helen Rhymes added she is really excited for this initiative and cannot wait to see this out in our community meeting people where they are!

e. **Staffing/Vacancies Update**

Saad Louaked advised there is a newly vacated medical assistant opening. Interviews have been conducted for an RN for evenings and Saturdays. The MMU will have a family support worker position open soon. For street medicine, a nurse is currently going through the hiring process and an APRN was interviewed last week. We will hopefully have a complete team soon!

f. **MMU/Bayside Clinic Calendar**

Saad Louaked stated the MMU van is currently at the shop getting the hydraulic leveler fixed. It should be back in service on Monday.

3. **Fiscal**

a. **Financial Report**

Clark Scott presented the financial report through February 28, 2022 that was included in the Board packet.

b. **Notice of Awards**

Elisa DeGregorio presented two notice of awards that were provided in the Board packet for review:

1. C8E ARP-Capital Grant – NOA lifted 2 out of 3 terms and conditions. We are waiting for the final one to be cleared before we can begin to expend construction funds. This NOA does not have a budgetary impact.
2. H80 HIV Supplemental award for Year 3 of the project period. NOA is for \$162,412.00.

**Motion/Vote** to accept the two notice of awards:

<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"/>
<del>Sandra Grosvenor</del>	<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"/>
<del>Sheila Lopez</del>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jen Post</del>	<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"/>
<del>Susan Finlaw-Dusseault</del>	<input 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"/>
<del>Maxine Booker</del>	<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"/>
Victoria Kelly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lissette Roscoe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **New Funding Opportunities**

None at this time.

4. **Clinical**

a. **Quality Improvement Update**

- i. ***Grievances/Incidents:*** Melissa VanBruggen presented various client and staff incident data from Quarters 3 & 4 of 2021
- ii. ***Customer Service:*** Krista McIlhaneys Isaacs presented the community connection client inquiry and complaint dashboard for HCH and PCHP.

b. **COVID-19 & Homeless**

***Vaccine Ambassador Project***

This initiative continues to move forward. The Operation PAR position is about to be filled and will assist with outreach. The nurse has a regular rotation of sites that she visits (HOPE, Safe Harbor,

PAR, WestCare, etc.) and has administered approx. 400 vaccines since November. Most have been COVID but we are also offering flu, Hep B, TDAP, etc. as well.

***N95 Masks/Testing Kit Program***

Joshua - Huge supply of masks was dropped off at the County, much sooner than we anticipated. Masks can go out to our partners and providers as needed. Contact Saad if you would like some. Moving forward with obtaining kits.

c. **HCH Client Trend Reports**

Rhonda O'Brien reviewed the client trend reports for Medical provided in the Board packet and advised the January report numbers were revised.

- **Medical:**
  - Unduplicated Patients
    - 334 in January 2022; 278 of those were at Bayside
    - 266 in February; 200 of those were at Bayside
  - Qualified Medical Encounters
    - 408 in January 2022; 322 of those were at Bayside.
    - 421 in February; 322 of those were at Bayside

Gerni Oster presented the Dental trend reports:

- **Dental:**
  - Unduplicated Patients – 154 in January 2022; 166 in February
  - Encounters – 207 in January 2022; 247 in February

5. **Other Updates**

a. **HCH Monthly Email Newsletter**

The March newsletter was emailed on March 1, 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.

Please note that the telephone number for the Bayside Health Clinic listed in the newsletter is incorrect. It should be 727-453-7866.

6. **New Business**

No new business to report.

The meeting was adjourned at **4:07 p.m.**

The next meeting will be held at 3:00 p.m. on **Tuesday, April 12, 2022** via Microsoft Teams.