

## Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board May 10, 2022, 3:00 p.m.

### **Location of Meeting:**

*The May 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 checked="" 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 type="checkbox"/>            |
| Lisette Roscoe               | Board Member             | <input checked="" type="checkbox"/> |
| Kathy Neumann                | Board Member - Alternate | <input checked="" type="checkbox"/> |
| Sandnes Boulanger, RN, Ph.D. | Board Member - Alternate | <input type="checkbox"/>            |
| Theresa Jones                | Board Member - Alternate | <input checked="" type="checkbox"/> |
| Lt. Zachary Haisch           | Board Member - Alternate | <input checked="" type="checkbox"/> |
| Victoria Kelly               | Board Member - Alternate | <input type="checkbox"/>            |
| Dominique Randall            | Staff/Community Member   | <input 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"/> |
| 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 type="checkbox"/>            |
| Tim Burns                    | Staff/Community Member   | <input checked="" 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 type="checkbox"/>            |
| Grey Dyer                    | Staff/Community Member   | <input checked="" type="checkbox"/> |
| Corrennia Jackson-Price      | Guest                    | <input type="checkbox"/>            |
| Christa Bruning              | Guest                    | <input checked="" type="checkbox"/> |

The regular meeting of the HCH Co-Applicant Board was called to order at 3:04 p.m.

1. **Chairman’s Report**

a. **Declaration of Conflicts of Interest**

None

b. **Approval of Minutes**

**Motion/Vote** to accept the Co-Applicant Board Meeting Minutes from April 12, 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 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"/> |
| 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"/> |
| <del>Maxine Booker</del>    | <input type="checkbox"/>            | <input 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"/> |
| Carolyn Keough              | <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 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"/> |
| Kathy Newman                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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 April 26, 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 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 checked="" 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>Maxine Booker</del>    | <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lt. Zachary Haisch          | <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"/> |
| Kathy Neumann               | <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**

Elisa DeGregorio advised that there will be several Board membership changes coming in June from PCSO, Catholic Charities and St. Vincent DePaul. Christa Bruning from Boley introduced herself and expressed an interest in joining the Board. New member applications will be in the June meeting packet for review and vote.

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

None at this time.

2. **Governance/Operations**

a. **Bayside Expansion/MMU Procurement Updates**

Elisa DeGregorio provided updates on the Bayside Expansion and MMU Procurement. Final questions from the architect are being reviewed and the 100% construction documents for all three phases of the Bayside Expansion project should be received by May 17<sup>th</sup>. At that time purchasing will work on getting the construction package out for bid.

There are two MMU procurement projects going on simultaneously. Floor plan specs for the large MMU replacement is currently being finalized with vendor. The build out of this vehicle will take some time and is not expected to be complete until late 2023. For the street medicine MMU, a vendor has been selected and the vehicle is currently on their lot ready to build. Completion time is estimated at 6-8 months.

b. **Staffing/Vacancies Update**

Saad Louaked advised the clinic currently has vacancies for a Medical Assistant and RN for evenings/weekends. The MMU has two openings – RN and family support worker.

The street medicine team is still looking for a family support worker and APRN. They are working on coordinating with Clearwater PD and St. Petersburg PD to shadow their outreach teams and will be going out with the USF street medicine team this Friday.

c. **MMU/Bayside Clinic Calendar**

Saad Louaked advised the MMU provider is out this week, so all services will be done at the clinic. Affected shelters have been advised and the provider should be back on Monday.

3. **Fiscal**

a. **Financial Report**

The financial report through April 28, 2022, was included in the Board packet. Clark Scott was not able to attend the meeting to present the report, so please reach out if you have any questions.

b. **Notice of Awards**

Elisa DeGregorio presented one notice of award that closes out the COVID ECT funding for expanded testing.

**Motion/Vote** to accept the notice 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 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"/> |
| 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"/> |
| <del>Maxine Booker</del> | <input 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"/> |
| Lt. Zachary Haisch       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input 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"/> |
| Kathy Neumann            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The motion was **unanimously** approved.

c. **New Funding Opportunities**

Elisa DeGregorio presented the ARP-UDS+ Modernization Supplemental funding opportunity for up to \$60,000 to further respond to and mitigate the spread of COVID-19 and enhance health care services and infrastructure. Funding can be used for anything the original American Rescue Plan funding allows. We are still researching with our UDS vendor to determine if there is a need to use the funding to prepare our health record system for modernization. The application is due for submission by May 23, 2022

**Motion/Vote** to proceed with an application for the ARP-UDS+ Funding:

| <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"/> |
| 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"/> |
| <del>Maxine Booker</del>           | <input 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"/> |
| Lt. Zachary Haisch                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input 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"/> |
| Kathy Neumann                      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

The motion was **unanimously** approved.

4. **Clinical**

a. **HCH Client Trend Reports**

Rhonda O'Brien and Gerni Oster presented the April 2022 client trend reports for medical and dental, provided in the Board packet:

- **Medical:**
  - Unduplicated Patients
    - 195 total; 137 of those were at Bayside
  - Qualified Medical Encounters
    - 519 total; 383 of those were at Bayside

- **Dental:**
  - Unduplicated Patients
    - 182 total; 155 of those were at Bayside
  - Encounters
    - 270 total; 228 of those were at Bayside

b. **Quality Improvement Update**

- **Quarterly HCH Dashboard** – Jody Groth and Rhonda O’Brien presented the first quarter dashboard through March 2022. A copy was also provided in the Board packet.

5. **New Business**

No new business to report.

The HCH Newsletter was sent out on May 2, 2022 and included in the Board packet. Jane Muhrlin (Pinellas County Human Services) will be assisting Elisa with the email distribution moving forward.

6. **Project Director Updates**

No updates to report. Dr. Barnett is at the Healthcare for the Homeless conference with Melissa VanBruggen this week and will provide updates next month.

The meeting was adjourned at **3:50 p.m.**

The next meeting will be held at 3:00 p.m. on **Tuesday, June 14, 2022**, via Microsoft Teams.