

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board June 14, 2022, 3:00 p.m.

Location of Meeting:

The June 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 type="checkbox"/>
Sandra Grosvenor	Board Member	<input checked="" 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 type="checkbox"/>
Maxine Booker	Board Member	<input type="checkbox"/>
Susan Finlaw-Dusseault	Board Member	<input checked="" type="checkbox"/>
Carolyn Keough	Board Member	<input type="checkbox"/>
Lisette Roscoe	Board Member	<input 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 type="checkbox"/>
Lt. Zachary Haisch	Board Member – Alternate	<input checked="" type="checkbox"/>
Victoria Kelly	Board Member – Alternate	<input type="checkbox"/>
Theresa White	Board Member – Alternate	<input checked="" type="checkbox"/>
Dominique Randall	Staff/Community Member	<input 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 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 checked="" type="checkbox"/>
Grey Dyer	Staff/Community Member	<input checked="" type="checkbox"/>
Corrennia Jackson-Price	Guest	<input checked="" type="checkbox"/>
Caitlyn Synovec	Guest	<input checked="" type="checkbox"/>

Christa Bruning	Guest/New Board Member	<input checked="" type="checkbox"/>
Edi Erb	Guest/New Board Member	<input checked="" type="checkbox"/>
Joe Pondolfino	Guest/New Board Member	<input checked="" type="checkbox"/>
Sgt. Eddie Hillmon	Guest/New Board Member	<input checked="" type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:07 p.m. Susan Finlaw-Dusseault served as acting Chairperson in Lauren Grimsland and Sheila Lopez’s absence.

1. **Chairman’s Report (SFD chaired the meeting)**

a. **Declaration of Conflicts of Interest**

No conflicts of interest to declare.

b. **Approval of Minutes**

Motion/Vote to accept the Co-Applicant Board Meeting Minutes from May 10, 2022:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<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"/>
Kathy Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White	<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. Dr. Barnett added that the adherence of the COVID-19 mandate falls under the Medical Executive Committee as well and that all affected staff members are compliant at this time.

Motion/Vote to accept the Medical Executive Committee Meeting Minutes from May 31, 2022:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White	<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**

The new Board applicants introduced themselves, provided an overview of their background and shared why they would like to join the Board as members:

- Christa Bruning – Boley Centers, Chief Clinical Officer
- Edith “Edi” Erb – St. Vincent de Paul, Chief of Compliance
- Joseph “Joe” Pondolfino – Pinellas Hope/Catholic Charities, Director

- Sgt. Eddie Hillmon – PCSO Safe Harbor

Motion/Vote: to approve all new members who submitted applications to join the Board:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was approved with **majority** vote. Two members lost connectivity and were unable to cast their vote.

Dr. Barnett presented additional information regarding recruitment of consumers to serve on the Board. Slides were provided in the Board meeting packet as well. The question was asked if the Board meetings will stay remote, since transportation may be an added cost or barrier for consumers to attend in person. At this time there are no plans to resume in-person meetings.

e. **Officer Elections**

Dr. Barnett presented the descriptions and duties for each Board officer position up for election as all current officer positions have come to the expiration of their terms. Slides were provided in the Board meeting packet as well. Members do not have to be present to be nominated or elected.

Chairperson position – Theresa Jones nominated Helen Rhymes.

Motion/Vote: To elect Helen Rhymes for the Chairperson position:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Sandra Grosvenor	<input type="checkbox"/>	<input checked="" 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"/>
Susan Finlaw- Dusseault	<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"/>
Kathy Newman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christa Bruning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edi Erb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Hillmon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

Vice-Chairperson position – Theresa Jones nominated Edi Erb.

Motion/Vote: To elect Edi Erb for the Vice-Chairperson position:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones (ALT - Hel)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White (Alt – L)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christa Bruning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Joseph Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Hillmon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Edi Erb abstained from the vote.

Secretary position – Theresa Jones nominated Christ Bruning.

Motion/Vote: To elect Christa Bruning for the Secretary position:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christa Bruning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edi Erb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Hillmon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Christa Bruning abstained from the vote.

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

None at this time.

2. **Governance/Operations**

a. **DOH Strategy Meeting Updates**

Dr. Barnett advised the Board of the ongoing dialogue and strategic planning efforts between PCHS and DOH. At the Board’s request, the team will research allowable compensation options for consumers to participate in Board activities and surveys to ensure we remain in line with federal grant requirements. Suggestions from the Board included access to food trucks, fresh fruit and/or fitness support options as an incentive in lieu of gift cards.

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

Elisa DeGregorio provided an update on the Bayside Expansion Project as it is now entering the procurement phase to identify a construction contractor. The updated timeline was presented to show where all three phases stand. We are currently behind schedule for Phases I and II due to pausing those initiatives so we can bid out all three project phases at once. The team is monitoring the timeline closely and pushing forward. At this time, it appears ground break will be in January 2023.

Dr. Barnett provided an update on the Street Medicine project. For the mini MMU van, a vendor has been selected and the vehicle is currently on their lot ready to build. Completion time is estimated at 6-8 months. The nurse has been shadowing with local outreach teams and providing services at Tarpon Springs Shepherd Center and Daystar to help link clients to services. The technology team has been working on solutions to ensure data is captured separately to then integrate into the UDS report.

The design for the large MMU replacement van is currently being finalized with the selected vendor. The custom build out of this vehicle is expected to be completed in late 2023.

c. **Staffing/Vacancies Update**

Saad Louaked advised the Bayside Clinic currently has vacancies for Medical Assistant, LPN for evenings/weekends and a PrEP Navigator. The MMU still has two openings – RN and Family Support Worker. Miguel left the agency, so Clay will be transitioning over to the MMU full-time from the clinic. The street medicine team is still looking for a family support worker and a medical provider.

d. **MMU/Bayside Clinic Calendar**

Saad Louaked advised the MMU is up and running again after being out of commission last week to repair the pop-out. Dr. Barnett added that the team has been working on improving internet connectivity in the MMU.

3. **Fiscal**

a. **Financial Report**

Clark Scott presented the financial report through May 31, 2022, which was included in the Board packet for review.

b. **Notice of Awards**

Elisa DeGregorio presented one notice of award for \$441,441. This is just a continuation of the main H80 grant and how HRSA releases the funding to health centers.

Motion/Vote to acknowledge and accept the notice of award as presented:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
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"/>
Susan Finlaw- Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa Jones (ALT - Hel)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theresa White (Alt – L)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christa Bruning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edi Erb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Hillmon	<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**

None

4. Clinical

a. Quality Improvement Update

- **Healthcare Technology Enhancements** – Greg Dyer
 - *Due to time constraints, this item will be tabled and discussed in detail at the July 12th meeting.*

b. HCH Client Trend Reports

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

- **Medical:**
 - Unduplicated Patients
 - 142 total; 107 of those were at Bayside
 - Qualified Medical Encounters
 - 512 total; 391 of those were at Bayside
- **Dental:**
 - Unduplicated Patients
 - 191 total; 161 of those were at Bayside
 - Encounters
 - 263 total; 216 of those were at Bayside

5. New Business

Dr. Barnett advised he will be stepping down from the Health Care Administrator role to return to his previous position as the Behavioral Data Scientist within Human Services. He will continue to serve as the Project Director of the HRSA grants until a replacement HCA is in place.

6. Project Director Updates

Healthcare for the Homeless Conference Recap - Dr. Barnett and Melissa VanBruggen

- *Due to time constraints, this item will be tabled and discussed in detail at the July 12th meeting.*

The meeting was adjourned at **4:30 p.m.**

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