

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board July 12, 2022, 3:00 p.m.

Location of Meeting:

The July 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
Helen Rhymes	Board Member – Chair	<input checked="" type="checkbox"/>
Edi Erb	Board Member – Vice Chair	<input checked="" type="checkbox"/>
Christa Bruning	Board Member – Secretary	<input checked="" type="checkbox"/>
Sandra Grosvenor	Board Member	<input type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Jen Post	Board Member	<input type="checkbox"/>
Lauren Grimsland	Board Member	<input 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"/>
Lisette Roscoe	Board Member	<input type="checkbox"/>
Joe Pondolino	Board Member	<input type="checkbox"/>
Sgt. Eddie Hillmon	Board Member	<input checked="" type="checkbox"/>
Kathy Neumann	Board Member – Alternate for Maxine B.	<input checked="" type="checkbox"/>
Sandnes Boulanger, RN, Ph.D.	Board Member – Alternate for Carolyn K.	<input type="checkbox"/>
Theresa Jones	Board Member – Alternate for Helen R.	<input type="checkbox"/>
Lt. Zachary Haisch	Board Member – Alternate for Sgt. Hillmon	<input type="checkbox"/>
Victoria Kelly	Board Member – Alternate for Susan F.	<input type="checkbox"/>
Theresa White	Board Member – Alternate for Lauren G.	<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 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 type="checkbox"/>
Krista McIlhaney-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 type="checkbox"/>
Gwendolyn Burk	Guest	<input checked="" type="checkbox"/>
Brittany Maze	Guest	<input checked="" type="checkbox"/>
Tricia Rine	Guest	<input checked="" type="checkbox"/>

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

1. Guest Panel

Substance Use Services – Operation PAR: Brittany Maze, Director of Outpatient Services, and Tricia Rine, MATE Program Counselor, provided an overview of services available to HCH clients:

- PAR-Bots are located at the Bayside Clinic and Safe Harbor, along with three (3) local hospitals.
- Referrals come from Bayside; clients get linked with the Medication Assistance Treatment (MATE) and Access Increases in Mental Health and Substance Abuse Services (AIMS) programs. They are able to provide direct and fast care and case management for homeless clients by being connected to the clinic.
- Barrier: Lack of funding for transitional housing for individuals.
- PAR can provide informational materials to hand out since there is often turnover in staff at hospitals and community providers.
- Clients can typically get into the grant programs (MATE/AIMS) immediately but if a higher level of care like detox or residential treatment is needed there could be a delay, due to availability.
- Telehealth and in-person services are available based on what the client needs or prefers. Bus passes are also included in the grant funding if clients need transportation to get to appointments.
- Blue card clients have access to these services for free.

Dominique Randall offered guidance on entering information into the Homeless Management Information System (HMIS) and provided her contact information in the meeting chat.

2. Project Director Intro – Joshua Barnett, PhD

- Intention of the Co-Applicant Board** – Dr. Barnett provided a brief overview of the staff's intention to keep bringing new topics and speakers to the Board meetings to keep things fresh.
- Meeting Orientation** – The Board has been meeting virtually since March 2020 due to the COVID-19 pandemic. Dr. Barnett sought feedback on whether this is still the preferred manner to meet, keeping in mind that the vaccine mandate has some language that may require us to collect vaccination status should we decide to resume in-person meetings again. No action or vote is needed at this time.

Board Discussion and Feedback:

- Face-to-face is preferable for engagement purposes but remaining virtual is okay if that's what the majority is comfortable with.
- A hybrid meeting where participants could choose to be either virtual or in-person may be awkward. Perhaps we could hold 1-2 meetings per year in-person and the rest virtually.
- As long as we are able to conduct Board business virtually, virtual makes the most sense right now.

- Face-to-face meetings are more engaging, but the COVID transmission rate for our area is high right now. It may be safer to remain virtual.
- Is there meeting space available that is large enough to accommodate the Board and allow for social distancing? If not, it's best to remain virtual.

Dr. Barnett and Helen Rhymes asked for more “faces” on the virtual calls as it can be difficult to speak to blank screens. Please be interactive and make a concerted effort to be on screen when you can. The Board should be guiding staff, not vice versa; please be engaged in the content and discussions.

3. Consent Agenda

- Co-Applicant Board Meeting Minutes**
- Medical Executive Committee Meeting Minutes**

In an effort to streamline the meeting, both sets of minutes were grouped into a consent agenda for vote under one motion and will continue in this manner for future meetings.

Motion/Vote to accept the Co-Applicant Board Meeting minutes from June 14, 2022 and the Medical Executive Committee Meeting minutes from June 28, 2022:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edi Erb	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<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"/>
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"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Eddie Hillmon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

4. Chairman's Report – Helen Rhymes

- Declaration of Conflicts of Interest**
No conflicts of interest to declare.
- Co-Applicant Board – New Members/Renewals/Resignations**

Dr. Barnett provided a brief review of the new officer appointments: Helen Rhymes – Chair, Edi Erb – Vice Chair, and Christa Bruning – Secretary.

Consumer Recruitment Follow-up: The organizations represented on this Board frequently interact with clients that have lived experience who could provide impactful insight to help steer our work. The Bayside Clinic and MMU began asking clients two weeks ago but have not had anyone

interested yet. Please reach out to everyone you think may be willing to serve on the Board in this capacity.

Board Discussion and Feedback: Continuing to meet in a virtual capacity may offer more opportunities for consumers to participate since it eliminates the need for transportation. They would just need to have access to a phone or computer for the meeting. It would be helpful for recruitment if we could compensate the consumers for their time. As government entities, the County and State may not have funding options to provide compensation, but perhaps donations from retailers and/or other organizations could help?

Dr. Barnett advised he will look into a resolution for consumer compensation. Everyone else's time on the Board is compensated for by the agencies they work for. Options will be explored and presented at the next Board meeting.

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

- **Healthcare Technology Enhancements** - Greg Dyer has been working to expand telehealth connectivity to additional sites for clients who are unable to travel to the clinic or sites where the MMU goes. He has spoken to the shelter sites that MMU goes to, as well as WestCare and Daystar. At the site, equipment will need to be put in a secure and private space for Clients to conduct the telehealth visit. The software is pretty simple to use and only requires the client to have access to email or text messaging. Greg placed his contact info in the chat and invited everyone to reach out if they would like to discuss adding additional telehealth connections in the community.

Gerni Oster provided an overview of the Self-Monitoring Blood Pressure (SMBP) program, which is a national campaign for hypertension control. We received a grant from HRSA to distribute the SMBP devices so clients can track their conditions at home. Nurses provide training to the clients on how to use the device and fill out the log properly. The device also stores the BP data for the clients if they forget to record it on their log. 115 clients are currently enrolled in the SMBP program. It was offered to 151 but some declined. Device storage was a reason that 18 clients declined – please think about ways we might be able to assist clients with this barrier. MBP devices can be used in telehealth visits to assist the provider with vitals.

- **Health Care for the Homeless Conference Overview** – Dr. Barnett provided a brief overview of topics covered at the conference to include social justice, health equity, inclusion, and medical respite programs as well as managing stress and burnout for staff caring for individuals.

5. **Governance/Operations**

a. **Legislative Mandates – Compliance Review**

Elisa DeGregorio provided an overview of HRSA's legislative mandate review and the minor updates to our program's policy and procedures manual required to remain in compliance. The full details and changes were included in the packet for review.

Motion/Vote to accept the legislative mandate changes, as presented:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Edi Erb	<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"/>
Sandra Grosvenor	<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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Susan Finlaw-Dusseault	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Eddie Hillmon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved. Kathy Neumann joined the call and voted in Maxine Booker's absence as her alternate.

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

The Bayside Expansion Project is now entering the procurement phase to identify a construction contractor. The RFP should be going out this week and will be posted for 30 days. Both of the MMU projects are still on track as well.

c. **Staffing/Vacancies Update**

Saad Louaked advised the new coordinator started last week, a Medical Assistant is starting on July 22nd, and a Family Support Worker is starting on August 5th.

d. **MMU/Bayside Clinic Calendar**

The MMU was at the garage for air conditioning and pop out repair last week but is fully operational again.

6. **Fiscal**

a. **Financial Report**

Clark Scott is currently out of the office. The financial report will be provided to the Board for review at a later date.

b. **Notice of Awards**

Elisa DeGregorio presented the updated Notice of Award (NOA) for the base H80 grant that acknowledges Dr. Barnett as the program's Project Director for the new grant year. This NOA does not have any financial impact.

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

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain
Helen Rhymes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edi Erb	<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"/>
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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lauren Grimsland	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. Eddie Hillmon	<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**

No new funding opportunities to report. Next month, the Service Area Competition application, due in September, will be presented for review.

7. **Clinical**

a. **HCH Client Trend Reports**

Rhonda O'Brien and Gerni Oster presented the June 2022 client trend reports for medical and dental patients, provided in the Board packet for review. Dr. Barnett added that next month we will be discussing the utilization of the MMU at the next meeting.

- **Medical:**

- Unduplicated Patients
 - 136 total; 110 of those were at Bayside
- Qualified Medical Encounters (including virtual visits)
 - 505 total; 393 of those were at Bayside

- **Dental:**

- Unduplicated Patients
 - 188 total; 153 of those were at Bayside
- Encounters
 - 260 total; 212 of those were at Bayside

b. **Quality Improvement Update**

- **Vaccine Dashboard Quarterly Update** – Matthew DiFiore provided an overview of the vaccine dashboard provided in the Board packet for review.

8. **New Business**

None

9. **Project Director Updates**

None

The meeting was adjourned at **4:29 p.m.**

The next meeting will be held at 3:00 p.m. on **Tuesday, August 9, 2022**, via Microsoft Teams.