

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board February 14, 2023, 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
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 checked="" type="checkbox"/>
Danielle Husband	Board Member	<input checked="" type="checkbox"/>
Jen Post	Board Member	<input checked="" type="checkbox"/>
Maxine Booker	Board Member	<input type="checkbox"/>
Victoria Kelly	Board Member	<input checked="" type="checkbox"/>
Carolyn Keough	Board Member	<input checked="" type="checkbox"/>
Lisette Roscoe	Board Member	<input type="checkbox"/>
Joe Pondolfino	Board Member	<input checked="" 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	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"/>
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"/>
Saad Louaked	Staff/Community Member	<input checked="" type="checkbox"/>
Dr. Chitra Ravindra	Staff/Community Member	<input type="checkbox"/>
Dr. Patrick Agdamag	Staff/Community Member	<input checked="" type="checkbox"/>
Gerni Oster	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 Johnson	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 checked="" type="checkbox"/>
Krista McIlhaney-Issacs	Staff/Community Member	<input type="checkbox"/>
Matthew DiFiore	Staff/Community Member	<input checked="" type="checkbox"/>
Joshua Barnett, Ph. D	Staff/Community Member	<input type="checkbox"/>
MaryEllen Dennis, Ph.D	Staff/Community Member	<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**

Operation PAR will abstain from voting on the notice of award for HCH base funding as they are a recipient of funds under that grant award.

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

None.

Consumer Recruitment Follow up:

State/Local Government agencies are unable to provide incentives to consumers for their time serving on the Board. Prior to the pandemic, refreshments were an authorized purchase for in-person meetings but the shift to virtual meetings has eliminated the need to provide snacks or water.

It was asked if outside companies or the Pinellas Community Foundation could offer incentives to consumers for this initiative. State/Local government agencies cannot solicit incentives, but if a Board member from an outside agency would like to spearhead this, we can explore the allowability.

Shelters are encouraged to continue inviting consumers to Board meetings. Victoria Kelly suggested getting the word out to the continuum of care to see if anyone has any suggestions or names to bring forth. Elisa DeGregorio will inquire if there is flier or brochure to share.

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

None

2. **Consent Agenda**

a. **Approval of Minutes, January 10, 2023**

b. **Medical Executive Committee Meeting Minutes, January 24, 2023**

Motion/Vote to approve consent agenda items:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input checked="" 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"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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.

3. **Clinical**

a. **Quality Improvement Update**

Rhonda O'Brien presented the CY22 Clinical Quality Measures Review provided in the Board packet.

b. **HCH Client Trend Reports**

Rhonda O'Brien reviewed the medical and dental client trend reports provided in the Board packet for January 2023.

- **Medical:**

- Unduplicated Patients = 368; 70% at Bayside.
- Qualified Medical Encounters = 466; 71.24% at Bayside.

- **Dental:**

- Unduplicated Patients = 182
- Encounters = 272

4. **Governance/Operations**

a. **Patient Target/Encounters**

- i. Jodi Groth presented the CY22 review via the dashboard. 5,085 active clients for the year. 38.56% with a medical encounter; 11.23% with a dental encounter.
- ii. Dr. MaryEllen Dennis presented the CY24 Patient Target Goals and strategies to increase medical patients such as: out posting of eligibility staff, open house meet-and-greets, new MMU van, Bayside expansion project, street medicine team and telehealth access points. Barriers: current MMU health, Bayside construction closures/disruptions and insurance changes. Dr. Dennis will send out some literature regarding the insurance changes. Carolyn Keough requested a packet or brochure of services to provide to clients as they get them connected with the blue card.

b. **Policy Manual Update – Sliding Fee Discount Program**

The 2023 HHS poverty guidelines were published in the Federal Register on January 19, 2023 and are to be reviewed and approved annually by the HCH Co-Applicant Board. Persons below 100% of the Federal Poverty Level will pay no fee. Persons with family incomes between 101 and 200 percent of the Federal Office of Management and Budget poverty guidelines may be charged a fee on a sliding scale based on family size and income. The poverty guidelines are updated annually in accordance with HHS regulations. The updated sliding fee discount schedule was provided in the Board packet for review.

Motion/Vote to approve the updated sliding fee discount schedule:

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input checked="" 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"/>

Kathy Neumann	<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"/>
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 Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

c. **Clinic Operations Updates**

- i. **MMU/Bayside Clinic Calendar:** The MMU van was out of service for the first week in February due to a necessary repair. It was picked up on Monday and is back in service.
- ii. **Staffing/Vacancies:** Bayside Clinic has vacancies for RN evenings/Saturdays & Family Support Worker for eligibility. DOH is recruiting for a vaccination RN for the street medicine team and a Clerk for VAP.
- iii. **Street Medicine Initiative:** The new mini MMU is complete and delivered. There was a slight delay with getting the tag/tile, but everything is worked out and the van will be picked up tomorrow. The van only has 2 seats, so the team will have to take two vehicles. Picked up another vehicle from DOH to use.

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

The Mini MMU (Street Medicine) van will be on the road tomorrow. Elisa DeGregorio presented photos of this vehicle and the larger MMU that will be coming at the end of the year. The graphics will complement each other.

Elisa shared architectural documents for the Bayside Expansion Project as well. The project is still in the permitting and site plan mobilization phase. Building Dept review comments have been received and the team is working to provide additional information as needed. We are hoping for an early March start date.

e. **MMU Sites/Enhance Productivity**

Dominique Randall asked for suggestions on north county locations that we may be able to connect with. Danielle Husband offered to host at Mattie Williams in Safety Harbor.

The next scheduled meet-and-greet is at Safe Harbor in conjunction with their showcase of services on 5/2/23 from 8:30am-10:30am. Mobile dental will be there for the duration of the day to provide services.

5. **Fiscal**

a. **Financial Report**

Clark Scott provided an overview through January 31, 2023. DOH invoices for FY23 have not been processed as of this report, so it is not all inclusive.

b. **Notice of Awards**

Elisa DeGregorio presented five Notices of Award for the Board's review and consideration related to the formal transition of the Program Director role from Dr. Joshua Barnett to Dr. MaryEllen Dennis:

1. HRSA Capital Grant C8E
2. HRSA Capital Grant C14 (CADRE)
3. HRSA ARPA Grant H8F
4. HRSA Grant H8G ECV
5. HRSA Health Center Program Grant H80

Motion/Vote to accept the five notices of award:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Danielle Husband	<input checked="" 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"/>
Kathy Neumann	<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"/>
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 Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Elisa presented the next notice of award, which is a budget modification for the HRSA Capital H8F Grant to realign funds for the Bayside Expansion Project.

Motion/Vote to accept the notice of award:

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 checked="" type="checkbox"/>	<input 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 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"/>
Jen Post	<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"/>
Victoria Kelly	<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"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

Elisa presented the final notice of award, which is for the H80 base grant annual funding amount for the first budget year at \$1.926 million. Authorized assistance is for a \$1.4 million pro-rated amount. The remaining balance will be released at a later time. Carolyn Keough will abstain from the vote as her agency, Operation PAR, receives funding under this grant award.

Motion/Vote to accept the notice of award:

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 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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Carolyn Keough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

c. **New Funding Opportunities**

None at this time

6. **New Business**

No new business to report.

7. **Project Director Updates**

Dr. MaryEllen Dennis advised the first two iPads for telehealth rollout to Daystar and St. Vincent DePaul (SVDP) soup kitchen will be deployed soon. Electronic app for patient to self-monitor blood pressure will be available soon as well.

Fox13 News came out to bayside to do a news story – Saad shared the video. Fox13 would like to come back to do the mini MMU and new MMU when they are online.

Congratulations to the team for getting the UDS reporting reviewed and completed!

Dominique Randall: Upcoming Consumer Protection Fraud Training info provided on the last page of the Board packet. Target participants are case managers who can relay the information back to clients.

Victoria Kelly: HLA is in the process of updating the homeless guide. They are starting a lived experience advisory community within the continuum of care so she will be providing them information on the Board's consumer recruitment initiative.

The meeting was adjourned at 4:03 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, March 14, 2023** via Microsoft Teams.