

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board August 8, 2023 3:00 p.m.

Location of Meeting:

The August 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
Edi Erb	Board Member – Chairperson	<input checked="" type="checkbox"/>
Christa Bruning	Board Member – Secretary	<input type="checkbox"/>
Sandra Grosvenor	Board Member	<input type="checkbox"/>
Jen Post	Board Member	<input type="checkbox"/>
Maxine Booker	Board Member	<input type="checkbox"/>
Victoria Kelly	Board Member	<input checked="" type="checkbox"/>
Lisette Roscoe	Board Member	<input type="checkbox"/>
Carolyn Keough	Board Member	<input checked="" type="checkbox"/>
Joe Pondolino	Board Member	<input checked="" type="checkbox"/>
Sgt. Eddie Hillmon	Board Member	<input checked="" type="checkbox"/>
Avery Slyker	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"/>
Lt. Zachary Haisch	Board Member – Alternate for Sgt. Hillmon	<input type="checkbox"/>
Carly Pannella	Board Member – Alternate for Victoria K.	<input type="checkbox"/>
Abbey Collins	Board Member – Alternate for Christa B.	<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"/>
Gerni Oster	Staff/Community Member	<input checked="" type="checkbox"/>
Elisa DeGregorio	Staff/Community Member	<input checked="" 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 type="checkbox"/>
Matthew DiFiore	Staff/Community Member	<input checked="" type="checkbox"/>
MaryEllen Dennis, Ph.D	Staff/Community Member	<input checked="" type="checkbox"/>
Joshua Barnett, Ph.D	Staff/Community Member	<input type="checkbox"/>
Diana Chavez-Lopez	Staff/Community Member	<input checked="" type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:02 p.m.

1. Chairman's Report

a. **Declaration of Conflicts of Interest**

None

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

None

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

None

2. **Consent Agenda**

a. **Approval of Minutes, July 11 , 2023**

b. **Medical Executive Committee Meeting Minutes, July 25, 2023**

Motion/Vote to approve consent agenda:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain	Absent
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbey Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input checked="" type="checkbox"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Lissette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carolyn Keough	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
Avery Slyker	<input type="checkbox"/>	<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**

- i. **Vaccine Ambassador Program (VAP):** Elisa DeGregorio introduced VAP as a grant received from the National Health Care for the Homeless Council (NHCHC). We are currently in Year 2 of the grant which is slated to end in September 2023; however, NHCHC will be offering Year 3 funding in the near future. DOH Nurse Diana Chavez-Lopez provided a detailed presentation on the Pinellas VAP initiative.

Victoria Kelly added that 2023 PIT Count results showed the unsheltered homeless count remained closed to the same as last year whereas sheltered households and individuals increased. Dominique Randall added that there appears to be more capacity at Safe Harbor than in years past, but with shelter numbers are increasing clients must be moving around and/or turning over.

b. **Active Clients/Encounters Trend Reports**

Medical/Dental Trend Reports: Rhonda O'Brien reviewed the year-to-date medical and dental client trend report provided in the Board packet year-to-date through July 2023. Medical: 1,402 unduplicated patients with 3,196 encounters. Dental: 552 patients with 1,980 encounters.

Bayside/Safe Harbor Visits Post-Move: Melissa VanBruggen provided data on what DOH has seen since the services moved from Bayside Clinic to Mid-County DOH. move. Week 1 = 58 clients, Week 2 = 59 clients, Week 3 = 68 clients, Week 4 = 76 clients. It was anticipated that the first couple weeks would be slow, but activity is starting to pick up. The MMU was down during weeks 2 & 3 so they were unable to go to Safe Harbor. Evening appointments are remaining open at Mid-County and the ones that have been scheduled typically no show or get cancelled. Perhaps the Mid-County location is not as convenient to get to during alternative hours? They are also not seeing the same walk-in volume as they did at Bayside to fill cancellation spots.

4. **Governance/Operations**

a. **National Health Center Week: August 6-12, 2023**

A special edition newsletter highlighting the following efforts will be sent out soon:

- Staff appreciate treats are being delivered to various program offices.
- Patient appreciation kits (ponchos, granola kits, socks, and hygiene items) for persons experiencing homelessness are distributed this week via the street medicine team.
- Co-Applicant Board member spotlight: Victoria Kelly; Homeless Leadership Alliance of Pinellas County
- Social media spotlights to come as well.

b. **Clinic Operations Updates**

- MMU/Bayside/Street Medicine Calendars:** Staff meetings will be moved from Mondays to Wednesdays starting in August.
- Staffing/Vacancies:** DOH is still recruiting for a Program Manager. The new coordinator for the street medicine team is starting on Friday. Currently interviewing MMU nurses.

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

Demolition is starting the clinic. The contractor is still working to update the construction timeline. We should have it by the next Board meeting.

Graphics are being finalized for the new MMU. A Pre-production meeting is scheduled for the end of the month with production beginning next month. The project is still on track for a December delivery.

d. **MMU Sites/Enhance Productivity**

Past/Future Open House Events: There have been early talks with City of St. Pete to possibly hold an event at a park. Safe Harbor will be hosting another one in the near future (date to be announced).

The Bayside Clinic construction project and exhausted MMU are barriers to providing services to clients. Encounters are up, but the number of unique clients is not. Human Services is planning to increase eligibility and enrollment staff for Safe Harbor and to be mobile to assist clients through the enrollment process. The E-app is cumbersome, so we are working to make it more user-friendly. Everbridge messaging will be used more to remind clients to schedule

appointments. We are not able to market the HCH program but we can we place ourselves in the community to educate and offer services to potential clients. Dr. Dennis has been delivering program materials to hospitals and urgent care clinics in zip codes that the population are staying in.

Diana Chavez-Lopez invited case managers to come out with her team. She educates clients on the program often but does not have the opportunity to sit down and walk them through the process.

- i. **Telehealth Sites:** Two more sites were added today . The Safe Harbor MOU is making its way through the review and signature process.

5. **Fiscal**

a. **Financial Report**

The financial report through July 31, 2023 was included in the Board packet and reviewed during the meeting.

b. **Notice of Awards**

The no-cost extension notice of award for the HRSA CADRE funding (Phase I of the Bayside Expansion) was approved to extend the grant end date from 8/31/23 to 8/31/24. This will essentially be the final date for the completion of the Bayside construction project.

Motion/Vote to approve notice of award:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain	Absent
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbey Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>	<input checked="" type="checkbox"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kathy Neumann	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
Lisette Roscoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carolyn Keough	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
Avery Slyker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **New Funding Opportunities**

No new funding opportunities.

6. **New Business**

No new business to report.

The HCH Newsletter was shared in the Board packet. The format was switched to be able to track the read rate, which is currently at 40%. Please subscribe and share!

7. **Project Director Updates**

Water and Gatorade packets will be delivered to Mid-County DOH to help keep clients hydrated during the extreme summer heat. Storage is a concern, so they are unable to keep mass quantities on hand.

Victoria Kelly added the St. Pete PATH team is distributing cooling kits (water bottles, cooling towels, etc.).

The meeting was adjourned at 3:59 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, September 12, 2023** via Microsoft Teams.