

# Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board October 10, 2023 3:00 p.m.

## Location of Meeting:

*The October 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 type="checkbox"/>
Christa Bruning	Board Member – Secretary	<input type="checkbox"/>
Sandra Grosvenor	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"/>
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 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 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 checked="" 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 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 type="checkbox"/>
Taylor Clark	Guest	<input type="checkbox"/>
Gayle Guidash	Guest	<input checked="" type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:09 p.m.

1. **Guest Presentation: Taylor Clark, MPH METRO Inclusive Health** – Unable to attend. Presentation will be rescheduled.

2. **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

3. **Consent Agenda**

- a. **Approval of Minutes, September 12, 2023**
- b. **Medical Executive Committee Meeting Minutes, September 26, 2023**

**Motion/Vote** to approve consent agenda:

<b>Member/Alternate</b>	<b>Motion</b>	<b>Second</b>	<b>Yay Vote</b>	<b>Nay Vote</b>	<b>Abstain</b>	<b>Absent</b>
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avery Slyker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The motion was **unanimously** approved. Clarification was made after the vote that the consent agenda vote included both the HCH Co-Applicant Board Meeting Minutes and the Medical Executive Committee Meeting Minutes.

4. **Clinical**

- a. **Quality Improvement Update**
  - **HIV & PrEP:** Rhonda O'Brien presented an overview of the HIV & PrEP program data for the HCH Program.
- b. **Active Clients/Encounters Trend Reports**
  - **Medical/Dental Trend Reports:** Rhonda O'Brien reviewed the year-to-date client trend reports provided in the Board packet through September. Medical: 1,848 unduplicated patients

(includes 330 street medicine) with 4,597 encounters. Dental client trend report through September 2023 = 635 patients with 2,352 encounters.

Joe Pondolfino asked if there were plans to bring dental hygienists back to Pinellas HOPE again. Melissa VanBruggen advised the street medicine team didn't see many people at that location but could revisit the idea if there was a need. Joe will work with case managers to gauge interest and reach out to DOH schedule.

- **Bayside/Safe Harbor Visits Post-Move:** Rhonda O'Brien shared the trends that DOH has seen through the first 12 weeks of the clinic relocation.

## 5. **Governance/Operations**

### a. **Policy & Procedure Updates**

- **Legislative Mandates / Billing & Collections:** Dr. MaryEllen Dennis presented proposed changes to the Policy & Procedure manual based off the Legislative Mandates in Grants Management for FY23. There are no major updates, just a few minor adjustments.

**Motion/Vote** to approve proposed changes to the Policy & Procedures:

<b>Member/Alternate</b>	<b>Motion</b>	<b>Second</b>	<b>Yay Vote</b>	<b>Nay Vote</b>	<b>Abstain</b>	<b>Absent</b>
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<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"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avery Slyker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The motion was **unanimously** approved.

### b. **Clinic Operations Updates**

- **MMU/Bayside/Street Medicine Calendars:** Calendars were provided in the Board packet. All staff in-service training on Friday, October 13, 2023.
- **Staffing/Vacancies:** DOH is still recruiting for a Program Manager. The position has been reposted with a higher salary; hopefully it will be filled soon.

- c. **Bayside Expansion/MMU Procurement Updates:** Elisa DeGregorio presented progress photos from the October 2, 2023, on-site meeting, provided an overview of the construction progress, and shared the current project timeline.

Delivery of the new MMU is expected in January 2024.

### d. **MMU Sites/Enhance Productivity**

- **Past/Future Open House Events:** There will be an upcoming Safe Harbor outreach event in November – date TBD.

- **Telehealth:** We currently have seven (7) sites up and running, with five (5) more coming online before the end of the year. As you can see in the medical trend report, Telehealth is in the top three (3) for number of encounters, so this has been a fantastic way to serve our clients since it is as easy as downloading an app on a smart phone or computer. Dr. Dennis will provide information materials for distribution to the continuum of care.

Joe Pondolfino shared that communication is a struggle at Pinellas HOPE regarding getting clients scheduled and present for the appointments. The service is there but they need to bridge the gap to get them seen by the provider. Per Melissa VanBruggen, the protocol is for the location's case managers to give clients access to the room to get them signed in for their appointment, but DOH is unable to share with the location who has an appointment unless a release is signed by the client. DOH will ensure Pinellas HOPE clients that schedule appointments know to coordinate with their case manager to attend them.

## 6. **Fiscal**

- Financial Report:** Clark Scott presented the Financial Report through September 28, 2023. We're at the end of the fiscal year and still receiving invoices, so not all expenditures are encompassed in this report. This report also does not include the Bayside Expansion Project funding as that is tracked through the County's capital improvement accounts.
- Budget Period Progress Report:** Elisa DeGregorio walked the Board through the final submission of the Budget Period Progress Report. The HCH program receives approximately \$1.9 million in federal funding, plus \$3.9 million in County funding, for a total of \$5.8 million.

**Motion/Vote** to approve Budget Period Progress Report:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain	Absent
Edi Erb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>	<input type="checkbox"/>
Kathy Neumann	<input checked="" type="checkbox"/>	<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"/>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Carolyn Keough abstained from the vote. The motion was **unanimously** approved.

- Notice of Awards:**  
None
- New Funding Opportunities:**  
None

## 7. **New Business**

Victoria Kelly shared information from the Florida Coalition to End Homelessness Conference she attended in Orlando last week. Local presenters included Boley Centers (Housing as Healthcare) and Metropolitan Ministries (Street Outreach). Victoria and Dominique Randall co-presented Hurricane and Cold Night Shelter Response.

Carolyn Keough advised Operation PAR is working to make detox beds more available to community. They currently have more availability to schedule these services if anyone comes across someone in need. Victoria Kelly asked for literature to hand out. Carolyn has cards for detox and methadone programs that she can provide.

The Pinellas Continuum of Care has been hosting lunch and learns with community partners. Dr. Dennis will collaborate with Victoria to get a HCH & Street Medicine presentation scheduled.

#### 8. **Project Director Updates**

Dr. MaryEllen Dennis – Met with St. Pete PATH team to see how we can team up and get the street medicine team involved. Attending FQHC Advocacy Session with Advent & BayCare. Attending HCH Fall

There will be a Mobile Consortium event taking place on November 3, 2023, to bring together groups in Pinellas County that provide mobile services in the community for a panel discussion. The SPC Nursing Program, Evara Health, and Bay Pines VA will be participating.

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

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