

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board January 9, 2024, 3:00 p.m.

Location of Meeting:

The January 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 checked="" type="checkbox"/>
Maxine Booker	Board Member	<input type="checkbox"/>
Victoria Kelly	Board Member	<input checked="" type="checkbox"/>
Carolyn Keough	Board Member	<input type="checkbox"/>
Joe Pondolfino	Board Member	<input 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 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"/>
Keri Vizandiou	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 type="checkbox"/>
MaryEllen Dennis, Ph.D	Staff/Community Member	<input checked="" type="checkbox"/>
Joshua Barnett, Ph.D	Staff/Community Member	<input type="checkbox"/>
Abigail Stanton	Staff/Community Member	<input type="checkbox"/>
Jamari Graham	Staff/Community Member	<input type="checkbox"/>
Sara Mollo	Guest	<input type="checkbox"/>
Sara Madden	Guest	<input type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:05 p.m. A quorum was not present. The Board members in attendance acted as a Committee of the Whole to make recommendations for approval at next month's meeting.

1. **Chairman's Report**

a. **Declaration of Conflicts of Interest**

None

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

Board Applications were received for Sara Mollo, Public Defender, 6th Judicial Circuit and her alternate, Sara Madden.

A recommendation for the acceptance of the applications for Sara Mollo and her alternate Sara Madden was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

- c. **Project Director/Health Care Administrator Evaluation** –Dr. MaryEllen Dennis has been in the Health Care Administrator position serving as the Project Director for the HCH Program for a year. HRSA requires that a routine evaluation of the Project Director is conducted annually. Elisa DeGregorio will be sending out the evaluation forms to Board members separately.

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

None

2. **Consent Agenda**

a. **Approval of Minutes, December 12, 2023**

b. **Medical Executive Committee Meeting Minutes, (none)**

A recommendation for the approval of the consent agenda was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

3. Clinical

a. Quality Improvement Update

- **Alcohol and Substance Use Disorders:** Rhonda O'Brien presented on alcohol and substance use disorder screening and intervention, along with the CY 2023 HCH Program data. 28.1% of our HCH clients have been diagnosed with a substance use disorder, whereas the national average is 14.5%.

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 December 2023. MMU Sites are going down and street medicine and telehealth sites are going up. Numbers will be finalized for the upcoming UDS report to determine if the target annual goal of 2,831 patients was achieved.

- Medical: 2,193 unduplicated patients with 6,092 encounters.
- Dental: 771 patients with 3,012 encounters.
- **Bayside/Safe Harbor Visits Post-Move:** Melissa VanBruggen shared trends that DOH has seen during the temporary clinic relocation. The clinic averaged approximately 73 visits per week before the move and continues to average 70 per week post-move. Visits were lower than normal this past month due to holiday closures.

4. Governance/Operations

- #### a. Operational Site Visit w/HRSA, April 2-4, 2024:
- Elisa DeGregorio advised that HRSA will be conducting an operation site visit in-person and provided an overview of what to expect particularly in the areas of Board Authority and Board Composition. There are three core review areas: Admin/Governance, Clinical and Financial. Reviewers will meet with the Board, so the April Board meeting will be moved up to Tuesday April 2, 2024, to accommodate the site visit. Reviewers will also tour Bayside, the MMU and Street Medicine van. Board participation is welcomed and encouraged for the Entrance and Exit conferences. More details to come.

b. Service Area Review

Elisa DeGregorio provided an overview of the Service Area Review for CY2022 utilizing data from zip codes, need assessments via PIT Count, and a heatmap of unsheltered population in Pinellas County. The Service Area Review for CY2023 will be updated once the UDS Report is completed.

A recommendation for the approval of the CY2022 Service Area Review was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolfo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

- c. **Policy & Procedure Changes:** Proposed minor updates to the Client Services policy were provided in the Board packet and presented for review. The update added language regarding the MMU to the Client Satisfaction Survey section of the policy.

A recommendation for the approval of the Client Services policy & procedure was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolfo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

d. **Clinic Operations Updates**

- **MMU/Bayside/Street Medicine Calendars:** The calendars were provided in the Board packet for review and discussed during the meeting.
- **Staffing/Vacancies:** DOH has identified a Program Manager candidate who is currently going through the onboarding process for a mid-February start date.

- e. **Bayside Expansion/MMU Procurement Updates:** Elisa DeGregorio presented progress photos from the most recent on-site meeting at the Bayside Health Clinic, provided an overview of the construction progress, and shared the current project timeline.

Photos of the new MMU production were shared from December 2023. Several key Human Services members may be traveling to Ohio to see the van in person. Completion and delivery are anticipated for mid-late February.

f. **MMU Sites/Enhance Productivity**

- **Past/Future Open House Events:** A Meet & Greet event is in the works for February 27th at St. Vincent DePaul – a flyer will be going out this week. There is also a PSTA Grand Central Station visit in the works as well. The Community Connections pilot with Safe Harbor is going well. Dr. MaryEllen Dennis is working with Danyelle Green to see if they can expand to include additional days.

5. Fiscal

- a. **Financial Report:** Keri Vizandiou presented the Financial Report through December 29, 2023, which was provided in the Board packet for review.
- b. **Notice of Awards:**
Elisa DeGregorio presented two notices of awards for (1) the de-obligation of funding in the amount of \$774,189.49 from the previous project period & (2) the request to carryover a portion of those de-obligated funds in the amount of \$509,408.00 into the new project period year.

A recommendation for the approval of the notices of awards for de-obligation and carryover of funds was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

Elisa also presented the notice of award approving the change in scope request to add nutrition services as internal delivery instead of contracting.

A recommendation for the approval of the notice of awards for the change in scope to add nutrition services was made and unanimously agreed upon by the Committee of the Whole.

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

- c. **New Funding Opportunities:**
None

6. New Business

Victoria Kelly shared information on the upcoming Point in Time (PIT) Count on January 25, 2024. Volunteers are needed.

7. **Project Director Updates**

Dr. MaryEllen Dennis and the Human Services team will be meeting with USF's MMU staff at the end of the month. Bay Pines VA launched their MMU last month with a visit to Williams Park.

The meeting was adjourned at 4:09 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, February 13, 2024**, via Microsoft Teams.