

## Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board February 13, 2024, 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
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"/>
Carolyn Keough	Board Member	<input type="checkbox"/>
Joe Pondolino	Board Member	<input type="checkbox"/>
Sgt. Eddie Hillmon	Board Member	<input checked="" type="checkbox"/>
Avery Slyker	Board Member	<input checked="" type="checkbox"/>
Sara Mollo	Board Member (Pending)	<input type="checkbox"/>
Sara Madden	Board Member – Alternate for Sara M. (Pending)	<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"/>
Meghan Johnson	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"/>
Keri Vizandiou	Staff/Community Member	<input type="checkbox"/>
Tim Burns	Staff/Community Member	<input checked="" type="checkbox"/>
Krista McIlhanev-Issacs	Staff/Community Member	<input type="checkbox"/>
Matthew DiFiore	Staff/Community Member	<input type="checkbox"/>
Karen Yatchum	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"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:08 p.m.

1. **Chairman’s Report**

a. **Declaration of Conflicts of Interest**

None

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

None

c. **Project Director/Health Care Administrator Update** – Karen Yatchum advised that Dr. MaryEllen Dennis resigned from her position as health Care Administrator and Project Director for the HCH Program. Recruitment is underway to fill that position and Karen will help serve in this role to support the team until the position is filled.

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

None

2. **Consent Agenda**

a. **Recommendations of Co-Applicant Board for Voting Items from 1/9/24 Meeting.**

b. **Approval of Minutes, January 9, 2024**

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

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

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

The motion was **unanimously** approved.

3. **Clinical**

a. **Quality Improvement Update**

- **Clinical Quality Measures / 2023 UDS Summary:** Elisa DeGregorio and Rhonda O’Brien co-presented the dashboard. The draft UDS report was provided in the packet for additional review. Submission is due to HRSA by February 15<sup>th</sup>.

- Note: No-shows are tracked but currently not cross-referenced to see if/when the client returns for a new appointment.
- **Patient Satisfaction Surveys & Monthly Interviews:** Elisa DeGregorio presented data on the HCH Encounter Exit Surveys as well as Client Interview Surveys provided in the Board packet for review.

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 for January 2024.

- Medical: 439 unduplicated patients with 463 encounters.
  1. Ended with 2193 unique clients in CY 2023 with 6,092 encounters.
- Dental: 204 patients with 290 encounters.
  1. CY 2023 = 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 slightly lower than normal in January due to holiday closures.

4. **Governance/Operations**

a. **Operational Site Visit w/HRSA, April 2-4, 2024:** Elisa DeGregorio reminded the Board that HRSA will be conducting an operation site visit in-person. Reviewers will meet with the Board on Tuesday April 2, 2024, so the April meeting has been adjusted to accommodate the site visit. Staff is working on collecting data, documents, etc. in preparation.

b. **Policy & Procedure Changes:** The following proposed updates have been made to the HCH Policy & Procedure Manual:

1. The **Sliding Fee Discount Program** table was updated table with new poverty guidelines.
2. The **Federal COVID-19 Vaccine Policy** has been removed from the Federal Register, so it will be removed the HCH policy manual as well.
3. The **Administrative** section was updated to include the Street Medicine Program and Survey process changes.
4. The **Financial Management & Accounting Systems** section was updated to remove MMUAC as the Board’s title and update the Legislative mandates.
5. The **Workforce Development and Care Continuity** section was updated to include the Street Medicine team and update the committee meeting structure.
6. The **Health Information Management** section updated language surrounding the computers utilized for the program.
7. The **Health Center Site(s) and Operations** section was updated to include the Street Medicine Team

**Motion/Vote** to approve all policy & procedure changes as presented:

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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
Sara Madden	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **Legislative Mandates Approved by HRSA** – Elisa DeGregorio shared confirmation that the legislative mandates were approved by HRSA.

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:** The new DOH Program Manager will be starting this Friday. A new MMU RN started as well.

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.

Completion and delivery of the new MMU is anticipated for the end of February.

f. **MMU Sites/Enhance Productivity**

- **Past/Future Open House Events:** Dominique Randall presented a flyer for the upcoming Meet & Greet event on February 27<sup>th</sup> at St. Vincent DePaul.
- **Upcoming Community Events:** Continuum of Care learning session, Collard Green Festival, and a Meet & Greet at Salvation Army.

5. **Fiscal**

a. **Financial Report:** Clark Scott presented the Financial Report through January 31, 2024, which was provided in the Board packet for review. CIP and MMU are not included in this report as they are not encompassed within the HS operational budget.

b. **Presentation of the 2023 County Audit:** Clark Scott advised the Annual Comprehensive Report for 2023 has not been posted yet. The posted 2022 report was reviewed with the Board for context to show what the auditors look for. The 2023 report will be presented to the Board once it is posted.

c. **Notice of Awards:**

Elisa DeGregorio presented three notices of awards (NoA) for the Board’s review and consideration:

The first NoA (22-07) lifts conditions from the award for the approved Change in Scope to add Nutrition Services. There is no financial impact.

**Motion/Vote** to accept the 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Madden	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

The second NoA (23-00) releases \$802,907 of the pro-rated \$1.1 million award for the new grant year starting on March 1, 2024.

The third NoA (23-01) releases an additional \$160,581 in funding that fulfills the first 6 months of the program.

**Motion/Vote** to accept the two notices of awards and full grant award of \$1.9 million:

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 checked="" 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 Pondolfino	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Madden	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

d. **New Funding Opportunities:**

None

6. **New Business**

None

7. **Project Director Updates**

None

The meeting was adjourned at 4:15 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, March 12, 2024**, via Microsoft Teams.