

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board March 12, 2024, 3:00 p.m.

Location of Meeting:

The March 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 checked="" 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 checked="" type="checkbox"/>
Joe Pondolino	Board Member	<input checked="" type="checkbox"/>
Sgt. Eddie Hillmon	Board Member	<input type="checkbox"/>
Avery Slyker	Board Member	<input checked="" type="checkbox"/>
Sara Mollo	Board Member	<input type="checkbox"/>
Sara Madden	Board Member – Alternate for Sara M.	<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 checked="" 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 type="checkbox"/>
Melissa VanBruggen	Staff/Community Member	<input type="checkbox"/>
Ashley Sturm	Staff/Community Member	<input checked="" type="checkbox"/>
Karen Hodge	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 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 McIlhanev-Issacs	Staff/Community Member	<input type="checkbox"/>
Matthew DiFiore	Staff/Community Member	<input type="checkbox"/>
Karen Yatchum	Staff/Community Member	<input type="checkbox"/>
Joshua Barnett, Ph.D	Staff/Community Member	<input type="checkbox"/>
Abigail Stanton	Staff/Community Member	<input type="checkbox"/>

The regular meeting of the HCH Co-Applicant Board was called to order at 3:03 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 Approval** – Elisa DeGregorio has been selected as the new Health Care Administrator position within Human Services. The Co-Applicant Board has the authority to make the decision to appoint her as the Project Director for the HCH Program, which then gets submitted to HRSA for formal approval.

Motion/Vote to approve Elisa DeGregorio as the Project Director of the HCH Program.

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"/>
Christa Bruning	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Joe Pondolfino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lt. Zachary Haisch	<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. **Unfinished Business/Follow-Up**

None

2. **Consent Agenda**

a. **Approval of Minutes, February 13, 2024**

b. **Medical Executive Committee Meeting Minutes, February 27, 2024**

Motion/Vote to approve all consent agenda items:

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"/>
Christa Bruning	<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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>	<input type="checkbox"/>
Joe Pondolino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lt. Zachary Haisch	<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"/>
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.

3. **Clinical**

a. **Quality Improvement Update**

- **Dental Presentation:** Karen Hodge presented data surrounding the HCH dental program, including Street Medicine, the expanded denture program, and periodontal disease, and discussed opportunities for increasing patient utilization.

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 February 2024.

- Medical: 416 unduplicated patients with 509 encounters.
- Dental: 194 patients with 264 encounters.
- **Bayside/Safe Harbor Visits Post-Move:** Ashley Sturm, the new Program Manager over Bayside, MMU and Street Medicine team, 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 75 per week post-move.

4. **Governance/Operations**

- #### a. **Operational Site Visit w/HRSA, April 2-4, 2024:** Reviewers will meet with the Board on Tuesday April 2, 2024, via a Go-To Meeting. Program staff members will not be in attendance of that meeting. The reviewers will be asking questions about the shared responsibility of the Co-Applicant Board to include the authority to decide on the day-to-day operations of the program, needs of the community, etc. Board members are also invited to attend the entrance and exit conferences in person at 440 Court Street, in Clearwater.

We will be conducting a Board meeting on 4/9/23 to discuss the site visit review and conduct a brief business meeting. A separate meeting invite will be sent out.

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

1. The **Scheduling and Compliance** section was updated with new after-hours access language.
2. The **Clinical Services** section includes updated links.
3. The **Referral Tracking and Follow-Up** section was updated with minor language and title changes.
4. The **Pharmacy** section was updated with a minor date change.
5. The **Credentialing & Privileging** section was updated with a minor language change for clarification.
6. The **Quality Improvement / Quality Assurance** section was updated with new committee and satisfaction survey processes.

7. The **Workforce Development and Care Continuity** section was updated with DOH’s exposure control plan.
8. **Appendix A** – Updated HCHP Client Application link
9. **Appendix B** – Updated Client Satisfaction Survey links
10. **Appendix C** – Updated DOH After Hours On-Call Note link
11. **Appendix D** – Updated PCHP Covered & Non-Covered Services links
12. **Appendix E** – Updated Referral Tracking Logs links
13. **Appendix F** – Updated Behavioral Health Screening Packet & Referral Form link
14. **Appendix G** – MedNet Client Medication Tracking Form
15. **Appendix H** – Credentialing & Privileging Checklist
16. **Appendix I** – Verification of Fitness Form
17. **Appendix J** – Updated Request for Clinical Privileges links
18. **Appendix K** – Updated Team Huddle/Notes Template link
19. **Appendix L** – Updated Dept of Health Incident Reporting Policy link
20. **Appendix M** – Updated Legislative Mandates link
21. **Appendix N** – Updated Historical Revisions to the Policy & Procedure Manual

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"/>
Christa Bruning	<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 checked="" type="checkbox"/>	<input 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 checked="" 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"/>	<input type="checkbox"/>
Lt. Zachary Haisch	<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.

- c. **Strategic Plan Update** – Elisa DeGregorio shared the Pinellas County Health Programs Strategic Plan for 2023-2026, which was developed in collaboration with the Florida Department of Health.
- 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 currently has vacancies posted for Health Service Program Analyst and Senior Community Health Nurse.
- e. **Bayside Expansion/MMU Procurement Updates:** Elisa DeGregorio presented the proposed exterior paint branding for the building, which matches the branding on the mobile medical vehicles.

A virtual walkthrough of the new MMU is scheduled for Friday, with a final walkthrough next week. Completion and delivery of the vehicle is anticipated for the end of March. Should be on the street in mid-April.

5. **Fiscal**

a. **Financial Report:** Keri Vizandiou presented the Financial Report through February 29, 2024, which was provided in the Board packet for review.

b. **Notice of Awards:**

None

c. **New Funding Opportunities:**

None

6. **New Business**

None

7. **Project Director Updates**

Elisa DeGregorio is excited to dive into more aspects of the program after being involved on the grant side for the past 10 years.

Greg Dyer will be transferring to a new department within the County later this month as the grant that funded his position is ending; however, telehealth expansion efforts will continue in the community.

The meeting was adjourned at 4:00 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, April 2, 2024**, via Go-To Meeting for the Site Visit.

A brief follow-up meeting will be held at 3:00pm on **Tuesday, April 9, 2024**, to review site visit findings and conduct monthly business.