

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

Location of Meeting:

The April 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"/>
Jen Post	Board Member	<input checked="" type="checkbox"/>
Maxine Booker	Board Member	<input checked="" 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 checked="" 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 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 checked="" type="checkbox"/>
Ashley Sturm	Staff/Community Member	<input checked="" type="checkbox"/>
Karen Hodge	Staff/Community Member	<input type="checkbox"/>
Rhonda O'Brien	Staff/Community Member	<input checked="" type="checkbox"/>
Gerni Oster	Staff/Community Member	<input 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"/>
Keri Vizandiou	Staff/Community Member	<input type="checkbox"/>
Tim Burns	Staff/Community Member	<input 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 3:04 p.m.

1. **Chairman’s Report**

Board Chair Edi Erb stressed the importance of quorum as well as having an alternate defined if a Board member cannot attend a scheduled meeting.

a. **Declaration of Conflicts of Interest**

None

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

Next month’s discussion will be centered around Board recruitment. We must maintain at least nine (9) Board members and we currently have ten (10).

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

Elisa DeGregorio and Edi Erb thanked the Board for their participation in the site visit and gave everyone the opportunity to provide feedback. Anyone who does not feel comfortable sharing openly may send their comments or concerns to Elisa via email.

The Board’s suggestions for improvements moving forward:

- Mentors to assist new Board members.
- Provide an information packet or brochure for recruiting new members to help share a consistent messaging.
- A virtual open house session for Board recruitment to give people the opportunity to hear about what the Board does and ask questions.
- From a financial perspective, having a better understanding of expenditures and pending invoices would be helpful.

2. **Consent Agenda**

a. **Approval of Minutes, March 12, 2024**

b. **Medical Executive Committee Meeting Minutes,**

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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maxine Booker	<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 checked="" 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"/>
Sgt. Hillmon	<input type="checkbox"/>	<input checked="" 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.

3. **Clinical**

a. **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 March 2024.

- Medical: 902 unduplicated patients with 1,497 encounters.
- Dental: 289 patients with 828 encounters.
- **Bayside/Safe Harbor Visits Post-Move:** Ashley Sturm shared trends that DOH has seen during the temporary clinic relocation. The clinic averaged approximately 73 visits per week before the move. There has been a drop for weeks 36 (56) & 37 (64). The lower numbers are attributed to a provider being out on leave and the MMU being down for service.

4. **Governance/Operations**

a. **Operational Site Visit w/HRSA, April 2-4, 2024:**

1. Elisa DeGregorio reviewed the Exit Conference Tracking Report and final notes with the Board. Of the 93 total elements reviewed during the visit, our program was compliant on 88. There are 5 items that need to be corrected, which are currently in progress.
2. Review and approval of the following recommended Bylaw changes based off feedback from the site visit reviewers:
 - Requirement that no other entity, organization, or individual has veto power over the Board.
 - Changing from 51% majority to Simple Majority (50%).
 - Executive Committee roles and responsibilities added.

Motion/Vote to approve the recommended bylaw 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 checked="" 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"/>
Maxine Booker	<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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. 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.

3. Approval to move forward with submitting the Change in Scope to add Optometry and Speech/Language to the project. These are already contacted services through DOH/BayCare Home Care.

Motion/Vote to proceed with the Change in Scope submission:

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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maxine Booker	<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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. 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 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.

b. Clinic Operations Updates

- **MMU/Bayside/Street Medicine Calendars**: The calendars were provided in the Board packet for review and discussed during the meeting. Meet & Greet at the Salvation Army this Friday.
- **Staffing/Vacancies**: DOH currently has vacancies posted for Human Service Program Analyst and Vaccine Outreach Assistant.

- c. **Bayside Expansion/MMU Procurement Updates**: Elisa DeGregorio provided a brief update that Bayside is currently on schedule for a late May or early June re-opening. An open house & ribbon cutting ceremony for both the MMU and Bayside during is tentatively scheduled for the last week of July.

The new MMU broke down in Georgia as it was being delivered and is currently getting the fuel pump replaced. We are hoping to receive it soon!

5. Fiscal

a. **Financial Report:**

No update.

b. **Notice of Awards:**

The 90-day No-Cost Extension for the American Rescue Plan H8F grant that funds Phase II of the Bayside Expansion Project through June 30, 2024, has been approved by HRSA.

Motion/Vote to accept the no-cost extension notice of award for the H8F grant:

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 checked="" 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"/>
Maxine Booker	<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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sgt. 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.

Five (5) of the six (6) Project Director Change submissions have been approved by HRSA (H80, H8F, C8E, C14, and C16).

Motion/Vote to accept the notices of award received for the Project Director change:

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"/>
Jen Post	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maxine Booker	<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 checked="" 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"/>
Sgt. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The motion was **unanimously** approved.

c. **New Funding Opportunities:**

None

6. **New Business**

None

7. **Project Director Updates**

Elisa DeGregorio thanked everyone again for their work and participation in the program every month. Edi Erb thanked Elisa as well, on behalf of the Board.

The meeting was adjourned at 3:50 p.m.

The next meeting will be held at 3:00 p.m. on **Tuesday, May 14, 2024**, via Microsoft Teams.