

Minutes of the Monthly Meeting of the Health Care for the Homeless (HCH) Co-Applicant Board April 14, 2026, 3:00 p.m.

Location of Meeting:

The April meeting of the HCH Co-Applicant Board was held by Microsoft Teams/telephone. 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	☒
Gary Small	Board Member – Vice Chair	☒
Abbey Collins	Board Member – Secretary	☒
Carolyn Keough	Board Member	☒
Joe Pondolfino	Board Member	☒
Kip Corriveau	Board Member	☒
Sgt. Matt Smith	Board Member	☒
Avery Slyker	Board Member	☒
Melvin Thomas	Board Member	☒
Valerie Soberon	Board Member	☐
Cheri Holzbacher	Board Member	☐
Dan White	Board Member	☐
Ashley Roura	Board Member	☒
Sandnes Boulanger	Board Member – Alternate for Carolyn Keough	☐
Lt. Zachary Haisch	Board Member – Alternate for Sgt. Smith	☐
David Moran	Board Member – Alternate for Ashley Roura	☐
Marcy MacMath	Board Member – Alternate for Abbey Collins	☐
Cindy Kazawitch	Board Member – Alternate for Cheri Holzbacher	☐
Melissa Szot	Board Member – Alternate for Valerie Soberon	☐
Melissa VanBruggen	Staff/Community Member	☒
Ann Marie Hossley	Staff/Community Member	☒
Karen Hodge	Staff/Community Member	☐
Rhonda O'Brien	Staff/Community Member	☒
Gerni Oster	Staff/Community Member	☒
Caitlin Synovec	Staff/Community Member	☒
Elisa DeGregorio	Staff/Community Member	☒
Lisa Carrillo	Staff/Community Member	☒
Jennifer Reed	Staff/Community Member	☒
Dominique Randall	Staff/Community Member	☒
Matt DiFiore	Staff/Community Member	☐
Jessica Aragon	Staff/Community Member	☐
Keri Vizandiou	Staff/Community Member	☐
Tim Burns	Staff/Community Member	☐
Karen Yatchum	Staff/Community Member	☐
Abigail Stanton	Staff/Community Member	☒
Dr. Mahima Pandey	Staff/Community Member	☐

The regular meeting of the HCH Co-Applicant Board was called to order at 3:05 p.m.

1. **Chairman's Report**

a. **Declaration of Conflicts of Interest**

None

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

None

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

Project Director Evaluations are still being collected. A subcommittee will be convened to review and summarize the results, which will be presented at the May meeting.

2. **Consent Agenda Approval**

- a. HCH Co-Applicant Board Meeting Minutes – March 10, 2026
- b. Medical Executive Committee Meeting Minutes-March 24, 2026.

Motion/Vote to approve all consent agenda items as presented:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain	Absent
Edi Erb	☐	☐	☒	☐	☐	☐
Gary Small	☐	☐	☒	☐	☐	☐
Abbey Collins	☐	☐	☒	☐	☐	☐
Carolyn Keough	☒	☐	☒	☐	☐	☐
Joe Pondolfino	☐	☐	☒	☐	☐	☐
Sgt Matt Smith	☐	☐	☒	☐	☐	☐
Avery Slyker	☐	☒	☒	☐	☐	☐
Kip Corriveau	☐	☐	☒	☐	☐	☐
Melvin Thomas	☐	☐	☒	☐	☐	☐
Valerie Soberon	☐	☐	☐	☐	☐	☒
Cheri Holzbacher	☐	☐	☐	☐	☐	☒
Dan White	☐	☐	☐	☐	☐	☒
Ashley Roura	☐	☐	☒	☐	☐	☐

The motion was **unanimously** approved.

3. **Clinical**

a. **Quality Improvement Presentations**

- **Occupational Therapy** – Caitlin Synovec, National Health Care for the Homeless Council and occupational therapy volunteer at Bayside Health Clinic.

b. **Active Clients/Encounters Trend Reports**

- **Medical/Dental Trend Reports:** Rhonda O'Brien reviewed the client trend reports provided in the Board packet for April 2026.
 - Medical: 901 unduplicated patients with 1,392 encounters.
 - Dental: 381 unduplicated patients with 856 encounters.

4. **Governance/Operations**

- a. **Policy and Procedure Updates** – Elisa DeGregorio presented proposed updates to the HIPAA & Medical Records Procedures.
- b. **Motion/Vote** to approve Policy and Procedure Updates as presented:

Member/Alternate	Motion	Second	Yay Vote	Nay Vote	Abstain	Absent
Edi Erb	☐	☐	☒	☐	☐	☐
Gary Small	☐	☐	☒	☐	☐	☐
Abbey Collins	☐	☐	☒	☐	☐	☐
Carolyn Keough	☐	☐	☒	☐	☐	☐
Joe Pondolfino	☐	☐	☒	☐	☐	☐
Sgt Matt Smith	☐	☐	☒	☐	☐	☐
Avery Slyker	☒	☐	☒	☐	☐	☐
Kip Corriveau	☐	☐	☒	☐	☐	☐
Melvin Thomas	☐	☒	☒	☐	☐	☐
Valerie Soberon	☐	☐	☐	☐	☐	☒
Cheri Holzbacher	☐	☐	☐	☐	☐	☒
Dan White	☐	☐	☐	☐	☐	☒
Ashley Roura	☐	☐	☒	☐	☐	☐

- c. The motion was **unanimously** approved.
- d. **Clinic Operations Updates**
- **Staffing/Vacancies:** The primary driver position for the MMU is still vacant. Clinical nurse at Bayside and street med nurse also vacant positions.
- e. **MMU Calendar:** No updates to locations. MMU driver has resigned since last meeting. Active recruitment is ongoing. Services are being provided inside of facilities.
- f. **Outreach Events:** Health, Recovery, & Resource Fair is taking place on April 15, 2026, from 1-3pm. A June event highlighting men's health is also being scheduled.
- g. **2026 National HCH Conference and Policy Symposium:** Hosted in Orlando from June 8-11. Pinellas County Human Services (PCHS) will be presenting at the conference. PCHS will also be bringing the MMU to the event.

5. **Fiscal**

- a. **Financial Report:** The HCH FY26 Finance Report through April 8, 2026, was included in the Board packet for review.
- b. **Notice of Awards:**
- FY26 HRSA General Terms & Conditions Update
- c. **New Funding Opportunities**
- FY26 HRSA Expanding Nutrition Services-Forecast

6. **New Business**

Homeless Leadership Alliance Continuum of Care sent out a training series highlighting hurricane preparedness. This is for any individual who will be working in any healthcare for the homeless programs.

7. **Project Director Updates**

Interim evaluation report should be received by the end of this week. Full evaluation is expected to be complete by the end of May. This will be presented to both the Co-Applicant Board and the Board of County Commissioners.

The meeting was adjourned at 3:52 pm.

The next meeting will be held at 3:00 p.m. on **Tuesday, May 12, 2026**, via Microsoft Teams.