

Contra Costa County Health Services
Health Care for the Homeless Co-Applicant Governing Board

The mission of the Health Care for the Homeless Co-Applicant Board is to oversee, guide and assist the Program in its efforts to deliver high quality health care to a diverse and medically underserved community. The Co-Applicant Board will use its skills, expertise, and life experience to make policies and operational decisions which will provide the best benefit to the Program and client.

MEETING MINUTES

DATE, TIME: Wednesday, August 17, 2022, 11:00-12:30pm

LOCATION: Zoom

ATTENDANCE: Claude Battaglia, Wendel Brunner, Michael Callanan, Teri House, Bill Jones, Stephen Krank, Nhang Luong, Jennifer Machado, Rachna Pandya, Jonathan Russell, Bill Shaw

ABSENT: None

HCH STAFF ATTENDANCE: Linae Altman (HCH Planning & Policy Manager), Rachael Birch (HCH Project Director), Mia Fairbanks (HCH Nurse Program Manager), Alison Stribling (HCH QI Team), Gabriella Quintana (HCH QI Team)

PUBLIC ATTENDANCE: Jazmin Ridley

Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – July Meeting Minutes**
2. **Action Item: APPROVAL – Updated Credentialing & Privileging Policy**

Welcome & Introduction

Action Item: Approval of July Board Meeting Minutes

Motion

- A. **Statement:** *I move to approve the minutes from July 2022*
- B. **Motion Made by:** Stephen Krank
- C. **Seconds the Motion:** Claude Battaglia
Roll Call Vote: Each voting member must verbally approve or oppose
- D. **IN FAVOR:** Claude Battaglia, Wendel Brunner, Michael Callanan, Teri House, Bill Jones, Stephen Krank, Jonathan Russell, Bill Shaw
OPPOSED: None
ABSTAINS: Jennifer Machado, Rachna Pandya
ABSENT: Nhang Luong
Motion Result: PASSED

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Standing Item: HCH Services Update

(Mia Fairbanks, HCH Management)

1. Delta Landing
 - a. Clinic Restarting!
2. Staffing
 - a. Temporary and full time CHW positions are now staffed
3. Clinics
 - a. Meeting with GRIP tomorrow
 - I. Coming to have a clinic there
 - b. Possibility of afternoon clinics
 - I. Antioch showers
 - II. Castro and a couple other places we may be able to pull our bus too
 - c. SBC are morning and our population tends to come late morning or late afternoon
4. Reducing Barriers to Care
 - a. Respite has been requiring vaccination status (14 days past vaccine)
 - b. Looking at our county rates and protection against current strains
 - c. Not saying no to people, could we change this respite requirement
 - d. Discussion would include concord shelter and possibly brookside as well

Question from the board: Do we have an ETA for a change to this requirement?

- e. No decision yet, conversations are taking place.
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Action Item: Project Director Update

(Rachael Birch, Project Director)

1. Review of Credentialing Policy
 - a. Following our HRSA Site Visit last year, changes were made to the policy according to recommendations and a new “fitness of duty” form was developed.
 - i. Fitness of duty form to be completed by HCH staff annually as opposed to only at hire
 - ii. Policy phrasing adjusted to reflect specific requirements and timelines.

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Motion

- A. **Statement:** *I move to approve the updated Credentialing Policy*
- B. **Motion Made by:** Teri House
- C. **Seconds the Motion:** Stephen Krank
Roll Call Vote: Each voting member must verbally approve or oppose
- D. **IN FAVOR:** Claude Battaglia, Wendel Brunner, Michael Callanan, Teri House, Bill Jones, Stephen Krank, Nhang Luong, Jennifer Machado, Rachna Pandya, Jonathan Russell, Bill Shaw
OPPOSED: None
ABSTAINS: None
ABSENT: None
Motion Result: PASSED

Standing Item: Quality Improvement

(Gabriella Quintana, HCH QI Team)

1. Community Needs Survey
 - a. Final review of draft
 - I. Change the order for race & ethnicity questions (as listed by HUD and census)
 - II. Change “Stably Housed” to “Stable Housing”
 - III. Change “Language” to “Clinic staff could not provide support in my preferred language”
 - b. Per Contra Costa Language Plan: Make available in English, Spanish, Tagalog & Written Chinese.
2. Review of New Member Materials
 - a. Add a page of commonly used acronyms
 - b. Add a link to our website page which includes all the documents & roster
 - c. Per newest member, Rachna, materials included in the packet were helpful and not overwhelming.

HCH Governing Board Action Items

- Identify providers and programs to receive the survey

HCH Staff Action Items

- Finalize electronic survey and print version

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Standing Item: Community Updates

1. MPX update
 - a. Online scheduling website for vaccination
 - b. Strict criteria

Question from the Board: How big of a problem is this in our county, especially with homeless?

- c. 40 confirmed or probable
- d. Not a huge increase in the homeless population
- e. Vaccine to demand ratio, since criteria is so strict it is a fair match but we have very limited supply
- f. Dr. Mekuria did an HCH presentation which is on the website as well.
 - i. All aware of what to look for and what is at risk
 - ii. Not carrying since it is limited
 - iii. If we identify at risk individuals, we can assist with scheduling an appointment
 - iv. Being aware, knowing signs, symptoms, and population as well as how to help them.

Standing Item: Future Matters

1. Recruitment
 2. Annual Budget Review
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Standing Item: Next Meeting and Time

Wednesday, September 21, 2022

11:00-12:30pm

Zoom

Approval of HCH Co-Applicant Board Meeting Minutes from August 17, 2022

Board Chair Signature Jennifer Machado _____

Date 9/26/2022 _____