

**Alameda County Health Care for the Homeless Commission
Committee Report**

Committee:

- Executive:** Oversees Commission structure organized and moving; provides strategic guidance to staff. Meets monthly.
- Clinical Quality:** Recommends clinical measures to the full Commission; informs medical, dental, mental health, SUD programming. Meets quarterly.
- Budget and Finance:** Monitors HRSA grant budget vs actuals; recommends budgetary actions to the full Commission. Meets quarterly.

Commissioner liaison to the full Commission: Laura Guzman	
Last meeting date: April 5, 2021	Current meeting date: May 10, 2021
Commissioners in attendance: Sam Weeks, Gloria Crowell, Laura Guzman, Lois Bailey Lindsey	
CCAB Members in attendance: No members in attendance	
ACHCH staff in attendance: Lucy Kasdin, Kathy Barron, Luella Penserga, Dr. Kathleen Clanon	
Absent: David Modersbach (ACHCH staff)	

1. Items discussed:

a. Review/Approve Agenda for Next Commission Meeting

Edits to Agenda:

- D. Consent Agenda:
 - Reviewed the handout “Do’s and Don’ts of Consent Agendas”
 - Discussed what to list as a Consent Agenda vs. Action Agenda
 - Agreed the proposed contracts, P&Ps etc met criteria as Consent Agenda items
 - Laura will ask if any Commissioners would like move anything from Consent to the Action Agenda item so there can be discussion
 - Change letters to numbers (small letters can stay)
 - Change timeframe to 15 mins
 - Reminder Commissioners they need to review documents before meeting
 - Move to ‘E’ position
- E. Presentation: Overview of Contracts
 - Move to ‘D’ position
- F. Director’s Report
 - Change timeframe to 25 mins
- G. ACHCH Health Center

- Change “Operational Site Visit (OSV)” to “HRSA Operational...”
- b. Director Hot Topics
 - i. Medical Director recruitment: Dr. Kathleen Clanon discussed with committee members the process of recruiting and interviewing candidates for the medical director position. Commissioners agreed on next steps.
 - ii. ACHCH Director Evaluation
 - Scheduling
 - Lois Bailey Lindsey and Dr. Sam Weeks will schedule a time with Lucy Kasdin to conduct the evaluation
 - The closed session may occur at the June commission meeting
 - iii. Commission Self-Evaluation
 - Luella Penserga will let the commissioners know if the HRSA compliance manual states a frequency for the Director’s evaluation and Commission self-evaluation
- c. Board Recruitment – Not discussed
- d. Review Committee Work – Not discussed
- e. Additional Items – Not discussed
 - Calendar of Commission Meeting Special Items and Topics for 2021
 - HRSA Operational Site Visit (OSV) - July 21-23. Discussed as mentioned above.
 - Commission Priorities and Status Update
- 2. Informational item(s) to report to the full Commission:
 - Notify Commissioners of Medical Director position being offered to a candidate
- 3. Action(s) recommended by the Committee for discussion/action by the full Commission at the next meeting (approval pending review of final materials and information):
 - Consent Agenda items