## AGENDA

<table>
<thead>
<tr>
<th>Item</th>
<th>Presenter</th>
<th>TAB</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. CALL TO ORDER</strong></td>
<td>boona cheema chair HCH Commission</td>
<td>9:00 AM</td>
<td>5 min</td>
</tr>
<tr>
<td>1. Welcome &amp; Introductions</td>
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<tr>
<td>2. Adopt agenda</td>
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<tr>
<td><strong>B. CLOSED SESSION</strong></td>
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<tr>
<td>1. No Closed Session.</td>
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<tr>
<td><strong>C. PUBLIC COMMENT</strong></td>
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<td>5 min</td>
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<tr>
<td>Persons wishing to address items on or off agenda</td>
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<tr>
<td><strong>D. CONSENT AGENDA</strong></td>
<td></td>
<td>5 min</td>
<td>TAB 1</td>
</tr>
<tr>
<td>• Review and Approve Minutes of 12/21/2018 Joint HCH Commission-HCH CCAB meeting</td>
<td>Lucy Kasdin LCSW, HCH Interim Director</td>
<td>TAB 3</td>
<td>20 min</td>
</tr>
<tr>
<td>• <strong>Action Item:</strong> Approve ACHCH Health Center Sites, Hours of Operations and Services as carried out through Contracts and Subrecipient Agreement</td>
<td>David Modersbach HCH Grants Manager</td>
<td>TAB 4</td>
<td>20 min</td>
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<tr>
<td><strong>F. HCH Program Director Report – Lucy Kasdin: HCH Program Update</strong></td>
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<tr>
<td><strong>G. HCH Commission Orientation:</strong> ACHCH 2019 Grant Year Timeline and Health Center CY2019 Budget Review</td>
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<td>TAB 5</td>
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<tr>
<td><strong>H. REGULAR AGENDA</strong></td>
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<td>TAB 6</td>
</tr>
<tr>
<td>1. Consumer/Community Input – Report from HCH Consumer/Community Advisory Board</td>
<td>Sam Weeks DDS, CCAB Board Chair</td>
<td>5 min</td>
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<tr>
<td>2. Executive Committee report</td>
<td>Boona Cheema/Lynette Lynette Lee</td>
<td>TAB 7</td>
<td>5 min</td>
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<tr>
<td>a. <strong>Action Item</strong> Election of Exec Committee Chairs</td>
<td>Lois Bailey Lindsey Michelle Schneidermann MD Jeffrey Seal MD</td>
<td>5 min</td>
<td>20 min</td>
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<td>3. Street Health Committee</td>
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<td>4. Finance Committee</td>
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<td>5. Clinical Committee</td>
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<tr>
<td>6. ACHCH Strategic Plan 2019-2021</td>
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<tr>
<td><strong>I. OTHER ITEMS</strong></td>
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<tr>
<td>1. Review of Applicants HCH Commission</td>
<td>boona cheema, chair HCH Commission</td>
<td>TAB 8</td>
<td>5 min</td>
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<tr>
<td>2. Discussion: Recruiting new members of HCH Commission</td>
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<td>10 min</td>
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<td>3. 2019 NHCHC Conference DC</td>
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<td>4. Items for upcoming agendas:</td>
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<tr>
<td><strong>Next Meeting</strong> Friday, February 15 9-11am, 1000 San Leandro Blvd.</td>
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<td><strong>J. ADJOURNMENT</strong></td>
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<td>11:00 AM</td>
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</table>

*Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternate format for the agenda, meeting notice, or other documents that may be distributed at the meeting, should contact the HCH Grant Manager at least five working days before the meeting at (510) 667-4487 in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH Commission regular meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: [http://www.achch.org/](http://www.achch.org/).
Alameda County Health Care for the Homeless Commission/HCH Consumer Community Advisory
Board Joint Meeting
Friday December 21, 2018 10:00am -12 noon
Draft MINUTES

HCH Commissioners Present
boona Cheema (chair) (phone)
Lois Bailey Lindsey
Lynette Lee
Michelle Schneidermann, MD
Gloria Crowell

HCH CCAB Present
Mark Smith
Jeannette Johnigan
Kimberlee Burks
Sabrina Fuentes
Denise Norman
Guitar Whitfield
Brenda Whitfield
April Anthony
Bennie Whitfield

Absent: Lucy Kasdin LCSW, HCH Interim Director
Absent: Jeffrey Seal MD, HCH Interim Director
Absent: Director/Medical Director
Absent: Heather MacDonald Fine AHS
Absent: David Modersbach HCH
Absent: Mike Moye, AHS
Absent: Alexander Pena, AHS
Absent: Alex Fuentes (public)

County Staff/Partners Present:

Item | Discussion/ Recommendations | Action
---|---|---
A. CALL TO ORDER
1. Welcome & Introductions
2. Adopt agenda – all in favor & agenda is approved.

Meeting Chaired by Co-Chair Lynette Lee. Chair boona cheema on telephone.

Adopt agenda – Agenda adoped by Commission.

B. CLOSED SESSION

No Closed Session.

C. PUBLIC COMMENT**
Persons wishing to address items on or off agenda

No Members of public present to speak

D. CONSENT AGENDA

Review and Approve Minutes of 11/16/2018 HCH Commission Meeting.

Minutes approved by consensus of HCH Commissioners.

**Action Items:** Review and approve current grant year Contracts; to establish ongoing role of HCH Commission in approving ACHCH health
center contracts for services and care. ACHCH Commissioners unanimously approved the following FY18/19 health center contracts:

- Alameda Health System (Subrecipient Agreement)
- La Clinica de la Raza (dental)
- Onsite Dental Foundation (dental)
- ROOTS Community Health (Street Medicine)
- Tri City Health Center (Street Medicine)
- EBCRP (Substance use outreach)
- Fruitvale Optical (Optometry)
- Lifelong Medical Care (TRUST Clinic)

**Action Item:** Review and approve HCH Subrecipient Monitoring Policies and Procedures. ACHCH Commissioners unanimously approved new HCH Subrecipient Monitoring Policies and Procedures.

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**E. HCH DIRECTOR REPORT**

**HCH Program Director Report**

HCH is currently working on hiring several positions: Behavioral Health Clinical Supervisor that will manage the direct services provided to target population. In addition, new HCH Social Worker to begin in January, Psychiatric Nurse Practitioner recruitment under way.

**Street Medicine:** Discussion of HCH Street Medicine contracts which will go out to RFP in Summer. HCH is working on terms, funding (AC3?) and geographical and services scope/design. Discussion of ratios of providers and geography, providers, definitions of Street Medicine.

**Dental:** HCH is currently negotiating GY2019 contract with Onsite Dental who won RFP competition. Foresee increase in funding and services for 2019. HCH is also carrying out an RFP to hire a dental consultant to lead an early-2019 health center-wide Oral Health Needs Assessment and Evaluation to help guide ACHCH dental services including mobile, site-based and AHS dental clinic services. Anticipate January – May process.

**Alameda Health System:** HCH is currently in the process of negotiating AHS Contract and sub-recipient agreement.

**ACHCH Project Director:**

Update from Jeffrey Seal MD regarding recruitment of ACHCH Project Director. Lucy Kasdin has been approved by Commission and HCSA as Interim Director. Jeffrey asked for HCH Commission support on proposal that the program work on internal promotion of Lucy Kasdin to permanent Project Director position, and not carry out time-consuming broad recruitment process. Consensus of support by HCH Commissioners present was registered, and Executive Committee of HCH Commission will create a Working Group to carry out interview/evaluation processes. HCH CCAB members agreed, requesting that the CCAB be kept informed and wherever possible be included for participation and input.
H. REGULAR AGENDA
- Consumer/Community Input – Report from HCH Consumer/Community Advisory Board
- Executive Committee report
- Street Health Committee
- Finance Committee
- Clinical Committee
- HRSA OSV Report and Conditions - Discussion of AHS governance

HCH CCAB: In HCH CCAB Executive Committee member Mark Smith gave an overview of the November CCAB retreat, distributing a list of 2018 HCH CCAB accomplishments and a list of 2019 goals developed by HCH CCAB in their retreat (attached).

Executive Committee:

Street Health Committee:

Finance Committee:

Clinical Committee:

In the interest of time, oral committee reports were deferred, as minutes of prior meetings were distributed for review prior to the meeting.

HRSA OSV Condition: AHS Governance

Jeffrey Seal MD presented an overview of current state of HCH-AHS planning to meet governance conditions raised as a result of the 8/2018 HRSA Operational Site Visit. Subrecipient AHS is a critical partner for HCH health center operations and for the countywide safety-net. The HCH program is currently working to address critical ongoing issues including:

- Accurate capturing of patient homeless/housing status throughout AHS system of care
- Harmonizing AHS billing and collections procedures with ACHCH health center policies
- Collaborative operation of HCH Mobile Health services

We are also negotiating details of the HRSA-required Action Plan to address the OSV condition around AHS subrecipient governance condition through communication with Alameda Health System as they develop a co-applicant governance structure. ACHCH must ensure that we carry role in overseeing and influence health center patient care at subrecipient AHS system of care. ACHCH is responsible for ensuring HRSA compliance. HRSA has expressed that AHS must have a governance structure that reflects HRSA Health Center Compliance Manual requirements, as if AHS were an FQHC. The classification of AHS HCH Project Director is being negotiated in the development of the compliance Action Plan.

Questions from Commission as to the linkages/authority of HCH Commission and AHS Co-Applicant Board (AHS CAB). Still being developed, and significant amount of work on all sides. The condition must be met by end April 2018 to avoid ongoing conditions which may complicate our Services Area Competition in July/August 2018 and trigger new Operational Site Visit and shorter Grant Period.

CCAB member J. Johnigan raised question about organizational structure, pointing out that higher level of authority (HRSA) should be included. Commissioners asked about the HRSA guidelines for addressing our unique structure? HCH staff replied it’s all based on the HRSA Compliance Manual, which doesn’t necessarily address our unique situation, and
then with Project Officer and HRSA/BPHC staff.

Mike Moye, Chief Counsel of AHS was invited to address the issue: He stated that the new AHS HCH Project Director will provide new, direct focus on the homeless health center. This is a new opportunity, in a history of competing priorities. The AHS Board of Trustees (BOT) is keenly interested and committed to developing this structure to gain more insight and focus on homeless health care and services at AHS. The homeless health center will become a separate organizational component within AHS, and give it more power to address homeless-specific needs at AHS.

**Action Items:** Approve submission of Action Plan for Meeting OSV Governance Condition to HRSA  
The HCH Commission reviewed the draft Action Plan and unanimously approved the plan for submission to HRSA.

<table>
<thead>
<tr>
<th>I. OTHER ITEMS</th>
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</thead>
<tbody>
<tr>
<td>1. HCH 2019 Strategic Plan:</td>
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</table>

| 2. Recruiting New HCH Commission Members: | New HCH Commission member recruitment: The HCH Commission wants to add new members, including persons with lived experience, and reached out to the CCAB to formalize that request. Executive Committee is looking harder in community for specialties such as Legal, Veterans and Re-Entry. The Executive Committee would like to carry out a gap analysis to identify areas of strength and weakness of current Commission to assist in recruitment. There are currently three persons interested in being Commissioners, and staff is reaching out to them to formalize this process. |

Heather reminded all that AHS is now constituting a Co-Applicant Board,
3. **EveryOne Home Point In Time Count**

   Recruiting and is looking for recommendations for their governing board which is required to have a patient majority.

   **EveryOne Home Point In Time Count 1/30/2019**

   A reminder that EveryOne Counts!, the HUD-required biannual point in time count will take place 1/30/19. Laura Guzman is coordinator of this effort. It is a street count methodology, happens every two years and we will be counting on robust volunteer participation on the part of HCH Commissioners! Sign up here:

I. **OTHER ITEMS**

   **Next HCH Commission Meeting**

   Friday January 18,
   10am -12noon
   1000 San Leandro #325,
   San Leandro

   **Next HCH Consumer/Community Advisory Board meeting:**

   Friday, January 11
   12noon-2pm
   1404 Franklin Street #200,
   Oakland

H. **ADJOURNMENT**

   10:45 AM
Tab 2: Action Item
ACHCH Health Center Sites, Hours and Services
DATE: 1/18/2019

TO: Alameda County Health Care for the Homeless Commission

FROM: Staff, Alameda County Health care for the Homeless

SUBJECT: REQUEST FOR THE HCH COMMISSION TO TAKE ACTION: Approval of Health Center sites, services and hours provided by contractors and subrecipient.

Background:

In our 6/2018 HRSA Operational Site Visit, the ACHCH program was found to be out of compliance for HRSA Board Authority requirement C:

- **Board Authority-c. Exercising Required Authorities and Responsibilities:** Within 90 days, provide board minutes and any other relevant documentation that confirms the health center’s governing board is exercising, without restriction, the following authorities and functions: 1) Holding monthly meetings where a quorum is present to ensure the board has the ability to exercise its required authorities and functions; 2) Approving the selection, evaluation and, if necessary, the dismissal or termination of the Project Director/CEO from the Health Center Program project; 3) Approving applications related to the Health Center Program project, including approving the annual budget, which outlines the proposed uses of both Health Center Program award and non-Federal resources and revenue; 4) Approving the Health Center Program project’s sites, hours of operation and services, including decisions to subaward or contract for a substantial portion of the health center’s services; 5) Monitoring the financial status of the health center, including reviewing the results of the annual audit, and ensuring appropriate follow-up actions are taken; 6) Conducting long-range/strategic planning at least once every three years, which at a minimum addresses financial management and capital expenditure needs; and 7) Evaluating the performance of the health center based on quality assurance/quality improvement assessments and other information received from health center management, and ensuring appropriate follow-up actions are taken. Please see Chapter 19: Board Authority of the Health Center Program Compliance Manual (https://www.bphc.hrsa.gov/programrequirements/compliancemanual/index.html) for additional information and contact your project officer with any questions, including the applicable components to be addressed.

In our 12/21/18 HCH Commission meeting, the HCH Commission unanimously approved the FY18/19 contracts and AHS subrecipient agreement. However, to clear the above condition, HRSA has informed us that the HCH Commission must also **specifically approve our health center program projects’ sites, hours of operation and services.**

**Request:**

Attached are two documents:

1. **First is a list of services** provided under the terms of our HRSA health center grant, called Form 5A. **Form 5A** itemizes the specific services approved under our scope of project, and also includes a list of the contractors/subrecipient who provide those services, including those services directly provided by non-contractor HCH staff.
2. **Second is a list of sites** on our HRSA-approved scope of project, or **Form 5B.** This list shows the contractor/subrecipient sites, their hours and the basic services provided at the site.
Discussion:

HCH Commissioner approval of this item implies approval of the current contracted sites, services and hours of operation of the ACHCH health center as shown on the attached documents. Approval will bring the program into HRSA health center compliance and remove the above HRSA condition. In the future, HCH Commissioners will approve all health center contracts, including hours, services and sites, before they are executed by the Board of Supervisors.
Alameda County Health Care for the Homeless Program Scope of Services Provided HRSA Form 5A
1/14/2019

H80CS00047: ALAMEDA COUNTY HEALTH CARE SERVICES AGENCY, Oakland, CA

Grant Number: H80CS00047  BHCMIS ID: 090870  Project Period: 11/01/2001 - 12/31/2019
Budget Period: 01/01/2019 - 12/31/2019

Service Delivery Methods: Column I represents services directly provided by HCH staff; Column II represents services provided by HCH Contractors.

<table>
<thead>
<tr>
<th>HCH Service Site Key for Contracted Service Delivery Method Below:</th>
</tr>
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<tbody>
<tr>
<td>A. HCH Directly-Provided</td>
</tr>
<tr>
<td>D. AHS Hayward Wellness</td>
</tr>
<tr>
<td>G. La Clinica Fruitevale Village</td>
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<tr>
<td>J. Onsite Dental Foundation</td>
</tr>
<tr>
<td>M. AHS Same Day Clinic</td>
</tr>
<tr>
<td>B. AHS-HCH Mobile Clinic #1</td>
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<tr>
<td>E. AHS Highland Wellness</td>
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<tr>
<td>H. Lifelong TRUST Health Center</td>
</tr>
<tr>
<td>K. ROOTS Primary Care Clinic</td>
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<tr>
<td>N. Tri City Health Center (mobile)</td>
</tr>
<tr>
<td>C. AHS Eastmont Wellness</td>
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<tr>
<td>F. AHS Highland Wellness HCP Annex</td>
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<tr>
<td>I. AHS Newark Wellness</td>
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<tr>
<td>L. ROOTS Street Medicine (mobile)</td>
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Required Services

<table>
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<tr>
<th>Service Type</th>
<th>Service Delivery</th>
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<tbody>
<tr>
<td></td>
<td>Column I. Direct (Health Center Pays)</td>
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<tr>
<td></td>
<td>HCH A</td>
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<tr>
<td>General Primary Medical Care</td>
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<tr>
<td>Diagnostic Laboratory</td>
<td>B, C, D, E, F, H, I, K, L, M, N</td>
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<tr>
<td>Diagnostic Radiology</td>
<td>B, C, D, E, F, H, I, K, L, M, N</td>
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<td>Screenings</td>
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<tr>
<td>Coverage for Emergencies During and After Hours</td>
<td>B, C, D, E, F, H, I, J, K, L, M, N</td>
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<tr>
<td>Voluntary Family Planning</td>
<td>B, C, D, E, F, H, I, J, K, L, M, N</td>
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<td>Immunizations</td>
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<td>Well Child Services</td>
<td>B, C, D, E, F, H, I, J, K, L, M, N</td>
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<td>Gynecological Care</td>
<td>B, C, D, E, F, H, I, J, K, L, M, N</td>
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<td>Obstetrical Care</td>
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<td>Prenatal Care</td>
<td>C, D, E, F, H, K, M, N</td>
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<td>Intrapartum Care (Labor &amp; Delivery)</td>
<td>C, D, E, F, J</td>
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<td>Postpartum Care</td>
<td>C, D, E, F, J</td>
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<td>Preventive Dental</td>
<td>C, G, J</td>
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<td>Pharmaceutical Services</td>
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<td>HCH Required Substance Use Disorder Services</td>
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<td>Eligibility Assistance</td>
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<td>Translation</td>
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### Additional Services

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Column I: Direct (Health Center Pays)</th>
<th>Column II: Formal Written Contract/Agreement (Health Center Pays)</th>
<th>Column III: Formal Written Referral Arrangement (Health Center DOES NOT pay)</th>
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<tbody>
<tr>
<td>Behavioral Health Services</td>
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<td>Mental Health Services</td>
<td>HCH A</td>
<td>C,D,E,H,I,N</td>
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<tr>
<td>Optometry</td>
<td>C,E</td>
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<tr>
<td>Complementary and Alternative Medicine</td>
<td>C,D,E,F,H,I,M</td>
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<td>Additional Enabling/Supportive Services</td>
<td>HCH A</td>
<td>C,D,E,F,H,I,J,K,L,M,N</td>
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### Specialty Services

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<th>Column III: Formal Written Referral Arrangement (Health Center DOES NOT pay)</th>
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<tr>
<td>Podiatry</td>
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<td>C,D,E,H</td>
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<td>Psychiatry</td>
<td>HCH A</td>
<td>C,D,E</td>
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<tr>
<td>Endocrinology</td>
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<td>F</td>
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<td>Ophthalmology</td>
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<td>E</td>
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<td>Cardiology</td>
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<td>Dermatology</td>
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<td>Gastroenterology</td>
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<td>Other - Rheumatology</td>
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<td>Other - Orthopedics</td>
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<td>Other – Neurology</td>
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<td>Other - Nephrology</td>
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<td>Other - Otolaryngology</td>
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<tr>
<td>Other – Urology</td>
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<td>F</td>
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<tr>
<td>Other – Advanced Diagnostic Radiology</td>
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<tr>
<td>Site ID</td>
<td>Site Name</td>
<td>Site Address (City, State, Zip)</td>
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<tr>
<td>BPS-H80-017576</td>
<td>ALAMEDA COUNTY HEALTH CARE</td>
<td>1404 Franklin Street #200, Oakland, CA 94612</td>
<td>HCH Admin</td>
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<tr>
<td>BPS-H80-012541</td>
<td>SERVICES AGENCY -- HEALTH CARE</td>
<td>15400 FOOTHILL BLVD BLDG A 38, SAN LEANDRO, CA 94578</td>
<td>Subrecipient</td>
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<td>BPS-H80-017193</td>
<td>ALAMEDA HEALTH SYSTEM</td>
<td>1950 Channel Drive, West Sacramento, CA 95691</td>
<td>Contractor</td>
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<td>BPS-H80-018619</td>
<td>AMBULATORY HEALTH CARE</td>
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<td>BPS-H80-017361</td>
<td>ROOTS Community Health Center</td>
<td>9925 International Blvd, Oakland, CA 94603</td>
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<td>BPS-H80-014473</td>
<td>Primary Care Clinic</td>
<td>664 SOUTHLAND MALL, HAYWARD, CA 94545-2150</td>
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</tr>
<tr>
<td>BPS-H80-018533</td>
<td>La Clinica de la Raza Fruitvale</td>
<td>3451 E. 12th St, Oakland, CA 94601-3463</td>
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<td>Village Clinic</td>
<td>39500 Liberty St, Fremont, CA 94538-2211</td>
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<td>BPS-H80-002983</td>
<td>NEWARK WELLNESS</td>
<td>6066 Civic Terrace Ave, Newark, CA 94560-3746</td>
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<td>BPS-H80-021939</td>
<td>HIGHLAND WELLNESS HCP ANNEX</td>
<td>1411 E. 31ST STREET HIGHLAND CARE PAVILION FLOORS 4 &amp; 5, EXCLUDING &quot;HIGHLAND WELLNESS SAME DAY CLINIC&quot;, OAKLAND, CA 94602</td>
<td>Contractor</td>
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<td>BPS-H80-012973</td>
<td>SAME DAY CLINIC AT HIGHLAND</td>
<td>1411 E. 31ST ST HIGHLAND CARE Pavilion 4th Floor Corridor SC 4100, Same Day Clinic (includes Exam Rooms 4709 through 4822 and Fast Track Exam Area), Oakland, CA 94602</td>
<td>Subrecipient</td>
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<tr>
<td>BPS-H80-018423</td>
<td>AHS HCH MOBILE CLINIC #1</td>
<td>15400 Foothill Blvd, San Leandro, CA 94578-3746</td>
<td>Subrecipient</td>
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<td>386-14th Street, Oakland, CA 94612-3211</td>
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<td>BPS-H80-017370</td>
<td>ACHCHP TRUST Clinic</td>
<td>384-14th St, Oakland, CA 94612-3211</td>
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<td>BPS-H80-021545</td>
<td>HIGHLAND WELLNESS</td>
<td>Koret Building Floors 6 &amp; 7 Highland General Hospital Campus 1411 E. 31st Street, Oakland, CA 94602-1018</td>
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<tr>
<td>BPS-H80-005198</td>
<td>EAST OAKLAND RECOVERYCTR</td>
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<tr>
<td>BPS-H80-004225</td>
<td>LIFELONG DENTAL CARE</td>
<td>1860 Alcatraz Ave, Berkeley, CA 94703-2715</td>
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<tr>
<td>BPS-H80-000575</td>
<td>SECOND CHANCE, INC</td>
<td>6330 Thornton Ave, Newark, CA 94560-3734</td>
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<td>ST. VINCENTS STABLE SITE CLINIC</td>
<td>2272 San Pablo Ave, Oakland, CA 94612-1321</td>
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<tr>
<td>BPS-H80-004285</td>
<td>AXIS COMMUNITY HEALTH, INC.</td>
<td>4361 Railroad Ave, Pleasanton, CA 94566-6611</td>
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<td>LIFELONG CARE OVER 60 HLTHCTR</td>
<td>3260 Sacramento St, Berkeley, CA 94702-2739</td>
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<tr>
<td>BPS-H80-004025</td>
<td>LA CLINICA DE LA RAZA</td>
<td>1515 Fruitvale Ave, Oakland, CA 94601-2322</td>
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<tr>
<td>BPS-H80-018372</td>
<td>HCH Mobile Clinic #2</td>
<td>15400 FOOTHILL BLVD., San Leandro, CA 94578</td>
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Tab 3
ACHCH Director’s Report
January 18, 2018

TO: Alameda County Health Care for the Homeless Commission

FROM: Lucy Kasdin, LCSW Interim Director

SUBJECT: Director’s Report

Program activity update since the 12/2018 HCH Commission meeting:

1. Strategic Plan

The strategic plan was presented at the December ACHCH Commission meeting. In January we presented the plan to ACHCH staff and are holding a kick-off meeting with ACHCH managers to form committees charged with implementing areas of work within the plan. Planning updates will be brought to the Committee for input and review over the coming year.

2. Personnel

Our new Social Worker Andrea Zeppa joined ACHCH this month. Andrea has an extensive history serving the homeless community, including previously working for ACHCH, and we are excited to welcome her back. We are holding interviews for the outreach worker position and anticipate extending an offer in the next month. We continue our work on additional key direct services hires include a Behavioral Health Clinical Supervisor and Psychiatric Nurse Practitioner to support our outreach medicine efforts in Oakland.

3. Quality

Dental assessment: ACHCH has kicked off an intensive assessment of oral health needs and services for people experiencing homelessness. We have hired Bahar Amanzadeh DDS, who is well-versed in county dental systems, to lead this 4-month process, which will include a Steering Committee made up of dental providers and community partners, and will result in recommendations for ACHCH dental and oral health services, and recommendations on how we can work on a county-wide level to improve dental care among people experiencing homelessness.

4. Operational Site Visit

6 out of 8 conditions have been lifted, the AHS governance Action Plan is under review, and one is on consent calendar for today’s Commission meeting.
5. **Contracts**
   
a. **Street Medicine:** ACHCH will release an RFP for street medicine services on January 28, 2019, with new services planned to begin July 1, 2019. The RFP will combine money from the two current ACHCH street medicine contracts, as well as outside resources, to increase our overall funding towards street based medical services.

   b. **AHS/Sub-recipient:** We are working to finalize the AHS contract and sub-recipient agreement, including the addition of expanded oversight and monitoring. The contract will be presented to the Commission next month for approval.

Sincerely,

Lucy Kasdin, LCSW
Interim Director
Alameda County Health Care for the Homeless
Lucy.kasdin@acgov.org
510-891-8903
Tab 4
Orientation: ACHCH Health Center Budget Review and Grant Year Timeline
Tab 5: 
Action Item: Re-appointment of HCH Executive Committee Chair and Co-Chair
DATE: 1/18/2019

TO: Alameda County Health Care for the Homeless Commission

FROM: boona cheema, Chair Alameda County Health Care for the Homeless Commission

SUBJECT: REQUEST FOR THE HCH COMMISSION TO TAKE ACTION: Approval of Chair and Vice Chair ACHCH Commission.

Background:

According to the Article XIII of the By Laws of the ACHCH Commission, officers are selected such:

Section 1: Nomination & Election
Nominees for officers shall be selected from the Commission membership. Nominations for officers shall be made at the regular November meeting. A nominee may decline nomination.
Officers shall be elected annually by a majority vote of these members present and voting, as the first order of business at the December meeting of the Commission.
Initial selection of officers upon creation of the Commission will transpire at the same Commission board meeting following the adoption of these Bylaws.

Section 2: Election of Chair & Vice Chair
Officers shall be elected for a term of one (1) year, or any portion of an unexpired term thereof. A term of office for an officer shall start January 1, and shall terminate December 31, of the same year, or shall serve until a successor is elected.
The Chair and Vice-Chair shall be chosen from among the members of the Commission.
The removal of any officer from his or her office shall be governed by the provisions of Article VIII regarding the removal of members.

We are not quite on the timeline for selection of ACHCH Commission officers (Chair and Vice-Chair), and need to officially nominate and elect the Chair and Vice-Chair officers for CY2019 in this meeting.

Both boona and Lynette have served in this role for the past year, and both are able and willing to continue forward in these roles through 2019.

Request:

The ACHCH Commission Executive Committee requests that the HCH Commission elect the following members to the following offices:

- **HCH Commission Chair**: boona cheema; term: January 1 to December 31, 2019.
- **HCH Commission Vice-Chair**: Lynette Lee, term: January 1 to December 31, 2019.

Discussion:

Boona and Lynette are both willing to continue on in their capacities as officers of the HCH Commission; however they are both willing to discuss the nomination of other Commissioners to these roles if so desired by HCH Commissioners.
Tab 6
ACHCH Strategic Plan Review and Discussion
Tab 7
Action Item:  Review of Applicants for HCH Commission
**County of Alameda**  
**Boards, Commissions and Committees Application**

Please print in ink or type this document. This document may be used to apply for a new appointment or to be reappointed to a Board, Commission or Committee. Please answer each question as completely as possible.

I understand that I am obligated to be complete and truthful in providing information on this application. I understand that all of the information disclosed by me in this application may be subject to public disclosure.

<table>
<thead>
<tr>
<th>Name: Smith-Bernardin</th>
<th>Shannon</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last)</td>
<td>(First)</td>
<td>(Middle Int.)</td>
</tr>
</tbody>
</table>

1. Home Address: 
   
   City: Oakland  
   Zip Code: 94608

2. Home Phone: 
   Work/Day Phone: 

3. Employer/Business Name: UCSF School of Nursing  
   San Francisco  
   City

4. E-mail: shannon.smith-berardin@ucsf.edu  
   Fax: 

5. Mailing Address (if different from home address): 
   same

6. Supervisorial District in which you reside: 
   District 5

7. Name of the Board, Commission or Committee to which you are applying for appointment/reappointment: 
   Alameda County Health Care for the Homeless Commission

8. Please explain why you wish to serve on this Board/Commission/Committee: 
   I have 12 years experience as a Registered Nurse in direct client service, program and staff management, and research regarding healthcare interventions for individuals who are homeless. As a resident of Alameda County, I would like to participate more in our local community efforts to provide services to our fellow homeless residents and work longer-term to find a solution for the prevention of homelessness and response to those currently homeless.

9. Please list prior/current appointments to other Alameda County Boards/Commissions/Committees: 
   This would be my first appointment to an Alameda County committee/board/commission.
10. Volunteer experience:
   Homeless Children’s Network (501c3 nonprofit based in San Francisco): Board member at large - 2008 to 2018;
   Treasurer (three year term) - 2009-2011; Secretary - 2016-2018.
   Project Homeless Connect (San Francisco PHC): Volunteer registered nurse - 2006-2009; Charge RN - 2009-2014

11. Resume enclosed: ☑ Yes ☐ No

PLEASE NOTE:
A. Appointees serve a maximum of 12 consecutive years on a Board/Commission/Committee;
B. All appointees shall be residents of the County of Alameda unless such residency requirement is waived by a
   majority vote of the members of the Board of Supervisors; and
C. Government Code §87100. No public officer at any level of state or local government shall make, participate in
   making or in any way attempt to use his official position to influence a governmental decision in which he knows or
   has reason to know he has a financial interest.

I understand that appointed members to Boards/Commissions/Committees may be required by State Law and
County Ordinance to file a Financial Disclosure Statement (Statement of Economic Interest, Form 700) as part
of the appointment process.

[Signature]

Applicant’s Signature

[Date]

January 8, 2019

Date

Please return the completed application to the Board District Office, Agency or Department recommending the
Board/Commission/Committee appointment.

Information regarding Alameda County Boards and Commissions and membership is available on the Alameda County
website: http://www.acgov.org/clerk/vacancy.htm
Doctoral prepared registered nurse with over 12 years experience in direct client service, health care delivery, and program administration. Comprehensive experience in interventions and best practices in care for persons with complex medical and behavioral conditions, co-occurring homelessness, and drug and alcohol use disorders. Extensive experience in team management, relationship building, and stakeholder collaboration.

EMPLOYMENT HISTORY

**University of California-San Francisco, School of Nursing**

*Position: Assistant Adjunct Faculty, Social & Behavioral Sciences*  
*May 2017 to Present*

**Los Angeles Department of Health Services, Housing for Health**  
*Position: Director of Clinical Services for Street-Based Engagement, Sobering Centers, & Recuperative Care*  
*June 2017 to Oct 2018*

- Job duties include implementation of healthcare into homeless/housing related projects funded by LA County, Measure H, Whole Person Care grants, and Homeless Initiatives. Position includes oversight and management for Housing for Health healthcare operations and evaluation including:
  - Recuperative Care (Medical Respite): Operation and expansion of operations from four programs with total of 360-beds to 1000 beds cumulative by end-2018; create workflows, protocols, and evaluation tools; provide clinical consulting for high-need clients; data collection and review; and staff development.
  - Street-Engagement: Management of nursing and clinical services on 25 outreach teams
  - Sobering Centers: Operation and expansion of Sobering care services in Los Angeles from one 50-bed facility (opened in January 2017) to three total facilities by 2019.

**San Francisco Sobering Center**  
*Mission: Provide short-term, coordinated care to individuals with acute alcohol intoxication*  
*June 2007-May 2017*

*Deputy Director, San Francisco Sobering Center (March 2014-May 2017)*

*Previous Roles: Coordinator (Dec 2008-Feb 2014); Staff RN (Jun 2007-Dec 2008)*

- Direct operational and clinical services for the Sobering Center, including supervision of 20-member full-time and per diem staff.
- Liaison to community stakeholders including SF police department, ambulance personnel, community providers, behavioral health services, and emergency department physicians and nurses.
- Initiate and coordinate full personnel transition from LVN-only to RN/MEA staffing (2010), including budget considerations, hiring, clinical protocols, staff training and communication to stakeholders.
- Created Nursing Care Protocols detailing evidence-based clinical guidelines for care of intoxicated adults including: medical and vital sign management, wound care orders, emergency procedures.
- Expanded onsite services, adding:
  - Developed and implemented medication management pilot offering homeless individuals access to and administration of daily medications
  - Lead development of onsite Safe Recovery Pilot for people who inject drugs
  - Conceptualized pilot with the Homeless Outreach Team and developed 5-page Collaborative Care Agreement in order to provide daily hygiene and delousing services.
  - Established withdrawal management medication protocol in Sobering Center to increase transitions to detoxification, decrease negative outcomes to emergency services, and treat patients not eligible for residential detoxification due to behavioral or legal reasons.

**Medical Respite Program (Satellite FQHC, Primary Care Department)**  
*June 2007-May 2017*

*Mission: Provide recuperative care to medically frail homeless adults in San Francisco*

*Management Team, Medical Respite Program (Dec 2008-May 2017)*

- Participate in management team providing strategic planning and leadership for client care needs, including coverage for director during leaves. Included supervision of RN/MEA staff; disciplinary actions and union collaboration; interviewing and hiring. Liaison between support and provider staff.
SHANNON SMITH-BERNARDIN
PhD, RN, CARN, CNL, MSN, PHN
Oakland, CA  94608

Intake Coordinator, Medical Respite Program (Jan 2008-Jan 2012; Intake Manager Aug 2015-May 2017)
• Liaison for 10 area hospitals providing referral assessment, intake approval/ denial and scheduling.
• Designed Referral Guidelines and implemented standardized referral system from hospital to Respite
• Coordinate and provide onsite and in-hospital training for multidisciplinary referring parties
Registered Nurse/ Staff RN, Medical Respite Program (Jun 2007-Dec 2008)
• Provide nursing care to 15 to 25 medically complex homeless adults
• Designed and implemented documentation for medication administration, including: injection administration record, Medication Administration Record, finger stick blood glucose records.

San Francisco General Hospital, Unit 5C  
San Francisco CA  
Feb 2006-Jun 2007
• Staff Nurse to Medical-Surgical/ Behavioral Unit. Provided care to five patients including assessment, vital signs, phlebotomy, wound care, peritoneal dialysis, client advocacy, and care coordination.

Ambulance Crew/ Emergency Department  
Los Angeles CA  
Oct 2003-Nov 2005
• EMT/ ER Technician BLS care provided during ambulance transport and in emergency/ trauma center.

PROFESSIONAL ORGANIZATIONS & COMMUNITY INVOLVEMENT
President & Co-Founder, National Sobering Collaborative (NSC)  
2014 to present
President: Elected as first president of the Collaborative (September 2018)

Co-Chair, Nursing Special Interest Group, AMERSA  
2014 to present
Member, Association for Multidisciplinary Education & Research on Substance Abuse

Board of Directors, Homeless Children’s Network (HCN)  
2008 to 2018
Secretary, Board of Directors (2016 to 2018): Prepared minutes for bimonthly board meetings.
Coordinated action items with board president and HCN executive director.
Treasurer, Board of Directors (2009 to 2011): As treasurer, evaluated financial audits and provided fiscal oversight for 501c3 non-profit with $1.5 million annual budget. Reviewed performance evaluations to determine bi-annual bonuses for key employees.


Medical Respite Program Development Task Force, National Healthcare for the Homeless (2010 to 2011)
Charge Nurse & Volunteer RN, Project Homeless Connect (2006-2014)
Member and Treasurer, Respite Alumni Network Planning Committee (2009 to 2012)

EDUCATION
PhD in Nursing, Health Policy – University of California-San Francisco, CA  
2012-2016
• Dissertation: “Evaluation and Cost Analysis of the San Francisco Sobering Center in the Care of Acute Alcohol Intoxication”
• Pre-Doctoral Fellow – Alcohol Research Group, Emeryville CA (2015-2016)

Masters of Science in Nursing - Western University of Health Sciences, Pomona CA  
2004-2007
• MSN in Leadership & Management
• Thesis: “Association between Chronic Homelessness and Utilization of Emergency Medical System”

Bachelor of Arts (BA-Psychology) – Dartmouth College, Hanover, New Hampshire  
1992-1996

Clinical Nurse Leader (CNL) Certification – Active 2008 to 2023

Certified Addictions Registered Nurse (CARN) – Active 2014 to 2019

Public Health Nurse (PHN) Certification – California, Active 2007 to 2019
CONSULTING

Expert consultant – Sobering Centers: California AB1795 (Gipson)/ AB3115 (Bonta)  
March – Nov 2018
• Participate as stakeholder in Sacramento negotiating and amending bill related to the paramedic triage of patients to sobering centers or mental health facilities as an alternative to the ED (ongoing).
• Provided testimony at Assembly Health Committee in support of AB1795 (April 2018).

Expert consultant: Implementation of sobering care services  
2011-Present
• Consult with cities and counties nationwide (emergency services, providers, administrators, policy makers, media) in developing non-hospital sobering services for care of alcohol intoxication.

Consultant: Los Angeles Department of Health Services  
Apr 2013-Dec 2013
• Devised and wrote Recuperative Care Center: Development and Operational Recommendations. Developed guidelines for staffing, procedures, workflow, client care practices, data and evaluation.

TEACHING EXPERIENCE

Assistant Adjunct Professor – University of California-San Francisco (UCSF)  
(May 2017 to present)
Guest Lecturer – Research Utilization in Health Policy; Clinical Prevention & Population Health; Community Health Nursing; Teaching Residency – Quantitative Measurement and Theory

Preceptor – Western University of Health Sciences (Pomona CA)  
(2015-2016; 2017-2018)
CNL students for 405-hour project-based preceptorship

Guest Lecturer – City College of San Francisco (CCSF)  
CEU course for EMTs, EMT students, Paramedics

Additional teaching experience at: San Francisco State University (SFSU) & University of San Francisco (USF)

CURRENT PROJECTS

Principal Investigator: Survey of Sobering Centers in the United States (IRB approved May 2018)

Co-Principal Investigator: HWPP #173, Community Paramedicine Pilot Project. (Initiated September 2016)
Title of Study: San Francisco Sobering Center as Alternative Destination for Acute Intoxication

AUTHORSHIP


PRESENTATIONS


Podium: Association of Medical Education & Research on Substance Abuse (AMERSA) “EMS Can Safely Transfer to Sobering Center as an Alternate Destination” (Nov 2017, Washington DC)


Podium: 13th Statewide Conference – Integrating Substance Use, Mental Health, and Primary Care Services: Courageous and Compassionate Care “Disrupting the Cycle of Emergency Care: San Francisco Sobering Center” (Oct 2016, Los Angeles CA)

Podium: 10th Annual Health Disparities Research Symposium (UCSF) “Utilization of a Sobering Center for Acute Alcohol Intoxication” (October 2016, San Francisco CA)

Poster: AcademyHealth Annual Research Meeting (ARM) “Comparative Cost Analysis of San Francisco Sobering Center as an Alternative Care Setting to the Emergency Department for Individuals with Acute Alcohol Intoxication” (June 2016, Boston).
“Sobering Center: Care alternative for chronic public intoxication of alcohol” (June 2014, San Diego).

**Poster:** American Public Health Association (APHA)
“San Francisco Sobering Center: Delivering Innovative Care for Individuals with Chronic Public Intoxication” (November 2013, Boston MA)

**Podium:** National Health Care for the Homeless Annual Conference (NHCHC)
“Delivering Integrated Health Care and Behavioral Health Services to Homeless People with Coordinated Case Management System Database in San Francisco” (May 2012, Kansas City)
“Creating a Respite Alumni Network: Ensuring Consumer-Driven Care” (June 2011, Washington DC)
“Safe Transitions: Improving Discharges from Hospital to Respite and from Respite to the Community” (June 2010, San Francisco)

**Presenter:** Crisis Intervention Training (CIT), San Francisco Police Dept. (Quarterly, 2012 to 2016)

**AWARDS/HONORS**
San Francisco Director of Public Health, Public Health Hero  
In recognition of 10 years of service at Medical Respite & Sobering Center  
May 2017

Association of Medical Education on Substance Abuse, Conference Travel Award  
November 2016

University of California Campus Wide 3-Minute Grad Slam Finalist  
April 2016

Western Institute of Nursing Annual Conference Winner for Best Poster  
April 2016

University of California-San Francisco 3-Minute Grad Slam Winner  
Overall winner for campus-wide graduate division spoken competition.  
March 2016

California Society of Addiction Medicine, Community Service Award  
October 2015
Recognizing extraordinary and unrelenting determination to provide help to those in need and to educate the community about the disease of addiction and the important needs of this vulnerable population.

2015 Alcohol Research Group, Pre-Doctoral Fellowship  
16-month fellowship supporting dissertation completion (Mentor: Cheryl Cherpital)  
2015 - 2016

2014 Earle C Anthony Social Sciences Fellowship  
Merit scholarship supporting full-year of graduate study.  
June 2014

2014 Nursing Alumni Association Scholarship  
Merit scholarship providing funding towards graduate study.  
April 2014

Annual AcademyHealth PHSR Student Scholarship, Travel Award  
Public Health Systems Research Interest Group Student Scholarship  
April 2014

2013 SF EMS Agency, EMS Community Services Award  
For years of meritorious service to the chronically homeless and inebriates with sobering services and the benefit provided to the EMS system by temporary sobering clinics during special events.  
May 2013

14th Annual Ann Klobas Award - Outstanding Policy Paper  
“Chronic Public Intoxication: Utilizing Framing Theory in the Alcohol Policy Debate.”  
May 2013

2012 Matilda Edlund Fellowship  
First nursing recipient of UCSF Merit Scholarship supporting first year of graduate study.  
September 2012
County of Alameda
Boards, Commissions and Committees Application

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I understand that I am obligated to be complete and truthful in providing information on this application. I understand that all of the information disclosed by me in this application may be subject to public disclosure.

Name: Bagtas Ana P
(First) (Middle Int.)

1. Home Address: ------------ City: Alameda Zip Code: 94501
2. Home Phone: ------------ Work/Day Phone: ------------
3. Employer/Business Name: City of Alameda
4. E-mail: abagtas@alamedaca.gov Fax:
5. Mailing Address (if different from home address): 
6. Supervisorial District in which you reside: District 3
7. Name of the Board, Commission or Committee to which you are applying for appointment/reappointment:
   Alameda Health Care for the Homeless Commission
8. Please explain why you wish to serve on this Board/Commission/Committee:
   To help address homelessness in my community and in the region by utilizing my skills and experience in health, aging, social services, strategic planning, and transition care, among others.
9. Please list prior/current appointments to other Alameda County Boards/Commissions/Committees:
   None
10. Volunteer experience:

- Served on several Boards, taskforces, and workgroups over the years (see resume). Currently serves on the Alameda Wellness Center’s Steering Committee, a project of the Alameda Point Collaborative to build a 90-bed assisted living facility for formerly homeless persons and a 50-bed respite/rehab care for homeless individuals transitioning from acute care settings.

11. Resume enclosed: ☑ Yes ☐ No

**PLEASE NOTE:**

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B. All appointees shall be residents of the County of Alameda unless such residency requirement is waived by a majority vote of the members of the Board of Supervisors; and
C. Government Code §87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.

I understand that appointed members to Boards/Commissions/Committees may be required by State Law and County Ordinance to file a Financial Disclosure Statement (Statement of Economic Interest, Form 700) as part of the appointment process

Applicant’s Signature

______________________________

January 8, 2019

Date

Please return the completed application to the Board District Office, Agency or Department recommending the Board/Commission/Committee appointment.

Information regarding Alameda County Boards and Commissions and membership is available on the Alameda County website: [http://www.acgov.org/clerk/vacancy.htm](http://www.acgov.org/clerk/vacancy.htm)
ANA P. BAGTAS, MHA
Alameda, CA 94501

EDUCATION

PhD Candidate, California Institute of Integral Studies
Master in Healthcare Administration, University of Southern California
B.A. Psychology, California State University, Chico
B.A. Economics, California State University, Chico

PROFESSIONAL EXPERIENCE

3/18-Present: Management Analyst, City of Alameda Base Reuse and Community Development Department
Planned, organized, coordinated, and managed various community and social service projects, programs, and services for the City. Assumed primary responsibility as the City’s point person for homeless initiatives. Led the Homeless Outreach Team, Collaboration Advancing Resources, Efforts, and Supports for Alameda’s Homeless, and other task forces for the homeless. Managed contracts with community-based agencies. Led strategic planning sessions with collaborative partners to establish goals, objectives, strategies, and tactics for major initiatives, including Alameda’s response to homelessness. Coordinated and staffed the Social Service Human Relations Board. Prepared staff reports, Resolutions, Proclamations, and presentations for City Council meetings. Conducted research and analytical studies on a variety of programs and issues. Coordinated periodic development of community needs assessments. Assisted in determining financial methods, procedures, and costs pertaining to departmental services and City programs. Conducted cost-benefit analyses and reviewed, prepared, and managed budgets and financial and statistical reports.

6/17-1/18: Human Services Division Director, Sonoma County Human Services Department, Adult and Aging Services Division
Oversaw the Adult and Aging Services Division, comprised of over 150 employees with a budget of more than $50 million offering services for older persons, dependent adults, and their families. Served as the Director of the Area Agency on Aging. Represented the agency at the Board of Supervisors, community, and statewide meetings. Oversaw federal, state, local, and grant-funded programs, such as Adult Protective Services, Area Agency on Aging home- and community-based services, In-Home Supportive Services, Linkages/Linkages to Senior Housing, Multipurpose Senior Services Program, Public Administrator/Public Guardian/Public Conservator, and Veteran Services Office, among others.

08/12-06/17: Program Manager, Marin County Department of Health & Human Services, Aging and Adult Services
Oversaw the functional activities of the Aging and Disability Resource Connection, Area Agency on Aging (AAA), Care Transition Services, Information & Assistance, and Long-Term Care Ombudsman. Created a comprehensive system of care for older persons, adults with
disabilities, and family caregivers by leading the planning, funding, coordinating, and evaluating of health and social service programs in Marin County. Prepared agency short and long-range plans and oversaw the development of the AAA’s Area Plan, annual reports, program evaluations, and other documents required by federal and state agencies. Directed Marin County’s Ombudsman Program by coordinating program operations, setting program goals, and providing technical assistance to staff and volunteers for providing protective supervision to residents of long-term care facilities. Oversaw the County’s hospital-to-home/skilled-nursing-to-home care transition program. Developed and implemented program policies and procedures using appropriate state, federal, and local laws and regulations. Supervised a staff of 8 direct reports. Established program performance metrics, operational processes, and lines of business to support agency and program sustainability goals. Monitored the management of more than 20 contracts to community-based agencies. Oversaw the allocation of funding for contracted and direct services and prepared and monitored agency budgets that included the federal Older Americans Act and County general funds. Oversaw the development of Request for Proposals and established services procurement procedures. Assumed lead staff liaison responsibilities to the Commission on Aging. Presented to the County Board of Supervisors, constituents, partner organizations, and other community stakeholders about the office of Aging and Adult Services and its initiatives and programs. Built partnerships with community-based organizations.

04/07-08/12: Program Coordinator, Marin County Department of Health & Human Services, Aging and Adult Services
Planner for the Marin County Area Agency on Aging responsible for the research, analysis, and development of a comprehensive older adult service delivery plan for the county. Developed methods and procedures and was responsible for the implementation of evaluation activities, such as performance outcome reporting and other data management projects. Managed contracts and monitored service providers. Provided technical assistance and supported agencies in budget allocation, budget preparation, service delivery, and data reporting. Coordinated and staffed the Commission on Aging and its committees. Developed Request for Proposals.

02/06-04/07: Associate Director, Health Research and Educational Trust, American Hospital Association
Responsible for the overall design and development of core and emerging fellowship programs. Coordinated the Cultural Competence Leadership Fellowship, a year-long executive leadership program for health care practitioners and administrators that address cultural/linguistic competence of organizations and disparities in health care. Managed communications with participants and faculty, coordinated curriculum development and training sessions, and evaluated program effectiveness and participant outcomes. Other duties include fund development, program planning, and budget management.

03/02-10/05: Program Manager, Asian Community Center of Sacramento Valley, Inc.
A skilled nursing and senior center organization responsible for planning, developing, implementing and managing multiple contracts and grant-funded projects. Primary responsibility for managing the development and implementation of the Family Caregiver Support Program funded by the federal Administration on Aging. Responsibilities included outreach and marketing, program assessments and evaluation, data collection and analysis, budget preparation and management, report writing, health and wellness educational program
development, and information dissemination that target at-risk elders and family caregivers. Programs have received national awards in multicultural aging and healthcare innovation. Supervised staff and volunteers.

08/00-3/02: Community Outreach Coordinator, California Health Advocates
Responsible for the recruitment, outreach, and education on Medicare and health insurance issues to older adults in Northern California. Primary speaker and trainer on Medicare fraud and abuse issues in public education forums and Health Insurance Counseling and Advocacy Program volunteer recruitment campaigns. Developed, recommended and assisted in the translation of educational and promotional materials. Provided training on Medicare information, cultural competency, and outreach strategies at conferences and community events.

02/99-09/00: Coordinator of Diversity Programs, American Society on Aging
Coordinated Diversity Initiatives including the Serving Elders of Color and New Ventures in Leadership (NVL). Responsible for developing RFPs, managing projects, and liaising with the members of the Minority Concerns Committee. Supervised NVL partners in a year-long leadership program. Collaborated with the Manager of Diversity Programs on various projects including fund development and program planning.

FELLOWSHIPS/AFFILIATIONS

- 2016 Harvard University Kennedy School Executive Education, Cambridge, MA
- 2014-15 Practice Change Leader for Aging and Health, University of Colorado, Denver
- 2010-11 Alum, Bay Area Social Services Consortium (BASSC), UC Berkeley Extension
- 2008-10 Member, NOMA Editorial Board, American Society on Aging, San Francisco
- 2002-05 Chair, Asian Pacific Islander Family Caregiver Services, Sacramento
- 2004-05 Board Member, Triple R Adult Day Program, Sacramento
- 2004-05 United States Delegate, 2004 Young Core Leader, Tokyo/Osaka, Japan
- 1999-04 Regional Trainer, Serving Elders of Color Program, American Society on Aging, San Francisco
- 2000-01 Fellow, Women’s Health Leadership, Public Health Institute, Oakland

WRITING SAMPLES

- Author (2011), A Case Study of the City and County of San Francisco’s Integrated Intake Unit: Recommendations for Marin County, Berkeley, CA
- Editor (2007-2010), Great Age, Marin County Division of Aging, San Rafael, CA
- Assistant Editor (1999-2000), Diversity Currents, American Society on Aging, San Francisco, CA
- Co-author (2000) San Francisco City and County Vietnamese Senior Needs and Resource Assessment, San Francisco Mayor's Office of Community Development; Vietnamese Mutual Assistance Association