

Alameda County Health Care for the Homeless Commission
Friday, November 18, 2016, 9:00am-11:00am
1000 San Leandro Blvd #325, San Leandro, CA 94577*

AGENDA

Item	Presenter	TAB	Time
A. CALL TO ORDER 1. Welcome 2. Introductions 3. Adopt agenda	Kathleen Clanon MD, HCH Interim Director		9:00 AM
B. CLOSED SESSION 1. No closed session this meeting			
C. PUBLIC COMMENT** Persons wishing to address items on or off agenda			5 min
D. CONSENT AGENDA Review and Approve Minutes of 10/21/16 Meeting		TAB 1	5 min
E. BOARD ORIENTATION a. Health Center Requirements Deeper Dive b. The Brown Act and HCH Commissioners	David Modersbach Ray Lara, Alameda County Counsel	TAB 2	10 min 20 min
F. REGULAR AGENDA 1. Consumer Input - no item this meeting 2. Board Ad Hoc Committee reports - no reports this meeting 3. HCH Program report : Hiring Process for new HCH Director and discussion with selected HCH Director Mark Shotwell	Kathleen Clanon MD, HCH Interim Director Mark Shotwell		10 min 20 min
G. OTHER ITEMS 1. Items for upcoming agenda 2. Upcoming officer election 3. Housekeeping			30min
H. ADJOURNMENT			11:00 AM

* 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/>.

** Any person may address the HCH Commission during its Public Comments period. Presentations must not exceed three (3) minutes in length. HCH Commission members may not take actions or respond immediately to any Public Comments presented, but may choose to follow up at a later time, either individually, or on a subsequent Commission Agenda.

TAB 1

**Minutes of October 21, 2016 Commission
Meeting**

**Alameda County Health Care for the Homeless Commission
Meeting Minutes**

Friday, October 21, 2016 9:00AM

Alameda County Health Care Services Agency 1000 San Leandro Blvd #325, San Leandro

HCH Commissioners Present

Lynette Lee
Fr. Rigo Caloca-Rivas
Betty DeForest
Samuel Weeks
Adria Walker
Gay McDaniel
Kathleen Clanon MD, HCH Interim
Director (*Ex Officio*)

Absent:

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Jean Prasher

County Staff/Partners Present

Joel Ginsberg, Program Specialist
Suzanne Warner, HCH Deputy Director
Jeffrey Seal, MD HCH Interim Medical Director
Jennifer Martinez, HCSA Quality

Item	Discussion/Recommendation	Action
CALL TO ORDER	<ul style="list-style-type: none"> HCH interim Director Kathleen Clanon MD called meeting to order at 9:23am. Motion to adopt agenda Action Item: Approve Agenda Dr. Clanon will informally facilitate Commission meetings until the Commission elects officers by its December 2016 meeting. Everyone present introduced themselves. HCH staff and partners are seeking a ninth HCH Commissioner with expertise in hospital systems to round out the Commission. 	Motion: DeForest, second Caloca-Rivas; Yea: unanimous
CLOSED SESSION	There was no closed session this meeting.	
PUBLIC COMMENT	Public comments were invited; none were made.	
CONSENT AGENDA	Motion to adopt minutes approved Action Item: Approve Minutes	Motion: DeForest, second Walker; Yea: Walker, DeForest, Weeks, Caloca-Rivas, Abstain: McDaniel
BOARD ORIENTATION	<ul style="list-style-type: none"> Deputy Director Suzanne Warner presented an overview of the HCH Program – see Tab 1 	Attachment Tab 1

	<ul style="list-style-type: none"> • Discussion of Oakland encampments • Discussion of Board training needs and priorities <p><u>Soonest:</u> Brown Act, conflicts of Interest</p> <p><u>Other</u></p> <ul style="list-style-type: none"> • Site visits • Meet as many people as possible who are doing the work • Political landscape • RBA framework • Work plan of the Commission – focus on grant calendar, with focus on Commission role; also looking ahead 24 months, look at goals and what individual Commissioners will do, so expectations for what people do. Also want to understand the Commissioners role in terms of governance, budgets. 	
<p>REGULAR AGENDA</p> <p>HCH Director Report</p> <p>HCH Quality Plan</p>	<p>4. Consumer Input - no item this meeting.</p> <p>5. Board Ad Hoc Committee reports - no reports this meeting.</p> <p>6. HCH Program report (e.g., Program Director, QI, contracts, finance, etc.) – Kathleen Clanon, MD Interim Director of HCH program provided an update on the hiring of an HCH Program Director. Mark Shotwell has been identified, interviewed and selected for position of Director, and is due to start 12/5/2016. Decision was made before inception of HCH Commission. Mr. Shotwell works for Bonita House, established HOST and CHOICES programs for dually diagnosed homeless.</p> <p>7. Presentation of HCH Quality Plan: Dr. Jeffrey Seal, Interim Medical Director of the HCH Program presented the draft HCH Quality Plan, which upon approval of HCH Commission will be presented to HRSA/BPHC. Presentation at Tab 2. After questions and answers, discussion, HCH Commission unanimously approved HCH Quality Plan.</p> <p>Action Item: Approve HCH Quality Plan</p>	<p>Attachment Tab 2</p> <p>Motion: Caloca-Rivas, second: DeForest; Yea: Unanimous</p>
OTHER ITEMS	<p>G. OTHER ITEMS</p> <p>1. Items for upcoming agenda</p> <ul style="list-style-type: none"> • Request report back on public speaking / policy setting by Commission • Ethics/Brown Act training 	

	<ul style="list-style-type: none">• Approve HCH Director2. Upcoming officer election3. Housekeeping	
ADJOURNMENT	Time: <u>10:55 a.m.</u>	
NEXT MEETING	Friday November 18, 9:00am-11:00am 1000 San Leandro Blvd #325 San Leandro CA 94577	

TAB 2

HRSA HEALTH CENTER REQUIREMENTS

HRSA Health Center Requirements

HRSA Health Center Requirements

<http://www.bphc.hrsa.gov/programrequirements/summary.html>

Draft HRSA Health Center Resource Guide:

[http://www.bphc.hrsa.gov/programrequirements/draftcompliance manual/index.html](http://www.bphc.hrsa.gov/programrequirements/draftcompliance/manual/index.html)

19 HRSA Health Center Requirements

1. Periodic Needs Assessment (every 3 years, updated annually)
2. Required Health Center Services (Primary Care, Enabling Services, substance use)
3. Core Staffing Requirements
4. Accessible Hours of Operation/Locations
5. After Hours Coverage
6. Hospital Admitting Privileges/Continuum of Care
7. Sliding Fee Discounts
8. Quality Improvement / Assurance Plan
9. Key Management Staff
10. Oversight of Contracts/Subrecipient
11. Collaborative Relationships
12. Financial Management / Control Policies
13. Billing and Collections
14. Budget
15. Program Data Reporting System
16. Scope of Project

HRSA Health Center Requirements

Governance

17. Board Authority

- Monthly Meetings
- Approve grant & budget
- Select/Dismiss Director
- Select/Approve services/hours
- Measure & Evaluate program goals
- Approve operational policies

18. Board Composition

- At least 9 persons including consumers, representing community served.
- Consumer Advisory Board

19. Conflict of Interest

ACHCH is a Public Entity health center.

It is governed by a Co-Applicant Board (the HCH Commission) who shares governing authority with

- **County of Alameda (BOS) and**
- **Alameda Health System (BOT)**

mediated through the Co-Applicant Agreement