### Draft MINUTES

**HCH Commissioners Present**
- boona Cheema (chair)
- Laura Guzman
- Lois Bailey Lindsey
- Claudia Young
- Lynette Lee
- Michelle Schneidermann, MD
- Fr. Rigo Caloca-Rivas
- Samuel Weeks DDS
- Gloria Crowell

**Absent:**
- County Staff/Partners Present:
  - Jeffrey Seal MD, HCH Interim Director/Medical Director
  - Heather MacDonald Fine Alameda Health System
  - David Modersbach HCH
  - Lucy Kasdin HCH
  - Omar Rascon HCH

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<tr>
<th>Item</th>
<th>Discussion/ Recommendations</th>
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| A. CALL TO ORDER  
1. Welcome & Introductions  
2. Adopt agenda – all in favor & agenda is approved. | **Adopt agenda – Agenda adopted by Commission.** | **Motion:** L.Lee; second, C.Young  
**Yea:** unanimous |
| 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 10/19/2018 HCH Commission Meeting. Minutes approved by consensus of HCH Commissioners.**  
**Review and Approve revised HCH Sliding Fee Discount Policy. Policy approved unanimously by HCH Commissioners.**  
**Review and Approve revised HCH HRSA-Mandated Grant Management Policy. Policy and Procedures approved unanimously by HCH Commissioners.** | **Motion:** L.Lee; second, M.Schneidermann  
**Yea:** unanimous  
**Motion:** L.Lee; second, G. Crowell  
**Yea:** unanimous  
**Motion:** R.Caloca-Rivas; second, G. Crowell  
**Yea:** unanimous |
| 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, the program is working to hire Social Worker, Psychiatric Nurse Practitioner, and front desk staffer (CHOW).  
**Street Medicine:** HCH Street Medicine contracts for Roots and Tri-City are scheduled to end effective June 2019, and the program is working on RFP process. HCH is working to develop a model that clearly identifies and outlines objectives that are to be followed, and required personnel needed to meet objectives. Goals in new contracts are to increase patient touches and linking patients to support/housing services and long-term medical care. |  |
**Alameda Health System:** HCH is currently in the process of reviewing AHS Contract and sub-recipient agreement. There was a discussion regarding the strategy to standardize process to capture quality data, and share common language across the AHS system; more will be discussed below.

**Questions raised by Commission**

- Finances allotted to Street Medicine Services? – HCH has budgeted approx. $550,000 but might change
- Funds provided by Alameda Care Connect? – HCH is currently exploring other funding streams for services

Continuing from the October 2018 meeting, Dr. Seal presented Lucy Kasdin who will replace Dr. Seal as Interim HCH Program Director while a formal recruitment/hiring process for permanent HCH Program Director is carried out. Dr. Jeffrey Seal will continue in his role as HCH Medical Director. Draft Org Chart and HCH Director Job Description was shared with HCH Commissioners.

**Action Item:** Approve Selection of Lucy Kasdin as Interim HCH Director – position. Unanimously accepted by HCH Commissioners.

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### 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** - Review of findings issued at OSV; Discussion of AHS monitoring and governance Conditions

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**HCH CCAB:** Sam Weeks DDS provided overview of the CCAB Retreat, and topics discussed during extended meeting. CCAB members did learning on the TRUST Clinic with Dr. Jeffrey Seal, and also welcomed members of the TRUST Partners (TRUST’s consumer board) on joint discussion of oversight and advisory roles for TRUST as well as areas of improvement. CCAB is sponsoring the Homeless Memorial event at St. Mary’s on 12/6/18. Dr. Weeks discussed roles that CCAB members have had in distributing air filter masks during the Air Quality Emergency.

**Executive Committee:** Met with HCH staff, have put out nominations for Secretary (review minutes, adherence to bylaws, communications). Bylaws haven’t been modified yet.

**Action Item:** Lois Bailey-Lindsey was approved to join Executive Committee (not as Secretary).

**Street Health Committee:** Will meet by phone 12/4/18 at 3:30pm. Discussion of Dignity Village camp, Public Works and 66th Ave camp, Boise Vs. Idaho decision; Encampment Letter: boona received consensus from Commissioners that it’s ok to move forward to set up meetings with BOS members around Letter. Discussion about advocacy and Commission and about including CCAB members in a HCH Commission committee.

**Air Masks:** Questions about HCH distribution of Air Masks. ACHCH had distributed over 12,000, continuing to distribute masks through a network of community partners to those at highest risk. Fr. Rigo’s MCI distributed 2,000 masks.

**Finance Committee:** Will meet next Jan 11. HCH program has a vacant Finance Manager role which is being filled by HCSA finance staff lead by Alex Martin.

**Clinical Committee:** Met 11/5/18 discussed logistivs and moving forward. They are planning to meet quarterly to discuss quality metrics, system of care and data.

**HRSA OSV Report and Conditions:** HCH is addressing governance condition through communication with Alameda Health System as they
develop a co-applicant governance structure. Meeting on 11/29/18 of AHS Board of Trustees, AHS will develop an AHS Co-Applicant Board (AHS CAB), which will govern AHS subrecipient health center operations. Question: Could HCH Commission members serve on the AHS CAB? HRSA said that is not allowed. But HCH Commission must be involved effort to maintain authority over AHS health center operations.

### 1. OTHER ITEMS

1. **Action Item:** Approval of new 4 yr terms for HCH Commissioners

Samuel Weeks, Rigo Caloca-Rivas and Lois Bailey Lindsey were appointed to four year terms after having served either two year terms or shorter having filled other Commission members.

2. **New HCH Commission member recruitment:** The HCH Commission wants to add new members, including persons with lived experience, and will reach out to the CCAB at the next joint meeting to formalize that request. They are planning to look harder in community for specialties such as Legal, Veterans and Re-Entry. It was suggested that the Executive Committee carry out a gap analysis to identify areas of strength and weakness of current Commission to assist in recruitment.

3. **Joint HCH CCAB/HCH Commission Meeting 12/21/18.** Meeting was discussed, Executive Committee will discuss specifics of agenda. The meeting is at 10am-noon and will be immediately followed by the HCH Winter Gathering from noon-2pm with lunch and networking.

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

Laura Guzman discussed EveryOne Counts!, the HUD-required biannual point in time count. Ms. 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:

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