

Alameda County Health Care for the Homeless Commission
Friday September 21, 2018 9:00am-11:00am
Health Care Services Agency 1000 San Leandro Blvd #300, San Leandro CA 94577

APPROVED MINUTES

<u>HCH Commissioners Present</u>	<u>Absent:</u>	<u>County Staff/Partners Present:</u>
boona Cheema Samuel Weeks DDS Lois Bailey Lindsey Lynette Lee Fr. Rigo Caloca-Rivas	Michelle Schneidermann MD Laura Guzman Claudia Young	Jeffrey Seal MD, HCH Interim Director/Medical Director Luella Penserga Lucy Kasdin HCH Omar Rascon HCH Gloria Crowell

Item	Discussion/ Recommendations	Action
A. CALL TO ORDER 1. Welcome & Introductions 2. Adopt agenda – all in favor & agenda is approved.	boona cheema chair HCH Commission Adopt agenda – all in favor & agenda is approved.	Motion: Lois Bailey Lindsey; second L.Lee Yea: unanimous
B. CLOSED SESSION	No Closed Session.	
C. PUBLIC COMMENT** Persons wishing to address items on or off agenda	Introduction of Gloria Crowell <ul style="list-style-type: none"> ● Previously worked for the Public Health Department at Office of AIDS, and as Public Health Commission member. ● Currently works for Allen Temple as the Director of Social Services ● Passions include advocacy for public health and equitable access to resources. Group agreed for Gloria Crowell to attend today’s meeting, and next step is to schedule a follow-up/nomination for next meeting. Action Items: add item to vote for Gloria’s nomination during next meeting scheduled for October 19, 2018. oDavid to present resume/cv to commission o Define recruiting process to update on the bylaws	
D. CONSENT AGENDA	Review and Approve Minutes of 8/10/2018HCH Commission meeting – all in favor; minutes are approved.	Motion: Lois Bailey Lindsey; second, S.Weeks Yea: unanimous
E. HCH Program Director Report	Dr. Jeffrey Seal provided group overview and objectives of Strategic Plan Meeting scheduled for Monday, September 24, 2018, to provide agency leadership with program strategic plan, and provide plans projections of HCH for a few years as program expands.	

HCH Personnel: Theresa Ramirez, new HCH program Health Care Program Administrator was introduced to the group and background was provided. In addition, Theresa Ramirez' role in the program, and onboarding expectations. Theresa provided a background of academic and professional experience.

Discussion about the HCH Director Position: provide plan to the Commission to receive feedback and approval. The goal is to provide documentation to commission within a week, and the expectation is to work collaboratively with the commission and HCH leadership.

Question: what is the involvement of the Commission during the selection of the director? The strategic plan should provide the organization and HCSA leadership with the commission's involvement when determining the program director and their responsibilities.

HCH StreetHealth

Currently, Street Health is moving out of pilot phase and working with STOMP and Outreach medicine.

Dr. Jeffrey Seal provided group with information regarding AC3 and HCSA Street Medicine Symposium to share best practices on how a model should look like when providing services to the public.

Discussion regarding the efforts to address gaps in services provided, and how can we support other efforts to facilitate coordinated entry.

Quality

Dr. Jeffrey Seal provided group with overview of Bright Research Group's status of developing a Patient Experience Survey in collaboration with Community/Consumer Advisory Board. The purpose of the survey is to implement throughout the HCH network and measure patient experience and satisfaction with services provided by contractors. HCH would like to provide bi-annual/annual reports on quality to be provided to the commission.

Contracts

Request for Proposal (RFP) process for Mobile Dental services is currently being carried out. The program is looking for a Mobile Dental organization that provides patients with access to dental treatment and services, and the organization must be able to serve populations in various locations.

	<p>Question: are there other possibilities and efforts to continue working with Onsite Dental? Lucy and Jeffrey provided an overview of how the county requires services to go out for an RFP, and the program is currently working on designs for dental services and best practices for future contracts. HCH Program planning to work with a dental consultant to assess and redesign dental service delivery.</p> <p><u>Medical-Respite</u></p> <p>HCH Leadership and HCSA Agency Leadership met with Alameda Point Collaborative (APC) at Crab Cove in Alameda. The property has been turned over to APC, and the goal to complete construction is within two years. There is a clear way of developing the permanent housing (90 units for homeless seniors) but the Medical Respite facility will need to be built from the ground up and entire program designed and funded.</p> <p>HCH Strategic Planning:</p> <p>The Commission would like the strategic-plan to come to the commission first before presenting to the agency leadership.</p> <p>Action Item: Jeffrey to send out plan to Commission and draft a directors proposal to include report back on meeting with HCSA Leadership.</p>	
<p>F. REGULAR AGENDA</p> <p>1. Consumer/Community Input – Report from HCH Consumer/Community Advisory Board</p>	<p>Sam Weeks provided an overview of efforts made to promote homeless voter registration in upcoming elections. CCAB partnered with ACPHD to carry out 9/25/18 National Voter Registration day activities, to provide individuals with proposition information, where to vote, how to get more information, etc.</p> <p>Sam will provide Commission with informational materials and powerpoint.</p> <p>There was a discussion regarding Caltrans lawsuit, possible role of HCH program working with attorneys advocating for residents experiencing homelessness and enduring traumatic experiences when their belongings are being stolen.</p> <p>There was a discussion around the coordinated entry and assessments provided by the Trust Health Center, and how do we share best practices that are used in other agencies.</p> <p>CCAB Retreat might get rescheduled.</p>	

<p>2. Board Executive Committee report</p> <p>3. Board Street Health Committee</p> <p>4. Board Finance Committee</p>	<p>Commissioners and staff carried out a discussion around structure and efficiency of the Commission meetings.</p> <p>Chair and Vice-Chair explained how the development of the subcommittees was delayed due to the onboarding process of three (3) new Commission members approved in April of 2018; in addition, development of committees was paused due to HCHP Operational Site Visit preparation. Lastly, Vice-Chair provided a narrative of each committee and assigned members to a committee to begin development of committees.</p> <p>2. Executive Committee report The purpose of the Executive Committee is to ensure that agenda documents and materials are prepared and distributed to group well in advance of commission meetings. The Executive Committee Meeting consists of: boona cheema, Lynette Lee and HCH staff Jeffrey Seal, Lucy Kasdin, David Modersbach, and HCH consultant Luella Penserga.</p> <p>3. Street Health Committee The purpose of the Street Health Committee is to provide board/agency/contractors with recommendations. Since there is a portion of members who are newly appointed, it is recommended that the Commission holds assignments to committees until all members are finished with onboarding process and allow members to select a committee that best suits their experience.</p> <p>4. Finance Committee The purpose of the Fiance Committee is to provide HCH Finance and Contracts managers with recommendations on how to administer and draft contracts, and the services/objectives that must be included when serving the population. The committee must review and approve future contract and renewals. Members interested in serving committee are Louis Bailey-Lindsey and Rigoberto Caloca-Rivas.</p> <p>5. Clinical/Quality Committee The purpose of the Clinical Committee is to provide program with medical/clinical oversight. The members interested in participating in committee are Dr. Michelle Schneidermann and Dr. Samuel Weeks.</p> <p>6. HRSA OSV Feedback and Discussion -</p> <ul style="list-style-type: none"> a. Report from HCH Commissioners participating in OSV Luncheon b. Preliminary review of findings issued at OSV; real HRSA findings should be issued by October 17. 	
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	<p>Dr. Jeffrey Seal provided board with an overview of the findings presented by HRSA after the Operational Site Visit. The findings include Sliding Fee Scale, Contracts and Subawards, Board Authority, and Governing Board Bylaws. The sliding fee scales must include charges presented to patients in the event that they are able to pay for services. HRSA officers requested HCH to develop ways to monitor AHS subrecipient agreement and implement ways to hold organization accountable in the event they don't meet contract deliverables. HRSA OSV consultants had specific issues around the structure of the HCH Commission-HCSA-AHS Co-Applicant Arrangement, saying that they believed that subrecipient AHS needs to have their own Co-Applicant Board. HRSA officers also recommended to HCH Commission that they modify and update bylaws.</p>	
<p>G. OTHER ITEMS 1. New Members 2. Upcoming Agenda Items</p>	<p>G. OTHER ITEMS Possible New Members of HCH Commission Louis Bailey-Lindsey and Lynette Lee to meet with potential new commission member.</p> <p>Items for upcoming agendas: Next Meeting Friday October 19 9-11am 1000 San Leandro Blvd, San Leandro CA.</p>	
H. ADJOURNMENT	Meeting Adjourned at 11:00AM.	11:00 AM

[Minutes Approved by HCH Commission on October 19, 2018](#)