

Alameda County Health Care for the Homeless Program  
Consumer/Community Advisory Board (CCAB)  
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**Alameda County Health Care for the Homeless Program  
Consumer/Community Advisory Board (CCAB)**

**Meeting FRIDAY 5/12/2017 12:00 Noon – 2:00PM**  
**1404 Franklin Street #209 Highlander Meeting Room**

**DRAFT MINUTES**

*Please let David know if you have corrections/additions to minutes!*

<b>Meeting Location</b>	HCH PROGRAM/TRUST Clinic offices 1404 Franklin Street 2 <sup>nd</sup> Floor Highlander Meeting Room														
<b>Attendees</b>	<p><u>CCAB Board Members:</u> (*Executive Committee)</p> <table><tbody><tr><td>Bennie Whitfield</td><td>Brenda Whitfield</td></tr><tr><td>Kimberlee Burks</td><td>Guitar Whitfield</td></tr><tr><td>Samuel Weeks*</td><td>Ami Moe</td></tr><tr><td>April Anthony*</td><td>(regrets: Mark Smith)</td></tr><tr><td>Denise Norman</td><td>David Modersbach, HCH Program (Ex Officio)</td></tr><tr><td>Jeannette Johnigan</td><td>Sabrina Fuentes</td></tr><tr><td>Christopher Papazoglou</td><td>Ronald Anderson</td></tr></tbody></table>	Bennie Whitfield	Brenda Whitfield	Kimberlee Burks	Guitar Whitfield	Samuel Weeks*	Ami Moe	April Anthony*	(regrets: Mark Smith)	Denise Norman	David Modersbach, HCH Program (Ex Officio)	Jeannette Johnigan	Sabrina Fuentes	Christopher Papazoglou	Ronald Anderson
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<b>Agenda</b>	<ol style="list-style-type: none"><li><b>Welcome and introductions</b> (5 min)</li><li><b>Meeting Roles</b> (facilitator, timekeeper, vibes-watcher, note-taker) CCAB members are now taking on process roles at meetings: Facilitator: April Anthony Timekeeper: Christopher Papazoglou Vibes-Watcher: Bennie Whitfield Notes: David Modersbach</li><li><b>Review/Approval of Last Meeting Minutes.</b> (5min) Approved</li><li><b>Discussion/Announcements/Updates</b> (20 min)<ol style="list-style-type: none"><li>Health Care Legislation/Policy Updates: AHCA Update</li><li>Encampments Update Closing of City of Oakland's sanctioned encampment at 35<sup>th</sup> Peralta Various County-level and city level meetings around homelessness</li><li>Solstice Homeless Honoring Success &amp; Resilience Day Nationwide 6/21 Sabrina is interested in this. If there isn't ability to carry out an action this June (some folks will be at the conference) HCH CCAB members are interested in carrying out an event in 2018.</li></ol></li><li><b>HCH Commission/CCAB Executive Committee Report out</b> (Sam Weeks) 5min</li></ol>														

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Sam reported that the CCAB Executive Committee met and discussed CCAB develop and skills building, a September Retreat, and new members.

Sam also discussed his role in the HCH Commission. He said that the HCH Commission is adding new members and creating officers. Sam reported out re the HCH CCAB: He said primary need for the CCAB was to be more effective and substantive, to move past talk and most importantly build skills within the CCAB, there is uneven distribution of skills in the CCAB. To be able to say "the CCAB has done this." David is a resource but shouldn't be running meetings.

After Sam's report there was substantial discussion, and much disagreement with his initial assessment. Some felt that Sam's statements did not express the growth that the CCAB has had, the cohesiveness of the group, and the learning and skills sharing that has happened within CCAB meetings which has positively impacted many CCAB members outside advocacy and policy work.

April discussed the work that the Executive Committee has been doing towards skills building.

Guitar described the growth of the CCAB as step by step, and suggested not "castigating" the group, rather concentrating on the goal of becoming higher functioning as a journey that needs to be supported.

Bennie discussed the "soft truth vs the hard truth" and how to support the diversity of the group in everyone's different roles and strengths, but reminded us, "we have to face the truth, no matter how hard it is".

Sam said the real issue is building and developing everyone's skills, and maintain focus on the effectiveness of the CCAB, to aspire to carrying out activities like advocacy, policy work, examples of webinars, education, organizing.

It became clear that Sam was talking about the group itself and its performance and not singling out any individuals for criticism, ie, not personal.

With that there was general CCAB agreement around the need for skills building, the September retreat and other ideas presented by the Executive Committee:

- a. CCAB will work on skills building in every meeting
- b. CCAB members will assume expanded roles and keep learning about process skills
- c. CCAB members will read the Organizing For Social Change manual, recommended by Sam, david will distribute it chapter by chapter.
- d. CCAB will have a daylong skills, team-building and strategic planning retreat during September.

Guitar stated that there is no "should have" or "could have" but only that we've done what we could have done, and we all want to keep moving forward.

## **6. The Power of Letter Writing: Skill Building 30min**

Guest: Ron Anderson Encampment Letter

	<p>Ron shared his direct experiences with homelessness, and his process for emerging housed, with support of St. Mary's. He is working as part of the Senior Hope and Justice group at St. Mary's. They were going to do a focus group on encampments, but Ron ended up going down and staying some nights there and documenting folks ideas and struggles, reflected in the letter. Ron discussed his process of letter writing, and the group analyzed how his letter was structured, as an example of a great letter.</p> <p>David passed out handouts, and group discussed what the elements of a good letter are.</p> <p>Jeannette: People have a short attention span. Letters need to be to the point:</p> <ol style="list-style-type: none"> <li>1. Who you are</li> <li>2. What you want</li> <li>3. What is the impact</li> <li>4. How does the letter recipient benefit?</li> </ol> <p>Guitar is working with a storyteller and he is interested in bringing her forward to share these important skills.</p> <p>Denise shared how she sat on a panel, told her story and then answered questions.</p> <p>The group worked: Draft Letter re: Encampments</p> <p>Group drafted outline of letter for David to send to everyone to put their words together to help draft a letter. The outline form of this letter was sent to all members to work on and get back to David, to send as a group, at next meeting.</p> <p><b>7. HCH Program Patient Experience/Patient Satisfaction (20 min)</b> Put off till next meeting.</p> <p><b>8. NHCHC Conference in Washington DC 6/21-24/2017</b> Kimberlee is going as NCAB scholarship representative, and April is going as CCAB representative; Sam unfortunately is not able to attend.</p> <p><b>9. HCH CCAB Closed Session (20 min)</b> Discussion of Prospective New CCAB members among current members; participants who are not yet official members were asked to leave for this discussion. After a discussion over expanding the size of the CCAB, it was agreed that the recommendation of the CCAB membership to the CCAB Executive Committee is to expand the size of the CCAB to 12 persons for the next year. The Executive Committee is going to review the current nominees for CCAB membership.</p>
	<p><b>ALL HCH CCAB MEETINGS ARE SECOND FRIDAY OF EACH MONTH at NOON.</b></p> <p><b>Next meeting: 12Noon Friday June 9<sup>th</sup> 1404 Franklin Street Oakland</b></p>

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