

**Health Care for the Homeless /
Farmworker Health Program (HCH/FH)
Co-Applicant Board Meeting**

**March 19, 2015
9:00 AM — 11:00 AM**

**Diamond Conference Room
Health System Building
225 W. 37th Ave., San Mateo**

HCH/FH Co-Applicant Board Meeting

Health System

225 37th Avenue (Diamond Room), San Mateo

March 19, 2015 from 9:00 A.M. — 11:00 A.M.

AGENDA

A. CALL TO ORDER

Robert Stebbins

B. CLOSED SESSION

1. No Closed Session this meeting

C. PUBLIC COMMENT

Persons wishing to address items on and off the agenda

D. CONSENT AGENDA

1. Meeting minutes from February 26 ,2015
2. Program Calendar

TAB 1

TAB 2

The documents for the following item will be available for review at the meeting. Time will be provided for review prior to consideration and action by the Board.

3. Meeting Minutes from March 11, 2015 Meeting

E. BOARD ORIENTATION

1. No Board Orientation item this meeting.

F. REGULAR AGENDA

All documents for the following items will be available for review at the meeting. Time will be provided for review prior to consideration and action by the Board.

1. HCH/FH Program Director's report
2. HCH/FH Program Budget & Financial report
3. HCH/FH QI Committee Report (verbal report)
4. Board Update of Consumer Input
5. Medical Director FTE Allocation

Jim Beaumont

Jim Beaumont

Frank Trinh

Jim Beaumont/Others

Jim Beaumont

i. Action Item –Request to Approve Increase in Medical Director FTE Allocation and Direct the Execution of the Necessary Agreement

6. Board discussion session

Robert Stebbins

i. Operational Site Visit debrief

7. Board discussion

Robert Stebbins

i. Scope of Project

8. Patient Navigator Position

Robert Stebbins

i. Action Item—Request to Form Working Group to Explore Need and Job Description as Necessary for Patient Navigator Position

9. Medical Transportation

Robert Stebbins

i. Action Item - Request to Form Working Group to Explore Need and Method of Financing as Necessary for Medical Appointment Transportation for HCH/FH Patients

10. HCH/FH Upcoming NHCHC National Conference D.C.

Jim Beaumont

G. OTHER ITEMS

1. Future meetings – every 2nd Thursday of the month (unless otherwise stated)
 - i. Next Regular Meeting – April 9, 2015; 9:00 A.M. – 11:00 A.M. Human Services Agency*

H. ADJOURNMENT

Robert Stebbins

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/FH Program Coordinator at least five working days before the meeting at (650) 573-2966 in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH/FH Co-Applicant Board meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: <http://www.sanmateomedicalcenter.org/content/Co-ApplicantBoard.htm>.



Parking Lot

- ⇒ Bylaws Review
(as needed)
- ⇒ Annual Tactical Plan
(no current deadline)
- ⇒ Scope Discussion
(no deadline set)
- ⇒ Transportation
(no deadline set)
- ⇒ Program Website
(no deadline set)

TAB 1
February 26, 2015
Regular Meeting Minutes
(Consent Agenda)

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes
Thursday, February 26, 2015**

Coastside Clinic 225 S. Cabrillo Hwy, Ste 100A- Conference Room HMB

Co-Applicant Board Members Present

Robert Stebbins, Chair
Daniel Brown
Brian Greenberg
Paul Tunison
Steve Carey
Tayischa Deldridge
Sandra Zuniga Nierenberg (arrived 9:09am)
Eric Brown
Julia Wilson
Kathryn Barrientos

County Staff Present

Linda Nguyen, Program Coordinator
Nirit Eriksson, Counsel
Frank Trinh, HCH/FH Medical Director
Jim Beaumont, Program Director
Rebecca Ashe, Medical Director Coastal Clinic
Deborah Hirst, Aide to Supervisor Don Horsley's Office
Tosan Boyo, Director of Ambulatory Services (arrived 10:30 am.)

Members of the Public

Absent: Kerry Lobel Vice-chair, Beth Falls

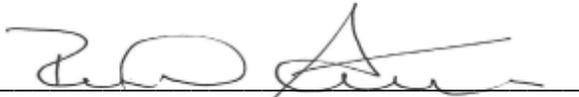
| ITEM | DISCUSSION/RECOMMENDATION | ACTION |
|----------------|---|--|
| Call To Order | Robert Stebbins called the meeting to order at <u>9:05</u> A.M. Everyone present introduced themselves. | |
| Public Comment | No Public Comment at this meeting. | |
| Consent Agenda | All items on Consent Agenda (meeting minutes from January 8, 2015 and the Program Calendar) were approved. Please refer to TAB 1, 2 | Consent Agenda and Calendar was MOVED by Kathryn Barrientos SECONDED by, Julia Wilson and APPROVED by all Board members present. |

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| Board Orientation: | No Board Orientation for this meeting. | |
| Regular Agenda: HCH/FH Program <i>Director's Report</i> | <p>Highlights mentioned from the report:</p> <p>Jim Beaumont reported on program:</p> <p><u>Grant conditions</u>- Summarized status of grant conditions, many of which have been lifted or are working on implementing plan. Program is in much better shape.</p> <p><u>UDS report</u>- Submitted February 14th and awaiting response from reviewer. The number of clients served has increased, as a result in the number of farmworkers increased and decrease in homeless people served. There was a conversation on why there was still so many homeless uninsured despite ACA. More analysis needs to be conducted on why this is the case.</p> <p><u>Expanded Services Grant</u>- All contracts started and have been approved (2).</p> <p><u>Operational Site visit</u> will occur second week of March. Encourage Board members to also attend entrance and exit meetings, as well as Co-Applicant Board Meeting for Wednesday. Advised Board to review past meeting minutes, by-laws and Co-Applicant Agreement in preparation.</p> <ul style="list-style-type: none"> • Members for <u>Entrance conference</u>- Kat, Paul, Robert and Julia • Members for <u>Exit Conference</u>- Robert, Ty, Dan back up- Sandy, Brian, Kat <p><u>County Budget</u>- County budget is approaching.</p> <p><u>Solicitation for Services</u> - Yesterday was deadline for SfS and there were no proposals submitted. If Board feels there is a need for services, recruitment can be conducted, as approximately \$500,000 is available.</p> | <p>Jim- will send Board Site visit packet.</p> |

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| | <p><u>Seven-day update-</u> Ravenswood clinic will be having grand opening events in March (19th & 28th); Program must coordinate attendance as it is not a social event. If we have a quorum then event must be agendaized.</p> <p><i>Please refer to TAB 3 on the February 26 Board meeting packet.</i></p> | |
| Regular Agenda: HCH/FH Program <i>Budget & Financial Report</i> | <p>Summary of budget given, first quarter spending was much lighter as we had a vacant position. Now that Program Coordinator position has been filled we expect to be on track with spending for duration. Contracts from 2014 spent over 99% of the amount of their contracts and we will have to anticipate contractors to spend 100% for future budget projections.</p> <p><i>Please refer to TAB 4 on the February 26, 2015 Board meeting packet</i></p> | |
| QI Committee Report | <p>Dr. Frank Trinh, Medical Director for the HCH/FH Program, reported on Diabetes sample size of 60 homeless and farmworkers patients (30 each group) with results handed out. There was a conversation regarding making such reports more automated, as current Electronic Medical Record system must be used in tandem with a registry system to identify homeless and farmworker individuals.</p> | |
| Regular Agenda: Board Update of <i>Consumer Input</i> | <p>Hotel 22 article on 24 hour bus/shelter in Santa Clara County. Program encourages other Board members to share such items to educate everyone.</p> <p><i>Please refer to TAB 5 on the February 26, 2015 Board meeting packet</i></p> | |

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| <p>Regular Agenda: Request to Approve HCH/FH QI/QA Policy & 2014-2015 Plan</p> | <p>QI/QA committee approved necessary changes that consultant suggested. Not many changes that were made to revise document.</p> <p>Action Item A: Request to Approve HCH/FH QI/QA Policy and Procedures</p> <p>Action Item B: Request to Approve HCH/FH QI/QA 2014-2015 Plan</p> <p><i>Please refer to TAB _6_ on the February 26, 2015 Board meeting packet</i></p> <p><i>Requires two-thirds (2/3) majority vote of the total current Board members for approval.</i></p> | <p>MOVED to approve QI/QA Policy by Tayischa Deldridge, SECONDED by, Kat Barrientos. and APPROVED by all Board members present.</p> <p>MOVED to approve QI/QA Plan by Sandy Zuniga SECONDED by, Julia Wilson and APPROVED by all Board members present.</p> |
| <p>Regular Agenda: Discussion on on upcoming NHCHC National Conference in DC Request to Approve Board Attendees and Associated Reimbursement for NHCHC Conf.</p> | <p>Jim summarized approved policy on Board travel to conferences; that Board would need to decide if they wanted to spend funds to send Board members to the conference (NHCH) and who. There was a discussion on who the Board would approve for funding. The group agreed to fund 2 full (travel reimbursement) amount equivalents for conference (in alignment with policy approved). There was agreement to fund Tayischa and Kat's partial amount as their organizations are able to pay registration; and possibly Paul (if his scholarship request falls through) to the NHCHC in DC.</p> <p>Action Item: Request to Approve Board Attendees and Associated Reimbursement for NHCHC Conference.</p> <p><i>Please refer to TAB _7_ on the February 26, 2015 Board meeting packet</i></p> <p><i>Requires two-thirds (2/3) majority vote of the total current Board members for approval.</i></p> | <p>MOVED to approve Board Attendees for reimbursement for NHCH Conf. by Julia Wilson SECONDED by Eric Brown and APPROVED by all Board members present.</p> |

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| Closed Session Public Employee Performance Evaluation | Public Employee Performance Evaluation- Title: Program Director (started at 10:35 a.m.) Tosan Boyo in attendance for closed session- performance evaluation. Program staff left the room during evaluation. | |
| Adjournment | Robert adjourned the meeting at 11:26 a.m. | |



Robert Stebbins, Chair

February 26, 2015

Date



Jim Beaumont, Secretary

February 26, 2015

Date

TAB 2
Program Calendar
(Consent Agenda)

Health Care for the Homeless & Farmworker Health (HCH/FH) Program 2015 Calendar *(Revised March 2015)*

| EVENT | DATE | NOTES |
|--|--------|--|
| <ul style="list-style-type: none"> • Board Meeting (March 19, 2015 from 9:00 a.m. to 11:00 a.m.) • HRSA OSV, March 9-12; meeting March 11th 9:00-11:00 a.m. • Finalize 2015-2016 Health System Program/SMMC Clinic Funding Awards • Consult with SMMC on Credentialing and Privileging Policies • Needs Assessment Surveys & Focus Groups • Finalize UDS Submission | March | Board meeting at Health System- 225 37 th Avenue (Diamond Room) San Mateo County -Site visit meeting at SMMC (Classrm 1) |
| <ul style="list-style-type: none"> • Board Meeting (April 9, 2015 from 9:00 a.m. to 11:00 a.m.) • First Quarter 2015 Contracts Report | April | Board meeting at Human Services Agency- 400 Harbor Blvd. Bldg. B (Bali Rm), Belmont |
| <ul style="list-style-type: none"> • Board Meeting (May 14, 2015 from 9:00 a.m. to 11:00 a.m.) • Initiate Tactical Plan Development • Board Review & Approval of Program Services, Sites and Hours • National Farmworker Health Conference in San Antonio, TX (May 5-7) • NHCHC National Conference IN Washington, D.C. (May 7-9) | May | |
| <ul style="list-style-type: none"> • Board Meeting (June 11, 2015 from 9:00 a.m. to 11:00 a.m.) • Initiate Preparation for Service Area Competition (SAC) Submission | June | |
| <ul style="list-style-type: none"> • Board Meeting (July 9, 2015 from 9:00 a.m. to 11:00 a.m.) • | July | |
| <ul style="list-style-type: none"> • Board Meeting (August 13, 2015 from 9:00 a.m. to 11:00 a.m.) • | August | |