



## CONTRA COSTA HEALTH

### Health Care for the Homeless Co-Applicant Governing Board

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The mission of the Health Care for the Homeless Co-Applicant Board is to oversee, guide and assist the Program in its efforts to deliver high quality health care to a diverse and medically underserved community. The Co-Applicant Board will use its skills, expertise, and life experience to make policies and operational decisions which will provide the best benefit to the Program and client.

### MEETING MINUTES

**DATE, TIME:** Wednesday, June 21<sup>st</sup>, 2023, 11:00-12:30pm

**LOCATION:** Walker Room, 1220 Morello Avenue, Martinez, CA 94553

**ATTENDANCE:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado, Rachna Pandya

**ABSENT:** Wendel Brunner, Teri House

**TELEPHONIC:** Jonathan Russell

**HCH STAFF ATTENDANCE:** Mia Fairbanks (HCH Nurse Program Manager), Margaret Wessner (HCH MH Clinician), Sara Cortez (HS Administrator), Gabriella Quintana (HCH QI Team),

**PUBLIC ATTENDANCE:** JR Wilson, Jenn Quallick, Ken Mendonca, Lovetta Tugbeh, Mashal Klevin, Ron Brittain

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#### Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – May Meeting Minutes**
2. **Action Item: APPROVAL – Updated Sliding Fee Schedule**

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#### Welcome & Introduction

1. JR Wilson
  - a. Delta Veterans
2. Ken Mendonca
  - a. SVDP (Byron)
3. Jenn Quallick
  - a. Candace Anderson
4. Lovetta Tugbeh
  - a. Bay Point All in One

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**Action Item: Approval of May's Board Meeting Minutes**

1. Discussion of last month's meeting minutes
  - a. No comments or suggestions for changes

**Motion**

- A. **Statement:** *I move to approve the minutes from May 2023.*
- B. **Motion Made by:** Stephen Krank
- C. **Seconds the Motion:** Mike Callanan  
*Roll Call Vote:* Each voting member must verbally approve or oppose.
- D. **IN FAVOR:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado, Rachna Pandya, Jonathan Russell  
**OPPOSED:** None  
**ABSTAINS:** None  
**ABSENT:** Wendel Brunner, Teri House  
**Motion Result: PASSED**

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**Standing Item: HCH Services Update**

Mia Fairbanks (HCH Nurse Program Manager)

1. Clinics
  - a. Castro finishing at the end of the month.
  - b. Looking at where to go next during that time slot.
2. Mapping with community partners,
  - a. Identifying gaps and potential new locations.
  - b. Preliminary conversations
  - c. Building partnerships

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**Agenda Item: HCH National Conference Report Out**

Margaret Wessner (HCH MH Clinician),

1. Presentation about MH & Consumer Leadership
  - a. Advocating for the workgroup to establish a CAB (Consumer Advisory Board).
  - b. Consumer built.
  - c. Providing infrastructure
  - d. Seeking people now
2. Staff Role with CAB

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- a. Liaison
  - b. Dedicated time to do this work.
  - c. On mission and facilitate CABs identified needs
3. Discussion Points on CAB Success
    - a. Onboarding and mentorship
    - b. Personal growth and transformational change
    - c. NCAB manual
    - d. NCAB online courses & lived experience training academy.
    - e. Hand out at board meetings with acronyms
    - f. Action items from day one
    - g. Recruitment, surveys, staff training, install feedback boxes, etc.
    - h. NCAB available for technical support
  4. Shape and Role
    - a. CAB unit vote on Gov Board
    - b. CAB member part of interview for new staff
    - c. Functioning as a department of the team
  5. Team/Board
    - a. Build transformational not transactional.
    - b. We will support each other.
    - c. Open to nontraditional ideas
    - d. CAB should NOT be treated as a HRSA requirement

*Question from board: How would this physically work? Getting people to meetings?*

6. RoundTrip
  - a. Let the workgroup decide how they want to function
7. Who will ensure that this continues.
  - a. Social Worker
  - b. Lauren/Gabby
8. Roles and Compensation
  - a. CAB is volunteer.
  - b. We do want to thank people with transportation and food.
  - c. Gift cards to say thank you.

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**Standing Item: Board Member Recruitment & Training**  
(All)

1. Review of current applications
  - a. Mashal Klevin

- b. Ron Brittain
- 2. Q & A Session
  - a. Discussion around the beginnings of the Governing Board.
  - b. Overview of the Governing Board's contact with service providers

**Motion**

- A. **Statement: I move to approve Ron Brittain as a voting member of the HCH Governing Board**
- B. **Motion Made by:** Stephen Krank
- C. **Seconds the Motion:** Claude Battaglia  
*Roll Call Vote:* Each voting member must verbally approve or oppose.
- D. **IN FAVOR:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado  
**OPPOSED:** None  
**ABSTAINS:** None  
**ABSENT:** Wendel Brunner, Teri House, Rachna Pandya, Jonathan Russell  
**Motion Result: PASSED**

**Motion**

- A. **Statement: I move to approve Mashal Klevin as a voting member of the HCH Governing Board**
- B. **Motion Made by:** Daisy Gallegos
- C. **Seconds the Motion:** Stephen Krank  
*Roll Call Vote:* Each voting member must verbally approve or oppose.
- D. **IN FAVOR:** Claude Battaglia, Michael Callanan, Daisy Gallegos, Bill Jones, Stephen Krank, Jennifer Machado  
**OPPOSED:** None  
**ABSTAINS:** None  
**ABSENT:** Wendel Brunner, Teri House, Rachna Pandya, Jonathan Russell  
**Motion Result: PASSED**

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**Standing Item: Quality Improvement**

(Gabriella Quintana, HCH QI Team)

- 1. Conflict of Interest Forms
  - a. Received some completed forms, hard copies to be provided next month.

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**Standing Item: Field Trips**

- 1. July 5<sup>th</sup> HCH all Staff Meeting 1-3 PM

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- a. Daisy Gallegos to present for APS in the first 30 minutes but all board members are invited to attend.
  - b. Will be hosted via Zoom.
  - c. Welcome presentations from other board members in the coming months.
2. Hope Solutions Field Trip
    - a. June 22<sup>nd</sup>
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**Standing Item: Community Updates**

1. APS
    - a. requesting vendors for home stay program
    - b. Partnered with H3 to get a new vendor.
    - c. Housing people
  2. June 24th Bay Point
    - a. Unity in the community
    - b. 60 participating organizations
    - c. Bringing over 700 people
  3. Poverty Simulation at St. Joan of Arc
    - a. Piloting to use with young people.
    - b. Starts as a game then gets really serious.
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**Standing Item: Future Matters**

1. Board Training Renewals
  2. Conflict of Interest Forms
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**Standing Item: Next Meeting and Time**

Wednesday, July 19, 2023

11:00-12:30pm

1220 Morello Ave, Martinez CA

**Approval of HCH Co-Applicant Board Meeting Minutes from June 21, 2023**

**Board Chair Signature** \_\_\_\_\_ **Stephen Krank**\_\_\_\_\_

**Date** July 19, 2023\_\_\_\_\_