

Contra Costa County Health Services
Health Care for the Homeless Co-Applicant Governing Board

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, November 16th, 2022, 11:00-12:30pm

LOCATION: Zoom

ATTENDANCE: Claude Battaglia, Michael Callanan, Teri House, Stephen Krank, Nhang Luong, Jennifer Machado, Rachna Pandya, Jonathan Russell, Bill Shaw

ABSENT: Wendel Brunner, Bill Jones

HCH STAFF ATTENDANCE: Mia Fairbanks (HCH Nurse Program Manager), Gabriella Quintana (HCH QI Team)

PUBLIC ATTENDANCE: None

Agenda Items for Approval and/or Review:

1. **Action Item: APPROVAL – October Meeting Minutes**
2. **Action Item: APPROVAL – Board Chair & Vice Chair Elections**

Welcome & Introduction

Action Item: Approval of October Board Meeting Minutes

Motion

- A. **Statement: I move to approve the minutes from October 2022**
- B. **Motion Made by:** Stephen Krank
- C. **Seconds the Motion:** Bill Shaw
Roll Call Vote: Each voting member must verbally approve or oppose
- D. **IN FAVOR:** Claude Battaglia, Michael Callanan, Teri House, Stephen Krank, Jennifer Machado, Rachna Pandya, Jonathan Russell, Bill Shaw
OPPOSED: None
ABSTAINS: None
ABSENT: Wendel Brunner, Bill Jones, Nhang Luong
Motion Result: PASSED

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Standing Item: HCH Services Update

(Mia Fairbanks, HCH Management)

1. General Updates (not too many)
 - a. Nurse offered position to fill an HCH vacancy starting on the 28th
 - b. Will be at Castro Street Encampment (Richmond) on Friday (temporary fix with outreach van) still short a big bus driver
 - i. Coordinating with core, letting them know that's where we will be
 - c. More presence in Martinez near the marina.
 - i. Been going there Wednesdays to reach out and see what people need.
 - d. Get through hiring and expand services.
 - e. Reached out to trinity and brookside to do flu and covid clinics.
 - f. Baldwin Park in Concord is still kind of slow, CORE has brought people to us there. Anyone in central county on Thursdays we would be happy to see them!

Action Item: Project Director Update

(Rachael Birch, Project Director)

1. Request for Election of Chair and Vice Chair
 - a. Nominations
 - i. Chair:
 1. Stephen Krank
 2. Jonathan Russell
 - ii. Vice Chair:
 1. Michael Callanan- *Declined*
 2. Bill Jones
 3. Stephen Krank
 4. Jonathan Russell
 - b. Voting
 - i. Chair:
 1. **Stephen Krank (5)**
 2. Jonathan Russell (3)
 - ii. Vice Chair:
 1. Bill Jones (2)
 2. **Jonathan Russell (6)**

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Motion

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

- 2. Review of term renewals and training documentation
 - a. Review of all board member terms and need to renew

Motion

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

Motion

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

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Motion

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

Standing Item: Quality Improvement

(Gabriella Quintana, HCH QI Team)

1. Board Assessment
 - a. Areas where the Board adequately functions:
 - I. Mission & Purpose
 - II. Board Composition
 - Can always be expanded and improved upon regarding expertise on low-income housing and BH component/representation
 - III. Board Meetings & Structure
 - IV. Board Authority
 - b. Areas where the Board needs improvement:
 - I. Board Development
 - To discuss: Ongoing recruitment, onboarding, training

Standing Item: Community Updates

1. Bill Shaw: THANK YOU
 - a. We will miss your valued input on the governing board and wish you all the best in your transition away from Winter Nights to focus on your health.
2. December 1st Meet Up
 - a. SVDP @10:30 AM for early lunch before learning opportunities and tour of both SVDP and Delta Landing

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Standing Item: Future Matters

1. Strategic Plan Review
 - a. Board Assessment items
 2. PD Evaluation
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Standing Item: Next Meeting and Time

Wednesday, December 21st, 2022

11:00-12:30pm

Zoom

Approval of HCH Co-Applicant Board Meeting Minutes from November 16, 2022

Board Chair Signature Jennifer Machado _____

Date 12/21/2022 _____