

Health Care for the Homeless (HCHN) Governance Council

November 19, 2018, 4:15pm-6:15pm, King County Chinook Building (401 5th Avenue, Room 121)

Agenda

Topic	Person	Time	Purpose	Materials
CALL TO ORDER 1. Welcome & Introductions 2. Minutes <i>Action: review and approve</i>	Katherine Switz	4:15	Inform, Approve	
BOARD PROCESS AND NEXT STEPS 1. Bylaws <i>Action: review and approve</i> 2. Co-Applicant Agreement <i>Action: review and approve</i> 3. Conflict of Interest <i>Action: complete updated "Conflict of Interest" forms</i> 4. 2019 Meeting Schedule 5. Program Evaluation Committee	Katherine Switz	4:20	Inform, Discuss, Approve	
REGULAR AGENDA 1. HCHN Budget Overview 2. HCHN Committee Updates <ol style="list-style-type: none"> a. Executive Committee b. Community Advisory Group 3. Harborview Capital Planning Leadership Group 4. Community Needs Assessment	John Gilvar, Katherine Switz, Kristina Sawyckyj, Greg Francis, Lee Thornhill	4:50	Inform, Discuss	
OTHER ITEMS 1. Strategic Priorities	Sinan Demirel	5:30	Inform, Discuss	- HCHN Planning Council Priorities Memo - <i>Supplemental materials</i> <ul style="list-style-type: none"> o HCHN 2017 Annual Report o HCHN Community Needs Assessment, 2016-2017
PUBLIC COMMENT	Katherine Switz	6:10	Inform	
ADJOURN	Katherine Switz	6:15		

NEXT MEETING: Monday, December 17, 2018, 4:15pm-6:15pm at the King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 121

HCHN Governance Council Members

- Anita Souza, PhD, MA, UW School of Nursing
- Cynthia Brown, MSN, The Sophia Way
- Eleta Wright, MSW, Nexus Youth and Families
- Greg Francis, Consumer Representative
- Janice Tufte, Consumer Representative
- Jeff Sakuma, City of Seattle Human Services Department
- Jodi Denney, North King County Community Medicine Team
- Katherine Switz, MBA, The Stability Network
- Kristina Sawyckyj, Consumer Representative
- Leslie Enzian, MD, HMC Medical Respite Program
- Marilyn Mills, Consumer Representative
- Melinda Giovengo, PhD, MA, YouthCare
- Michael Erikson, MSW, Neighborcare Health
- Michael Quinn, Plymouth Housing Group
- Rick Reynolds, Operation Nightwatch
- Samantha Esposito, Consumer Representative
- Tara Moss, LEAD
- Zachary DeWolf, All Home

MINUTES

Monday, November 19, 2018

King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 121

Council Members Present: Cynthia Brown, Greg Francis, Janice Tufte, Jeff Sakuma, Katherine Switz, Kristina Sawyckyj, Leslie Enzian, Melinda Giovengo, Michael Erikson, Michael Quinn, Rick Reynolds, Tara Moss

Council Members Absent: Anita Souza (excused), Eleta Wright (excused), Jodi Denney (excused), Marilyn Mills, Samantha Esposito, Zachary DeWolf (excused)

Public Health Staff Present: John Gilvar (ex-officio member), Kim Nguyen, Lee Thornhill, Mia Shim, Rekha Ravindran, Sinan Demirel (consultant)

CALL TO ORDER

1. Welcome & Introductions

Katherine Switz welcomed members to the HCHN Governance Council (GC) meeting. Full quorum present.

2. Minutes

GC members reviewed the minutes from the 10/15 meeting. Greg suggested noting when GC members had an excused absence. Katherine said it could be included in minutes moving forward. Kristina Sawyckyj made motion to approve the minutes as is, Rick Reynolds seconded; vote was unanimous in favor of the motion.

BOARD PROCESS AND NEXT STEPS

1. Bylaws

Katherine presented the bylaws, which included the amendments approved at the 10/15 meeting with an additional change:

- Article XV, p. 9 “The Community Advisory Committee, **also known as the Community Advisory Group**”
Janice Tufte made motion to approve the bylaws as amended, Michael Erikson seconded; vote was unanimous, none opposed, in favor of the motion.

2. *Co-Applicant Agreement*

Katherine presented the updated co-applicant agreement. Kristina made motion to approve the co-applicant agreement as amended, Rick seconded; vote was unanimous, none opposed, in favor of the motion.

3. *Conflict of Interest*

Katherine presented the updated “Conflict of Interest” form. Michael E. said issues may come up around maintaining quorum when members need to abstain from voting due to conflict of interest. He said the GC can consider how to address in the future. Rick made motion to adopt the “Conflict of Interest” form as amended, Janice seconded; vote was unanimous, none opposed, in favor of the motion. All members present reviewed and provided signed copies to Rekha.

4. *2019 Meeting Schedule*

Katherine said the 2019 meeting schedule can remain the 3rd Mondays of each month, 4:15-6:15pm. Rekha will send out a Doodle poll to schedule the January/February GC meetings since those dates fall on holidays.

5. *Program Evaluation Committee*

Katherine said the plan is to form the Program Evaluation Committee in December, with at least 4 members. She said a job description will be sent out ahead of the 12/17 GC meeting. Sinan reminded the GC that the Chair of the Program Evaluation Committee will also be on the Executive Committee.

REGULAR AGENDA

1. *HCHN Budget Overview*

John presented on HCHN’s 2019 HRSA Budget Period Renewal budget (Scope of Project Spending Plan). PowerPoint is attached and highlights include:

- Increase in total budget in 2019 (\$26,255,960) vs. 2018 (\$24,432,715).
- HRSA Section 330 grant amount for 2019 increases slightly to \$4,866,658.
- The braiding together of multiple funding streams allows HCHN to provide homeless health services in a wide variety of locations and with an eye toward continually reducing barriers to access, e.g., PHSKC Patient Services Income at Public Health Centers (primarily Medicaid reimbursement revenue); federal 330 grant dollars; City of Seattle contract: Veterans, Human Services, and Seniors Levy contracts; Mental Illness and Drug Dependency (MIDD) contracts; and King County general fund dollars.
- Our broad array of grants and contracts allow HCHN to reach patients with the greatest barriers and provide needed services in a manner that goes far beyond the reach and scope that would be possible if programs and services were solely dependent on Medicaid and other insurance reimbursement revenue.

- Key part of Governing Council’s strategic planning work will entail identifying gaps and setting priorities that will guide resource development work, e.g., grant writing.

John said he is happy to answer any additional questions over email. Kristina moved to retroactively approve the 2019 HRSA Budget Period Renewal budget (Scope of Project Spending Plan), Janice seconded; vote was unanimous, none opposed, in favor of the motion.

2. *HCHN Committee Updates*

a. *Executive Committee*

Katherine said the EC met for the first time on 11/5. She said the Committee discussed developing value propositions to guide the work and officer roles/responsibilities. She said the next meeting is 12/7.

b. *Community Advisory Group*

Kristina said that Dusty Olson, with the City of Seattle Human Services Department, presented on the Mayor’s proposed homelessness and housing budget. She said her and Doyle McCarthy, the CAG co-chair, will come to the February 2019 GC meeting to share more about the CAG’s work and key priority areas.

3. *Harborview Capital Planning Leadership Group*

Greg shared that he is on the Harborview Medical Center Capital Planning Leadership Group, which considers HMC capital projects for a proposed bond that would be taken to the voters for approval. He said the group has not met yet but he looks forward to sharing updates with the GC.

4. *Community Needs Assessment*

Lee presented an overview of CNA. PowerPoint is attached and highlights include:

- Align CNA with other efforts to not duplicate work; partnered with All Home and DCHS on listening sessions.
- GC can help guide how to communicate to broader population.
- Completed [report](#) with data from the Medical Examiner Office on a presumed homeless death review.

Lee will give an update in February 2019 prior to the strategic planning retreat, tentatively scheduled for March.

OTHER ITEMS

1. *Strategic Priorities*

Sinan reviewed the “HCHN Planning Council Priorities Memo” with GC members (see attached). He said it can help guide initial GC strategic planning. He discussed exploring opportunities for low-acuity respite. Leslie Enzian said the HMC Medical Respite Program allows space for lower acuity patients when at low census. She said it may be helpful to learn what else exists and what a low-acuity program would look like. John mentioned [Central City Concern](#) in Portland that provides less intensive care in private rooms, with a focus on moving people into housing. He said that exploring a similar model in King County would entail finding an appropriate building. Leslie suggested first creating an assessment of all of the current resources and how well these resources are understood across all of the HCHN provider agencies and their partner homeless services agencies.

Sinan also mentioned a possible New Access Point grant. John said it was uncertain when it will be announced but it is important to have guidance from GC on strategic priorities to preplan, due to a short application period once open. He said one of the biggest considerations is space since the grant doesn't provide substantial support for capital costs.

Sinan noted an advocacy role in the memo. In consideration of time, Katherine suggested exploring advocacy further at a future meeting.

PUBLIC COMMENT

There was no public comment.

ADJOURN

The meeting adjourned at 6:14pm.

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