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<th>Topic</th>
<th>Person</th>
<th>Time</th>
<th>Purpose</th>
<th>Materials</th>
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<tbody>
<tr>
<td>CALL TO ORDER</td>
<td>Sinan Demirel</td>
<td>4:15</td>
<td>Inform, Approve</td>
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<tr>
<td>1. Welcome &amp; Introductions</td>
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<td>2. Minutes</td>
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<td>Action: review and approve</td>
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<tr>
<td>BOARD PROCESS AND NEXT STEPS</td>
<td>Sinan Demirel</td>
<td>4:20</td>
<td>Inform, Discuss, Approve</td>
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<tr>
<td>1. Proposed Bylaws/Co-Applicant Agreement</td>
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<td>Action: review and approve</td>
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<td>2. Chair/Vice-Chair</td>
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<td>Action: discuss and elect</td>
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<td>3. Governance Council Committees</td>
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<td>Action: consider membership roster</td>
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<tr>
<td>REGULAR AGENDA</td>
<td>John Gilvar, Kristina Sawyckyj, Katherine Switz, Eleta Wright</td>
<td>5:00</td>
<td>Inform, Discuss</td>
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<td>1. HRSA Compliance 101</td>
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<td>2. HCHN Community Advisory Group – Updates</td>
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<td>3. HCHN Annual Gathering</td>
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<tr>
<td>1. Strategic Priorities</td>
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<td>PUBLIC COMMENT</td>
<td>Sinan Demirel</td>
<td>6:10</td>
<td>Inform</td>
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<td>ADJOURN</td>
<td>Sinan Demirel</td>
<td>6:15</td>
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NEXT MEETING: Monday, November 19, 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, October 15, 2018
King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 126

Council Members Present: Anita Souza, Cynthia Brown, Eleta Wright, Greg Francis, Janice Tufte, Jeff Sakuma, Jodi Denney, Katherine Switz, Kristina Sawyckyj, Leslie Enzian, Michael Erikson, Rick Reynolds

Council Members Absent: Marilyn Mills, Melinda Giovengo, Michael Quinn, Samantha Esposito, Tara Moss, Zachary DeWolf

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
   Sinan Demirel welcomed members to the second meeting of the HCHN Governance Council (GC). Full quorum present.

2. Minutes
   GC members reviewed the minutes. Michael Erikson made motion to approve the minutes, Kristina Sawyckyj seconded; vote was unanimous in favor of the motion.

BOARD PROCESS AND NEXT STEPS

1. Proposed Bylaws/Co-Applicant Agreement
   Sinan facilitated a discussion of proposed changes to the bylaws and co-applicant agreement. Sinan shared an email from Rekha that described some possible amendments. In addition to those, Greg Francis suggested that the Executive Committee (EC)
expand membership to also include the Chair of the Program Evaluation Committee and the member of the GC elected by the GC to serve as a member-at-large on the Community Advisory Group/Committee (CAG). Greg made the following motion: The GC formally accepts the following amendments to the GC bylaws/co-applicant agreement:

- Article IV, p. 2 “The Council shall consist of twelve to eighteen (12-18) members, with 15 as ideal”
- Article X, p. 5 “No member of the Council shall participate in discussions of or votes on a matter where a direct conflict of interest exists for that member or his/her organization. In any discussion where a member has a potential conflict of interest, he/she may participate but must disclose nature of conflict to Council members.”
- Article XIV, p. 8 “The Executive Committee shall consist of the Chair, Vice-Chair, Chair of the Program Evaluation Committee, one (1) member of the Council elected by the Council as a Community Advisory Committee member-at-large, and one (1) member of the Council elected by a majority vote of the Council as Executive Committee member-at-large.”
- Article XVI, p. 9 “the Council will have a Quality Management Program Evaluation Committee to oversee the continual monitoring and evaluation of quality management activities programs and services provided by the health center and receive periodic reports from the Health Center’s Quality Management Committee.”

Janice Tuft seconded the motion; vote was unanimous in favor of the motion.

2. Chair/Vice-Chair
Eleta Wright, Greg, and Katherine Switz expressed interest in officer positions. They were present to answer questions then left during discussions/voting. Jodi made motion to elect Eleta as Chair, Katherine as Vice-Chair, and Greg as GC member-at-large to the EC. Kristina seconded; vote was unanimous in favor of the motion.

3. Governance Council Committees
The GC discussed the member-at-large appointed to the CAG. Eleta made motion to appoint Kristina as the member-at-large on the CAG, Katherine seconded; vote was unanimous in favor of the motion.

Kristina asked for clarification on the difference between the Program Evaluation Committee and the Quality Management Committee. John Gilvar said that program evaluation focuses on elements like patient satisfaction/patient experience and how well our programs are reaching the people who need them most per needs assessment data and reducing barriers to needed services. The Quality Management Committee goes more in-depth on clinical quality measurement, for example, using standard and/or required metrics to measure outcomes, such as the rate of cervical cancer screenings. The GC decided to table discussion of membership for the Program Evaluation Committee until the next meeting.

REGULAR AGENDA
1. HRSA Compliance 101
John presented on HRSA’s 19 program requirements. PowerPoint is attached and highlights include:
- The role of the GC is assuring compliance to the 19 program requirements; HCHN admin team ensures that the GC has the appropriate information.
- HCHN has an approved waiver of HRSA rule requiring a majority of board members to be patients.
HRSA is planning an Operational Site Visit (OSV) in Spring/Summer 2019 and will meet with GC members; the HCHN admin team will prepare the GC in advance.

2. **HCHN Community Advisory Group – Updates**
Kristina said the CAG was setting key priorities for South King County and looking at what services already exist. She said that the Mobile Medical Van (MMV) team will present at the December meeting. She said the group was also interested in expansion of medical respite and more effective strategies for medication management. She said the CAG discussed quarterly presentations to the GC, along with shorter updates monthly.

3. **HCHN Annual Gathering**
Katherine said the Annual Gathering focused on racial equity and had good representation of GC members. She said the conversation focused around understanding the WHY in doing this work. She said they came up with the following WHY as the GC:
- We believe that racism is the root cause of homelessness and healthcare disparities. As a Governing Council, we exist/are responsible for addressing this utilizing an equity lens.
Eleta said the GC could discuss adopting a statement around using a racial equity lens in work moving forward.

OTHER ITEMS
1. **Strategic Priorities**
In consideration of time, discussion will be tabled until the next meeting.

PUBLIC COMMENT
There was no public comment.

ADJOURN
The meeting adjourned at 6:11pm.

**NEXT MEETING:** Monday, November 19, 2018, 4:15pm-6:15pm at the King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 121