

Health Care for the Homeless (HCHN) Governance Council
October 15, 2018, 4:15pm-6:15pm, King County Chinook Building (401 5th Avenue, Room 126)
Agenda

Topic	Person	Time	Purpose	Materials
CALL TO ORDER 1. Welcome & Introductions 2. Minutes <i>Action: review and approve</i>	Sinan Demirel	4:15	Inform, Approve	
BOARD PROCESS AND NEXT STEPS 1. Proposed Bylaws/ Co-Applicant Agreement <i>Action: review and approve</i> 2. Chair/Vice-Chair <i>Action: discuss and elect</i> 3. Governance Council Committees <i>Action: consider membership roster</i>	Sinan Demirel	4:20	Inform, Discuss, Approve	
REGULAR AGENDA 1. HRSA Compliance 101 2. HCHN Community Advisory Group – Updates 3. HCHN Annual Gathering	John Gilvar, Kristina Sawyckyj, Katherine Switz, Eleta Wright	5:00	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	Sinan Demirel	6:10	Inform	
ADJOURN	Sinan Demirel	6:15		

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 Tufte 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.

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