

Health Care for the Homeless (HCHN) Governance Council

September 10, 2018, 4:00pm-6:00pm, King County Chinook Building (401 5th Avenue, Room 115)

Agenda

Topic	Person	Time	Purpose	Materials
CALL TO ORDER 1. Welcome - Patty Hayes, Director of Public Health - John Gilvar, HCHN Program Manager 2. Introductions: - What are you passionate about that encouraged you to apply for Council membership?	John Gilvar	4:00	Inform, Approve	
REGULAR AGENDA 1. Storytelling - Experience with the health care system 2. HCHN 2017 Annual Report	Sinan Demirel, John Gilvar	4:15	Inform, Discuss	
OTHER ITEMS 1. HCHN Planning Council Priorities Memo 2. HCHN Community Advisory Group – Updates 3. Check-in re. immediate questions/needs of members	Sinan Demirel, Kristina Sawyckyj, John Gilvar	4:55	Inform, Discuss	
BOARD PROCESS AND NEXT STEPS 1. Proposed Bylaws/ Co-Applicant Agreement 2. Conflict of Interest <i>Action: complete “Conflict of Interest” forms</i> 3. Chair/Vice-Chair 4. Future Meetings <i>Action: set regular meeting dates/locations</i>	Sinan Demirel	5:25	Inform, Discuss, Approve	- Bylaws/Co-Applicant Agreement - Conflict of Interest Form
PUBLIC COMMENT	Sinan Demirel	5:55	Inform	
ADJOURN	Sinan Demirel	6:00		

NEXT MEETING: Monday, October 15, 2018, 4:15pm-6:15pm at the King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 126

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, September 10, 2018

King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 115

Council Members Present: Anita Souza, Eleta Wright, Greg Francis, Janice Tufte, Jeff Sakuma, Jodi Denney, Katherine Switz, Kristina Sawyckyj, Leslie Enzian, Melinda Giovengo, Michael Erikson, Michael Quinn, Rick Reynolds, Tara Moss

Council Members Absent: Cynthia Brown, Marilyn Mills, Samantha Esposito, Zachary DeWolf

Public Health Staff Present: John Gilvar (ex-officio member), Mia Shim, Patty Hayes, Rekha Ravindran, Sinan Demirel (consultant)

CALL TO ORDER

1. Welcome

HCHN Program Manager, John Gilvar, called meeting to order. He welcomed members to the first meeting of the HCHN Governance Council (GC) and introduced Patty Hayes, Director of Public Health. Patty expressed gratitude to the new members for their service. She looks forward to working together to address the health needs of those experiencing homelessness. John introduced Sinan Demirel, previously a member of the HCHN Planning Council (PC), as a contractor to facilitate initial meetings of the GC.

2. Introductions

Everyone present introduced themselves. GC members shared about their work and personal experiences that inspired them to join the Council.

REGULAR AGENDA

1. Storytelling

Some GC members shared stories about difficulties navigating the healthcare system. Stories included several relating how health crises created significant obstacles to navigating systems. They also dealt with the challenge of finding providers who understood some of the real, day-to-day barriers to adherence to treatment plans or health maintenance instructions. Others described how certain services, such as an HCHN-supported eyeglasses program made a huge difference.

2. HCHN 2017 Annual Report

John shared the HCHN 2017 Annual Report (see attachment). He invited GC members to review it in preparation for a more in-depth discussion around strategic planning issues at the next meeting.

OTHER ITEMS

1. HCHN Planning Council Priorities Memo

Sinan shared a memo from the HCHN Planning Council that summarizes the strategic priorities discussion at the second-to-last meeting of the PC before it dissolved (see attached). The PC asked HCHN Admin staff to share the memo with the GC as a starting point for potential strategic planning and funding discussions.

2. HCHN Community Advisory Group – Updates

Sinan described the creation of the Community Advisory Group (CAG) by the HCHN Planning Council and how the PC intended that the CAG would transition into a committee of the GC. The PC specifically developed the CAG to ensure a strong voice for consumers and frontline providers. Kristina Sawyckyj, CAG co-chair, shared updates from recent meetings. She said the CAG most recently has focused on exploring homelessness services and gaps in South King County. Greg Francis said the CAG is working on developing recommendations to share with the GC.

3. Check-in re. immediate questions/needs of members

No specific questions/needs arose.

BOARD PROCESS AND NEXT STEPS

1. Proposed Bylaws/Co-Applicant Agreement

Sinan shared the draft bylaws/co-applicant agreement for the GC to review, with the goal that the GC will vote on them by the second GC meeting in October. He asked John to provide some background information about how Public Health and the Planning Council developed these documents and assured that they would ensure compliance with governance requirements of our federal grant funder, the Health Resources and Services Administration (HRSA). John said the HCHN admin team consulted with both HRSA staff and other Health Care for the Homeless (HCH) programs operated through public health departments in drafting the documents and then revising them in collaboration with the Planning Council. Both documents have

at this point been vetted by HRSA. He indicated that the GC can always amend the bylaws and propose to Public Health – Seattle and King County any proposed amendments to the agreement. He also indicated that the HCHN admin team would provide feedback on any proposed amendments if it had concerns that such amendments would place Public Health out of compliance with grant requirements.

Jeff Sakuma asked about why the bylaws specifically state that the ideal number of GC members is 15. John stated that this language reflects the specific suggestions made by the PC. Michael Erikson raised the question of whether the GC needs to elect a chair and vice-chair before approving the bylaws/co-applicant agreement or vice versa. Greg suggested that Sinan, as the facilitator, could entertain a motion to approve the bylaws/co-applicant agreement prior to the election of officers. Kristina asked more clarity around GC member responsibilities related to compliance. She specifically asked if the administrative aspects of compliance assurance would be the responsibility of the members or of the HCHN admin team. John offered the assurance that the admin team is responsible for the administrative work related to compliance and would orient GC members, and in particular the Quality Committee, regarding specific HRSA requirements. This orientation will allow the GC to oversee any changes to HCHN policies or procedures that may be needed in order to assure continued full compliance. Janice asked if calling-in would substitute for attending in person. John said that a call-in option would always be available. Jodi asked if the GC meetings fall under Washington State Open Public Meetings Act; John said yes.

Sinan asked for a show of hands regarding whether the GC felt prepared to vote on the by-laws and agreement at today's meeting or wished to delay until the next meeting. The majority supported waiting until the next meeting. Sinan suggested the GC agreed to a plan for Rekha to invite GC members to email her within the next week any remaining questions or concerns about either document so that they could be compiled and shared by Rekha and then addressed prior to the October meeting.

- **Action Item: Rekha to send email out to GC requesting additional questions/feedback on bylaws/co-applicant agreement by Tuesday, September 18.**

2. *Conflict of Interest*

Sinan shared the Conflict of Interest forms with members of the GC and asked them to review and sign if no questions/concerns. There were no questions or additional discussion. All members present reviewed and provided signed copies to Rekha.

3. *Chair/Vice-Chair*

Sinan said that any person interested in the Chair or Vice-Chair position can email Rekha, with goal to elect officers at the next meeting. Eleta asked what support is provided to officers; John said the HCHN admin team have a dedicated staff person in Rekha to address any needs.

4. *Future Meetings*

Kristina asked about meeting locations. John said the GC can consider rotating meetings to other parts of King County and the HCHN admin team could research/reserve space. The GC reached consensus for regular meeting days/times for the rest of 2018; the third Monday of every month, 4:15pm-6:15pm at the King County Chinook building. The GC will revisit setting regular meeting days/times for 2019 at a future meeting.

PUBLIC COMMENT

There was no public comment.

ADJOURN

The meeting adjourned at 6:00pm.

NEXT MEETING: Monday, October 15, 2018, 4:15pm-6:15pm at the King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 126