

Health Care for the Homeless (HCHN) Governance Council
August 19, 2019, 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>	Eleta Wright	4:15	Inform, Approve	- HCHN GC Minutes 071519_final
PUBLIC COMMENT	Eleta Wright	4:20		
OTHER ITEMS 1. HCHN Admin Updates a. Staffing Updates – HCHN Project Manager <i>Action: review and approve</i> b. HRSA 330h OSV	Eleta Wright, Denise Hawthorne	4:25	Inform, Discuss	- 2019 OSV Compliance Status
REGULAR AGENDA AND BOARD PROCESS 1. HCHN Committee Updates and Actions a. Community Advisory Group 1. Invitation to 9/13 NCAB Training b. Program Evaluation Committee c. Executive Committee 2. 2020 HRSA Budget Period Renewal Budget <i>Action: review and approve</i> 3. Bylaws <i>Action: review and approve</i> 4. Co-applicant Agreement <i>Action: review and approve</i> 5. GC Membership/Vacancies <i>Action: review and approve consumer application form</i> 6. 2019/20 Strategic Plan Document 7. Meeting Accessibility	Kristina Sawyckyj, Janice Tufte, Eleta Wright, Katherine Switz, Denise Hawthorne, Katherine King, Lee Thornhill	4:45	Inform, Discuss, Approve	- 2020 HRSA Grant Renewal Spending Plan GC Mtg 8 19 19 final - PHSKC HCH Governance Bylaws_FINAL_amend 081919 - PHSKC HCH Co-Applicant Agreement_FINAL_amend 081919 - Council Membership Application (consumer)_081919 - GC Strategic Plan_2019_2021V2 - Accessible Events Meetings Guide_rev Nov2018
ADJOURN	Eleta Wright	6:15		

NEXT MEETING: Monday, September 16 2019, 4:15pm-6:15pm at the King County Chinook Building (401 5th Ave., Seattle, WA 98104), Room 126 ***NOTE ROOM CHANGE**

HCHN Governance Council Members

- Anita Souza, PhD, MA, UW School of Nursing
- Cynthia Brown, MSN, Mercy Housing
- Eleta Wright, MSW, Nexus Youth and Families
- Janice Tufte, Consumer Representative
- Jeff Sakuma, City of Seattle Human Services Department
- Jesse Rawlins, Public Defender Association
- 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
- Melinda Giovengo, PhD, MA, YouthCare
- Michael Erikson, MSW, Neighborcare Health
- Michael Quinn, Plymouth Housing Group
- Rick Reynolds, Operation Nightwatch
- Victoria Silver, Friends of Youth
- Zachary DeWolf, All Home
- Zsa Zsa Floyd, Community Advocate

MINUTES

Monday, August 19 2019

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

Council Members Present: Eleta Wright, Janice Tufte, Jeff Sakuma, Jodi Denney, Kristina Sawyckyj, Michael Erikson, Michael Quinn, Rick Reynolds, Victoria Silver, Zachary DeWolf, Zsa Zsa Floyd

Council Members Absent: Anita Souza, Cynthia Brown, Jesse Rawlins, Katherine Switz, Leslie Enzian, Melinda Giovengo

Public Health Staff Present: Mia Shim, Denise Hawthorne, Katherine King, Lee Thornhill, Kim Nguyen, Rekha Ravindran

CALL TO ORDER

1. *Welcome & Introductions*

Eleta Wright welcomed members to the meeting of the HCHN Governance Council (GC). Full quorum present.

2. *Minutes*

GC members reviewed the minutes from the 7/15 meeting. Michael Erikson made motion to approve the minutes, Zsa Zsa Floyd seconded; vote was unanimous in favor of the motion, with Michael Quinn abstaining.

PUBLIC COMMENT

There was no public comment.

OTHER ITEMS

1. *HCHN Admin Updates*

a. *Staffing Updates – HCHN Project Manager*

Denise Hawthorne shared that Anne Meegan, currently managing Public Health's Community Health Partnerships program, has been selected as interim HCHN Program Manager. She said the interview panel included herself, Eleta, Mia Shim, TJ Cosgrove, and Rekha Ravindran. Eleta expressed appreciation to be part of the process and said it was a tough decision between two strong candidates. She said the EC formally recommends that the GC accept the selection of Anne Meegan as interim HCHN Program Manager.

Michael Erikson made motion to accept the EC's recommendation of Anne Meegan as interim HCHN Program Manager, Michael Quinn seconded; vote was unanimous in favor of the motion.

Denise mentioned that the permanent position will be posted in the near future. She said the process to officially request approval from HRSA on the staffing change is in progress.

b. HRSA 330h OSV

Denise shared that HRSA initially identified seven items of non-compliance, and four were resolved during HRSA's 14-day Compliance Resolution Opportunity (CRO). She said the admin team has received the final report from HRSA, which has the three remaining outstanding items (one of which is related to the GC bylaws/co-applicant agreement). She said the other two relate to the Sliding Fee Discount Program policies, and updates are in progress. She said those policies will come to the GC for approval once finalized.

REGULAR AGENDA AND BOARD PROCESS

1. HCHN Committee Updates

a. Community Advisory Group (CAG)

Janice Tufte said that the CAG prioritized areas to take more targeted/concrete actions on and develop workgroups moving forward. She said that Katherine Cavanaugh, with the National Consumer Advisory Board, will be leading an all-day training Friday, 9/13 on effective community board activities. Kristina Sawycky said the focus of the day will be on how the CAG can get more involved in the community and how to work in alignment with other consumer groups around addressing homelessness. She extended the invite to and encouraged attendance by all GC members. She said in addition, this invitation is in response to an ask from some CAG members to have more direct feedback/connection to the GC's work, and the point was also made that GC meetings are open to all, including CAG members.

b. Program Evaluation Committee (PEC)

Janice said the PEC discussed the cycle of activities related to program evaluation and oversight; Lee shared information on data sources and reporting schedules. She said the PEC also discussed the presumed homeless death review; Lee will present on 2019 data early next year. She mentioned that PEC meetings will move to quarterly, in alignment with the cycle of activities.

c. *Executive Committee (EC)*

Eleta shared that the EC discussed the new hire for the interim HCHN Program Manager position and engaged in additional discussion about our strategic planning work. She also mentioned that Greg Francis, who was previously on the GC and had been involved with HCHN for many years prior, has been invited to the 9/16 GC meeting. She said part of the meeting will be to celebrate Greg for his dedication to supporting people experiencing homelessness.

2. *2020 HRSA Budget Period Renewal Budget*

Denise and Katherine King presented on the budget that was submitted for HRSA's Budget Period Renewal (BPR) on Friday, 8/16. PowerPoint is attached. Highlights include:

- The HCHN admin team submits a three-year budget as part of the SAC and then makes some adjustments in the interim – generally reflecting increases as other local funding is identified to expand services. Highlights were noted on these additions over the years.
- A question was asked about the status of the Sobering Center, which is transitioning from its current location. There are many considerations on how to maintain health care services during this process, and TJ plans to come to a future GC meeting to discuss recommendations on next steps

Kristina made motion to retroactively approve the 2020 HRSA Budget Period Renewal budget (Scope of Project Spending Plan), Janice seconded; vote was unanimous in favor of the motion.

3. *Bylaws*

Eleta said she met with Rekha to discuss the updates to the bylaws and co-applicant agreement, in response to the OSV. Rekha shared that the main changes were around explicitly defining the responsibilities of the GC vs. PHSKC and adding in core authorities for GC oversight. The GC reviewed the updated bylaws.

Kristina made motion to approve the amendments to the bylaws, Zsa Zsa seconded; vote was unanimous in favor of the motion.

4. *Co-applicant Agreement*

The GC reviewed the updated co-applicant agreement. Jeff Sakuma suggested a few grammatical updates to the document.

Zachary DeWolf made motion to approve the amendments to the co-applicant agreement, Michael Quinn seconded; vote was unanimous in favor of the motion.

5. *GC Membership/Vacancies*

Eleta shared that CC has decided to resign from the GC due to scheduling issues. She said that there is an open slot on the GC and encouraged members to share the opportunity with others. Rekha will post the opening on the website.

Eleta said that there have been requests to make changes to the “Council Membership Application (consumer)” form so it is consistent with the non-consumer application. She noted that the section on “Rights and Expectations” has been added and asked for any additional feedback. Kristina requested that information on accommodations/contact person be placed at the top of the application. Rekha will update the document.

Zsa Zsa made motion to approve the consumer application form as amended, Michael Erikson seconded; vote was unanimous in favor of the motion.

6. *2019/20 Strategic Plan Document*

Lee Thornhill presented on the GC strategic planning process. PowerPoint is attached. Highlights include:

- From a compliance perspective, the GC does not need to formally vote on the document; HRSA only requires evidence that the GC conducts long-range/strategic planning at least once every three years
- The areas elevated by the GC as Service Area Competition (SAC) priorities help guide the HCHN admin team in determining what types of funding opportunities to pursue
- In addition to the SAC-focused priorities, six community priorities were identified as highest needs for the GC to move towards action; the next step is to convene all who volunteered to unpack each priority and develop workplans/SMART goals – the HCHN admin team will take a lead on coordinating logistics, starting with Rekha sending out the priorities each GC member expressed interest in, as a reminder.
- The EC can determine a process/schedule for the workgroups to report out on progress

Eleta thanked Lee for all of his efforts and noted that the GC strategic planning process for the next project cycle is now complete.

7. *Meeting Accessibility*

Kristina shared the recent [community guide](#) from the City of Seattle on hosting accessible meetings. She said the guide does not consider some disabilities, such as behavioral, but hopes the GC can work together to establish best practices around accessible meetings. Eleta said the EC can start brainstorming/planning at their next meeting and follow-up with the GC.

ADJOURN

The meeting adjourned at 5:52pm.

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