

Health Care for the Homeless (HCHN) Governance Council
February 25, 2019, 4:15pm-6:15pm, King County Chinook Building (401 5th Avenue, Room 115)
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 011419_final
PROGRAMMATIC ORIENTATION 1. HCHN Direct Services Panel: Youth Programs 2. Program Presentation: Medical Respite	Eleta Wright, Cheri Gail (NCH), Kelli Lovins (FOY), Leslie Enzian	4:20	Inform, Discuss	- Youth-Respite Programs Panel_022519 - Governance Council Respite Care
REGULAR AGENDA AND BOARD PROCESS 1. HCHN Committee Updates and Actions <ol style="list-style-type: none"> a. Community Advisory Group b. Program Evaluation Committee c. Executive Committee <i>Action: review and approve proposed amendments to bylaws/co-applicant agreement</i> 2. HCHN Program Manager Annual Review <i>Action: review and approve</i> 3. GC Membership/Vacancies <i>Action: review and approve application forms</i>	Kristina Sawyckyj, Doyle McCarthy, Janice Tufte, Eleta Wright, Katherine Switz	5:20	Inform, Discuss, Approve	- HCHN Community Advisory Group Update for HCHN Governance Council - PHSKC HCH Governance Bylaws_FINAL_amend 022519 - PHSKC HCH Co-Applicant Agreement_FINAL_amend 022519 - Council Membership Application (consumer) - Council Membership Application (non-consumer)
OTHER ITEMS 1. 2019 Strategic Planning Retreat 2. HCHN Role in Emergency Response	Eleta Wright, John Gilvar	6:00	Inform, Discuss	
PUBLIC COMMENT	Eleta Wright	6:10	Inform	
ADJOURN	Eleta Wright	6:15		

NEXT MEETING: Monday, March 11 2019, 1:00pm-5:00pm, Seattle Municipal Tower (700 5th Ave, Seattle, WA), Room 1600
 [Strategic Planning Retreat Day 1]

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, February 25 2019

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

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

Council Members Absent: Marilyn Mills, Rick Reynolds, Samantha Esposito, Tara Moss, Zachary DeWolf

Public Health Staff Present: John Gilvar (ex-officio member), Kim Nguyen, Mia Shim, 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 1/14 meeting. Janice Tufte made motion to approve the minutes, Michael Quinn seconded; vote was unanimous in favor of the motion.

PROGRAMMATIC ORIENTATION

1. *HCHN Direct Services Panel: Youth Program*

The GC welcomed Kelli Lovins, Mental Health Resource Specialist with Friends of Youth (FOY) Behavioral Health Outreach, and Cheri Gale, ARNP at the Neighborcare Health (NCH) 45th Street Youth Clinic, to share about addressing youth homelessness. John shared slides on the programs represented by the panelists (PowerPoint attached).

Kelli has been with [FOY](#) for about four months and is based out of The Landing, an emergency young adult shelter. She also works closely with the drop-in and outreach teams. Her clients are age 15-26, and she offers mental health support and connections to other resources. She said FOY has onsite therapists and CDP specialists to provide additional supports and operates as low barrier; clients are not required to be clean and sober. She spoke of a recent client who may be considered for Permanent Supportive Housing (PSH) and the challenges for young people to feel safe and comfortable in environments in which most residents are older.

Cheri is an ARNP at NCH's [45th Street Youth Clinic](#) and provides primary care for youth and young adults (ages 12-26) experiencing homelessness, including services like naturopathy, sexual health, and acupuncture. She said the clinic also hosts once a month care for youth and their pets, which has been well received. She said a major challenge has been a lack of adequate resources. Michael Erikson said that the Youth Clinic typically runs at a deficit and is not a sustainable model given current patient volumes. He said that NCH attempts to keep the clinic viable by accessing philanthropic donations and leveraging resources from other NCH programs. Cheri said transportation is a challenge so the clinic primarily serves Seattle-based patients. She said that in the past some other agencies would transport youth from South King County to the clinic using a van, but that service is no longer provided.

2. *Program Presentation: Medical Respite*

Dr. Leslie Enzian presented on Harborview Medical Center's (HMC) Medical Respite Program. PowerPoint is attached and highlights include:

- Patients need a provider referral to be seen at Respite.
- It is rare to decline patients due to behavior.
- Low census protocol allows for lower acuity patients to access beds.

REGULAR AGENDA

1. *HCHN Committee Updates*

a. *Community Advisory Group (CAG)*

Doyle McCarthy, Co-Chair of the CAG, presented a summary of the CAG's lessons learned and how these lessons might impact the upcoming GC strategic planning work. He said that the CAG has focused on the needs in South King County (SKC) and hosted the 2/6 meeting in Burien. He shared the "HCHN Community Advisory Group Update for HCHN Governance Council" document that summarizes the unique challenges and opportunities in SKC. Kristina Sawycky added that the HCHN admin team hosted a meeting in Kent on 2/22 to provide a forum for outreach and direct service providers in SKC to discuss ways to better coordinate care for clients by networking across agencies and sharing information about local resources. She said this group plans to meet every other month. Cynthia Brown and Jodi Denney asked the CAG to also consider similar needs in East and North King County.

b. *Program Evaluation Committee (PEC)*

Eleta formally appointed Janice as Chair of the PEC. Janice said there have been two meetings and the Committee has been learning more about the HRSA's Uniform Data System (UDS) and the 16 clinical outcome measures that HCHN is required to report on via the UDS. She said the next meeting is Wednesday, March 20, 11:30am-1:00pm.

c. *Executive Committee (EC)*

Eleta said there is a need to amend the bylaws as follows:

- Article II, p. 2 “Adopting, evaluating at least once every three years, and, as needed, approving updates to **Sliding Fee Discount Program and** Quality Improvement/Assurance policies.
- Article III, p.2 “King County and PHSKC shall maintain their respective authority over monitoring the financial status of the health center, fiscal, and personnel matters, including, but not limited to **Sliding Fee Discount Program**, Billing and Collections policy, appropriating and authorizing funding and staffing for programs, financial management, charging and rate setting, contracting, labor relations and conditions of employment.”

She shared the updated bylaws and co-applicant agreement. Kristina made motion to approve to amendments in the bylaws and co-applicant agreement, Janice seconded; vote was unanimous, in favor of the motion.

2. *HCHN Program Manager Annual Review*

Eleta asked John to leave the room. Katherine Switz indicated that she and Eleta met with TJ Cosgrove, Public Health’s Community Health Services Division Director and John’s direct supervisor, to go over the goals and results of John’s October 2018 Annual Review. She said they both felt comfortable with the outcomes and recommend that the GC approve John’s performance evaluation. Michael Erikson suggested the EC discuss a more formal ongoing process for review and information sharing with the full GC prior to a vote of the full Council for approval. The EC will consider.

3. *GC Membership/Vacancies*

Eleta said per the bylaws, the GC will need to review and approve the “Council Membership Application (consumer)” and “Council Membership Application (non-consumer)” forms for prospective GC members. Kristina made motion to approve the consumer and non-consumer application forms; Michael Quinn seconded; vote was unanimous in favor of the motion. Greg asked how new membership will be addressed. Eleta said there is no need for a formal Membership Committee at this time and Katherine will take the lead as part of her duties as Vice-Chair.

Kristina asked about using similar applications for prospective CAG members. Rekha will share with Kristina.

OTHER ITEMS

1. *2019 Strategic Planning Retreat*

Eleta said the retreat will be comprised of two 4-hour half day sessions on March 11 and April 1. She said the current draft goals are as follows:

- 1) Provide opportunities for Governance Council members to engage with each other and share what would a successful Council look like for the next 12 months – personally and as a group.
- 2) Increase Governance Council members’ knowledge about HCHN and the local landscape affecting individuals and families experiencing homelessness (what are strengths/weaknesses)
- 3) Identify 2 to 3 community-level priorities that the Governance Council wants to own as its own accountability measures.
- 4) Identify two strategies for how the Governance Council will make racial equity more central to its work over the next 12 months.

She asked if GC members would be willing to have regular meetings in March and April in addition to the strategic planning retreats sessions; the GC agreed to both.

2. *HCHN Role in Emergency Response*

John said that HCHN admin staff worked closely with other agencies during the recent winter weather response. He said Jody Rauch, HCHN Clinical Quality Lead, led daily briefings with HCHN providers, and then shared notes and coordinated efforts. John represented HCHN in two daily huddles – one organized by Public Health’s Preparedness Division and the other by the KC Dept. of Community and Human Services (DCHS), which included many shelter operators and homeless services agencies. He said that Public Health is actively looking at what lessons can be learned from the response to the snow storm regarding it was a strategies for better responding to other emergencies. The HCHN admin team will continue to work with Preparedness Division staff to streamline efforts.

3. *Other Items*

John highlighted the [New Access Point](#) grant opportunity through HRSA for \$650,000 per year ongoing and due in April 2019. He said the difficulty has been finding an appropriate site that does not require massive infrastructure improvements because the grant requires that the site be operational and the clinic begin treating patients within 120 days of receiving the award notification and provides very little funding for site improvement work, i.e. renovations or remodeling. He said the HCHN admin team has a lead on a potential site in Kent and asked that GC members please reach out if they know or hear of other options.

John said that there are changes coming to the Coordinated Entry for All (CEA) process to ensure that assessment for vulnerability and the need for different kinds of housing will be more attuned to medical and other health care needs that are often not adequately captured by the current standardized assessment tool. He said that Jody with the HCHN admin team is working closely with staff in DCHS who oversee CEA to organize a meeting of front line HCHN providers to consider mechanisms for flagging and considering medical needs in the CEA application process.

PUBLIC COMMENT

Karen Baker, with Public Health Risk Management, attended due to interest in learning more about the GC. Greg suggested moving Public Comment to the beginning of the agenda moving forward; the GC agreed.

ADJOURN

The meeting adjourned at 6:11pm.

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