

Interim Proposal for 330h Project Director

Health Care for the Homeless Network (HCHN) Governance Council

August 17th 2020

Goal

- Update the Governance Council on our interim plan to fill the 330h Project Director role.
- As ready, the Council will take their required vote to approve the selection of the 330h Project Director.

Responsibilities Related to 330h Project Director Selection

| Governance Council Co-Applicant Board | Public Health Authorized Officials |
|---|--|
| <p>Approve the selection and termination/dismissal of the health center's 330h Project Director</p> | <p>While the Council has the ability to approve the appointment, termination, dismissal (and evaluation) of the 330h Project Director, PHSKC retains authority to direct hiring, promotion, or firing decisions regarding any employee of King County or PHSKC</p> |

Level Setting & Shared Language

1. 330h Project Director:*

Actual term that HRSA uses to describe the individual ‘designated by the grantee as responsible to officials of the recipient organization for the project.’ It must be a direct employee.

- Example: Public Health – Seattle & King County (*grantee*) designates Jane Doe as the 330 project director (*person responsible to Public Health leadership for implementation*)

2. Health Care for the Homeless Network (HCHN) Program Manager:

- This is the internal title of the position that historically held the 330h project director role.
- Sometimes manager and director are used interchangeably as are program and project.

3. Regional Health Administrator (RHA):

- This is the current internal job classification for the HCHN Program Manager position.

*The position title of the Project Director may vary per HRSA (e.g. it does need to be the program manager).

[See Health Center Compliance Manual Chapter 11: Key Management Staff, footnote 1](#)

Type of Awardee/Grantee

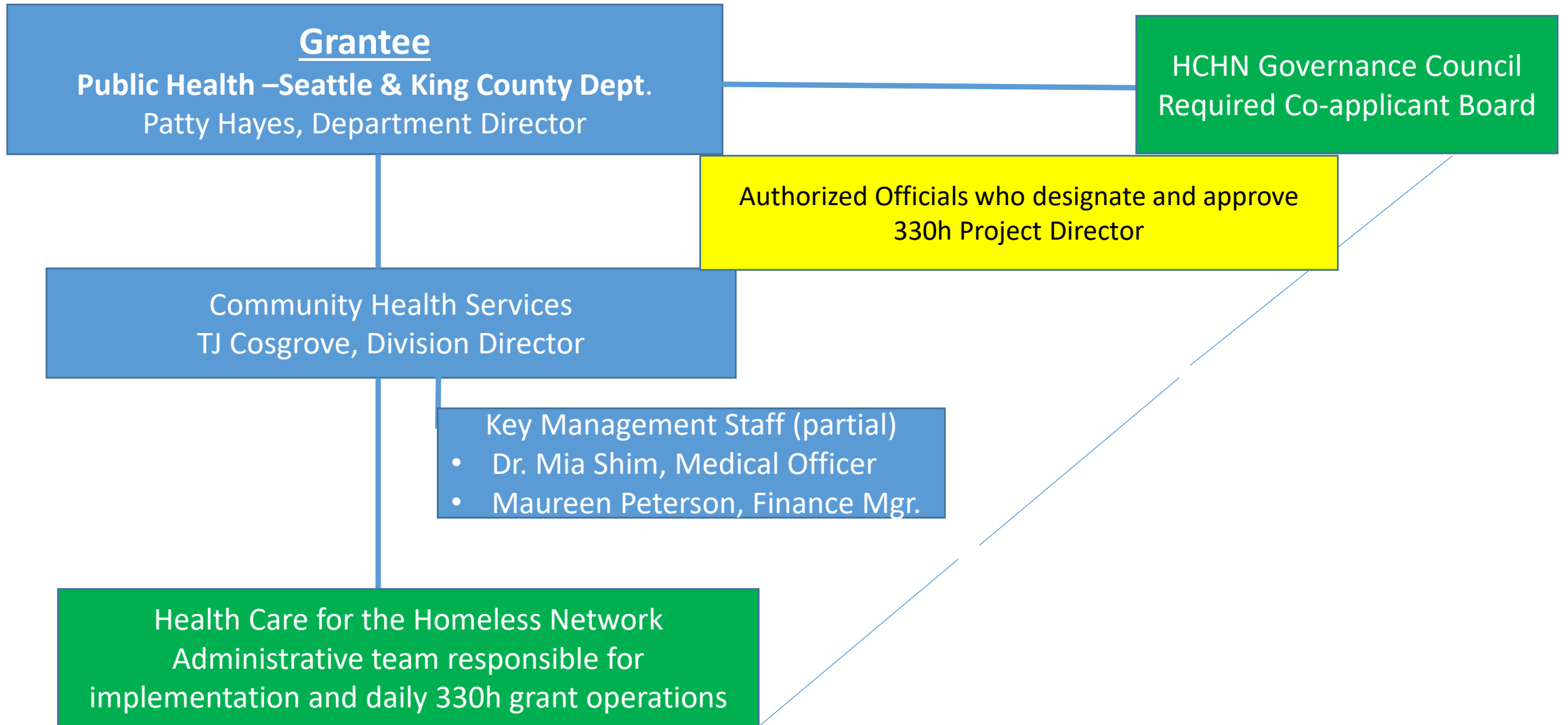
Type = Co-applicant

This is a designation for public agency health centers that cannot meet HRSA's governing board requirements directly. A governing board must be established (e.g. co-applicant board).

Requirements

- ✓ The majority [at least 51%] of the health center board members must be patients served by the health center. Patient board members must, as a group, represent the individuals who are served in terms of demographic factors, such as race, ethnicity, and gender.
 - HRSA-approved waiver to this patient majority board composition governance requirement
- ✓ Non-patient health center board members must be representative of the community served by the health center and must be selected for their expertise in relevant subject areas, such as community affairs, local government or social service agencies within the community.

Authorized Officials and Key Management Staff



Recommendation to Fill 330h Project Director Role - Interim Basis

Who: HCHN Governance Council Program Manager

Why this position:

- GC program manager position was created a few years ago specifically to support the Council and Public Health in stewarding the 330h grant - both from a compliance perspective & from the spirit of a co-applicant board.
- Admin. team members who are also largely responsible for 330h implementation (operations and data managers) are heavily pulled into COVID work. They need a person already knowledgeable about 330h who can help track and disseminate HRSA communications to them, PH leadership, and the GC.
- A thoughtful and strategic process is needed to fill the HCHN leadership position. This includes an assessment of the scope of work given program growth and emerging needs related to COVID.

Recommendation to Fill 330h Project Director Role - Continued

What the 330h Project Director Role needs to do over the next 6 months:

- Serve as the initial and primary point of contact for HRSA.
Disseminate communications to admin. team members, CHS leadership, and the Governance Council as appropriate.
- Help track reporting and other grant deliverables alongside the HCHN operations manager and the HCHN data and evaluation manager.
- Fill the 330h Project Director seat on the Governance Council. Ensure members are briefed on key grant issues and member concerns are elevated to leadership.

Supports in Place

- Other HCHN admin. team members will assist with notes/logistics under direction of HCHN operations manager.
- The data manager will support the interim projector director with planning and facilitation needs (duties already in this incumbent's current job description).

Recommendation to Fill 330h Project Director Role - Continued

How the Governance Council will help monitor and evaluate the interim plan

- As is standing practice, members will receive high level overview of 330h deliverables that are due during interim and status updates from respective staff.
- Executive Committee members, or any other members, may also reach out to TJ Cosgrove with needs and concerns that cannot be resolved by the interim 330h project director.
- Professional development feedback may be given directly to Rekha or through an anonymous survey monkey. Feedback that supports leadership growth is encouraged.

Member Questions, Discussion & Vote