



**Alameda Health System Health Care for the Homeless Co-Applicant Board**

**Tuesday July 9, 2019**

**5:30pm-7:30pm**

**Conference Center at Highland Care Pavilion**

1411 East 31<sup>st</sup> Street Oakland, CA 94602

Brenda Chan, Project Assistant

(510) 535-7645

**LOCATION:**

Open Session: HCP Conference Center

**MEMBERS**

Lucia Angel, Chair

Neha Bangar

Bee Franks-Walker

Richard Hervey Jr.

Eric Murphy

Dawn Parrott

Mark Smith

Derrick Soo

Ali Yasin

**MINUTES**

**THE MEETING WAS CALLED TO ORDER AT: 5:38**

**ROLL CALL WAS TAKEN AND THE FOLLOWING MEMBERS WERE PRESENT:**

Lucia Angel, Neha Bangar, Bee Franks-Walker, Richard Hervey, Dawn Parrott, Mark Smith, Ali Yasin, Eric Murphy

**ABSENT:** Derrick Soo

A quorum was established.

**A. BOARD CHAIR REPORT**

Lucia Angel, Interim Chair of the Board

During the Board Chair Report, the Board Chair informed the Co-Applicant Board that Member Derrick Soo requested a temporary leave of absence to address personal matters.

**B. CONSENT AGENDA: ACTION**

Lucia Angel, Interim Chair of the Board

**ACTION:** A motion was made and seconded to approve the Consent Agenda, which

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included approval of the Minutes from the June 11, 2019 meeting, approval of the Co-Applicant Agreement between the AHS BOT and the Co-Applicant Board, and adoption of the Co-Applicant Board Bylaws. The motion passed.

**AYES:** Members Angel, Bangar, Franks-Walker, Hervey, Parrott, Smith, Yasin, Murphy.

**NAYS:** none.

**C. INFORMATION: BOARD ORIENTATION**

M.D. Moye, General Counsel

Maria Leon, Health Career Connections Intern

Mike Moye conducted a Board Orientation which included a detailed overview of the CAB key oversight responsibilities, practical tips for exercising effective oversight, and examples of effective oversight. CAB members asked several questions during the course of the Board Orientation. Among these questions were those concerning the CAB's decision-making authority and the required expertise for effective board governance.

The Board Orientation also consisted of a presentation by Maria Leon, Health Career Connections Intern, on Robert's Rules of Order and parliamentary procedures. Maria provided an overview of the history and purpose of Robert's Rules of Order. Maria also provided an overview of the basic principles of Robert's Rule of Order, which included terminology, rules for speaking, point of order, motions, and voting principles. Prompted by CAB members' inquires, there was a thorough discussion about meeting restrictions/censorship and the Chair's responsibilities to ensure adherence to Robert's Rules of Order.

**D. REPORT/DISCUSSION: PROJECT DIRECTOR REPORT**

Heather MacDonald Fine, Interim Project Director

Heather MacDonald Fine, Interim Project Director, provided a verbal summary of the Project Director Report that was presented to the CAB. The summary included an update on Health Center compliance, including a brief dialogue about the recent monitoring visits conducted by HRSA. During the report, Heather also provided an update of the mobile clinic annual visit volume and reported that the annual visit volume was below target. Heather concluded her report by informing the CAB members that there is a perspective CAB applicant.

**E. INFORMATION/DISCUSSION: BUDGET PROCESS, Part 1**

Heather MacDonald Fine, Interim Project Director

Heather MacDonald Fine, Interim Project Director, conducted presentation on the CAB Budget Process. Among several things, the presentation included an overview of the following: Health Center revenue sources (Section 330 grants and non-grant funds); CAB status as a sub-recipient of Alameda County Health Care for the Homeless Program; and the scope of project in relation to funding sources. Heather informed the CAB members that a follow-up presentation (Budget Process, Part 2) will be conducted during the August 13, 2019 meeting.

**PUBLIC COMMENT:** None

**CO-APPLICANT BOARD MEMBER COMMENTS:**

**ADJOURNMENT:** The CAB meeting adjourned at 7:05

This is to certify that the foregoing is a true and correct copy of the minutes of the Co-Applicant Board July 9, 2019 meeting as approve August 13, 2019:



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Brenda Chu Chan  
Project Assistant

APPROVED AS TO FORM:

Review by:



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Alexander Pena  
Associate General Counsel