Alameda Health System Homeless Health Center Co-Applicant Board  
Tuesday, September 12, 2023  
6:00pm-8:00pm

Conference Center at Highland Care Pavilion  
1411 East 31st Street Oakland, CA 94602  
Brenda Chan, Project Coordinator  
(510) 535-7645

LOCATION:  
Open Session: HCP Conference Center D/E, see above address

Members of the public may also participate at the following Zoom Meeting Link: ¹  
https://alamedahealthsystem.zoom.us/j/99561341091?pwd=ZVI0dmhGdzEzdldBR25xYWw4TluUTo9  
Meeting ID: 995 6134 1091  
Password: 531531

One tap mobile  
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MEMBERS
Loretta Medellín, Chair  
Richard Hervey Jr., Vice-Chair  
Serena Clayton  
Bee Franks-Walker  
Tami Rossell  
Mark Smith  
Derrick Turner

NON-VOTING MEMBERS  
Damon Francis, Medical Director

¹ Access the meeting by clicking the following link:  
https://alamedahealthsystem.zoom.us/j/99561341091?pwd=ZVI0dmhGdzEzdldBR25xYWw4TluUTo9  
You will be directed to download the meeting app (free) if you have not used ZOOM previously. ZOOM meetings may be accessed on computers and portable devices.
SPECIAL NOTE: The governor-declared state of emergency that altered public meeting protocols during the COVID pandemic has been lifted. All Alameda Health System Homeless Health Center Co-Applicant Board meeting will be held in accordance with current Brown Act requirements. As a result, our meetings will be held via a hybrid on in-person and remote access.

The public is invited to attend the meeting in person or observe and participate in the meeting via the Zoom link above.

Public Comment Instructions
If you wish to address the CAB send an email to brechu@alamedahalthsystem.org PRIOR TO THE START OF THE MEETING. Your comment will be heard at the appropriate time. During the meeting, public comment requests may be submitted to the ZOOM meeting host but requests must be submitted prior to the beginning of the public speaker time for that item. Each speaker will be allotted between one and three minutes to speak, depending on the number of speakers present.

CO-APPLICANT BOARD MINUTES

THE MEETING WAS CALLED TO ORDER AT 6:01 pm

ROLL CALL WAS TAKEN AND THE FOLLOWING MEMBERS WERE PRESENT:

Loretta Medellin, Richard Hervey Jr., Serena Clayton, Tami Rossell, and Mark Smith

A quorum was established.

A. BOARD CHAIR REPORT
   Loretta Medellin, Chair

B. CONSENT AGENDA: ACTION
   Loretta Medellin, Chair
   1. Approval of the Minutes from the August 08, Co-Applicant Board Meeting.
   2. Approval of Sites and Hours of Operation

   ACTION: A motion was made and seconded to approve the Consent Agenda, which includes approving the August 08, 2023 meeting minutes and approving the Sites and Hours of Operation
   AYES: Loretta Medellin, Richard Hervey Jr., Serena Clayton, Tami Rossell, and Mark Smith
   NAYS: None

C. REPORT/DISCUSSION: Medical Director Report
   Damon Francis MD, Medical Director

   Dr. Damon Francis presented an article by Sabrina Fuentes who works with the Mobile Health Clinic to help East Bay residents avoid overdose, without judgement.

D. REPORT/DISCUSSION: Finance Report
1. **Grace Mesina, Director, Financial Planning and Analysis**
   1. FQHC 2024 Budget
   2. 2024 Homeless Health Center Budget (rescheduled)

Grace Mesina presented the FQHC budget. The 2024 Homeless Health Center budget was delayed and will be rescheduled. The delay was in part due to the turnaround time needed to craft the budget. The Homeless Health Center budget is based on the FQHC budget and staff had inadequate time to form a coherent and accurate budget. It was also delayed due to a disagreement about how to present some of the details of the budget, especially in regard to the projected losses within the FQHC.

CAB members asked questions, made comments, voiced concerns regarding the budget, and there was a discussion. Chair Medellin asked how the selected allocation method was selected for supplemental funds and expressed concern for being able to allocate funds for the expansion of services when the budget shows a negative balance. Concerns were also raised regarding having a HRSA-compliant budget before the end of the calendar year.

**E. REPORT/DISCUSSION: Health Care for the Homeless Conference Staff Report**

Lafayette Bickham, Assistant Practice Manager

Lafayette Bickham presented the Health Care for the Homeless Conference staff report. Lafayette provided details on the conference and his experience. CAB members asked questions and provided comments.

**F. REPORT/DISCUSSION: Program Report**

Heather MacDonald Fine, Practice Manager

Heather MacDonald Fine presented a newly designed program report. The new program report is designed to allow for CAB governance and oversight as related to each of the service sites. CAB members asked questions, made comments, and provided feedback.

**G. REPORT/DISCUSSION: Medical Director Evaluation Process**

Loretta Medellin, Chair

Loretta Medellin provided a review of the medical director evaluation process.

**[GENERAL COUNSEL REPORT AS TO PURPOSE OF CLOSED SESSION]**

**CLOSED SESSION**

*Public comment on Closed Session items may take place prior to the Board adjourning to the Closed Session.*

1. **Public Employee Performance Evaluation**
   
   **[Government Code Section 54957]**

   Damon Francis MD, Medical Director
Counsel announced that no action had been taken in closed session.

**OPEN SESSION**

**PUBLIC COMMENT:** None

**CO-APPLICANT BOARD MEMBER COMMENTS:** CAB member Richard Hervey Jr. thanked Lafayette for the report on the Health Care for the Homeless Conference report. CAB member Mark Smith expressed hope that a future National Health Care for the Homeless Conference can be in the Bay Area.

**ADJOURNMENT:** 8:26pm

This is to certify that the foregoing is a true and correct copy of the minutes of the Co-Applicant Board approve September 12, 2023 meeting as approve October 10, 2023:

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Brenda Chan  
Project Coordinator

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APPROVED AS TO FORM:

Review by: Kayla Bowen  
Associate General Counsel