



HOMES Clinic Board of Directors Meeting #1 Minutes
May 21, 2023

1. Items requiring a board vote

- a. Creating a board member position for UH School of Social Work
 - i. Board member has met with UH Social Work leadership to try and integrate social work students into clinic to work with health advocates. Social work students are required to complete 2 internships (with the shorter of the two being 400 hours). Board member is currently exploring if HOMES could fill this requirement. Students may have regular weekly opportunity to volunteer. Rate limiting step at this point is finding weekly preceptors (currently looking at remote option). UH College of Social Work would want at least 1 student on HOMES Exec board for representation. They do not need a faculty advisor at this time.
 - ii. Stakeholders: all officers
 - iii. Board Discussion:
 1. "If we brought on 1-4 social work students, would we still have health advocates?", "Yes, good opportunity for interprofessional education"
 2. "If the shorter internship requires 400 hours, can we provide that many hours?", "The hours include preparation time outside of clinic, but we would need to look at this further"
 3. "Do the preceptors need to be from the College of Social Work or can any UH faculty precept?", "Preceptor must be from College of Social Work"
 4. "What will the process be for picking students?", "We'll need to see what works for them and determine if students will come weekly"
 5. "What resources do we need to provide on our end?", "I anticipate they'll be pretty independent, and they'll be even more prepared than med students in HA role. We'll provide orientation, and we'll continue to get feedback from students over time"
 - iv. Outcome of Vote:
 1. Passed unanimously. We will create a board position for UH College of Social work. They will act as school rep.

2. Updates

- a. Safety



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- i. There is a new safety procedure rollout. Within the past 2 months, students have had potentially unsafe, inappropriate encounters with potential patients in the Beacon. We want to ensure a safe environment for all volunteers. Emphasize existing procedure that all volunteers must be with a buddy to talk to patients or go into the Beacon. As of today, everyone will enter through the front door to prevent volunteers from being in more secluded back hallway. During triage, one MIT will act as “safety lifeguard” to keep an eye on volunteers. Also, health advocates will now go out to triage with other volunteers, and they will sit at their own booth. Ops team is currently revamping safety training.
 1. “How are we communicating this to volunteers?”, “Will be sending emails to all managers and MITs. Ops is currently making sure all changes are reflected in documentation. Start time has been changed on sign up genius for health advocates. Reps will note time change in their emails”
- b. Health Fair
 - i. Health fair is taking place next weekend. There won't be any clinic next week because of the health fair.
- c. Efficacy of Microsoft Teams
 - i. If the Executive Board likes Teams, the next goal is going to be to migrate all MIT and manager information to teams as well. Before this change is made, Ops team will make sure Teams is downloaded to the clinic computer and new clinic laptops.

3. Officer Updates

- a. Events
 - i. No major updates. Health fair is happening Sunday.
- b. Clinic Operations
 - i. Working on integrating new laptops into clinic. New laptops will better protect patient information, and they will be connected to printer.
- c. Manager Operations
 - i. Updating training guidelines with new safety rules. Working on creating better delineation between MIT roles to ensure MIT3s feel confident running the clinic independently.
- d. Projects
 - i. Finalizing proposal on smoking cessation program. It will include motivational interviewing sessions and nicotine replacement. She is discussing proposal with Dr. Clark and Dr. Wallace tonight. Plan is to vote on proposal in July meeting.



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- e. Finance
 - i. Board members should provide at least 8 weeks notice for any funding needs. Looking to partner with HEB or Walmart for monetary donations, gift cards, food items, care package items, etc. In the long term, working on trying to get a POC CBC/BMP machine for the clinic. However, it is very expensive (working with HHH to try to get a waiver).
- f. UHCOP Rep
 - i. Working with Dr. Wallace to create a discipline system to try to reduce the number of no-shows.
- g. UHCOM Rep
 - i. Preparing for UHCOM activities fair recruitment
- h. McGovern Rep
 - i. Trying to make HOMES volunteer hours count toward scholarly concentration.
- i. Baylor Rep
 - i. Working to increase student engagement at Street Medicine lecture
- j. Advocacy
 - i. Texas legislature session just ended, will focus on maintaining relationships with local governmental officials. Working on creating issue brief papers. Just finished fundraising event with F45 Training
- k. Quality Improvement
 - i. Updating policies and procedures manual
- l. Health Advocate Operations
 - i. Reorganizing social resource guide to make sure all phone numbers and resources are up to date. Creating a one page document for housing. Focus on increasing engagement in HA role across schools
- m. Research
 - i. Working to create social resources app for patients. Planning to reach out to HHH and School of Bioinformatics to redesign clinic note
- n. Continuity and Strategy-
 - i. Working on a project to determine how often patients follow up with social service referrals, looking to see if this minimizes ED utilization. Also working on cost effectiveness study and project to qualify monetary benefit on student run clinics
- o. Communications
 - i. Wants to be included on all emails to help facilitate projects and ensure social media coverage. Goal to be more active on social media to increase transparency and increase board accountability. This includes



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social media takeovers on clinic days. Planning a low-cost gala to take place in August to recognize volunteers and celebrate HOMES accomplishments. Distributed HOMES business cards to increase recruitment of preceptors (Preceptors must be board-certified, do not need to be affiliated with school)

4. Items to discuss

- a. ASF Project- Nalox-own
 - i. Fellows will come to the clinic approximately 1x per month. They will have a table with snacks and journals to get to know Beacon patrons, then they will present Illinois Department of Human Services naran training. The goal is to distribute 20 naloxone per month, complete monthly follow up, and gather personal stories to document impact. They currently have 48 units of naloxone donated by Long SOM. They are working to establish standing order at HOMES to establish steady supply. ADs of Projects and Advocacy will be in touch to facilitate longevity of program
- b. ASF Project- PCIC
 - i. Patient Care Intervention Center is a software to better connect social resource organizations. Implementing PCIC software at HOMES will allow health advocates and care teams to reference patients, see existing social resource utilization, and help connect patients with resources moving forward.
- c. Awards
 - i. Outstanding Board Member Award Winners: Sanika Rane and Panos Kontoyiannis
 - ii. Outstanding Volunteer Award Winners: Madisyn Cox and Aditya More

5. Action items

- a. Update documentation to reflect new safety changes
- b. Complete proposal for smoking cessation program
 - i. Goal date for completion: July Board Meeting