Parkland

HOMES
Homeless Outreach Medical Services
Agenda

The agenda for the Board of Managers HOMES meeting of the Dallas County Hospital District is scheduled for **Wednesday, December 17, 2025, at 12:30 PM** at 5200 Harry Hines Blvd, Dallas, Texas, 75235 WISH Building Conference Room 02-175. (If assistance is needed in locating the room, please see the Administration receptionist on the 4th floor, 04-131.) Videoconferencing access is also possible via Webex. That application is available at https://www.webex.com/downloads.html. Teleconferencing access is possible by calling +1-415-655-0001. Both virtual access forms require inputting (meeting number: 2300 250 4492; meeting password: 1234) to join the meeting. The ***Board of Managers HOMES*** reserves the right to exercise discretion and may convene in Executive Session as permitted by Texas Government Code §§551.071 (consultation with attorney), 551.072 (deliberations regarding real estate), 551.074 (personnel matters), 551.076 (deliberations regarding security devices or security audits), 551.078 and/or 551.0785 (deliberations by medical committee or by governmental body that administers a public insurance, health or retirement plan regarding individuals' medical or psychiatric records), 551.085 (deliberation by governing board of certain providers of health care services), 551.087 (deliberation regarding economic development negotiations), 551.088 (deliberation regarding test item); Texas Government Code §418.183 (deliberation of information under §§418.175 – 418.182 for purposes of disaster management or disaster planning); Texas Health & Safety Code §161.032 (medical committee or medical peer review committee records, information or reports; and/or medical committee or medical peer review committee proceedings under Tex. Health & Safety Code Chapter 161 and/or Tex. Occ. Code Chapters 151 and 160); and/or as otherwise authorized by law on any item listed below. The ***Board of Managers HOMES*** may consider any of the agenda items in open or executive session and may continue the meeting as necessary to accomplish the business at the time and place designated by the Chair to reconvene.

		PAGE	TIME (MIN)	PRESENTER(S)
I.	**Determine the Presence of a Quorum /Call to Order/Mission Statement** ***Advance Wellness | Relieve Suffering | Develop and Educate*** **I CARE** ~~I~~ntegrity ~~C~~ompassion and Collaboration ~~A~~ccountability ~~R~~espect ~~E~~quity **Public Comments Regarding Agenda Items** *See public comment registration information and rules at https://www.parklandhospital.com/board-of-managers* The agenda has been developed by the Chief Governance Officer in consultation with the Board Chair and reviewed and affirmed by Counsel.			Chair
II.	**Consent Agenda**			
A.	Appropriate Action Regarding Minutes of 2025-11-19 HOMES Meeting	3	1	Chair
III.	**Reports Requiring Deliberation(s) and/or or Possible Action**			
A.	Operations Update (day-to-day operations including but not limited to-staffing/operational challenges/partner site activity)	10	3	Kyla Rankin
B.	Management and Finance Update (volume, revenue, expenses, overtime)	11	3	Kyla Rankin
C.	Governance Update: Organization of HOMES meetings, Upcoming Meetings (HOMES advisory board which meets the 2nd Monday of every other month)	12	3	Kyla Rankin
D.	Update Regarding the HOMES Point in Time (PIT) Count	13	3	Kyla Rankin

		PAGE	TIME (MIN)	PRESENTER(S)
E.	Review and Discuss Provisions of the Health Resources and Services Administration (HRSA) Annual Review	16	3	Kyla Rankin
IV.	**Action Items**			
A.	Board May Take Action on Any Agenda Item(s) Above			Chair
B.	Performance Appraisal of HOMES Project Director: Kyla Rankin			
V.	**Adjourn**			
A.	Closing Remarks			
B.	Call to Adjourn			

Appropriate Action Regarding Minutes 2025-11-19 HOMES

Parkland

MINUTES

Dallas County Hospital District Board of Managers

HOMES
November 19th, 2025

Minutes of the Board of Managers HOMES meeting of the Dallas County Hospital District, held Wednesday, November 19th, 2025, scheduled for 12:30 pm, in the WISH 02-175 Executive Conference Room at Parkland Health and via Webex. These minutes do not constitute a certified agenda for the meeting.

I. Attendance and Call to Order

Chair Marjorie Petty noted that a quorum was physically present and called the meeting to order at 12:32 pm.

Board Member attendees included: Vincent Hall, Lisa Sutter, Farida Minner, RN, Ramon Miguez, PE, Elizabeth Palacios, MD, Byron Cryer, MD, and Yasmin Simon, JD. Eric G Bing, MD attended via Webex.

Staff Present (via Webex and in-person) included:

Brad Nitschke, Interim EVP Legal Affairs
Brett Moran, Chief Health Officer
Donna Richardson, EVP & Chief Nursing Officer
Edmundo Castañeda, EVP & Chief Operating Officer
Francesco Mainetti, SVP Ambulatory Clinical Operations
Fred Cerise, President & Chief Executive Officer
James Perez, VP Clinical Operations
Joseph Chang, Chief Medical Officer
JD Buchert, Workforce Safety Manager
Keri Disney-Story, VP/Clinical Finance
Kyla Rankin, HOMES Project Director
Melanie Roberts, SVP & Chief Compliance and Ethics Officer
Michelle Ng, Administrative Resident
Michael Lane, SVP & Chief Quality and Safety Officer
Morgan Simmons, Governance Program Coordinator
Saul Cordero, SVP & Chief Governance & Strategy Officer

Additional Attendees: None

II. Mission Statement

Chair began the meeting by stating the mission statement:
Advance Wellness | Relieve Suffering | Develop and Educate

III. Public Comments Regarding Agenda Items

No members of the public registered for comments regarding the agenda items.

IV. Conflicts of Interest

After reviewing the agenda, the Chair noted zero conflicts of interest for Board Members present.

V. Consent Agenda

A. Appropriate Action Regarding Minutes 2025-10-22 HOMES

Vincent Hall motioned for the approval of the Consent Agenda. Byron Cryer seconded the motion. The motion passed unanimously.

VI. Reports Requiring Deliberation(s) or Approval(s)

A. Operations Update (day-to-day) operations, including but not limited to – staffing/operational challenges/partner site activity)
Kyla noted that one vacancy has been added—a 0.5 FTE social work position—following the retirement of the incumbent after 34 years of service. Most open positions are expected to remain unfilled until after the new year. Site updates included confirmation that the Salvation Army construction is progressing on schedule with no current challenges, and the project remains on track for a 2027 go-live. Signage is now visible along Highway 35. Additionally, progress on the PDNC clinic was reported; lease negotiations are underway, and an initial walkthrough was completed this morning. The project is moving forward with an anticipated completion by summer 2026.

B. Management and Finance Update – volume, revenue, expenses, and overtime
Kyla mentioned that the number of unduplicated patients is 7,602, which is 82% of the annual goal of 9,192 unduplicated patients. Kyla also mentioned the slight decrease in overtime for the month of October, and she is working to minimize these hours further.

C. Governance Update: Organization of HOMES meetings, Upcoming Meetings (HOMES advisory board, which meets on the 2nd Monday of every other month)
Kyla mentioned the next HOMES Advisory Board meeting will be held on Monday, February 9th, 2026, at 11:30 AM with a hybrid option available. There will also be a Joint Advisory Board Luncheon held on December 5th 2025 to close out the year.

D. Review and discuss provisions of the Health Resources and Services Administration (HRSA) Compliance Manual Requirements – Chapter 16 Billing and Collections
Kyla reminded the Board of the HRSA Compliance manual, which has 21 chapters, 19 of which are requirements in four areas:

- Clinical
- Financial
- Governance

- Annual training has been added as the 20th requirement.

Kyla mentioned the budget chapter outlines billing and collection requirements for health centers. Centers must prepare a fee schedule and ensure fees are reduced or waived so no patient is denied care due to inability to pay. Systems for eligibility determination, billing, and collections are required, along with reasonable efforts to collect reimbursement. Compliance includes having a billing and collection policy, establishing fees through Patient Financial Services, and participating in Medicaid, CHIP, Medicare, and other assistance programs.

E. Consideration and Appropriate Action Regarding HOMES Billing and Collections Policy

Kyla reminded the Board that the policy is included in the packet for their review. There were no major changes to the policy. The policy was reviewed by PFS leadership, as well as homes leadership, and there was one minor change where the term 'workforce' was further defined.

Ramon Miguez motioned for the approval of the annual review of the HOMES Billing and Collections Policy. Byron Cryer seconded the motion. The motion passed unanimously.

VII. Executive Session

At 12:42 p.m. the Committee moved into Executive Session as permitted by the closed meeting exceptions specified on the agenda.

Members of management were excused from the discussion of topics, as necessary.

In executive session, the Committee received the presentation and reports as specified in the posted agenda.

B. HOMES Annual Compliance Program Activities Report
Tex. Health & Safety Code §§161.032 & 161.0315 and Tex. Occup. Code §160.007

C. Performance Appraisal of HOMES Project Director: Kyla Rankin *Tex. Gov't Code §§551.074*

II. Action Items

A. Board May Take Action on Any Agenda Item(s) Above

B. Performance Appraisal of HOMES Project Director: Kyla Rankin

Byron Cryer motioned for the approval of the HOMES Project Director Performance Appraisal. Lisa Sutter seconded the motion. The motion passed unanimously.

VIII. Adjourn

With no further business to discuss, Elizabeth Palacios adjourned the meeting at 1:12 pm.

SO RECORDED:

Marjorie D. Petty, JD Chair	Brad Nitschke, JD Assistant Secretary

Parkland

Homeless Outreach Medical Services Program Monthly Update Report – December 2025

Kyla Rankin, Project Director

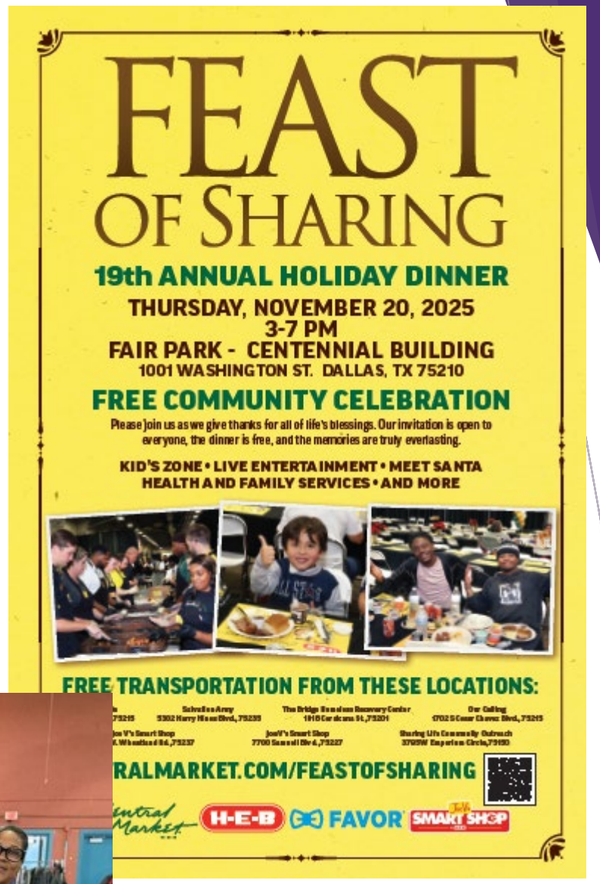
Agenda

- Operational Updates
  - Operations
  - Management and Finance
- Governance
- 2026 Point In Time Count
- Health Resources Services Administration (HRSA) annual review

Operations Updates

- Staffing
  - Vacancies
    - 1.0 FTE Mental Health Counselor
    - 1.0 FTE Operations Manager
    - 1.0 FTE Medical Practice Assistant (MPA)
    - 1.0 FTE Lead Dental Assistant
    - 1.0 FTE Social Work

- HOMES in the Community
  - Outreaches
  - 2025 Sock Drive



Management & Finances –November

Unduplicated	GY to Date	Annual Goal	% to Goal	% Year Complete
Patients	8081	9192	87%	91%

FY	Month				Year to Date			
Metrics	Actual	Budget	Variance	% Var	Actual	Budget	Variance	% Var
Visits	2673	2593	80	3.1%	6377	6246	131	2.1%
Expenses	$643,031	$743,360	100,328	13.5%	$1,420,341	$1,516,255	$95,914	6.3%
Charges	$2,476,844	$1,804,262	$672,582	37.3%	$5,462,461	$4,346,046	$1,116,414	25.7%
Revenue	$56,396				$158,375			
Commercial	$363				$2766			
Medicaid	$35,217				$108,290			
Medicare	$20,816				$47,319			
FTE	62.89				66.40			
FTE - OT	1.20	1.12	(0.08)	-7.1%	1.28	1.12	(0.15)	-13.7%

- **HRSA recommendation is claims billed in less than 30 days.**
- **HRSA grant year: January 1, 2025 to December 31, 2025**

Governance

- HOMES Advisory Board Meeting
  - Next meeting
    - December Joint Advisory Board Luncheon
    - 2026 meetings will resume Monday, February 9, 2026

2026 Point in Time Count

- Requirement under Federal Law
- Extent of homelessness
- Changing trends
- Measure of success in making homelessness rare, brief and nonrecurring

***Thursday, January 22 , 2026**

Questions?

Parkland

Homeless Outreach Medical Services Program (HOMES)

Board of Managers
HRSA Annual Review

HRSA Health Center Program Requirements

- Receive federal award funds under the Health Center Program authorized by section 330 of the Public Health Service Act
- 330(h): Health Care for the Homeless Program Federally Qualified Health Center
- Compliance Manual is foundation for HRSA's eligibility & compliance-related determinations & review process for program
- Program Manual includes 21 chapters which cover 19 requirements in the four (4) areas:
  - Need
  - Services
  - Management & Finance
  - Governance

HRSA Health Center Program Manual Requirements:

- Program Eligibility (N/A)
- Needs Assessment (G)
- Required & Additional Health Services (G,C,F)
- Clinical Staffing (C)
- Accessible Locations & Hours of Operation (G)
- Coverage for Medical Emergencies During & After Hours (C)
- Continuity of Care & Hospital Admitting (C)
- Sliding Fee Discount Program (F)
- Quality Improvement / Assurance (C)
- Key Management Staff (G)
- Contract & Subawards (F)
- Conflict of Interest (G)
- Collaborative Relationships (G)
- Financial Management & Accounting Systems (F)
- Billing & Collections (F)
- Budget (F)
- Program Monitoring & Compliance (C)
- Board Authority (G)
- Board Composition (G)
- Federal Tort Claims Act (FTCA) Deeming Requirements (N/A)

HRSA Health Center Program Requirements

- Amount Requested Annually for 1/1/2024 to 12/31/2026: $3,675,132
- Reporting & Application
  - Annual reporting: February 15th deadline
  - Reporting requirements of supplemental funding awards or HRSA requirements
  - Continuing Competitive Grant: Every 3 years with a CHNA
  - Federal Finance Report: April 30; Grants Management
  - Non-competing Continuation (NCC): Annual progress report
- Operational Site Visit: 14 to 18 months into new project period
  - All elements of compliance manual will be assessed
  - Chart review
  - Interviews

HOMES Scope of Project

Form 5A

- List of Services provided by HOMES
- Direct, Contract & Formal Written Referral Arrangement
- Required, Additional & Specialty

Form 5B

- List of Site locations
- Mobile and Fixed
- Zip codes are identified

Form 5C

- List of other activities & locations
- Provision for health fairs & non-clinical outreach

Form 5A-Services

REQUIRED	ADDITIONAL	SPECIALTY
• DIRECT • General Primary Medical Care • Diagnostic Laboratory • Screenings • Coverage for Emergencies During and After Hours • Voluntary Family Planning • Immunizations • Well Child Services • Gynecological Care • Preventive Dental • Pharmaceutical Services • HCH Required Substance Use Disorder Services • Case Management • Eligibility Assistance • Health Education • Outreach • Transportation • Translation • Formal Written Referral Arrangement • Diagnostic Radiology • Obstetrical Care • CONTRACT • HCH Required Substance Abuse	• DIRECT • Additional Dental • Mental Health Services • Nutrition • Additional Enabling Supportive Services	• DIRECT • Podiatry

Key Policy/Items for Board awareness/approval

- Sliding Fee Discount Program
- Quality Improvement/Assurance Program (QI/QA)
- Billing and Collections
- Financial Management and Accounting Systems
- Personnel-No specific policies for HOMES-approval/dismissal of Project Director & annual review-December
- Budget (HRSA portion)

HRSA Requirements: Ch. 17 Board Authority

- Familiar with Health Center scope of project
- Approval of Health Center policies
- Approval of selection and the termination of Project Director
- Ensure Health center meets standards set forth in HRSA program manual

HRSA Requirement: Ch. 18 Board Composition

- HOMES has a waiver for the 51% user majority of the governing board

- Parkland Health Board of Managers is HOMES governing board

- HOMES Advisory Board: Majority of members (51%) are homeless/formerly homeless, who are served by HOMES and who represent the individuals being served by HOMES in terms of demographic factors. The Parkland Board receives input from special populations via the Advisory board.

Contracts and Collaborative Relationships

- **Cenikor:** Former vendor provided Residential Substance Abuse Treatment. Contract currently in RFP status

- **FQHC**: Foremost Family Health Centers, Los Barrios Unidos Community Clinic & HHM Health

- **Community Partnerships:** Housing Forward, Dallas County Health Department, City of Dallas Office of Homeless Solutions, Metrocare

- **Memberships:** National Health Care for the Homeless Council & Mobile Healthcare Association

Questions?