

**Sacramento County
Department of Health Services
HIV Health Services Planning Council
Executive Committee**
www.sacramento-tga.com

Meeting Agenda

March 9, 2023, 3:00 p.m. to 5:00 p.m.

Meeting Location –

**4600 Broadway, Sacramento, CA 95820
2nd Floor Conference/Community Room 2020**

Facilitator: Richard Benavidez – Council Chair

Scribe: Danielle Caravella – County Staff

Meeting Invitees:

- Richard Benavidez – Council Chair
- Kristina Kendricks-Clark – Vice Chair & QAC Chair
- Melissa Willett – AdAC Chair
- Zach B. - ACC Chair
- Chelle Gossett – Recipient
- Jake Bradley-Rowe – PAC Chair
- Ronnie Miranda - NAC Chair
- Michael Ungeheuer – Gov Chair

- Open to the Public

*Action Items

Topic	Presenter	Start Time and Length
Welcome and Introductions	Benavidez	3:00 pm
Announcements	All	
Public Comments-Agenda Items	Benavidez	
March 2023 Agenda*	Benavidez	

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Minutes of February 2023*	Benavidez	As Needed
Recipient Report: ➤ FY22 Jan. Part A Monthly Fiscal Report* ➤ FY22 Jan. Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update	Gossett	
Committee/Work Group Updates ➤ Administrative Assessment Committee ➤ FY22 AdAC Year-End Review 6/15/2023 ➤ Affected Communities Committee ➤ Reflectiveness Update ➤ Community Outreach ➤ Priorities and Allocations ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance	Willett Zach B. Bradley-Rowe Kendricks-Clark Miranda Ungeheuer	
Set Planning Council Agenda for March 22, 2023*	All	
Public Comments-Non-Agenda Items	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

Attachments:

- Minutes of February 2023*
- FY22 Jan. Part A Monthly Fiscal Report*
- FY22 Jan. Part B Monthly Fiscal Report
- Planning Council Agenda for March 22, 2023*

Next Meeting: May 11, 2023

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

February 9, 2023, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council Chair

Scribe: Danielle Caravella, Paula Gammell – County Staff

Committee Member Attendees:

Via Teleconference: Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Chelle Gossett - Recipient, Kristina Kendricks-Clark – Vice Chair, Richard Benavidez – Council Chair, Michael Ungeheuer – Governance Chair, and Ronnie Miranda – NAC Chair

Members Excused: N/A

Members Absent: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:05 p.m.</p> <p>Paula Gammell introduced Danielle Caravella and Michael Ungeheuer to each other and informed Michael that in April a consultant agency would be taking over the staffing of the Planning Council and its Committees.</p>
Public Comments- Agenda Items	N/A
February 2023 Agenda Review*	<p>A copy of the February 2023 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Michael Ungeheuer with a second by Jake Bradley-Rowe. Richard Benavidez questioned whether or not the return to in-person meetings discussion needed to be an action item on the agenda. It was explained that it needed to be decided whether a hybrid option would be adopted and thus remained an action item on the agenda. The motion passed by a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Ungeheuer, Benavidez, and Zach B. Opposed: None Abstained: None</p>
December 2022 Minutes Review*	<p>A copy of the December 2022 Committee Minutes was presented for review and approval. A motion to approve the Minutes as presented was made by Michael Ungeheuer with a second by Jake Bradley-Rowe. The motion was passed by a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B. Opposed: None Abstained: Ungeheuer</p>

Topic	Minutes
<p>Recipient Report:</p> <ul style="list-style-type: none"> ➤ FY22 December Part A Monthly Fiscal Report* ➤ FY22 December Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>Chelle Gossett presented the FY22 December Part A Monthly Fiscal Report for review and approval. El Dorado County spent 72% of its annual allocations and Placer spent 87.5%. Sacramento spent 81.48% with an overall expenditure of 81.27% for the Transitional Grant Area (TGA). The contracts for the 2nd Reallocation have been processed and should be sent out to the sub-recipients next week. Zach B. motioned to accept the FY22 December Part A Monthly Fiscal Report as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p style="padding-left: 40px;">Approved: Bradley-Rowe, Kendrick-Clark, Willett, Ungeheuer, Benavidez, and Zach B.</p> <p style="padding-left: 40px;">Opposed: None</p> <p style="padding-left: 40px;">Abstained: Gossett</p> <p>Chelle presented the FY22 December Part B Monthly Report for review. Yolo County spent 47.8% of its annual allocations. Sacramento spent 83.07% with an overall expenditure of 79.11% for the Transitional Grant Area (TGA).</p> <p>Chelle shared that the van is out and about and the SHC is taking the van out by themselves one day a week and trying out some new locations.</p> <p>Notice of partial award has been received for ETE and the clinic is working on becoming fully staffed. There are now 6 providers but staff turnover is an issue.</p> <p>Notice of partial award has also been received for Part A and contracts are currently in the works, with a hope to have them out as close to March 1st as possible.</p>

Topic	Minutes
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ○ FY22 AdAC Year-End Review 6/15/23 ➤ Affected Communities Committee <ul style="list-style-type: none"> ○ Reflectiveness ○ Community Outreach ➤ Priorities and Allocations ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance 	<p>Melissa Willett shared that AdAC will next meet on June 15th for the FY22 year-end review.</p> <p>Zach B. shared that reflectiveness is currently at 39.1%. He also shared that the first HIV community forum was held on January 10th. The next event will be held on March 8th with topics on HIV among Black/African Americans and Women and Girls.</p> <p>Jake Bradley-Rowe shared that PAC has not met since the last Executive meeting. The next meeting will be in person on March 1st at 9 AM.</p> <p>Kristina Kendricks-Clark shared that QAC has not met and the next meeting will be on March 7th.</p> <p>Paula Gammell shared that 190 surveys have been received and will be sent to the consultant after they are entered. There were a few duplicates received but overall things went very well this year. NAC next meets on March 7th.</p> <p>Michael Ungeheuer shared that Governance has no updates.</p>

Topic	Minutes
Return to In-Person Meetings	<p>Richard Benavidez discussed the need to return to in-person meetings due to the sunset of certain Brown Act legislation that was applicable during the State of Emergency due to COVID-19. All Council and Committee meetings are to return to pretty much a pre-pandemic structure. There is an option to conduct hybrid meetings but there are many restrictions that would make things very difficult logistically. Rick Heyer from Sacramento County who is an expert in the Brown Act was consulted to better understand the requirements. For some individuals who are on many committees, returning to in-person meetings can be burdensome and thus certain committees are considering reducing the frequency of meetings to increase attendance and participation. The only requirement in the Bylaws regarding meeting frequency is that the Council must meet a minimum of 6 times per year. The bylaws will need to be updated as they do state that teleconferencing is allowed, but beginning March 1st it will not be, pursuant to the Brown Act. Both the Executive and Affected Communities committees would like to explore reducing the frequency of their meetings. ACC will take the topic of meeting frequency to their next meeting to be discussed. It should be considered that ACC is a place for consumers to voice any service concerns. If ACC moves to an every-other-month format something should probably be added to the website to indicate where to voice concerns. The Executive committee discussed reducing the frequency of their meetings, as most meetings have a standing agenda, and the main action is to approve the agenda for the following Council Meeting. Rick Heyer indicated that this was not necessary and that the Executive committee did not need to do that. For example, the County BOS executive office sets its agenda and the BOS approves the agenda at the beginning of the meetings. The Executive committee decided they were going to bring to Council the recommendation that the Executive committee changes their meeting schedule to coincide with the new PAC schedule. The new PAC schedule coincides with when work is usually done, requiring action by the Council. A motion was made by Jake</p>

Topic	Minutes
	<p>Bradley-Rowe to remove the return to in-person meetings as an action item on the current agenda because there is no choice in going back to in-person meetings and Zach B seconded the motion. The motion was passed by a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B.</p> <p>Opposed: None</p> <p>Abstained: None</p>
February 22, 2023, HHSPC Agenda*	<p>A draft copy of the February 22, 2023, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Zach B. and seconded by Melissa Willett. After discussion, it was suggested to add the Executive Committee meeting frequency as an action item to the agenda. An amended motion to accept the agenda with the changes discussed was made by Zach B. and Jake Bradley-Rowe seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Miranda, Benavidez, and Zach B.</p> <p>Opposed: None</p> <p>Abstained: None</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	There was no public comment
Adjournment	The meeting adjourned at 4:32 p.m.

Part A Only

EL DORADO COUNTY - Jan. 2023	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Service Category						
Oral Health	\$24,673	\$0	\$3,598		14.6%	\$ 21,075
Health Insurance Premium & Cost Sharing Asst.	\$4,849	\$61	\$926		19.1%	\$ 3,923
Medical Case Management	\$133,000	\$9,162	\$117,808		88.6%	\$ 15,192
Medical Transportation Services	\$3,834	\$1,111	\$5,544		144.6%	\$ (1,710)
Emergency Financial Assistance	\$14,845	\$2,420	\$18,668		125.8%	\$ (3,823)
Sub-Total El Dorado Counties	\$181,201	\$12,754	\$146,545		80.9%	\$ 34,656

PLACER COUNTY - January 2023	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Service Category						
Oral Health	\$2,329	\$0	\$0		0.0%	\$ 2,329
Health Insurance Premium & Cost Sharing Asst.	\$4,869	\$0	\$0		0.0%	\$ 4,869
Medical Case Management	\$141,268	\$10,593	\$123,039		87.1%	\$ 18,229
Medical Transportation Services	\$20,891	\$770	\$17,300		82.8%	\$ 3,591
Emergency Financial Assistance	\$36,240	\$1,650	\$40,530		111.8%	\$ (4,290)
Sub-Total Placer County	\$205,597	\$13,013	\$180,869		88.0%	\$ 24,728

Missing Invoices

Under 5%		0-86%
Within 5%		87-97%
Over 5%		98% - Over

Priority Number

SACRAMENTO COUNTY - January 2023		Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
1	Ambulatory/Outpatient Care	\$476,408	\$19,819	\$347,667		72.98%	\$128,741
	SS: Ambulatory/Outpatient Medical Care	\$419,010	\$19,819	\$304,337		72.63%	\$114,673
	SS: Vendor paid viral/load resistance lab test	\$57,398		\$43,330		75.49%	\$14,068
2	AIDS Pharmaceutical Assistance	Not Funded at this Time					
3	Health Insurance Prem. & Cost Sharing Asst.	\$10,821	\$0	\$6,304		58.26%	\$4,517
4	Oral Health	\$269,174	\$7,631	\$267,909		99.53%	\$1,265
5	Medical Case Management	\$1,024,117	\$95,706	\$907,023		88.57%	\$117,094
	SS: MAI	\$184,117	\$5,186	\$179,532		97.51%	\$4,585
	SS: Office Based Services inc. Pediatric Treatment Adherence	\$494,662	\$51,914	\$425,291		85.98%	\$69,371
	SS: Field/In-Home Services	\$334,000	\$37,522	\$291,874		87.39%	\$42,126
	SS: Case Mgmt. Child Care	\$11,338	\$1,085	\$10,326		91.08%	\$1,012
6	Case Management (Non-Medical)	\$45,082	\$4,140	\$42,794		94.92%	\$2,288
7	Food Bank/Home Delivered Meals	Part B Only					
8	Mental Health Services	\$464,789	\$37,440	\$430,811		92.69%	\$33,978
9	Psychosocial Support Services	Not Funded at this Time					
10	Medical Transportation Services	\$76,079	\$11,857	\$62,453		82.09%	\$13,626
11	Substance Abuse Services - Outpatient	\$159,661	\$13,219	\$157,668		98.75%	\$1,993
12	Substance Abuse Services - Residential	\$58,408	\$0	\$57,968		99.25%	\$440
13	Housing	\$15,861	\$2,565	\$8,463		53.36%	\$7,398
14	Child Care Services	\$20,000	\$1,670	\$18,423		92.12%	\$1,577
15	Emergency Financial Assistance	\$13,862	\$298	\$11,292		81.46%	\$2,570
16	Medical Nutritional Therapy	\$5,660	\$765	\$2,406		42.52%	\$3,254
17	Health Education/Risk Reduction	\$11,334	\$1,032	\$10,345		91.28%	\$988
18	Outreach Services	\$14,981	\$0	\$14,980		100.00%	\$1
19	Outreach Services MAI	Part B Only					
20	Linguistic Services	Not Funded at this Time					
21	Home & Community Based Health Services	Not Funded at this Time					
22	Home Health Care	Not Funded at this Time					
23	Hospice	Not Funded at this Time					
24	Legal Services	Not Funded at this Time					
25	Permanency Planning	Not Funded at this Time					
26	Referral for Health Care & Support Services	Not Funded at this Time					
27	Rehabilitation Services	Not Funded at this Time					
28	Respite Care	Not Funded at this Time					
29	ADAP	Not Funded at this Time					
30	Early Intervention Services	Not Funded at this Time					
	Sub-Total Sacramento County	\$2,666,237	\$196,142	\$2,346,506		88.01%	\$319,731
	Sub-Total TGA Direct Service Expenditures	\$3,053,035	\$221,910	\$2,673,919		87.58%	\$379,115

Recipient - Grantee Admin	\$351,840		\$277,616		78.90%	\$74,224
Recipient - Quality Mgmt	\$175,919		\$93,191		52.97%	\$82,728
Grand- Total Direct Services, Recipient	\$3,580,794	\$221,910	\$3,044,726		85.03%	\$536,067

Missing Invoices		January	
Recipient Bills Quarterly		Under 5%	0-86%
January: Oral health		Within 5%	87-97%
		Over 5%	98% - Over

TGA Direct Service Expenditures by \$ Source	Approved Budget	Current Month	Accumulative Expenditures	% Shade	% Used	Remaining Balance
Part A	\$2,806,518	\$216,724	\$2,494,388		88.88%	\$312,130
Part A MAI	\$184,117	\$5,186	\$179,532		97.51%	\$4,585

Total Part A: 75/25 Expenditure Requirement	Allocations	Current	Cumulative	% of Alloc.	% Current Expenditure	% Cumulative
Core Services (Does not include MAI MCM)	\$2,537,501	\$189,211	\$2,185,628	88.4%	87.3%	87.6%
Support Services	\$331,417	\$27,514	\$308,760	11.6%	12.7%	12.4%

Part B Only

Priority Number

YOLO COUNTY - January 2023						
Service Category	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Oral Health	\$7,500	\$0	\$0		0.0%	\$ 7,500
Medical Case Management	\$110,769	\$7,458	\$70,701		63.8%	\$ 40,067
Medical Transportation Services	\$3,094	\$508	\$1,965		63.5%	\$ 1,129
Emergency Financial Assistance	\$1,002	\$342	\$343		34.2%	\$ 659
Food Bank/Home Delivered Meals	\$5,465	\$651	\$4,275		78.2%	\$ 1,190
Sub-Total Yolo County	\$127,829	\$8,958	\$77,285		60.5%	\$ 50,545

Missing Invoices None

Under 5%		0-86%
Within 5%		87-97%
Over 5%		98% - Over

SACRAMENTO COUNTY - January 2023						
Service Category	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
1 Ambulatory/Outpatient Care	\$442,130	\$44,905	\$396,963		89.78%	\$45,167
SS: Ambulatory/Outpatient Medical Care	442,130	44,905	396,963		89.78%	45,167
SS: Vendor paid viral load resistance lab test						
2 AIDS Pharmaceutical Assistance						
3 Health Insurance Premium & Cost Sharing Asst.						
4 Oral Health	\$253,097	\$19,532	\$236,365		93.39%	\$16,732
5 Medical Case Management	\$57,326	\$4,422	\$47,500		82.86%	\$9,826
SS: MAI - Part A Only						
Adherence						
SS: Field/In-Home Services	\$57,326	\$4,422	\$47,500		82.86%	\$9,826
SS: Case Mgmt Child Care						
6 Case Management (Non-Medical)	\$73,876	\$6,881	\$67,310		91.11%	\$6,565
7 Food Bank - Part B Only	\$11,982	\$0	\$13,049		108.90%	-\$1,067
8 Mental Health Service	\$90,247	\$10,302	\$75,523		83.68%	\$14,724
9 Psychosocial Support Services						
10 Medical Transportation Services	\$117,991	\$2,410	\$124,960		105.91%	-\$6,969
11 Substance Abuse Services - Outpatient						
12 Substance Abuse Services - Residential						
13 Housing	\$15,340	\$0	\$15,304		99.77%	\$36
14 Child Care Services						
15 Emergency Financial Assistance						
16 Medical Nutritional Therapy	\$9,701	\$0	\$9,701		100.00%	\$0
17 Health Education/Risk Reduction	\$25,300	\$536	\$24,676		97.53%	\$624
18 Outreach Services						
19 Outreach Services MAI Part B Only	\$43,569	\$1,913	\$19,051		43.73%	\$24,518
20 Linguistic Services						Not Funded at this Time
21 Home & Community Based Health Services						Not Funded at this Time
22 Home Health Care						Not Funded at this Time
23 Hospice						Not Funded at this Time
24 Legal Services						Not Funded at this Time
25 Permanency Planning						Not Funded at this Time
26 Referral for Health Care & Support Services						Not Funded at this Time
27 Rehabilitation Services						Not Funded at this Time
28 Respite Care						Not Funded at this Time
29 ADAP						Not Funded at this Time
30 Early Intervention Services						Not Funded at this Time
Sub-Total Sacramento County	\$1,140,559	\$90,901	\$1,030,403		90.34%	\$110,156
Sub-Total TGA Direct Service Expenditures	\$1,268,388	\$99,859	\$1,107,688		87.33%	\$160,700

Recipient - Grantee Admin	\$131,841	\$0	\$93,760		71.12%	\$38,081
Recipient - Quality Mgmt	\$63,853	\$0	\$44,727		70.05%	\$19,126
Grand- Total Direct Services, Recipient	\$1,464,082	\$99,859	\$1,246,175		85.12%	\$217,908

Missing Invoices Recipient bills quarterly January MAI Outreach
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January		
Under 5%		0-86%
Within 5%		87-97%
Over 5%		98% - Over

Underspending
On Target
Overspending

TGA Direct Service Expenditures by \$ Source	Approved Budget	Current Month	Accumulative Expenditures	% Shade	% Used	Remaining Balance
Part B	\$1,224,819	\$97,946	\$1,088,637		88.88%	\$136,183
Part B MAI Outreach	\$43,569	\$1,913	\$19,051		43.73%	\$24,518

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HIV Health Services Planning Council**
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Meeting Agenda

March 22, 2023, 10:00 AM – 12:00 PM

Meeting Location –

**4600 Broadway, Sacramento, CA 95820
2nd Floor Conference/Community Room 2020**

Facilitator: Richard Benavidez, Council Chair

Scribe: Danielle Caravella, County Staff

Meeting Invitees:

- HIV Health Services Planning Council Members
- Open to the Public

*Action Items

Topic	Presenter	Start Time and Length
Welcome and Introductions	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments-Agenda Items		
March 2023 Agenda*	Benavidez	
Minutes of February 2023*	Benavidez	
State Office of AIDS March 2023 Update	Lee/Pulupa	
Presentation: CDPH OA Integrated Strategic Plan	Blea	
CPG/HIV/STI Prevention Updates	All	
Recipient Report:	Gossett	
<ul style="list-style-type: none"> ➤ FY22 Jan. Part A Monthly Fiscal Report* ➤ FY22 Jan. Part B Monthly Fiscal Report 		

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<ul style="list-style-type: none"> ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 		As Needed
Committee/Work Group Updates <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ➤ FY22 AdAC Year-End Review 6/15/23 ➤ Affected Communities Committee <ul style="list-style-type: none"> ➤ Reflectiveness Update ➤ Priorities and Allocations ➤ Executive Committee ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance 	Willett Zach B. Bradley-Rowe Benavidez Kendricks-Clark Miranda Ungeheuer	
Planning Council Assessments	All	
Binder Updates	Caravella	
Public Comments-Non-Agenda Items	All	
Technical Assistance	Benavidez	
Adjournment	Benavidez	12:00 pm

Attachments:

- Minutes of February 2023*
- March 2023 OA Voice Update
- FY22 January Part A Monthly Fiscal Report*
- FY22 January Part B Monthly Fiscal Report
- PC Staff Assessment
- PC Self-Assessment

NEXT MEETING: April 26, 2023