

**Sacramento County  
Department of Health Services  
HIV Health Services Planning Council  
Executive Committee**  
[www.sacramento-tga.com](http://www.sacramento-tga.com)

Meeting Agenda  
May 11, 2023, 3:00 p.m. to 5:00 p.m.

**Meeting Location –**  
**4600 Broadway, Sacramento, CA 95820**  
**2<sup>nd</sup> Floor Conference/Community Room 2020**

**Facilitator:** Richard Benavidez – Council Chair  
**Scribe:** Paula Gammell – 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

Public Comment: This provides opportunities for the public to address the Council as a whole in order to listen to opinions regarding matters within the jurisdiction of the Council during Regular meetings and regarding items on the Agenda at all other meetings. Public Comment time limit is three (3) minutes.

\*Action Items

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

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Minutes of April 2023*	Benavidez	
Recipient Report: <ul style="list-style-type: none"> <li>➤ FY22 Year End Part A Monthly Fiscal Report*</li> <li>➤ FY22 Year End Part B Monthly Fiscal Report</li> <li>➤ SOA Ending the HIV Epidemic Update</li> <li>➤ HRSA Part A Ending the Epidemic Update</li> </ul>	Gammell	
Committee/Work Group Updates <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee             <ul style="list-style-type: none"> <li>➤ FY22 AdAC Year-End Review 6/15/2023</li> </ul> </li> <li>➤ Affected Communities Committee             <ul style="list-style-type: none"> <li>➤ Community Outreach</li> <li>➤ Reflectiveness</li> </ul> </li> <li>➤ Priorities and Allocations</li> <li>➤ Quality Advisory Committee</li> <li>➤ Needs Assessment Committee</li> <li>➤ Governance             <ul style="list-style-type: none"> <li>➤ FY23 Gov Overview*</li> <li>➤ GOV-01 Committee Development*</li> <li>➤ GOV-10 Officer Elections*</li> <li>➤ GOV-11 Member Removal</li> <li>➤ Acronyms and Roberts Rules of Order Chart*</li> </ul> </li> </ul>	Willett  Zach B.  Bradley-Rowe Kendricks-Clark Miranda Ungeheuer	As Needed
Attendance Discussion	Benavidez	
Planning Council Roster Changes	Benavidez	
Set Planning Council Agenda for May 24, 2023*	All	
Public Comments-Non-Agenda Items	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

Attachments:

- Minutes of April 2023\*
- FY22 Year End Part A Monthly Fiscal Report\*

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- FY22 Year End Part B Monthly Fiscal Report
- FY23 Gov Overview\*
- GOV -01 Committee Development\*
- GOV-10 Officer Elections\*
- GOV-11 Member Removal
- Acronyms and Roberts Rules of Order Chart\*
- HHSPC Roster
- Planning Council Agenda for May 24, 2023\*

**Next Meeting: July 13, 2023**

## **HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee**

### **Meeting Minutes**

April 13, 2023, 3:00 p.m. to 5:00 p.m.

### **Meeting Location:**

Sacramento Sexual Health Center, 4600 Broadway, Conference Room 2020, Sacramento, CA 95820

**Facilitator:** Richard Benavidez –Council Chair

**Scribe:** Danielle Caravella – County Staff

### **Committee Member Attendees:**

Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Kristina Kendricks-Clark – Vice Chair, Richard Benavidez – Council Chair,

**Members Excused:** Melissa Willett – AdAC Chair, Michael Ungeheuer – Governance Chair, Ronnie Miranda – NAC Chair, and Chelle Gossett - Recipient

**Members Absent:** N/A

**Guests:** Angelina Olweny – Valley Vision and Alan Lange – Valley Vision

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:10 p.m.</p> <p>Richard Benavidez complimented Sunburst Projects on their expansion and open house and said it was a wonderful event with a great turnout. He commended supervisors Rich Desmond and Phil Serna for their donations. He appreciates that many of the staff are HIV-positive.</p> <p>Jake Bradley-Rowe announced that Sunburst Projects is holding its annual Golf tournament on May 13<sup>th</sup>. City Council members, the Mayor, and County Supervisors will be participating. There will be an after-party for \$25 with food and an auction that starts at 3 pm.</p> <p>Richard shared that Aaron from the LGBT Center reached out about a new HIV Prevention Coalition that is forming that will be sponsored by One Community Health and the LGBT Center. The Coalition is committed to ending the HIV epidemic by advocating for policies and sharing internal practices that promote prevention, testing, treatment, and care for all individuals impacted by HIV. Their mission is to work collaboratively with community-based organizations, healthcare providers, policymakers, and individuals affected by HIV to ensure access to comprehensive and culturally appropriate HIV services, reduce stigma and discrimination, and advance HIV research. They believe that by empowering communities and building partnerships, they can reduce barriers to community members accessing HIV Prevention and care. For more information or to attend please reach out to Richard.</p>
Public Comments-Agenda Items	N/A
April 2023 Agenda	A copy of the April 2023 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Jake Bradley-Rowe

Topic	Minutes
Review*	<p>with a second by Zach B. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p>
March 2023 Minutes Review*	<p>A copy of the March 2023 Committee Minutes were presented for review and approval. A motion to approve the Minutes as presented was made by Richard Benavidez with a second by Kristina Kendricks-Clark. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p>
Recipient Report: ➤ FY22 Feb. 2023 Part A Monthly Fiscal Report*	<p>Paula Gammell presented the FY22 February 2023 Part A Monthly Fiscal Report for review and approval. Jake Bradley-Rowe motioned to accept the FY22 February 2023 Part A Monthly Fiscal Report as presented and Kristina Kendricks-Clark seconded the motion. El Dorado County spent 88.1% of its annual allocations and Placer spent 96.4%. Sacramento spent 93.69% with an overall expenditure of 93.54% for the Transitional Grant Area (TGA). Paula explained that there will be some final year-end changes to be done to true up things. El Dorado County is waiting on an oral health invoice to come in to bill a large portion of their remaining money in that category. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p>

Topic	Minutes
<ul style="list-style-type: none"> <li>➤ FY22 Feb. 2023 Part B Monthly Fiscal Report</li> <li>➤ SOA Ending the HIV Epidemic Update</li> <li>➤ HRSA Part A Ending the Epidemic Update</li> </ul>	<p>Paula Gammell presented the FY22 February 2023 Part B Monthly Report for informational purposes. Yolo County is underspent at 60.5%. Sacramento County has spent 98.44% with total expenditures for the total TGA at 94.6%.</p> <p>Paula Gammell shared that the SOA is almost ready to release the final version of the Integrated Strategic Plan and that they will want to meet with the Planning Council again once it is ready.</p> <p>The work plan and budget for year 4 for HRSA Part A ETE are due next Friday, the County was awarded some additional funds this year and they are discussing internally how to best utilize the money.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee</li> <li>➤ Affected Communities Committee <ul style="list-style-type: none"> <li>○ ACC Overview*</li> </ul> </li> </ul>	<p>Melissa Willett shared that AdAC will next meet on June 15<sup>th</sup> for the FY22 year-end review.</p> <p>ACC will be hosting its next Community Forum in May and Zach is working on the event details and creating an outreach flier. Reflectiveness is currently at 28%. The HRSA project officer is working with the County on this and is understanding of the situation. There is a new applicant who wants to interview after the next Planning Council meeting. No legislation specifies a timeframe in which a member had to receive Part A services to be counted for reflectiveness.</p> <p>The ACC Overview was presented for review and approval. Zach B motioned to approve the document as presented and Kristina Kendricks-Clark seconded the motion. After discussion, an edit was suggested to change the meeting frequency to reflect the new meeting schedule which is the first Monday of</p>

Topic	Minutes
<ul style="list-style-type: none"> <li>○ FY23 ACC Workplan</li> <li>➤ Priorities and Allocations <ul style="list-style-type: none"> <li>○ FY23 Re-Allocations*</li> </ul> </li> </ul>	<p>even months. Zach B. amended his motion to include the changes discussed and Kristina Kendricks-Clark seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p> <p>The FY23 ACC Workplan was presented for information-only purposes.</p> <p>PAC met to discuss the memo from the recipient regarding FY23 Allocation Areas to Review. The FY23 Allocations were determined in September 2022, at the same time the FY23 RFP had been in process. While determining the initial allocations for FY23 with the partial award from HRSA, the recipient identified some areas that the Planning Council (PC) might like to review. These areas are identified below. The areas are for Part A services in the Sacramento TGA and do not pertain to/include Part B Yolo County.</p> <ol style="list-style-type: none"> <li>1. Health Education/Risk Reduction (HE/RR)-There was \$4,768 allocated by the PC to Health Education/Risk Reduction. However, no one applied for the service during the RFP. There is no service provider for this service. If the Council wishes to proceed with funding this category, the Recipient will need to release a Letter of Intent (LOI) process for this service.</li> <li>2. Non-Medical Case Management-The PC allocated \$54,582 to Non-Medical Case Management. This was flat funding from the prior fiscal year. In the prior fiscal year, there were two providers for Non-Medical Case Management. Upon conclusion of the RFP process, there are now three providers. The Planning Council may want to review the allocation and decide</li> </ol>



Topic	Minutes
	<p>if the flat funding is still where the committee wants to stay.</p> <p>3. Food Bank/Home Delivered Meals- This is the first year the PC has allocated Part A funds to this service category in several years. As a reminder, HRSA's PCN 16-02 and the Sacramento TGA's Service Standard SSC12, the Food Bank/Home Delivered Meals service category includes the provision of essential non-food items that are limited to personal hygiene products and household cleaning supplies.</p> <p>Jake Bradley-Rowe presented the PAC Memo to go to the Planning Council for review and approval. In consideration of the Recipient's Memo and further discussion, PAC voted to de-fund the Health Education/Risk Reduction Service Category as there was no applicant during the RFP process, which just concluded several months ago. Given the RFP process just concluded, it was determined that there should not be a Letter of Intent issued, as any agency that had wanted to apply, would have already done so.</p> <p>As Health Education/Risk Reduction was de-funded, those funds were voted to be applied to Non-Medical Case Management. As a result of the RFP, three agencies passed the RFP process to be awarded funds; compared to two in the prior year(s).</p> <p>No action was taken regarding Food Bank/Home Delivered Meals. It was considered informational in nature.</p> <p>Zach B. motioned to accept the document as presented and Kristina Kendricks-Clark seconded the motion. The motion was passed with a majority.</p> <p>Approved: Kendricks-Clark, Benavidez, and Zach B.</p>

Topic	Minutes
<ul style="list-style-type: none"> <li data-bbox="323 383 541 451">○ PAC Overview*</li> <li data-bbox="323 652 527 721">○ FY23 PAC Workplan</li> <li data-bbox="323 769 548 873">○ FY23 General Directives*</li> <li data-bbox="323 1036 548 1140">○ FY23 Service Directives*</li> <li data-bbox="205 1302 527 1370">➤ Quality Advisory Committee</li> </ul>	<p data-bbox="604 266 1016 334">Opposed: None Abstained: Bradley-Rowe</p> <p data-bbox="604 383 1864 490">The PAC overview was presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p data-bbox="604 539 1684 646">Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="604 695 1738 721">The FY23 PAC Workplan was presented for information-only purposes.</p> <p data-bbox="604 769 1864 876">The FY23 General Directives were presented for review and approval. Kristina Kendricks-Clark motioned to accept the document as presented and Zach B. seconded the motion. The motion passed with a majority.</p> <p data-bbox="604 925 1684 1032">Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="604 1081 1806 1188">The FY23 Service Directives were presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p data-bbox="604 1205 1684 1312">Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p data-bbox="604 1360 1856 1386">The QAC Overview was presented for review and approval. Zach B. motioned</p>

Topic	Minutes
<ul style="list-style-type: none"> <li>○ QAC Overview*</li>   <li>○ FY23 QAC Workplan</li>   <li>➤ Needs Assessment Committee <ul style="list-style-type: none"> <li>○ NAC Overview*</li>   <li>○ FY23 NAC Workplan</li> </ul> </li>   <li>➤ Governance</li> </ul>	<p>to accept the document as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p> <p>The FY23 QAC Workplan was presented for information-only purposes.</p> <p>The NAC Overview was presented for review and approval. Jake Bradley-Rowe motioned to accept the document as presented and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p> <p>The FY23 NAC Workplan was presented for information-only purposes.</p> <p>It was discussed that Governance needs to meet to update the Bylaws regarding teleconferencing. Exec will meet in May to do some Governance updates. The mandated Council Seats should also be looked at for updating.</p>
<p>April 26, 2023, HHSPC Agenda*</p>	<p>A draft copy of the April 26, 2023, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Zach B. and seconded by Kristina Kendricks-Clark. After discussion, it was suggested to add attendance as a topic under Exec and add housekeeping to the beginning of the agenda. An amended motion to accept the agenda with the changes discussed was made by Jake Bradley-Rowe and Kristina</p>

Topic	Minutes
	<p>Kendricks-Clark seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Bradley-Rowe, Kendricks-Clark, Benavidez, and Zach B.  Opposed: None  Abstained: None</p>
Technical Assistance	<p>Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.</p>
Public Comment	<p>There were public comments regarding meeting conduct and maintaining Roberts’s Rules of Order during meetings. Discussions around where improvement can be made were had. There were suggestions to create laminated copies of meeting conduct to be displayed on the tables during meetings.</p> <p>It was shared that the LGBT Center has released the registration for Booth sign-ups for PRIDE.</p>
Adjournment	<p>The meeting adjourned at 4:30 p.m.</p>

HIV Health Services Planning Council  
**GOVERNANCE COMMITTEE**  
~~(916) 876-5548~~ — [hiv-hspc@saccounty.net](mailto:hiv-hspc@saccounty.net)

COMMITTEE OVERVIEW

**Purpose Statement:**

The Governance Committee will assist Council membership in fulfilling oversight responsibilities with respect to: Council organization, membership composition, standing committee structure, membership and function, and governance policies including the enforcement and any necessary modifications to such policies. In doing so, the Committee will address and track issues of policy, procedure, and bylaws as they relate to Council functions.

**Committee Responsibilities:**

To ensure effectiveness and efficiency of the Council the Governance Committee will periodically review the Council's policy/procedure and standards related to the conduct and affairs of the Council including but not limited to:

- 1) Developing, reviewing and monitoring the operating structure of the Council in relation to the ability for administering its mandated tasks;
- 2) Establishing, reviewing and revising Council bylaws in accordance to changes to the law, regulation or HRSA mandates;
- 3) Developing, reviewing and modifying policies and procedures for Council and Committee implementation;
- 4) Reviewing policies, procedures and standards developed in other Council Committees for consistency to form, intent and application to existing governance structure
- 5) In consultation with the Recipient, monitor Federal/State/Local regulations and guidance to facilitate compliance;

**Desired Experience of Members:**

Governance Committee membership shall be comprised of members of the Executive Committee and may include Council Members with skill sets addressing the task under review. Desired characteristics include one or more of the following:

- Comprehensive understanding of the Ryan White CARE Act;
- Awareness of responsibilities and activities of the Council and its Committees;

- Historical understanding of the Council's development;
- Stakeholder in Council decisions (consumers, providers, affected communities)
- Experience with organizational/program design and development;
- Familiarity with California and Federal law/regulations related to public boards/councils, HRSA mandated programs and general organization governance
- Policy and/or procedural writing skills.

### **Expectations of Members:**

- 1) Regularly attend and actively participate in Governance Committee meetings;
- 2) Review meeting materials prior to arriving at the meeting;
- 3) Identify issues in need of policy/procedural development;
- 4) Propose ideas and language for the development of new policies and procedures;
- 5) Understand existing policies and procedures;
- 6) Recognize when adopted policies and procedures are ineffective, inconsistent, inadequate or antiquated;
- 7) Provide constructive recommendations for improving existing policies and procedures;
- 8) Continually identify individuals who may be interested in membership on Governance.

### **Meetings:**

The Governance Committee is an ad-hoc committee.

### **Contact Information:**

Staff support is provided by [Angelina Olweny who can be contacted at \(916\) 325-1630 or Angelina.olweny@valleyvision.org](#) ~~Paula Gammell. She can be contacted at (916) 876-5548 or gammellp@saccounty.net.~~

Signed: \_\_\_\_\_

Richard Benavidez, Chair

Date: 05/25/22

HIV Health Services Planning Council  
Sacramento TGA

**Policy and Procedure Manual**

**Subject:** Committee Development,  
Organization and Appointment

**No:** GOV 01

**Date Approved:** 12/98

**Date Revised:** ~~06/24/20~~

**Date Reviewed:** 06/24/20

**BACKGROUND**

Committees carry out the majority of Council activity. The authority to establish a committee is stipulated in Article V Committee Structure Section 5.1 of the Bylaws. The effectiveness of a committee is dependent on diverse membership and a well-articulated work plan. The operational structure of committee work is determined by group process and the specific charge of the committee. In this manner, committees remain dynamic and able to address a variety of tasks necessary for the success of the Council.

**POLICY**

The Council will establish a structure of committees necessary to accomplish ongoing business and planning activities. There shall be at minimum an Executive and Governance Committee. The Executive Committee shall have decision-making authority in those business matters necessary for the uninterrupted operation of the Council and within the parameters established by the Council general membership.

**COMMITTEE TYPES**

The Council may use three types of committees as defined below;

1. Standing      formed primarily from Council membership for permanent and ongoing functions
2. Ad Hoc        formed from Council and community members to address a specific issue, task or activity that once resolved requires no further or ongoing meeting (commonly referred to as Work Groups)

3. Advisory formed from experts in a particular field or subject matter for the purpose of advising the Council on complex or sensitive issues

The Council may establish any number of standing committees including, but not limited to, priorities and allocation, needs assessment, service standards, administrative assessment and Council development.

## **ROLES, RESPONSIBILITIES AND TERMS**

### **Committee Chair**

- The Council or the Council Chair, at the direction of the membership, will appoint committee chairs annually
- Shall be the Committee Representative for Executive Committee
- Shall be a member of the Council in good standing
- Will consider the membership of the committee and will appoint new members as needed
- Will coordinate establishment of any new committee including development of goals, objectives or desired product
- Will notify members of location, day and hour of committee meeting
- Will prepare, in cooperation with Council staff, the committee meeting agenda
- Ensures that the committee's work plan is carried out in the most efficient manner reasonable
- Ensures that tasks are completed in a timely manner
- Facilitates open, honest and critical discussion
- Attends the Executive Committee meetings regularly
- Serves as a conduit of communication between committee members, council membership at large and the community
- Prepares written and verbal reports on committee activities
- Cooperates with Council staff

### **Committee Vice Chair**

- Committee membership will elect
- Is a standing member of the Council or an alternate
- Assists the chair with the activities of conducting efficient meetings
- Chairs the committee in the absence of the chair
- Represents the committee to Executive Committee in the absence of the chair



## **Committee Membership**

- Committee membership is expected of each Council member
- The length of membership term shall be two years and is renewable indefinitely
- Composition shall be maintained (optimal) between 5 and 11 with individuals possessing interest or skill base relative to the committee charge
- Composition for the Executive Committee shall be determined as outlined in Article V Committee Structure Section 5.4 of the Bylaws
- Should a Committee fail to include a majority of Council members, the Council Chair, with the assistance of Council staff, shall pursue Council members not actively participating on a Committee to sit as Committee members
- Diversity of stakeholders must be reflected in Committee membership.
- All committee members, regardless of Council membership, must complete an "Application for Appointment to Sacramento Transitional Grant Area (TGA) HIV Health Services Planning Council, Committees or Work Groups" prior to serving on a committee.
- All committee members, regardless of Council membership, must sign the Council's "Acknowledgement of HIV Health Services Planning Council Policies and Including Attendance, Conflict of Interest and Confidentiality."

## **Alternates**

- Committee alternates may be appointed in accordance with rules set out for Council Alternates in the Bylaws Article III, Section 3.6.

## **Ex Officio Members**

- Ex Officio members have the full rights and responsibilities of other members unless otherwise stated in the Council Bylaws.
- Officers of the Planning Council will sit as ex officio members of all committees with full voting privileges, but will not be included in establishing quorum.

## **Council Staff**

- Solicit Council members for interest in standing committee service
- Provide the committee chairs with a sign-up list of interested Council members
- Schedule and publicize meeting times, location and agendas
- Minutes of committee activity will be documented at each meeting

- Provide committees with technical assistance, training or process facilitation as requested
- Ensure the timely dissemination of agendas, minutes and support documents
- Ensure the timely dissemination of committee reports to the Council
- Maintain committee meeting attendance records and provide the Council Chair an attendance report as requested

### **Committee Work:**

- Committees may work flexibly in order to accomplish assigned tasks
- During regular meetings, committee members plan together, and all take part in discussions and decisions
- As needed, all committee members are expected to perform work outside of regular meetings, including, but not limited to, ongoing communication, timely project or activity input, and ability to provide real-time briefing to Council members as appropriate.

## **PROCEDURES FOR MEETINGS**

### **Meeting access and Notification**

- Meeting times and locations are scheduled and coordinated by Council staff.
- All committee meetings are open to the public, except for closed sessions as defined in the most current bylaws and/or the Brown Act with associated amendments.
- Meeting times and places, and to the extent possible, meeting agenda items will be announced to all Council members and to members of the public through Council mailings and other means of communication
- A closed session is permissible only as allowed in accordance with the Brown Act
- Members expecting to be absent from a scheduled meeting are to notify the Council Staff as soon as possible

### **Quorum**

- Business is conducted only if a quorum is present
- As defined in Article VI meetings and Operating Procedures Section 6.3 Quorum of the Bylaws
- ~~Attendance by a member via telephone conference call is allowable~~

## Agenda

- An agenda will be produced for each meeting reflecting the annual work plan or issues at hand
- Agenda items not addressed in the course of the meeting will be carried over to the next scheduled meeting and prioritized at the beginning of the succeeding agenda
- Time will be allotted for public comment at each meeting
- Public comment may be limited to previously announced agenda topics at the discretion of the Chair
- Public comment may be limited to a time constraint at the discretion of the Chair.

## Decision-making Process

- Each chair will facilitate a group process that best addresses the dynamics of committee membership to ensure timely and successful outcomes
- The chair will ensure that discussion is focused and that all views are represented
- Meetings will be conducted in accordance with Robert's Rules of Order Newly Revised, most current edition.
- If a minority of a committee holds a position different from a majority recommendation, the minority's position will be submitted as a part of the committees report for information purposes

## Meeting Participation

- *Appointed members*: Committee members may make motions and vote in committee.
- *Council staff*: Staff members do not participate in the discussion of an agenda item except when called upon by a committee member
- *Invited Advisory Guests*: the chair may invite a person or persons to attend a meeting to participate in the discussion of one or more agenda items, or to provide technical assistance, training or other expertise.
- *Council members not appointed to the committee*: may attend any committee meeting and may participate in the discussion of agenda items but shall not be permitted to vote.
- *Members of the public*: may attend and participate in the discussion during allotted time at any (non-closed) committee meeting, but may not make motions or vote on issues.

## Meeting Minutes and Committee Reports

- Meeting minutes will be documented at every meeting and will document attendance, actions taken and agenda topics for the next committee session
- The most recent meeting minutes will be distributed to committee members in a manner reasonably consistent with public information dissemination methods, at least one week in advance of the next scheduled meeting
- All attachments and supplementary materials will be available prior to the scheduled meeting

Signed:



~~Kristina Kendrick-Clark, Chair~~

Date: 6/24/20

# HIV Health Services Planning Council Sacramento TGA

## Policy and Procedure Manual

**Subject:** Officer Elections

**No.:** GOV 10

**Date Approved:** 01/26/05

**Date Revised:** 08/26/15

**Date Reviewed:** 06/24/20

### **Background:**

As noted in Section 4.4 of the Bylaws of the HIV Health Services Planning Council, "Officers are nominated and elected by the members of the Council to serve for three years. Officers will be elected within the three months following the annual appointment of members." "Vacancies which occur prior to the end of a term of office shall be filled by an election at the next regular or special meeting of the Council and will serve until the next regular election of officers."

### **Policy:**

Officers of the HIV Health Services Planning Council will be nominated and elected as soon as possible when positions become vacant through expiring terms, removal or resignation from office and will follow a uniform procedure to ensure consistency and fairness to all candidates.

### **Procedure:**

Elections will be formally announced and publicized one month prior to the meeting of the Planning Council wherein officer elections will be held. Formal announcement will include a description of officer roles and responsibilities as well as an overview of the nomination and election process.

Officer elections will take place in the following sequence: Chair and Vice Chair. Members may be nominated for more than one officer position, but may only serve in the capacity of one position at a time. All nominations and elections will occur in sequence, and distinct from one another. The following procedure shall be followed in the election of Planning Council officers:

- 1) Nominations for Chair will be taken from the floor, including self-nominations

- 2) Nominees will accept or decline nomination for open position
- 3) Staff will record nominations
- 4) Each nominee will be allowed a chance to speak to their qualifications/intentions for the position
- 5) A question and answer session will follow the nominee speeches
- 6) Each nominee will cast his or her vote and step out of the room
- 7) Staff will moderate a brief open comment period for voting members
- 8) Staff will call the question of the election
- 9) By a show of hands, voting members will choose the new officer
- 10) Staff will record and announce the vote to members
- 11) Nominees will be called back in to the room for the formal announcement of the vote
- 12) Proceed to nomination and election of the Vice Chair as outlined above.

Do you want to permit the direct appointment of the Vice Chair or Committee Chairs by the Council Chair if there is only one nominee? If so, need draft language here.

Immediately following each vote, the newly elected officers will assume the responsibilities of their position.

Approved:  
Richard Benavidez, Chair

Date: 6/24/20

**HIV Health Services Planning Council  
Sacramento TGA**

**Policy and Procedure Manual**

**Subject:** Member Removal from Planning Council

**No.:** GOV 11

**Date Approved:** 05/25/05

**Date Revised:** 08/26/15

**Date Reviewed:** 06/24/20

**Background**

The Sacramento HIV Health Services Planning Council relies on active, constructive participation of its members to carry out its mission of planning for the effective delivery of quality health and supportive services to people living with HIV/AIDS in the Sacramento region. As such, Council membership must be prepared to remove those peers not able to fulfill the responsibilities of membership.

**Policy**

A Council member may be removed prior to the end of the individual's term by a two-thirds vote of the Council. Members may be considered for removal from the Council for any of the following reasons as detailed in the Planning Council Bylaws, Article III, Section 3.8:

- (a) Unexcused and/or excessive absence from regular Council meetings [*defined below*];
- (b) Loss of the member's qualifying status for continued appointment;
- (c) Habitual behavior that disrupts the Council's ability to conduct business in a timely and efficient manner;
- (d) Conduct that negatively impacts community confidence in the Council, such as a violation of conflict of interest or breach of confidentiality.

**Procedure**

**1. Excessive Absences**

In the event that a member has two (2) consecutive unexcused absences or four (4) absences within a twelve (12) month period, the Chair or Chair delegate with discretion may initiate the following procedure:

- 1. The Chair or Chair delegate will notify the member of membership requirements by telephone and document such attempts (See Attachment A, Absentee Contact Log).
- 2. The Chair or Chair delegate will inform the member that another absence will prompt a review of continued membership by the Executive Committee, and possibly, their removal from the Council.

- a. Should the Chair or Chair delegate contact a member three (3) times without a reply, it will be taken to mean the member has received the messages.

In accordance with Council Bylaws, Article III, Section 3.10, should a member have three (3) consecutive unexcused absences or five (5) absences within a twelve (12) month period, the Chair or Chair delegate within discretion may initiate the following procedure:

1. The Chair or Chair delegate will send a registered/certified letter to the member noting that the member's membership status is under review and the member's resignation is implicit if no response is received as instructed within the letter by the next meeting of the Executive Committee
2. The Chair will inform the Executive Committee that the member has not fulfilled membership obligations to the Council and provide a copy of the Absentee Contact Log (Attachment A), as well as the response (if any) of the member
3. The Executive Committee will decide, by a majority vote, whether or not to accept the member's resignation and forward a recommendation for removal to the Council
  - a. In formulating its decision, the Executive Committee will consider such criteria as:
    - i. Historical Council attendance record of the member in question
    - ii. Member commitment to the Council (committee work, mentorship, etc.)
    - iii. Member longevity on the Council
    - iv. Notification given in advance of absences to staff/Chair
4. The Chair of the Council will bring forth a motion to remove the member at the next regularly scheduled Planning Council meeting
5. The member in question may choose to attend the Council meeting and speak to their ability to fulfill their responsibilities if allowed to remain a member. A question and answer period may follow the member's testimony
6. The member in question will cast their vote and the Chair will request that the member excuse him/herself from the proceedings
7. Staff will moderate a brief open comment session for voting members
8. The Chair will call the question of the vote
9. By a show of hands, members will cast their vote on the continued membership question
10. Staff will record and the Chair will announce the vote
11. In the event that the Council must consider removal of more than one individual, the process shall be repeated for each member



12. Removed members will be formally notified of the Council's decision to accept their resignation and encouraged to continue to work with the Council.

## **2. Mandated Seats**

### Qualifying Status

In the case of a change in a member's qualifying status for continuing appointment to a mandated seat, the member will be removed from that seat and a qualified replacement will be sought. Whenever possible, the member will be transferred to another vacant seat for which they qualify. If no vacant seats exist, the departing member will be encouraged to remain active on the Council by continuing participation through Committee work and applying for vacant seats as they become available.

### Attendance Issues

In the event that a member filling a mandated seat fails to meet Council attendance requirements, the member's status will be reviewed according to the procedures outlined above. Should the member filling the mandated seat be removed by a vote of the Council, the appointing authority will be notified in writing and a request will be made for a suitable replacement to serve the remainder of the current term.

## **3. Other Membership Issues**

All other membership decisions will be made in accordance with the Bylaws and at the discretion of Council Chair and/or the Executive Committee.

Signed:|



Kristina Kendricks-Clark, Chair

Date: 6/24/20

Attachment A

HIV Health Services Planning Council  
909 12th Street, Suite 200  
Sacramento, CA 95814

**Absentee Contact Log**

**Member Name:** Joe Example

**Reason for Phone Contact:**

Joe Example has missed 2 consecutive meetings of the Planning Council.

<b>Contact</b>	<b>Chair/Delegate</b>	<b>Call Date</b>	<b>Call Time</b>	<b>Contact Made</b>	<b>Call Result</b>
1.	Joe Example	1/26/20	1:30pm	No	Left Message
2.	Suzie Example	1/29/20	9:15am	No	Left Message
3.	Suzie Example	2/7/20	4:00pm	Yes	Spoke to member

**Report of Contact:**

Joe Example was informed on February 7, 2020 that his failure to attend the last two Council meetings could place him in violation of the Council attendance policy.

**Registered Letter Documentation:**

Joe Example missed his third consecutive meeting on February 25, and a registered letter was mailed to Joe Example on March 1.

Update

HIV Health Services Planning Council

916-876-5548

[hiv\\_hspe@saccounty.net](mailto:hiv_hspe@saccounty.net)

[www.sacramento-tga.com](http://www.sacramento-tga.com)

Making a Motion

MOTION	WHAT TO SAY	SECOND?	DEBATE?	AMEND?	VOTE
Adjourn	"I move that we adjourn"	Yes	No	No	Majority
Adjourn at a future time	"I move to adjourn at [time]." I move that we adjourn to reconvene at [time]."	Yes	No	No	Majority
Adopt a report	"I move that the report be adopted"	Yes	No	No	Majority
Amend a motion on the floor	"I move to amend by adding..." "I move to amend by striking out..."	Yes	Yes	Yes	Majority
Avoid debating an improper motion	"I object to consideration of this motion."	No	No	No	Two-thirds
Complain about heat, noise, etc.	"I rise to a question of privilege."	No	No	No	No vote
End Debate	"I move the previous question."	Yes	No	No	Two-thirds
Give closer study	"I move to refer the matter to committee."	Yes	Yes	Yes	Majority
Intermission	"I move that we recess for ..."	Yes	No	Yes	Majority
Introduce	"I move that ... business."	Yes	Yes	Yes	Majority
Postpone Discussion	"I move to postpone discussion until..."	Yes	Yes	Yes	Majority
Protest a breach of rules or conduct	"I rise to a point of order."	No	No	No	No Vote
Reconsider an action	"I move to reconsider the vote on ..."	Yes	If debatable	No	Majority
Request information	"Point of information."	No	No	No	No vote
Suspend an issue	"I move to table the motion."	Yes	No	No	Majority
Suspend the rules	"I move to suspend the rules so that..."	Yes	No	No	Two-thirds
Take up a tabled matter	"I move to take from the table..."	Yes	No	No	Majority
Verify a vote by having members rise	"I call for a division."	No	No	No	No vote
Vote on Chair's ruling	"I appeal from the decision."	Yes	Yes	Yes	Majority
Return to/Follow agenda	"A call for orders of the day."	No	No	Yes	Two-thirds
Disrupting/Discourteous member treatment	"I rise to a point of personal privilege."	No	No	No	No vote

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Frequently Used Acronyms/Abbreviations

<b>Sacramento Specific</b>	
<b>Acronym</b>	<b>Meaning</b>
ACC	Affected Communities Committee
AdAC	Administrative Assessment Committee
BOS	Board of Supervisors
EXEC	Executive Committee
GOV	Governance Committee
HHSPC	HIV Health Services Planning Council
HRS	Harm Reduction Services
NAC	Needs Assessment Committee
PAC	Priorities and Allocations Committee
PHAB	Public Health Advisory Board
QAC	Quality Advisory Committee
SHARE	Sacramento TGA Ryan White Client Database
SFAF	Sierra Foothills AIDS Foundation
UCD or UCDMC	University of California Davis Medical Center
WSH	Wellspace Health
<u>OCH</u>	<u>One Community Health</u>
<u>GRS</u>	<u>Golden Rule Services</u>
<b>Nationally Used</b>	
ADAP	AIDS Drug Assistance Program
AETC	AIDS Education and Testing Center
CARE Act	Comprehensive AIDS Resources Emergency Act
CBO	Community Based Organization
CDC	Centers for Disease Control and Prevention
CEO	Chief Elected Official
CQI	Continuous Quality Improvement
EIHA	Early Identification of Individuals with HIV/AIDS
EIP	Early Intervention Program

<b>Nationally Used Acronyms Continued:</b>	
EMA	Eligible Metropolitan Area
HAB	HIV/AIDS Bureau (HRSA Department)
HOPWA	Housing Opportunities for People With AIDS
HRSA	Health Resources and Services Administration
IDU	Intravenous Drug User
MAI	Minority AIDS Initiative
MSM	Men who have Sex with Men
OI	Opportunistic Infection
PEP	HIV Post-Exposure Prophylaxis
PLWH/A	People Living With HIV/AIDS
PrEP	Pre-Exposure Prophylaxis
QM	Quality Management
RDR	Ryan White Data Report
RSR	Ryan White Services Report
RW	Ryan White (CARE Act)
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
TA	Treatment Adherence
TGA	Transitional Grant Area
Part A	Ryan White CARE Act; Part A Funding Source
Part B	Ryan White CARE Act; Part B Funding
Part C	Ryan White CARE Act; Part C Funding
Part D	Ryan White CARE Act; Part D Funding

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. Update

Add the Roberts rule of order paper and the meetings  
rules paper

**Sacramento TGA  
HIV Health Services Planning Council Roster**

**Updated 04/10/2023**

<b>Seat/Category</b>	<b>Name</b>	<b>Gender</b>	<b>Race</b>	<b>Affiliation</b>	<b>Appointed</b>	<b>Expires</b>
1. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/14
2. Affected/Underserved Community	Zachary Basler	M	W	Non-Aligned	01/28/20	12/31/24
3. Local Public Health	Melody Law	F	Asian	County of Sacramento	07/12/16	12/31/23
4. Affected/Underserved Community	Dennis Poupart	M	W	Non-Aligned	01/28/20	12/31/23
5. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/08
6. Health Care Provider	Shy Brown	F	AA	Peachtree Health	07/26/22	12/31/25
7. Substance Abuse Treatment	<b>Vacant</b>					12/31/21
8. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/04
9. Federal AETC	Judy Vang	F	Asian	UC Davis AETC	07/14/10	12/31/23
10. CBO Serving HIV/AIDS	Kristina Kendricks-Clark	F	AA	Harm Reduction Services	12/06/16	12/31/23
11. Non-Elected Community Leader	<b>Vacant</b>					12/31/20
12. Housing & Homeless Service	Elizabeth Valentine	F	W	Volunteers of America	03/19/19	12/31/24
13. Affected Community-Parolee	<b>Vacant</b>					12/31/23
14. Children/Youth/Families	Jake Bradley-Rowe	M	W	Sunburst Projects	07/13/21	12/31/23
15. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/11
16. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/11
17. Affected/Underserved Community	Christopher Kendrick- Stafford	M	W	Non-Aligned	10/04/22	12/31/25
18. Federal Title III (Part C)	Keshia Lynch	F	AA	One Community Health	10/04/22	12/31/25
19. Affected/Underserved Community	Kane Ortega	M	Hisp	Non-Aligned	01/12/05	12/31/25
20. Affected/Underserved Community	Joshua Kooman	M		Non-Aligned	07/26/22	12/31/25
21. Health Care Provider	<b>Vacant</b>					12/31/23
22. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/99
23. Fiscal Agent Representative	Chelle Gossett	F	W	Sacramento County Public Health	03/19/19	12/31/24
24. Alt Affected/Underserved Community	<b>Vacant</b>					12/31/03
25. Pediatric Consumer	<b>Vacant</b>					12/31/02
26. Affected/Underserved Community	<b>Vacant</b>					12/31/21
27. Affected/Underserved Community	Kelly Gluckman	F	W	One Community Health	10/04/22	12/31/25
28. Non-Elected Community Leader	<b>Vacant</b>					12/31/08
29. State Gov Medi-Cal	Yingjia Huang	F	Asian	CA State Medi-Cal Office	03/14/23	12/31/25
30. Affected/Underserved Community	Richard Benavidez	M	Hisp	Sierra Foothills AIDS Foundation	08/26/14	12/31/24
31. HOPWA	David Contreras	M	Hisp	Sacramento Housing Redev. Agency	07/14/20	12/31/24
32. Affected/Underserved Community	Minerva Reid	F	AA	Non-Aligned	07/14/20	12/31/25
33. Affected/Underserved Community	Tracy Thomas	M	AA	Non-Aligned	12/08/20	12/31/23
34. State Government Title II (Part B)	Kaye Pulupa	F	W	CA State Office of AIDS	07/12/22	12/31/25
35. Non-Elected Community Leader	<b>Vacant</b>					12/31/21
36. Non-Elected Community Leader	<b>Vacant</b>					12/31/11
37. Social Services	Lenore Gotelli	F	W	RX Healthcare	03/14/23	12/31/26
38. HIV Prevention Svcs Professional	<b>Vacant</b>					
39. Local Public Health	Melissa Willett	F	W	Sierra Foothills AIDS Foundation	08/24/21	12/31/24
40. Local Public Health	Michael Ungeheuer	M	W	El Dorado County Public Health	03/10/04	12/31/24
41. Affected/Underserved Community	Ronnie Miranda	M	AA	Non-Aligned	07/28/20	12/31/23
42. Affected/Underserved Community	Steve Austin	M	W	Non-Aligned	07/28/20	12/31/24
43. Mental Health Service Provider	<b>Vacant</b>					12/31/23
44. Affected/Underserved Community (Native American)	<b>Vacant</b>					12/31/23

**Sacramento County**  
**Department of Health Services**  
**HIV Health Services Planning Council**  
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**Meeting Agenda**

May 24, 2023, 10:00 AM – 12:00 PM

**Meeting Location –**

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

**Facilitator:** Richard Benavidez, Council Chair

**Scribe:** TBD, Council Staff

**Meeting Invitees:**

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

Public Comment: This provides opportunities for the public to address the Council as a whole in order to listen to opinions regarding matters within the jurisdiction of the Council during Regular meetings and regarding items on the Agenda at all other meetings. Public Comment time limit is three (3) minutes.

**\*Action Items**

<b>Topic</b>	<b>Presenter</b>	<b>Start Time and Length</b>
Welcome, Introductions, & Housekeeping	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments-Agenda Items-3 Minute Time Limit	All	
May 2023 Agenda*	Benavidez	
Minutes of April 2023*	Benavidez	
State Office of AIDS May 2023 Update	Pulupa	
Presentation: Inclusivity	Dr. Burns	

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**Department of Health Services**  
**HIV Health Services Planning Council**  
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CPG/HIV/STI Prevention Updates	All	As Needed
Recipient Report: <ul style="list-style-type: none"> <li>➤ FY22 Year End Part A Monthly Fiscal Report*</li> <li>➤ FY22 Year End Part B Monthly Fiscal Report</li> <li>➤ SOA Ending the HIV Epidemic Update</li> <li>➤ HRSA Part A Ending the Epidemic Update</li> </ul>	Gammell	
Committee/Work Group Updates <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee <ul style="list-style-type: none"> <li>➤ FY22 AdAC Year-End Review 6/15/23</li> </ul> </li> <li>➤ Affected Communities Committee <ul style="list-style-type: none"> <li>➤ Community Presentations</li> <li>➤ Reflectiveness</li> </ul> </li> <li>➤ Priorities and Allocations</li> <li>➤ Executive Committee</li> <li>➤ Quality Advisory Committee</li> <li>➤ Needs Assessment Committee</li> <li>➤ New WorkGroup-Need a better name</li> <li>➤ Governance <ul style="list-style-type: none"> <li>➤ FY23 Gov Overview*</li> <li>➤ GOV-01 Committee Development*</li> <li>➤ GOV-10 Officer Elections*</li> <li>➤ Acronyms and Roberts Rules of Order Chart*</li> </ul> </li> </ul>	Willett  Zach B.  Bradley-Rowe Benavidez Kendricks-Clark Miranda TBD Ungeheuer	
Binder Updates	Caravella	
Public Comments-Non-Agenda Items	All	
Technical Assistance	Benavidez	
Adjournment	Benavidez	

**Attachments:**

- Minutes of April 2023\*
- May 2023 OA Voice Update
- FY22 Year End Part A Monthly Fiscal Report\*
- FY22 Year End Part B Monthly Fiscal Report



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- FY23 Gov Overview\*
- GOV -01 Committee Development\*
- GOV-10 Officer Elections\*
- Acronyms and Roberts Rules of Order Chart\*

**NEXT MEETING: June 28, 2023**