

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

Meeting Agenda
January 11, 2024, 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: Angelina Olweny– Council Staff

Meeting Invitees:

- Richard Benavidez – Council Chair
- Kelly Gluckman – 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	
January 2024 Agenda*	Benavidez	

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Minutes of September 2023*	Benavidez	
Recipient Report: <ul style="list-style-type: none"> ➤ FY23 November Part A Monthly Fiscal Report* ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	Gossett	
Committee/Work Group Updates <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ➤ FY23 AdAC Mid Year-End Review 06/13/2024 ➤ Assessment Tool Discussion ➤ Affected Communities Committee <ul style="list-style-type: none"> ➤ Alternate Affected Community Seats ➤ Community Outreach ➤ Reflectiveness ➤ Priorities and Allocations ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Ad-Hoc Workgroup ➤ Governance <ul style="list-style-type: none"> ➤ Bylaws 	Willett Zach B. Bradley-Rowe Gluckman Miranda Basler Ungeheuer	As Needed
Set Planning Council Agenda for January 24, 2024*	All	
Public Comments-Non-Agenda Items	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

Attachments:

- Minutes of September 2023*

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- FY23 November Part A Monthly Fiscal Report*
- Planning Council Agenda for January 24, 2024* Draft
- Bylaws

Next Meeting: March 14, 2024
June 13, 2024

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

September 14, 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: Angelina Olweny – Council Staff

Committee Member Attendees:

Chelle Gossett – Recipient, Richard Benavidez – Council Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Kristina Kendricks-Clark – Vice Chair

County Staff: Danielle Caravella

Members Excused: Zach Basler-ACC Chair, Ronnie Miranda – NAC Chair, Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:13 p.m. World AIDs Day is December 1st. Sunburst is co-hosting. All agencies will be encouraged to get involved. CRC has offered space for December 1 but there is a possibility to host the event at Sac State. There will be a press conference at the County Supervisor’s Office.</p> <p>Uptown Studios has a quilt viewing event that requires a fee.</p>
Public Comments-Agenda Items	N/A
September 2023 Agenda Review*	<p>The September Agenda was presented for review and approval. Jake Bradley-Rowe motioned accept the agenda as presented and Melissa Willett seconded the motion. Richard Benavidez requested that a discussion on membership renewal be added as an agenda item. The presenters on the agenda need to be changed to reflect that Richard Benavidez will give updates on the Affected Communities Committee, the Quality Advisory Committee and the Needs Assessment Committee. Jake Bradley-Rowe motioned to accept the agenda with the changes made and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: N/A</p>
June 2023 Minutes Review*	June minutes were presented for review and approval. Jake Bradley-Rowe motioned to accept the minutes as presented and Melissa Willett seconded the

Topic	Minutes
	<p>motion. The motion passed with a majority. Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: N/A</p>
<p>Membership Renewal</p>	<p>Bylaws will be referenced to ensure understanding on whether members can retain their seats when their current term expires. If a decision is made not to reappoint a Council member, the Council will vote on the resolution. The decision on the removal of a Council member will include the member's conduct during meetings.</p> <p>A question was posed about Council seats held to certain members that don't attend meetings. The explanation was that some Council seats are mandated seats and these positions cannot be replaced.</p> <p>The provider seat is going to be filled by a pharmacist. A community member seat is also filled.</p>
<p>Recipient Report: ➤ FY23 July 2023 Part A Monthly Fiscal Report*</p>	<p>The Part A July monthly report was presented for review and approval. July's monthly expenditures should be at 41.7% through July 31. The current TGA spending for El Dorado County is at 35.3% and 40.6% for Placer County. The current TGA spending for Sacramento County is at 33.9%. The overall expenditure for the Sacramento Transitional Grant Area (TGA) is 34.37%. Jake Bradley-Rowe motioned to accept the report as presented and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: Chelle Gossett</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ FY23 July 2023 Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>A copy of the FY23 Part B July Monthly Fiscal Report was presented for informational purposes. Expenditures should be at 33% through July 31. Yolo County spent 33.8% of their allocations. Sacramento County spent 32.8%. The overall expenditure was 32.88% for the Transitional Grant Area (TGA).</p> <p>There is a meeting for the Integrated Plan between CDC and HRSA on Oct 3rd. It is a preliminary meeting. Information for the meeting was shared with Richard Benavidez.</p> <p>The sexual health clinic has no service interruptions. There are three sexual health promotion managers are covering the vacant clinic manager position. There are no reported issues from patients. The non-compete application for the fifth year of Ending the Epidemic will be submitted on December 1. The application for Ending the Epidemic year four will be submitted on September 29.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee ➤ Affected Communities Committee 	<p>The next meeting is on November 16th.</p> <p>The committee did not meet due to the Labor Day holiday in September. Community Outreach- Richard Benavidez will be leading and HIV and Aging outreach event next week at the LGBT Center. Noel Valdez the new Jansen liaison will be leading a discussion that will focus on HIV in the Latinx Community on October 11th in conjunction with Latinx Awareness day. He will also be leading an unbranded discussion.</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Reflectiveness ➤ Priorities and Allocations (PAC) ➤ FY 24 Allocations* 	<p>Reflectiveness is at 38.5%.</p> <p>The PAC committee makes recommendations on how funding is allocated to various service categories. There is a five percent increase in funding every year from what is awarded from the previous year. The Council will then vote by line item to on whether to approve funding recommendations made by PAC. PAC recommended additional funding for Health Insurance Premiums, Medical Case Management, Non-Medical Case Management and Mental Health Services. El Dorado and Placer County got additional funding for Medical Case Management, Transportation, Emergency Financial Assistance, Transportation, Nutrition Services and Substance Abuse Residential. Richard Benavidez motioned to accept the funding recommendations and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: Chelle Gossett</p>
<ul style="list-style-type: none"> ➤ Quality Advisory Committee 	<p>There are no updates as the committee did not meet due to lack of quorum. The next meeting is in December</p>
<ul style="list-style-type: none"> ➤ Needs Assessment Committee 	<p>There are no updates as the committee did not meet due to lack of quorum. The next meeting is in December</p>
<ul style="list-style-type: none"> ➤ Ad-Hoc Workgroup 	<p>Kelly Gluckman gave a presentation on a prototype Sac TGA website. The new website would be more interactive and will connect consumers to service providers and other useful resources. The approximate desired budget is up to</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Governance <li style="padding-left: 20px;">➤ Council Overview* 	<p>\$4,000. The committee reviewed the three budget proposals to develop the website.</p> <p>The Ad-Hoc received three bids to develop a new website. Chelle Gossett will meet with the Public Information Officer to get answers on whether a new website can be approved and if in-kind funding can be used to develop the website. The County’s CEO policies and procedures will need to be followed if a new website is approved.</p> <p>The committee discussed and voted on funding for the new website. The following estimates were taken from the existing administration budget for the \$4,000 cap to fund the website. Postage- \$1,000, Printing- \$300, Legal fees - \$500, General office- \$2,200. Richard Benavidez motioned to accept the budget for the website and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: Chelle Gossett</p> <p>The Council Overview document was presented for review and approval. The Overview was updated to remove the Prevention Committee. Jake Bradley-Rowe motioned to accept the Overview document as presented and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa</p>

Topic	Minutes
	<p>Willett, Richard Benavidez Oppose: N/A Abstain: N/A</p>
Meeting Extension	<p>Richard motioned to extend the meeting by ten minutes to address all agenda items. Jake Bradley-Rowe motioned to accept the meeting extension and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: N/A</p>
Set Planning Council Agenda for September 27, 2023	<p>The draft September Council agenda was presented for approval. Jake Bradley-Rowe motioned to accept the agenda and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez Oppose: N/A Abstain: N/A</p>
Technical Assistance	<p>Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.</p>
Public Comment	<p>N/A</p>
Adjournment	<p>The meeting adjourned at 5:10 p.m.</p>

EL DORADO COUNTY - November 2023	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Service Category						
Ambulatory/Outpatient Care	Not Funded at This Time					
Oral Health	\$5,285	\$0	\$3,424		64.8%	\$1,861
Health Insurance Premium & Cost Sharing Asst.	\$1,955	\$0	\$489		25.0%	\$1,466
Mental Health Services	\$10,201	\$0	\$0		0.0%	\$10,201
Medical Case Management	\$145,640	\$0	\$84,557		58.1%	\$61,083
Medical Transportation Services	\$11,784	\$0	\$9,240		78.4%	\$2,544
Emergency Financial Assistance	\$31,750	\$0	\$23,783		74.9%	\$7,967
Sub-Total El Dorado Counties	\$206,615	\$0	\$121,494		58.8%	\$85,121

PLACER COUNTY - November 2023	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Service Category						
Ambulatory/Outpatient Care	Not Funded at This Time					
Oral Health	\$2,530	\$0	\$0		0.0%	\$2,530
Health Insurance Premium & Cost Sharing Asst.	\$715	\$0	\$323		45.2%	\$392
Mental Health Services	\$4,425	\$0	\$0		0.0%	\$4,425
Medical Case Management	\$150,694	\$0	\$84,773		56.3%	\$65,921
Medical Transportation Services	\$20,891	\$0	\$11,336		54.3%	\$9,556
Emergency Financial Assistance	\$46,000	\$0	\$28,945		62.9%	\$17,055
Sub-Total Placer County	\$225,255	\$0	\$125,377		55.7%	\$99,878

Priority Number

SACRAMENTO COUNTY - November 2023		Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
1	Ambulatory/Outpatient Care	\$423,533	\$0	\$271,871		64.2%	\$151,662
	SS: Ambulatory/Outpatient Medical Care	\$364,095		\$237,534		65.2%	\$126,561
	SS: Vendor paid viral/load resistance lab test	\$59,438		\$34,337		57.8%	\$25,101
2	ADAP/Prescription Medications	Not Funded at This Time					
3	Health Insurance Premium & Cost Sharing Asst.	\$22,154		\$2,877		13.0%	\$19,277
4	Oral Health	\$260,801		\$58,929		22.6%	\$201,872
5	Medical Case Management	\$1,141,618	\$0	\$668,965		58.6%	\$472,653
	SS: MAI	\$191,667		\$155,112		80.9%	\$36,555
	SS: Office Based Services	\$458,455		\$304,926		66.5%	\$153,529
	SS: Field/In-Home Services	\$471,238		\$205,208		43.5%	\$266,030
	SS: Pediatric Treatment Adherence	\$861		\$552		64.2%	\$308
	SS: Case Mgmt Child Care	\$19,397		\$3,167		16.3%	\$16,230
6	Case Management (Non-Medical)	\$113,394		\$52,584		46.4%	\$60,810
7	Food Bank/Home Delivered Meals	\$34,654		\$17,062		49.2%	\$17,592
8	Mental Health Services	\$468,819		\$324,733		69.3%	\$144,086
9	Psychosocial Support	Not Funded at This Time					
10	Medical Transportation Services	\$86,122		\$45,643		53.0%	\$40,479
11	Substance Abuse Services - Outpatient	\$188,815		\$120,772		64.0%	\$68,043
12	Substance Abuse Services - Residential	\$58,426		\$0		0.0%	\$58,426
13	Housing Assistance	\$24,015		\$10,357		43.1%	\$13,658
14	Child Care Services	\$15,369		\$8,695		56.6%	\$6,674
15	Emergency Financial Assistance	\$20,289		\$3,897		19.2%	\$16,392
16	Medical Nutritional Therapy	\$32,374		\$11,525		35.6%	\$20,849
17	Health Education/Risk Reduction	Not Funded at This Time					
18	Outreach Services	Part B Funded Only					
19	Outreach Services MAI	Part B Funded 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 and 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/Prescription Medications	Not Funded at This Time					
30	Early Intervention Services	Not Funded at This Time					
Sub-Total Sacramento County		\$2,890,383	\$0	\$1,597,910		55.3%	\$1,292,473
Sub-Total TGA Direct Service Expenditures		\$3,322,253	\$0	\$1,844,781		55.53%	\$1,477,472
Recipient - Grantee Admin		\$369,311	\$0	\$136,825		37.05%	\$232,486
Recipient - Quality Mgmt		\$184,655	\$0	\$60,222		32.61%	\$124,433
Grand- Total		\$3,876,219	\$0	\$2,041,828		52.68%	\$1,834,391

Missing Invoices
 Oral Health, Transportation,
 Health Insurance Premium Asst,
 Substance Use Residential

		November
Under 5%		0-69%
Within 5%		70-80%
Over 5%		81% - Over

TGA Direct Service Expenditures by \$ Source	Approved Budget	Current Month	Accumulative Expenditures	% Shade	% Used	Remaining Balance
Part A	\$3,130,586	\$0	\$1,689,669		53.97%	\$1,440,917
Part A MAI	\$191,667	\$0	\$155,112		80.93%	\$36,555

Total Part A: 75/25 Expenditure Requirement	Allocations	Current	Cumulative	% of Alloc.	% Current Expenditure	% Cumulative Expenditure
Core Services (Does not include MAI MCM)	\$2,667,892	\$0	\$1,478,127	85.2%	#DIV/0!	87.5%
Support Services	\$462,694	\$0	\$211,542	14.8%	#DIV/0!	12.5%

Sacramento TGA Bylaws

Article I Name of Organization and Area of Service

Section 1.1. Name: The name of this body shall be the HIV Health Services Planning Council (herein after referred to as the Council).

Section I.2. Area of Service: The transitional grant area (TGA) to be served by the Council will be Sacramento County, El Dorado County and Placer County (herein after referred to as the TGA). For the purposes of service delivery under State Office of AIDS funding, Yolo County is included.

Article II Authority, Purpose and Duties

Section 2.1, Legal Authority: The Council was created by, and functions pursuant to, the requirements established in the Ryan White Comprehensive AIDS Resources and Emergency Act of 1990 (CARE Act), any amendments to that Act, and policies and procedures set by the United States Department of Health Services (DHS) through the Health Resources Services Administration (HRSA). In accordance with the CARE Act, the Council is appointed by the Sacramento County Board of Supervisors, designated as the Chief Elected Official (CEO) for the TGA. In 1997, a policy change by the State Office of AIDS established the Council as the entity responsible for the State Office of AIDS funds planning and allocation processes for the TGA.

Section 2.2. Purpose: The purpose of the Council is to provide effective and efficient planning for the TGA to promote development of HIV/AIDS health care and support services that meet regional needs. The Council seeks to address these needs in a cost-effective manner in ways that reduce inefficiencies and redundancies. Emphasis is placed on the identification and engagement of the uninsured, underinsured, emerging afflicted population and all disenfranchised groups living with HIV.

Section 2.3, Responsible Entities: The process of applying for, receiving, and administering Parts A/B funding necessitates a collaborative relationship between three parties: the Sacramento County Board of Supervisors as CEO, the Council, and the Sacramento County Department of Health Services (DHS) as the Recipient, each with complementary duties as described in the remainder of this section.

Section 2.4. Duties of Chief Elected Official: The CEO shall:

- (a) Receive Parts A and State Office of AIDS grant funds awarded to the TGA;

- (b) Select the Recipient;
- (c) Appoint members to the Council for the TGA; and,
- (d) Ensure that all terms and conditions of the Memorandum of Understanding (MOU) between Sacramento County, El Dorado County, Placer County and Yolo County are adhered to.

Section 2.5, Duties of Council: The duties of the Council shall be to:

- (a) Establish priorities for the allocation of Part A and State Office of AIDS funds within the TGA including how best to meet each such priority and any additional factors to be considered in the fund allocation process;
- (b) Develop a comprehensive plan for organizing, delivering, evaluating and monitoring HIV related health and support services that seek to be innovative and interactive with existing California State and/or local plans relative to the provision of health services to individuals with HIV;
- (c) Assess the efficiency, effectiveness and expediency of the administrative mechanism for allocating funds to areas of greatest need within the TGA;
- (d) Participate in the development of the Statewide coordinated statement of need; and,
- (e) Establish methods for engaging with the community to determine and prioritize needed support and care.

Section 2.6, Duties of the Recipient: The Recipient shall:

- (a) Develop and maintain contractual agreements with Sacramento, El Dorado, and Placer Counties and the State Office of AIDS specific to the distribution of Part A and State Office of AIDS funds;
- (b) Write and assemble the Part A and State Office of AIDS applications;
- (c) Select contractors and set contract award levels based on an established process in accordance with priorities set by the Council and under the terms of the MOU. The contractor award process shall include an appeals procedure;
- (d) Disseminate notice of contract awards inclusive of the appeals procedure;
- (e) Develop and execute contracts in a manner consistent with Part A requirements for rapid allocation of funds;
- (f) File reports required by HRSA and the State Office of AIDS;
- (g) Develop and implement a fund reallocation process under parameters set forth by the Council to insure the rapid and appropriate redistribution of any funds for which the established anticipated rates of service expenditures are greater or less than projected at the time of original funding; and,
- (h) Monitor and assess the quality, effectiveness and economy of the services supported with Part A and State Office of AIDS grant funds.

Article III Council Membership

Section 3.1, Nominations: The ultimate selection and appointment of Council members is the responsibility of the Sacramento County Board of Supervisors upon recommendation by the Public Health Advisory Board (PHAB). Nominations for membership on the Council shall be identified through an open process and candidates shall be selected based on locally delineated and publicized criteria. Nomination Policies and Procedures established by the Council, in conjunction with the PHAB, shall guide the process of recruitment, application, selection and recommendation to the Board of Supervisors.

Section 3.2. Number: The membership of the Council shall be comprised of a maximum of 44 individuals who shall be appointed by the Sacramento County Board of Supervisors.

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Section 3.3. Representation: Council membership must reflect in its composition the demographics of the epidemic in the TGA with emphasis given to the disproportionately affected and historically under-served groups and sub-populations.

- (a) The proportion of Council members living with HIV shall meet or exceed the minimum level defined by HRSA regulations; and,
- (b) The Council shall include any federally mandated categorical representatives mandated by the HRSA and any additional categorically designated locally and as outlined in the council's policies and procedures, which may be updated from time to time.

Section 3.4, Voting: All seated members shall have voting privileges on the Council. The recipient seat shall refrain from voting on all fiscal related matters.

Section 3.5, Terms: A full term as a member of the Council is three (3) years. A regular term begins on January 1. Candidates for reappointment, including those filling mandated positions, will be selected following the same policies and procedures used for new members. If a member is unable to complete a term for any reason a new member may be selected, as outlined in Section 3.9, to serve the remainder of the term.

Planning Council seats are set by the Board of Supervisors for a term of three years. Terms begin January 1 and end three years later on December 31. Example. January 1, 2005 – December 31, 2007.

Members can serve no more than three consecutive three-year terms. The exceptions are the Health Officers, the state Part B and Medi-Cal

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representatives or a designated member for a service provider, who shall serve by virtue of their office, with no fixed term.

A member who is selected to fill an unexpired term will serve for the remainder of that term, and if eligible to serve two additional three-year terms if his/her membership is renewed.

Upon completion of the maximum terms outlined above, an individual is eligible to immediately re-apply for Planning Council membership for additional three-year term and subsequently must re-apply every three years.

Section 3.6, Alternative Representation of Members:

- (a) Under certain circumstances as defined by policy and procedure, members living with HIV may have an alternate assigned to represent him or her during any absence due to illness related to their HIV status. Alternates will be selected according to the established policies and procedures for nomination and appointment to the Council and by any other policies and procedures that define and govern the roles and responsibilities of Council members and/or Alternate. Alternates shall participate fully in activities and meetings of the Council but vote only at those meetings which they are replacing an official Council member.
- (b) Seated members who represent a category mandated by federal or local authority for which there is only one possible source for appointment will be allowed to send a designated non-voting representative according to the policies and procedures established by the Council.
- (c) Other Council members do not qualify to have alternates or designated representatives assigned or appointed during absences for any reason.

Section 3.7, Resignations: Any Council member may resign at any time by giving written notice to an officer of the Council. Such resignation shall take effect as indicated in the notice or, if no date is given, on the date of receipt of notice.

Section 3.8, Termination: Members may be terminated from the Council for the following reasons:

- (a) Unexcused and/or excessive absence from regular council meetings;
- (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; and,
- (d) Conduct that negatively impacts community confidence in the Council, such as a violation of conflict of interest or breach of confidentiality.

Recommendation of terminations for any reason will be reviewed and submitted to the Council by the Executive Committee or any committee

created by the Council for such a purpose. An officer, co-chairperson, or any other member may be removed from the Planning Council by a two-thirds majority vote of the Council if it is the judgment of the membership that the member in question is not serving the best interests of the Council. Notice of and the reasons will be sent to the member, submitted to the Public Health Advisory Board and provided to the Board of Supervisors as appropriate.

Section 3.9, Vacancies: If there are vacancies that occur prior to the annual nomination process, new members shall be appointed in accordance with policies and procedures created by the Council, and subject to approval by the Board of Supervisors. To the fullest extent possible, appointments will be made that maintain or augment the representation and reflect goals as mandated by HRSA or established by the Council. Vacancies may be filled at any time.

Section 3.10 Attendance:

Regular in-person meeting attendance, ~~physically or via teleconference,~~ is expected and it is the responsibility of all members to communicate barriers to attendance and unanticipated absences as specified in policy.

In the ~~absence of HRSA~~ event of an emergency suspending the Brown Act requirements, specific criteria for physically conducting Council business, members of the Council generally hold to the following principles:

- Traditional in-person meetings are the preferred forum for general Council and committee meetings.
- Tele/video conferencing is appropriate if the following criteria apply:
 - The Executive Committee finds that tele/video conferencing for business necessity is more expedient, conducive to ensuring a quorum, facilitates accessibility to the public or is necessary to protect attendees from imminent risks to the health or safety, or to accommodate any state of emergency declared by the California Governor.
- ~~Recommendation for conducting a tele/video meeting will be presented by the Executive Committee at each regular council meeting for consensus determination.~~
- The Council will post meeting notices in the usual manner including how to access virtual meetings.

- In the event that there is a disruption in the public broadcast of the call-in or internet-based meeting service, there will be no further action on agenda items until public access is restored.

Subsection (A) Absence Assessment:

The Chair or Chair delegate will contact each member with two (2) consecutive unexcused absences regardless of the medium used to conduct Council general membership meeting to determine barriers for member continued participation.

The Chair or Chair delegate will contact each member with four (4) absences in a 12-month period regardless of the medium used to conduct Council general membership meeting to determine barriers for member continued participation.

After contacting the member the Chair may, using discretion, request the Executive Committee to waive the attendance requirements or put before the Council a motion to remove the member under Article III Section 3.8. A majority vote of Executive Committee members is required to put forth the motion to the Council at large.

Members mandated by federal or local authority who are unable to attend a Council meeting because of mandated travel designated by HRSA, the appointing authority for their particular jurisdiction (i.e., El Dorado, Placer, Sacramento or Yolo County), or critical public health issue shall be considered excused.

General members who are unable to attend a Council meeting due to Board sanctioned travel and/or meeting attendance as the official representative of the Council shall be excused. Individual Council members who are absent as the result of civic responsibility (i.e., jury duty) or other third party legal obligation (i.e., subpoena, summons) shall be considered excused.

**Article IV
Officers**

Section 4.1, Officers: The officers of the Council shall be the Chair, and Vice Chair. The Council may or through authority vested in the Chair to appoint, such other officers as the business of the Council may require, each of whom shall have such authority and perform such duties as the Council determines necessary.

Section 4.2, Duties of the Chair:

- (a) Call the session to order at the specified time for both Council and Executive Committee;

- (b) Ensure that there is a quorum;
- (c) Announce the business and the order in which it will be considered
- (d) Appoint any standing or special committee or workgroup; as designated by the Council;
- (e) Suspend or terminate any special committee or work group, as determined necessary by a majority vote of the Executive Committee;
- (f) Serve as a liaison and represent the interests of the Council to the Board of Supervisors, the Department of Health and Human Services, to any agency, group or individual of the public having business with the Council;
- (g) Perform all other duties as instructed by the Council directly, or through policy and procedure as may be necessary or incidental to the position;
- (h) Act as the primary liaison between Council and Recipient to establish service priorities, financial integrity, quality assurance and Council evaluation; and,
- (i) Act as the primary contact/representative for the Council in business matters including but not limited to correspondence, complaints, information release, policy position and advocacy.

Section 4.3, Duties of the Vice-Chairs:

The Vice Chair shall perform the duties of the Chair in the absence of the Chair and as delegated by the Chair or otherwise directed by the Council including but not limited to:

- (a) Facilitate the effective implementation, coordination and maintenance of general business operation for the Council;
- (b) Act as primary liaison between council and staff to establish membership recruitment/maintenance, marketing activities, branding activities, event planning and community outreach;
- (c) Facilitate/coordinate the effective establishment/maintenance of committee structure as defined by the Council; and,
- (d) Give or cause to be given, all notices of regular and special meetings of the Council or any other Committee needing to conduct business.

Any officer or council member may call for a special session as appropriate to the business at hand and within the requirements of the Brown Act as appropriate.

Any officer may attend committee as an *ex officio* member.

Section 4.4, Election and Term of Office: 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.

Section 4.5, Terms: No officer shall be eligible to serve more than two consecutive terms in the same office. In such cases where there is no nomination or interested candidate for the office vacancy, the term of the existing officer may be extended for three years by a two-thirds majority vote of the Council membership.

Section 4.6, Vacancies: 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.

Article V Committee Structure

Section 5.1, Committees: The Council may designate one or more committees on a standing, ad hoc or advisory basis. Each committee shall consist of at least two (2) or more members of the Council and may, as desired by the Council, include nonmembers. The Chair of any committee shall be a member of the Council. The Council may assign to the committee any authority of the Council, except that no committee may:

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- (a) Fill vacancies on the Council or on any committee that has the authority of the Council;
- (b) Amend or repeal the bylaws or adopt new bylaws;
- (c) Amend or repeal any resolution of the Council that by its expressed terms is not amendable or subject to repeal; and,
- (d) Appoint any other committees of the Council or the members of such committees.

Section 5.2, Meetings and Actions of Committees: Meetings and actions of all committees shall be governed by, and held and taken in accordance with all other provisions of these Bylaws and any other policies or procedures set by the Council which governs meetings and voting. Minutes will be taken at each meeting of any committee and shall be filed in a manner designated by Council policies and procedures.

Section 5.3, Standing Committees: The Standing Committees of the Council shall be the Executive Committee and the Governance Committee at a minimum. The current Standing Committees are as follows: the Executive Committee, the Governance Committee, the Administrative Assessment Committee, the Affected Communities Committee, the Quality Advisory Committee, the Priorities and Allocations Committee, and the Needs Assessment Committee.

- (a) For a description of standing committees, refer to Policy and Procedure Manual document GOV ~~0102~~.

Section 5.4, Executive Committee: The purpose of the Executive Committee is to act for the Council between Council regular meeting to ensure the timely execution of routine business matters and to provide guidance and leadership to the general membership in fulfillment of the Council responsibilities as prescribed by the Health Resources and Services Agency (HRSA) Ryan White HIV/AIDS Program and established Council activities and objectives.

Criteria for Executive Committee:

All members of the Executive Committee shall be Council members

- Composition:
 - Council Chair
 - Council Vice Chair
 - Recipient Designate (nonvoting)
 - Governance Committee Chair
 - Priorities/Allocations Committee Chair
 - Affected Communities Committee Chair
 - Quality Advisory Committee Chair

The Committee Chairs for Needs Assessment and Administrative Assessment should present to the Executive Committee no less than twice yearly.

In the absence of regional representation on the Executive Committee through Committee Chair structure the Council may appoint 2 Council members at large to represent El Dorado and Placer Counties.

The Council may form Ad Hoc committees as deemed necessary in which case Ad hoc Committee chairs may participate in Executive Committee proceedings as determined appropriate by the Council Chair.

The Chair of the Executive Committee shall be the Council Chair;

Activities of the Executive Committee shall include, but are not limited to:

- i. Assessment of the efficiency and effectiveness of the administrative mechanism for rapidly and appropriately allocating the funds within TGA;
- ii. Review and act upon grievances according to policies and procedures established by the Council;
- iii. Instituting procedures for Council record keeping and other administrative functions;
- iv. Review and comment on reports and recommendations from committees, but not making decisions except issues that may be delegated by the Council or that are urgent and time-sensitive;

- v. Acting as a coordinating mechanism for the Committees, workgroups and a sounding board and problem-solving mechanism for complex or controversial issues;
- vi. Review and recommend disciplinary action against members, in accordance with criteria established by Council bylaws;
- vii. Conduct an annual assessment of the efficiency and effectiveness of Council support services and recommending changes as needed;
- viii. Review, prioritize and recommend parameters for the Council's regular meetings;
- ix. In general, advise and provide leadership to the Council; and,
- x. Report any actions or recommendations from the Executive Committee at the next regular Council meeting.

Article VI Meetings and Operating Procedures

Section 6.1, Regular Meetings: A regular meeting schedule for the Council will be set by the Council and can be temporarily amended as the need arises by the Chair or the Executive Committee. There will be at least six (6) regular meetings during the year. Additional meetings may be scheduled, as needed. Whenever possible, at each Council meeting the date and time of the next Council meeting shall be established.

Section 6.2, Special Meetings: Special meetings may be held on the call of any two (2) officers or four (4) Council members. Should such a meeting be called, all members shall be notified by telephone, facsimile or other reasonable alternative at least forty-eight (48) hours prior to the specified meeting time. The call or notice for a special meeting must state specifically the subject matter of the meeting. No other subject matter may be introduced or considered at the meeting.

Section 6.3, Quorum: One-third of the number of seated Council members constitutes a quorum for the transaction of business for which there is no dissenting vote. Members present representing at least one-third of the total seated members but not more than a majority of the total, may conduct any business with a 3/4 vote of those present. When a majority of the seated members are present any business can be transacted with a simple majority vote of those present. A majority must be determined based on all those present excluding those who cannot vote due to a conflict of interest as described in Article VII. Proxies are not permitted, with the exception of voting by alternates for affected community members as described under Article III Section 5. Members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough members to have less than a quorum.

Section 6.4, Open Meetings: Council meetings shall be open to the public except under circumstances and procedures as prescribed by applicable county and state policies which allow for particularly sensitive information to be discussed in an executive session of a policy body. Written minutes shall be kept of all meetings and considered for approval at the next scheduled meeting. Members of the public may speak on issues related to Council business or consistent with the Council purpose under general guidelines set by the Council.

Section 6.5, Parliamentary Procedure: Robert's Rules of Order (latest edition) shall govern all meetings of the Council and its committees except as otherwise provided in these Bylaws.

Article VII Conflict of Interest

Section 7.1, Definitions: Conflict of interest is a breach of an obligation to the council that has the effect or intention of advancing one's own interest or the interests of others in a way detrimental to the interests or potentially harmful to the fundamental mission of the Council.

Section 7.2, Member's Responsibilities: The Council maintains a Conflict of interest and Ethics Code that calls for the members to conduct themselves in such a way as not to convey the impression on any person that they can be influenced into actions that conflict with their personal duties. It is expected that all Council members conduct themselves with the highest ethical standards in a manner that will bear the closest scrutiny.

Section 7.3, Disclosure Forms: All Council members will file an annual Statement of Economic Interest (Form 700) as provided in the Conflict of Interest and Ethics Code.

Section 7.4, Disputes: Challenge by any Council member relative to a perceived conflict of interest shall be pursued through Parliamentary procedure including but not limited to a motion of Personal Privilege.

Section 7.5, Removal: Any member may be removed from the Council and all committees when it is determined that the member knowingly attempted to influence the Council in an area of interest conflict.

Article VIII Confidentiality

Section 8.1, Prohibition: No member of the Council or its committees shall disclose confidential information acquired in the course of his/her official duties.

Section 8.2, Definition: Confidential information shall include, but is not limited to:

- (a) Information concerning the medical condition, substance abuse history, or sexual orientation of any individual, whether a member of the Council, a member of a committee, or the recipient of a service provided with Part A/B funds;
- (b) Any other confidential information, official in nature that is not suitable for public disclosure.

Article IX Grievances

Section 9.1, Grievances: Persons or agencies who have a grievance regarding a decision made directly by the Council or regarding services provided by Ryan White CARE Act funds must follow the policies and procedures established by the Council. The authorized policies and procedures are available from the Council, its officers or designated agent upon request.

Article X Amendments

Section 10.1 Revisions: These Bylaws maybe amended by a three-fourths vote of the Council members present at a properly constituted meeting.

Section 10.2, Notice of Proposed Revisions: Copies of all proposed amendments to the Bylaws shall be sent to all members of the Council at least seven (7) working days prior to the meeting at which such amendments are to be considered for adoption.

Section 10.3, Scope of Authority for Revisions: At a meeting to amend bylaws, decisions can only be made on those bylaws contained in the prior notice as described in Section 10.2.

Signed: 
Richard Benavidez, Chair

Date: 6/22/22

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

Meeting Agenda

January 24, 2024, 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: Angelina Olweny, 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**

Topic	Presenter	Start Time and Length
Welcome, Introductions, & Housekeeping	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments-Agenda Items 3 Minute Time Limit	All	
January Agenda*	Benavidez	
Minutes of December 2023*	Benavidez	

**Sacramento County
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State Office of AIDS January 2024 Update	Pulupa	As Needed
CPG/HIV/STI Prevention Updates	All	
Recipient Report: <ul style="list-style-type: none"> ➤ FY23 November Part A Monthly Fiscal Report* ➤ FY23 November Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Ending the Epidemic Update 	Gossett	
Committee/Work Group Updates <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ➤ Next Meeting Thursday, June 13, 2024 ➤ Affected Communities Committee <ul style="list-style-type: none"> ➤ Community Presentations ➤ Reflectiveness ➤ Priorities and Allocations ➤ Executive Committee ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ AdHoc WorkGroup ➤ Governance 	Willett Zach B. Bradley-Rowe Benavidez Gluckman Miranda Basler Ungeheuer	
Council Chair Vote	Olweny	
Binder Updates	Caravella	
Public Comments-Non-Agenda Items	All	
Technical Assistance	Benavidez	

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Adjournment	Benavidez	12:00 pm
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Attachments:

- Minutes of December 2023*
- January 2024 OA Voice Update
- FY23 November Part A Monthly Fiscal Report*
- FY23 November Part B Monthly Fiscal Report

NEXT MEETING: February 28, 2024