

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

Meeting Agenda
March 14, 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	
March 2024 Agenda*	Benavidez	

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Minutes of January 2024*	Benavidez	
Planning Council Staff Assessments	Caravella	
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 ➤ Affected Communities Committee <ul style="list-style-type: none"> ➤ Community Outreach ➤ Reflectiveness ➤ Priorities and Allocations FY24 General Directives* ➤ 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 March 27, 2024*	All	
Public Comments-Non-Agenda Items	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

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Attachments:

- Minutes of January 2024*
- FY24 General Service Directive *
- FY23 Planning Council Staff Assessment
- Planning Council Agenda for March 27, 2024* Draft
- Sacramento TGA Bylaws
- Gov 11- Member Removal -Council Approved 6.24.20

Next Meeting: May 9, 2024

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

January 11, 2024, 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, Kelly Gluckman – QAC Chair,
Melissa Willett – AdAC Chair, Zach Basler-ACC Chair, Ronnie Miranda – NAC Chair

County Staff: Danielle Caravella, Paula Gammell

Members Excused: Jake Bradley-Rowe –PAC Chair, Kristina Kendricks-Clark – Vice Chair
Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests

Topic	Minutes
Welcome, Introductions, and Announcements	The meeting began at 3:03 p.m. There were no announcements
Public Comments- Agenda Items	There were no public comments on agenda items.
January 2024 Agenda Review*	<p>The January Agenda was presented for review and approval. Zach Basler motioned to accept the agenda as presented and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: N/A</p>
September 2023 Minutes Review*	<p>September minutes were presented for review and approval. Kelly Gluckman motioned to accept to agenda as presented and Richard Benavidez seconded the motion. A correction was made to the third paragraph on page four. The sentence should read "There are three sexual health promotion managers covering the vacant clinic manager position" Kelly Gluckman motioned to accept the minutes with the changes made and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Melissa Willett, Richard Benavidez, Zach Basler Oppose: N/A</p>

Topic	Minutes
	Abstain: Kelly Gluckman, Ronnie Miranda
<p>Recipient Report: FY23 November 2023 Part A Monthly Fiscal Report*</p> <p>➤ Full Directive*</p>	<p>The FY23 Part A November monthly report was presented for informational purposes only. It reflects all the invoices submitted since the Priorities and Allocation Meeting on January 3. The report doesn't include budget amendments and Carryover funding. Expenditures should be at 75% through November 30. The TGA spending for El Dorado County is at 58.8% and Placer County expenditures are at 55.7%. The current TGA spending for Sacramento County is at 55.3%. The overall direct expenditures for the Sacramento Transitional Grant Area (TGA) are at 55.53%. Recipient expenditures are at 52.68%. There are outstanding invoices for oral health, transportation, health insurance premium assistance, substance use residential, housing, and mental health.</p> <p>If the remaining unobligated balance exceeds 5%, the Recipient could lose \$1.3 million in supplemental funding and the ability to have Carryover funding in the future. Providers face staffing shortages and staff illnesses due to COVID-19. This affects providers' ability to fully bill for services that also include Full-time equivalents (FTE).</p> <p>The Priorities and Allocation Committee recommended waiving the 10% limitation on the recipient to move funding without Council prior approval. This would give Chelle Gossett full authority to re-allocate funds across all service categories for FY23 to make sure the most money is spent as possible.</p> <p>Richard Benavidez motioned to accept the PAC recommendation to give Chelle Gossett full authority to reallocate funding across all service categories and move it forward to the Council for approval and Ronnie Miranda seconded the motion. The motion passed with a majority.</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>Accept: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>Wellness Without Walls is writing a grant application. The mobile health van is looking to expand services in new locations. The mobile health van has a health practitioner who provides HIV treatment services every Wednesday. The mobile health unit is looking to add more services to help the unhoused population such as a mobile laundry unit.</p> <p>The initial objective of HRSA Ending the Epidemic funding was to get people infected with HIV virally suppressed. Examples of program activities expected with this funding source include creating awareness through advertising. In Sacramento County, HRSA Ending the Epidemic funding has primarily identified newly diagnosed individuals who can access treatment. The County set up an HIV clinic that started seeing patients last October. The number of patients visiting the clinic is consistently growing.</p> <p>Sacramento County of Public Health has a federal site visit in March.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee 	<p>The next AdAC meeting is in June 13. The meeting is by invitation only.</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Affected Communities Committee (ACC) 	<p>A question was raised about the Council’s alternate seats. ACC wanted to know if these seats could be designated as open seats. There will be further review of existing policies to determine if the change can be approved by the Board of Supervisors.</p>
<ul style="list-style-type: none"> ➤ Community Conversations 	<p>The first Community Conversations meeting is on March 13 from 6:00 PM - 7:00 PM. The topic will be HIV and Women and Girls. The meeting on May 29, 6:00 PM – 7:00 PM, will focus on HIV and the Transgender Community. Everardo Alvizo, Community Liaison at Gilead, will host both meetings at the LGBT Center.</p>
<ul style="list-style-type: none"> ➤ Reflectiveness 	<p>Reflectiveness is at 34.3%</p>
<ul style="list-style-type: none"> ➤ Priorities and Allocations (PAC) 	<p>The PAC met on January 3. The committee recommended that Chelle Gossett should have a full directive to reallocate funds across service categories.</p>
<ul style="list-style-type: none"> ➤ Quality Advisory Committee (QAC) 	<p>The QAC met in December. The committee discussed how to increase the distribution and completion of post-card and client satisfaction surveys that survey the delivery of specific core services and agencies. So far, the agency-specific surveys don’t have a high return rate. The service category surveys have a higher return rate. One suggestion to increase survey distribution is to have receptionists at sub-recipient organizations distribute the surveys. The other possible option was to use QR codes to distribute the surveys. Some agencies are interested in viewing the results from service category surveys. The Recipient can trace client feedback from completed surveys to specific agencies where clients received services. The next Quality Advisory</p>

Topic	Minutes
<ul style="list-style-type: none"> ➤ Needs Assessment Committee (NAC) ➤ Ad-Hoc Workgroup ➤ Governance <ul style="list-style-type: none"> ➤ Bylaws* 	<p>Committee meeting is in March.</p> <p>The Needs Assessment Committee met in December. Lili Joy will develop a Needs Assessment Report on HIV and Aging based on the survey results from the last Needs Assessment. The next Needs Assessment Committee meeting is in March.</p> <p>Committees that meet quarterly are required to complete committee assessments and review their workplans.</p> <p>The AdHoc Workgroup will meet in February.</p> <p>The Bylaws were presented for review. Section 3.2 of the Bylaws highlights that the Council shall be comprised of a maximum of 44 individuals who are appointed by the Sacramento County Board of Supervisors.</p> <p>Section 3.4 of the bylaws states that all seated members shall have voting privileges on the Council and the recipient seat shall refrain from voting on all fiscal-related matters. There is an exception in the case of a tie-breaking vote.</p> <p>Section 3.5 states that members can service no more than three consecutive three-year terms. Members interested in serving another term after three consecutive three-year terms are required to reapply to become Council members.</p> <p>Section 3.10 states that regular in-person meeting attendance is expected.</p>

Topic	Minutes
	<p>Teleconferencing will be permitted only in case of an emergency suspending the Brown Act requirements.</p> <p>Sec 5.1 states that 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 current bylaw document didn't include information policies related to absences. The agreement during the executive meeting was to table the bylaws discussion until the next meeting.</p> <p>Zach Basler motioned to table the bylaw discussion until the next meeting and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: N/A</p>
<p>Set Planning Council Agenda for January 24, 2024*</p>	<p>The draft January Council agenda was presented for approval. Ronnie Miranda motioned to accept the draft January Planning Council agenda and Melissa Willett seconded the motion.</p> <p>The following changes were made to agenda. The presentation on the Integrated Plan Blueprint will occur after the State Office of AIDS update on the agenda. The FY23 monthly report will be renamed as a FY23 year-to-date report. Under Priorities and Allocation Committee updates, the waiver of the 10% directive will be included as an action item for a vote. Kristina Kendricks-Clark will lead the vote for the Council Chair position.</p>

Topic	Minutes
	<p>Zach Basler motioned to accept the draft Planning Council agenda with the changes made and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Kelly Gluckman, Melissa Willett, Richard Benavidez, Ronnie Miranda, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 4:42 p.m.

**HIV Health Services Planning Council
General Directives Fiscal Year 2024-2025
(Here after, known as Current Fiscal Year)**

General Directive 1

The service provider must have a process in place that documents that Ryan White is the payer of last resort, that no other resources are available, and that all appropriate referrals were made for eligible services.

General Directive 2

All Ryan White Care service categories will be provided in a manner that provides for 100% access and 0% disparity to all populations.

General Directive 3

With the exception of ambulatory care, behavioral/mental health, oral health, childcare and substance abuse/use services, clients cannot access services outside of their county of residence without referral and prior authorization through the Medical Case Management system.

General Directive 4

As the Priorities and Allocations committee develops alternate funding scenarios based on possible funding losses, the Recipient shall choose the nearest approved allocation scenario to fund provider contracts for the Current Fiscal Year.

The grant award will determine which scenario is to be used by the Recipient. The Recipient shall use the scenarios approved by PAC and the Council and the approved percent variances. In the Current Fiscal Year, it will be:

- If the grant award is within 5% higher or lower of the **application requested amount**, the Recipient will pro-rate the increases/decreases pro-rated across all service categories.
- If the award is 1% to 5% less than the prior fiscal year **actual award**, the Council approved prior fiscal year Flat Funding scenario shall be used and pro-rated across all service categories, with the exception of Pediatric Treatment Adherence which will remain at the prior fiscal year Allocation.
- If the award is 6% - 13% less than the prior fiscal year **actual award**, the 10% Council approved reduction scenario shall be used and pro-rated across all service categories, with the exception of Pediatric Treatment Adherence, which will remain at the prior fiscal year Allocation.

- If the award is 14% or more less than the prior fiscal year **actual award**, the Recipient will consult the HIV Health Services Planning Council's Priorities and Allocation Committee to develop a final Current Fiscal Year Allocation plan.
- If the award is within 5% higher than the prior fiscal year **actual award**, the 5% increase scenario shall be used and pro-rated across all service categories.

General Directive 5

The Affordable Care Act (ACA) ensures that all legal U.S. residents are able to obtain affordable health care coverage, regardless of any pre-existing conditions. Legal California residents are able to get affordable private health care coverage from a variety of plans through Covered CA. There are Penalties if residents do not get coverage.

The service provider must have a process in place that documents that the client has been informed of the ACA requirements and that appropriate referrals were made for ACA enrollment.

General Directive 6

The Federal Ryan White HIV/AIDS Program defines eligibility for the program as an individual (1) with a medical diagnosis of HIV/AIDS and (2) who is low-income as defined by the State.

The California State Department of Public Health, under the Budget Act of 2019, shall apply the same financial eligibility requirements for its various HIV Care Program, which is formulated by using the Modified Adjusted Gross Income (MAGI) that does not exceed 500% of the Federal Poverty Level per year, based on family size and household income.

To maintain compliance with the State and Federal Government, the Sacramento TGA adopts the same financial eligibility requirements.

General Directive 7

All Ryan White funded providers shall make telehealth/tele-services available for medical case management, non-medical case management, outpatient ambulatory care, behavioral/mental health and/or other telehealth/tele-service appropriate services.

Adopted: _____



Richard Benavidez, Chair

Date: 04/26/2023

SACRAMENTO TGA PLANNING COUNCIL SUPPORT ASSESSMENT TOOL

Following is a summary of the rating scale for assessing the effectiveness with which the Planning Council staff provides support to the Planning Council, conducts business and performs its mandated responsibilities. The assessment will determine the proportion of standards met and exceeded, the proportion of standards met at minimum, and the proportion of standards not met for each rating category, as well as an overall assessment that accounts for all standards, across all rating categories.

Each standard on the scoring tool is written to measure compliance with an outcome that can be measured in quantifiable terms. These standards are written to answer the following questions: “was the task accomplished; to what extent was the task accomplished?” Planning Council support staff compliance with each standard is assessed using the following rating scale:

Rating	Compliance Measure	Description of Rating
+	<i>Standard Met and Exceeded</i>	<i>The intent of the standard is consistently met and exceeded, and the processes are not in need of significant improvement.</i>
√	<i>Standard Met at Minimum</i>	<i>The intent of the standard is primarily met, but the processes could still be improved. Recommendations could be provided.</i>
-	<i>Standard Not Met</i>	<i>The intent of the standard is primarily not met, and the processes should be given the majority of the resources for improvement. Recommendations should be provided.</i>
?	<i>Unaware if Standard Met</i>	<i>Members may not be familiar with all activities or functions of the Council. If the reviewer is not confident in how well a standard was addressed, the standard should be rated with this measure. Providing a rating of ‘?’ will also help the Planning Council in future development of training calendars.</i>

In addition to providing quantitative ratings described above, members are encouraged to include comments that detail or explain ratings, or that offers suggestions for improvement. When preparing comments, members might want to consider the following questions: “how was the task accomplished; were the processes used efficient, were the processes fair, were the processes comprehensive, what were the barriers or external factors to accomplishing the standard, could the processes be improved?” For the purpose of ongoing improvement, the most productive comments are ones that identify (a) strengths, (b) weaknesses, (c) external factors, and (d) comments/recommendations for improvement for each rating standard or category.

HIV Health Services Planning Council - Planning Council Support Assessment Tool

#	<i>Rating Category</i>	<i>Standards</i>	<i>Member Assessment of Standard</i> (+, √, -, ?)	<i>Comments</i>
1	COUNCIL PROGRAM SUPPORT	1. Planning Council and designated sub-committees receive adequate support to complete all desired tasks.		
		2. Committees are informed of responsibilities prior to developing their annual program of work.		
		3. Staff encourages Planning Council and committees adhere to activities and timelines as outlined in annual work plans / programs of work.		
		4. Member needs for technical assistance are surveyed.		
		5. Technical assistance is arranged and provided to meet the member's needs.		
		6. Materials needing Council consideration are presented with adequate background information to make decisions.		
		7. Staff provides recommendations on how to respond to local, state or federal policy changes.		
		8. Policies and Procedures, Bylaws and Ryan White legislation are in agreement with one another.		
		9. Staff clearly understands Ryan White and Planning Council policies and offers insight to help expedite decision making process.		
		10. Business and activities of the Planning Council are conducted according to Planning Council and Ryan White policies and procedures.		

HIV Health Services Planning Council - Planning Council Support Assessment Tool

#	Rating Category	Standards	Member Assessment of Standard (+, ✓, -, ?)	Comments
2	MEETING SUPPORT	1. Meeting space is acceptable and accessible.		
		2. Meeting space is announced far enough in advance of meeting to allow for members and guests to make transportation arrangements.		
		3. Meeting environment is welcoming to new and existing members and guests.		
		4. Incentives (food, mileage and child care reimbursement) are offered and openly communicated to encourage participation.		
		5. Meeting protocol abides by all legal standards.		
		6. Staff understands Robert's Rules of Order and offers insight to help facilitate meeting discussion and decision making.		
		7. Meeting packets delivered at least one (1) week in advance of meeting.		
		8. Agendas ensure that planning council business is attended to in a timely manner and completed on schedule.		
		9. Agenda & minutes are accurate in content and appropriate.		
		10. Packets include all support materials needed to aid discussion and decision making.		
		11. Accommodations in meeting agendas for requested speakers are made within an appropriate timeframe.		
		12. Speakers/Facilitators with appropriate expertise are recruited to present specialized topics.		

HIV Health Services Planning Council - Planning Council Support Assessment Tool

#	Rating Category	Standards	Member Assessment of Standard (+, ✓, -, ?)	Comments
3	COMMUNICATION AND REPORTING	1. Staff responds promptly to requests from FA, PC and designated sub-committees.		
		2. Special mailings/e-mail is appropriately sent for time sensitive announcements.		
		3. Changes to local, state and federal policy impacting Planning Council activities are reported.		
		4. Staff provides routine updates on emerging issues that may have bearing on Planning Council business or the manner with which the Planning Council conducts business.		
		5. Updates to Policies and Procedures Manual are announced and distributed as changes/additions occur.		
		6. Web page is routinely updated to include relevant, up to date information.		
		7. All regular and special reports for HRSA, the Fiscal Agent, and/or the Planning Council are prepared and provided to the chair/executive committee for review in advance of due date.		
		8. Reports accurately reflect the state of the Planning Council.		
		9. Staff assists Planning Council in the preparation of Planning Council reports.		

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#	<i>Rating Category</i>	<i>Standards</i>	<i>Member Assessment of Standard</i> (+, ✓, -, ?)	<i>Comments</i>
4	MEMBERSHIP AND RECRUITMENT	1. Recruitment protocol is in place to attract a broad range of participants.		
		2. Staff prepares logistics of approved outreach activities.		
		3. Staff notifies Planning Council of vacancies and reflectiveness deficiencies.		
		4. Staff notifies Planning Council of members in jeopardy of attendance requirements.		
		5. New members receive an orientation that introduces them to Ryan White and Planning Council purpose and processes.		
		6. Planning Council and the Public Health Advisory Board work cooperatively to carry out nominations process.		
		7. Staff forwards recommendations for member appointment in a timely fashion.		
		8. Annual appointment of members occurs as scheduled.		
		9. Updated rosters are made available to members as changes occur.		
		10. Roster/reflectiveness changes are provided to HRSA within 30 days of changes in Planning Council membership.		

HIV Health Services Planning Council - Planning Council Support Assessment Tool

#	<i>Rating Category</i>	<i>Standards</i>	<i>Member Assessment of Standard</i> (+, ✓, -, ?)	<i>Comments</i>
5	BUDGET/ CONTRACT MANAGEMENT	1. Planning Council member reimbursements will be administered in a timely and accurate manner.		
		2. Planning Council financial obligations will be processed in a timely manner in order to promote the effective work of the Planning Council.		

HIV Health Services Planning Council - Planning Council Support Assessment Tool

#	Rating Category	Standards	Member Assessment of Standard (+, ✓, -, ?)	Comments
6	SERVICES AND RESOURCES	1. Staff services are provided consistently.		
		2. Work is delegated appropriately.		
		3. Staff operates in a coordinated fashion.		
		4. Staff conducts business in a professional manner.		
		5. Staff vacancies are filled in a timely fashion.		
		6. Files, databases, and historical records are properly maintained.		
		7. Adequate workspace is available for the contractor and any anticipated full or part-time staff.		
		8. Staff has access to telephone, facsimile, e-mail, and web communications capability.		
		9. Adequate storage is available for Council files, resources and educational materials, equipment and supplies.		

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Meeting Agenda

March 27, 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	
March 2024 Agenda*	Benavidez	
Minutes of February 2024*	Benavidez	

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State Office of AIDS March 2024 Update	Pulupa	As Needed
CPG/HIV/STI Prevention Updates	All	
Recipient Report: <ul style="list-style-type: none"> ➤ FY23 February Part A Monthly Fiscal Report* ➤ FY23 February 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 <ul style="list-style-type: none"> ➤ FY24 General Directives* ➤ Executive Committee ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ AdHoc WorkGroup ➤ Governance 	Willett Zach B. Bradley-Rowe Benavidez Gluckman Miranda Basler Ungeheuer	
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 February 2024*
- March 2024 OA Voice Update
- FY23 February Part A Monthly Fiscal Report*
- FY23 February Part B Monthly Fiscal Report
- FY24 General Directives*

NEXT MEETING: April 24, 2024
May 22, 2024

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.

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

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:

- (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

**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.

Contact	Chair/Delegate	Call Date	Call Time	Contact Made	Call Result
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.