

HIV HEALTH SERVICES PLANNING COUNCIL – Executive Committee

Meeting Minutes

December 8, 2011

Meeting Location: CARES Clinic

1500 21st Street, Sacramento, CA 95811

Facilitator: Kane Ortega, Chair

Scribe: Adrienne Rogers, Fiscal Agent

Member Attendees:

- Kane Ortega, Chair, Dave Casey, Ronnie Castillo, Susan Farrington, Angelita Hogg-Rivera, Michael Ungeheuer, Adrienne Rogers

Minutes Approved by: Motion: Myers; Second: Castillo; Approved Unanimously

Topic	Minutes
Welcome, Introductions and Announcement	<p>A Announcements:</p> <ol style="list-style-type: none"> 1) Tuesday 12/19/11 CARES will host "Dinner with the Dietician". 2) The National Black HIV Awareness Day will take place on 2/7/12. Ronnie Castillo will be Chairing the World AIDS Day event next year and will start planning in early spring. 3) The International AIDS Conference will be held on July 22-27, 2012. Dave Casey is hoping to get advocates to be able to attend. 4) Dave Casey has been following the implementation of the National HIV/AIDS Strategy and provided a brief written up-date. He requested that he be given a short amount of time on the Council agenda to provide this up-date to the full Council.
Agenda*	<p>Michael suggested that we modify the start times and the lengths of time for all items on the PC agenda. We recognize that we are subjected to the new County agenda format, but we could end up with problems if we are bound to start times. It might be okay to put the length as we have done in the past.</p> <ul style="list-style-type: none"> ❖ It was motioned (Castillo/Casey) and approved as amended that the agenda be adopted for the Executive Committee.
Minutes of September 2011	It was motioned (Ungeheuer/Casey) and approved as presented.
Elections – Vice Chair	Michael suggested that at the next meeting of the Council, the meeting be opened for nominations for the Vice Chair position. With this notice and nomination process, elections can take place at the January meeting. Michael also indicated that if there are no nominations or individuals interested in accepting the nomination, the full Council can suspend the 2-term rule and re-elect the current Vice Chair.
Reflectiveness update of 11-28-11	The updated Reflectiveness required notice to HRSA was included for the Council's information.
Fiscal Agent Report	<ol style="list-style-type: none"> 1) Adrienne Rogers presented the Monthly Fiscal Report for October, 2011. She indicated that while the report shows an overall expenditure rate of 55.54% and should be at 67%, all of the invoices for CARES are not yet submitted. Since CARES is the largest provider and with those invoices should show that we are right on the mark for spending. She does not anticipate any problematic carryover at the end of the year. Approved as presented (Farrington/Castillo) 2) Adrienne Rogers informed the Committee that copies of the FY 2012 Part A Application will be distributed at the Planning Council Meeting in December. The Part A Application includes an Executive Summary, as requested by the Executive Committee, and this provides the Council with a

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	<p>brief synopsis of the changes and trends in the epidemic in our TGA.</p>
<p>Committee/Work Group Monthly Reports</p>	<p><u>Administrative Assessment Committee:</u> Susan Farrington, Chair, reported that the Committee had completed the 1st and 2nd quarter ADAC monitoring and there were no outstanding issues. The review of the submission of the Conditions of Award was tabled to the third quarter review as the late award this year changed the due dates for submission and some terms were not yet due. The Administrative processes are functioning at a high level of achievement.</p> <p><u>Affected Communities Committee:</u> The ACC met and all of the events scheduled during October and November went off without a hitch. Ronnie will begin planning for World AIDS Day in March of 2012 and will work with the Black AIDS Awareness Day organizations to provide Council representation. One half of the calendar of Council trainings has been completed for 2011. The ACC is asking for articles for the next issue of the Positive Advocate.</p> <p><u>Executive Committee:</u> The Executive Committee has the lead in the development and completion of the 2012 Comprehensive Plan. Executive Committee members, as Chairs of each Council Committee, will review the goals and time tables associated with their Committees and identify those activities and goals that have been completed, are on-going and or need to still be included in the 2012 Comprehensive Plan. Each Chair will identify and submit a list of those items to Paula by January 31, 2012 in order to begin the development of the new comprehensive plan goals and timelines. The Fiscal Agent will do the same earmarking for those activities previously assigned to the Fiscal Agent and/or providers. The Fiscal Agent will also draft the new Early Identification of Individuals with HIV/AIDS (EIIHA) section of the plan for the review and input of the Council and parties participating in the development of the Comprehensive Plan. Dave Casey will be the lead on the Comprehensive Plan development.</p> <p><u>Governance Committee:</u> Michael Ungeheuer, Chair, reported that he had a request to determine what needed to be done in order to appoint a Vice-Chair to a Committee. Dave Casey informed the Committee that some of the ACC volunteers needed more formal recognition, and it was determined after much discussion and a review of the Governance policies that any Chair could appoint a Vice-Chair to their Committee. This discussion also led to the Executive Committee recognizing that the Council needed to have some formal policy in place to identify the criteria for recognition, i.e. some members should earn formal Resolutions from the County Board of Supervisors, some members should just get a certificate for their service, etc. The Executive Committee agreed they would each develop some recommendations for the criteria for recognition and send it to Paula to collapse and present a draft at the next Executive Committee meeting.</p>

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	<p>The Executive Committee also noted that the Council needs to have training on the ways individuals can get an item on the agenda of Council meetings. Dave will work with the ACC and Council staff to develop and calendar this training.</p> <p><u>Needs Assessment Committee:</u> Angelita Rivera, Chair. Draft of needs assessment report should be available in January. The Fiscal Agent is still working on final edits of the Needs Assessment. Angelita provided the Needs Assessment 2012-2013 Work plan for adoption by the Council and indicated that in 2012 the Needs Assessment Committee will be preparing a mini-Needs Assessment of Out of Care individuals. The full Needs Assessment surveys this year were not successful in finding enough out of care individuals to be statistically sound, so they will concentrate their efforts with this year's mini needs assessment.</p> <p>FY12 Work Plan approved as presented (Castillo/Hogg-Rivera).</p> <p><u>Priorities and Allocations Committee:</u> Susan Farrington, Chair. No Dec mtng. Next meeting will be held on the 2nd Wednesday of January.</p> <p><u>Quality Advisory Committee:</u></p> <ol style="list-style-type: none"> 1) The Committee met and developed their FY 2012-2013 Work Plan developed for adoption by the full Council. Approved as submitted (Farrington/Casey).
Set Planning Council December 14, 2011 Agenda	<p>The committee added the National HIV/AIDS Strategy Up-Date by Dave Casey as item number "6" on the HHSPC Agenda following the Low-Income Health Plan presentation. The Executive Committee also wanted to note after the Elections: Vice Chair, "Nominations will be taken from the floor". The committee also requested that the start times be removed from the Agenda, and just leave the start of the meeting time and the end of the meeting time. The Fiscal Agent will provide a 3rd item "FY11 Contract Updates" to inform the Council that the Hospice provider will be closing out their contract at the end of January.</p> <p>Agenda approved as amended (Casey/Farrington).</p>
Adjournment	<p>Next Meeting The next Executive Committee will meet on Thursday, January 12, 2012 at 3p.m. at CARES</p>