

**Sacramento County  
Department of Health and Human Services  
HIV Health Services Planning Council – Affected Communities Committee**

**Meeting Minutes**

May 1, 2017, 4:00 – 5:30 p.m.

**Meeting Location:**

Sacramento Native American Health Center  
2020 J St., 3<sup>rd</sup> Floor Conference Room  
Sacramento, CA 95811

**Facilitator:** Mark Underwood – Chair

**Scribe:** Paula Gammell - Staff

**Meeting Attendees:** Mark Underwood – ACC Chair, Richard Benavidez, Rick Myers, Rachel Alvarez, Kane Ortega

**Members Excused:** None

**Members Absent:** None

**Guests:** None

Topic	Minutes
Welcome, Introductions and Announcements	Welcome and Introductions  Announcements: - The Evolution of HIV Treatment Educational Program is being held on Thursday, May 18 <sup>th</sup> at Mulvaney's.
Agenda Review*	ACC02, ACC04, and ACC08 were added to the agenda. Richard Benavidez motioned to approve the agenda with the additional agenda items added which was seconded by Kane Ortega. The motion was unanimously passed.

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Minutes Review*	Kane Ortega motioned to approve the minutes of April 2017 and seconded by Richard Benavidez. Discussion noted corrections by Mark Underwood and Rachel Alvarez. An amended motion to approve the Minutes with the corrections was made by Rick Myers with a second by Kane Ortega. The amended motion was approved with one abstention.
HHSPC Flyer*	A draft copy of the HIV Health Services Planning Council’s recruitment flyer was presented. Discussion noted a capitalization error. Motion to approve the Flyer with the correction was made by Rick Myers with a second by Kane Ortega and unanimously approved.
Council Brochure*	A draft copy of the HIV Health Services Planning Council’s informational brochure was presented. Discussion determined several agency phone numbers needed updating. The decision to remove agency fax numbers was also decided. Motion to approve the updated Council Brochure was made by Rachel Alvarez with a second by Richard Benavidez and unanimously approved.
Summer Positive Advocate*	A copy of the 2017 Summer Positive Advocate was presented. Discussion noted some wording changes and updates to agency phone numbers and addresses. This issue will not be released until June as it is the Summer issue and the Spring issue was just released. Motion to approve the Summer Positive Advocate with corrections was made by Richard Benavidez with a second by Rick Myers and unanimously approved.
ACC Policies and Procedures Updates: ACC02	The Committee reviewed ACC Policies and Procedures 02, 04, and 08.  ACC02 was re-presented to the Committee with concerns regarding the Consumer Grievance Procedure on page 3 of 6, item 12. Kane Ortega wanted to ensure that the language is not contradictory to the language in Governance 05, Grievance Policy. The Fiscal Agent is to follow-up with the County procedure and report back to the Executive Committee.
Point of Order	As the scheduled meeting time was about to end, Rick Myers motioned to extend the meeting to finish addressing agenda items which was seconded by Richard Benavidez and unanimously approved.
ACC04	ACC04 was re-presented to the Committee as the policy is more appropriately suited for Community Forums rather than ACC meetings. Discussion noted several wording changes deleting the reference to ACC meetings. Motion to approve ACC04 was made by Kane Ortega with a second by Richard Benavidez and unanimously approved.
ACC08	ACC08 was re-presented to the Committee to address the concern that mentors are not always assigned to new Planning Council members. Discussion noted that item 5 on page 2 of 3 will reflect that mentors will be assigned “if requested”. The Council appoints members throughout the year and not during a specific recruiting time frame. As such, the second sentence regarding mid-year appointments can be deleted. Motion to approve ACC08 with the changes noted was made by Kane Ortega with a second by Rick Myers and approved unanimously.
Outreach/Event Calendar	The Committee reviewed the Outreach Calendar and noted that there are no events scheduled until Recovery Happens in September.

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FY17 Training Calendar	Council Staff will follow-up with Sacramento Steps Forward regarding a potential presentation at this month's Council Meeting.
Public Comments	Richard Benavidez advised that Drag Queen Bingo was held on Thursday, April 6 <sup>th</sup> at Mango's with the NorCal AIDS Cycle as the beneficiary. The event raised \$3400. It is the largest amount raised to date.
Adjournment	Meeting adjourned at 5:30 p.m.