

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

September 27, 2017

10:00 a.m. to 12:00 p.m.

Meeting Location: Primary Care Center

4600 Broadway, Sacramento, CA 95817

Conference Room 2020

Facilitator: Susan Farrington, Chair

Scribe: Paula Gammell, Council Staff

Council Member Attendees: Adrienne Rogers, Andrew Henkin, Brad Satterwhite, Chelle Gossett, Chioko Grevious, Erika Navarro, Gail Brosnan, Judy Vang, Kevin Johnson, Mahara Leong, Mark Underwood, Dr. Melody Law, Michael Ungeheuer, Richard Benavidez, Susan Farrington and Tracy Jenkins

Members Excused: Ernesto Sanchez, Jake Davis, Kristina Kendricks-Clark, Rachel Alvarez

Members Absent: Kane Ortega, Rick Myers

Guests: Arnold Stewart; Bridget Tygh – Theratechnologies; Rashida Green-Daniel - RX Staffing; Sharisse Kemp – State Office of AIDS, AIDS Drug Assistance Program; and, Celia Yniguez - Sacramento Housing and Redevelopment Agency

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<p>Welcome, Introductions and Announcements</p>	<p><i>Dining Out for Life</i>, a community fundraising event, is being held on October 12th and will benefit Sunburst Projects, a program for women and children with HIV. There are numerous restaurants participating.</p> <p>ViiV Healthcare is sponsoring a community educational event in coordination with the Planning Council on October 17th. The event is HIV, Mental Health and Substance Abuse and will be held at the UC Davis Cancer Center Auditorium from 5:30 to 7:30 p.m.</p> <p>Erika Navarro advised that Sunburst Projects has coordinated with ViiV Healthcare to host a presentation on HIV and the Effects on the Body at the Old Spaghetti Factory on October 24th.</p>
<p>Agenda and Minutes Review*</p>	<p>Motion to adopt the Agenda as presented was made by Chelle Gossett with a second by Kevin Johnson. The agenda was approved with one abstention.</p> <p>Minutes of June 2017: Motion to approve the Minutes of June 2017 was made by Mark Underwood with a second by Tracy Jenkins. Discussion noted several corrections. Mark Underwood amended his motion to approve the Minutes with the corrections noted. Amended motion was seconded by Tracy Jenkins and approved with one abstention.</p>
<p>Presentation: Quality Management Indicators</p>	<p>Adrienne Rogers addressed the Medical Performance Indicators presented to the Council which will be included in future Fiscal Agent Quarterly Reports.</p> <p>The report includes information on the number and percent of newly diagnosed clients Linked to Care, and active RW clients In Medical Care, Retained in Care, Virally Suppressed, On Drug Therapy, and Stably/Permanently Housed. Ms. Rogers provided the definition of each of the Performance Measures as follows:</p> <ul style="list-style-type: none"> -Linked to Care refers to clients who are newly diagnosed within the dates of the reporting period and Linked to Care within 30 days of diagnosis. -In Medical Care refers to clients who have had at least one medical visit, to include a CD4 count or viral load test, during the selected time frame. -Retained in Care includes clients that have had two medical visits during the selected time frame

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	<p>but at least three months apart. This measure becomes more valid as the fiscal year progresses and clients have more opportunity to meet the definition of “at least three months apart”.</p> <ul style="list-style-type: none"> -Virally Suppressed identifies clients in the selected time frames whose Viral Loads in the TGA’s database (SHARE) meet the definition of Virally Suppressed, which is having a viral load count of less than 200 copies. -On Drug Therapy represents all the clients taking Anti-Retroviral Therapy medications during the selected time frame. -Stably/Permanently Housed refers to the client’s housing status during the selected time frame as reported on the client’s most recent Intake update. <p>Adrienne Rogers stated that during a HRSA site visit, a deficiency was noted in that our Quality Management Committee was implemented at the Council level, and needs to be operated at the Recipient (Grantee) level. The Fiscal Agent will be addressing this deficiency by recruiting Committee members which will consist of consumers, providers, Council members, and county staff that will provide annual updates to the TGA’s CQI Plan and provide on-going tracking and evaluation of the Plan’s identified Performance Outcomes and annual goals.</p>
Office of AIDS (OA) Update June 2017 Update	A copy of the <i>Office of AIDS Update</i> was included in the mailed documents. Sharisse Kemp and Chioko Grevious provided an overview of the update.
Reflectiveness Update of 7.13.17	<p>A copy of the Reflectiveness update submitted to HRSA on July 13, 2017 was presented. At the time that document was submitted, the TGA’s Reflectiveness was at 27.3%. However, since then the TGA had a change in non-aligned consumers, decreasing the overall number of non-aligned consumers to 5. This means our Reflectiveness is now 22.7 rather than the mandated 33%. However, one new application has been received and another is anticipated to be submitted which will increase our Reflectiveness if appointed.</p> <p>Council Staff reported that Kane Ortega has stepped down as Vice Chair of the Council and Chair of the Administrative Assessment Committee as he is assuming a leadership role in his Church. As such, the Council is in need of a Chair for the Administrative Assessment Committee and Vice Chair for the Council. It was noted that the Chair of the Administrative Assessment Committee must be a Council Member and would also then be a member of the Executive Committee which is comprised of the Chairs of the various Committees.</p>

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	<p>After discussion, Kevin Johnson volunteered and was appointed to Chair the Administrative Assessment Committee.</p> <p>As for the Vice Chair position, nominations will be accepted until the date of the next Council meeting (October 25, 2017) when a vote will be taken to appoint the new Vice Chair who will finish out Kane Ortega’s Vice Chair term which expires in December 2018. Members wishing to “run” for Vice Chair will be given the opportunity to make a statement of qualifications prior to the vote and nominations will be accepted from the floor.</p>
<p><u>Fiscal Agent Reports</u> FY18 Grant Application Request*</p> <p>FY17 July Monthly Report*</p> <p>FY17 1st Quarter Fiscal Agent Report</p>	<p>The Fiscal Agent, Adrienne Rogers and Council Chair, Susan Farrington, addressed the updated FY18 Grant Application Request.</p> <p>Adrienne Rogers advised that the FY18 Part A Application Guidance included a maximum funding, a.k.a. “cap”, request for the Sacramento TGA which equated to a 5% increase over the current funding award in FY17; whereas, the Council had previously approved a FY18 Part A Application Allocation funding request at a significantly higher rate. As the originally approved funding request exceeded the cap, the Fiscal Agent presented an updated funding request to the Executive Committee which reflected a 5% increase for each service category using current funding allocations as a base and minor adjustments made based on increased funding received from Part B.</p> <p>Susan Farrington advised that this matter was addressed at the Executive Committee which approved the new FY18 Part A Application funding request so the Fiscal Agent could continue their work on the FY18 Part A Application which is to be submitted by October 30, 2017. The matter was presented for concurrence and feedback. Mark Underwood motioned to concur with the Executive Committee’s decision to approve the updated funding request. Motion was seconded by Kevin Johnson and approved with one abstention.</p> <p>A copy of the FY17 July Monthly Report was presented for review and approval. Motion to approve the July Monthly Report as presented was made by Mark Underwood with a second by Mahara Leong and approved with one abstention.</p> <p>A copy of the 1st Quarter Fiscal Agent Report was presented for informational purposes. The TGA has</p>

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<p>Ryan White RFP Update</p> <p>Integrated Plan Review</p>	<p>experienced a decrease in new clients as well as a 10% decrease in unduplicated clients compared to statistics during the 1st quarter of the previous year.</p> <p>The Fiscal Agent advised that a request is being submitted to the Board of Supervisors to extend the existing Ryan White contracts one year as the Fiscal Agent was unable to release the RFP by its anticipated August release date.</p> <p>The Fiscal Agent advised that a copy of the joint HRSA and CDC review of the State’s Comprehensive Plan in which Sacramento was a co-author was provided in the packets for member review. HRSA/CDC will be scheduling a follow-up telephone conference and technical assistance call to discuss the Plan’s evaluation in more detail.</p>
<p>Committee Updates</p>	<ol style="list-style-type: none"> <li data-bbox="655 657 1976 764">1) Administrative Assessment Committee (AdAC): The Committee will meet on November 3, 2017 to conduct the 1st and 2nd Quarter FY17 Assessment. Gail Brosnan will co-chair the meeting, providing guidance to the newly appointment AdAC Chair, Kevin Johnson. <li data-bbox="655 813 1885 881">2) Affected Communities Committee (ACC): Mark Underwood, Chair: ACC did not meet in September due to Labor Day but will be meeting in October. <li data-bbox="655 922 1877 990">3) Governance: Michael Ungeheuer advised Susan Farrington that the Committee is currently reviewing documents and will be reviewing the Code of Conduct document. <li data-bbox="655 1031 1919 1174">4) Priorities and Allocations Committee (PAC): Mark Underwood, Chair, indicated that the Committee did not meet in September but will be meeting on Monday, October 16th rather than October 9th due to the Columbus Day Holiday. The Committee will be considering FY17 Reallocation at that meeting. <li data-bbox="655 1214 1990 1357">5) Needs Assessment Committee (NAC): The Committee did not meet; however Needs Assessment Surveys continue to be conducted by Mahara Leong and Rosemary Parker with Strategies for Change. Council Staff will be scheduling a session in El Dorado County as well. It is not meeting in October due to the conflicting STD Clinical Update. <li data-bbox="655 1398 1940 1432">6) Prevention Committee (PC): Gail Brosnan stated that the Prevention Committee did not meet

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	<p>in September and will not be meeting in October due a conflict with the STD Clinical Update. The Committee will meet in November to review the FY17 EIIHA Plan update.</p> <p>7) Quality Advisory Committee (QAC): The Quality Advisory Committee did not meet in September nor is it meeting in October due to the conflicting STD Clinical Update. Council Staff is awaiting feedback from the HRSA Site Visit regarding suggested changes to the TGA’s service standards.</p>
Technical Assistance Needs	Susan Farrington requested that anyone in need of technical assistance contact her, the Fiscal Agent or Council Staff directly.
Public Comments	Mark Underwood expressed appreciation to Kane Ortega for clarifying a statement Kane made at the Executive Committee meeting.
Adjournment	Next meeting: October 25, 2017.