

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

February 9, 2023, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council Chair

Scribe: Danielle Caravella, Paula Gammell – County Staff

Committee Member Attendees:

Via Teleconference: Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Chelle Gossett - Recipient, Kristina Kendricks-Clark – Vice Chair, Richard Benavidez – Council Chair, Michael Ungeheuer – Governance Chair, and Ronnie Miranda – NAC Chair

Members Excused: N/A

Members Absent: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions, and Announcements	<p>The meeting began at 3:05 p.m.</p> <p>Paula Gammell introduced Danielle Caravella and Michael Ungeheuer to each other and informed Michael that in April a consultant agency would be taking over the staffing of the Planning Council and its Committees.</p>
Public Comments- Agenda Items	N/A
February 2023 Agenda Review*	<p>A copy of the February 2023 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Michael Ungeheuer with a second by Jake Bradley-Rowe. Richard Benavidez questioned whether or not the return to in-person meetings discussion needed to be an action item on the agenda. It was explained that it needed to be decided whether a hybrid option would be adopted and thus remained an action item on the agenda. The motion passed by a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Ungeheuer, Benavidez, and Zach B. Opposed: None Abstained: None</p>
December 2022 Minutes Review*	<p>A copy of the December 2022 Committee Minutes was presented for review and approval. A motion to approve the Minutes as presented was made by Michael Ungeheuer with a second by Jake Bradley-Rowe. The motion was passed by a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B. Opposed: None Abstained: Ungeheuer</p>

Topic	Minutes
<p>Recipient Report:</p> <ul style="list-style-type: none"> ➤ FY22 December Part A Monthly Fiscal Report* ➤ FY22 December Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	<p>Chelle Gossett presented the FY22 December Part A Monthly Fiscal Report for review and approval. El Dorado County spent 72% of its annual allocations and Placer spent 87.5%. Sacramento spent 81.48% with an overall expenditure of 81.27% for the Transitional Grant Area (TGA). The contracts for the 2nd Reallocation have been processed and should be sent out to the sub-recipients next week. Zach B. motioned to accept the FY22 December Part A Monthly Fiscal Report as presented and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p style="padding-left: 40px;">Approved: Bradley-Rowe, Kendrick-Clark, Willett, Ungeheuer, Benavidez, and Zach B.</p> <p style="padding-left: 40px;">Opposed: None</p> <p style="padding-left: 40px;">Abstained: Gossett</p> <p>Chelle presented the FY22 December Part B Monthly Report for review. Yolo County spent 47.8% of its annual allocations. Sacramento spent 83.07% with an overall expenditure of 79.11% for the Transitional Grant Area (TGA).</p> <p>Chelle shared that the van is out and about and the SHC is taking the van out by themselves one day a week and trying out some new locations.</p> <p>Notice of partial award has been received for ETE and the clinic is working on becoming fully staffed. There are now 6 providers but staff turnover is an issue.</p> <p>Notice of partial award has also been received for Part A and contracts are currently in the works, with a hope to have them out as close to March 1st as possible.</p>

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<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ○ FY22 AdAC Year-End Review 6/15/23 ➤ Affected Communities Committee <ul style="list-style-type: none"> ○ Reflectiveness ○ Community Outreach ➤ Priorities and Allocations ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance 	<p>Melissa Willett shared that AdAC will next meet on June 15th for the FY22 year-end review.</p> <p>Zach B. shared that reflectiveness is currently at 39.1%. He also shared that the first HIV community forum was held on January 10th. The next event will be held on March 8th with topics on HIV among Black/African Americans and Women and Girls.</p> <p>Jake Bradley-Rowe shared that PAC has not met since the last Executive meeting. The next meeting will be in person on March 1st at 9 AM.</p> <p>Kristina Kendricks-Clark shared that QAC has not met and the next meeting will be on March 7th.</p> <p>Paula Gammell shared that 190 surveys have been received and will be sent to the consultant after they are entered. There were a few duplicates received but overall things went very well this year. NAC next meets on March 7th.</p> <p>Michael Ungeheuer shared that Governance has no updates.</p>
Return to In-Person	Richard Benavidez discussed the need to return to in-person meetings due to

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Meetings	<p>the sunset of certain Brown Act legislation that was applicable during the State of Emergency due to COVID-19. All Council and Committee meetings are to return to pretty much a pre-pandemic structure. There is an option to conduct hybrid meetings but there are many restrictions that would make things very difficult logistically. Rick Heyer from Sacramento County who is an expert in the Brown Act was consulted to better understand the requirements. For some individuals who are on many committees, returning to in-person meetings can be burdensome and thus certain committees are considering reducing the frequency of meetings to increase attendance and participation. The only requirement in the Bylaws regarding meeting frequency is that the Council must meet a minimum of 6 times per year. The bylaws will need to be updated as they do state that teleconferencing is allowed, but beginning March 1st it will not be, pursuant to the Brown Act. Both the Executive and Affected Communities committees would like to explore reducing the frequency of their meetings. ACC will take the topic of meeting frequency to their next meeting to be discussed. It should be considered that ACC is a place for consumers to voice any service concerns. If ACC moves to an every-other-month format something should probably be added to the website to indicate where to voice concerns. The Executive committee discussed reducing the frequency of their meetings, as most meetings have a standing agenda, and the main action is to approve the agenda for the following Council Meeting. Rick Heyer indicated that this was not necessary and that the Executive committee did not need to do that. For example, the County BOS executive office sets its agenda and the BOS approves the agenda at the beginning of the meetings. The Executive committee decided they were going to bring to Council the recommendation that the Executive committee changes their meeting schedule to coincide with the new PAC schedule. The new PAC schedule coincides with when work is usually done, requiring action by the Council. A motion was made by Jake Bradley-Rowe to remove the return to in-person meetings as an action item</p>

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	<p>on the current agenda because there is no choice in going back to in-person meetings and Zach B seconded the motion. The motion was passed by a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B.</p> <p>Opposed: None</p> <p>Abstained: None</p>
February 22, 2023, HHSPC Agenda*	<p>A draft copy of the February 22, 2023, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Zach B. and seconded by Melissa Willett. After discussion, it was suggested to add the Executive Committee meeting frequency as an action item to the agenda. An amended motion to accept the agenda with the changes discussed was made by Zach B. and Jake Bradley-Rowe seconded the amended motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Miranda, Benavidez, and Zach B.</p> <p>Opposed: None</p> <p>Abstained: None</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	There was no public comment
Adjournment	The meeting adjourned at 4:32 p.m.