

## **HIV HEALTH SERVICES PLANNING COUNCIL – Priorities and Allocation Committee (PAC)**

### **Meeting Minutes**

April 5, 2023, 9:00 a.m. to 11:00 a.m.

**Meeting Location:** 4600 Broadway, Sacramento, CA 95820, Community Room 2020

**Facilitator:** Jake Bradley-Rowe, Chair

**Scribe:** Danielle Caravella and Paula Gammell, Council Staff

### **Committee Member Attendees:**

Dennis Poupart, Jake Bradley-Rowe, Josh Kooman, Keshia Lynch, Liane Bruckstein, Melissa Willett, Richard Benavidez, Tami Emslie, and Zach B.

**Members Excused:** Chelle Gossett and Ronnie Miranda

**Members Absent:** N/A

**Guests:** Angelina Olweny, Jessica Lara, Sashi Jit, and Michelle Monroe

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>The meeting began at 9:10 a.m.</p> <p>Sunburst Projects will be hosting an Open House and Ribbon Cutting on April 12th from 5-7 pm to celebrate the expansion of their office. They will also be hosting their annual golf tournament on May 13th, for more information please visit <a href="https://sunburstprojects.org/">https://sunburstprojects.org/</a>.</p> <p>Drag Queen Bingo has started up again; it occurs every first Thursday with proceeds benefiting a different organization each month. It takes place at Mango's on K Street from 7-9 PM.</p> <p>NorCal AIDS Cycle will take place May 20-21 departing from Oak Park Community Center. There will be a friends and family night on May 20<sup>th</sup> from 3-9 pm for \$45 and dinner will be served. The closing ceremony will be held in Old Sacramento.</p> <p>One Community Health has two new support groups that they are offering. "Empower Me" is a group that will empower patients by teaching practical skills and strategies to help them navigate various aspects of life. It will cover topics such as nutrition, budgeting, job readiness, goal setting, and social skills. It will be held the 1<sup>st</sup> week of every quarter Jan/Apr/July/Sept every Tuesday for 8 weeks, 11 AM- 12 PM. It will be available via Zoom and in person. To register call 916-443-3299. "Healing in Victory: You are More Than Your Diagnosis" is a group that allows women diagnosed with HIV to come together and support one another in a safe place where they may be able to grieve the life they expected to accept the life they have that they may heal. It will be held the 1st week of every quarter Jan/Apr/July/Sept every Thursday for 8 weeks, 3-4 PM. It will be available via Zoom and in person.</p>
<p>Public Comments- Agenda Items</p>	<p>N/A</p>

Agenda and Minutes\*

The Agenda was presented for review and approval. Richard Benavidez motioned to approve the Agenda as presented with a second by Melissa Willett. An edit was made to change the Staff person from TBD to Danielle Caravella. Richard Benavidez amended his motion to accept the change and Melissa Willett seconded the amended motion. The motion passed with a majority.

Approve: Poupart, Bradley-Rowe, Kooman, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.

Oppose: None

Abstain: None

A copy of the December 2022 Minutes was presented for review and approval. Dennis Poupart motioned to approve the Minutes as presented with a second by Zach B. No corrections or changes were noted. The motion passed with a majority.

Approve: Poupart, Bradley-Rowe, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.

Oppose: N/A

Abstain: Kooman

Topic	Minutes
Conflict of Interest	<p>Conflicts of interest were stated.</p> <p><b>Dennis Poupart:</b> None</p> <p><b>Jake Bradley-Rowe:</b> Sunburst Projects - Childcare, Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medical Case Management, Medical Case Management-MAI, Medical Transportation, Mental Health, and Non-Medical Case Management</p> <p><b>Josh Kooman:</b> None</p> <p><b>Keshia Lynch:</b> One Community Health – Ambulatory Care, Food Bank/Home Delivered Meals, Health Insurance and Cost-Sharing Assistance Program, Housing, Medical Case Management, Medical Case Management-MAI, Medical Nutritional Therapy, Medical Transportation, Mental Health, Non-Medical Case Management, Oral Health Care, Outreach Services, Outreach Services-MAI, Substance Abuse-Residential, and Substance Abuse-Outpatient</p> <p><b>Liane Bruckstein:</b> Harm Reduction Services - Emergency Financial Assistance, Food Bank/Home Delivered Meals, Medical Case Management, Medical Case Management-MAI, Medical Transportation</p> <p><b>Melissa Willett:</b> Sierra Foothills AIDS Foundation – Ambulatory Care, Emergency Financial Assistance, Health Insurance and Cost-Sharing Assistance Program, Medical Case Management, Medical Transportation, and Oral Health Care</p> <p><b>Richard Benavidez:</b> Sierra Foothills AIDS Foundation – Ambulatory Care, Emergency Financial Assistance, Health Insurance and Cost-Sharing Assistance Program, Medical Case Management, Medical Transportation, and Oral Health Care</p> <p><b>Tami Emslie:</b> UC Davis Pediatrics – Ambulatory Care, Medical Case Management, and Medical Transportation</p> <p><b>Zach B.:</b> None</p>
FY22 PAC Self-Assessment	Committee members were asked to please anonymously submit their PAC self-assessments for FY22.

FY23 Re-Allocations\*

Jake Bradley-Rowe presented the memo from the recipient regarding FY23 Allocation Areas to Review. The FY23 Allocations were determined in September 2022, at the same time the FY23 RFP had been in process. While determining the initial allocations for FY23 with the partial award from HRSA, the recipient identified some areas that the Planning Council (PC) might like to review. These areas are identified below. The areas are for Part A services in the Sacramento TGA and do not pertain to/include Part B Yolo County.

1. Health Education/Risk Reduction (HE/RR)-There was \$4,768 allocated by the PC to Health Education/Risk Reduction. However, no one applied for the service during the RFP. There is no service provider for this service. If the Council wishes to proceed with funding this category, the Recipient will need to release a Letter of Intent (LOI) process for this service.

2. Non-Medical Case Management-The PC allocated \$54,582 to Non-Medical Case Management. This was flat funding from the prior fiscal year. In the prior fiscal year, there were two providers for Non-Medical Case Management. Upon conclusion of the RFP process, there are now three providers. The Planning Council may want to review the allocation and decide if the flat funding is still where the committee wants to stay.

3. Food Bank/Home Delivered Meals- This is the first year the PC has allocated Part A funds to this service category in several years. As a reminder, HRSA's PCN 16-02 and the Sacramento TGA's Service Standard SSC12, the Food Bank/Home Delivered Meals service category includes the provision of essential non-food items that are limited to personal hygiene products and household cleaning supplies.

It was discussed that the process for releasing an LOI and executing a contract would be time-consuming for such a small amount of money and if an agency were interested in providing this service, they would have applied for it during the RFP. Dennis Poupart motioned to eliminate funding for the Health Education/Risk Reduction service category for FY23. Liane Bruckstein seconded the motion and it passed with a majority.

Approve: Poupart, Bradley-Rowe, Lynch, Bruckstein, Willett, Benavidez, Emslie,

and Zach B.  
Oppose: N/A  
Abstain: Kooman

Jake Bradley-Rowe discussed that there are now 3 providers for Non-Medical Case Management (NMCM) but there is not enough money allocated to that category to support 3 agencies, there is realistically only enough to support one agency. The recipient has asked for \$86,000 for NMCM for Part B, last year there was \$73,000 for this category in Part B. An agency usually needs at least \$50,000 each to support the salary of an employee to provide this service. It was discussed that if the \$4,768 HE/RR money that was eliminated from funding were moved to NMCM combined with the requested \$86,000 from part B, the NMCM would have \$145,000 in funding. It was explained that NMCM is pretty much the same as Medical Case Management (MCM) but that the sole focus is not around viral suppression and that the education/licensing requirements are lesser for NMCM. Because of this, historically smaller agencies have been providing the NMCM. Josh Kooman shared that they combine NMCM and MCM instead of providing the services separately in Denver. He also inquired if the need for NMCM among clients increased or if more providers wanted to provide the services. He commented that the funding should reflect the consumer need and not the agency's need for funding that service category. A motion was made by Dennis Poupart to move the money that was in HE/RR to the NMCM service category and was seconded by Melissa Willett. The motion passed with a majority.

Approve: Poupart, Bradley-Rowe, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.  
Oppose: Kooman  
Abstain: N/A

It was discussed that a full award for Part A has not been received yet and that further changes to potentially move Case Management funds should wait until then.

It was discussed that previously hygiene items were being purchased under

	<p>Medical Case Management materials but now that the Food Bank/Home Delivered Meals service category has been funded for the first time, those items have to be billed to that category. Agencies were previously receiving food money through COVID funds but those are gone now. This is the first year that Part A funding has been put into the Food Bank/Home Delivered Meals service category.</p>
<p>FY23 General Directives*</p>	<p>The FY23 General Directives were presented for review and approval. Zach B. motioned to accept the document as presented and Dennis Poupart seconded the motion. The general directives are directives on how the Part A funding is to be allocated. It was discussed that the dates were updated for the new fiscal year and other than that, there were no other changes to the document from the previous version. The motion passed by a majority.</p> <p>Approve: Poupart, Bradley-Rowe, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.</p> <p>Oppose: N/A</p> <p>Abstain: Kooman</p>
<p>FY23 Service Directives*</p>	<p>The FY23 Service Directives were presented for review and approval. Richard Benavidez motioned to accept the document as presented and Tami Emslie seconded the motion. The service directives are directives specific to certain service categories. It was discussed that the dates were updated for the new fiscal year and other than that, there were no other changes to the document from the previous version. The motion passed by a majority.</p> <p>Approve: Poupart, Bradley-Rowe, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.</p> <p>Oppose: N/A</p> <p>Abstain: Kooman</p>
<p>FY23 PAC Overview*</p>	<p>The FY23 PAC Overview was presented for review and approval. It was updated to reflect the changes to the contact information as well as the new PAC meeting dates. Dennis Poupart motioned to accept the document as presented and Liane Bruckstein seconded the motion. The motion passed by a majority.</p> <p>Approve: Poupart, Bradley-Rowe, Kooman, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>

<p>FY23 PAC Work Plan*</p>	<p>The FY23 PAC Work Plan was presented for review and approval. It was updated to reflect the new PAC meeting dates and activities for FY23. Zach B. motioned to accept the document as presented and Tami Emslie seconded the motion. Keshia Lynch inquired if the integrated plan strategies were updated with the Office of AIDS's most recent plan. It was stated that the plan is the currently published plan but that as the new Integrated State Plan is finalized the work plan will be updated accordingly. The motion passed by a majority.</p> <p>Approve: Poupart, Bradley-Rowe, Kooman, Lynch, Bruckstein, Willett, Benavidez, Emslie, and Zach B.</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>
<p>Technical Assistance</p>	<p>If in need of technical assistance, members can reach out to the Council Chair, Richard Benavidez, or Council Staff for assistance.</p>
<p>Public Comment – Non-Agenda Items</p>	<p>Danielle Caravella reminded all members to sign the conflict of interest form and turn it in before leaving.</p>
<p>Adjournment</p>	<p>10:06 a.m. Next Meeting will be on May 3, 2023</p>