

## **HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee**

### **Meeting Minutes**

September 14, 2023, 3:00 p.m. to 5:00 p.m.

### **Meeting Location:**

Sacramento Sexual Health Center, 4600 Broadway, Conference Room 2020, Sacramento, CA 95820

**Facilitator:** Richard Benavidez –Council Chair

**Scribe:** Angelina Olweny – Council Staff

### **Committee Member Attendees:**

Chelle Gossett – Recipient, Richard Benavidez – Council Chair, Jake Bradley-Rowe –PAC Chair, Melissa Willett – AdAC Chair, Kristina Kendricks-Clark – Vice Chair

**County Staff:** Danielle Caravella

**Members Excused:** Zach Basler-ACC Chair, Ronnie Miranda – NAC Chair, Michael Ungeheuer – Governance Chair

**Members Absent:** N/A

**Guests**

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions, and Announcements	<p>The meeting began at 3:13 p.m. World AIDs Day is December 1st. Sunburst is co-hosting. All agencies will be encouraged to get involved. CRC has offered space for December 1 but there is a possibility to host the event at Sac State. There will be a press conference at the County Supervisor’s Office.</p> <p>Uptown Studios has a quilt viewing event that requires a fee.</p>
Public Comments- Agenda Items	N/A
September 2023 Agenda Review*	<p>The September Agenda was presented for review and approval. Jake Bradley-Rowe motioned accept the agenda as presented and Melissa Willett seconded the motion. Richard Benavidez requested that a discussion on membership renewal be added as an agenda item. The presenters on the agenda need to be changed to reflect that Richard Benavidez will give updates on the Affected Communities Committee, the Quality Advisory Committee and the Needs Assessment Committee. Jake Bradley-Rowe motioned to accept the agenda with the changes made and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: N/A</p>
June 2023 Minutes Review*	June minutes were presented for review and approval. Jake Bradley-Rowe motioned to accept the minutes as presented and Melissa Willett seconded the

Topic	Minutes
	<p>motion. The motion passed with a majority.  Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: N/A</p>
<p>Membership Renewal</p>	<p>Bylaws will be referenced to ensure understanding on whether members can retain their seats when their current term expires. If a decision is made not to reappoint a Council member, the Council will vote on the resolution. The decision on the removal of a Council member will include the member's conduct during meetings.  A question was posed about Council seats held to certain members that don't attend meetings. The explanation was that some Council seats are mandated seats and these positions cannot be replaced.  The provider seat is going to be filled by a pharmacist. A community member seat is also filled.</p>
<p>Recipient Report:  ➤ FY23 July 2023 Part A Monthly Fiscal Report*</p>	<p>The Part A July monthly report was presented for review and approval. July's monthly expenditures should be at 41.7% through July 31. The current TGA spending for El Dorado County is at 35.3% and 40.6% for Placer County. The current TGA spending for Sacramento County is at 33.9%. The overall expenditure for the Sacramento Transitional Grant Area (TGA) is 34.37%. Jake Bradley-Rowe motioned to accept the report as presented and Richard Benavidez seconded the motion. The motion passed with a majority.   Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: Chelle Gossett</p>

Topic	Minutes
<ul style="list-style-type: none"> <li>➤ FY23 July 2023 Part B Monthly Fiscal Report</li> <li>➤ SOA Ending the HIV Epidemic Update</li> <li>➤ HRSA Part A Ending the Epidemic Update</li> </ul>	<p>A copy of the FY23 Part B July Monthly Fiscal Report was presented for informational purposes. Expenditures should be at 33% through July 31. Yolo County spent 33.8% of their allocations. Sacramento County spent 32.8%. The overall expenditure was 32.88% for the Transitional Grant Area (TGA).</p> <p>There is a meeting for the Integrated Plan between CDC and HRSA on Oct 3<sup>rd</sup>. It is a preliminary meeting. Information for the meeting was shared with Richard Benavidez.</p> <p>The sexual health clinic has no service interruptions. There are three sexual health promotion managers covering the vacant clinic manager position. There are no reported issues from patients. The non-compete application for the fifth year of Ending the Epidemic will be submitted on December 1. The application for Ending the Epidemic year four will be submitted on September 29.</p>
<p>Committee/Work Group Updates</p> <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee</li> <li>➤ Affected Communities Committee</li> </ul>	<p>The next meeting is on November 16<sup>th</sup>.</p> <p>The committee did not meet due to the Labor Day holiday in September. Community Outreach- Richard Benavidez will be leading and HIV and Aging outreach event next week at the LGBT Center. Noel Valdez the new Jansen liaison will be leading a discussion that will focus on HIV in the Latinx Community on October 11<sup>th</sup> in conjunction with Latinx Awareness day. He will also be leading an unbranded discussion.</p>

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<ul style="list-style-type: none"> <li>➤ Reflectiveness</li> <li>➤ Priorities and Allocations (PAC)</li> <li>➤ FY 24 Allocations*</li> </ul>	<p>Reflectiveness is at 38.5%.</p> <p>The PAC committee makes recommendations on how funding is allocated to various service categories. There is a five percent increase in funding every year from what is awarded from the previous year. The Council will then vote by line item to on whether to approve funding recommendations made by PAC. PAC recommended additional funding for Health Insurance Premiums, Medical Case Management, Non-Medical Case Management and Mental Health Services. El Dorado and Placer County got additional funding for Medical Case Management, Transportation, Emergency Financial Assistance, Transportation, Nutrition Services and Substance Abuse Residential. Richard Benavidez motioned to accept the funding recommendations and Kristina Kendricks-Clark seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: Chelle Gossett</p>
<ul style="list-style-type: none"> <li>➤ Quality Advisory Committee</li> </ul>	<p>There are no updates as the committee did not meet due to lack of quorum. The next meeting is in December</p>
<ul style="list-style-type: none"> <li>➤ Needs Assessment Committee</li> </ul>	<p>There are no updates as the committee did not meet due to lack of quorum. The next meeting is in December</p>
<ul style="list-style-type: none"> <li>➤ Ad-Hoc Workgroup</li> </ul>	<p>Kelly Gluckman gave a presentation on a prototype Sac TGA website. The new website would be more interactive and will connect consumers to service providers and other useful resources. The approximate desired budget is up to</p>

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<ul style="list-style-type: none"> <li>➤ Governance</li> <li style="padding-left: 20px;">➤ Council Overview*</li> </ul>	<p>\$4,000. The committee reviewed the three budget proposals to develop the website.</p> <p>The Ad-Hoc received three bids to develop a new website. Chelle Gossett will meet with the Public Information Officer to get answers on whether a new website can be approved and if in-kind funding can be used to develop the website. The County’s CEO policies and procedures will need to be followed if a new website is approved.</p> <p>The committee discussed and voted on funding for the new website. The following estimates were taken from the existing administration budget for the \$4,000 cap to fund the website.  Postage- \$1,000, Printing- \$300, Legal fees - \$500, General office- \$2,200.  Richard Benavidez motioned to accept the budget for the website and Jake Bradley-Rowe seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: Chelle Gossett</p> <p>The Council Overview document was presented for review and approval. The Overview was updated to remove the Prevention Committee. Jake Bradley-Rowe motioned to accept the Overview document as presented and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa</p>

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	<p>Willett, Richard Benavidez  Oppose: N/A  Abstain: N/A</p>
Meeting Extension	<p>Richard motioned to extend the meeting by ten minutes to address all agenda items. Jake Bradley-Rowe motioned to accept the meeting extension and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: N/A</p>
Set Planning Council Agenda for September 27, 2023	<p>The draft September Council agenda was presented for approval. Jake Bradley-Rowe motioned to accept the agenda and Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kristina Kendricks-Clark, Melissa Willett, Richard Benavidez  Oppose: N/A  Abstain: N/A</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 5:10 p.m.