

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

### **Meeting Minutes**

August 11, 2022, 3:00 p.m. to 5:00 p.m.

### **Meeting Location:**

Teleconference Meeting Only

**Facilitator:** Richard Benavidez –Council Chair

**Scribe:** Paula Gammell - Staff

### **Committee Member Attendees:**

**Via Teleconference:** Richard Benavidez –Council Chair, Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Ronnie Miranda – NAC Chair, Janet Parker – QAC Chair, and Melissa Willett – AdAC Chair,

**Members Excused:** Chelle Gossett - Recipient, Kristina Kendricks-Clark – Vice Chair, and Michael Ungeheuer – Governance Chair

**Members Absent:** N/A

**Guests:** N/A

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and Announcements	<p>Meeting began at 3:02 p.m.</p> <p>Ronnie Miranda advised that the National Ryan White HIV Conference is being held virtually August 23 – 26<sup>th</sup>, 2022.</p> <p>Sunburst Projects’ Annual Golf Tournament is being held on Saturday, October 15, 2022.</p> <p>Danielle Caravella is new staff for the Ryan White Program and will be assuming the Council Staff position.</p> <p>Sunburst Projects is hosting a Monkeypox clinic on August 17, 2022. Golden Rule Services and the Sacramento LGBT Center are also hosting Monkeypox clinics.</p>
Public Comments	<p>Tracy Thomas apologized for his behavior at the last HIV Health Services Planning Council meeting. He states that the Council is out of compliance with the Brown Act and intends to work with the California Associates of Counties to address Brown Act concerns.</p>
August 2022 Agenda Review*	<p>A copy of the June 2022 Agenda was presented for review and approval. Motion to approve the Agenda was made by Jake Bradley-Rowe with a second by Melissa Willett. Discussion resulted in updates to the PAC discussion. The FY23 Allocations was deleted and the FY22 Priorities and FY22 Carryover were added as action items. Jake Bradley-Rowe amended his motion to approve the Agenda with the changes noted. The amended motion was seconded by Zach B. and unanimously approved.</p>

Topic	Minutes
June 2022 Minutes Review*	<p>A copy of the June 2022 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Zach B. with a second by Ronnie Miranda. Discussion noted a correction to the Needs Assessment Committee section. It was corrected from <i>...that NAC <u>will be met</u> and reviewed...</i> to <i>...that NAC <u>met</u> and reviewed....</i></p> <p>A second correction was made under the Governance section under the FY22 Bylaws discussion. A correction was made from <i>...and <u>if eligible to serve two</u>...</i> to <i>...and <u>is eligible to serve two</u>....</i></p> <p>Zach B. amended the motion to approve the Minutes with the corrections noted. Jake Bradley-Rowe seconded the amended motion which was approved with one abstention (Gossett).</p>
<p>FY22 June Part A Fiscal Report*</p> <p>FY22 June Part B Fiscal Report</p> <p>State Office of AIDS – Ending the Epidemic Grant Update</p>	<p>A copy of the FY22 June Part A Monthly Fiscal Report was presented for review and approval. Expenditures through June should be within 28-38%. Overall, Sacramento’s expenditures are on target at 28.5%. El Dorado County is 30.1% expended and Placer has expended 32% of its funds. Motion to approve the FY22 June Part A Fiscal Report was made by Jake Bradley-Rowe with a second by Zach B. Motion was approved with one abstention (Gossett).</p> <p>A copy of the FY22 June Part A Monthly Fiscal Report was presented for informational purposes.</p> <p>The Wellness without Walls mobile van has been delivered and efforts are being made to coordinate services.</p>

Topic	Minutes
<p>HRSA – Ending the Epidemic Grant Update</p> <p>RFP Update</p>	<p>Construction at the Clinic is finished and equipment is being delivered. There are four new exam rooms.</p> <p>The RFP is presently pending review by the Contracts units. Upon feedback, it will be routed to finalize the timeline and release date.</p>
<p>Committee Updates:</p> <p>AdAC01 Administrative Assessment*</p> <p>AdAC Overview*</p> <p>FY21 Year-Ending Assessment Findings</p>	<p><b>Administrative Assessment Committee (AdAC):</b> The Administrative Assessment Committee met in June and reviewed the AdAC01 Administrative Assessment and AdAC Overview which are presented for review and approval.</p> <p>AdAC01 Administrative Assessment was reviewed and updated to reflect the change from Fiscal Agent to Recipient. The Chair was also updated to reflect Richard Benavidez. Motion to approve AdAC01 as presented was made by Zach B. with a second by Jake Bradley-Rowe. Motion was approved unanimously.</p> <p>The AdAC Overview was presented for review and approval. The document was updated to reflect the change from Fiscal Agent to Recipient and update the Chair’s name. Motion to approve the AdAC Overview as presented was made by Kristina Kendricks-Clark with a second by Ronnie Miranda. Motion was approved unanimously.</p> <p>AdAC also conducted the FY21 Year-End Assessment in June, which is attached for informational purposes.</p> <p><b>Affected Communities Committee (ACC):</b> Zach B. informed that Reflectiveness is 39.1% due to recent membership changes. Two additional members are awaiting appointment which will impact the reflectiveness figures.</p>

Topic	Minutes
	<p>ACC continued to discuss the lack of HIV support groups.</p> <p>Discussion noted that the various HIV Support Groups are not inclusive for all people living with HIV. Rather there tend to be groups for targeted populations, such as, women, Senior Men, Latinos, and/or others. It would be of value to have a list of support groups including meeting dates and times.</p> <ul style="list-style-type: none"> <li>• SFAF has a Men’s group every other Wednesday, it is open to all ages. They have an intern coming onboard soon and hope to develop a casual, peer-led group to possibly start in September.</li> <li>• Communicare Clinics has 2 support groups.</li> <li>• Woodland clinic group meets on the 1st Wednesday of the month. Is open to HIV positive individuals 12+ years old. Individuals do not have to be Yolo County residents to participate.</li> <li>• Salud Clinic has a group that meets the 3rd Tuesday of the month. It is a casual, peer-run group that started in June. They have offered crafting and gardening, and are looking to hold a cooking class next.</li> <li>• Commincare has a Safe Care Clinic that provides free and confidential sexual health services and STI testing. Their social media is <i>yolosccforall</i> and they are offering an HIV support group.</li> <li>• HRS has a peer-led support group for HIV+ individuals that’s held the 3rd Wednesday of the month from 12-1:30 p.m. at their office. Individuals do not have to be a HRS client to participate. Every month the group focuses on a different topic, and last month they focused on cooking with items commonly received from food banks. This month the topic will likely be on pharmaceuticals.</li> </ul>

Topic	Minutes
Volunteer Recruitment Flyer	<ul style="list-style-type: none"> <li>• OCH has 2 different men’s groups. The first is for men 18-36 and is ran by a behavioral health therapist. The 2nd is a senior men’s group ran by a psychiatrist. Both are closed groups and require a referral from OCH by a case manager to behavioral health.</li> <li>• Sunburst Projects has a 16 week Bio-Psycho-Social Group for newly diagnosed individuals. They are also looking at bringing back their women’s support group which has been on hiatus.</li> <li>• Strength in Numbers is a support group offered by the Sac LGBT Center.</li> </ul> <p>ACC also updated the Council’s Volunteer Recruitment flyer which is presented for review and approval. Motion to approve the flyer as presented was made by Jake Bradley-Rowe with a second by Richard Benavidez. The motion was unanimously approved.</p>
FY22 Priorities*	<p><b>Priorities and Allocations Committee (PAC):</b> PAC met and discussed the FY22 Priorities and FY22 Carryover Allocations which are being presented for review and approval.</p> <p>HRSA has advised that all fundable services, regardless of funding, should be prioritized.</p> <p>Discussion noted several changes including AIDS Pharmaceutical Assistance replaced ADAP as Priority #2. Psychosocial Support Services is Priority #9. Medical Transportation through Non-MAI Outreach all shifted down one priority. Linguistic Services, Home and Community Based Health Services, Home Health care, Hospice, Legal Services, Permanency Planning, Referral for Health Care and Support Services, Rehabilitation Services, Respite Care, ADAP and Early Intervention Services were ranked 20-30, respectively.</p>

Topic	Minutes
FY21 Carryover*	<p>Members voted on each service category individually and those with Conflicts of Interest abstained. The service priorities were unanimously ranked individually as discussed. Please refer to the attached Priorities Vote worksheet.</p> <p>FY21 to FY22 Carryover.  There is \$463,000 available for Carryover redistribution. PAC recommended the following Carryover Allocations:</p> <ul style="list-style-type: none"> <li>• El Dorado County - \$37,800</li> <li>• Placer County - \$35,000</li> <li>• Sacramento - \$390,200 as allocated below: <ul style="list-style-type: none"> <li>○ \$100,000 in Ambulatory Outpatient Medical Care</li> <li>○ \$150,000 in Oral Health</li> <li>○ \$100,000 in Medical Case Management</li> <li>○ \$3,000 in Non-Medical Case Management</li> <li>○ \$37,200 in Medical Transportation</li> </ul> </li> </ul> <p>Chelle Gossett advised that there is an order in which the funding has to be spent. The funding the TGA receives for Part A comes in a Formula Award which is based on the number of cases of HIV in the TGA, a Supplemental Award which is based on the quality of the Grant Application and separate funding for the Minority AIDS Initiative (MAI). Carryover funds are from the Part A Formula award and considered the "unobligated (unspent) balance" (UOB) from the prior year. Carryover funds from a prior year must be spent by the end of the current year. Example: FY21 unspent funds, have to be spent by the end of FY22.</p> <p>Although waived by HRSA during FY20 and FY21 due to the COVID Pandemic, HRSA limits the amount of carryover to 5%. Should the TGA exceed 5% in carryover, the Supplemental Award is subject to an offset, i.e. reduction.</p>

Topic	Minutes
	<p>To maximize the spending, the Supplemental Award is spent first, then carryover, followed by the Formula Award. This allows the TGA to benefit from any unobligated Formula balances so it can be carried over to the next fiscal year.</p> <p>Upon conclusion of the discussion, Richard Benavidez motioned to refer the FY21 Carryover discussion back to PAC for further consideration. The motion was seconded by Jake Bradley-Rowe and approved with one abstention (Gossett).</p> <p><b>Quality Advisory Committee (QAC):</b> The Chair position for QAC is currently vacant.</p> <p>Council Staff addressed whether or not there was a need for QAC to meet monthly or if quarterly meetings would be sufficient. Included on the Executive Agenda was a list of meeting dates for QAC going back to 2017. The concern is perception by the Community. If there is no pressing business, meetings are canceled. However, it may appear to the community that we may be not functioning appropriately. Motion to change QAC to quarterly meetings was made by Zach B. with a second by Richard Benavidez. Motion was approved unanimously.</p> <p><b>Needs Assessment Committee (NAC):</b> Ronnie Miranda advised that there have been 57 Needs Assessment Surveys completed. There are more still pending with agencies. The goal is 200 surveys.</p> <p><b>Governance (Gov):</b> No report.</p>
Set August 24, 2022 HHSPC Agenda*	A draft copy of the August 24, 2022 HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Ronnie Miranda with a second by Jake Bradley-Rowe. Discussion resulted in adding a presentation by the County of Sacramento on PrEP and Linkage to Care Services to the agenda. Additionally, the PAC items were updated to delete the FY23



<b>Topic</b>	<b>Minutes</b>
	Allocations and add the FY22 Priorities and FY22 Carryover as action items. Motion to approve the amended Agenda as presented was made by Ronnie Miranda with a second by Zach B. and was unanimously approved.
Technical Assistance	Richard Benavidez encouraged anyone needing technical assistance to contact himself prior to reaching out to Paula Gammell due to her workload.
Adjournment	The meeting adjourned at 5:01 p.m.

County of Sacramento - Ryan White CARE Program  
 Sacramento TGA HIV Health Services Planning Council  
 Executive Committee

Meeting Date: 8/11/2022

	Agenda	Minutes	FY22 Part A June Fiscal Report	AdAC01
Motion	Jake Bradley-Rowe	Zach B.	Jake Bradley-Rowe	Zach B.
Second	Melissa Willett	Ronnie Miranda	Zach B.	Jake Bradley-Rowe
Amended Motion	Jake Bradley-Rowe	Zach B.		
Amended Second	Zach B.	Jake Bradley-Rowe		

<b>Seated Members</b>	Agenda			Minutes			June Fiscal Report			AdAC01		
	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain
Chelle Gossett	x					x			x	x		
Jake Bradley-Rowe	X			x			x			x		
Kristina Kendricks-Clark	x			x			x			x		
Melissa Willett	X			x			x			x		
Michael Ungeheuer												
Richard Benavidez	X			x			x			x		
Ronnie Miranda	X			x			x			x		
Zach B.	X			x			x			x		

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County of Sacramento - Ryan White CARE Program  
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Meeting Date: 8/11/2022

	AdAC Overview	Recruitment Flyer	FY22 Priorities	FY22 Allocations
Motion	Kristiina Kendricks-Clark	Jake Bradley-Rowe		Richard Benavidez
Second	Ronnie Miranda	Richard Benavidez		Jake Bradley-Rowe
Amended Motion				
Amended Second				

<b>Seated Members</b>	AdAC Overview			Recruitment Flyer			FY22 Priorities			FY22 Allocations		
	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Oppose	Abstain	Approve	Opposed	Abstain
Chelle Gossett	x			x			See Worksheet			See Worksheet		
Jake Bradley-Rowe	x			x								
Kristina Kendricks-Clark	x			x								
Melissa Willett	x			x								
Michael Ungeheuer												
Richard Benavidez	x			x								
Ronnie Miranda	x			x								
Zach B.	x			x								

County of Sacramento - Ryan White CARE Program  
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Meeting Date: 8/11/2022

	QAC Meeting Frequency	August PC Agenda
Motion	Zach B.	Ronnie Miranda
Second	Richard Benavidez	Jake Bradley-Rowe
Amended Motion		Ronnie Miranda
Amended Second		Zach B.

<b>Seated Members</b>	QAC Meeting Frequency			August PC Agenda		
	Approve	Opposed	Abstain	Approve	Opposed	Abstain
Chelle Gossett	x			x		
Jake Bradley-Rowe	x			x		
Kristina Kendricks-Clark	x			x		
Melissa Willett	x			x		
Michael Ungeheuer						
Richard Benavidez	x			x		
Ronnie Miranda	x			x		
Zach B.	x			x		



FY21 to FY22 Carryover Allocations Vote

	Zach B.			Kristina KC			Jake BR			Richard B.			Melissa W			Ronnie M.		
	App.	Opp.	Abstain	App.	Opp.	Abstain	App.	Opp.	Abstain	App.	Opp.	Abstain	App.	Opp.	Abstain	App.	Opp.	Abstain
PAC Revisit Carryover	x			x			x			x			x			x		

Motion Richard Benavidez  
 Second Jake Bradley-Rowe