

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

Meeting Minutes

August 18, 2022, 10:00 a.m. to 12:00 p.m.

Meeting Location:

Via teleconference only

Facilitator: Jake Bradley-Rowe, Chair

Scribe: Paula Gammell, Council Staff

Committee Member Attendees:

Chelle Gossett (Ex-Officio), Dennis Poupart, Jake Bradley-Rowe, Keshia Lynch, Liane Bruckstein, Melissa Willett, Richard Benavidez, Ronnie Miranda, and Tami Emslie

Members Excused: Tracy Jenkins

Members Absent: None

Guests: Kristina Kendricks-Clark, Christopher Kendrick-Stafford, Sashi Jit, and Zach B.

Topic	Minutes
Welcome, Introductions and Announcements	<p>Meeting began at 10:03 a.m.</p> <p>Danielle Caravella is a new member of the Ryan White program staff and will be assuming Council Staff duties.</p>
Public Comments	None noted.
Agenda and Minutes	<p>The Agenda was presented for review and approval. Richard Benavidez motioned to approve the Agenda as presented with a second by Tami Emslie. The Agenda was amended to correct the meeting date and change the Facilitator and Presenter to Jake Bradley-Rowe from Richard Benavidez. Richard Benavidez amended the motion to approve the Agenda with the changes noted. The motion was seconded by Dennis Poupart and was unanimously approved.</p> <p>A copy of the August 8, 2022 Minutes was presented. Richard Benavidez motioned to approve the Minutes as presented with a second by Liane Bruckstein. Corrections were made to the Agenda update on page 2. The Minutes were changed from "<i>Liane Bruckstein amended her motion was discussion</i>" to "<i>Liane Bruckstein amended her motion to approve the agenda with the changes noted</i>".</p> <p>Richard Benavidez amended the motion to approve the Minutes as discussed with a second by Liane Bruckstein. Motion was approved with three abstentions. (See worksheet)</p>
Conflicts of Interest	<p>Council Staff recited the Conflicts of Interests for each attendee.</p> <p>Liane Bruckstein and Kristina Kendricks-Clark with Harm Reduction Services: Medical Case Management, MAI Medical Case Management, and Medical Transportation</p> <p>Dennis Poupart and Ronnie Miranda: None</p>

Topic	Minutes
	<p data-bbox="611 180 1654 212">Chelle Gossett (Ex-Officio) with the County of Sacramento: None</p> <p data-bbox="611 272 1923 464">Melissa Willett and Richard Benavidez with Sierra Foothills AIDS Foundation: Medical Case Management, Ambulatory Care, Mental Health, Emergency Financial Assistance, Housing, Outpatient Substance Abuse Services, Oral Health and Medical Transportation</p> <p data-bbox="611 524 1724 610">Tami Emslie with UC Davis Pediatric Infectious Disease: Medical Case Management, Ambulatory Care, and Medical Transportation</p> <p data-bbox="611 670 1927 756">Keisha Lynch with One Community Health: All services except Child Care Services and MAI Outreach.</p>
FY21 Carryover*	<p data-bbox="611 816 1845 886">The FY21 Carryover needs to be addressed with a responses due to HRSA by August 26, 2022. Members with Conflicts are to abstain.</p> <p data-bbox="611 930 1514 1000">Carryover Distribution: There is \$463,000 available for Carryover redistribution.</p> <p data-bbox="611 1044 1934 1352">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 data-bbox="611 1396 1860 1429">Although waived by HRSA during FY20 and FY21 due to the COVID Pandemic,</p>

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	<p>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> <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>Jake Bradley-Rowe advised that the Executive Committee voted against PAC's prior Carryover recommendations of August 8, 2022. The Executive Committee's concern is the risk of losing supplemental funding should the TGA exceed the maximum 5% carryover mandate.</p> <p>The TGA received an increase in FY22 funding over FY21 funding. Carryover funds have to be spent by the end of the fiscal year. As this is August, this is the six month of the fiscal year. The Carryover request has to be submitted to HRSA by August 26th. HRSA must decide whether or not to approve the request and issue a new Notice of Award (NoA). This will most likely be received at the end of September. At that point, contracts will need to be amended which will take several weeks as well. If the award is received from HRSA and contracts amended by the end of October, which leaves four months to spend any carryover funds.</p> <p>On the FY22 June Part A Fiscal Report, expenditures should be between 28-38%. It was noted that Oral Health was spending at 29.5%. Jake Bradley-Rowe advised that clients have reported challenges in receiving oral health services as staff have left.</p> <p>Oral Health, Medical Case Management, and Mental Health services use funding for paying staff salaries. Unless the staff is already employed, hiring is a lengthy process making it difficult to spend the Carryover by the end of February 2023. Dennis Poupart noted that salary-based funding versus client-based spending changes the picture significantly.</p>

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Point of Order*	<p>Jake Bradley-Rowe advised that when looking at the trending on spending, the categories selected at the prior PAC meeting aren't overspending. Unless there is an increase in capacity for spending, how are they going to increase spending?</p> <p>As the time allotted for the meeting was about to expire, Liane Bruckstein motioned to extend the meeting 30 minutes. Richard Benavidez seconded the motion which was approved with one abstention. (See worksheet)</p> <p>Melissa Willett suggested a new Carryover funding request for El Dorado County to \$9,000 and \$21,600 for Placer County. In Sacramento, discussion determined an allocation of \$90,000 for Medical Case Management, \$40,000 in Mental Health, and \$5,000 in Medical Transportation services.</p> <p>Motion to approve the Carryover as discussed was made by Liane Bruckstein with a second by Ronnie Miranda. Motion passed. Refer to the attached Voting Worksheet.</p>
Technical Assistance	If in need of technical assistance, members can reach out to the Council Chair, Richard Benavidez, or Council Staff for assistance.
Adjournment	12:22 p.m.

County of Sacramento - Ryan White CARE Program
 Sacramento TGA HIV Health Services Planning Council
 Priorities and Allocations Committee

Meeting Date: 8/18/2022

Seated Members	Agenda			Minutes			Extend Meeting			Carryover		
	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain	Approve	Opposed	Abstain
Chelle Gossett										See Worksheet		
Dennis Poupart	x					x	x					
Jake Bradley-Rowe	x					x	x					
Keshia Lynch	x			x			x					
Liane Bruckstein	x			x			x					
Melissa Willett	x			x			x					
Richard Benavidez	x			x			x					
Ronnie Miranda	X					x	x					
Tracy Jenkins												
Tami Emslie	x			x					x			

