

**Sacramento County  
Department of Health Services  
HIV Health Services Planning Council  
Executive Committee**  
[www.sacramento-tga.com](http://www.sacramento-tga.com)

Meeting Agenda\*  
December 8, 2022, 3:00 p.m. to 5:00 p.m.

**Meeting Location – Via teleconference. No in-person meeting.  
Join Zoom Meeting**

<https://www.zoomgov.com/j/1606456746?pwd=TFUzS1R2bmxkTWJsaDFVeIN6THBJZz09>

**Meeting ID: 160 645 6746**  
**Passcode: 400928**

**Dial by your location: 1-669-254-5252 (San Jose, CA)**

**Facilitator:** Richard Benavidez – Council Chair  
**Scribe:** Danielle Caravella, Paula Gammell – County Staff

**Meeting Invitees:**

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

- Open to the Public

\*Action Items

Topic	Presenter	Start Time and Length
Welcome and Introductions	Benavidez	3:00 pm
Announcements	All	
Public Comments	Benavidez	
December 2022 Agenda*	Benavidez	

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Minutes of November 2022*	Benavidez	As Needed
Recipient Report: ➤ Carryover Discussion	Gossett	
Set Planning Council Agenda for December 14, 2022*	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

Attachments:

- Minutes of November 2022\*
- Planning Council Agenda for December 14, 2022\*

**Next Meeting: January 12, 2023**

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

### **Meeting Minutes**

November 10, 2022, 3:00 p.m. to 5:00 p.m.

### **Meeting Location:**

Teleconference Meeting Only

**Facilitator:** Jake Bradley-Rowe –PAC 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, and Ronnie Miranda – NAC Chair

**Members Excused:** Michael Ungeheuer – Governance Chair and Richard Benavidez –Council Chair

**Members Absent:** N/A

**Guests:** Leroy Blea – CDPH-OA

Topic	Minutes
Welcome, Introductions and Announcements	<p>Meeting began at 3:05 p.m.</p> <p>Jake Bradley-Rowe announced that Sunburst Projects installed their quilt this morning 11/14 at the Arden Fair Mall and that it will stay up indefinitely until the space is filled. It has three quilt panels of children who have passed away from HIV and who were Sunburst Project's clients over the years, as well as some informational panels.</p> <p>Jake also announced that there will be a press conference held on World AIDS Day, Dec 1, at Sacramento City Hall led by the mayor of Sacramento. There will be a few individuals from the County Board of Supervisors as well as some Community Organizations staff.</p>
Public Comments	There were no public comments.
November 2022 Agenda Review*	<p>A copy of the November 2022 Agenda was presented for review and approval. Motion to approve the Agenda was made by Zach B. with a second by Melissa Willett. Discussion resulted in an update to the Agenda indicating that Jake Bradley-Rowe would be facilitating the meeting. As well as removing Richard Benavidez from presenting anything on the agenda as he was excused from the meeting. Zach B. amended his motion to approve the Agenda with the changes noted. The amended motion was seconded by Melissa Willett and was unanimously approved.</p> <p>Approved: Gossett, Bradley-Rowe, Willett, and Zach B.  Opposed: None  Abstained: None</p>
September 2022 Minutes Review*	A copy of the September 2022 August Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made

Topic	Minutes
	<p>by Melissa Willett with a second by Zach B. Discussion resulted in two corrections being made to the minutes. The first on page 2, September 2022 Agenda Review Line 3 "Discussion not a correction..." should read "Discussion noted a correction..." and the second on page 3, Part B Fiscal was noted as Part A. Motion was unanimously approved. Melissa Willett amended her motion to approve the Minutes with the changes noted. The amended motion was seconded by Zach B. and was unanimously approved.</p> <p>Approved: Gossett, Bradley-Rowe, Willett, and Zach B.  Opposed: None  Abstained: None</p>
<p>Integrated Strategic Plan &amp; Concurrence Presentation*</p>	<p>Leroy Blea from CDPH-OA presented on the <b><i>California Statewide Integrated Strategic Plan: Addressing HIV, HCV, and STIs: Update and Concurrence</i></b></p> <p>This plan is an integrated plan connecting multiple initiatives including the National HIV/AIDS Strategy and the Ending the HIV Epidemic Initiative among other plans that have been utilized in CA. The State and Sacramento County have partnered up to fulfill HRSA Part A recipient program plan requirements as well as address the syndemic of HIV, HCV, and STIs. This plan focuses on addressing the social determinants of health with 30 innovative strategies. Phase 1 of the plan was released in January 2022 after an intensive workgroup period in the previous year. The Phase 2 Implementation Blueprint will be released in January 2023 after public comment and will be customized to each local jurisdiction. The State is requesting concurrence from the Planning Council as it is a federal requirement for CA and co-authoring EMA/TGAs and is due for submission on December 9<sup>th</sup>. The Concurrence letter includes agreements from the Sacramento HIV Health Services Planning</p>

Topic	Minutes
	<p>Council on the following:</p> <ul style="list-style-type: none"> <li>• <b>Concurrence:</b> This letter documents that the Sacramento HIV Health Services Planning Council (SHHSPC) is in concurrence with the integrated plan entitled <b><i>Ending the Epidemics: Addressing Human Immunodeficiency Virus (HIV), Hepatitis C Virus (HCV), and Sexually Transmitted Infections (STIs) in California.</i></b></li> <li>• <b>Community Engagement:</b> The SHHSPC also notes the extraordinary community engagement efforts in this planning process that were undertaken in partnership with CDPH-OA/STDCB. Members actively worked to improve the draft during the community comment period.</li> <li>• <b>Harmony with other plans:</b> The plan being submitted is in harmony with the other HIV Surveillance, Prevention, and Care Integrated Plans, Getting to Zero and Ending the HIV Epidemic plans, and other documents that guide the delivery of HIV prevention and care services and maintain a surveillance system in Sacramento County in collaboration with CDPH-OA.</li> <li>• <b>Priority groups:</b> Members believe that the selected integrated strategies will expand SHHSPC’s reach to populations in Sacramento County that have been underserved to date and impact HIV/HCV/STIs as a syndemic across the continuum of care for these priority groups.</li> <li>• <b>Monitor progress:</b> Our planning body will continue to monitor the implementation of the <b><i>Ending the Epidemics: Addressing Human Immunodeficiency Virus (HIV), Hepatitis C Virus (HCV), and Sexually Transmitted Infections (STIs) in California</i></b> and its family of interventions.</li> </ul> <p>A draft of the Integrated Plan Concurrence Letter was presented for review and approval. In review, it was determined that it would be best to have the document signed by the Chair and the Vice-Chair with the approval of the</p>

Topic	Minutes
	<p>Executive Committee. The signed document needs to be submitted by November 30<sup>th</sup> so there is not enough time to bring it to Council for a vote, so it will simply be presented at Council on December 14<sup>th</sup> to make sure everyone is on the same page. Zach B. motioned to accept the Integrated Plan Concurrence Letter as discussed to be signed by the Planning Council Chair and Vice-Chair. Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Willett, Zach B.  Opposed: None  Abstained: Miranda</p>
<p>FY22 September Part A Fiscal Report*</p> <p>FY22 September Part B Fiscal Report</p> <p>State Office of AIDS – Ending the Epidemic Grant Update</p>	<p>A copy of the FY22 September Part A Monthly Fiscal Report was presented for review and approval. Expenditures through September should be within 58.3%. Overall, Sacramento’s expenditures are on target at 55.8%. El Dorado County is underspent at 49.3% expended and Placer is on target with 61.4% of its funds expended. Motion to approve the FY22 September Part A Fiscal Report was made by Zach B. with a second by Melissa Willett. The motion was approved unanimously.</p> <p>Approved: Gossett, Bradley-Rowe, Willett, Kendricks-Clark, Zach B., and Miranda  Opposed: None  Abstained: None</p> <p>A copy of the FY22 September Part B Monthly Fiscal Report was presented for informational purposes.</p> <p>The Integrated Strategic Plan is due from the State on December 9<sup>th</sup>, the</p>

Topic	Minutes
<p>HRSA – Ending the Epidemic Grant Update</p> <p>Carryover/Reallocation</p> <p>RFP Update</p>	<p>Planning Council will be submitting a Concurrence Letter to satisfy requirements.</p> <p>The Sexual Health Clinic Grand Opening was held this morning 11/10 at the Primary Care Clinic. The 4 new exam rooms are now open and being used. All of the communities support has been appreciated.</p> <p>The reallocation process is complete and contracts have been executed, no budgets have been changed yet in SHARE. They will be updated once the RW program staff receive the executed contracts back. There was a conversation with the Part A project officer regarding carryover and she said to wait two weeks before staff inquired again and that the Recipient should be getting the notice of award anytime now. HRSA is short staffed causing delays. If agencies are concerned about running out of money they can contact the Recipient to determine the anticipated amount that they will be receiving. As well, all sub-recipients have upcoming site visits that have been scheduled and will be looking at the current fiscal year unless there is anything concerning.</p> <p>The RFP has closed and the applications are now off to be scored.</p>
<p>Committee Updates:</p>	<p><b>Administrative Assessment Committee (AdAC):</b> The Administrative Assessment Committee will meet next on Thursday, November 17, 2022, if you are going to participate please send back your signed confidentiality forms. There will be a training held on November 15<sup>th</sup> at 10 am for anyone interested.</p> <p><b>Affected Communities Committee (ACC):</b> Zach B. informed that ACC did meet in October and that reflectiveness is at 37.5%. He announced that the Committee is working to reestablish community presentations in partnership with the pharmaceutical companies and that they are hoping to host their first</p>



Topic	Minutes
	<p>event in January. An ad-hoc committee was held to determine topics, for the first installment we are hoping to have a general non-branded presentation that will allow for questions and specificity at the end. More information to come.</p> <p>The Committee reviewed the OPTIONS for HIV Resource Directory and approved it and would like to send it to Council for Approval.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Reallocation and Carryover have been completed and PAC will be meeting on Monday 11/14 but will likely be a short meeting.</p> <p><b>Quality Advisory Committee (QAC):</b> The Chair position for QAC has been filled by Kristina Kendricks-Clark. QAC has voted to move to quarterly meetings and their next meeting will be in December.</p> <p><b>Needs Assessment Committee (NAC):</b> NAC will next meet in December.</p> <p><b>Governance (Gov):</b> Nothing to report.</p>
September 28, 2022 HHSPC Agenda*	<p>A draft copy of the December 14, 2022, HHSPC Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Kristina Kendricks-Clark with a second by Zach B. Discussion resulted in updating the Agenda and Attachments to include the OPTIONS for HIV Resource Directory as an action item and the State Integrated Plan Concurrence Letter for informational purposes</p> <p>Motion to approve the amended Agenda as noted was made by Kristina Kendricks-Clark with a second by Zach B. and was unanimously approved.</p>

Topic	Minutes
	<p>Approved: Gossett, Bradley-Rowe, Willett, Kendricks-Clark, Zach B., and Miranda</p> <p>Opposed: None</p> <p>Abstained: None</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you are in need of technical assistance.
Public Comment	Paula Gammell and Chelle Gossett shared that there may be some changes to come to the staffing of the Planning Council. The County may be hiring an outside organization to provide staffing to the planning council so that the Recipient is less involved in the Planning Council. Richard Benavidez was indicated as the primary contact for the Planning Council and will remain the primary contact if there are any changes.
Adjournment	The meeting adjourned at 4:09 p.m.

**Sacramento County**  
**Department of Health Services**  
**HIV Health Services Planning Council**  
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**Meeting Agenda**

Dec 14, 2022, 10:00 AM – 12:00 PM

**Meeting Location –Via teleconference. No in-person meeting.**

**Join Zoom Meeting**

<https://www.zoomgov.com/j/1618963027?pwd=RlIXRExTczFmbmpnMW0xTWxtZD2lkUT09>

**Telephone Number:** 1 (669) 254-5252 (San Jose, CA)

**Meeting ID:** 161 896 3027      **Passcode:** 983445

**Facilitator:** Richard Benavidez, Council Chair

**Scribe:** Danielle Caravella, County Staff

**Meeting Invitees:**

- HIV Health Services Planning Council Members
- Open to the Public

Public Comment: This provides opportunities for the public to address the Council as a whole in order to listen to opinions regarding matters within the jurisdiction of the Council during Regular meetings and regarding items on the Agenda at all other meetings.

\*Action Items

<b>Topic</b>	<b>Presenter</b>	<b>Start Time and Length</b>
Welcome and Introductions	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments	Benavidez	
December 2022 Agenda*	Benavidez	
Minutes of September 2022*	Benavidez	

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State Office of AIDS November 2022 Update	Lee/Pulupa	As Needed	
CPG/HIV/STI Prevention Updates	All		
Recipient Report: <ul style="list-style-type: none"> <li>➤ FY22 October Part A Monthly Fiscal Report*</li> <li>➤ FY22 October 2022 Part B Monthly Fiscal Report</li> <li>➤ SOA Ending the HIV Epidemic Update</li> <li>➤ HRSA Part A Ending the Epidemic Update</li> </ul>	Gossett		
Committee/Work Group Updates: Administrative Assessment Committee <ul style="list-style-type: none"> <li>➤ AdAC Findings of 11/17/22</li> <li>➤ Next Meeting 6/15, 2023</li> </ul> Affected Communities Committee <ul style="list-style-type: none"> <li>➤ Reflectiveness</li> <li>➤ OPTIONS for HIV*</li> </ul> Executive Committee <ul style="list-style-type: none"> <li>➤ State Integrated Plan</li> </ul> Priorities and Allocations Quality Advisory Committee Needs Assessment Committee Governance	Willett  Zach B.  Benavidez  Bradley-Rowe Kendricks-Clark Miranda Ungeheuer		
Binder Updates	Caravella		
Public Comments – Non-Agenda Items	Benavidez		
Technical Assistance	Benavidez		
Adjournment	Benavidez		12:00 pm

**Attachments:**

- Minutes of September 2022\*
- November 2022 OA Voice Update
- FY22 October Part A Fiscal Report\*
- FY22 October Part B Fiscal Report
- AdAC Findings of 11/17/22
- OPTIONS for HIV\*
- State Integrated Plan Concurrence Letter

**NEXT MEETING: January 25, 2023**

**From:** [Caravella, Danielle](#)  
**To:** [Basler, Zachary](#); [Beth Valentine \(bvalentine@voa-ncnn.org\)](#); [Christopher Kendrick Stafford \(kendrickstaffordchristopher@gmail.com\)](#); [David Contreras](#); [Dennis Poupart \(dennis.poupart@gmail.com\)](#); [Gammell, Paula](#); [Gossett, Michelle \(Chelle\)](#); [Jake Bradley-Rowe](#); [Josh Kooman](#); [Kane Ortega](#); [Kaye Pulupa](#); [Kelly Gluckman](#); [Keshia Lynch](#); [Kristina Kendricks-Clark \(kristina@hrssac.org\)](#); [Law, Melody](#); [Melissa Willett \(melissa@sierrafoothillsaids.org\)](#); [Michael Ungeheuer@edc.gov.us](#); [Mike Wofford \(mike.wofford@dhcs.ca.gov\)](#); [Minerva Reid \(mynerva45@yahoo.com\)](#); [Richard Benavidez \(richardbenavidez70@gmail.com\)](#); [Ronnie Miranda](#); [Shy Brown](#); [steve@austinsol.com](#); [Tangjudy Vang](#); [Tracy Thomas](#); [w1486403@apps.losrios.edu](#); [William Rhodes \(wrhodes@sacgrs.org\)](#); [Becky Gonzales \(becky.x.gonzales@viivhealthcare.com\)](#); [Clarmundo Sullivan](#); [Lenore Gotelli](#); [Lili Joy](#); [Tracy Lee](#); [Zach Reau](#)  
**Subject:** HHSPC Carryover  
**Date:** Monday, December 5, 2022 1:59:00 PM  
**Attachments:** [1. AG-202201208-HHSPC-Exec.doc](#)  
[2. MN-20221110-HHSPC-Exec.doc](#)  
[3. AG-20221214-HHSPC.doc](#)  
[image001.png](#)  
**Importance:** High

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Hi Council Members,

This is an important email regarding Carryover.

Although the Executive Committee was not intending on meeting this month, it is necessary for Executive to meet to discuss carryover. This will likely then be added to the Council agenda as well. The meeting is open to everyone and the public.

This is the information regarding what has transpired.

- The carryover request was submitted to HRSA on August 26, 2022.
- During our monthly Project Officer call on October 28<sup>th</sup>, we inquired about the status of our carryover request. Our Project Officer informed us that HRSA was understaffed and requested we wait another couple of weeks.
- Chelle inquired again last Friday, December 2<sup>nd</sup>, and a meeting was scheduled for Monday, December 5<sup>th</sup>.
- During the call on 12/5, we determined that the Project Officer had returned our request for changes on October 13<sup>th</sup>.
- However neither Chelle nor Paula received an electronic notification of a change request
- The carryover request is in limbo.

Before the Recipient submits the request, the Council has some thoughts to consider.

- There is no guarantee that HRSA will approve our request at this point
- Do agencies believe they can spend the money by February 28<sup>th</sup>?
- Contracts would still need to be amended
- Should we forgo carryover and focus on another reallocation?
- Penalties exist if we do not spend 95% of our funding, i.e., no more than 5% can be remaining for carryover

If you wish to participate in the Executive Meeting this Thursday, December 8<sup>th</sup>, please use the link below: The meeting materials are also attached for those interested in participating.

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1606456746?pwd=TFUzS1R2bmxkTWJsaDFVeIN6THBJZz09>

Meeting ID: 160 645 6746

Passcode: 400928

As always, please let me know if you have any questions or concerns.

Thank you,

Danielle



Danielle Caravella, MPH  
She/Her  
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