

Sacramento County
Department of Health Services
HIV Health Services Planning Council
Executive Committee
www.sacramento-tga.com

Meeting Agenda*

February 9, 2023, 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

Chelle Gossett – Recipient

Melissa Willett – AdAC Chair

Zach B. - ACC Chair

Jake Bradley-Rowe – PAC Chair

Ronnie Miranda - NAC Chair

Michael Ungeheuer – Gov Chair

- Open to the Public

*Action Items

Topic	Presenter	Start Time and Length
Welcome and Introductions	Benavidez	3:00 pm

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Announcements	All	As Needed
Public Comments – Agenda Items	Benavidez	
February 2023 Agenda*	Benavidez	
Minutes of December 2022*	Benavidez	
Recipient Report: <ul style="list-style-type: none"> ➤ FY22 December Part A Monthly Fiscal Report* ➤ FY22 December Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	Gossett	As Needed
Committee/Work Group Updates <ul style="list-style-type: none"> ➤ Administrative Assessment Committee <ul style="list-style-type: none"> ➤ FY22 AdAC Year-End Review 6/15/23 ➤ Affected Communities Committee <ul style="list-style-type: none"> ➤ Reflectiveness ➤ Community Outreach ➤ Priorities and Allocations ➤ Quality Advisory Committee ➤ Needs Assessment Committee ➤ Governance 	Willett Zach B. Bradley-Rowe Kendricks-Clark Miranda Ungeheuer	As Needed
Return to In-Person Meetings*	Benavidez	As Needed
Set Planning Council Agenda for February 22, 2023*	All	As Needed
Technical Assistance	Benavidez	
Public Comment – Non-Agenda Related	All	
Adjournment	Benavidez	5:00 pm

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Attachments:

- Minutes of December 2022*
- FY22 December Part A Monthly Fiscal Report*
- FY22 December Part B Monthly Fiscal Report
- Planning Council Agenda for February 22, 2023*

Next Meeting: March 9, 2023

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

December 8, 2022, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council 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 Richard Benavidez – Council Chair

Members Excused: Michael Ungeheuer – Governance Chair and Ronnie Miranda – NAC Chair

Members Absent: N/A

Guests: Beth Valentine – VOA, Liane Bruckstein – HRS, Lenore Gotelli – RxHealthCare, Keshia Lynch – OCH, and Steve Austin – Not Affiliated

Topic	Minutes
Welcome, Introductions and Announcements	<p>The meeting began at 3:06 p.m.</p> <p>No announcements were made.</p>
Public Comments	<p>Richard Benavidez shared Ronnie Miranda's public comment since he was unable to make the meeting. He wanted to share that he is having serious concerns regarding this issue at the last minute, as a Planning Council Executive Committee member and Council member he will not be voting on this at this time. He also shared that respectfully he is getting really tired of all of these changes regarding carryover and HRSA making these changes, he will not be at the next Executive Committee meeting due to a doctor's appointment and will not be voting on this matter. He expressed that he was not happy with the project officer and felt that all of the Council's hard work on the carryover was invalidated.</p>
December 2022 Agenda Review*	<p>A copy of the December 2022 Agenda was presented for review and approval. Motion to approve the Agenda as presented was made by Melissa Willett with a second by Jake Bradley-Rowe. The motion passed by a majority.</p> <p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
November 2022 Minutes Review*	<p>A copy of the November 2022 Committee Minutes were presented for review and approval. A motion to approve the Minutes as presented was made by Jake Bradley-Rowe with a second by Kristina Kendricks-Clark. The discussion resulted in one correction being made to the minutes. On page 1 under guests: "Leroy" was changed to "LeRoy". An amended motion was made by Jake Bradley-Rowe and Melissa Willett seconded the amended motion. The motion was passed by a majority.</p>

Topic	Minutes
	<p>Approved: Gossett, Bradley-Rowe, Kendricks-Clark, Willett, Benavidez, and Zach B.</p> <p>Opposed: None</p> <p>Abstained: None</p>
Carryover Discussion*	<p>Chelle Gossett discussed the Carryover situation. She explained that the Carryover request was initially submitted to HRSA on 8/26. On 10/28 the Recipient inquired to HRSA at their monthly call about what was happening with the Carryover request of around \$170,000 that was approved by the Council. At that time the Recipient was told that HRSA was understaffed and that they should wait a couple more weeks before inquiring again. The Recipient inquired again by email around Thanksgiving and the email was never responded to. On the Recipient Monthly Call report for December that is sent to HRSA, the recipient wrote that they were unsure what was happening with the carryover, and on 12/02 HRSA scheduled a meeting for 12/05. During that call, the HRSA Project Officer informed the Recipient that they had returned the request for changes on 10/13, however, neither Chelle nor Paula received an electronic notification of a change request, therefore the carryover request was in limbo. The Project Officer never informed the recipient during their original inquiry that the carryover was sent back and only stated they were short-staffed. The recipient reported that the TGA is 9% underspent, which is reflected in the October Monthly reports. There is the liability of unexpended funds and the time frame in which they would need to be spent, as well as the uncertainty that HRSA would even accept the Carryover request at this point. The penalty for not spending these funds could result in a loss of over \$1 Million. Another alternative would be to do a second reallocation to shift funds to the categories that need it from the categories that are underspending.</p>

Topic	Minutes
	<p>Jake Bradley-Rowe stated that it would be imperative to ask the agencies whom the carryover would have been going to, to see if they can make things work without the carryover funding. He discussed that Sunburst Projects could make it work without the carryover. Melissa Willet agreed that SFAF could make it work without the carryover if there was a reallocation done ASAP, as she would not want to risk the penalty for having unexpended funds. Jake explained that without any additional funding, clients will have to wait much longer for services as they won't be able to hire additional providers, but that we have to look at the bigger picture if the money isn't spent and the penalty for that.</p> <p>Chelle also highlighted that she does not have the authority to move more than 10% of a service category without the Council's authorization. Several agencies have zero dollars spent in some service categories and the money could be moved around if the planning council gave her the authority to do so.</p> <p>The FY22 October monthly report was looked at to analyze the 9% underspending and see where needs could be met with a reallocation.</p> <p>Jake Bradley-Rowe motioned to not submit the Carryover request back to HRSA and Melissa Willet seconded the motion. The motion was passed with a majority.</p> <p>Approved: Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: Gossett and Kendricks-Clark</p> <p>Jake Bradley-Rowe made a motion to vote on a 2nd reallocation at the Priorities and Allocations Committee on December 12th. Melissa Willett</p>

Topic	Minutes
	<p>seconded the motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p> <p>Keshia Lynch from One Community Health joined the call and a summary of the situation and the next steps moving forward were explained. She indicated she would reach out to Chelle later with information on where OCH stands.</p> <p>Chelle asked that agencies please reach out to her explaining where they are at with their current expenditures and where they stand in regard to Reallocation for their organization.</p> <p>Zach B. motioned to send the 2nd FY22 Reallocation determined and approved at PAC on December 12th, straight to Council on December 14th for approval. Melissa Willett seconded the motion. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
December 14, 2022, HHSPC Agenda*	<p>A draft copy of the December 14, 2022, HHSPC Agenda was presented for review and approval. The 2nd FY22 Reallocation was added under the Priorities and Allocations Committee as an action item and to the attachments section. Motion to approve the Agenda as presented was made by Zach B. and</p>

Topic	Minutes
	<p>seconded by Richard Benavidez. The motion passed with a majority.</p> <p>Approved: Gossett, Kendricks-Clark, Bradley-Rowe, Willett, Benavidez, and Zach B. Opposed: None Abstained: None</p>
Technical Assistance	Please reach out to Richard Benavidez or Kristina Kendricks-Clark if you need technical assistance.
Public Comment	There was no public comment
Adjournment	The meeting adjourned at 4:10 p.m.

Part A Only

EL DORADO COUNTY - December 2022 Service Category	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Ambulatory/Outpatient Care	\$1,568	\$0	\$0		0.0%	\$ 1,568
Oral Health	\$24,673	\$0	\$3,598		14.6%	\$ 21,075
Health Insurance Premium & Cost Sharing Asst.	\$4,849	\$61	\$865		17.8%	\$ 3,984
Medical Case Management	\$140,000	\$14,062	\$108,646		77.6%	\$ 31,354
Medical Transportation Services	\$2,266	\$688	\$4,433		195.6%	\$ (2,167)
Emergency Financial Assistance	\$11,845	\$3,410	\$15,737		132.9%	\$ (3,892)
Sub-Total El Dorado County	\$185,201	\$18,221	\$133,279		72.0%	\$ 51,922

PLACER COUNTY - December 2022 Service Category	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
Ambulatory/Outpatient Care	\$1,540	\$0	\$0		0.0%	\$ 1,540
Oral Health	\$2,329	\$0	\$0		0.0%	\$ 2,329
Health Insurance Premium & Cost Sharing Asst.	\$4,869	\$0	\$0		0.0%	\$ 4,869
Medical Case Management	\$127,728	\$10,274	\$112,446		88.0%	\$ 15,282
Medical Transportation Services	\$18,391	\$895	\$16,530		89.9%	\$ 1,861
Emergency Financial Assistance	\$33,240	\$1,320	\$35,591		107.1%	\$ (2,351)
Sub-Total Placer County	\$188,097	\$12,489	\$164,567		87.5%	\$ 23,530

Missing Invoices
None
Pending amendments

Under 5%		0-77%
Within 5%		78-88%
Over 5%		89% +

Priority Number

SACRAMENTO COUNTY - December 2022						
Service Category	Approved Budget	Current Month	Cumulative Expenses	% Shade	Percentage Used	Remaining Balance
1 Ambulatory/Outpatient Care	\$476,408	\$22,123	\$324,809		68.18%	\$151,599
SS: Ambulatory/Outpatient Medical Care	\$419,010	\$22,123	\$284,518		67.90%	\$134,492
SS: Vendor paid viral/load resistance lab test	\$57,398	\$0	\$40,291		70.20%	\$17,107
2 AIDS Pharmaceutical Assistance	Not Funded at this Time					
3 Health Insurance Prem. & Cost Sharing Asst.	\$10,821	\$0	\$1,632		15.08%	\$9,189
4 Oral Health	\$289,174	\$9,328	\$260,278		90.01%	\$28,896
5 Medical Case Management	\$966,117	\$88,377	\$811,317		83.98%	\$154,800
SS: MAI	\$184,117	\$6,148	\$174,346		94.69%	\$9,771
SS: Office Based Services inc. Pediatric Treatment Adherence	\$383,649	\$45,503	\$373,377		97.32%	\$10,272
SS: Field/In-Home Services	\$380,557	\$36,309	\$254,353		66.84%	\$126,204
SS: Case Mgmt. Child Care	\$17,794	\$417	\$9,241		51.93%	\$8,553
6 Case Management (Non-Medical)	\$58,082	\$0	\$34,419		59.26%	\$23,663
7 Food Bank/Home Delivered Meals	Part B Only					
8 Mental Health Services	\$439,764	\$43,377	\$393,371		89.45%	\$46,393
9 Psychosocial Support Services	Not Funded at this Time					
10 Medical Transportation Services	\$76,579	\$572	\$48,249		63.00%	\$28,330
11 Substance Abuse Services - Outpatient	\$159,661	\$16,023	\$144,449		90.47%	\$15,212
12 Substance Abuse Services - Residential	\$58,408	\$0	\$58,408		100.00%	\$0
13 Housing	\$21,861	\$245	\$2,438		11.15%	\$19,423
14 Child Care Services	\$20,000	\$1,607	\$16,754		83.77%	\$3,246
15 Emergency Financial Assistance	\$18,362	\$102	\$10,993		59.87%	\$7,369
16 Medical Nutritional Therapy	\$5,660	\$0	\$1,191		21.05%	\$4,469
17 Health Education/Risk Reduction	\$11,334	\$1,162	\$9,313		82.17%	\$2,021
18 Outreach Services	\$5,106	\$0	\$14,980		293.39%	-\$9,874
19 Outreach Services MAI	Part B Only					
20 Linguistic Services	Not Funded at this Time					
21 Home & Community Based Health Services	Not Funded at this Time					
22 Home Health Care	Not Funded at this Time					
23 Hospice	Not Funded at this Time					
24 Legal Services	Not Funded at this Time					
25 Permanency Planning	Not Funded at this Time					
26 Referral for Health Care & Support Services	Not Funded at this Time					
27 Rehabilitation Services	Not Funded at this Time					
28 Respite Care	Not Funded at this Time					
29 ADAP	Not Funded at this Time					
30 Early Intervention Services	Not Funded at this Time					
Sub-Total Sacramento County	\$2,617,337	\$182,914	\$2,132,601		81.48%	\$484,735
Sub-Total TGA Direct Service Expenditures	\$2,990,635	\$213,624	\$2,430,447		81.27%	\$560,188

Recipient - Grantee Admin	\$351,840	\$27,183	\$277,616		78.90%	\$74,224
Recipient - Quality Mgmt	\$175,919	\$12,994	\$93,191		52.97%	\$82,728
Grand- Total Direct Services, Recipient	\$3,518,394	\$253,802	\$2,801,254		79.62%	\$717,140

Missing Invoices
 Recipient Bills Quarterly & Consultant Services
 October: Labs & Health Insurance ; July - Housing;
 December: Non Medical Case Mgmt
 Pending amendments

December		
Under 5%		0-77%
Within 5%		78-88%
Over 5%		89% and over

TGA Direct Service Expenditures by \$ Source	Approved Budget	Current Month	Accumulative Expenditures	% Shade	% Used	Remaining Balance
Part A	\$2,806,518	\$207,476	\$2,256,101		80.39%	\$550,417
Part A MAI	\$184,117	\$6,148	\$174,346		94.69%	\$9,771

Total Part A: 75/25 Expenditure Requirement	Allocations	Current	Cumulative	% of Alloc.	% Current Expenditur	% Cumulative
Core Services (Does not include MAI MCM)	\$2,471,044	\$197,476	\$1,988,256	88.0%	95.2%	88.1%
Support Services	\$335,474	\$10,000	\$267,845	12.0%	4.8%	11.9%

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Meeting Agenda

February 22, 2023, 10:00 AM – 12:00 PM

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

Join Zoom Meeting

<https://www.zoomgov.com/j/1610578708?pwd=VzJ5S3NVdFpJM1FGb2NoRldLY1Q3UT09>

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

Topic	Presenter	Start Time and Length
Welcome and Introductions	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments – 3-Minute Time Limit – Agenda Items	Benavidez	
February 2023 Agenda*	Benavidez	
Minutes of January 2023*	Benavidez	

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State Office of AIDS February 2023 Update	Lee/Pulupa	As Needed
Presentation: AETC Presentation on Diversity & Equity: Dr. Burns	Dr. Burns	
CPG/HIV/STI Prevention Updates	All	
Recipient Report: <ul style="list-style-type: none"> ➤ FY22 December Part A Monthly Fiscal Report* ➤ FY22 December 2022 Part B Monthly Fiscal Report ➤ SOA Ending the HIV Epidemic Update ➤ HRSA Part A Ending the Epidemic Update 	Gossett	
Committee/Work Group Updates: Administrative Assessment Committee <ul style="list-style-type: none"> ➤ Next Meeting 6/15/23 Affected Communities Committee <ul style="list-style-type: none"> ➤ Reflectiveness Executive Committee Priorities and Allocations Quality Advisory Committee Needs Assessment Committee Governance	Willet Zach B. Benavidez Bradley-Rowe Kendricks-Clark Miranda Ungeheuer	
Binder Updates	Caravella	
Return to In-Person Meetings	Benavidez	
Public Comments – Non-Agenda Items	Benavidez	
Technical Assistance	Benavidez	
Adjournment	Benavidez	

Attachments:

- Minutes of January 2023*
- February 2023 OA Voice Update
- FY22 December Part A Fiscal Report*
- FY22 December Part B Fiscal Report
- Return to In-Person Meetings Memo

NEXT MEETING: March 22, 2023