

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

Meeting Agenda  
January 9, 2025, 3:00 p.m. to 5:00 p.m.

**Meeting Location –**  
**4600 Broadway, Sacramento, CA 95820**  
**2<sup>nd</sup> Floor Conference/Community Room 2020**

**Facilitator:** Richard Benavidez – Council Chair  
**Scribe:** Angelina Olweny– Council Staff

**Meeting Invitees:**

- MacArthur Flournoy – Council Vice Chair
- Kelly Gluckman – QAC Chair
- Melissa Willett – AdAC Chair
- Zach B. - ACC Chair
- Chelle Gossett – Recipient
- Jake Bradley-Rowe – PAC Chair
- Lenore Gotelli - NAC Chair
- Jake Bradley-Rowe – Gov Chair

- 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. Public Comment time limit is three (3) minutes.

\*Action Items

<b>Topic</b>	<b>Presenter</b>	<b>Start Time and Length</b>
Welcome and Introductions	Benavidez	3:00 pm
Announcements	All	
Public Comments-Agenda Items	Benavidez	

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

January 2025 Agenda*	Benavidez	
Minutes of September, 2024*	Benavidez	
Committee/Work Group Updates <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee</li> <li>➤ Affected Communities Committee               <ul style="list-style-type: none"> <li>➤ Community Outreach</li> <li>➤ Reflectiveness</li> </ul> </li> <li>➤ Priorities and Allocations               <ul style="list-style-type: none"> <li>➤ Part A Monthly November Report</li> <li>➤ Part B Monthly November Report</li> </ul> </li> <li>➤ Quality Advisory Committee               <ul style="list-style-type: none"> <li>➤ Transportation Service Standard*</li> </ul> </li> <li>➤ Needs Assessment Committee</li> <li>➤ Governance</li> </ul>	Willett  Basler  Bradley-Rowe  Gluckman  Gotelli  Bradley-Rowe	As Needed
Set Planning Council Agenda for January 22, 2025*	All	
Public Comments-Non-Agenda Items	All	As Needed
Technical Assistance	Benavidez	
Adjournment	Benavidez	5:00 pm

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

Attachments:

- Minutes of September 2024\*
- Transportation Service Standard\*
- Planning Council Agenda for January 22, 2025\* Draft

**Next Meeting: March 13, 2025**

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

### **Meeting Minutes**

September 12, 2024, 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, Kristina Kendricks-Clark – Council Vice Chair, Jake Bradley-Rowe – PAC Chair, Kelly Gluckman – QAC Chair, Richard Benavidez – Council Chair, Zach Basler – ACC Chair

**County Staff:** Danielle Caravella, Paula Gammell

**Members Excused:** Melissa Willett – AdAC Chair, Ronnie Miranda – NAC Chair

**Members Absent:** N/A

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions, and Announcements	<p>The meeting began at 3:10 p.m. The Community Conversation meeting on HIV and Aging is on Tuesday, September 18, 6:00 PM-7:00PM</p> <p>The State of HIV Conference is on October 3, 5:30PM -7:00PM at Clunie Community Center</p>
Public Comments-Agenda Items	N/A
September 2024 Agenda Review*	<p>The September agenda was presented for review and approval. Kelly Gluckman motioned to accept the agenda as presented and Kristina Kendricks-Clark seconded the motion.</p> <p>A change will be made to reflect that Zach Basler will give the ACC update and Ad Hoc Work Group. Kelly Gluckman motioned to accept the agenda with the changes made and Zach Basler seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Kristina Kendricks-Clark, Kelly Gluckman, Richard Benavidez, Zach Basler Oppose: N/A Abstain: N/A</p>
June 2024 Minutes Review*	The June minutes were presented for review and approval. Zach Basler motioned to accept the minutes as presented and Richard Benavidez seconded the motion. The motion passed with a majority.

Topic	Minutes
	<p>Accept: Chelle Gossett, Kristina Kendricks-Clark, Kelly Gluckman, Richard Benavidez, Zach Basler</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>
<p>Committee/Work Group Updates</p> <p>Administrative Assessment Committee (AdAC)</p> <p>Affected Communities Committee (ACC)</p> <p>Reflectiveness</p> <p>Website Update</p>	<p>The committee recommended accepting the mid-year findings as the year-end year findings. A date will be selected for the next AdAC meeting in November.</p> <p>ACC met in August. The committee discussed upcoming Community Conversations and the State of HIV Conference.</p> <p>Reflectiveness is at 28%.</p> <p>A competitive bid process has to take place before a vendor is selected. The Planning Council will review the vendors' submission and vote to accept one vendor who will work on redesign the Sacramento TGA website.</p>

Topic	Minutes
<p>Priorities and Allocations (PAC) FY25 Reallocations*</p> <p>Quality Advisory Committee (QAC)</p> <p>Oral Health Standard*</p>	<p>The committee reviewed and discussed the FY24 Reallocations that were recommended by PAC.</p> <p>Kristina Kendricks-Clark motioned to accept the FY24 Reallocation recommendations and Richard Benavidez seconded the motion. The motion passed with a majority.</p> <p>Accept: Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler Oppose: N/A Abstain: Chelle Gossett</p> <p>The committee reviewed the Oral Health Service Standard that was approved by QAC. Zach Basler motioned to accept the Oral Health Service Standard as presented and Richard Benavidez seconded the motion. After further discussion the statement was revised to state that the Uninsured/Under-insured cap is \$1800 annually regardless of HIV Care Services Program funding stream. Richard Benavidez motioned to accept the Oral Health Service Standard with the changes made and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Kristina Kendricks-Clark, Kelly Gluckman, Richard Benavidez Oppose: N/A Abstain: Chelle Gossett, Zach Basler</p>





<b>Topic</b>	<b>Minutes</b>
	<p>The Needs Assessment Committee Chair position was added as an agenda item.</p> <p>Zach Basler motioned to accept the Planning Council agenda with the changes made and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, Kristina Kendricks-Clark, Melissa Willett, Zach Basler.</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>
Technical Assistance	Reach out to Richard Benavidez if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 4:48 p.m.

**HIV Health Services Planning Council  
Sacramento TGA  
Policy and Procedure Manual**

**Subject:** Medical Transportation Services

**No.:** SSC 11

**Date Effective:** 07/23/03

**Date Revised:** ~~06/22/22~~

**Date Reviewed:** ~~06/22/22~~

Consistent with funded Service Priorities established by the Sacramento TGA HIV Health Services Council the following Medical Transportation Services Standard will apply to all Ryan White contracted vendors that provide medical transportation services.

(1) Ryan White CARE Act funding is to be used for any service designed to significantly improve client access and adherence to HIV/AIDS medical resources. As such, any medical transportation services which are provided by agencies which receive Ryan White CARE Act funding ("RW Agencies") shall be related to healthcare or other critical needs i.e., taking a client to an SSI appointment to maintain medical benefits.

2. Ryan White CARE Act funding is to be expended in a cost effective, equitable manner which is based upon verified client need and encourages self-empowerment of clients. Medical Transportation services which are paid for with Ryan White CARE Act funds shall be administered through medical case management services which are provided in accordance with the allocation priorities and directives which are adopted by the Sacramento TGA HIV Health Services Planning Council ("HIV Planning Council"), or through an alternative assessment process administered by a RW Agency.

3. Established Standards:

A. Ryan White medical transportation funds must be prioritized by purpose:

(1) medical appointments

(2) Ryan White funded Core or Support Services

~~(2)~~(3) alternative healthcare appointments

~~(3)~~(4) other critical needs as related to medical care needs, i.e., taking a client to an SSI appointment to maintain medical benefits

**Commented [PG1]:** Comment 1: Under the established standards in 3A below, it goes into a little more detail about what critical needs means: "i.e., taking a client to an SSI appointment to maintain medical benefits." Should the term 'critical needs' have more guidance or if deciding what constitutes a critical need is up to the medical case manager's discretion? Maybe just editing that to have a little more clarity could be helpful.

B. Ryan White medical transportation funds must be prioritized by means of transport so as to preserve the most cost-effective means: Clients must exhaust the utilization of insurance coordinated rights before tapping into bus passes and ridesharing.

- family, friends and other sources of transport for which the RW Agency does not incur any direct cost.
- volunteer services
- public transit (to include Paratransit)
- ride share (such as Lyft or Uber)
- taxi service

#### C. Ride Share Services

- Understand that Uber and Lyft are not the default option for transportation unless there's physical mobility problems or a patient has Medicare cause Medicare doesn't provide coordinated rides through insurance.
- Clients who no-show their coordinated Lyft or Uber rides more than five times annually will be restricted from using Lyft Uber that year unless prior authorization is made.
- Rideshare service providers have the right to refuse service.

~~C~~D. Taxi services shall only be authorized under the following criteria:

- The client is experiencing a health condition which is incompatible with public transit, AND
- other means of transportation is not immediately available for an unanticipated or changed appointment date with a provider of healthcare or supportive services, OR
- The client is experiencing a time-related, unavoidable emergency, OR
- The client requires an escort for transportation for medical necessity.

D. Medical Transportation services may be provided through:

- **Contracts with providers** of transportation services: Transportation services may be provided via contract or other local procurement mechanism that directly compensates the provider, including ride share, taxi, or van services.
- **Voucher or token** systems for ride-limited vouchers (i.e. not monthly unlimited passes) except in cases where it can be demonstrated that a monthly pass would be more cost-effective to enable access to medical and support services.

Transportation services may be provided via contract or other local procurement mechanism that directly compensates the provider, including ride share, taxi, or van services.

- **Purchase or lease of organizational vehicles** for client transportation programs
  - The recipient must receive prior approval from OA and HRSA for the purchase of a vehicle
- **Organization and use of volunteer drivers**
  - Programs must specifically address insurance and other liability issues

Costs for transportation for providers or case managers to provide care should be categorized under the service being provided.

E. Agency Staff/Volunteer Licensure and Liability:

- **Licensure:** All agency staff, contractors, consultants, and volunteers who provide transportation, shall be properly licensed by the State of California.
- **Insurance:** All agency staff, contractors, consultants, and volunteers who provide transportation shall use registered and insured vehicles.
- **Liability:** Volunteers who transport clients are informed of their responsibilities and obligations in the event of an accident, including the extent of their liability.
  - Signed and dated confirmation form on file with provider.

F. Unallowable costs include:

- Direct cash payments or cash reimbursements to clients
- Direct maintenance expenses (tires, repairs, etc.) of a privately-owned vehicle:
  - The following expenses are not eligible for reimbursement:
    - Parking
    - Tires, vehicle maintenance, or repairs
    - Lease or loan payments
    - Insurance
    - License or registration fees
    - Motor vehicle violations
- Part B: Monthly unlimited public transportation passes, except in cases where it can be demonstrated and a necessary and more cost-effective option

- Any other costs associated with a privately-owned vehicle such as lease, loan payments, insurance, license, or registration fees
- Reimbursement to staff using personal vehicle to transport clients for Part B-funded medical transportation services.

4. RW Agencies which provide [Non-Medical and/or Medical Case Management](#) services shall develop and adhere to budgets for medical transportation services which reflect the principles referred to above. In addition, if available funding levels are anticipated to be less than the total need, agencies shall ensure that funds are distributed among the maximum possible number of clients who rely on RW funded transportation services for critical needs. Agencies shall assure that no client receives any RW funded services unless such client is found to be eligible for services under such Eligibility Standards as may be adopted by the Planning Council.

#### **Fiscal Management**

There are additional requirements when utilizing vouchers, gas cards, taxi tokens, or bus tickets or passes.

- Providers must ensure that vouchers or store gift cards cannot be exchanged for cash or used for anything other than the allowable goods or services.
- General-use prepaid cards are considered equivalent to cash and are therefore unallowable. Such cards generally bear the logo of a payment network (e.g., Visa, MasterCard, or American Express) and are accepted by any merchant that accepts those credit or debit cards as payment. Gift cards that are cobranded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general-use prepaid cards, not store gift cards, and therefore are unallowable.
- Providers must have systems in place to account for disbursed vouchers. The systems must track client's name, staff person who distributed the voucher, date of the disbursement, voucher dollar amount, voucher serial number, and confirmation that the client went to their medical or support services appointment.
- Providers should only buy vouchers in amounts that are reasonable for use in the contract year. In no case should use of vouchers lead to monies being held over to future contract years.

5. Medical Case Managers [and Non-Medical Case Managers](#) at RW Agencies may at any time submit to the [RW Recipient HIV Care](#)

| Services Program Coordinator requests for interpretation of these or any other Services Standards adopted by the HIV Health Services Planning Council, based on the unique medical needs of a client or on unique barriers to accessing medical care which may be experienced by a client.

| RW Agencies shall provide a means by which Non-Medical and Medical Case Managers can obtain in-servicing and on-call advice related to interpreting client medical needs.

### **Provider Qualifications**

Medical Transportation Services may be provided directly by provider staff or volunteers, by staff of an outside company/agency (i.e., taxi service, ride share such as Lyft, paratransit), or by individuals such as family or friends.

### **Education/Experience/Supervision**

There are no minimum educational standards. Agency staff providing medical transportation must:

- Have a valid California Driver's License with any endorsements required by California law (e.g., passenger endorsement if driving vehicles designed for >10 passengers)
- A copy of the driver's license must be retained on file at the provider agency
- Hold the minimum required amount of automobile insurance as required by law, and be enrolled in the Employer Pull Notice program and affiliated with the agency's requester code
- A copy of the driver's insurance must be retained on file at the provider agency

### **Staff Orientation and Training**

**Initial:** All Ryan White-funded staff providing Medical Transportation Services must complete an initial training session related to their job description and serving those with HIV. Training should be completed within 60 days of hire. Topics must include:

- General HIV knowledge, including HIV transmission
- Universal precautions
- Privacy requirements

**Additional:** Staff who directly provide Medical Transportation Services must also receive initial and ongoing safety training as appropriate for their position and required by federal, state, or local regulations.

Training may be any combination of (1) in-person, (2) articles, (3) home studies, or (4) webinars, and must be clearly documented and tracked for monitoring purposes. Topics must include:

- Emergency equipment
- Defensive driving
- Cardiopulmonary Resuscitation (CPR) and first aid (renewed every two years)
- Pre-trip inspections

### **Vehicles**

Any agency or staff vehicles used for client transportation must be registered, insured, and in safe operating condition. They must be equipped with seat belts and other safety equipment as appropriate.

- **Children:** If children are transported, child safety seats must be provided and installed by the child's parent or guardian. Seat type, installation, and use must comply with California state law.
- **Disabled clients:** Disabled clients must be transported in Americans with Disability Act (ADA)-compliant vehicles, and all staff and volunteers transporting clients with disabilities must be trained on how to properly and safely transport these clients.

7. Clients shall have the right to request a review of any service denials under this or any other Services Standards adopted by the HIV Health Services Planning Council. The most recent review/grievance policies and procedures for the RW Agency shall be made available to each client upon intake. Such policies and procedures shall include an explanation of the criteria and process for accessing the Planning Council's Client Advocacy Program.

Adopted: \_\_\_\_\_

  
Richard Benavidez, Chair

Date: 06/22/22

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

**Meeting Agenda**

January 22, 2025, 10:00 AM – 12:00 PM

**Meeting Location –**

**4600 Broadway, Sacramento, CA 95820  
2<sup>nd</sup> Floor Conference/Community Room 2020**

**Facilitator:** Richard Benavidez, Council -Chair

**Scribe:** Angelina Olweny, Council 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. Public Comment time limit is three (3) minutes.

**\*Action Items**

<b>Topic</b>	<b>Presenter</b>	<b>Start Time and Length</b>
Welcome, Introductions, & Housekeeping	Benavidez	10:00 am
Announcements	All	As Needed
Public Comments-Agenda Items 3 Minute Time Limit	All	
January Agenda*	Benavidez	
Minutes of December 2024*	Benavidez	



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

State Office of AIDS January 2025 Update	Pulupa	As Needed
CPG/HIV/STI Prevention Updates	All	
Recipient Report: <ul style="list-style-type: none"> <li>➤ FY24 year to date Part A Monthly Fiscal Report*</li> <li>➤ HRSA Ending the Epidemic Update</li> </ul>	Gossett	
Committee/Work Group Updates <ul style="list-style-type: none"> <li>➤ Administrative Assessment Committee <ul style="list-style-type: none"> <li>➤ Next Meeting Tuesday, June 10, 2025</li> </ul> </li> <li>➤ Affected Communities Committee <ul style="list-style-type: none"> <li>➤ Community Presentations</li> <li>➤ Reflectiveness</li> </ul> </li> <li>➤ Priorities and Allocations</li> <li>➤ Executive Committee <ul style="list-style-type: none"> <li>➤ Gov12- Member Acknowledgements</li> <li>➤ Gov 14 – Code of Conduct</li> <li>➤ Gov 15 – P&amp;P Conflict of Interest</li> </ul> </li> <li>➤ Quality Advisory Committee <ul style="list-style-type: none"> <li>➤ Transportation Service Standard*</li> </ul> </li> <li>➤ Needs Assessment Committee</li> <li>➤ Governance</li> </ul>	<p style="text-align: center;">Willett</p> <p style="text-align: center;">Zach B.</p> <p style="text-align: center;">Bradley-Rowe</p> <p style="text-align: center;">Benavidez</p> <p style="text-align: center;">Gluckman</p> <p style="text-align: center;">Gotelli</p> <p style="text-align: center;">Bradley-Rowe</p>	
Binder Updates	Caravella	

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

Public Comments-Non-Agenda Items	All	
Technical Assistance	Benavidez	
Adjournment	Benavidez	12:00 pm

**Attachments:**

- Minutes of December 2024\*
- January 2025 OA Voice Update
- FY24 Year to Date Part A Monthly Fiscal Report\*
- Gov12- Member Acknowledgements
- Gov 14 – Code of Conduct
- Gov 15 – P&P Conflict of Interest

**NEXT MEETING: February 26, 2025  
March 26, 2024**