

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

Meeting Agenda  
March 13, 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	
March 2025 Agenda*	Benavidez	

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

Minutes of January, 2025*	Benavidez	
Committee/Work Group Updates	Willett	As Needed
➤ Administrative Assessment Committee		
➤ Affected Communities Committee	Basler	
➤ Community Outreach		
➤ Reflectiveness		
➤ Priorities and Allocations	Bradley-Rowe	
➤ Quality Advisory Committee	Gluckman	
➤ Needs Assessment Committee	Gotelli	
➤ Governance	Bradley-Rowe	
Set Planning Council Agenda for March 26, 2025*	All	As Needed
Public Comments-Non-Agenda Items	All	
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 January 2025\*
- Planning Council Agenda for March 26, 2025\* Draft

**Next Meeting: May 8, 2025**

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

### **Meeting Minutes**

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

### **Meeting Location:**

Sacramento County 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, MacArthur Flournoy – Council Vice Chair, Jake Bradley-Rowe –PAC Chair, Kelly Gluckman – QAC Chair, Lenore Gotelli – NAC Chair, Melissa Willett – AdAC Chair, Richard Benavidez – Council Chair

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

**Members Excused:** Zach Basler – ACC Chair

**Members Absent:** N/A

<b>Topic</b>	<b>Minutes</b>
<p>Welcome, Introductions, and Announcements</p>	<p>The meeting began at 3:07 p.m.</p> <p>Sunburst Projects will host a Wine Tasting fundraiser on February 25.</p> <p>The NorCal AIDS Cycle kick-off training will begin in January.</p> <p>The meeting regarding the Ending the HIV Epidemic initiative with the state took place in January.</p> <p>The Kaiser Family Foundation is filing a lawsuit against the federal government regarding state funding cuts.</p> <p>State Senator Sasha Perez has introduced a new bill to promote condom accessibility in California high schools. This bill is currently in the appropriation phase.</p> <p>Golden Rule Services is celebrating its 25th Anniversary on February 1.</p> <p>Tiara Johnson, the former manager of the Sacramento Sexual Health Center, has passed away. A memorial service will be held on Sunday, January 12, at 2:00 PM.</p> <p>Gustavo Trejo is hosting a fundraiser SFAI on Saturday at 9:00 AM.</p>
<p>Public Comments- Agenda Items</p>	<p>N/A</p>

<b>Topic</b>	<b>Minutes</b>
January Agenda Review*	<p>The January agenda was presented for review and approval. Melissa Willett motioned to accept the agenda as presented and Jake Bradley-Rowe seconded the motion.</p> <p>The November Part A Fiscal Report should be action item.</p> <p>Melissa Willett motioned to accept the agenda with the changes and Lenore Gotelli seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>
September 2024 Minutes Review*	<p>The September minutes were presented for review and approval. Jake Bradley-Rowe motioned to accept the minutes as presented and Melissa Willett seconded the motion.</p> <p>The meeting location at the top of the page of the minutes will change to Sacramento County Health Center. Kelly Gluckman motioned to accept the minutes with the changes and Lenore Gotelli seconded the motion. The motion passed with a majority.</p> <p>Accept: Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli</p> <p>Oppose: N/A</p> <p>Abstain: N/A</p>

Topic	Minutes
Committee/Work Group Updates	
Administrative Assessment Committee (AdAC)	The AdAC will meet on June 10 2025.
Affected Communities Committee (ACC)	ACC approved the mission and vision statement at the December meeting. Community outreach will resume in January 2025.
Reflectiveness	Reflectiveness is at 32.8%.
Website Update	The Planning Council Chair met with Isaiah Baiseri to review the prototype Sacramento TGA website and provide feedback on the layout.
Priorities and Allocations (PAC) FY25 Reallocations*	<p>The FY24 November Part A monthly fiscal was presented for review and approval. Expenditures should be at 75% through November 30. Total expenditures in El Dorado County are at 70.0% and 69.7% in Placer County. Total expenditures in Sacramento County are at 73.4%. Total direct service expenditures are at 72.98%.</p> <p>Melissa Willett motioned to accept the FY24 November Part A monthly report as presented and Richard Benavidez seconded the motion. The motion passed with a majority.</p>

Topic	Minutes
Quality Advisory Committee (QAC)	<p>Accept: Accept: Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli.  Oppose: N/A  Abstain: Chelle Gossett</p> <p>The FY24 Part B November Monthly Report was presented for informational purposes only.  Expenditures should be at 66.7% through November 30. The total expenditures in Yolo County are at 57.0%. Expenditures in Sacramento are at 73.3%.</p> <p>The Transportation Service Standard was presented for review and approval. Richard Benavidez motioned to accept the Transportation Service Standard as presented and Lenore Gotelli seconded the motion.</p> <p>The following changes were made:</p> <p>The first paragraph of the Policy and Procedure Manual will state that the Medical and Transportation Services Standard will apply to all Ryan White contracted vendors that provide medical transportation services regardless of funding source (Part A or Part B).</p> <p>On page 2, the statement was revised to state that clients should utilize insurance coordinated rides before requesting Ryan White-funded bus passes and ridesharing, Ryan White is the payer of last resort.</p> <p>In the section on Ride Share Services, the first bullet was revised to state that Uber and Lyft are not the default option for transportation unless there's</p>



Topic	Minutes
	<p>physical mobility problems or a patient's insurance doesn't provide coordinated rides through insurance.</p> <p>The second bullet was revised to state that clients who don't show up for their coordinated Lyft or Uber rides more than five times in the program year will be restricted from using Lyft Uber that program year unless prior authorization is made by the agency's management.</p> <p>Jake Bradley-Rowe motioned to accept the Transportation Service Standards with the changes and Melissa Willett seconded the motion. The motion passed with the majority.</p> <p>Accept: Accept: Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli.  Oppose: N/A  Abstain: Chelle Gossett</p> <p>The executive committee recommended renaming the service standards to Part A and Part B Service Standards. Lenore Gotelli motioned to accept the name change and MacArthur Flournoy seconded the motion. The motion passed with a majority.</p> <p>Accept: Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli  Oppose: N/A  Abstain: N/A</p>

Topic	Minutes
<p>Needs Assessment Committee (NAC)</p> <p>Governance</p>	<p>NAC reviewed the Needs Assessment survey document at the last meeting. The survey will be distributed once funding for the Needs Assessment survey becomes available.</p> <p>Jake Bradley-Rowe suggested revising the mission and vision statements to make them more concise while clearly articulating what the Planning Council's does.</p>
<p>Set Planning Council Agenda for January 22, 2025</p>	<p>The January Planning Council agenda was presented for review and approval. Kelly Gluckman motioned to accept the agenda as presented and Jake Bradley-Rowe seconded the motion.</p> <p>The following changes were made:</p> <p>The motion to rename the services standards to Part A and Part B service standards will be added as an action item.</p> <p>The FY24 Q3 Recipient report will be added to the Recipient Report updates. FY24 Part A and Part B November Monthly Reports will be reviewed.</p> <p>Lenore Gotelli motioned to accept the draft January Planning Council agenda with the changes and Kelly Gluckman seconded the motion. The motion passed with a majority.</p> <p>Accept: Chelle Gossett, Jake Bradley-Rowe, Kelly Gluckman, MacArthur Flournoy, Melissa Willett, Richard Benavidez, Lenore Gotelli  Oppose: N/A  Abstain: N/A</p>

<b>Topic</b>	<b>Minutes</b>
Technical Assistance	Reach out to Richard Benavidez if you need technical assistance.
Public Comment	N/A
Adjournment	The meeting adjourned at 4:49 p.m.

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

**Meeting Agenda**

March 26, 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	
March Agenda*	Benavidez	
Minutes of February 2025*	Benavidez	
State Office of AIDS March 2025 Update	Pulupa	
Mechanics of the Planning Council	Caravella	

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

Presentation		
CPG/HIV/STI Prevention Updates	All	
Recipient Report: <ul style="list-style-type: none"> <li>➤ FY24 January Part A Monthly Fiscal Report*</li> <li>➤ FY24 January Part B Monthly Fiscal Report</li> <li>➤ HRSA Ending the Epidemic Update</li> </ul>	Gossett	As Needed
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             <ul style="list-style-type: none"> <li>➤ FY25 PAC Work Plan*</li> <li>➤ FY25 General Directive*</li> <li>➤ FY25 Service Directive*</li> </ul> </li> <li>➤ Executive Committee             <ul style="list-style-type: none"> <li>➤ Planning Council Self-Assessment</li> </ul> </li> <li>➤ Quality Advisory Committee             <ul style="list-style-type: none"> <li>➤ FY25 QAC Work Plan*</li> </ul> </li> <li>➤ Needs Assessment Committee             <ul style="list-style-type: none"> <li>➤ FY25 NAC Work Plan*</li> </ul> </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	
Public Comments-Non-Agenda Items	All	

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

Technical Assistance	Benavidez	
Adjournment	Benavidez	

**Attachments:**

- Minutes of February 2025\*
- March 2025 OA Voice Update
- FY24 January Part A Monthly Fiscal Report\*
- FY24 January Part B Monthly Fiscal Report
- FY25 PAC Work Plan\*
- FY25 General Directive\*
- FY25 Service Directive\*
- Planning Council Self-Assessment
- FY25 QAC Work Plan\*
- FY25 NAC Work Plan\*

**NEXT MEETING: April 23, 2025**