

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

### **Meeting Minutes**

January 14, 2016, 3 p.m. to 5 p.m.

#### **Meeting Location:**

Cares Community Health

1500 21<sup>st</sup> Street, Sacramento, CA 95811

1<sup>st</sup> Floor Boardroom

**Facilitator:** Susan Farrington, Chair

**Scribe:** Paula Gammell, Staff

#### **Council Member Attendees:**

Susan Farrington - Chair, Adrienne Rogers - Fiscal Agent, Angelita Hogg-Rivera – HHSPC Vice Chair, Mark Underwood - ACC/PAC Chair, Mahara Leong – QAC/NAC Chair, Gail Brosnan – Prevention Chair, Kane Ortega – AdAC Chair

Michael Ungeheuer – Gov Chair,

**Members Excused:** None

**Guests:** None

Topic	Minutes
Welcome, Introductions and Announcements	Harm Reduction Services is hosting an event for National Black HIV/AIDS Awareness Day on Friday, February 5 <sup>th</sup> from 1 – 5 p.m. at the Morrissey-Flynn Building, 3647 40 <sup>th</sup> St, Sacramento, CA 95817. This is the old HRS office building. The event will include recognition of Long Term Survivors at 4 p.m.
Agenda and Minutes Review*	<p>A Agenda. Motion to adopt the Agenda with the deletion of the 3<sup>rd</sup> Quarter Fiscal Agent Report was made by Mark Underwood with a second by Kane Ortega. The motion was approved unanimously.</p> <p>B Minutes of October 2015: Motion to approve the Minutes as presented was made by Kane Ortega with a second by Mark Underwood. Motion approved unanimously with three corrections to the Minutes.</p>
Council Membership	<p>Staff updated the Committee on the attempts to contact one Council member who has not attended meetings since August. Two attempts were made by Council staff in the past weeks to contact the member, as well as multiple attempts by the Council Chair, Susan Farrington. The member has not returned any phone calls despite messages requesting a return call regarding whether or not the member wishes to continue on the Council. The Committee unanimously agreed that Staff should proceed with removing the member due to lack of attendance.</p> <p>Council Staff also advised that Chelle Gossett, the Director of Grants Management with Cares Community Health, is in the process of being appointed to the Part C seat on the Council. Additionally, Jacob Dunlap with the Sacramento Native American Health Center is in the process of being appointed to the Affected/Underserved Community seat representing Native Americans. Both members have been approved by the Public Health Advisory Board and their appointments have been forwarded to the Sacramento County Board of Supervisors.</p>
Positive Advocate Discussion	Staff informed the Committee about an article which had been submitted for publication in the Positive Advocate. The article identified two medications with adverse side effects. Based on the contents of the article, it was decided it would not be published before being reviewed by the Executive Committee. The concern was that the article could negatively impact the perception of people living with HIV/AIDS that the medication is not beneficial to them. The Committee considered the information presented, including an advertisement in the July/August Issue of HIV Plus Magazine which indicated the same side effect as listed in the member's article. The Committee determined it was okay to include the name of the medication as the article was from the member's personal experience and the side effects are published.

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<p>Fiscal Agent Update FY15 August Monthly Report*</p> <p>Conditions of Award Calendar</p>	<p>The FY15 November monthly report was presented to the Committee. The Fiscal Agent advised that one month of Part B allocations will be deleted from the report and carried over to March 2016, which is the year-end of the Part B award fiscal year. After the allocations are subtracted, the expenditure rate will increase for the Part B service categories. Similarly, the County Maintenance of Effort Funding (\$250,000) can be carried over if not fully spent and expended from March through June, as June is the end of the County fiscal year. This would also increase the expenditure rate. Both Placer and El Dorado Counties are in the process of submitting their November invoices. Motion to approve the monthly report with updates by the Fiscal Agent for the Council meeting was made by Kane Ortega with a second by Mark Underwood and approved unanimously.</p> <p>A copy of the Conditions of Award Calendar was presented indicating the initial estimated FY15 Carryover was submitted to the U.S. Health Resources and Services Administration on December 9, 2015 22 days earlier than the due date. It was returned for minor corrections and resubmitted prior to the December 31<sup>st</sup> deadline.</p>
<p>Governance: SSC06*</p> <p>SSC08*</p> <p>Gov07*</p>	<p>Governance reviewed Service Standards 6 and 8, as well as, Governance 07.</p> <p>SSC06 - Minor wordsmithing was made to reduce redundancies. Motion to approve SSC06 as presented was made by Mark Underwood with a second by Angelita Rivera and approved unanimously.</p> <p>SSC08 – Minor wordsmithing was made to reduce redundancies. Discussion noted one additional correction. Motion to approve SSC08 with one additional correction was made by Kane Ortega with a second by Gail Brosnan and unanimously approved.</p> <p>Gov07 – Gov07 was updated after review of several Brown Act related documents to maintain the spirit of the Brown Act. The updated version reflects the major Brown Act concerns for the Council. Discussion noted that an update is needed to the name of the Ryan White CARE Act. It is currently identified as the legislation from 2000 but should be updated to reflect the legislation of 2009. Motion to approve Gov07 with the updates as outlined was made by Mark Underwood with a second by Kane Ortega and unanimously approved.</p>
<p>Committee Updates:</p>	<p><b>Administrative Assessment Committee (AdAC):</b> July 8<sup>th</sup> has been proposed as the date for the FY15 Year-End review. Staff will send a confirmatory email to Committee members.</p> <p><b>Affected Communities Committee (ACC):</b> Mark Underwood reported that ACC met and reviewed the draft Outreach and Training calendars. Weather permitting, ACC will be tabling at the National Black</p>

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<p>ACC Committee Overview* ACC Brochure* ACC Council one-page Flyer*</p> <p>FY16 Flat Funding and 10% Reduction Scenarios*</p>	<p>HIV/AIDS Awareness Day event. The training calendar is set for the next several months. The Committee also reviewed and presented for approval, the ACC Committee Overview, ACC Brochure and ACC Council one-page flyer. The ACC Overview was updated to reflect the new time for the meeting but the meeting location was removed as it may change periodically. Contact information for Council staff was included so potential attendees could contact Staff to verify the meeting date, time and location of any meeting. Both the ACC Brochure and ACC Council flyer were updated to include the Committee’s meeting date, time and location as these documents are subject to more frequent updates.</p> <p>Motion to approve the ACC Committee Overview, ACC Brochure and ACC Council flyer with the above stated changes was made by Mark Underwood with a second by Michael Ungeheuer and unanimously approved.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood reported that PAC met in January and developed the FY16 Flat Funding and 10% Reduction Scenarios and the FY16 General Directives.</p> <p><u>FY16 Flat Funding and 10% Reduction Scenario:</u> The Committee based the FY16 Flat Funding scenario on the current FY15 Allocations with an update to funding Yolo County at its original \$49,416 amount now that the program’s staff has returned to full time employment. Those funds were offset by a decrease in ambulatory care funding. The Committee began the 10% Reduction Scenario discussion by basing reductions off the flat funding scenario. The Part B funded categories were not reduced with the exception of Medical Nutritional Therapy which was reduced by \$30,000 from the flat funding scenario. The \$30,000 would be the line allocation for food. The service would continue to fund the nutritionists. Additionally, Health Insurance Premium Payments, Medical Transportation, Substance Abuse Outpatient, Pediatric Treatment Adherence, Housing, Other Critical Need and Residential Substance Abuse services were not reduced as it would negatively impact the availability of such services. The Minority AIDS Initiative Medical Case Management was not reduced as it is a specific funding source. El Dorado County was not reduced due to the lack of services in the region. Placer County received a 5% reduction rather than a 10% reduction due to the volume of clients receiving services. To reduce Placer’s budget by 10% would negatively impact the availability of services. The following services categories received a 10% reduction: Lab Tests, Oral Health, Medical Case Management, Non-medical Case Management, and Child Care Services. Mental Health received a slight reduction, approximately 3.3%, to avoid reducing service</p>



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	<p>held “responsible” for implementing the activities.</p> <ul style="list-style-type: none"> <li>• The abbreviation for the Sacramento DHHS Education, Prevention and Testing (EPT), is being eliminated and the program’s full name will be spelled out.</li> </ul> <p>Discussion by the Executive Committee noted two additional typos. Motion to approve the EIIHA Plan with the corrections to the typos was made by Mark Underwood with a second by Michael Ungeheuer and approved unanimously.</p> <p><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee met in January and will be forwarding several documents to the Governance Committee for review.</p>
Set January 2016 HHSPC Agenda*	A draft of the January 2016 HIV Health Services Planning Council agenda was presented. Motion to approve the January 2016 Council agenda was made by Kane Ortega with a second by Mark Underwood. Discussion noted updating the next meeting date to March as the Executive Committee determined there will be no meetings in February. Motion was approved unanimously.
Public Comments	None
Adjournment	Next meeting: March 10, 2016