

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

March 10, 2016, 3 p.m. to 5 p.m.

Meeting Location:

Cares Community Health

1500 21st Street, Sacramento, CA 95811

1st Floor Boardroom

Facilitator: Susan Farrington, Chair

Scribe: Paula Gammell, Staff

Council Member Attendees:

Susan Farrington - Chair, Angelita Hogg-Rivera – HHSPC Vice Chair, Mark Underwood - ACC/PAC Chair, Gail Brosnan – Prevention Chair, Kane Ortega – AdAC Chair

Members Excused: Adrienne Rogers - Fiscal Agent, Michael Ungeheuer – Governance Chair, Mahara Leong – QAC/NAC Chair

Guests: Dan

Topic	Minutes
Welcome, Introductions and Announcements	<p>Harm Reduction Services is hosting a bake sale to raise money for the Nor Cal AIDS Cycle.</p> <p>Mark Underwood is selling World's Finest Chocolate bars on behalf of Cares Community Health for the Nor Cal AIDS Cycle.</p> <p>The Council coordinated and co-hosted a Community Forum on Tuesday, March 8th with Gilead. The forum, Understanding Your Lab Tests, was held in the evening and food brought in for attendees. In an effort to streamline the event and potentially increase participation, Council Staff is reaching out to Gilead with a proposal to host the events at the Old Spaghetti Factory. This will lessen the burden on Council Staff but a restaurant may also be able to accommodate special diets (vegan/vegetarian) which is otherwise a challenge when having food delivered.</p>
Agenda and Minutes Review*	<p>A Agenda. Motion to adopt the Agenda with the corrections to the Agenda which reflect Council Staff providing the Fiscal Agent, Needs Assessment Committee and Quality advisory Committee updates was made by Gail Brosnan with a second by Mark Underwood. The motion was approved unanimously.</p> <p>B Minutes of January 2016: Motion to approve the Minutes as presented was made by Mark Underwood with a second by Gail Brosnan. Motion approved unanimously.</p>
Reflectiveness and Roster Updates	A copy of the Reflectiveness Update of 2/9/16 was presented for informational purposes. It reflects the appointment of two new members to the Council. Additionally, an updated Roster was provided.
Council Staff Assessment	Members submitted their Council Staff Assessments.
Fiscal Agent Update FY15 January 2016 Monthly Report*	<p>The FY15 January 2016 monthly report was presented to the Committee. Staff informed the Committee that the Fiscal Agent is anticipating carryover. The TGA can carryover up to \$105,000 without penalty. The TGA received additional Part B one-time funding which increased funding for several categories this year. Carryover would permit the Fiscal Agent to grant increases in Provider budgets/contracts to assist providers in paying administrative costs now permitted by the Part A grant. Additionally, carryover funds could offset any funding decreases as we do not know the TGA's total grant award for FY16. Motion to approve the monthly report made by Mark Underwood with a second by Gail Brosnan and unanimously approved.</p>
Committee Updates:	Administrative Assessment Committee (AdAC): July 8 th has been proposed as the date for the FY15 Year-End review. Staff will send a confirmatory email to Committee members.

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	<p>Affected Communities Committee (ACC): Mark Underwood reported that ACC did not meet in March but will be meeting in April.</p> <p>Priorities and Allocations Committee (PAC): Mark Underwood reported that PAC did not meet in March but will be meeting in April.</p> <p>Needs Assessment Committee (NAC): Staff reported that the Needs Assessment Committee met and discussed a draft of the new FY16 Sacramento TGA Needs Assessment Survey Tool which was modeled after the survey tool from the Denver TGA. Additional changes are needed to the report which will be reviewed further at the April meeting.</p> <p>NAC Work Plan The Committee updated its Work Plan for FY16 which was presented and discussed. It was informational purposes only and not an action item.</p> <p>NAC Self-Assessment The Committee updated its Self-Assessment which was presented and discussed. There was no Needs Assessment conducted in FY15 due to changes with the Comprehensive Plan and the pending update to the Needs Assessment Survey Tool which will incorporate HIV Prevention questions. It was informational purposes only and not an action item.</p> <p>Prevention Committee: Gail Brosnan reported that the Committee did not meet and is currently determining if they need to meet in April. The County’s HIV Prevention Unit is in the beginning stages of writing a Request for Proposals and may seek input from the Prevention Committee.</p> <p>Quality Advisory Committee (QAC): Staff reported that the Quality Advisory Committee met and began reviewing several additional service standards. The Committee identified a potential discrepancy between one of the service standards and HRSA’s Policy Clarification Notice 16-02. The Fiscal Agent will be speaking with the TGA’s Project Officer for further clarification.</p> <p>QAC Work Plan The Committee updated its Work Plan for FY16 which was presented and discussed. It was informational purposes only and not an action item.</p>

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QAC Self-Assessment	The Committee updated its Self-Assessment which was presented and discussed. It was informational purposes only and not an action item.
Set March 2016 HHSPC Agenda*	A draft of the March 2016 HIV Health Services Planning Council agenda was presented. Discussion determined several items to be added to the agenda under the Mechanics of the Planning Council presentation. Motion to approve the updated agenda was made by Kane Ortega with a second by Mark Underwood. Motion was approved unanimously.
Public Comments	None
Adjournment	Next meeting: March 10, 2016