

**Sacramento County**  
**Department of Health and Human Services**  
**HIV Health Services Planning Council – Affected Communities Committee**

**Meeting Minutes**

April 4, 2016, 4:00 – 5:00 p.m.

**Meeting Location:**

Sacramento Native American Health Center

2022 J St., 3<sup>rd</sup> Floor Conference Room

Sacramento, CA 95811

**Facilitator:** Mark Underwood – Chair

**Scribe:** Paula Gammell - Staff

**Meeting Attendees:** Mark Underwood – ACC Chair, Kane Ortega, Richard Benavidez, Jacob Dunlap

**Members Excused:** Rick Myers

**Members Absent:** Lori Altheide

**Guests:** None

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Topic	Minutes
Welcome, Introductions and Announcements	<p>Welcome and Introductions</p> <p>Announcements:</p> <ul style="list-style-type: none"> <li>- Cares Community Health is hosting a rummage sale fundraiser on April 22 for NCAC. The rummage sale will continue on April 23<sup>rd</sup> and 24<sup>th</sup> at the Folsom Boulevard Flea Market.</li> <li>- The Peer Team at Cares Community Health is hosting a tamale luncheon for staff on May 4<sup>th</sup>.</li> </ul>
Agenda Review*  Minutes Review*	<p>Kane Ortega motioned to approve the agenda as presented with a second by Richard Benavidez. The motion was unanimously passed.</p> <p>Kane Ortega motioned to approve the minutes of January 2016. Richard Benavidez seconded the motion which was passed unanimously.</p>
ACC Self-Assessment	Members submitted their completed ACC self-assessment forms.
ACC FY16 Work Plan*	Kane Ortega motioned to approve the FY16 ACC Work Plan with one correction. Richard Benavidez seconded the motion with one correction which was passed unanimously. The Work Plan is a fluid document.
ACC01 Statement of Values*	A copy of ACC01 was presented for review. Motion to approve ACC01 as presented made by Richard Benavidez with a second by Kane Ortega and unanimously approved.
ACC07 Annual Training Calendar*	A draft copy of ACC07 was presented for review. The leading paragraph regarding service standards was deleted as this is a Policy and Procedure standard for ACC and not a service standard for providers. Under the Procedure section, the fourth item was deleted as the annual training calendar is not created a year in advance. Rather, it is created on an ongoing basis. Kane Ortega motioned to approve the agenda as presented with a second by Richard Benavidez. The motion was unanimously passed.
Spring Positive Advocate*	A draft copy of the Spring Positive Advocate was presented. Mark Underwood noted several corrections to the document. Motion to approve the Spring Positive Advocate with corrections was made by Richard Benavidez with a second by Kane Ortega and unanimously approved.
Outreach Event Calendar	<p>ACC will be participating in the Mind, Body and Spirit Health Fair at Sacramento City College on April 21<sup>st</sup>. Kane Ortega can assist in staffing the table from 10 – 12. Mark Underwood will participate from set-up through tear-down. The event is scheduled from 10 – 2p.m. but historically ends early.</p> <p>Staff has coordinated a consumer forum on Wednesday, July 20<sup>th</sup>, from 12:00 p.m. to 1:30 p.m. at the Old Spaghetti Factory. The forum will be on Inflammation and HIV. RSVPs are required as seating is limited.</p> <p>Staff has received invites to participate in the National Transgender HIV Testing Day on Monday, April 18<sup>th</sup> at the Clunie Community Center. The event is sponsored by the Gender Health Center. Staff will determine if a provider agency is participating and would permit</p>

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	<p>Council materials at their table as we do not have a Council member available to staff a table.</p> <p>Staff also received an invitation to participate in a Community Wellness and Job Fair on Saturday, April 30<sup>th</sup>, from 9:00 a.m. to 3:00 p.m. at Ethel Baker Elementary School. The Committee requested staff to contact the organizer for more information on the target population to be served at the event to determine if it is a proper outreach event for ACC.</p>
FY16 Training Calendar	The Calendar Year 2016 Training Schedule for the HIV Health Services Planning Council was reviewed. Staff has received confirmation that a representative of Community Link will be available to present at the Council meeting on April 27, 2016.
ACC Member Roster	A copy of the ACC roster was included in the agenda documents with members' current contact information.
Adjournment	Meeting adjourned at 5:05 p.m.