

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

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

Meeting Location:

Cares Community Health
1500 21st Street, Sacramento, CA 95811
Conference Room D

Facilitator: Paula Gammell, Staff

Scribe: Paula Gammell, Staff

Council Member Attendees:

Angelita Hogg-Rivera – HHSPC Vice-Chair Mark Underwood - ACC/PAC Chair, Gail Brosnan – Prevention Chair, Kane Ortega – AdAC
Chair, Adrienne Rogers - Fiscal Agent, Michael Ungeheuer – Governance Chair

Members Excused: Susan Farrington - Chair, Mahara Leong – QAC/NAC Chair

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Angelita Rivera is coordinating a Black HIV/AIDS Awareness Day event on February 7th to be held at the UC Davis Cancer Center Auditorium.</p> <p>Walgreens is going to be the presenting sponsor for the World AIDS Day event on 12/1.</p> <p>ACC has coordinated with Gilead to host an informative luncheon at the Old Spaghetti Factory on 7/20. The topic of the luncheon is Inflammation and HIV.</p>
Agenda Review*	<p>Agenda. Motion to adopt the Agenda with corrections to the Agenda was made by Michael Ungeheuer with a second by Mark Underwood. The motion was approved unanimously.</p>
Minutes Review*	<p>Minutes of March 2016: Motion to approve the Minutes with corrections was made by Mark Underwood with a second by Michael Ungeheuer. Motion approved unanimously.</p>
<p>Fiscal Agent Update FY16 May 2016 Monthly Report</p> <p>Integrated Plan Drafts*</p>	<p>The FY16 May 2016 Monthly Report was presented for review and approval. The Fiscal Agent noted that the Vendor Dental charges are included in the Sacramento fiscal report however there are still some outstanding invoices that are in the process of being posted. Motion to adopt the Monthly Report with the understanding that it will be updated with recent May invoices to be presented at the July Council meeting was made by Gail Brosnan with a second by Angelita Rivera. The motion was approved unanimously.</p> <p>Sections of the Integrated Plan are being forwarded to participating Transitional Grant Areas for review and feedback as they are drafted by the Office of AIDS. The Fiscal Agent presented the State-wide Goals and Objectives section prepared by the Office of AIDS. Additionally, the Fiscal Agent presented a list of several Sacramento TGA-based goals and objectives which are being submitted to the Office of AIDS for inclusion in the Integrated Plan. The list was approved by the Council's Prevention Committee on July 5, 2016. Motion to approve the Goals and Objectives State Draft and additional Sacramento-based goals and objectives was made by Mark Underwood with a second by Kane Ortega. Motion was unanimously approved.</p> <p>The Fiscal Agent presented the Office of AIDS' draft for Section 7.5 Routine Opt-out HIV Testing.</p>

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<p>Routine Testing Draft*</p> <p>FY15 Program Terms Report Update</p> <p>FY16 1st Quarter Fiscal Agent Report</p>	<p>Motion to approve the draft on Routine Opt-out HIV Testing with the knowledge that it is a working document without Sacramento’s information included but with hopes of having additional information from Sacramento to be included in the document was made by Gail Brosnan with a second by Angelita Rivera. Motion was unanimously approved.</p> <p>The United States Health Resources and Services Administration requested the Fiscal Agent to submit a revised FY15 documents reflecting allocation changes. The FY15 year-end program terms report is due on July 29, 2016 and is still being drafted. The Fiscal Agent is awaiting Health Outcome reports from the County I.T. staff.</p> <p>A copy of the FY16 1st Quarter Fiscal Agent Report was presented. The Sacramento Transitional Grant Area (TGA) served 1,864 unduplicated clients during the first quarter of Fiscal Year 2016, or a 3.7% increase in total unduplicated clients over the same reporting period in FY15 (1,798 clients). The greatest numbers of Ryan White clients in the Sacramento TGA are between the ages of 45-59 (47.26%), with the majority of individuals (87.12%) residing in Sacramento County as well.</p>
<p>Governance Committee</p> <p>Administrative Assessment Committee Overview*</p>	<p>Michael Ungeheuer presented the AdAC Overview and Service Standard 14 further review and approval.</p> <p>A draft of the Administrative Assessment Committee (AdAC) Overview was presented and discussed by the Governance Committee. Several changes were suggested and noted. Motion to approve the AdAC Overview with changes as discussed was made by Angelita Rivera with a second by Mark Underwood and unanimously approved.</p> <p>Michael also discussed Service Standard 14 (SSC14) – Mental Health Services. Numerous changes were made to the document to reduce redundancy and streamline the document. The Fiscal Agent noted that she has not had an opportunity to review the document by the Executive meeting and may present additional changes, if needed, at the Council meeting. Motion to approve SSC 14 with the understanding that the Fiscal Agent may have more changes was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.</p>

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<p>Committee Updates: FY15 Year-End AdAC Findings*</p> <p>FY15 Post Card Survey Results</p>	<p>Administrative Assessment Committee (AdAC): Kane Ortega informed that AdAC met on July 8th and conducted the 3rd and 4th Quarter Assessment. A copy of the findings was presented for review and approved. Motion to approve the FY15 Year-End AdAC Findings was made by Kane Ortega with a second by Mark Underwood and unanimously approved.</p> <p>Affected Communities Committee (ACC): Mark Underwood reported that ACC did not meet in July due to the July 4th holiday but will be meeting in August. Kane Ortega advised that he participated in the Sacramento Native American Health Center's HIV Testing event on June 27th by staffing a table for the Planning Council. He provided a Council Application to an interested community member.</p> <p>Priorities and Allocations Committee (PAC): Mark Underwood reported that PAC did not meet in July and will meet next in September.</p> <p>Needs Assessment Committee (NAC): Staff reported that the Needs Assessment Committee did not meet in July. The Fiscal Agent requests NAC to review the Needs Assessment Draft from the State Office of AIDS. As members of NAC are also members of the Executive Committee, NAC will review the State's draft and discuss it at the Executive Committee meeting rather than convening the Committee due to attendance conflicts.</p> <p>Prevention Committee: Gail Brosnan reported that the Committee met and reviewed the previously discussed draft of the State's Goals and Objectives for the Integrated Plan.</p> <p>Quality Advisory Committee (QAC): Staff reported that the Quality Advisory Committee met in July and reviewed three service standards. Two standards are still pending review of the Governance Committee. Staff presented a copy of the FY15 Post Card Service Category Results.</p>
<p>Set July 2016 HHSPC Agenda*</p>	<p>A draft of the July 2016 HIV Health Services Planning Council agenda was presented. Motion to approve the agenda as presented was made by Michael Ungeheuer with a second by Mark</p>

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	Underwood. Discussion determined a couple of changes to the agenda. Motion to approve the amended agenda was made by Michael Ungeheuer with a second by Gail Brosnan. Motion was approved unanimously.
Adjournment	Next meeting: August 11, 2016