

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

### **Meeting Minutes**

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

#### **Meeting Location:**

Cares Community Health  
1500 21<sup>st</sup> Street, Sacramento, CA 95811  
Conference Room D

**Facilitator:** Paula Gammell, Staff

**Scribe:** Paula Gammell, Staff

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

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

**Members Excused:** Susan Farrington – Chair, Michael Ungeheuer – Governance Chair

**Guests:** None

| <b>Topic</b>   | <b>Minutes</b>   |
|--|--|
| Welcome, Introductions and Announcements   | <p>World AIDS Day is Thursday, December 1<sup>st</sup>. There will be an event at the Clunie Community Center beginning with a candlelight vigil at 5:30 p.m.</p> <p>On December 2<sup>nd</sup>, the Sacramento International Gay and Lesbian Film Festival are offering a free showing of Last Men Standing, a film following the lives of eight long-term AIDS survivors.</p> <p>The National HIV PrEP Summit is being held December 3<sup>rd</sup> and 4<sup>th</sup> in San Francisco at the Union Square Hilton Hotel. Several members of the Council are attending the Conference.</p>   |
| Agenda Review*   | <p>Agenda. Motion to adopt the Agenda with two changes was made by Mahara Leong with a second by Gail Brosnan. The motion was approved unanimously.</p>  |
| Minutes Review*  | <p>Minutes of September 2016: Motion to approve the Minutes with one correction was made by Mark Underwood with a second by Gail Brosnan. Motion approved unanimously.</p>   |
| Planning Council:<br>Vice Chair Vacancy  | <p>Staff has received two nominations for Vice Chair. Nominations will be accepted at the December meeting followed by a vote.</p>   |
| Pending Council Appointments   | <p>There are four appointees which have been approved by the Public Health Advisory Board and submitted to the County Board of Supervisors for final approval. Once appointed, Staff will submit a Reflectiveness Update to HRSA.</p>  |
| Fiscal Agent:<br>FY16 August Monthly Report*<br>FY16 September Monthly Report*<br>FY16 2 <sup>nd</sup> Quarter Fiscal Agent Report | <p>The Fiscal Agent presented both the August and September monthly fiscal reports to the Committee. The September monthly fiscal report will be revised due to the invoice received from the County IT division. Motion to approve both the August and September monthly fiscal reports was made by Mark Underwood with a second by Mahara Leong and approved unanimously with the understanding that the September monthly fiscal report will be updated for the December Council meeting.</p> <p>The Fiscal Agent presented the FY16 2<sup>nd</sup> Quarter Report to the Committee. The TGA saw an increase of 3.25% in unduplicated clients during the first half of 2016 (2,353 compared to 2,279). There were 215 new, never been served in the TGA, clients which is a 69.3% increase over the</p> |

| Topic                           | Minutes  |
|---------------------------------|--|
|                                 | <p>same period last year. It should be noted that there was a 125% increase in the number of new clients in Placer County, up from 8 new clients in 2015 to 18 new clients in 2016. Males are the primary gender group (79.01%) living with HIV/AIDS in the TGA with MSM being the most reported mode of transmission (47.77%). 78.5% of the 2,353 clients were virally suppressed.</p>  |
| Committee Updates:              | <p><b>Administrative Assessment Committee (AdAC):</b> Kane Ortega informed that AdAC will meet on November 18<sup>th</sup> to review the Fiscal Agent’s FY16 mid-year progress.</p> <p><b>Affected Communities Committee (ACC):</b> Mark Underwood reported that ACC met in November and approved the Fall Positive Advocate and reviewed both the Outreach and Training Calendars.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood reported that PAC will be meeting to discuss the FY17 Funding Scenario.</p> <p><b>Needs Assessment Committee (NAC):</b> Staff reported that the hope is to begin hosting Needs Assessment Survey Sessions in December after purchasing the Incentive Gift Cards. County staff will begin creating the new survey database in Access in December.</p> <p><b>Prevention Committee:</b> Gail Brosnan reported that the Committee met and discussed the FY17 EIIHA Plan. The Committee will be adding the Sacramento Objectives and Goals to the plan which was originally written based on HRSA’s Guidance. As several Council members are attending the PrEP Summit, the Committee will meet in January 2017 to review information from the Summit and additional changes to the TGA’s EIIHA Plan for FY17.</p> <p><b>Quality Advisory Committee (QAC):</b> Staff reported that the Quality Advisory Committee met and is beginning to update the TGA’s Quality Improvement Plan. The Committee has since been given a “template” from the National Quality Center outlining the various sections that should be included in the Plan for additional updates.</p> |
| Set December 2016 HHSPC Agenda* | <p>A draft of the December 2016 HIV Health Services Planning Council agenda was presented. Discussion noted the addition of the Member Recognition and FY16 2<sup>nd</sup> Quarter Fiscal Agent</p>  |

| <b>Topic</b> | <b>Minutes</b>  |
|--------------|---|
|              | Report to the Agenda and the deletion of the FY17 Flat Funding Scenario which will not be concluded by the date of the Council meeting. Motion to approve the amended agenda was made by Mark Underwood with a second by Gail Brosnan. Motion was approved unanimously. |
| Adjournment  | Next meeting: January 12, 2017  |