

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

April 13, 2017, 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, Mark Underwood - ACC/PAC Chair, Gail Brosnan – Prevention Chair, Adrienne Rogers - Fiscal Agent,
Mahara Leong – QAC/NAC Chair

Members Excused: Kane Ortega – HHSPC Vice-Chair and AdAC Chair, Michael Ungeheuer – Governance Chair

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	
<p data-bbox="132 370 352 402">Agenda Review*</p> <p data-bbox="132 529 359 561">Minutes Review*</p>	<p data-bbox="653 370 1923 475">A copy of the Agenda was presented. Discussion added several topics to the agenda. Motion to adopt the Agenda with the stated changes was made by Mark Underwood with a second by Mahara Leong. The motion was approved unanimously.</p> <p data-bbox="653 529 1902 675">Minutes of February 2017: Motion to approve the Minutes was made by Mark Underwood with a second by Mahara Leong. Discussion noted several corrections. Mark Underwood amended his motion to approve the Minutes with the noted corrections. Mahara Leong seconded the motion which was approved unanimously.</p>
<p data-bbox="132 699 558 764">Fiscal Agent: FY16 February Monthly Report*</p> <p data-bbox="132 951 485 984">Planning Council Webinars</p>	<p data-bbox="653 699 1923 911">The Fiscal Agent presented the preliminary February monthly fiscal report to the Committee. The Fiscal Agent noted that invoices are not finalized. The Fiscal Agent is anticipating some carryover but the final amount will not be determined until final invoices are submitted. Motion to approve the monthly report was made by Mark Underwood with an understanding that the Fiscal Agent may present an updated report for February at the Council meeting if final figures have been received. Motion was seconded by Mahara Leong and approved unanimously.</p> <p data-bbox="653 951 1902 1057">The Committee was informed about a Part A webinar that was held on March 28th which focused on “Planning Council/Planning Body Assessment: Key Findings and Implications”. A follow-up webinar will be held at the end of April.</p>
<p data-bbox="132 1075 512 1140">Planning Council Updates PC Self-Assessment Findings</p> <p data-bbox="132 1180 401 1213">PC Staff Assessment</p> <p data-bbox="132 1294 516 1359">FY16 Council and Committee Attendance Update</p>	<p data-bbox="653 1075 1881 1140">Council Staff presented the Planning Council Self-Assessment Findings. “Governing Structure” received the highest ratings.</p> <p data-bbox="653 1180 1892 1245">Council Staff presented the finding from the Planning Council Staff Assessment. The Staff rated highest in “Communication and Reporting”.</p> <p data-bbox="653 1294 1902 1391">Council Staff presented the attendance record for Council and Committee members during FY16. One member will be removed from the Priorities and Allocations Committee as the member was not able to attend at all during FY16. The member can return when he is in a better position to</p>

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Reflectiveness update	<p>participate consistently. The same member has also had difficulty attending Council consistently. The Council Chair, Susan Farrington, stated she would reach out to the member to determine if he will be able to participate regularly going forward.</p> <p>Council Staff presented the updated Reflectiveness Report (4/7/17) for the Planning Council as one non-aligned consumer recently resigned.</p>
<p>Committee Updates:</p> <p>ACC 02, 03, 04, 05, 06, 07 and 08*</p> <p>FY17 Work Plan, PAC Monitoring Results</p> <p>FY17 Service Directives*</p> <p>FY17 General Directives*</p>	<p>Administrative Assessment Committee (AdAC): Council Staff informed that AdAC will meet on May 19, 2017 to conduct the FY16 year-end assessment.</p> <p>Affected Communities Committee (ACC): Mark Underwood, ACC Chair, advised that ACC met and reviewed the training and outreach calendars and approved the Spring Positive Advocate. ACC also reviewed ACC Policies and Procedures ACC02-08. Only minor wordsmithing changes were made to the various policies and procedures.</p> <p>Motion to approve ACC Policies 2-8 was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.</p> <p>Priorities and Allocations Committee (PAC): Mark Underwood, PAC Chair, stated the committee met and reviewed the FY17 Work Plan, FY17 Flat Funding Scenario, FY17 General Directives, FY17 Services Directives and completed the PAC Self-Assessment. Copies of the FY17 Work Plan and PAC Monitoring Results were presented for informational purposes.</p> <p>A copy of the FY17 Service Directives was presented for review. The emergency housing service directive was updated to reflect the changes to the Service Standard approved at the prior Council meeting. Motion to approve the FY17 Service Directives was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p> <p>A copy of the FY17 General Directives was presented for review. Motion to approve the FY17 General Directives was made by Mark Underwood with a second by Mahara Leong and</p>

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FY17 Flat Funding Allocation Scenario*	<p>unanimously approved.</p> <p>The Fiscal Agent was tasked by the Priorities and Allocations Committee to develop a flat funding scenario for the Executive Committee. The Fiscal Agent was tasked with developing two funding scenarios for MAI Outreach: one to increase funding by \$20,000 and one to increase funding by \$38,000. The Fiscal Agent informed the Committee that she was unable to develop a viable funding scenario for Outreach Services for an additional \$38,000 as this amount of adjustment would materially affect other service categories. The Flat funding scenario developed to provide an additional \$20,000 to Outreach Services was presented to the Committee with a detailed outline of all funding reallocations. Motion to approve the FY17 Flat Funding Allocation Scenario was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p>
FY17 NAC Work Plan	<p>Needs Assessment Committee (NAC): The Needs Assessment Committee met and reviewed its Work Plan and NAC Policy and Procedure NAC 01. Additionally, there have been approximately 85 needs assessments conducted to date with an additional 20 to be conducted by Rashida Green with RX Staffing and some still outstanding at Sunburst Projects. The survey session at Kaiser was canceled as only one individual had RSVP'd.</p>
NAC 01*	<p>A copy of NAC01 was presented for review. No changes had been made to the Policy/Procedure. Motion to approve NAC01 was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.</p>
FY17 Prevention Work Plan	<p>Prevention Committee: Gail Brosnan, Prevention Chair, advised that the Prevention Committee met and reviewed its Work Plan. A draft of the FY17 Work Plan was presented and discussed. The Committee is tabling the Work Plan until outcomes of some pending grant applications have been determined which may change the Committee's Work Plan.</p> <p>Quality Advisory Committee (QAC): The Quality Advisory Committee met and discussed the Quality Management plan which was presented to the Executive Committee for approval. QAC also reviewed their Work Plan and two service standards were presented to the Executive</p>

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<p>FY17 QM Plan*</p> <p>FY17 Work Plan</p> <p>SSC17 HIV Psycho-Social Support Groups*</p> <p>SSC18 Medical Nutritional Therapy</p>	<p>Committee for review as well. The FY16 Service Category Post Card Survey and FY16 Client Satisfaction Survey findings are in the process of being completed and will be presented at the next Executive Committee for review.</p> <p>The FY17 QM Plan was presented to the Executive Committee. Motion to approve the QM Plan as presented was made by Gail Brosnan with a second by Mahara Leong and unanimously approved.</p> <p>The Work Plan was reviewed by the Executive Committee and determined to be incomplete and will be re-directed to QAC to update with the goals and objectives from the FY17 QM Plan.</p> <p>Service Standard 17, HIV Psycho-Social Support Groups was presented for review. The Service Standard's Title was updated to specify "Psycho-Social" HIV Support Groups to distinguish itself from Substance Abuse or Mental Health support groups. The standard has been Inactive since 3/1/07; however, it was reviewed and wordsmith changes were made for consistency with other service standards. Motion to approve SSC17 as presented was made by Mark Underwood with a second by Mahara Leong and unanimously approved with it remaining inactive.</p> <p>Service Standard 18, Medical Nutritional Therapy, was presented for review. Discussion noted the only change in the standard being on page 5 of 7 updating the number of medical visits required during a measurement year. Motion to approve SSC18 as presented was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p>
<p>Set April 2017 HHSPC Agenda*</p>	<p>Several additions and changes were made to the agenda based on the Executive Committee's discussion of the items. Motion to approve the April 2017 HHSPC Agenda was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p>
<p>Adjournment</p>	<p>Next meeting: May 11, 2017</p>