

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

April 26, 2017

10:00 a.m. to 12:00 p.m.

Meeting Location: Primary Care Center

4600 Broadway, Sacramento, CA 95817

Conference Room 2020

Facilitator: Susan Farrington, Chair

Scribe: Paula Gammell, Council Staff

Council Member Attendees: Adrienne Rogers, Chelle Gossett, Chioko Grevious, Erika Navarro, Gail Brosnan, Judy Vang, Kane Ortega, Kristina Kendricks-Clark, Mark Underwood, Rachel Alvarez, Richard Benavidez, Rick Myers, and Susan Farrington

Members Excused: Ernesto Sanchez, Mahara Leong, Dr. Melody Law, Michael Ungeheuer, and Tracy Jenkins

Members Absent: Brad Satterwhite, Kevin Johnson, Norman Hamilton

Guests: Becky Gonzales with ViiV Healthcare, Bridget Tygh with Theratechnologies, Rashia Green-Daniel with RX Staffing, and Andrew Henkins with Harm Reduction Services

Topic	Minutes
Welcome, Introductions and Announcements	<ul style="list-style-type: none"> • Sunburst Projects is accepting applications for the annual Camp Sunburst. It is being held June 30 – July 5 for youth ages 6 -17, who are either affected or infected. • Sunburst Projects is hosting its annual One Love Conference for HIV+ young adults ages 18-26. The conference will be held July 14 – 27 at UC Davis. • The NorCal AIDS Cycle begins May 11th. May 13th is Friends and Family day where you join the riders and crew for dinner.
Agenda and Minutes Review*	<p>Motion to adopt the Agenda was made by Kane Ortega with a second by Mark Underwood. The agenda was approved with one abstention.</p> <p>Minutes of March 22, 2017: Motion to approve the Minutes of March 2017 was made by Richard Benavidez with a second by Kane Ortega. Discussion noted four corrections. Richard Benavidez amended his motion to approve the Minutes with the corrections noted. Amended motion was seconded by Kane Ortega and approved with one abstention.</p>
Presentation: Cares Community Health	<p>Chelle Gossett presented on the services being funded by the Part B Supplemental Funding received by Cares Community Health through the Ryan White Program. Services include transitional housing, residential substance abuse treatment, transportation, and food vouchers. Funds will help provide residential substance abuse services to 24 individuals; transitional housing for 50 clients; transportation to approximately 400 clients; and, food vouchers for individuals both in transitional housing and clients in need of food assistance.</p>
Office of AIDS (OA) Update April 2017 Update	<p>Chioko Grevious addressed the HIV Care Program updates in the Office of AIDS April 2017 Monthly Report including updates on the State’s Integrated HIV Surveillance, Prevention and Care Plan; ADAP; Breach of ADAP Information; ADAP Contractor Updates; HIV Prevention; and, the California HIV Planning Group (CHPG).</p> <p>The CHPG membership roster is in the process of being updated and will soon be placed on the State Office of AIDS website.</p> <p>Kane Ortega inquired about the status of the CHPG Advisory Board. Chioko Grevious stated they are trying to determine the correct functions for an Advisory Board. Susan Farrington stated she would follow-up with Liz Hall regarding the Advisory Board.</p>

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	<p>During the prior Council Meeting, Sharisse Kemp with the State Office of AIDS stated she would follow-up regarding whether or not the OA-HIPP Program is covering medical out of pocket expenses for ambulances, emergency room and dental services. Adrienne Rogers advised that Ms. Kemp did follow-up and that ambulance services are covered as well as emergency room services if the client is discharged the same day if the cost counts toward the OA-HIPP client's annual out of pocket maximum but that dental services are not covered. Clients can always file a claim if uncertain.</p> <p>Adrienne Rogers stated that ADAP will no longer be funding the ADAP Coordinator position at the County Division of Public Health beginning July 1, 2017. ADAP is contracting directly with Enrollment Sites.</p>
<p><u>Fiscal Agent Reports</u> FY16 February 2017 Monthly Report*</p>	<p>The FY16 February 2017 Monthly Fiscal Report was presented to the Council. The Fiscal Agent advised that expenditures are at 92.67% with a few invoices still waiting to be posted. Due to Part B and Part B Supplemental Funding which have different fiscal years than the Part A Funding, it appears as if the TGA is under-spending; however, we are within the actual targeted spending rate. The Fiscal Agent anticipates a carryover of less than 5% of Part A funds. Motion to approve the FY16 February 2017 Monthly Report was made by Mark Underwood with a second by Richard Benavidez and approved with one abstention.</p>
<p>Planning Council (PC) Updates PC Webinar Email FY16 PC Assessment Results FY16 PC Staff Assessment Results Reflectiveness Update of 4.7.17</p>	<p>Staff provided an update on HRSA's Planning Council webinar and advised that a follow-up conference call was indicated.</p> <p>A copy of the Planning Council Self-Assessment results was presented. The Governing Structure was the highest rated category. Discussion included conducting training on how to complete the Assessment and how to identify what has been completed during the fiscal year.</p> <p>A copy of the Planning Council's Staff Assessment results was presented. Communication and Reporting was the highest rated category.</p> <p>A copy of the Reflectiveness update was presented. One non-aligned consumer resigned in April due to health issues. Currently the Council is seeking non-aligned consumers to meet Reflectiveness Requirements. The Council specifically needs representatives to meet Reflectiveness for women, and those of Asian/Pacific Islander and Native American/Alaskan Native races as we do not have any</p>

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Council Roster 4.7.17	<p>representation in those categories.</p> <p>A new Council Roster was provided.</p>
<p>Committee Updates</p> <p>ACC Work Plan</p> <p>ACC02*, ACC04*</p> <p>ACC08*</p> <p>ACC03*, ACC05*, ACC06*, ACC07*</p> <p>FY17 PAC Work Plan</p>	<p>1) Administrative Assessment Committee (AdAC): Kane Ortega reported that the Committee will meet on May 19, 2017 to conduct the FY16 year-end Administrative Assessment. To participate in the AdAC Committee, you must be a “seated” Council Member due to the confidential nature of the work reviewed.</p> <p>2) Affected Communities Committee (ACC): Mark Underwood, Chair: ACC met in April and reviewed the training and outreach calendars and approved the Spring Positive Advocate. ACC also updated its Work Plan which is presented for informational purposes. ACC reviewed seven Policies and Procedures as well.</p> <p>Mark Underwood stated he wanted ACC to re-review ACC02 and ACC04. Adrienne Rogers motioned to table reviewing/approving ACC02 and ACC04 for further review by ACC. Motion was seconded by Mark Underwood and approved with one abstention.</p> <p>Mark Underwood also requested that ACC08 be tabled for re-review and discussion at the next ACC meeting. Motion to table ACC08 was made by Mark Underwood with a second by Ricky Myers. Motion was approved with one abstention.</p> <p>ACC03, ACC05, ACC06 and ACC07 were presented for discussion and review. Motion to approve the documents was made by Mark Underwood with a second by Gail Brosnan. Discussion noted additional wording changes to ACC06. Amended motion to approve the documents with the wording changes was made by Mark Underwood with a second by Kane Ortega and approved with one abstention.</p> <p>3) Governance: Governance did not meet in April.</p> <p>4) Priorities and Allocations Committee (PAC): Mark Underwood, Chair, reported that PAC met and updated its Work Plan which was presented for informational purposes.</p>

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<p>Committee Updates Continued: FY17 Flat Funding Allocations*</p>	<p>The FY17 Flat Funding Allocation was presented for review. Adrienne Rogers discussed her recommendations which included moving \$7,000 from Part A Housing, \$4,000 from Part A Substance Abuse Residential “Detox”, \$4,600 of Other Critical Need funds and \$4,400 from Transportation to the Outreach Service category.</p> <p>The Outreach program is losing a total of \$60,221 from Part B funding that was only available for a two year period. This service is the only funded Outreach program in our TGA with the sole objective of finding and bringing clients back into medical care when they have been identified as “out of care”, linking newly identified clients to care, and assisting clients with missed appointments to re-engage with medical providers. This Outreach component is critical to the TGA’s “Getting to Zero” Comprehensive Plan goals. The total funds transferred to this service category from the services listed above are only \$20,000, but with the possibility of approval of FY16 carryover funding and reallocation, which occurs during October, additional needs may be met throughout the year.</p> <p>Motion to approve the FY17 Flat Funding Allocations was made by Rick Myers with a second by Mark Underwood and approved with two abstentions.</p>
<p>FY17 General Directives* FY17 Service Directives*</p>	<p>The FY17 General Directives and Service Directives were presented for approval. The General Directives remain consistent with the prior year with only changes to the fiscal year dates. The Service Directive included a change to the wording for Emergency Housing. Motion to approve both the General Directives and Service Directives was made by Mark Underwood with a second by Kane Ortega and approved with two abstentions.</p>
<p>FY16 PAC Self-Assessment Results</p>	<p>A copy of the Committee’s self-assessment results was presented.</p>
<p>FY17 NAC Work Plan</p>	<p>5) Needs Assessment Committee (NAC): The Committee met and reviewed their Work Plan and NAC01. The NAC Work Plan was presented for informational purposes.</p>
<p>NAC01*</p>	<p>NAC01 was presented for review. Motion to approve NAC01* as presented was made by Gail Brosnan with a second by Richard Benavidez and approved with one abstention.</p>

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<p>FY17 QM Plan*</p> <p>SSC17*</p> <p>SSC18*</p>	<p>The Needs Assessment has begun and there are approximately 96 Needs Assessment Surveys completed out of a goal of 220. Rashida Green with RX Staffing will be conducting surveys with her clients. Council Staff will schedule survey sessions in both El Dorado and Placer Counties.</p> <p>6) Prevention Committee (PC): Gail Brosnan stated that the Prevention Committee met and is working on their Work Plan. The Committee will be meeting in May to further review the Work Plan.</p> <p>7) Quality Advisory Committee (QAC): The Quality Advisory Committee met and reviewed its Work Plan, the Quality Management (QM) Plan, and two service standards.</p> <p>A copy of the FY17 QM Plan was presented for review and discussion. Motion to approve the FY17 QM Plan as presented was made by Gail Brosnan with a second by Richard Benavidez and approved with two abstentions.</p> <p>Service Standard 17 (SSC17) was presented for review and discussion. It was noted that the standard was updated to reflect it pertains to Psycho-Social support groups. The service standard is presently inactive but being updated in the event funding should become available for this service in the future. Motion to approve SSC17 as presented was made by Rick Myers with a second by Mark Underwood and approved with one abstention.</p> <p>Service Standard 18 (SSC18) was presented for review and discussion. Discussion noted the change on page 5 of 7 where the number of HIV medical visits was updated. Motion to approve SSC18 as presented was made by Mark Underwood with a second by Erika Navarro and approved with one abstention.</p>
<p>Technical Assistance Needs</p>	<p>Susan Farrington requested that anyone in need of technical assistance contact her, the Fiscal Agent or Council Staff directly.</p>
<p>Public Comments</p>	<p>Gail Brosnan advised that Pride is June 3rd and the Sacramento County HIV/STD Prevention Program will be looking to partner with community based organizations to conduct testing at the event.</p>
<p>Adjournment</p>	<p>Next meeting May 24, 2017.</p>