

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

### **Meeting Minutes**

May 11, 2017, 3:25 p.m. to 5 p.m.

#### **Meeting Location:**

Cares Community Health  
1500 21<sup>st</sup> Street, Sacramento, CA 95811  
1<sup>st</sup> Floor Boardroom

**Facilitator:** Kane Ortega – Vice Chair

**Scribe:** Paula Gammell, Staff

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

Kane Ortega – HHSPC Vice-Chair and AdAC Chair, Mark Underwood - ACC/PAC Chair, Gail Brosnan – Prevention Chair,  
Mahara Leong – QAC/NAC Chair

**Members Excused:** Susan Farrington – Chair, Adrienne Rogers - Fiscal Agent, Michael Ungeheuer – Governance Chair

**Guests:** None

<b>Topic</b>	<b>Minutes</b>
Welcome, Introductions and Announcements	<p>The meeting began at 3:25 p.m. as there was a Council applicant interviewed prior to the start of the Executive Committee meeting.</p> <p>Mark Underwood informed that there is a community forum on the Evolution of HIV Treatment on Thursday, May 18<sup>th</sup> from 12 noon to 1:30 at Mulvaney’s.</p>
Agenda Review*	<p>A copy of the Agenda was presented. Motion to approve the Agenda as presented was made by Gail Brosnan with a second by Mahara Leong. Discussion noted a correction to the date of the Minutes listed in the Attachments. Amended motion to approve the Agenda with the correction noted was made by Gail Brosnan with a second by Mahara Leong and approved with one abstention.</p>
Minutes Review*	<p>Minutes of April 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>
Fiscal Agent: FY16 February Monthly Report*	<p>Council Staff presented the preliminary February monthly fiscal report to the Committee. The Fiscal Agent’s invoices are not finalized. Motion to approve the monthly report was made by Gail Brosnan 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 Mark Underwood and approved unanimously.</p>

Topic	Minutes
<p>Committee Updates:</p> <p>ACC 04, and 08*</p> <p>2017 HHSPC Recruitment Flyer*</p> <p>2017 Council Brochure*</p> <p>Summer Positive Advocate</p>	<p><b>Administrative Assessment Committee (AdAC):</b> Kane Ortega, AdAC Chair, informed that AdAC will meet on May 19, 2017 to conduct the FY16 year-end assessment.</p> <p><b>Affected Communities Committee (ACC):</b> Mark Underwood, ACC Chair, advised that ACC met and reviewed the training and outreach calendars and approved the Summer Positive Advocate. ACC also reviewed ACC Policies and Procedures 04 and 08, the Council Recruitment Flyer, and the Council Brochure. Only minor wordsmithing changes were made to the various policies and procedures.</p> <p>Council Staff identified the word-smith changes that had been made and discussion noted additional wording changes to item 5 on page 3 of 3. Motion to approve ACC Policies 04 and 08 was made by Mark Underwood with a second by Gail Brosnan and was unanimously approved.</p> <p>A draft of the Council’s recruitment flyer was presented for approval. Discussion noted adding the full address for the Council meeting to be consistent with the full address for the ACC meeting which is listed on the same flyer. Motion to approve the Council Recruitment flyer was made by Mark Underwood with a second by Gail Brosnan and was unanimously approved.</p> <p>A draft of the Council’s informational brochure was presented for approval. The Ryan White providers’ information was updated with correct telephone numbers and/or extensions and the facsimile numbers were removed. Motion to approve the Council Brochure was made by Mark Underwood with a second by Gail Brosnan and was unanimously approved.</p> <p>The Summer Positive Advocate was presented to the Committee for informational purposes as it focuses on recruitment.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood, PAC Chair, stated the committee did not meet as utilization data was unavailable from FY16 to aid in creating the FY18 Grant Application funding request.</p>

Topic	Minutes
<p>FY17 EIIHA Plan*</p> <p>FY16 Client Satisfaction Survey Findings</p> <p>FY16 Service Category Survey Findings</p>	<p><b>Needs Assessment Committee (NAC):</b> The Needs Assessment Committee did not meet however there are approximately 100 surveys that have been completed with several still being conducted by providers. Arrangements will be made to conduct surveys in El Dorado and Placer Counties and at more providers.</p> <p><b>Prevention Committee:</b> Gail Brosnan, Prevention Chair, advised that the Prevention Committee did not meet however the FY17 EIIHA Plan was updated and moved forward to the Executive Committee for further review. Discussion noted the changes to the document which included separating the FY15 Performance Indicators from the FY17 Goals and Responsible Parties for clarity purposes. There were also minor wording changes in the document including correcting several dates. Motion to approve the FY17 EIIHA Plan was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.</p> <p><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee did not meet however the FY16 Client Satisfaction Survey Findings and FY16 Service Category Survey Findings have been completed and were presented for informational purposes.</p>
<p>Set May 2017 HHSPC Agenda*</p>	<p>Council Staff confirmed the presentation by Sacramento Steps Forward which was indicating “pending” on the agenda. Motion to approve the May 2017 HHSPC Agenda was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p>
<p>Adjournment</p>	<p>Next meeting: June 8, 2017</p>