

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

### **Meeting Minutes**

June 8, 2017, 3:00 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:** 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:** Michael Ungeheuer – Governance Chair

**Members Absent:** Kane Ortega – HHSPC Vice-Chair and AdAC Chair

**Guests:** None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Members were welcomed to the meeting by the Chair.</p> <p>Gail Brosnan provided a report back on HIV Testing at the 2017 Sacramento Pride Festival. There were approximately 66 individuals who tested at this year’s event, where there were 80 tests conducted in 2016; 69 tests conducted in 2015; and, 97 tests in 2014.</p> <p>Council Staff has coordinated with ViiV Healthcare and Gilead to host several upcoming forums. These includes:</p> <ul style="list-style-type: none"> <li>• 8/24/17: <i>Making the Most of Your Healthcare Visits</i> 5:30 – 7:30 p.m. at the UC Davis Cancer Center Auditorium</li> <li>• 9/21/17: <i>Protecting Yourself and Others</i> luncheon. Location to be determined.</li> <li>• 11/14/17: <i>Sticking to Your HIV Treatment Plan</i> luncheon. Location to be determined.</li> <li>• 2/7/18: <i>HIV in the Black Community</i> luncheon. Location to be determined</li> </ul>
Agenda Review*  Minutes 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 Mark Underwood and unanimously approved.</p> <p>Minutes of May 2017: Motion to approve the Minutes was made by Mark Underwood with a second by Gail Brosnan. 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: FY17 Funding Update	<p>The Fiscal Agent reports that the TGA still has not received its FY17 Part A Notice of Award and therefore cannot provide a detailed FY17 monthly fiscal report.</p>
Committee Updates:	<p><b>Administrative Assessment Committee (AdAC):</b> Council Staff informed that AdAC will meet on Friday, November 3, 2017 to conduct the FY17 mid-year assessment.</p> <p><b>Affected Communities Committee (ACC):</b> Mark Underwood, ACC Chair, advised that ACC met and reviewed the training and outreach calendars. ACC also reviewed the ACC Brochure. Union Gospel Mission will be presenting at the June Council meeting and a request was made to have a</p>



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<p>OPTIONS for HIV 2017 Resource Guide*</p> <p>HIV Resources Palm Card*</p>	<p>Partner Services. Motion to approve the Work Plan as presented was made by Mahara Leong with a second by Mark Underwood. Initially the PrEP outreach events were noted as joint efforts between the Affected Communities Committee (ACC) and the Prevention Committee; however the information had not been presented to the Affected Communities Committee previously. Therefore, at this time, the PrEP outreach events will be indicated as a Prevention Committee outreach event until such time that the matter can be addressed by ACC as well. Amended motion to approve the Prevention Committee Work Plan with the change noted was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.</p> <p>A draft of the updated OPTIONS for HIV 2017 Resource Guide was presented for review. Motion to approve the Guide as presented was made by Mark Underwood with a second by Mahara Leong. Discussion noted changes to names and title on page 2, in the acknowledgement section. Amended motion to approve the Guide with corrections was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p> <p>The existing HIV Resources Palm card was presented for review. Motion to approve the Guide as presented was made by Mark Underwood with a second by Mahara Leong. Discussion noted that MAAP no longer exists and should be removed from the card. Additionally, the name for the Sacramento County Partner Services needs updating on future printings. However, the Committee noted that while there are these two corrections, rather than reprint the cards at this time; the Committee recommends blacking out the MAAP information. The name change for Sacramento County Partner Services is minor and need not be addressed at this time. It was also noted that Bi-Valley Health Center has been bought out by another company; however their name is still appearing in the telephone directory. The name will be changed accordingly with any future printings. Motion was unanimously approved.</p> <p><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee met and reviewed its Work Plan and service standards SSC19 Outreach Services and SSC20 Health Education and Risk</p>

Topic	Minutes
<p>QAC Work Plan*</p> <p>SSC19 Outreach Services*</p> <p>SSC20 Health Education and Risk Reduction Services*</p>	<p>Reduction Services.</p> <p>A draft copy of the QAC Work Plan was presented. Motion to approve the work plan as presented was made by Gail Brosnan with a second by Mahara Leong. Discussion noted that the Work Plan was updated to include activities consistent with the FY17 Sacramento TGA Quality Management’s Implementation Plan. The motion was unanimously approved.</p> <p>A draft of service standard SSC19 Outreach Services was presented for review. Motion to approve SSC19 Outreach Services was made by Gail Brosnan with a second by Mahara Leong. Discussion noted several minor wording changes on pages 1 and 2 and with significant wording changes to item 5 on page 3 of 3. The wording in Item 5 on page 3 of 3 was made to clarify that the client’s right to request a review of any service denials is to be made to the agency that denied the service. Additionally, the information regarding the process to access the Planning Council’s Client Advocacy Program was eliminated as the Advocacy Program no longer exists. Motion to approve the document as presented was unanimously approved.</p> <p>A draft of service standard SSC20 Health Education and Risk Reduction Services was presented. Motion to approve SSC20 as presented was made by Gail Brosnan with a second by Mark Underwood. Discussion noted similar changes to the template language as indicated in SSC19 above pertaining to service denials and the Advocacy Program. The Fiscal Agent suggested tabling the items as it is recommended that SSC20 be returned to the Quality Advisory Committee for review using State PCRS contract language which incorporates additional service requirements. Since SSC20 was originally created in 2010, there has not been an update of the new State mandated requirements for PCRS. Motion to table SSC20 and return it to QAC for further review and consideration was made by Mark Underwood with a second by Gail Brosnan and unanimously approved.</p>
<p>Set June 2017 HHSPC Agenda*</p>	<p>A draft of the June Planning Council Agenda was presented. Motion to approve the Agenda as presented was made by Mark Underwood with a second by Gail Brosnan. Discussion noted several changes to the document. Service standard SSC20 Health Education and Risk Reduction will be removed from the agenda as it is to be sent back to QAC for further edits. The Fiscal Agent</p>

Topic	Minutes
	requested the FY16 Annual Progress Report be added to the Fiscal Agent Report. The FY17 Service Priorities and FY18 Service Priorities and FY18 Grant Application Request documents need to be added under Attachments. Amended motion to approve the Agenda with the changes noted made by Mark Underwood with a second by Gail Brosnan and unanimously approved.
Public Comments	Council Staff commented that the only committee scheduled to meet in July is the Priorities and Allocations Committee. However, if the Priorities and Allocations Committee completes the FY17 and FY18 Service Priorities and FY18 Grant Application request at the June meeting, then there will be no <i>pressing</i> work to be completed in July and therefore the meeting may be canceled. If no committees are meeting in July and no <i>pressing</i> business needs to be conducted, both the Executive Committee and Planning Council meetings may be canceled.
Adjournment	Next meeting: July 13, 2017 if needed