

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

September 14, 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, Kane Ortega – HHSPC Vice-Chair and AdAC 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:

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Council Staff has coordinated with ViiV Healthcare and Gilead to host several upcoming forums. These include:</p> <ul style="list-style-type: none"> • 9/21/17: <i>Protecting Yourself and Others</i> luncheon. Paesano’s Portofino Room • 10/17/17: <i>HIV and Mental Health</i>. UC Davis Cancer Center Auditorium • 11/14/17: <i>Sticking to Your HIV Treatment Plan</i> luncheon. Paesano’s Portofino Room • 2/7/18: <i>HIV in the Black Community</i> luncheon. Location to be determined <p>The last event in August, <i>Making the Most of Your Healthcare Visits</i>, was a success and very well received by attendees.</p> <p>The Ryan White Part A Application Guidance has been released with a due date of October 30, 2017.</p>
Agenda Review*	<p>A copy of the Agenda was presented. Motion to approve the Agenda as presented was made by Kane Ortega with a second by Mark Underwood. Discussion determined the need to remove the Reflectiveness update. An amended motion to approve the agenda with the change was made by Kane Ortega with a second by Mark Underwood and unanimously approved.</p>
Minutes Review*	<p>Minutes of June 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 with one abstention.</p>
Fiscal Agent: FY18 Grant Application Funding Request*	<p>The Fiscal Agent advised that the FY18 Part A Application Guidance includes a “CAP” on the amount of funds that can be requested by the TGA. The “CAP” equates to a 5% increase over FY17 funding. Thus, the Fiscal Agent prepared a new Funding Request which was presented for the Committee’s review and approval. Motion to approve the request as presented was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.</p> <p>Discussion noted that the Executive Committee approves the use of the FY18 Grant Application Funding Request by the Fiscal Agent to continue proceeding in the writing of the Application. The</p>

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FY17 July Monthly Report*	<p>Council Chair will advise the Planning Council at the meeting and hear any objections that might be voiced by Council Members.</p> <p>The Fiscal Agent advised that the Part A Application webinar/conference call has already been conducted and there are several changes to the application process this year. HRSA is no longer requiring an unmet need narrative and/or table but has included Unmet Need information in the Demonstrated Need Section. While this will save pages, line-item requirements have been added to the SF424 budget which will increase the number of pages for that document. They have also reduced the number of continuous quality management related questions and are not requiring a full Implementation Plan but rather a Service Plan table similar to the prior years' application.</p> <p>A copy of the July 2017 Monthly Fiscal Report was presented for review and approval. Motion to approve the Fiscal Report as presented was made by Kane Ortega with a second by Gail Brosnan. Discussion noted that the TGA is at 36% of total expenditures with missing invoices. The motion was unanimously approved. The Fiscal Agent will bring an updated Fiscal Report to Council if additional invoices are received.</p>
FY17 1 st Quarter Fiscal Agent Report	<p>The Fiscal Agent presented the FY17 1st Quarter Progress Report. The TGA has seen a 22% decrease in <i>new unduplicated clients</i> (clients who have never been served by the Ryan White TGA) over the prior year during the same reporting period. The priority populations remain constant. Susan Farrington noted an error in the pie chart for the Clients by County Report and the Fiscal Agent will contact the county IT department to have the error corrected in the Report Manager software.</p>
RFP Update	<p>The Fiscal Agent has been unable to draft the RFP due to numerous unanticipated administrative responsibilities including but not limited to the HRSA Site Visit, changes in the Conditions of Award schedule in which the due dates for various required reporting/documentation was "moved up" by two months, additional reporting requirements for the new Part B Supplemental funding, and transition by the Ambulatory Care clinic to an EPIC electronic health record which required changes to the data import into the county's SHARE data system. The Fiscal Agent is submitting a request to the County Board of Supervisors to grant a one year extension of existing contracts.</p>
Comprehensive Plan HRSA Review	<p>The Fiscal Agent has been unable to draft the RFP due to numerous unanticipated administrative responsibilities including but not limited to the HRSA Site Visit, changes in the Conditions of Award schedule in which the due dates for various required reporting/documentation was "moved up" by two months, additional reporting requirements for the new Part B Supplemental funding, and transition by the Ambulatory Care clinic to an EPIC electronic health record which required changes to the data import into the county's SHARE data system. The Fiscal Agent is submitting a request to the County Board of Supervisors to grant a one year extension of existing contracts.</p>

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OA September Update	<p>The Committee was provided with the CDC and HRSA joint review of the FY16 Integrated Plan. The reviewers did not like the fact that the Integrated Plan and Comprehensive Needs Assessment were submitted as two documents; however the State of California and the local health jurisdictions included in the Plan are still working on several Needs Assessment Briefs. HRSA informed local health jurisdictions that detailed Technical Assistance sessions are currently being scheduled to provide more direction on individual Integrated Plans, and both the Part A project Officers and a representative from CDC will be available on those calls to discuss our specific Plan evaluation.</p> <p>The Fiscal Agent referred the Committee to the California Department of Public Health (CDPH), Office of AIDS' September update and noted that CDPH will begin paying for PrEP as early as the spring of 2018. CDPH is pursuing a phased implementation approach with Phase 1 paying for PrEP for those individuals who are <i>uninsured</i>. Phase 2 is anticipated to be implemented in late Spring of 2018 and will be expanded to cover insured individuals.</p>
Committee Updates:	<p>Administrative Assessment Committee (AdAC): Council Staff informed that AdAC will meet on Friday, November 3, 2017 to conduct the FY17 mid-year assessment.</p> <p>Affected Communities Committee (ACC): Mark Underwood, ACC Chair, advised that ACC did not meet due to the Labor Day holiday but will be meeting in October.</p> <p>Priorities and Allocations Committee (PAC): Mark Underwood, PAC Chair, stated the committee did not meet in September as priorities, allocations and implementation plans had already been approved to aid in creating the FY18 Grant Application request.</p> <p>Needs Assessment Committee (NAC): The Needs Assessment Committee did not meet in September. Over half of the completed Needs Assessment surveys have been entered into the database by the Public Health Intern.</p>

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	<p>Prevention Committee: Gail Brosnan, Prevention Chair, advised that the Prevention Committee did not meet in September but will be meeting in October to discuss the FY18 EIIHA Plan.</p> <p>Quality Advisory Committee (QAC): The Quality Advisory Committee did not meet and is awaiting feedback from the HRSA Site Visit regarding proposed changes to the TGA’s service standards.</p>
Set September 2017 HHSPC Agenda*	A draft of the September Planning Council Agenda was presented. Motion to approve the Agenda as presented was made by Kane Ortega with a second by Mark Underwood. Discussion noted one change to the document. Amended motion to approve the Agenda with a change noted was made by Kane Ortega with a second by Mark Underwood and unanimously approved.
Council Member Conduct	Susan Farrington addressed the need for Council Members, especially Council/Committee Chairs/Vice Chairs to adhere to the highest ethical standards, citing the By-laws and Governance 06 – Conflict of Interest and Ethics Code. A discussion ensued and the Executive Committee agreed to forward the current council Code of Conduct to the Governance Committee to determine if more specific standards should be considered.
Public Comments	None noted.
Adjournment	Next meeting: October 12, 2017