

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

### **Meeting Minutes**

October 12, 2017, 3 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, Kevin Johnson - AdAC Chair, Mark Underwood - ACC/PAC Chair, Gail Brosnan – Prevention Chair,  
Mahara Leong – QAC/NAC Chair (Vacant – HHSPC Vice-Chair)

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

**Members Absent:** None

**Guests:** None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>Council Staff has coordinated with ViiV Healthcare and Gilead to host several upcoming forums. These include:</p> <ul style="list-style-type: none"> <li>• 10/17/17: <i>HIV and Mental Health. UC Davis Cancer Center Auditorium</i></li> <li>• 11/14/17: <i>Sticking to Your HIV Treatment Plan</i> luncheon. Paesano’s Portofino Room</li> <li>• 2/7/18: <i>HIV in the Black Community</i> luncheon. Location to be determined</li> </ul> <p>Sunburst Projects’ “<i>Dining Out for Life</i>” is October 12, 2017.</p> <p>Sunburst Projects is hosting a lunch and learn on October 24, 2017. The event, “<i>HIV and Aging</i>”, will be held at the Old Spaghetti Factory from 12 – 1:30 p.m.</p> <p>The Sacramento LGBT Community Center is coordinating an event for World AIDS Day on Friday, December 1, 2017. The event will include a candlelight vigil and a performance by the Sacramento Gay Men’s Chorus and other performers.</p>
<p>Agenda Review*</p> <p>Minutes Review*</p>	<p>A copy of the Agenda was presented. Motion to approve the Agenda as presented was made by Mark Underwood with a second by Gail Brosnan and unanimously approved.</p> <p>Minutes of September 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 unanimously approved.</p>
<p>Council Reflectiveness Update 10.2.17</p>	<p>Staff presented the TGA’s updated Council Reflectiveness which is now at 22.7% due to an existing Council Member becoming “aligned” with a Ryan White funded provider. However, staff has received one application and is awaiting two more applications. HRSA mandates that Planning Councils be reflective of the epidemic in each jurisdiction and that 33% of the Planning Council Members are people living with HIV/AIDS who are not aligned with a Ryan White funded provider.</p>

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<p>Fiscal Agent: FY17 August Monthly Report*</p> <p>FY17 2<sup>nd</sup> Quarter Fiscal Agent Report</p> <p>RFP Update</p>	<p>A copy of the August 2017 Monthly Fiscal Report was presented for review and approval. Motion to approve the Fiscal Report as presented was made by Gail Brosnan with a second by Mark Underwood. Discussion noted that the TGA is waiting for several invoices. Susan Farrington states that Placer County is also awaiting some invoices for dental services. The motion was unanimously approved.</p> <p>Staff will be drafting the Fiscal Agent’s second quarter report next week which will be presented at Council. Staff has been waiting for a substantial number of invoices from July and August which may increase the number of unduplicated clients being reported and compared with the prior year’s activity. The Executive Committee agreed to have the document distributed at the meeting rather than being mailed to save on postage. The document is actually emailed with the various Council documents and can be viewed online prior to the meeting itself. Staff will mail a physical copy to any member without e-mail.</p> <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>
<p>Committee Updates:</p>	<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. The new Chair of the Committee is Kevin Johnson.</p> <p><b>Affected Communities Committee (ACC):</b> Mark Underwood, ACC Chair, advised that ACC met and reviewed the Outreach and Training calendars. The Committee also reviewed the draft Positive Advocate with the advertisement of upcoming events in the newsletter. The Executive Committee agreed that advertising upcoming educational sessions/forums is a good way to inform</p>

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	<p>people of the events and encourage participation in the Planning Council itself.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood, PAC Chair, stated the committee will be meeting on Monday October 16, 2017, rather than its original date of October 9, 2017 which was a County holiday. The Committee will be reviewing the FY17 Reallocation at the meeting and requests the Executive Committee approve sending the FY17 Reallocation recommendations approved at PAC directly to Council rather than waiting for the Executive Committee to review them at their next meeting in November. Motion to approve forwarding PAC's recommendations directly to Council was made by Mark Underwood with a second by Mahara Leong and unanimously approved.</p> <p><b>Needs Assessment Committee (NAC):</b> The Needs Assessment Committee did not meet in October. The Needs Assessment Survey process is on hold due to issues with the Safeway gift cards. Staff is working with a representative from Safeway to resolve the issue. Over half of the completed Needs Assessment surveys have been entered into the database by the Public Health Intern.</p> <p><b>Prevention Committee:</b> Gail Brosnan, Prevention Chair, advised that the Prevention Committee did not meet in October due to a conflicting STD/HIV Clinical Update.</p> <p><b>Quality Advisory Committee (QAC):</b> 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 October 2017 HHSPC Agenda*	A draft of the October Planning Council Agenda was presented. Motion to approve the Agenda as presented was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.
Council Member Conduct	Susan Farrington stated that the Governance Committee will be reviewing the Council's Code of

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	Conduct and anticipates a more comprehensive revision.
Public Comments	Susan Farrington states that she will be attending next week's California Planning Group and if anyone has any items they would like addressed to contact her directly. Susan also requested information on the California Planning Group be added to the Council's website.
Adjournment	Next meeting: November 9, 2017