

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

### **Meeting Minutes**

November 9, 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 – Council Vice Chair and ACC/PAC Chair,  
Gail Brosnan – Prevention Committee Chair, Adrienne Rogers - Fiscal Agent, Mahara Leong – QAC/NAC Chair

**Members Excused:** Michael Ungeheuer – Governance Chair

**Members Absent:** None

**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"> <li>• 11/14/17: <i>Sticking to Your HIV Treatment Plan</i> luncheon. Paesano’s Portofino Room</li> </ul> <p>The Sacramento LGBT Community Center is coordinating an event for World AIDS Day on Friday, December 1, 2017. The event will begin with a candlelight vigil at 5:30 p.m. with a procession to United Method Church for a commemoration event which includes a performance by the Sacramento Gay Men’s Chorus and other performers.</p> <p>Chioko Grevious, Planning Council member, has coordinated an event with the Sacramento Black Women’s Health and Wellness Conference for World AIDS Day. The event, <i>Healthy Intimacy</i>, will be held on Saturday, December 2<sup>nd</sup> from 11 a.m. – 2 p.m. at First Baptist Church.</p> <p>Gail Brosnan presented World AIDS Day banners and Certification of Appreciation from Chris Packey, the Chair of the World AIDS Day Organizing Committee, to Mahara Leong, the Planning Council and Susan Farrington for their agency’s participation in the World AIDS Day events. The banners were purchased with the remaining funds from the past two years’ World AIDS Day event fundraising efforts.</p>
Agenda Review*	<p>A copy of the Agenda was presented. Motion to approve the Agenda as presented was made by Mark Underwood with a second by Mahara Leong with two changes to the agenda. An additional agenda item, Integrated Plan Update, was added and one item, Council Member Conduct, was deleted from the agenda. The agenda was unanimously approved with the changes.</p>
Minutes Review*	<p>Minutes of October 2017: Motion to approve the Minutes was made by Mark Underwood with a second by Mahara Leong and was unanimously approved as presented.</p>
Council Reflectiveness Update	<p>Staff advised that the Members whose “seats” were expiring in December have all been re-appointed by the Board of Supervisors to the Council. Additionally, a new member, Bobby, is on the Board of Supervisor’s November 14<sup>th</sup> agenda for appointment.</p>

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Fiscal Agent: FY17 September Monthly Report*	<p>A copy of the September 2017 Monthly Fiscal Report was presented for review and approval. Motion to approve the Fiscal Report as presented was made by Mark Underwood with a second by Kevin Johnson. Discussion noted that the TGA is waiting for numerous September invoices. Additionally, the Fiscal Agent has added a breakdown of expenditures per funding sources to more accurately report the year to date expenditure rates per funding source. The monthly fiscal report was approved as presented with the understanding that the Fiscal Agent will be bringing an October Monthly Report to the December Planning Council meeting.</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 has submitted a request to the County Board of Supervisors to grant a one year extension of existing contracts.</p>
Integrated Plan Update Letter from HRSA CDC/HRSA Plan Score Summary Statement Overview	<p>The Centers for Disease Control and Prevention (CDC) and the Health Resources and Services Administration (HRSA), emailed feedback on our jurisdiction’s Integrated HIV Prevention and Care Plan. As follow-up to this feedback, CDC and HRSA Project Officers will host joint calls to discuss the Summary Statements with recipients and their HIV Planning bodies.</p> <p>These steps were required to be followed prior to participation in the joint call:</p> <ul style="list-style-type: none"> <li>• Inform your staff and planning body that CDC and HRSA plan to schedule a joint call regarding the Integrated Plan submission. The call will include discussion of your summary statement, progress in implementing your Integrated Plan, and any capacity building or technical assistance needs.             <ul style="list-style-type: none"> <li>○ Please ensure key staff or appropriate representatives from your program and planning body are available for the discussion. Please also ensure that this includes a representative from the community or the community co-chair.</li> </ul> </li> <li>• Forward any questions you may have to your Project Officer in preparation for the call.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Once you receive the calendar appointment, which will include call logistics, please accept the meeting invitation and forward the invitation (calendar appointment) to all attendees.</li> </ul> <p>The Executive Committee discussed the upcoming joint call and decided that an Integrated Plan Workgroup could be established to review the progress of the TGA’s efforts of fulfilling the Integrated Plan’s objectives. The Committee could meet quarterly. Discussion noted participants to include Gail Brosnan – County HIV/STD Prevention, Adrienne Rogers – Fiscal Agent, Paula Gammell – Council Staff, Mark Underwood – Council Vice Chair, Susan Farrington – Council Chair, and Staci Syas – County HIV/STD Program Manager. Kevin Johnson stated he may be able to participate depending on the meeting dates. A few additional participants were suggested as well.</p>
<p>Committee Updates: AdAC 01*</p>	<p><b>Administrative Assessment Committee (AdAC):</b> Kevin Johnson, AdAC Chair. AdAC met and conducted the bi-annual assessment and reviewed AdAC01.</p> <p>A draft copy of AdAC01 was presented for review. The only changes made were to reflect that the assessment is conducted bi-annually (twice a year), rather than quarterly. Motion to approve AdAC01 was made by Gail Brosnan with a second by Mark Underwood. Adrienne Rogers requested we replace the word “bi-annually” with “twice a year” as bi-annually could also mean every other year rather than just twice per year. Gail Brosnan amended the motion with the added clarification of bi-annually. Mark Underwood seconded the amended motion which was unanimously approved.</p> <p>AdAC’s assessment review of the Fiscal Agent was completed on Friday November 3<sup>rd</sup>. There were no negative findings.</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 approved the Winter 2017/2018 Positive Advocate which included information on both World AIDS Day events and two upcoming community educational programs. Discussion indicated that the Ryan White Providers and Services located on the last page of the Positive Advocate should be updated in the</p>

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FY18 EIIHA Plan*	<p data-bbox="655 261 825 293">Spring issue.</p> <p data-bbox="655 350 1892 456"><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood, PAC Chair, stated the committee will be meeting in January to conduct its annual self-assessment. The Committee will not be meeting in February due to a county holiday.</p> <p data-bbox="655 513 1919 691"><b>Needs Assessment Committee (NAC):</b> The Needs Assessment Committee did not meet in October. Staff has identified 44 incentive gift cards which have been used fraudulently in Southern California. Safeway is in the process of replacing those cards. Council Staff will be mailing 10 surveys to Sierra Foothills AIDS Foundation in Diamond Springs so they can conduct the survey session.</p> <p data-bbox="655 748 1871 1000"><b>Prevention Committee:</b> Gail Brosnan, Prevention Chair, advised that the Prevention Committee met and approved the FY18 EIIHA Plan which was presented for the Executive Committee’s review. The Fiscal Agent advised that prior to approval by the full Council in December, she will update the information on page one with a breakout of testing data from County Surveillance for the age groups 0-24 and 25-44. Motion to approve the FY18 EIIHA Plan was made by Gail Brosnan with a second by Mark Underwood and unanimously approved.</p> <p data-bbox="655 1057 1892 1203"><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee will meet in January to resume reviewing Service Standards. Council Staff has drafted a Universal Standards of Care to meet HRSA requirements for the TGA. Additionally, the Committee will be determining the number of postcards to distribute for the service category survey.</p>
Set December 2017 HHSPC Agenda*	<p data-bbox="655 1226 1906 1364">A draft of the December 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 the update of the September Monthly Fiscal Report to the October Monthly Fiscal Report and the addition of an Executive Committee Update regarding the Integrated Plan Workgroup. Kevin</p>

<b>Topic</b>	<b>Minutes</b>
	Johnson made an amended motion with the updated agenda items which was seconded by Mark Underwood and unanimously approved.
Public Comments	<p>Council Staff noted that there will be no Committee meetings in December. Only the Planning Council will be meeting.</p> <p>Susan Farrington advised that there is a Public Hearing on Tuesday, November 14<sup>th</sup> in Auburn regarding Placer County's homeless population and a proposed service center in Rocklin.</p>
Adjournment	Next meeting: January 11, 2018.