

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

March 8, 2018, 3 p.m. to 5 p.m.

Meeting Location:

One 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, Michael Ungeheuer – Governance Chair, Mark Underwood – Council Vice Chair and ACC/PAC Chair,
Mahara Leong – QAC/NAC Chair, Gail Brosnan – Prevention Committee Chair, Kevin Johnson - AdAC Chair

Members Excused: Adrienne Rogers - Fiscal Agent

Members Absent: None

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	<p>On March 27, 2018, there is a PrEP Outreach event which has been coordinated by Harm Reduction Services, the Planning Council and Gilead Sciences. It will be held from 12 – 2 p.m. at the Colonial Heights Library.</p> <p>On April 26, 2018, there is an educational presentation on <i>HIV and Healthy Eating</i> hosted by the HIV Health Services Planning Council in conjunction with ViiV Healthcare. The event will be held at the Primary Care Center, Conference Room 2020, in Sacramento, from 12 – 2 p.m.</p> <p>On May 17, 2018, there is an educational presentation on <i>HIV and Other STI</i> hosted by the HIV Health Services Planning Council in conjunction with Gilead Sciences. The event will be held at the Primary Care Center, Conference Room 2020, in Sacramento, from 12 – 2 p.m.</p>
Agenda Review*	<p>A copy of the Agenda was presented. Motion to approve the Agenda as presented was made by Kevin Johnson with a second by Mark Underwood. Discussion included adding a Governance Committee update on Gov14 – Code of Conduct to the agenda. Kevin Johnson amended his motion with the change which was seconded by Mark Underwood and was unanimously approved with the change.</p>
Minutes Review*	<p>Minutes of February 2018: Motion to approve the Minutes as presented was made by Mark Underwood with a second by Kevin Johnson and was unanimously approved.</p>

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<p>Fiscal Agent: FY17 January Monthly Report*</p> <p>RFP Update</p>	<p>The Fiscal Agent will bring an updated January Monthly Report to the Planning Council meeting as there are numerous January Invoices pending and the rural counties are in the process of submitting their invoices as well. Motion to approve the Fiscal Agent bringing an updated copy to Council was made by Gail Brosnan with a second by Kevin Johnson and was unanimously approved.</p> <p>The Fiscal Agent has begun working on the RFP. Letters of Intent will be released for the rural counties.</p>
<p>Committee Updates: GOV14 Code of Conduct*</p>	<p>Governance Committee (GOV): Michael Ungeheuer, Chair, presented an updated version of GOV14, the Code of Conduct which incorporated recommendations from the Executive Committee at the prior meeting. Motion to approve GOV14 was made by Mark Underwood with a second by Kevin Johnson and approved with some minor typos noted for correction.</p> <p>Administrative Assessment Committee (AdAC): Kevin Johnson, AdAC Chair. AdAC did not meet. The FY17 year-end review will be held on Friday, May 11, 2018.</p> <p>Affected Communities Committee (ACC): Mark Underwood, ACC Chair, advised that ACC met and reviewed the Outreach and Training calendars. The Committee is also working on the Spring 2018 Positive Advocate which will include information on two outreach events. ACC will also be participating in the <i>Mind, Body and Spirit Health Fair</i> at Sacramento City College in April.</p> <p>Priorities and Allocations Committee (PAC): Mark Underwood, PAC Chair, stated that the Committee will be meeting on Monday, March 12 and will be reviewing a number of action items. Motion to forward the PAC action items to the main Council meeting on March 28th rather than wait for the Executive Committee to review them in April was made by Mark Underwood with a second by Gail Brosnan and unanimously approved.</p>

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<p>FY18 OPTIONS Booklet Update*</p> <p>Prevention Work Plan*</p> <p>QAC Overview*</p> <p>SSC20 Health Education/Risk Reduction*</p> <p>SSC22 Health Insurance*</p> <p>FY18 QAC Work Plan*</p>	<p>Prevention Committee: Gail Brosnan, Prevention Chair, advised that the Prevention Committee met and reviewed the OPTIONS Booklet and the Prevention Work Plan.</p> <p>A copy of the updated OPTIONS Booklet was presented for review and approval. Motion to approve the document as presented was made by Kevin Johnson with a second by Mark Underwood and was unanimously approved.</p> <p>An updated FY18 Prevention Work Plan was presented. The Committee added the PrEP Outreach event to the March 2018 activities. Motion to approve the Work Plan as presented was made by Kevin Johnson with a second by Mahara Leong and was unanimously approved.</p> <p>Quality Advisory Committee (QAC): The Quality Advisory Committee met and reviewed several documents which were presented for review and approval.</p> <p>A draft of the QAC Overview was presented. Mahara Leong motioned to approve the document as presented with a second by Kevin Johnson and was unanimously approved.</p> <p>An updated draft of Service Standard 20, Health Education and Risk Reduction Services, was presented. The standard was updated to include contractual obligations in the service standard. Motion to approve the standard as presented was made by Gail Brosnan with a second by Mahara Leong and was unanimously approved.</p> <p>An updated draft of Service Standard 22, Health Insurance Premium and Cost-Sharing Assistance, was presented. Motion to approve the standard as presented was made by Michael Ungeheuer with a second by Kevin Johnson and was unanimously approved.</p> <p>A copy of the FY18 QAC Work Plan was presented. Motion to approve the QAC Work Plan as presented was made by Mark Underwood with a second by Kevin Johnson and was unanimously</p>

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<p>FY18 NAC Work Plan*</p> <p>NAC Overview*</p>	<p>approved.</p> <p>Needs Assessment Committee (NAC): The Needs Assessment Committee met and reviewed two documents which were presented for review and approval.</p> <p>A copy of the updated FY18 NAC Work Plan was presented. Motion to approve the FY18 NAC Work Plan as presented was made by Michael Ungeheuer with a second by Gail Brosnan and was unanimously approved.</p> <p>A copy of the NAC Overview was presented. Motion to approve the NAC Overview as presented was made by Kevin Johnson with a second by Michael Ungeheuer and was unanimously approved.</p>
<p>Set March 2018 HHSPC Agenda*</p>	<p>A draft of the March 2018 Planning Council Agenda was presented. Discussion included adding GOV14 and GOV15 to the agenda and correcting the presentation to reflect <i>Mechanics of the Planning Council</i> will be the March presentation. Motion to approve the Council agenda was made by Mark Underwood with a second by Kevin Johnson and was unanimously approved.</p>
<p>Public Comments</p>	<p>Susan Farrington advised that there are two low-income housing developments approved in the City of Rocklin.</p>
<p>Adjournment</p>	<p>Next meeting: April 12, 2018.</p>