

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

March 28, 2018

10:00 a.m. to 12:00 p.m.

Meeting Location: Primary Care Center

4600 Broadway, Sacramento, CA 95820

Conference Room 2020

Facilitator: Susan Farrington, Chair

Scribe: Paula Gammell

Council Member Attendees: Adrienne Rogers, Andrew Henkin, Bobby Villasenor; Brad Satterwhite, Chelle Gossett, Erika Navarro, Gail Brosnan, Kevin Johnson, Judy Vang, Kane Ortega, Kristina Kendricks-Clark, Dr. Melody Law, Mark Underwood, Rachel Alvarez, Richard Benavidez, Rick Myers, Susan Farrington and Tracy Jenkins

Council Members via Teleconference: Michael Ungeheuer

Members Excused: Gloria Gaytan, Mahara Leong and Ernesto Sanchez

Members Absent: Jake Davis and Chioko Grevious

Guests: Becky Gonzalez – ViiV Healthcare, Jackie Martinez-Juarez - Sacramento Housing and Redevelopment Agency

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>Council Staff requested everyone sign-in.</p> <p>Mark Underwood and Council Staff participated in a Conference Call with the CAEAR Coalition and the United States Health Resources and Services Administration (HRSA). The Call included an update from HRSA, CAEAR Coalition Policy Update, and a question and answer session.</p> <p>Erika Navarro advised that the Sunburst Projects' One Love Conference will be held at UC Berkeley between June 8th and June 11th, 2018. This is a free event designed for, and led by, young people aged 18-26 years of age who are living with HIV/AIDS. Applications are available on the agency's website or by contacting Sunburst Projects at 916-440-0889.</p> <p>Adrienne Rogers advised the Sacramento County Department of Health and Human Services has been divided into two separate departments. Public Health, Behavioral Health, and Primary Care will be under the Department of Health Services. Whereas, Child Protective Services and Senior Adult Services will be under the Department of Child, Family and Adult Services.</p> <p>Tracy Jenkins advised that he will be receiving a recognition award from a church in Oakland, in appreciation for his outreach on HIV Prevention and Education.</p> <p>Susan Farrington presented Judy Vang with a Certificate of Appreciation for her seven years of service to the HIV Health Services Planning Council.</p> <p>Council Staff advised that there will be two upcoming HIV Educational Programs. On Thursday, April 26, 2018, <i>HIV and Healthy Eating</i> will be held at the Primary Care Center, 4600 Broadway, Conference Room 2020, Sacramento, from 12 noon to 2:00 p.m. On Thursday, May 17, 2018, <i>HIV and Other Sexually Transmitted Infections</i> will be held at the Primary Care Center, 4600 Broadway, Conference Room 2020, Sacramento, from 12 noon to 2:00 p.m.</p>
<p>Agenda and Minutes Review*</p>	<p>Motion to adopt the Agenda as presented was made by Kane Ortega with a second by Rick Myers. Discussion included adding an update on changes to HOPWA. Rick Myers amended the motion to include the update which will be heard after the State Office of AIDS' update. Kevin Johnson seconded the motion which was unanimously approved.</p>

Topic	Minutes
	<p>Minutes of February 2018: Motion to approve the Minutes of February 2018 was made by Mark Underwood with a second by Kane Ortega. Discussion noted several corrections. Mark Underwood amended his motion to approve the Minutes with the corrections which was seconded by Kevin Johnson and was unanimously approved.</p>
<p>Presentation: Mechanics of the Planning Council</p>	<p>Staff presented a training on the Mechanics of the Planning Council which highlighted the duties and responsibilities of the Planning Council and Fiscal Agent.</p> <p>Staff obtained Council Members' signed Code of Conduct, Conflict of Interest and Policy Acknowledgement forms.</p>
<p>Office of AIDS (OA) Update March 2018</p>	<p>Susan Farrington referred members to the State Office of AIDS update and if there were any questions, members could reach out to Michael Foster whose email is found on the third page.</p>
<p>HOPWA Update</p>	<p>Copies of the United States Department of Housing and Urban Development Notice CPD-17-12 were distributed which outlined changes to the Housing Opportunities for People with AIDS Program (HOPWA). There will be no negative impacts to the HOPWA program in Sacramento County.</p> <p>The eligibility requirements for HOPWA formula awards changed from cities that are the most populous unit of general local government in a metropolitan statistical area (MSA) with more than 500,000 people and more than 1,500 cumulative AIDS cases and States with more than 1,500 cumulative AIDS cases outside of eligible MSAs to cities that are the most populous unit of general local government in an MSA with more than 500,000 people and more than 2,000 persons living with HIV or AIDS and States with more than 2,000 persons living with HIV or AIDS outside of eligible MSAs (see 42 U.S.C. 12903(c)(1)(A)).</p> <p>The term 'HIV' is now defined at 42 U.S.C. 12902(15) as infection with the human immunodeficiency virus. The term 'individuals living with HIV or AIDS' with respect to the counting of cases in a geographic area during a period of time, is now defined at 42 U.S.C. 12902(16) as the sum of— (A) the number of living non-AIDS cases of HIV in the area; and, (B) the number of living cases of AIDS in the area.</p>
<p><u>Fiscal Agent Reports</u> FY17 January 2018 Monthly Report</p>	<p>There was no January 2018 monthly report for FY17 presented. The Fiscal Agent is in the process of receiving all final invoices. A FY17 year-end monthly report will be presented at the April meeting.</p>

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Ryan White RFP Update	<p>The Fiscal Agent released a Letters of Interest (LOI) for Placer County for the period of July 1, 2018 through February 28, 2019. One response was received from the current rural county provider.</p> <p>The Fiscal Agent will be releasing several LOI for Placer County, El Dorado County, and Yolo County and Pediatric Ambulatory Care services for the period of March 1, 2019 through February 28, 2022 in the near future. After responses from each LOI are processed, the Fiscal Agent will be releasing a Request for Proposals (RFP) for the same contracting period of March 1, 2019 through February 28, 2022. It is anticipated that respondents will have two months to complete and submit their responses to the RFP.</p>
<p>Committee Updates</p> <p>FY18 PAC Work Plan</p> <p>PAC Overview*</p> <p>FY18 Service Directives*</p> <p>FY18 General Directives*</p> <p>FY18 Prevention Work Plan</p>	<ol style="list-style-type: none"> 1) Governance: Michael Ungeheuer presented Governance Policy 14, the Code of Conduct for review and approval. Motion to approve GOV 14 as presented was made by Mark Underwood with a second by Kane Ortega and was unanimously approved. 2) Administrative Assessment Committee (AdAC): Kevin Johnson, Chair, indicated that the Committee did not meet in March but will be meeting in May 2018. 3) Affected Communities Committee (ACC): Mark Underwood, Chair: ACC met in February. Mark Underwood stated that the Council's Reflectiveness has increased to 29.2% and efforts are continuing to recruit new Affected/Underserved members. ACC also reviewed Outreach and Training Calendars as well as the upcoming Spring Positive Advocate which will be advertising the two upcoming HIV Educational Programs. ACC will be participating in an outreach event, <i>Mind, Body and Spirit</i>, at Sacramento City College, on April 19, 2018, from 10 a.m. to 2 p.m. 4) Priorities and Allocations Committee (PAC): Mark Underwood, Chair, indicated that the Committee met and reviewed several documents which were presented for review and approval. <p>The FY18 PAC Work Plan was presented for informational purposes.</p> <p>The PAC Overview, FY18 Service Directives and FY18 General Directives were presented for review and approval. Motion to approve the three documents as presented was made by Mark Underwood with a second by Gail Brosnan and was unanimously approved.</p> <p>5) Prevention Committee (PC): Gail Brosnan stated that the Prevention Committee met and reviewed</p>

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FY18 OPTIONS Booklet* (Updated 3.28.18)	<p>the Prevention Committee Work Plan which was presented for informational purposes.</p> <p>The Committee also finalized the FY18 OPTIONS Booklet which was presented for review and approval. Motion to approve the updated FY18 OPTIONS Booklet was made by Rick Myers with a second by Kevin Johnson and was unanimously approved.</p>
QAC Overview*	<p>6) Quality Advisory Committee (QAC): The Quality Advisory Committee met and reviewed several documents which were presented for review and approval.</p> <p>A copy of the QAC Overview was presented for review and approval. The Overview was updated to reflect that a member of the QAC Committee will also participate in the County’s Ryan White Continuous Quality Improvement (CQI) Committee. Motion to approve the QAC Overview as presented was made by Kevin Johnson with a second by Mark Underwood and was unanimously approved.</p>
SSC20 Health Education and Risk Reduction*	<p>Service Standard 20 – Health Education and Risk Reduction Services (SSC20) was presented for review and approval. The Service Standard was updated to reflect contractual obligations between the Ryan White CARE Program and the State of California as well as the County Ryan White CARE Program and its contracted Ryan White Providers. Motion to approve SSC20 as presented was made by Gail Brosnan with a second by Richard Benavidez and was unanimously approved.</p>
SSC22 Health Insurance*	<p>Service Standard 22 – Health Insurance Premium and Cost-Sharing Assistance Program (SSC22) was presented for review and approval. The Service Standard was updated to reflect the 2018 Insurance Acknowledgment. Discussion noted a correction on page 3, at the second bullet in 2C, in which it should reflect 300% FPL rather than 400% FPL. Motion to approve SSC20 as corrected was made by Rick Myers with a second by Kristina Kendricks-Clark and was approved with one abstention.</p>
FY18 QAC Work Plan	<p>A copy of the FY18 QAC Work Plan was presented for informational purposes.</p>
FY18 NAC Work Plan	<p>7) Needs Assessment Committee (NAC): The Needs Assessment Committee met and reviewed two documents. A copy of the FY18 NAC Work Plan was presented for informational purposes.</p>

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NAC Overview*	A copy of the NAC Overview was presented for review and approval. Motion to approve the NAC Overview as presented was made by Gail Brosnan with a second by Mark Underwood and was unanimously approved.
Technical Assistance Needs	Susan Farrington requested that anyone in need of technical assistance contact her, the Fiscal Agent, or Council Staff directly.
Public Comments	None noted.
Adjournment	Next meeting: April 25, 2018.