

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

### **Meeting Minutes**

April 12, 2018, 3 p.m. to 5 p.m.

#### **Meeting Location:**

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

**Via Teleconference:** Michael Ungeheuer – Governance Chair

**Members Excused:** Kevin Johnson - AdAC Chair

**Members Absent:** None

**Guests:** None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>On April 24, 2018, Sunburst Projects is hosting a lunch and learn. The topic will be: <i>Tools for Becoming and Remaining Undetectable</i>. The event will be held at Centro Cocina Mexicana, from 12 p.m. to 1:30 p.m.</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> <p>Sunburst Projects’ <i>One Love Conference</i> is being held June 8<sup>th</sup> through 11<sup>th</sup> at UC Berkeley. The event is open to individuals who are HIV+ between the ages of 18 – 26. Applications can be found on the Sunburst Projects website.</p> <p>Sunburst Projects’ <i>Camp Sunburst</i> is being held June 29<sup>th</sup> through July 5<sup>th</sup> at the Taylor Family Foundation, in Livermore. The event is open to individuals who are either Affected or Infected between the ages of 6 – 17.</p>
<p>Agenda 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 Mahara Leong and was unanimously approved.</p>
<p>Minutes Review*</p>	<p>Minutes of March 2018: Motion to approve the Minutes as presented was made by Mark Underwood with a second by Mark Underwood. Discussion noted several changes and the matter was “tabled” for corrections and will be reviewed at the next Executive Committee meeting.</p>
<p>Planning Council and Council Staff Assessment Findings</p>	<p>Copies of both the Planning Council Self-Assessment and Council Staff Assessment were presented. Council Staff addressed comments in the Planning Council Self-Assessment which</p>

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	<p>reflected changes at community based organizations rather than the assessment of the Planning Council's internal functions. Discussion determined that comments were not appropriate in the Self-Assessment and they will be stricken from the document that will be presented to the Planning Council in April 2018.</p>
<p>Fiscal Agent: FY17 February Monthly Report*</p> <p>RFP Update</p>	<p>A copy of the February 2018 Monthly Report was presented to the Committee. The Fiscal Agent advises that the Fiscal Agent expenses are still being finalized however the direct service expenditures are accurate. The Fiscal Agent anticipates having unspent funds which will be carried over to the next fiscal year however will not exceed the stipulated 5% maximum carryover. Motion to permit the Fiscal Agent to bring an updated copy of the February 2018 Monthly Report to the Planning Council was made by Gail Brosnan with a second by Mark Underwood and was unanimously approved.</p> <p>The Fiscal Agent will be releasing LOI's 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 the LOI are processed, the Fiscal Agent will be releasing a Request for Proposal (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: HHSPC Overview*</p>	<p><b>Executive Committee:</b> A draft of the HHSPC Overview was presented for review and approval. Motion to approve the draft as presented was made by Mark Underwood with a second by Gail Brosnan and was unanimously approved.</p> <p><b>Administrative Assessment Committee (AdAC):</b> AdAC did not meet. The FY17 year-end review will be held on Friday, May 11, 2018.</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 published the Spring 2018 Positive Advocate which included information on two outreach events. ACC will also be participating in the <i>Mind, Body and Spirit Health Fair</i> at Sacramento City College on April 19,</p>

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<p>ACC01*</p> <p>Governance Overview*</p> <p>PAC01*</p> <p>PAC02*</p> <p>FY18 and FY19 Service Priorities*</p>	<p>2018. Additionally, with the addition of one new non-aligned consumer, the Council's Reflectiveness has increased to 29.2%.</p> <p>ACC also reviewed ACC01 which is presented to the Committee for review and approval. Motion to approve ACC01 as presented was made by Mark Underwood with a second by Mahara Leong and was approved unanimously.</p> <p><b>Governance Committee (GOV):</b> Michael Ungeheuer, Chair, presented an updated version of the Governance Overview which is presented to the Committee for review and approval. Motion to approve ACC01 as presented was made by Michael Ungeheuer with a second by Mark Underwood and was unanimously approved.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Mark Underwood, PAC Chair, stated that the Committee met and reviewed PAC01, PAC02 and created the service priorities for FY18 and FY19 which were all presented for review and approval.</p> <p>Motion to approve PAC01 and PAC02 as presented was made by Mark Underwood with a second by Gail Brosnan and was approved unanimously.</p> <p>The FY18 and FY19 Service Priorities were presented to the Committee for review and approval. Discussion noted that the Committee previously approved FY18 Service Priorities in June 2017. However, with additional Part B Supplemental Funding, Food Bank services have been added to the list of services provided in the TGA. As such, the Committee must re-visit the FY18 Service Priorities to include Food Bank services. Additionally, there is an Opioid epidemic which is impacting the need for substance abuse services in the TGA.</p> <p>Further discussion noted that the primary goal of the Ryan White Program is to keep people living with HIV in medical care. As such, Ambulatory Medical Care, ADAP/Prescription Medications, Health Insurance Assistance and Oral Health remain the top four service priorities [in that order]. As Medical Case Management is the primary facilitation into other services, it was deemed</p>

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<p>SSC01 Medical Case Management*</p> <p>SSC04 Support Services*</p>	<p>appropriate as Priority 5. Similarly, Case Management (non-medical) is the avenue for obtaining public assistance programs and was deemed appropriate as Priority 6. As there is presently a waiting list for Mental Health services, the Committee agreed that it should be ranked as Priority 7. Medical Transportation and Substance Abuse Services will remain as Priorities 8 and 9 respectively. As there is a serious Opioid epidemic in the region and clients are in need of Residential Substance Abuse services, it was deemed appropriate as Priority 10. Housing Assistance, Child Care and Emergency Financial Assistance were then ranked as Priorities 11, 12 and 13, respectively, as they are much needed in keeping clients in medical care. Food Bank was deemed Priority 14 due to the known food scarcity issues among the TGA's clients. Medical Nutritional Therapy was deemed Priority 15. Health Education/Risk Reduction Services, MAI Outreach Services and Outreach Services were deemed Priorities 16, 17, and 18. PAC also decided to use the same priority rankings for the FY19 Grant Application Request.</p> <p>Motion to approve the FY18 Priority Ranking and FY19 Priority Ranking for the Grant Application was made by Mark Underwood with a second by Michael Ungeheuer and was unanimously approved.</p> <p><b>Prevention Committee:</b> Gail Brosnan, Prevention Chair, advised that the Prevention Committee did not meet in April 2018.</p> <p><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee met and reviewed SSC01 and SSC04 which were presented for review and approval.</p> <p>An updated draft of Service Standard 1 – Medical Case Management (SSC01) and Service Standard 4 – Support Services (SSC04) were presented. The standards were updated to include that services are to be provided in a culturally and/or linguistically competent manner. Motion to approve the standards as presented was made by Gail Brosnan with a second by Mahara Leong and was unanimously approved.</p>

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	<p><b>Needs Assessment Committee (NAC):</b> The Needs Assessment Committee met and reviewed the Needs Assessment Survey Tool. Changes are being made to the Survey for data mining purposes. Additionally, the FY18 Needs Assessment Survey Findings is underway with data being extrapolated from the completed surveys.</p>
Set March 2018 HHSPC Agenda*	<p>A draft of the March 2018 Planning Council Agenda was presented. Discussion noted a correction to the attachments listed and specifying that the Stockton “Boulevard” entrance is closed. Motion to approve the Council agenda was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.</p>
Public Comments	None noted.
Adjournment	Next meeting: May 10, 2018.