

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

### **Meeting Minutes**

June 14, 2018, 3 p.m. to 5 p.m.

#### **Meeting Location:**

County of Sacramento - Primary Care Center  
4600 Broadway, Community Room 2020  
Sacramento, CA 95823

**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

**Via Teleconference:** Kevin Johnson - AdAC Chair, Michael Ungeheuer – Governance Chair

**Members Excused:** Gail Brosnan – Prevention Committee Chair

**Members Absent:** None

**Guests:** None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>On June 20, 2018, there is an educational presentation on <i>Resistance to HIV Medications</i> hosted by the HIV Health Services Planning Council in conjunction with Janssen Pharmaceuticals. The event will be held at the UC Davis Cancer Center Auditorium, 4501 X Street, Sacramento, from 5:30 p.m. – 7:30 p.m.</p> <p>On July 18, 2018, there is an educational presentation on <i>HIV, Hepatitis C and the Liver</i> hosted by the HIV Health Services Planning Council in conjunction with Gilead Sciences. The event will be held at the UC Davis Cancer Center Auditorium, 4501 X Street, Sacramento, from 5:30 p.m. – 7:30 p.m.</p> <p>Mark Underwood advised that he will be participating in a CAEAR Coalition webinar on the Ryan White HIV/AIDS Program.</p>
<p>Agenda Review*</p> <p>March 2018 Minutes Review*</p> <p>April 2018 Minutes Review*</p>	<p>A copy of the Agenda was presented. Council Staff requested that the FY17 AdAC Findings report and AdAC Overview be added to the agenda. The AdAC Overview is an Action Item. Motion to approve the Agenda with the two documents added was made by Mahara Leong with a second by Mark Underwood and was unanimously approved.</p> <p>Minutes of March 2018: Motion to approve the Minutes as presented was made by Mark Underwood with a second by Mahara Leong. Discussion noted corrections. Mark Underwood amended his motion to approve the Minutes with the corrections. The motion was seconded by Mahara Leong and unanimously approved.</p> <p>Minutes of April 2018: Motion to approve the Minutes as presented was made by Mark Underwood with a second by Mahara Leong. Discussion noted one correction. Mark Underwood amended his motion to approve the Minutes with the correction. The motion was seconded by Mahara Leong and unanimously approved.</p>

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<p>Fiscal Agent: FY18 Budget Update</p> <p>RFP Update</p> <p>CQI Plan</p> <p>Council Staff Scope of Work</p>	<p>The Fiscal Agent reported that the final FY18 Award has been received. The TGA only received \$11,284 more than FY17. Providers are to anticipate flat funding scenarios.</p> <p>The Fiscal Agent released LOI's for Placer County, El Dorado County, and Yolo County on Wednesday, June 13, 2018. An LOI for Pediatric Ambulatory Care services, for the period of March 1, 2019 through February 28, 2022, will be released 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>The Fiscal Agent advised that the TGA's Continuous Quality Improvement Plan was rewritten and is presented for the Committee's review. The Fiscal Agent is convening a CQI Committee which will include individuals from the County, AETC, and Ryan White Providers. The first meeting is scheduled for Tuesday, August 21.</p> <p>The Fiscal Agent advised that a Council Staff Scope of Work was created to provide an understanding of expected responsibilities and duties of the Planning Council Staff. Discussion determined it should be a Governance Policy. Motion to approve the Council Staff Scope of Work as Governance 16 was made by Mark Underwood with a second by Michael Ungeheuer and was unanimously approved.</p>
<p>Committee Updates: FY17 AdAC Summary of Findings</p> <p>AdAC Overview*</p>	<p><b>Administrative Assessment Committee (AdAC):</b> AdAC met and conducted the FY17 Year-End Assessment. A copy of the FY17 AdAC Summary of Findings was presented for the Committee's review.</p> <p>AdAC also reviewed and presented its Committee Overview for approval. Motion to approve the AdAC Overview was made by Michael Ungeheuer with a second by Kevin Johnson and was unanimously approved.</p>

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<p>Reflectiveness Update of 5.25.18</p> <p>Bylaws*</p> <p>FY18 Allocations* FY19 Grant Application Request*</p>	<p><b>Affected Communities Committee (ACC):</b> Mark Underwood, ACC Chair, advised that ACC met and reviewed the Outreach and Training calendars. In regards to Reflectiveness, Mark Underwood also reported that a non-aligned consumer Council Member has resigned and a new non-aligned consumer applicant is being approved for appointment. Thus, we should maintain a Reflectiveness of 28% but further recruitment is needed.</p> <p><b>Governance Committee (GOV):</b> Council Staff presented an updated version of the Bylaws for review and approval. The document includes a change in Section 3.10 Attendance, to include teleconference participation. Motion to approve the document as presented was made by Michael Ungeheuer with a second by Mark Underwood. Discussion included re-wording the <i>exception to the rule on attendance</i>. Michael Ungeheuer amended his motion to include the changes which was seconded 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 the FY18 Allocations and FY19 Grant Application Request which were presented for review and approval. The FY18 Allocations mirror the FY17 Allocations due to flat funding. The FY19 Grant Application request included a 5% increase to all services/counties. Motion to approve the FY18 Allocations and FY19 Grant Application request was made by Mark Underwood with a second by Mahara Leong and was unanimously approved. Council Staff noted that there were three utilization documents included as reference for funding.</p> <p><b>Prevention Committee:</b> Council Staff advised that the Prevention Committee did not meet in May, 2018. The August meeting will be extended as they will be assisting the County HIV Prevention Committee set EPI priorities for its next RFP.</p> <p><b>Quality Advisory Committee (QAC):</b> The Quality Advisory Committee met and reviewed several documents and approved three updates to existing service standards.</p>
<p>FY17 Post Card Survey Findings</p>	<p>The FY17 Post Card Survey Findings and FY17 Client Satisfaction Survey documents were</p>

Topic	Minutes
FY17 Client Satisfaction Survey Findings	presented for informational purposes.
Universal Service Standards*	Council Staff presented a draft of the Universal Service Standards which was created to adhere to HRSA’s Monitoring Standards and findings from their Site Visit in August 2017. Motion to approve the Universal Service Standards as presented was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.
FY18 Performance Measures*	Council Staff presented an updated copy of the FY18 Performance Measures which included measures for Food Bank/Home Delivered Meals which was added as the category is now receiving funding from Part B Supplemental. Motion to approve the FY18 Performance Measure was made by Mark Underwood with a second by Kevin Johnson and was unanimously approved.
FY18 Implementation Plan*	Council Staff presented an updated copy of the FY18 Implementation Plan which highlighted two goals which will be removed from the Medical Case Management service category as the outcome data is unavailable. Motion to approve the FY18 Implementation Plan as presented was made by Kevin Johnson with a second by Mark Underwood and was unanimously approved.
SSC02 Respite Standard* SSC03 Dental Standard* SSC05 Eligibility and Fees Standard*	Service Standards 02 – Respite, 03- Dental Services, and 05 – Eligibility and Fees were presented for review and approval. The standards were each changed to reflect that the “ <i>services shall be provided in a culturally and/or linguistically competent manner which is respectful to the client’s cultural health beliefs, practices and preferred language</i> ”. Motion to approve the three standards as presented was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.
NAC01*	The Needs Assessment Committee met and reviewed NAC01 which was presented for approval. No changes were made to the document. Motion to approve NAC01 was made by Mahara Leong with a second by Mark Underwood and was unanimously approved.
Meeting Schedule Discussion	Mark Underwood addressed the varied Council/Committee meeting schedules and requested that ACC and the Executive Committee meeting schedule be re-evaluated. Discussion resulted in the

<b>Topic</b>	<b>Minutes</b>
	Executive Committee changing its meeting time from 3 p.m. to 5 p.m. to 10:00 a.m. to 12:00 p.m. The Committee will continue to meet on the second Thursday of each month. Council Staff will determine the availability of a meeting location and update the Committee. Council Staff will inquire with ACC members to determine if changing the meeting time will be problematic.
Set June 2018 HHSPC Agenda*	A draft of the June 2018 Planning Council Agenda was presented. Council Staff requested the FY17 AdAC Findings and AdAC Overview be added to the Agenda. Motion to approve the Council Agenda as updated was made by Mark Underwood with a second by Mahara Leong and was unanimously approved.
Public Comments	<p>Susan Farrington advised that Ryan Luffburrow has resigned from Sacramento Steps Forward and has accepted a position at Sutter Health.</p> <p>Adrienne Rogers advised that the State Office of AIDS is considering changing its eligibility requirements for Part B clients to 500% of the Federal Poverty level, thus permitting more clients to qualify for services. This would align the Part B program with the State's AIDS Drug Assistance Program. However, the Sacramento TGA's eligibility standard is 300% of the Federal Poverty Level. Increasing the standard to 500%, without increasing funding to the TGA will have substantial negative impacts in the TGA.</p>
Adjournment	Next meeting: August 9, 2018.