

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

June 27, 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, Alexander Garlinger, Andrew Henkin, Chelle Gossett, Erika Navarro, Kevin Johnson, Kristina Kendricks-Clark, Mahara Leong, Mark Underwood, Melody Law, Richard Benavidez, Rick Myers, and Susan Farrington

Council Members via Teleconference: Judy Vang, Michael Ungeheuer, Kane Ortega

Members Excused: Brad Satterwhite, Gail Brosnan, Jake Davis, Rachel Alvarez, and Ernesto Sanchez

Members Absent: Chioko Grevious,

Guests: Rashida Green – RX Healthcare, Crystal Harding – Capitol Health Network, Rosemary Parker – Strategies for Change, Jackie Martinez-Juarez – SHRA/HOPWA for Brad Satterwhite, Mike Gagnon, and Jeffrey Jemmott

Topic	Minutes
Welcome, Introductions and Announcements	<p>The NorCal AIDS Cycle is having its first planning session for 2019 on June 27, 2018 at One Community Health, beginning at 6 p.m. Additionally, NCAC raised over \$260,000 in 2018 and will hold its check distribution ceremony in August 2018.</p> <p>Council Staff advises that there will be a Community Educational Program on Wednesday, July 18, 2018, from 5:30 p.m. to 7:30 p.m. on <i>HIV, Hepatitis C and the Liver</i>. The event will be held at the UC Davis Cancer Center auditorium, 4501 X Street, Sacramento, CA 95817.</p>
Agenda and Minutes Review*	<p>Motion to adopt the Agenda as presented was made by Andrew Henkin with a second by Richard Benavidez and was approved as presented.</p> <p>Motion to approve the Minutes of April 2018 was made by Mark Underwood with a second by Kevin Johnson. Discussion noted several corrections. Mark Underwood amended his motion to approve the Minutes with the corrections which was seconded by Ricky Myers and approved with one abstention.</p>
Presentation: Sacramento Steps Forward	The guest presented did not attend as scheduled.
Office of AIDS (OA) Update June 2018	<p>Susan Farrington advised attendees that if they have any questions regarding the State Office of AIDS' June 2018 update, they can contact Michael Foster whose email is listed on the back page of the update.</p> <p>Additionally Adrienne Rogers advised that the State Office of AIDS is reviewing eligibility criteria for the Part B program with the intent of aligning eligibility to be the same as the AIDS Drug Assistance Program which is up to 500% of the Federal Poverty Level (FPL). The TGA's program assistance is available for individuals up to 300% FPL. If no additional funds are received to offset an increase in the eligibility, the TGA will be unable to meet the need of the increased service demands. The TGA would likely experience an increase in substance abuse and mental health service demand if the FPL is increased to 500%.</p> <p>Karen Mark, Chief of the State Office of AIDS has resigned and has accepted a position as Medical Director for the California Department of Health Care Services.</p>
<u>Fiscal Agent Reports</u> FY18 Award Update	The TGA has received its final FY18 award announcement which is slightly higher than the FY17 award. The TGA received a little over \$11,000 more in funding over the prior year. As such, subrecipients should

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Ryan White RFP Update	<p>anticipate flat funding.</p> <p>The State Office of AIDS (SOA) has applied for Supplemental funding from the United States, Department of Health and Human Services, Health Resources and Services Administration (HRSA). Five subrecipients and the County of Sacramento have applied for the Supplemental funding should the State Office of AIDS be granted additional funds. The SOA has extended the existing contracts until 2020. The Fiscal Agent will receive a preliminary funding scenario in July; however, SOA will not be receive notification from HRSA until the end of August 2018, and subrecipients should be notified the first of September.</p> <p>The Fiscal Agent previously released a Letter of Interest (LOI) for Placer County for the period of July 1, 2018 through February 28, 2019. The contract was awarded to Sierra Foothills AIDS Foundation, the only agency that submitted a response.</p> <p>The Fiscal Agent has also released an LOI for Placer County, El Dorado County, and Yolo County, for the period of March 1, 2019 through February 28, 2022. . Sierra Foothills AIDS Foundation was the only respondent in Placer and El Dorado County and CommuniCare Health Center was the only respondent in Yolo County. Sacramento County is proceeding with contracts for those agencies. An LOI for Pediatric Ambulatory Care services for the period of March 1, 2019 through February 28, 2022, is being finalized. 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 the RFP will be released in mid-September 2018.</p>
CQI Plan	<p>Adrienne Rogers stated that the TGA’s Continuous Quality Improvement (CQI) Plan was re-written using the State’s CQI Plan as a template. The update of this plan was a condition of our HRSA site visit Corrective Action Plan and that Plan has now been approved by HRSA.</p>
Council Staff Scope of Services*	<p>Adrienne Rogers presented the newly drafted Council Staff Scope of Services for review and approval. This document was developed based on findings from HRSA’s FY17 site visit. HRSA advised that the Council should have a clear understanding of the duties and functions performed by Council Staff. This document pertains to the individual assigned as Council Staff and not to the Fiscal Agent functions. Motion to approve the Council Staff Scope of Services was made by Kevin Johnson with a second by Richard Benavidez and was unanimously approved.</p>

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<p>Committee Updates FY17 AdAC Findings</p> <p>AdAC Committee Overview*</p> <p>Council Bylaws*</p> <p>FY18 Allocations*</p> <p>FY19 Grant Application Request*</p>	<p>1) Administrative Assessment Committee (AdAC): Kevin Johnson, Chair, indicated that the Committee met and conducted the FY17 year-end Assessment. Susan Farrington advised that there were no <i>negative</i> findings; however, the Fiscal Agent’s ability to issue timely written summaries of site visits is still a challenge. However, at the conclusion of any site visit, the Fiscal Agent does provide verbal feedback with expectations to subrecipients.</p> <p>An updated AdAC Committee Overview was presented for review and approval. The document was updated to reflect that the Committee meets bi-annually (twice yearly) to conduct the Administrative Assessment review. Motion to approve the Overview as presented was made by Andrew Henkin with a second by Mark Underwood and was unanimously approved.</p> <p>2) Affected Communities Committee (ACC): Mark Underwood, Chair: ACC met in June and reviewed the Outreach and Training Calendars and approved the Summer Positive Advocate. Additionally, there have been some recent resignations on the Council which brings the Council’s Reflectiveness down to 21.7%. However, there are several applicants pending interviews/appointments.</p> <p>3) Governance: Michael Ungeheuer, Chair of Governance, presented an updated Council Bylaws for review and approval. The Bylaws were updated to include participation parameters for teleconferencing. Motion to approve the updated Council Bylaws was made by Kane Ortega with a second by Erica Navarro and unanimously approved.</p> <p>4) Priorities and Allocations Committee (PAC): Mark Underwood, Chair, indicated that the Committee met and approved the FY18 Allocations and FY19 Grant Application request which were presented for review and approval by the Planning Council.</p> <p>Adrienne Rogers advised that the FY18 final award was roughly \$11,000 more than the FY17 award. Thus, the FY18 award was a flat funding scenario based on FY17 year-end expenditures.</p> <p>HRSA again placed a <i>5% funding cap</i> on the TGA’s FY19 Grant Application Request based on the FY18 award. The Committee agreed to add a 5% increase to each service category and rural county allocations.</p>

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<p>FY15-17 Cost Per Client, Per Service and Encounter FY15-17 Service Utilization Trends FY15-17 Utilization by County</p> <p>FY17 Post Card Survey Findings</p> <p>FY17 Client Satisfaction Survey Findings</p> <p>Universal Service Standards*</p> <p>FY18 Performance Measures*</p>	<p>Motion to approve the FY18 Allocations and FY19 Grant Application request was made by Mark Underwood with a second by Ricky Myers and was unanimously approved.</p> <p>Council Staff advised that there were three utilization documents (FY15-17 Cost Per Client, Per Service and Encounter, FY15-17 Service Utilization Trends, and F15-178 Utilization by County) provided which are used by the Priorities and Allocations Committee in determining funding allocations. These documents were provided to the full Council members as informational documents.</p> <p>5) Prevention Committee (PC): Council Staff advised that the Prevention Committee did not meet in June. The Committee will have an extended meeting in August to provide direction to the County’s HIV/STD Prevention unit on epidemiological profiles for the upcoming HIV Prevention RFP.</p> <p>6) Quality Advisory Committee (QAC): The Quality Advisory Committee met and reviewed several documents which were presented for review and/or approval.</p> <p>Council Staff referred Council Members to the FY17 Post Card Survey Findings. The Post Card survey is based on service categories and the impact on improved health outcomes for clients.</p> <p>Council Staff referred Council Members to the FY17 Client Satisfaction Survey Findings. The Client Satisfaction survey is based on clients’ impression of services at Ryan White funded subrecipient agencies.</p> <p>Council Staff presented a draft of the Universal Service Standards for review and approval. The Universal Standards were drafted based on a recommendation from HRSA after the FY17 site visit. The TGA currently tracks/implements/monitors the various items within the Universal Service Standards; however, this document provides transparency of expectations to subrecipient staff. Motion to approve the Universal Service Standards was made by Kevin Johnson with a second by Kristina Kendricks-Clark and was unanimously approved.</p>

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<p>FY18 Implementation Plan*</p> <p>SSC02 - Respite Standards*</p> <p>SSC03 – Dental Services*</p> <p>SSC05 – Eligibility and Fees*</p>	<p>Council Staff presented a draft of the updated FY18 Performance Measures. Changes included eliminating the Quality of Care measure “1a” for Case Management as the service itself has evolved into Benefits and Enrollment Counseling. Quality of Care measure “1b” captures outcome data for Benefits and Enrollment Counseling. Additionally, as the TGA now funds Food Bank/Home Delivered Meals, Performance Measures and Quality Measures were included for this newly funded service. Quality Measure “4” for Oral Health Care was deleted as there is no mechanism available to track whether clients receiving oral health services receive a referral to a physician if they do not have a physician. Motion to approve the updated FY18 Performance Measures was made by Richard Benavidez with a second by Andrew Henkin and was unanimously approved.</p> <p>Council Staff presented a draft of the FY18 Implementation Plan which included the elimination of two Objectives for Medical Case Management for which the outcome data is unavailable. The two items were: 5A3: 100% of clients will receive medical case management follow-up; and, 5D3: Percent of clients accessing services will be reflective of the TGA’s proportion of Women, Infants, Children and Youth (WICY) living with HIV/AIDS. The TGA is required to track WICY information for clients in ambulatory care rather than Medical Case Management as well as for services as a whole. Tracking this information for Medical Case Management is a redundant effort. Motion to approve the updated FY18 Implementation Plan was made by Mark Underwood with a second by Andrew Henkin and was unanimously approved.</p> <p>Council Staff addressed the updated services standards (SSC02, SSC03 and SSC05). These standards were updated to reflect that services “...shall be provided in a culturally and/or linguistically competent manner...” Motion to approve the three updated service standards was made by Andrew Henkin with a second by Mark Underwood and was unanimously approved.</p> <p>7) Needs Assessment Committee (NAC): Staff advised that the initial aggregate answers to the Needs Assessment survey have been compiled; however, cross tabulation of data based on specific demographics and target populations needs to be completed.</p> <p>Staff advised that the Needs Assessment Survey Tool will be updated based on data collection and database concerns. It was noted that there were several services not listed to determine gaps in services and the need to split the question into three separate questions (Need/Ask/Receive) to avoid confusion on part of the survey participants. Additionally, it was determined that the data extraction would be</p>

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NAC01 – Needs Assessment Committee*	<p>easier if client demographic information was at the beginning of the survey rather than near the end. Questions may also be broken out to accommodate easier data extraction. Staff will work with the County Epidemiologist to further determine an improved formatting of the Survey Tool.</p> <p>Council Staff presented NAC01 for review and approval as a matter of routine business. No changes had been made to the document. Motion to approve NAC01* as presented without changes was made by Andrew Henkin with a second by Richard Benavidez and was unanimously approved.</p>
Technical Assistance Needs	Susan Farrington requested that anyone in need of technical assistance contact her, the Fiscal Agent, or Council Staff directly.
Public Comments	<p>Susan Farrington advised that Senate Bill 2 passed which will provide funding for Rapid Rehousing and Homelessness Prevention. Additionally, during the Placer County Homeless Count, approximately 150 individuals were improperly “counted”. Thus, only 979 individuals were reported. Placer County is trying to get the count revised to increase HOPWA funding.</p> <p>Susan Farrington also advised that Ryan Luffborrow has resigned from Sacramento Steps Forward.</p> <p>Discussion noted that Housing Choice Vouchers do not accommodate the rate of rent increases in the region. It was determined that this should be a topic of discussion for a future meeting.</p> <p>Council Staff advised that there was an updated Council Roster (6/26/18) and PAC Reference Manual distributed at the beginning of the meeting. These items can be placed in your Council Member Binders.</p>
Adjournment	Next meeting: August 22, 2018.