

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

August 9, 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 – Council Chair and PAC Chair, Adrienne Rogers - Fiscal Agent, Vacant – Council Vice Chair, Gail Brosnan – Prevention Committee Chair, Kane Ortega-ACC Chair, Kevin Johnson - AdAC Chair, Mahara Leong – QAC/NAC Chair

Via Teleconference: None

Members Excused: Michael Ungeheuer – Governance Chair

Members Absent: None

Guests: None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>NCAC is holding their Check Beneficiary event on Wednesday, August 15, 2018 at Mulvaney’s “Next Door”. Doors open at 6:45 p.m. and the event will begin at 7:30 p.m.</p> <p>The HIV Health Services Planning Council has coordinated an educational program on <i>Considerations for the Older Patient Population Living with HIV</i>, which will be held on Thursday, September 20, 2018, at the UC Davis Cancer Center Auditorium, 4501 X Street, Sacramento, from 5:30 p.m. to 7:30 p.m.</p> <p>The Capital City AIDS Fund is hosting an Art Fundraiser on September 29, 2018 at the Apothic Heart Tattoo Collective, 5770 Broadway, Sacramento. It will be held from 6:00 – 8:00 p.m. with light refreshments and desserts. Proceeds benefit the Helen Veress-Mitchell Scholarship program.</p> <p><i>Dining Out for Life</i> will be held on October 11, 2018 with various participating restaurants in the Sacramento region. Proceeds benefit Sunburst Projects.</p> <p>The HIV Health Services Planning Council has coordinated an educational program, to be presented in Spanish, on <i>The Importance of HIV Medication Adherence</i>, which will be held on Thursday, October 18, 2018, 5:30 p.m. to 7:30 p.m. The location is still being determined.</p>
<p>Agenda Review*</p>	<p>A copy of the Agenda was presented. Gail Brosnan motioned to approve the Agenda as presented with a second by Mahara Leong. Council Staff requested that ACC02 – <i>Clients Rights and Responsibilities</i> as well as the Vice Chair Vacancy be added to the agenda. Gail Brosnan amended the motion to approve the Agenda with the items added to the agenda with a second by Mahara Leong and it was unanimously approved.</p>
<p>June 2018 Minutes Review*</p>	<p>Minutes of June 2018: Motion to approve the Minutes as presented was made by Kane Ortega with a second by Kevin Johnson and was unanimously approved.</p>

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<p>Fiscal Agent: FY18 June Fiscal Agent Report</p> <p>RFP Update</p>	<p>The Fiscal Agent presented the FY18 June Fiscal Agent Report. Overall direct expenditures are within the targeted expenditure rate. There are several invoices outstanding as for June 2018. A breakdown of the expenditures by funding source has been added to the report as well. Motion to approve the June 2018 Fiscal Agent Report was made by Kevin Johnson with a second by Gail Brosnan and was unanimously approved.</p> <p>The Fiscal Agent will be releasing a Request for Proposal (RFP) with an anticipated release date in mid-September. It is anticipated that respondents will have two months to complete and submit their responses to the RFP. The Letters of Interest for the Rural Counties and Pediatric Ambulatory Care are complete. Once the RFP is complete, agencies selected through the RFP and LOI process will be combined into a “pooled” budget and contracts will be initiated.</p>
<p>Committee Updates:</p> <p>Exec 02 - Council Decision Making*</p> <p>Exec 03 – Council Recognition Guidelines*</p> <p>ACC 02 Clients Rights and Responsibilities</p>	<p>Executive Committee (Exec): Susan Farrington advised that there are several documents for review and approval.</p> <p>Exec 02 - <i>Council Decision Making</i> was presented. Motion to approve Exec 02 as presented was made by Kane Ortega with a second by Kevin Johnson. Discussion noted that there was a change to the document to delete the reference to specific agenda item times as we indicate “as needed” on our agendas. Motion was unanimously approved.</p> <p>Exec 03 – <i>Community Recognition Guidelines</i> was presented. Kevin Johnson motioned to approve Exec 03 as presented with a second by Mahara Leong. Council Staff advised that a Recognition Request Form was created and added to the document. Discussion of the Types of Recognition determined that a Recognition Pin is implausible. Kevin Johnson amended the motion to approve Exec 03 with the change which was seconded by Mahara Leong and unanimously approved.</p> <p>ACC 02 – <i>Clients Rights and Responsibilities</i> was presented. Kevin Johnson motioned to approve ACC 02 as presented with a second by Gail Brosnan. Discussion included updates to ACC 02 based on the <i>State Office of AIDS’ Clients Rights and Responsibilities</i> to be inclusive of their requirements. Additionally, clients must adhere to a service provider’s grievance procedure if they</p>

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	<p>are having issues with a service provider. ACC 02 was unanimously approved as presented.</p> <p>HIV Health Services Planning Council Vice Chair Vacancy: Mark Underwood has resigned from the Planning Council and therefore his position as Vice Chair is available. His term is set to expire in December 2019. The Committee agreed to add the item to the Council Agenda for August with a Vote to occur in September. Additionally, Susan Farrington’s term as Chair is expiring in December 2018 at which time a Vote will occur for a new Chair for the Planning Council.</p> <p>Administrative Assessment Committee (AdAC): AdAC did not meet but will be meeting on Friday, November 16, 2018, to conduct the FY18 mid-year Assessment.</p> <p>Affected Communities Committee (ACC): Kane Ortega, ACC Chair, advised that ACC met and reviewed the Outreach and Training calendars. In regards to Reflectiveness, Council Staff advised that Reflectiveness will be at approximately 28% with the appointment of four members in August, three of whom are non-aligned consumers.</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC did not meet in August and there is a conflict for the September PAC meeting date. Council Staff advised that several Committee members will be participating in a State Office of AIDS Continuous Quality Management meeting and unable to attend. Kevin Johnson motioned to change the date of the September 10, 2018 meeting to September 17, 2018 with the understanding that if the date does not work for the majority of the PAC members, a new date/time can be selected. Mahara Leong seconded the motion, which was unanimously approved.</p> <p>Prevention Committee: Gail Brosnan, Chair, advised that the Committee met and assisted the County STD/ HIV Prevention Program in setting epidemiological and programmatic priorities for its next RFP.</p> <p>Quality Advisory Committee (QAC): Council Staff advised that QAC did not meet in August.</p>

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	<p>Council Staff is in the process of updating the Council webinar for all Council Members to ensure everyone has a current set of documents.</p> <p>Needs Assessment Committee: The Needs Assessment Committee did not meet in August.</p>
Set August 2018 HHSPC Agenda*	A draft of the August 2018 Planning Council Agenda was presented. Council Staff requested the Vice Chair Vacancy discussion and the ACC 02 document to be added to the Agenda. Motion to approve the Council Agenda as updated was made by Kevin Johnson with a second by Gail Brosnan and was unanimously approved.
Public Comments	<p>Adrienne Rogers announced that she has submitted her notice to retire. Her retirement date is February 13, 2019.</p> <p>Mahara Leong advised that while Strategies for Change is slowly merging with WellSpace Health, business is remaining as usual at this time.</p>
Adjournment	Next meeting: September 13, 2018.