

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

### **Meeting Minutes**

March 14, 2019, 3 p.m. to 5 p.m.

#### **Meeting Location:**

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

**Facilitator:** Kristina Kendricks-Clark – Chair

**Scribe:** Paula Gammell, Staff

#### **Council Member Attendees:**

Kristina Kendricks-Clark – Council Chair, Susan Farrington –PAC Chair, Chelle Gossett - Fiscal Agent, Richard Benavidez – Council Vice Chair, Mahara Leong – QAC/NAC Chair

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

**Members Excused:** Kevin Johnson - AdAC Chair, Gail Brosnan – Prevention Committee Chair

**Members Absent:** Kane Ortega-ACC Chair,

**Guests:** None

Topic	Minutes
<p>Welcome, Introductions and Announcements</p>	<p>Kristina Kendricks-Clark, Council Chair, welcomed everyone to the meeting and introductions were made by each Committee Chair.</p> <p>The HIV Health Services Planning Council has coordinated an educational program on <i>Managing Your Medication</i>, which will be held on Tuesday, April 23, 2019, at the UC Davis Cancer Center Auditorium, 4501 X Street, Sacramento, from 5:30 p.m. to 7:30 p.m.</p> <p>The Nor Cal AIDS Cycle (NCAC) will be held May 16-19, 2019.</p> <p>Mahara Leong advised that there will be a Methamphetamine Conference on June 13, 2019, coordinated by Judy Vang, Program Manager, for the UC Davis AIDS Education and Training Center. The event will be held at the UC Davis Mind Institute.</p>
<p>Agenda Review*</p> <p>August 2018 Minutes Review*</p>	<p>A copy of the Agenda was presented. Susan Farrington motioned to approve the Agenda as presented with a second by Richard Benavidez and was unanimously approved.</p> <p>Minutes of August 2018: Motion to approve the Minutes as presented was made by Richard Benavidez with a second by Mahara Leong and was approved with two abstentions.</p>
<p>Council Staff Assessment</p>	<p>FY18 Executive Members completed and submitted the Council Staff Assessment. Council Staff will follow-up with Members not physically present at the meeting for their Council Staff Assessments.</p>

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<p>Fiscal Agent: FY18 January 2019 Fiscal Agent Report</p> <p>RFP Update</p> <p>HRSA Objective Review</p> <p>FY19 Grant Award Update</p>	<p>Council Staff was unable to present a copy of the FY18 January 2019 Fiscal Agent Report. Motion to approve presenting the Fiscal Agent Report at Council was made by Susan Farrington with a second by Mahara Leong and was unanimously approved.</p> <p>The Fiscal Agent will be releasing a Request for Proposal (RFP) with an anticipated release date of August 2, 2019.</p> <p>A copy of the HRSA Objective Review summary indicates the TGA received a score of 98 on the FY19 Grant Application. There was one weakness noted: <i>The application does not clearly address eligibility policies or procedures for recertification for clients to qualify for continued assistance.</i> The Fiscal Agent will ensure that this is addressed in the next grant application.</p> <p>Chelle Gossett, Fiscal Agent, informed that the TGA has received both its Part A and Part B awards for FY2019. The TGA received approximately 0.4% Part A funding; 5% more Part A Supplemental funding; and, 3.1% more Part A MAI funding than the prior year. The Part B award is 9.1% less than the Part B award and substantially less (43.1%) for the Part B MAI funds. However, the TGA has not received notice of award for Part A or Part B carryover or Part B Supplemental funding at this time.</p>
<p>Committee Updates:</p> <p>Reflectiveness update</p>	<p><b>Administrative Assessment Committee (AdAC):</b> AdAC did not meet but will be meeting on Friday, June 7, 2019, to conduct the FY18 year-end Assessment.</p> <p><b>Affected Communities Committee (ACC):</b> Council Staff advised that there are five pending appointments to the HIV Health Services Planning Council. However, none of the pending appointments are non-aligned consumers which will bring our Reflectiveness down to 20.8% with another pending provider applicant set to be forwarded to the Public Health Advisory Board (PHAB) for appointment next month. Council Staff will forward Council and Committee information to Providers for recruitment.</p> <p>Council Staff advised that ACC met however did not have quorum of regular attendees to approve the 2019 Spring Positive Advocate or FY19 ACC Work Plan that are presented to the Executive</p>

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<p>2019 Spring Positive Advocate*</p> <p>FY19 ACC Work Plan*</p> <p>FY19 PAC Work Plan</p> <p>FY19 Service Directives*</p> <p>FY19 General Directives*</p>	<p>Committee for approval.</p> <p>Motion to approve the 2019 Spring Positive Advocate as presented was made by Susan Farrington with a second by Richard Benavidez and was unanimously approved.</p> <p>Motion to approve the FY19 ACC Work Plan as presented was made by Richard Benavidez with a second by Mahara Leong and was unanimously approved.</p> <p><b>Governance:</b> Michael Ungeheuer, Governance Chair, advised that the Committee did not meet and has no pending documents for review. Council Staff advised that the State Office of AIDS is in the process of finalizing Standards of Care and there, Council Staff has ceased reviewing documents until the State finalizes their documents as the TGA's will need to be in line the State's. Michael Ungeheuer stated that he can review the Council's Service Standards against the State's once they are released.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Susan Farrington advised that PAC met and approved the FY19 PAC Work Plan, FY19 Service Directives and FY19 General Directives.</p> <p>A copy of the FY19 PAC Work Plan was presented for informational purposes.</p> <p>A copy of the FY19 Service Directives was presented for approval. Motion to approve the FY19 Service Directives as presented was made by Susan Farrington with a second by Mahara Leong and was unanimously approved.</p> <p>A copy of the FY19 General Directives was presented for approval. Motion to approve the FY19 General Directives as presented was made by Richard Benavidez with a second by Mahara Leong and was unanimously approved.</p>

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FY19 PAC Work Plan	<p><b>Prevention Committee:</b> Gail Brosnan, Chair, advised that the Committee met and approved the FY19 PAC Work Plan was presented for informational purposes.</p>
FY19 QAC Work Plan*	<p><b>Quality Advisory Committee (QAC):</b> Mahara Leong advised that QAC did not meet due to quorum issues. Council Staff advised the FY19 QAC Work Plan is being presented to the Executive Committee for approval due to quorum issues with QAC.</p> <p>A copy of the FY19 QAC Work Plan was presented for review. Motion to approve the FY19 QAC Work Plan as presented was made by Mahara Leong with a second by Kristina Kendricks-Clark and was unanimously approved.</p>
Proposed Meeting Schedule Change*	<p><b>Needs Assessment Committee:</b> Mahara Leong advised that the Needs Assessment Committee did not meet due to quorum issues. Council Staff advised the Proposed Meeting Schedule Change and FY19 NAC Work Plan are being presented to the Executive Committee for approval due to quorum issues with NAC.</p> <p>A copy of the Proposed Meeting Schedule Change Memo was presented. The request is made based on the past four year’s meeting history which has included years in which the survey has been re-designed and/or the survey itself was conducted. The meeting history is highlighted below:</p> <p>FY2018:      March, April, June  FY2017:      April  FY2016:      March, April, January, February  FY2015:      March, August, September, October, January</p> <p>Motion to approve the NAC Meeting Schedule Change as presented was made by Susan Farrington with a second by Richard Benavidez and was unanimously approved.</p>
FY19 NAC Work Plan*	<p>A copy of the FY19 NAC Work Plan was presented for review and approval. Motion to approve the FY19 NAC Work Plan was made by Susan Farrington with a second by Michael Ungeheuer and was unanimously approved.</p>

<b>Topic</b>	<b>Minutes</b>
Set March 2019 HHSPC Agenda*	A draft of the March 2019 Planning Council Agenda was presented. Council Staff requested the FY18 3 <sup>rd</sup> Quarter Fiscal Agent Report and FY18 Needs Assessment Report be added to the Fiscal Agent Report. Additionally, Chelle Gossett requested the FY19 Grant Award Update be added to the Fiscal Agent's Report. Motion to approve the Council Agenda as updated was made by Mahara Leong with a second by Richard Benavidez and was unanimously approved.
Public Comments	Richard Benavidez reported the NCAC Crab Feed fundraiser raised approximately \$27,000.
Adjournment	Next meeting: April 11, 2019.