

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

March 27, 2019

10:00 a.m. to 12:00 p.m.

Meeting Location: Sacramento Health Center

4600 Broadway, Sacramento, CA 95820

Conference Room 2020

Facilitator: Richard Benavidez, Council Vice Chair

Scribe: Paula Gammell

Council Member Attendees: Alexis Daily Chelle Gossett, Chioko Grevious, Gail Brosnan, Gustavo Trejo, Jeffrey Jemmott, Linda Ryan, Michael Gagnon, Michael Ungeheuer, Mike Wofford, Richard Benavidez, Susan Farrington, Tracy Jenkins, and Vrindavani Avila

Council Members via Teleconference: Lorraine Lee and Melody Law

Members Excused: Beth Valentine, Judy Vang, Kane Ortega, Kevin Johnson, Kristina Kendricks-Clark, Mahara Leong, and Rick Myers

Members Absent: Jackie Martinez-Juarez

Guests: Adrienne Rogers, Robyn Learned via teleconference, Sharisse Kemp with the State Office of AIDS

Topic	Minutes
Welcome, Introductions and Announcements	Richard Benavidez advised that the CARES Foundation donated \$10,000. Additionally, Drag Queen Bingo will be held on April 4 th with the Nor Cal AIDS Cycle being the beneficiary of the event.
Agenda and Minutes Review*	<p>Tracy Jenkins motioned to approve the Agenda with the addition of a Council Recognition Event. The motion was seconded by Michael Ungeheuer and approved with one abstention.</p> <p>Michael Gagnon motioned to approve the Minutes of the December 2018 meeting which was seconded by Jeff Jemmott and approved as presented with one abstention.</p>
Council Recognition Event	<p>Susan Farrington presented Certificate of Appreciation to Michael Ungeheuer for his 15 years of service on the HIV Health Services Planning Council.</p> <p>Richard Benavidez recognized Adrienne Rogers for her years of service on the HIV Health Services Planning Council as the Fiscal Agent. Adrienne Rogers retired at the end of February 2019, after 20 years of service.</p>
Planning Council Self-Assessments	Council Staff requested seated members from FY18 submit their Planning Council Self-Assessments.
Office of AIDS (OA) Update March 2019	Sharisse Kemp and Chioko Grevious with the State Office of AIDS discussed the March 2019 State Office of AIDS' update. The update included General Office updates, information on PrEP Utilization, Harm Reduction Unit activities, as well as other updates outlined in the handout.
<u>Fiscal Agent Reports</u> FY18 January 2019 Monthly Fiscal Report* RFP Update Objective Review Committee Final	<p>A copy of the January 2019 Monthly Fiscal Agent Report was presented. The Fiscal Agent advised that there are still outstanding invoices. Current overall expenditures should be at 91.6%; however they are presently at 78.55% due to the outstanding invoices and the Part B Supplemental funds in the cumulative total. Motion to approve the January 2019 Monthly Fiscal Agent Report as presented was made by Susan Farrington with a second by Michael Ungeheuer and was approved with one abstention.</p> <p>The Ryan White Request for Proposals (RFP) has been drafted and is anticipated to be released on August 2, 2019.</p> <p>The Committee had been provided with a copy of the FY19 Grant Application Objective Review Committee's Final Summary Statement which indicates the Grant Application received a score of 98.</p>

Topic	Minutes
<p>Summary Statement</p> <p>FY18 3rd Quarter Fiscal Agent Report</p> <p>FY18 Needs Assessment Report</p>	<p>The Fiscal Agent advised that while the Part A received an overall increase in funding of 2%, the Part B award decreased by approximately 13.9%.</p> <p>The TGA served 2,386 unduplicated clients during the first three quarters of FY18 which represented a 0.2% increase in unduplicated clients over the same reporting period in FY17. The majority of clients (78.9%) live in Sacramento County and Males represent 78.75% of the TGA's clients.</p> <p>The FY18 Needs Assessment Report was distributed. Members are encouraged to review the Executive Summary.</p>
<p>Committee Updates</p> <p>FY19 ACC Work Plan</p> <p>FY19 PAC Work Plan</p> <p>FY19 Services Directives*</p> <p>FY19 General Directives*</p>	<p>Administrative Assessment Committee: The Administrative Assessment Committee will be meeting on June 7, 2019 to conduct the FY18 Year-End Review. Members are encouraged to participate. The meeting will be held at 9616 Micron Ave, Sacramento, CA 95827, from 10 a.m. to 2 p.m. with lunch provided.</p> <p>Affected Communities Committee: Council Staff advised that the Council Reflectiveness is now at 20.8%. The Council is in need of non-aligned consumers and recruitment efforts are continuing. A copy of the FY19 ACC Work Plan was presented for informational purposes.</p> <p>Governance: Michael Ungeheuer reported that the Governance Committee did not meet.</p> <p>Priorities and Allocations: Susan Farrington advised that the Priorities and Allocations Committee met and approved its FY19 PAC Work Plan, FY19 Service Directives and FY19 General Directives. A copy of the FY19 PAC Work Plan was presented for informational purposes.</p> <p>A copy of the FY19 Services Directives was presented for approval. Changes included updating the Fiscal Year from 2018 to 2019 and the name of the Planning Council Chair. Motion to approve the FY19 Services Directives as presented was made by Gail Brosnan with a second by Tracy Jenkins and approved with one abstention.</p> <p>A copy of the FY19 General Directives was presented for approval. Changes included updating the Fiscal Year from 2018 to 2019 and the name of the Planning Council Chair. Motion to approve the FY19 General</p>

Topic	Minutes
<p>FY19 Prevention Work Plan</p> <p>FY19 QAC Work Plan</p> <p>Proposed Meeting Schedule Change*</p> <p>FY19 NAC Work Plan</p>	<p>Directives as presented was made by Michael Gagnon with a second by Tracy Jenkins and approved with one abstention.</p> <p>Prevention Committee: Gail Brosnan advised that the Prevention Committee met and reviewed their FY19 Work Plan which was presented for informational purposes.</p> <p>Quality Advisory Committee: Council Staff advised that the Quality Advisory Committee did not meet in February or March due to lack of quorum. The Committee is in need of more members. As quorum was not attainable, Council Staff forwarded the FY19 QAC Work Plan to the Executive Committee for approval. A copy of the FY19 QAC Work Plan was presented for informational purposes.</p> <p>Needs Assessment Committee: Council Staff advised that the Needs Assessment Committee did not meet in February or March due to lack of quorum. The Committee is in need of more members.</p> <p>Council Staff presented a Memo requesting that NAC switch from a monthly meeting to a quarterly meeting based on the past four years' prior meeting schedule. Motion to approve a schedule change as outlined in the Memo was made by Michael Gagnon with a second by Michael Ungeheuer and approved with one abstention.</p> <p>As quorum was not attainable, Council Staff forwarded the FY19 NAC Work Plan to the Executive Committee for approval. A copy of the FY19 NAC Work Plan was presented for informational purposes.</p>
Binder Updates	Members were provided with an updates of the Binder's Table of Contents, and Sections 2 and 12.
Technical Assistance Needs	If anyone needs Technical Assistance regarding the Planning Council, please contact Chelle Gossett or Paula Gammell.
Public Comments	<p>Council Staff advised members that their Form 700's are due.</p> <p>Council Staff advised that there was a New Member Orientation Presentation immediately following the meeting and requested members to leave the room timely.</p>
Adjournment	Next meeting: April 24, 2019.