

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

May 22, 2019

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

Meeting Location: Sacramento Health Center

4600 Broadway, Sacramento, CA 95820

Conference Room 2020

Facilitator: Kristina Clark, Council Chair

Scribe: Paula Gammell

Council Member Attendees: Alexis Daily, Gail Brosnan, Gustavo Trejo, Jackie Martinez-Juarez, Jeffrey Jemmott, Kane Ortega, Kristina Clark, Linda Ryan, Michael Gagnon, Mike Wofford, Rick Myers, Robyn Learned and Vrindavani Avila

Council Members via Teleconference: Michael Ungeheuer and Melody Law

Members Excused: Beth Valentine, Chelle Gossett, Judy Vang, Kevin Johnson, Mahara Leong, Richard Benavidez, Susan Farrington, Tracy Jenkins

Members Absent: Chioko Grevious, Lorraine Lee

Guests: Matias Castro – Sacramento LGBT Center, Becky Gonzales – ViiV Healthcare, Tebnii Barrington

Topic	Minutes
Welcome, Introductions and Announcements	<p>On Tuesday, June 4, 2019, there will be a Community Education Event, <i>Health Goals after Undetectable</i>. It will begin at 5:30 p.m. and is being held at the UC Davis Cancer Center Auditorium.</p> <p>The NorCal AIDS Cycle had a successful event. There is interest in maintaining the same route for next year.</p>
Agenda and Minutes Review*	<p>Gail Brosnan motioned to approve the Agenda which was seconded by Kane Ortega and was unanimously approved.</p> <p>Kane Ortega motioned to approve the Minutes of the March 2019 meeting which was seconded by Ricky Myers and was unanimously approved as presented.</p>
Mechanics of the Planning Council	<p>Staff presented a training on the Mechanics of the Planning Council which highlighted the duties and responsibilities of the Planning Council and Fiscal Agent.</p> <p>Staff obtained Council Members' signed Code of Conduct, Conflict of Interest and Policy Acknowledgement forms.</p>
FY18 Assessments Findings FY18 Council Self-Assessment Findings FY18 Council Staff Assessment Findings	<p>Staff referred the Council to the Council Self-Assessment Findings as well as the Council Staff Assessment Findings.</p> <p>Staff referred the Council to the Council Staff Assessment Findings. Council Staff was assessed by the Executive Committee to ensure Staff is meeting the needs of each Committee.</p>
Office of AIDS (OA) Update May 2019	Council Staff referred attendees to the Office of AIDS' "Voice" Update. If anyone has any questions, they can contact the State Office of AIDS directly.
<u>Fiscal Agent Reports</u> FY18 February 2019 Monthly Fiscal Report* RFP Update	<p>A copy of the February 2019 Monthly Fiscal Agent Report was presented. Council Staff advised that there are no outstanding invoices and this is the final FY18 Fiscal Report. Council Staff advised that there is carrier but below the 5% threshold. Motion to approve the February 2019 Monthly Fiscal Agent Report as presented was made by Ricky Myers with a second by Gail Brosnan and was unanimously approved.</p> <p>The Ryan White Request for Proposals (RFP) has been drafted and is anticipated to be released in August 2019. Agencies interested in applying must attend the mandatory Proposer's Conference. Date to be</p>

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	determined.
<p data-bbox="92 305 363 337">Committee Updates</p> <p data-bbox="92 459 548 565"> FY19 ACC Brochure* FY19 Council Brochure* FY19 HHSPC Recruitment Flyer* </p>	<p data-bbox="594 305 1969 402">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 data-bbox="594 443 1990 589">Affected Communities Committee: Kane Ortega advised that the Committee did not meet due to quorum issues. Reflectiveness is presently at 20% and members are encouraged to recruit non-aligned consumers to join. The Committee updated the FY19 ACC Brochure, FY19 Council Brochure and FY19 HHSPC Recruitment Flyer which were presented for review and approval.</p> <p data-bbox="594 630 1990 735">An updated copy of the ACC Brochure was presented noting that the County’s contact information was updated to reflect the Program’s new address and the Federal HRSA Disclaimer was added to the document as well.</p> <p data-bbox="594 776 1976 922">An updated copy of the HIV Health Services Planning Council Brochure was presented noting that the County’s contact information was updated to reflect the Program’s new address and the Federal HRSA Disclaimer was added to the document as well. Additionally, the Provider Directory was updated to reflect the agencies by County.</p> <p data-bbox="594 963 1986 1027">An updated copy of the Council Recruitment Flyer was presented noting that the Federal HRSA Disclaimer was added to the document as well as some minor wordsmith changes.</p> <p data-bbox="594 1068 1986 1141">The three documents were voted on in one action item. Motion to approve the three documents as presented was made by Rick Myers with a second by Jeff Jemmott and unanimously approved.</p> <p data-bbox="594 1182 1749 1214">Governance: Michael Ungeheuer reported that the Governance Committee did not meet.</p> <p data-bbox="594 1255 1959 1401">Priorities and Allocations: Council Staff advised that the Priorities and Allocations Committee met and approved the FY20 Service Priorities which were presented for review and approval. The Priorities were ranked the same as FY19. Motion to approve the FY20 Service Priorities as presented was made by Kane Ortega with a second by Michael Gagnon and approved with one abstention.</p>

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	<p>Prevention Committee: Gail Brosnan advised that the Prevention Committee did not meet in May but will be meeting in June to review the Early Identification of Individuals with HIV/AIDS (EIIHA) Plan.</p> <p>Quality Advisory Committee: Council Staff advised that the Quality Advisory Committee did not meet. However a copy of the FY18 Post Card Survey Findings and FY18 Client Satisfaction Survey Findings were presented for informational purposes.</p> <p>Needs Assessment Committee: Council Staff advised that the Needs Assessment Committee now meets quarterly and will be meeting next in June to review/update the Needs Assessment Survey Tool.</p>
Binder Updates	Members were provided with an updates of the Binder’s Table of Contents, Council Roster, PCN 13-02, Section 4 Table of Contents, FY19 Service Directives and FY19 General Directives.
Technical Assistance Needs	If anyone needs Technical Assistance regarding the Planning Council, please contact Chelle Gossett or Paula Gammell.
Public Comments	<p>Kane Ortega asked members to encourage consumers to apply to the Planning Council.</p> <p>Robyn Learned announced that the California Planning Group is meeting in Sacramento next week. Public Comment will be on Thursday, 5/30/19, at 1 p.m. Additionally, there will be a tribute for Andrew Henkin on Thursday, 5/30/19, at 3p.m.</p> <p>Gail Brosnan advised that the HIV Prevention RFP is in its final edits and will be released shortly.</p>
Adjournment	Next meeting: June 26, 2019.