

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

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

Meeting Location:

Sacramento County Health 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, Chelle Gossett - Fiscal Agent, Gail Brosnan – Prevention Committee Chair, Richard Benavidez – ACC and Council Vice Chair, and Susan Farrington – PAC/AdAC Chair

Via Teleconference: N/A

Members Excused: Mahara Leong – QAC/NAC Chair, and Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: None

Topic	Minutes
<p>Fiscal Agent: FY19 September 2019 Fiscal Agent Report*</p> <p>RFP Update</p>	<p>A copy of the FY19 July Fiscal Agent Report was reviewed by the Committee. The Fiscal Agent advised that the June Medical Nutritional Therapy invoice was still outstanding. Gail Brosnan motioned to approve the FY19 July Fiscal Agent Report as presented with a second by Kristina Kendricks-Clark and unanimously approved.</p> <p>The Fiscal Agent advised that the Request for Proposal (RFP) was released on October 11, 2019.</p>
<p>Committee Updates:</p> <p>SSC01 Medical Case Mgmt*</p> <p>SSC03 Oral Health*</p>	<p>Administrative Assessment Committee (AdAC): Susan Farrington advised that AdAC was unable to meet as scheduled. The meeting has been re-scheduled to December 6, 2019.</p> <p>Affected Communities Committee (ACC): Richard Benavidez advised that ACC did not meet but will be meeting in December. Additionally, Reflectiveness is presently at 15%.</p> <p>Governance: Michael Ungeheuer, Governance Chair, was unable to access the meeting through the teleconference system. Just prior to the meeting an updated draft of the Medical Case Management Service Standard was submitted. As the Executive Committee did not have time to review the documents prior to the meeting, the Committee discussed forwarding the items to Council for final review. Richard Benavidez motioned to table the review of the documents at today's meeting but move the documents forward for approval at the December Council meeting. Susan Farrington seconded the motion which was unanimously approved.</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC did not meet as there was no pressing business to conduct.</p> <p>Prevention Committee: Council Staff advised that Prevention did not meet. Council Staff advised that the Committee will be meeting in December to approve the EIIHA Plan.</p>

Topic	Minutes
	<p>Quality Advisory Committee (QAC): Council Staff advised that QAC met and reviewed four additional service standards which have been forwarded to the Governance Committee for further edits.</p> <p>Needs Assessment Committee (NAC): Council Staff advised that NAC did not meet as it meets quarterly. It will meet next in December.</p>
Set December 2019 HHSPC Agenda*	A draft of the December 2019 Planning Council Agenda was presented. Motion to approve the agenda as presented was made by Susan Farrington with a second by Richard Benavidez. Discussion noted the need to add the FY19 2 nd Quarter Fiscal Agent report to the agenda. Susan Farrington amended the motion to approve the agenda with the change noted. Richard Benavidez seconded the amended motion which was unanimously approved.
Technical Assistance	Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.
Public Comments	None
Adjournment	The meeting Adjourned at 3:41 p.m. The next meeting will be held on January 9, 2020.