

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

### **Meeting Minutes**

February 13, 2020, 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:** Gail Brosnan, Prevention Chair

#### **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:** Michael Ungeheuer – Governance Chair

**Members Excused:** Mahara Leong – QAC/NAC Chair and Paula Gammell - Staff

**Members Absent:** N/A

**Guests:** None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Welcome and Introductions began at 3:03 p.m.</p> <p>County closed Monday 02/17/2020 for the Presidents' Day holiday. HRS will be open.</p> <p>Gerri de la Rosa is no longer the Executive Director of Sunburst Projects. Board Member Jake Bradley-Rowe signed the resolution. Linda Ryan remains the Ryan White contact.</p>
Agenda Review*	<p>A copy of the Agenda was presented. Discussion noted the following changes:</p> <ul style="list-style-type: none"> <li>• PAC <ul style="list-style-type: none"> <li>○ Remove: asterisk and (TBD) from FY19 and 20 Service Priorities; remove FY20 PAC Work Plan</li> </ul> </li> <li>• Fiscal Agent Report <ul style="list-style-type: none"> <li>○ Add: <ul style="list-style-type: none"> <li>▪ Second Reallocation Discussion <ul style="list-style-type: none"> <li>• Revisit 10% reallocation limitation</li> </ul> </li> <li>▪ Project Officer response to the question of whether or not invoicing for affected individuals is allowed under Part A or Part B</li> </ul> </li> </ul> </li> </ul> <p>Motion to approve the Agenda as discussed was made by Susan Farrington with a second by Michael Ungeheuer and was unanimously approved.</p>
January 2020 Minutes Review*	<p>Minutes of January 2020 Discussion noted the following changes:</p> <ul style="list-style-type: none"> <li>• P. 3 - Second paragraph: change Fy19 to FY19; Third paragraph:</li> </ul>

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	<p>change SOA contact the Fiscal Agent to contacted; bottom of page: change appointment to appointed</p> <ul style="list-style-type: none"> <li>• P. 4 – SSC05, line 5: Add % after 10 to make 10% annual cap</li> <li>• P.6 – SSC11, line 6: change under \$ to under 4</li> </ul> <p>Motion to approve the Minutes with the changes noted was made by Richard Benavidez with a second by Susan Farrington and was unanimously approved.</p>
Planning Council Staff Assessment	Members submitted their Council Staff Assessments.
<p>Fiscal Agent: Affected Clients</p> <p>FY19 December 2019 Fiscal Agent Report*</p>	<p>The Fiscal Agent had inquired with the HRSA Project Officers regarding billable services for <i>affected</i> clients under Ryan White Parts A and B. The project officer responded, in writing, that only Ryan White Part D may provide services to affected clients.</p> <p>A copy of the FY19 December Fiscal Agent Report was reviewed by the Committee. The Fiscal Agent advised that expenditures should be at 83.3%</p> <ul style="list-style-type: none"> <li>▪ Alpine/El Dorado is expending within range</li> <li>▪ Placer – Susan Farrington noted that with the first reallocation they will be able to spend out</li> <li>▪ Yolo will need to have funds reallocated</li> <li>▪ Sacramento <ul style="list-style-type: none"> <li>• Still missing some invoices, but not as many as last month. Some of the larger expected invoices are still outstanding.</li> <li>• RW Staff have been working closely to get invoicing back on track.</li> <li>• Fiscal Agent feels like there will still be some funds remaining</li> </ul> </li> </ul>

Topic	Minutes
<p>Second/Year-End Reallocation</p> <p>FY19 Amended Contracts Update</p>	<p>in both Part A and Part B, so will need to have funds reallocated.</p> <ul style="list-style-type: none"> <li>• It is unfortunate that PAC did not have quorum at their meeting on 02/10/2020 to discuss reallocation.</li> <li>▪ Fiscal Agent <ul style="list-style-type: none"> <li>• Expects this to be spent out once the quarterly invoicing hits. There has been a lot of IT work to get the RSR report changes in place.</li> </ul> </li> </ul> <p>Susan Farrington motioned to approve the FY19 December Fiscal Agent Report as presented with a second by Richard Benavidez and approved with one abstention.</p> <p>Second Reallocation Discussion</p> <ul style="list-style-type: none"> <li>▪ No quorum at PAC. There will be a Doodle Poll for another meeting sent out ASAP. Can also do a conference call as long as the call information is posted on the website.</li> <li>▪ Revisit 10% reallocation limitation</li> <li>• Need PAC to vote to temporarily authorize Fiscal Agent to exceed the 10% (\$25,000) reallocation amount so that the funds can be spent out before the end of the FY and so that no funds will need to be sent back. Last year, we had to return \$50,000 in Part B funds, and we do not want that to happen again nor do we want to receive a reduced allocation due to the inability to spend out the funds.</li> </ul> <p>Contracts are completed, but may be emailed to agencies due to the need for them to be expedited. Agencies will need to sign and return them ASAP.</p>

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FY20 Award Notice	<ul style="list-style-type: none"> <li>▪ Current contracts have been extended through 03/31/2020.</li> <li>▪ However, HRSA has <b>not</b> extended the Part A funds, so those must be spent out by 02/29/2020. From 03/01 to 03/31/2020, payments will tap into the new funding. As of 04/01/2020, the new contractors will be added in.</li> </ul> <p>Received a partial notice of award for the Formula and MAI. Still waiting on the rest and also on the Part A Ending the Epidemic funds.</p> <ul style="list-style-type: none"> <li>○ This process will be a contract and budget nightmare. There will be several amendments.</li> </ul>
<p>Committee Updates: FY19 1<sup>st</sup> and 2<sup>nd</sup> Quarter AdAC Findings</p> <p>SSC18 Medical Nutritional Therapy*</p>	<p><b>Administrative Assessment Committee (AdAC):</b> Susan Farrington advised that AdAC will meet next in June 2020 to conduct the year-end assessment.</p> <p><b>Affected Communities Committee (ACC):</b> Richard Benavidez advised that ACC met and discussed the Positive Advocate, Outreach Calendar and Training Calendars. Reflectiveness is presently at 10.5%, however there are several pending appointments by the Board of Supervisors and several applicants to be interviewed as well.</p> <p><b>Governance:</b> The following Service Standards were reviewed by Governance with no issues with content. Layout looks good, and believes that SSC 18, 19 &amp; 21 can go to Council at large.</p> <p>SSC18: Motion to approve SSC18 with the changes below was made Susan Farrington with a second by Richard Benavidez and was unanimously approved.</p>

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<p>SSC19 Outreach Services*</p> <p>SSC21 Non-Medical Case Management*</p>	<ul style="list-style-type: none"> <li>• Susan Farrington noted that in the deleted text, the first mention of DTR as Dietetic Technician Registered was removed (p.3). She suggested that spelling out DTR on p. 4 on line 2 under Initial Assessment so that the acronym would be explained would fix the problem.</li> </ul> <p>SSC19: Motion to approve SSC19 with the changes below was made Kristina Kendricks-Clark with a second by Michael Ungeheuer and was unanimously approved.</p> <ul style="list-style-type: none"> <li>• Richard Benavidez noted that on p.1, section 1, line 4, the word finding should be funding so that the line will read Ryan White funding shall be related.</li> </ul> <p>SSC21: Motion to approve as presented was made by Gail Brosnan with a second by Richard Benavidez and was unanimously approved.</p> <p><b>Priorities and Allocations Committee (PAC):</b> Susan Farrington advised that PAC did not have quorum, so the meeting was postponed. Susan Farrington will try to get it rescheduled so that the reallocation can be discussed before the February 26, 2020 Planning Council meeting.</p> <p>Motion to approve rescheduling the PAC meeting, discussing and approving the reallocation and giving temporary authorization for the Fiscal Agent to exceed the 10% reallocation amount was made by Richard Benavidez with a second by Kristina Kendricks-Clark and was unanimously approved.</p>

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<p>FY20 EIIHA Plan*</p> <p>OPTIONS Pamphlet*</p> <p>Resource Pocket Guide*</p>	<p><b>Prevention Committee:</b> Gail Brosnan advised that Prevention met and discussed the EIIHA FY 2020 Plan, the OPTIONS Pamphlet and the Resources Pocket Guide. All are action items.</p> <ul style="list-style-type: none"> <li>○ EIIHA FY 2020 Plan: Motion to approve the EIIHA FY 2020 Plan as written with the notation that it will be updated and returned to the Council once new data is available was made by Gail Brosnan with a second by Susan Farrington and was unanimously approved. <ul style="list-style-type: none"> <li>• The data is old as the 2018 data has not yet been made available from the State.</li> <li>• Susan Farrington noted that the State has promised that the 2018 data will be made available to CPG at their March meeting.</li> </ul> </li> <li>○ OPTIONS Pamphlet 2020: Motion to approve with change noted below was made by Richard Benavidez with a second by Susan Farrington and was unanimously approved. <ul style="list-style-type: none"> <li>• P. 5 – HRS website should be hrssac.org</li> </ul> </li> <li>○ Resources Pocket Guide: Motion to approve as presented was made by Kristina Kendricks-Clark with a second by Richard Benavidez and was unanimously approved.</li> </ul> <p><b>Quality Advisory Committee (QAC):</b> Susan Farrington advised that the Service Category Post Card Surveys have been distributed to Providers.</p> <p><b>Needs Assessment Committee (NAC):</b> Gail Brosnan advised that NAC will meet next on March 3, 2020.</p>

Topic	Minutes
Set January 22, 2020 HHSPC Agenda*	<p>Motion to approve with changes below was made by Michael Ungeheuer with a second by Richard Benavidez and was unanimously approved.</p> <ul style="list-style-type: none"> <li>• Fiscal Agent Report <ul style="list-style-type: none"> <li>○ Add: <ul style="list-style-type: none"> <li>▪ Second Reallocation Discussion <ul style="list-style-type: none"> <li>• Revisit 10% reallocation limitation</li> </ul> </li> <li>▪ Project Officer response to the question of whether or not invoicing for affected individuals is allowed under Part A or Part B</li> </ul> </li> </ul> </li> <li>• Susan requested to leave PAC as-is since the plan is to have those items ready by Planning Council. If needed, the agenda will be edited at the meeting.</li> </ul>
Technical Assistance	Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.
Public Comments	NCAC Crab Feed is this Saturday, 02/15/2020 and there are still a few tickets available!
Adjournment	The meeting adjourned at 5:00 p.m. The next meeting will be held on February 13, 2020.