

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

April 9, 2020, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Kristina Kendricks-Clark – Chair

Scribe: Paula Gammell - Staff

Committee Member Attendees:

Via Teleconference: Kristina Kendricks-Clark – Council Chair, Chelle Gossett - Fiscal Agent, Linda Ryan – QAC/NAC Chair, Richard Benavidez – ACC and Council Vice Chair, and Susan Farrington – PAC/AdAC Chair

Members Excused: Gail Brosnan – Prevention Committee Chair and Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Welcome and Introductions began at 3:03 p.m.</p> <p>The NorCal AIDS Cycle (NCAC) fundraiser has been changed. It will be held October 22 – 25, 2020. The Check Beneficiary Distribution event will be held on Saturday, October 24, 2020, during the Friends and Family evening of the ride.</p> <p>The Crab Feed fundraiser for NCAC which was held in February, raised approximately \$58,000.</p> <p>Harm Reduction Services is conducting syringe exchange between 4 p.m. and 6 p.m., Monday through Friday. Delivery is also available.</p>
April 2020 Agenda Review*	<p>A copy of the Agenda was presented for review and approval. Motion to approve the Agenda was made by Richard Benavidez with a second by Linda Ryan.</p> <p>Discussion noted the following changes:</p> <ul style="list-style-type: none"> • Deletion of the FY19 February 2020 Fiscal Agent Report as the Fiscal Agent is waiting on some final invoices. • Add the following Action Items to the Affected Communities Committee Update <ul style="list-style-type: none"> • ACC Brochure • Council Brochure • Council Recruitment Flyer <p>Richard Benavidez amended his motion to approve the agenda with the changes noted above. The motion was seconded by Linda Ryan and was unanimously approved.</p>

Topic	Minutes
February 2020 Minutes Review*	A copy of the February 2020 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Susan Farrington with a second by Kristina Kendricks-Clark and was unanimously approved.
Fiscal Agent: FY20 Award Notice Year-End Reallocation FY20 Contracts Update	<p>The Fiscal Agent advised that only a partial FY20 Part A award has been received. The Fiscal Agent was advised that the full award should be received by the end of the following week.</p> <p>The Fiscal Agent expects less than a 5% carryover from FY19 to FY20.</p> <p>As there has only been a partial award, the Fiscal Agent only has \$335,906 in Part A funds and \$20,190 MAI funds to allocate to all providers across all service categories. The Fiscal Agent is actively working on finalizing the Contract documents.</p>
Committee Updates: FY20 ACC Brochure*	<p>Administrative Assessment Committee (AdAC): Susan Farrington advised that AdAC will meet next in June 2020 to conduct the year-end assessment.</p> <p>Affected Communities Committee (ACC): Richard Benavidez also advised that ACC met and discussed the ACC Brochure, Council Brochure and Council Recruitment Flyer which are being presented for review and approval.</p> <p>Richard Benavidez noted that the only change was to HRSA disclaimer in that the award funding amount was updated to reflect the current Partial funding amount.</p> <p>Motion to approve the ACC Brochure, Council Brochure and Council</p>

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<p>FY20 Council Brochure* FY20 Council Recruitment Flyer*</p> <p>SSC05 Eligibility and Fees*</p>	<p>Recruitment Flyer as presented, with the understanding that they will be updated again when the full award is received, was made by Kristina Kendricks-Clark with a second by Linda Ryan and were unanimously approved.</p> <p>Reflectiveness is presently at 23.8%, however there are four pending appointments awaiting approval by the Public Health Advisory Board. Three are non-aligned consumers and one is the HOPWA seat. Upon appointment by the Board of Supervisors, we will be close to meeting the 33% Reflectiveness requirement.</p> <p>Richard Benavidez also advised that ACC met and approved the Spring 2020 Positive Advocate, and reviewed the Outreach and Training Calendars.</p> <p>Governance: The following Service Standards were reviewed by Governance: SSC05, SSC06, SSC11, SSC12, SSC23, SSC17 and SSC20. Motion to approve the listed Service Standards as presented was made by Susan Farrington with a second by Richard Benavidez.</p> <p>Discussion noted the following changes to the Standards:</p> <p>SSC05: Eligibility and Fees</p> <p>On page 3, add the specific Diagnosis Form (CDPH 8440) to the third bullet.</p>

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SSC06 Substance Abuse Outpatient*	<p>SSC06: Substance Abuse Outpatient</p> <p>As the Sacramento Transitional Grant Area does not fund acupuncture, all references to acupuncture shall be removed from the document. Additionally, as Part A funds cannot be spent on syringe exchange programs, all references to syringe exchange programs will be removed.</p>
SSC11 Medical Transportation*	<p>SSC11: Medical Transportation</p> <p>On page 2, for Section 3 Established Standards, Item B, include "ride share" and its definition. The items will be reordered and changed from numbered items to bullet points.</p> <p>On page 5 under Education, Experience and Supervision, add that a copy of the driver's drivers license and copy of their vehicle insurance be maintained on file at the agency they are providing services.</p> <p>On page 5, under Vehicles, in the first bullet, add that the <i>child seat must be installed by the child's parent or guardian.</i></p> <p>On page 5, under Vehicles, in the first bullet, delete the section that states that <i>all staff and volunteers transporting children must trained on how to properly install and use the child seat.</i> As the child's parent or guardian accompanies the child when being transported, the child's parent/guardian is responsible for installing and operating the child's seat.</p>

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SSC12 Food Bank/Home Delivered Meals*	<p>SSC12 Food Bank/Home Delivered Meals</p> <p>Due to excessive expense involved, deleted any references to the <i>water filtration/purification systems</i> as an allowable non-food item. The TGA does not have the funds to afford such systems.</p>
SSC23 Substance Abuse Residential*	<p>SSC23 Substance Abuse Residential</p> <p>As the Sacramento Transitional Grant Area does not fund acupuncture, all references to acupuncture shall be removed from the document.</p>
SSC17 Psychosocial Support*	<p>SSC17 Psychosocial Support</p> <p>Delete the <i>Inactive</i> date as the TGA provided Psychosocial Support Services with Supplemental Part B funds during FY18-19.</p>
SSC20 Health Education/Risk Reduction*	<p>SSC20 Health Education/Risk Reduction</p> <p>On page 3, under Staff Orientation and Training, add a bullet point that includes Completion of the Passport to Partner Services training national curriculum, Tracks A and B. https://www.cdc.gov/std/training/passport-partner-services.htm</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC did not in meet March but will be meeting on Monday, April 13, 2020. The Fiscal Agent requested that the Committee re-visit the FY20 funding allocations to determine if the Committee wants to make any allocation changes due to changes in the agencies being funded by the Ryan White Program. There were changes in provider</p>

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	<p>agencies and services at provider agencies with the recent Request for Proposals. As there are Action Items for the PAC Committee meeting on 4/13/20, Susan Farrington motioned that any approved action items being forwarded directly to the Council meeting on 4/22/20 rather than waiting for the May Executive Committee meeting. The motion was seconded by Kristina Kendricks-Clark and unanimously approved.</p> <p>Prevention Committee: Council Staff advised that the Prevention Committee did not meet.</p> <p>Quality Advisory Committee (QAC): Council Staff advised that the FY19 Postcard Survey findings will be presented at the next meeting.</p> <p>Needs Assessment Committee (NAC): Council Staff advised that while we are ready to proceed with the Needs Assessment Survey, the process is halted due to COVID-19. Once the quarantine has been lifted, survey sessions will begin.</p>
Set April 22, 2020 HHSPC Agenda*	<p>Motion to approve the Council Agenda as presented was made by Kristina Kendricks-Clark with a second by Richard Benavidez. Discussion included adding the ACC Brochure, Council Brochure and Council Recruitment flyer to the agenda under the ACC update. Kristina Kendricks-Clark amended her motion to approve the agenda with the documents mentioned above. Richard Benavidez seconded the amended motion which was unanimously approved.</p>
Technical Assistance	<p>Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.</p>
Public Comments	<p>Susan Farrington advised that Nevada County, Placer County and El Dorado County have issued travel advisories requesting that non-</p>

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	residents terminate any non-essential travel to those counties. Non-residents are depleting the supply chain for local residents.
Adjournment	The meeting adjourned at 4:30 p.m.