

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

May 14, 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, Gail Brosnan – Prevention Committee Chair, and Susan Farrington – PAC/AdAC Chair

Members Excused: 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>HRS is providing Syringe Exchange between 2 – 6 p.m.</p> <p>Sunburst Projects is hosting “Camp in a Box” this year as Camp Sunburst has been cancelled due to COVID-19. Camp Sunburst will be held virtually this year.</p> <p>Sunburst Projects’ One Love Conference is not being held this year.</p>
May 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 and approved by consensus.</p>
April 2020 Minutes Review*	<p>A copy of the April 2020 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Richard Benavidez with a second by Gail Brosnan and was approved by consensus.</p>
Fiscal Agent Report	<p>The Fiscal Agent is still finalizing the FY19 February 2020 Fiscal Report. A motion was made by Susan Farrington to present the report at the May 27, 2020 Council meeting. The motion was seconded by Richard Benavidez and approved by consensus.</p> <p>The Fiscal Agent advised that the Part B budget is still pending approval by the State Office of AIDS.</p>

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<p>Committee Updates:</p> <p>SSC15 Housing Assistance*</p> <p>SSC16 Other Critical Needs/ Emergency Financial Asst* SSC10 Utility Assistance*</p>	<p>Administrative Assessment Committee (AdAC): After discussion, it was decided to postpone the FY19 AdAC year-end review due to changes in the Federal Reporting Requirements. The meeting will be held in July.</p> <p>Affected Communities Committee (ACC): Richard Benavidez also advised that ACC met and 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. Additionally the Council is in receipt of two new non-aligned consumer applications and there are reports that two other non-aligned consumers who may be submitting applications.</p> <p>Richard Benavidez also advised that ACC met and discussed the Summer 2020 Positive Advocate, and reviewed the Outreach and Training Calendars.</p> <p>Governance: The following Service Standards were reviewed by Governance: SSC15 Housing, SSC16 Other Critical Needs, and SSC10 Utility Assistance.</p> <p>Motion to approve SSC15 as presented was made by Richard Benavidez with a second by Susan Farrington. Changes included incorporating Part B standards. The motion was approved by consensus.</p> <p>SSC16 and SSC10: Discussion noted that HRSA’s Policy Clarification Notice does not identify Other Critical Needs as a fundable service category. Rather, it is a component of Emergency Financial Assistance. Council Staff recommended changing the name of the Standard from</p>

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	<p>Other Critical Needs to Emergency Financial Assistance to be consistent with PCN 16-02. The Standard would include a "Note" reflecting the reason for the change. Emergency Financial Assistance also includes standards for Utility Assistance and it is recommended that SSC10 be inactivated and include a "Note" explaining the reason for transparency purposes.</p> <p>Motion to approve SSC16 with the changes stated above and to inactivate SSC10 was made by Gail Brosnan with a second by Richard Benavidez and approved by consensus.</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC met and reviewed/approved several items that are being presented today for further approval.</p>
PAC Overview* PAC01* PAC02* Philosophies for Managing Scarcity*	<p>The PAC Overview, PAC01, PAC02 and Philosophies for Management Scarcity were presented for review and approval. Discussion noted that there were no changes to the PAC Overview or PAC01. Changes to PAC02 were to the meeting schedule for the First Reallocation. The meeting date for the PAC and Executive Committee were incorrect. Council Staff recommended formalizing the Philosophies for Managing Scarcity document as PAC03. Motion to approve the PAC Overview, PAC01, PAC02 and PAC03 as stated was made by Richard Benavidez with a second by Linda Ryan and approved by consensus.</p>
FY20 Service Directives*	<p>A copy of the FY20 Service Directives was presented for review and approval. The Medical Transportation Service Directives was updated to include "ride share" services. Motion to approve the FY20 Service Directives was made by Kristina Kendricks-Clark with a second by</p>

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<p>FY20 General Directives*</p> <p>FY21 Service Priorities*</p>	<p>Richard Benavidez and approved by consensus.</p> <p>A copy of the FY20 Service Directives was presented for review and approval. Motion to approve the FY20 General Directives as presented was made by Gail Brosnan with a second by Kristina Kendricks-Clark and approved by consensus.</p> <p>A copy of the FY21 Service Priorities was presented for review and approval. Susan Farrington advised that there was a robust conversation regarding the Priorities with historical information shared with the Priorities and Allocations Committee. Motion to approve the FY21 Service Priorities was made by Richard Benavidez with a second by Linda Ryan and approved by consensus.</p> <p>Prevention Committee: Gail Brosnan advised that the Prevention Committee did not meet in May. As Gail Brosnan has assumed a new position within the County, she will be resigning her position on the Planning Council. Susan Farrington has agreed to Chair the Prevention Committee as needed, however encourages other members to consider becoming the Chair. Additionally, the Committee has determined that it is not necessary to schedule the meeting monthly and will be going to quarterly meeting. The Committee Agendas will include report updated from the California Planning Group, Zero Together Collaboration, and SacWISH.</p> <p>Quality Advisory Committee (QAC): Council Staff advised that the FY19 Postcard Survey findings were included in the meeting documents. As there is a minimal response rate, the Committee is considering</p>

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	<p>distributing postcards twice yearly to elicit a great response.</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 May 27, 2020 HHSPC Agenda*	Motion to approve the May 27, 2020 Council Agenda was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.
Technical Assistance	Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.
Public Comments	<p>Council Staff inquired about including the various Committee Rosters in the Council Member Binders. Anytime there is a change on a Committee Roster, it requires an update to the Roster, the Table of Contents for the Section and the Binders' Table of Contents creating a burden on Council Staff to maintain. Gail Brosnan suggested changing the Roster to a list of the Committee and the respective Committee Chairs. Members can contact Council Staff or the Chair of a Committee for further roster information.</p> <p>The Fiscal Agent advised that the Objective Review score for the FY20 Grant Application was received with a score of 98. This score is in line with the previous years'.</p>
Adjournment	The meeting adjourned at 4:01 p.m.