

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

June 11, 2020, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez – Vice Chair

Scribe: Paula Gammell - Staff

Committee Member Attendees:

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

Members Excused: Kristina Kendricks-Clark – Council Chair, Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: None

Topic	Minutes
Welcome, Introductions and Announcements	<p>Welcome and Introductions began at 3:04 p.m.</p> <p>No announcements.</p>
<p>June 2020 Agenda Review*</p> <p>May 2020 Minutes Review*</p>	<p>A copy of the Agenda was presented for review and approval. Motion to approve the Agenda was made by Susan Farrington with a second by Linda Ryan and approved by consensus.</p> <p>A copy of the May 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 Richard Benavidez and was approved by consensus.</p>
Fiscal Agent Report FY19 February 2020 Fiscal Report*	<p>An updated copy of the FY19 February 2020 Fiscal Report was presented. Chelle Gossett advised that El Dorado County has expended 99.65% of its allocation. Placer County has expended 98.4%. The expenditures for Yolo and Sacramento County include Part B funds which have a remaining one month balance not presented on the report. The Fiscal Agent is trying to reconcile the final expenditures with the County's Fiscal Department and believes there may be a slightly higher carryover amount than originally reported. It will not exceed the 5% limit however. A motion was made by Susan Farrington to approve the report as presented. The motion was seconded by Linda Ryan and approved by consensus.</p>
Committee Updates:	<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>

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ACC Overview*	<p>Affected Communities Committee (ACC): Richard Benavidez also advised that ACC met and Reflectiveness is presently at 22.2%, however there are pending appointments awaiting approval by the Public Health Advisory Board and Board of Supervisors.</p> <p>Richard Benavidez also advised that ACC reviewed the Committee's "Overview" which was presented for review and approval. Motion to approve the ACC Overview was made by Linda Ryan with a second by Susan Farrington and approved by consensus.</p>
FY21 Part A Grant Application Request*	<p>Priorities and Allocations Committee (PAC): Susan Farrington advised that PAC met and discussed the FY21 Part A Grant Application request.</p> <p>PAC reviewed the PAC Reference Manual which included information regarding client demographics, utilization, and health outcomes to assist in the FY21 Part A Grant Application Request. Several years ago, the United States Health Resources and Services Administration (HRSA) limited the amount each jurisdiction could request. This has impacted the TGA's ability to request funding which would meet the true demand/need and has minimized data needs unless there was a significant decrease in funding.</p> <p>Motion to approve the FY21 Grant Application request was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.</p>
Prevention Work Plan	<p>Prevention Committee: Susan Farrington advised that the Prevention Committee met and review its Work Plan which was presented for</p>

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	<p>informational purposes. Additionally, the Committee has decided to meet quarterly.</p> <p>Quality Advisory Committee (QAC): Council Staff advised that the attempted to meet but did not have quorum. However, the documents that were to be reviewed were forwarded to Exec for review and approval.</p> <p>QAC Overview*</p> <p>Motion approve the QAC Overview as presented was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.+</p> <p>SSC02 Respite*</p> <p>Council Staff advised that the service standard was updated to incorporate changes by the State Office of AIDS' Standards of Care. Motion approve SSC02 Respite Services as presented was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.</p> <p>SSC08 Child Care*</p> <p>Council Staff advised that the service standard was updated to incorporate changes by the State Office of AIDS' Standards of Care. Motion approve SSC08 Child Care as presented was made by Susan Farrington with a second by Linda Ryan and approved by consensus.</p> <p>SSC22 Health Insurance*</p> <p>Council Staff advised that the State Office of AIDS' was contacted to determine if there was a service standard for Health Insurance, however no response was received. Discussion noted a correction on page 4, item C, second bullet, and should be update from 400% to 500% FPL. Motion approve the QAC Overview as discussed was made by Linda Ryan with a second by Susan Farrington and approved by consensus.</p> <p>Needs Assessment Committee (NAC): Council Staff advised that the</p>

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NAC Overview*	<p>Committee did not have quorum. The documents that were on the NAC Agenda to be reviewed were forwarded to Exec for review and approval.</p>
	<p>The NAC Overview was presented for review and approval. Linda Ryan motioned to approve the NAC Overview as presented. The motion was seconded by Richard Benavidez and approved by consensus.</p>
NAC 01 Needs Assessment Committee*	<p>NAC 01 - Needs Assessment Committee was presented for review and approval. Linda Ryan motioned to approve the NAC 01 as presented. The motion was seconded by Richard Benavidez and approved by consensus.</p>
NAC Work Plan	<p>A copy of the NAC Work Plan was presented for informational purposes.</p> <p>Governance: The Governance Committee presented documents for review and approval.</p>
Exec 02 Decision Making*	<p>Exec 02 was presented as it had not been reviewed in two years. Motion to approve Exec 02 as presented was made by Linda Ryan with a second by Susan Farrington and approved by consensus.</p>
Exec 03 Community Recognition*	<p>Exec 03 was presented as it had not been reviewed in two years. Motion to approve Exec 03 as presented was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.</p>
HHSPC Bylaws*	<p>Council Staff advised that the Bylaws were being presented for review and approval with a change on page 1, Section 2.4, item b, grantee is updated to recipient. Additionally Council Staff addressed Section 3.2 on Page 2, which reads ...shall be <i>comprised of a minimum of 19 and a maximum of 30 individuals</i>.... There is no indication what occurs if the</p>

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	<p>Council falls below a minimum of 19 members. Additionally, the Board of Supervisors membership indicates a maximum of 44 members may be seated on the HIV Health Services Planning Council. Discussion resulted in changing the word to ...shall be <i>comprised of a maximum of 44 individuals...</i> [eliminating a minimum number and increasing from 30 to 44 members]. Motion to approve the Bylaws as discussed was made by Linda Ryan with a second by Susan Farrington and approved by consensus.</p>
<p>HHSPC Council Overview* Governance Overview*</p>	<p>Both the Council and Governance Overviews were presented as they had not been reviewed in two years. Motion to approve both the Council and Governance Overviews as presented was made by Richard Benavidez with a second by Linda Ryan and approved by consensus.</p>
<p>Gov 01 Committee Development*</p>	<p>Governance 01 Committee Development was presented as it had not been reviewed in five years. There are several changes noted and discussed. On Page 3 under Council Staff, the word "annually" was deleted from the two bullets as recruitment is on-going. On pages 4 and 6, to eliminate confusion regarding "recording" of meetings, the sentence was reworded as we do not electronically record meetings. Also on Page 4 under Procedures for Meetings, references to a "Council Office" in the first and third bullets were deleted as this existed when the Council Staff services were previously contracted without an outside provider. Motion to approve Gov 01 as discussed was made by Susan Farrington with a second by Linda Ryan and approved by consensus.</p>
<p>Gov 02 Policy Manual*</p>	<p>Governance 02 Policy Manual was presented as it had not been reviewed in five years. Discussion noted a correct on page 1, Under Structure, 2 – Purpose, fifth bullet, the Committee Membership Rosters are being</p>

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	updated to the Committee Chair Rosters. Motion to approve Gov 02 as discussed was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Gov 05 Grievance Procedures*	Governance 05 Grievance Procedures was presented as it had not been reviewed in five years. Discussion noted that the only changes were to the mailing address for the Ryan White CARE Program on pages 2, 3 and 8. Motion to approve Gov 05 as discussed was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.
Gov 06 Conflict of Interest*	Governance 06 Conflict of Interest and Ethics Code was presented as it had not been reviewed in five years. Motion to approve Gov 06 as presented was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Gov 07 Open Meetings*	Governance 07 Open Meetings was presented as it had not been reviewed in four years. Discussion included a wordsmith change in the second paragraph under Procedure on page 1. The sentence will be changed from "...no less than twenty four (24) prior to..." and reworded as "... no less than 24 hours prior to...". Motion to approve Gov 07 as discussed was made by Linda Ryan with a second by Susan Farrington and approved by consensus.
Gov 08 Document Handling*	Governance 08 Document Handling was presented as it had not been reviewed in five years. Motion to approve Gov 08 as presented was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.
Gov 09 Member	Governance 09 Member Reimbursement Policy was presented as it had

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Reimbursement*	not been reviewed in five years. Motion to approve Gov 09 as presented was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Gov 10 Officer Elections*	Governance 10 Officer Elections was presented as it had not been reviewed in five years. Motion to approve Gov 10 as presented was made by Richard Benavidez with a second by Susan Farrington and approved by consensus.
Gov 11 Member Removal*	Governance 11 Member Removal was presented as it had not been reviewed in five years. Motion to approve Gov 11 as presented was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Gov 12 Member Policy Acknowledgments*	Governance 12 Member Policy Acknowledgments was presented as it had not been reviewed in five years. Motion to approve Gov 12 as presented was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Gov 13 Public Info Policy*	Governance 13 Public Information Policy was presented as it had not been reviewed in five years. The word "grantee" was updated to "recipient" on pages 3 and 4. Motion to approve Gov 13 as noted was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.
Gov 14 Code of Conduct*	Governance 14 Code of Conduct was presented as it had not been reviewed in six years. The word "grantee" was updated to "recipient" on pages 4 and 7. Motion to approve Gov 14 as noted was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.

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Gov 15 Conflict of Interest*	Governance 15 Code of Conduct was presented as it had not been reviewed in six years. The Subject was updated to Policy and Procedures Conflict of Interest to avoid confusion with Gov 06 Conflict of Interest.. Motion to approve Gov 14 as noted was made by Linda Ryan with a second by Richard Benavidez and approved by consensus.
Set June 24, 2020 HHSPC Agenda*	A copy of the June HHSPC Agenda was presented for review and approval. Discussion included adding the State Office of AIDS' Ending the Epidemic Concurrence Letter to the Fiscal Agent Update. Additionally, Council Staff will be listed as the presenter for the Quality Advisory Committee, Needs Assessment Committee and Governance. Motion to approve the June 24, 2020 Council Agenda as noted was made by Linda Ryan with a second by Susan Farrington and approved by consensus.
Technical Assistance	Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.
Public Comments	A copy of the State Office of AIDS' Ending the Epidemic Plan for Sacramento was emailed to the Executive Committee along with a Concurrence Letter. The Executive Committee will review the State's Plan and provide feedback to Council Staff by Tuesday, June 16, 2020. At that time, Staff will obtain the approval of the Council Chair on the Letter of Concurrence.
Adjournment	The meeting adjourned at 4:13 p.m.