

HIV HEALTH SERVICES PLANNING COUNCIL

Meeting Minutes

June 24, 2020

10:00 a.m. to 12:00 p.m.

Meeting Location: via Teleconference

Facilitator: Kristina Kendricks-Clark, Council Chair

Scribe: Paula Gammell and Cherisse Thomasson, County Staff.

Council Member Attendees via Teleconference: Beth Valentine, Chelle Gossett, Dennis Poupart, Judy Vang, Kane Ortega, Kaye Pulupa, Kristina Kendricks-Clark, Linda Ryan, Matias Castro, Melody Law, Michael Gagnon, Michael Wofford, Richard Benavidez, Robyn Learned, Susan Farrington, and Zachary B.

Members Excused: Michael Ungeheuer, Rick Myers,

Members Absent:

Guests: Becky Gonzales – ViiV Healthcare, Beth Gotti – Veru Pharma, Charles McDonald, Clarmundo Sullivan – Golden Rule Services, David Contreras - SHRA, Jake Bradley-Rowe – Sunburst Projects, Kellen Willhite – Golden Rule Service, Lili Joy – LCJ Consulting Services, Minerva Reid, Ronnie Miranda, Steve Austin, Tracy Jenkins, and Zach Reau – One Community Health

| Topic | Minutes |
|--|--|
| Welcome, Introductions and Announcements | |
| Agenda and Minutes Review* | <p>Motion to have approve the Agenda as presented was made by Kane Ortega with a second by Dennis Poupart. Discussion included adding an updated Mental Health Service Standard (SSC14) to the Agenda, as well as, a request by One Community Health to revisit the language of the Food Bank/Home Delivered Meals Service Standard. Dennis Poupart amended the motion to approve the Agenda with the changes noted. The amended motion was seconded by Richard Benavidez and approved by consensus.</p> <p>Motion to approve the Minutes as presented was made by Michael Gagnon with a second by Richard Benavidez. Several corrections to the Minutes were noted including:</p> <ul style="list-style-type: none"> • Deleting “ , and” on page 1 under Members Excused • Page 2 of 6, Paragraph 1 of the Training Section, specifying ...since 1911 “<i>in Northern California</i>”. • Page 2 of 6, Paragraph 2 of the Training Section,, updating that Opens Arms is “emergency” housing not transitional housing. • On Page 6 of 6 under Postcard Survey Findings, deleting the word “the” in the first sentence. <p>Michael Gagnon amended the motion to approve the Minutes with the changes noted. The amended motion was seconded by Kane Ortega and approved by consensus.</p> |
| Office of AIDS (OA) Update June 2020 | <p>The OA Voice June 2020 issue was presented by Kaye Pulupa and provided several updates:</p> <ul style="list-style-type: none"> • The OA website has updated information related to COVID-19. • Due to COVID-19, efforts to integrate the OA, STD Control branch and Office of Viral Hepatitis Prevention units have been placed on hold. |

| Topic | Minutes |
|---|---|
| | <ul style="list-style-type: none"> • There are 207 PrEP-AP enrollment sites • The HIV Care Program has released its Clinical Quality Management Program/Plan <p>Questions can be directed to Angelique Skinner whose contact information is on the last page.</p> |
| <p>Fiscal Agent Updates FY19 February 2020 Monthly Fiscal Report*</p> | <p>A copy of the FY19 February 2020 Fiscal Agent Report was presented for review and approval. The Fiscal Agent advised that we will be below the maximum carryover restrictions of 5%. Motion to approve the Fiscal Agent Report as presented was made by Susan Farrington with a second Kane Ortega and approved by consensus.</p> <p>The Fiscal Agent advised that the State Office of AIDS was seeking approval of the second draft of Sacramento’s Ending the HIV Epidemic Plan which is being included in the State’s grant proposal. As a timely approval was needed, the Executive Committee reviewed the Plan and approved the second draft. It should be noted that there will be another opportunity for feedback when the third draft is finalized. Council Staff will distribute a copy of the second draft.</p> |
| <p>Committee Updates</p> <p>ACC Overview*</p> | <p>Administrative Assessment Committee (AdAC): Susan Farrington advised that the Committee will be meeting in July to conduct the FY19 year-end assessment. Due to confidentiality, participants must be <i>seated Council members</i>.</p> <p>Affected Communities Committee (ACC): Richard Benavidez advised that the Committee met and reviewed the Outreach Schedule and Training Calendar. Reflectiveness is presently at 23.8%, however new members are pending appointment. At which time, the Council should exceed the mandated 33% reflectiveness requirement.</p> <p>The Committee also approved the ACC Overview which is being presented for review and approval by the Planning Council. No changes were made to the document.</p> |

| Topic | Minutes |
|---|--|
| <p>FY21 Grant Application Allocation Request*</p> | <p>Motion to approve the ACC Overview as presented was made by Kane Ortega with a second by Zach B. and approved by consensus.</p> <p>Priorities and Allocations: Susan Farrington advised that the Priorities and Allocations Committee met virtually and discussed FY21 Grant Application Allocation Request which is being presented for review and approval.</p> <p>A draft of the FY21 Grant Application Allocation Request was presented for review and discussion. The request was based on a 5% increase across all categories. It was noted that as of the FY18 grant application, the federal government has limited the grant application requests to 5% more than the currently funded year in the TGA.</p> <p>Paula Gammell also referred attendees to the PAC Reference Manual that was included in the meeting documents. The PAC Reference Manual includes expenditures, performance outcomes, service utilization and demographics by service category. It is one of several tools that can be used in determining funding allocations. Previously, when the Committee could request a “justified” funding request, the various reference documents aided in determining the true funding needed to meet the service needs of those in the TGA. Given the 5% increase limitation, these tools are now more beneficial should the TGA receive a funding cut and the Committee/Council need to make funding reduction decisions.</p> <p>Motion to approve the FY21 Grant Application Allocation Request was made by Kane Ortega with a second by Dennis Poupart and approved by consensus.</p> |
| <p>FY20 Prevention Committee Work Plan</p> | <p>Prevention Committee: Susan Farrington advised that the Prevention Committee met and reviewed the Prevention Work Plan which was presented for informational purposes. The Committee has switched to a quarterly meeting schedule with the next meeting being held in September 2020.</p> <p>Quality Advisory Committee: Council Staff advised that the Quality Advisory</p> |

| Topic | Minutes |
|---|--|
| SSC02 Respite* | <p>Committee met and reviewed the QAC Overview and several service standards.</p> <p>The QAC Overview was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve the QAC Overview as presented was made by Richard Benavidez with a second by Michael Gagnon and approved by consensus.</p> <p>SSC02 Respite: Although not funding by the Sacramento TGA at this time, the Standard was updated to include the Part B Standards of Care. Motion to approve SSC02 Respite as presented was made by Dennis Poupart with a second by Richard Benavidez and approved by consensus.</p> |
| SSC08 Child Care* | <p>SSC08 Child Care: The Child Care Service Standard was updated to incorporate the Part B Standards of Care. Motion to approve SSC08 Child Care as presented was made by Michael Gagnon with a second by Dennis Poupart and approved by consensus.</p> |
| SSC22 Health Insurance Premium and Cost-Sharing Assistance* | <p>SSC22 Health Insurance Premium and Cost-Sharing Assistance Program: The Child Care Service Standard was updated to incorporate the Part B Standards of Care. Motion to approve SSC22 Health Insurance Premium and Cost-Sharing Assistance Program as presented was made by Richard Benavidez with a second by Kane Ortega and approved by consensus.</p> |
| NAC Overview* | <p>Needs Assessment Committee: Council Staff advised that the Needs Assessment Committee met and reviewed the NAC Overview and several service standards.</p> <p>The NAC Overview was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve the NAC Overview as presented was made by Richard Benavidez with a second by Robyn Learned and approved by consensus.</p> |

| Topic | Minutes |
|-----------------------------------|---|
| NAC01 Needs Assessment Committee* | NAC01 was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve NAC01 as presented was made by Dennis Poupart with a second by Zach B. and approved by consensus. |
| FY20 NAC Work Plan | The NAC Work Plan which was presented for informational purposes. |
| Exec02 Council Decision Making* | Governance (Gov): Governance presented multiple items for review and approval. Exec02 was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve Exec02 as presented was made by Kane Ortega with a second by Zach B. and approved by consensus. |
| Exec03 Community Recognition* | Exec03 was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve Exec03 as presented was made by Richard Benavidez with a second by Dennis Poupart and approved by consensus. |
| HHSPC Bylaws* | An updated draft of the HHSPC Bylaws was presented for review and approval. Updates to the document including changing "grantee" to "recipient" on page 1 under Section 2.4., Item (b) and rewording the maximum number of appointments to the Council on Page 2 under Section 3.2. It was changed from "...comprised of a minimum of 19 and a maximum of 30 individuals..." to "...comprised of a maximum of 44 individuals...". 44 members is the maximum per the Board of Supervisors. Motion to approve the Bylaws as noted was made by Dennis Poupart with a second by Michael Gagnon. |
| HHSPC Council Overview* | The Council Overview was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve the Council Overview as presented was made by Beth Valentine with a second by Susan Farrington and approved by consensus. |
| Governance Overview* | The Governance Overview was presented for review and approval by the Planning Council. No changes were made to the document. Motion to approve the Governance |

| Topic | Minutes |
|------------------------------|---|
| Gov01 Committee Development* | <p>Overview as presented was made by Judy Vang with a second by Mike Wofford and approved by consensus.</p> <p>Gov01 was presented for review and approval by the Planning Council. Changes to the document were noted on Page 3, 4 and 6. Recruitment for Committee and Council are on-going and not annually (Page 3); Meeting Minutes are “documented” not “recorded”, attendance reports are available upon request, and there is no longer a Council physical office (Page 4); and, Minutes are documented (Page 6). Motion to approve the Gov01 as presented was made by Dr. Melody Law with a second by Robyn Learned and approved by consensus.</p> |
| Gov02 Policy Manual* | <p>Gov02 was presented for review and approval by the Planning Council. The document was updated to reflect that a copy of the Committee Chair Rosters will be maintained in the Policy and Procedure Manual rather than Committee Membership Rosters due to frequent changes which require ongoing binder updates. Motion to approve the Gov02 as presented was made by Linda Ryan with a second by Beth Valentine and approved by consensus.</p> |
| Gov05 Grievance Procedures* | <p>Gov05 was presented for review and approval by the Planning Council. The document was updated to reflect the new mailing address for the Ryan White CARE Program on Pages 2, 3, and 8. Motion to approve the Gov05 as presented was made by Kane Ortega with a second by Judy Vang and approved by consensus.</p> |
| Gov06 Conflict of Interest* | <p>Gov06 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov06 as presented was made by Dennis Poupart with a second by Zach B. and approved by consensus.</p> |
| Gov07 Open Meetings* | <p>Gov07 was presented for review and approval by the Planning Council. The document was updated with a minor formatting change on Page 1 and to reflect the new mailing address for the Ryan White CARE Program on Page 2. Motion to approve the Gov07 as presented was made by Mike Gagnon with a second by Linda Ryan and approved</p> |

| Topic | Minutes |
|-------------------------------------|--|
| Gov08 Document Handling* | <p>by consensus.</p> <p>Gov08 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov08 as presented was made by Kristina Kendricks-Clark with a second by Dennis Poupart and approved by consensus.</p> |
| Gov09 Member Reimbursement* | <p>Gov09 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov09 as presented was made by Zach B. with a second by Kristina Kendricks-Clark and approved by consensus.</p> |
| Gov10 Officer Elections* | <p>Gov10 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov10 as presented was made by Robyn Learned with a second by Zach B. and approved by consensus.</p> |
| Gov11 Member Removal* | <p>Gov11 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov11 as presented was made by Susan Farrington with a second by Kane Ortega and approved by consensus.</p> |
| Gov12 Member Policy Acknowledgment* | <p>Gov12 was presented for review and approval by the Planning Council. There were no changes to the document. Motion to approve the Gov12 as presented was made by Mike Gagnon with a second by Zach B. and approved by consensus.</p> |
| Gov13 Public Information Policy* | <p>Gov13 was presented for review and approval by the Planning Council. The changes to the document were to change "grantee" to "recipient" on pages 3 and 4. Motion to approve the Gov13 as presented was made by Linda Ryan with a second by Judy Vang. Discussion included adding "social media" on page 4 under Miscellaneous Information". Linda Ryan amended the motion to approve Gov13 as discussed which was seconded by Judy Vang and approved by consensus.</p> |
| Gov14 Code of Conduct* | <p>Gov14 was presented for review and approval by the Planning Council. The changes</p> |

| Topic | Minutes |
|--|---|
| | <p>to the document include updating the “grantee” to “recipient” on Pages 4 and 7. Motion to approve the Gov14 as presented was made by Chelle Gossett with a second by Kane Ortega and approved by consensus.</p> |
| Gov15 Policy and Procedure Conflict of Interest* | <p>Gov15 was presented for review and approval by the Planning Council. The change to the document included updating the title of the document from Conflict of Interest to Policy and Procedure – Conflict of Interest to avoid confusion with Gov06. Motion to approve the Gov15 as presented was made by Dennis Poupart with a second by Zach B. and approved by consensus.</p> |
| SSC14 Mental Health* | <p>SSC14 was previously approved on May 27, 2020. Since then, it was determined that the document referenced providing Mental Health services for affected clients. However, per the Policy Clarification Notice 16-02, Mental Health Services funded by Part A are only available to people living with HIV/AIDS. Motion to approve SSC14 Mental Health as presented was made by Linda Ryan with a second by Robyn Learned and approved by consensus.</p> |
| Food Bank/Home Delivered Meals Service Standard Discussion | <p>Zach Reau, with One Community Health, expressed concerns regarding the Food Bank/Home Delivered Meals Service Standard and its requesting clients to return a grocery receipt when provided with a food voucher. This may cause a burden for some clients and additional work for the case managers.</p> <p>Jake Bradley-Rowe, with Sunburst Projects, stated it is a tracking process and agencies can use the receipts in their annual A-133 audits.</p> <p>Kristina Kendricks-Clark, with Harm Reduction Services (HRS), states that they do not require receipts but do add a sticker to the food gift cards that the cards are not to be used to purchase alcohol, tobacco or firearms.</p> <p>Paula Gammell, Council Staff, noted that the food cards provided by HRS are not Ryan White funded and therefore not subject to the service standard.</p> |

| Topic | Minutes |
|----------------------------|---|
| | <p>Susan Farrington, with Sierra Foothills AIDS Foundation, stated that receipts are required by the CMS program and also assist with documentation for their A-133 audit as well. They place the food card/voucher in an envelope with a self-address stamped return envelope and reminder to the client to return the receipt. They have had great success with their process.</p> <p>Ronnie Miranda informed that clients must be in compliance with Ryan White Medical Case Management services to obtain additional assistance.</p> <p>Chelle Gossett, the Fiscal Agent, added that clients must be in compliance, in general, to receive services.</p> <p>Zach Reau rescinded his concern regarding the service standard.</p> |
| Technical Assistance Needs | <p>If anyone needs Technical Assistance regarding the Planning Council, please contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.</p> |
| Public Comments | <p>The NorCal AIDS Cycle is still scheduled for October 2020.</p> <p>Susan Farrington requests people to refrain from visiting Lake Tahoe due to COVID-19 and lack of community resources in the region.</p> |
| Adjournment | <p>Meeting adjourned 11:42 a.m. Next meeting: August 26, 2020</p> |