

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

### **Meeting Minutes**

August 13, 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:** Kristina Kendricks-Clark – Council Chair, 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:** 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>The NorCal AIDS Cycle event has been postponed until May 2021.</p>
<p>August 2020 Agenda Review*</p> <p>June 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 June 2020 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Linda Ryan with a second by Richard Benavidez and was approved by consensus.</p>
<p>Fiscal Agent Report FY20 Fiscal Report</p> <p>Carryover and Reallocation*</p>	<p>Due to internal county processes (contracts, payments, amendments), the Fiscal Agent has been unable to provide an updated FY20 Fiscal Report with the total FY20 Allocations and Expenditures. The Fiscal Agent anticipates presenting the FY20 June Monthly Fiscal Report at the August Council meeting with the updated figures.</p> <p>The Fiscal Agent advised that there is approximately \$28,000 in Part A Funds from FY19 available for carryover. Due to the COVID-19 Pandemic, the Fiscal Agent recommends allocating those funds to the Mental Health Service category. Additionally, while Reallocation is generally conducted in September, it is the Fiscal Agent's recommendation that Reallocation be conducted in October 2020, which will allow agencies to have a better idea of their budgets and expenditures to make educated decisions on funding needs. With Carryover being applied to Mental Health Services now, and Reallocation being considered in October, it will provide a better "snapshot" of which service categories need money reallocated.</p>

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FY21 Part A Grant Application Request*	<p>Linda Ryan and Susan Farrington both stated that there has been an increased need for Mental Health services during the current pandemic.</p> <p>Susan Farrington motion to approve the Carryover funds being allocated to the Mental Health Service category and that Reallocation be postponed until October. The motion was seconded by Richard Benavidez and approved by consensus.</p> <p>Council Staff advised that the FY21 Part A Grant Application Request that was approved at the June Council meeting, was incomplete. The previously approved Application Request, was not calculated use the final allocations for FY20. The request was updated, using the approved 5% increase in all services categories, and presented for review and approval. The updated request was an increase in all service categories. Motion to approve the FY21 Part A Grant Application Request as presented was made by Susan Farrington with a second by Linda Ryan and approved by consensus.</p> <p>The Fiscal Agent advised that, beginning with the Fiscal Year 2022 Part A Grant application, the Part A Grant Application process is becoming a three-year grant application rather than an annual application. The initial year will be a full application with years two and three being a non-complete application process. This will save the Fiscal Agent substantial time and the TGA substantial funds.</p>
Committee Updates:	<p><b>Administrative Assessment Committee (AdAC):</b> AdAC met virtually and conducted the FY19 Year-End Assessment. The Committee had reviewed the majority of documents during the mid-year assessment and the only items remaining pertained to annual site visits. HRSA suspended the requirement for site visits due to the current pandemic. The findings</p>

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<p>ACC01 Statement of Values*</p> <p>ACC02 Consumer Rights and Responsibilities*</p> <p>ACC03 Community Outreach*</p> <p>ACC04 Community Forum Ground Rules*</p> <p>ACC05 Member Representation by Alternate*</p> <p>ACC06 Nominations of Members*</p> <p>ACC07 Training Calendar*</p> <p>ACC08 Mentorship Program*</p>	<p>were classified as not applicable for the site visits. A copy of the HRSA memo suspending site visits was attached to the Findings Report. The next meeting was scheduled for November 20, 2020. Participants must sign a Confidentiality Agreement to participate.</p> <p><b>Affected Communities Committee (ACC):</b> Richard Benavidez also advised that ACC met and Reflectiveness is presently at 37%, 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 various Policies and Procedures which were presented for review and approval. There were no content changes to any of the documents. The documents had not been reviewed in two or more years.</p> <p>ACC01 Statement of Values was last reviewed 4/25/18</p> <p>ACC02 Consumer Rights and Responsibilities was last reviewed 8/22/18</p> <p>ACC03 Community Outreach was last reviewed 4/26/17</p> <p>ACC04 Community Forum Ground Rules was last reviewed 5/27/17</p> <p>ACC05 Member Representation by Alternate was last reviewed 4/26/17</p> <p>ACC06 Nominations of Members was last reviewed 4/26/17</p> <p>ACC07 Training Calendar was last reviewed 4/26/17</p> <p>ACC08 Mentorship Program* was last reviewed 5/24/17</p> <p>Motion to approve the all the ACC Policies and Procedures as presented was made by Richard Benavidez with a second by Susan Farrington and approved by consensus.</p>



Topic	Minutes
	<p>was created after a HRSA site visit to clarify the scope of services that will be provided by Council Staff since Council Staff is also a staff member of the Fiscal Agent. Motion to approve Gov16 as presented was made by Susan Farrington with a second by Richard Benavidez and approved by consensus.</p>
<p>Set August 26, 2020 HHSPC Agenda*</p>	<p>A copy of the August HHSPC Agenda was presented for review and approval. Motion to approve the August 26, 2020 Council Agenda as noted was made by Kristina Kendricks-Clark with a second by Richard Benavidez.</p> <p>Discussion included adding the FY19 Carryover and FY20 Reallocation topics to the Fiscal Agent Report. A presentation by Golden Rule Services is also added to the agenda.</p> <p>Kristina Kendricks-Clark amended the motion to approve the August Council Agenda with the changes noted. The motion was seconded by Richard Benavidez and approved by consensus.</p>
<p>Technical Assistance</p>	<p>Those needing technical assistance can contact Kristina Kendricks-Clark, Chelle Gossett or Paula Gammell.</p>
<p>Public Comments</p>	<p>Council Staff inquired with members as to whether they prefer Zoom or Skype for virtual meeting platforms. Susan Farrington believes she received a computer virus while using Skype. Members agreed that Zoom was a better platform. Council Staff will determine the availability of using Zoom for future meetings.</p>
<p>Adjournment</p>	<p>The meeting adjourned at 4:00 p.m.</p>