

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

June 10, 2021, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Kristina Kendricks-Clark – Council Chair

Scribe: Paula Gammell - Staff

Committee Member Attendees:

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

Members Excused: Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	No Announcements.
June 2021 Agenda Review* May 2021 Minutes Review*	<p>A copy of the June 2021 Agenda was presented for review and approval. Motion to approve the Agenda was made by Richard Benavidez with a second by Susan Farrington and approved by consensus.</p> <p>A copy of the May 2021 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 Susan Farrington and approved by consensus.</p>
<p>FY20 Year-End Fiscal Reports*</p> <p>State Office of AIDS – Ending the Epidemic Grant Update</p> <p>HRSA – Ending the Epidemic Grant Update</p>	<p>Council Staff presented a copy of the FY20 Part A Final Expenditures, as well as, a copy of the FY20 Part B Final Expenditures. The funding streams have been separated for clarity, transparency and ease of reconciliation. Kristina Kendricks-Clark motioned to approve the two fiscal report as presented. The motion was seconded by Richard Benavidez and approved by consensus. Susan Farrington suggested a training on the monthly fiscal report at a future Council Meeting.</p> <p>The County is meeting the various reporting deadlines for both the State Office of AIDS’ and HRSA’s Ending the Epidemic grants. Many aspects of the grant crossover each funding stream.</p> <p>There is a meeting scheduled with contractors for the build-out on the exam rooms at the Clinic. We are continuing to interview for various positions in the grants.</p> <p>Susan suggested a training on the various funding sources. As for the</p>

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FY20 Annual Progress Report	<p>COVID funding, the Fiscal Agent advised that a No-Cost Extension, similar to carryover for Part A, was to allow the remaining funds to be used this year. The remaining funds are being used for direct services including housing, transportation and food.</p> <p>A copy of the FY20 Annual Progress Report was provided in the Committee documents.</p>
Committee Updates:	<p>Administrative Assessment Committee (AdAC): The next meeting was scheduled for June 11, 2021. Participants must sign a Confidentiality Agreement to participate.</p> <p>Affected Communities Committee (ACC): Richard Benavidez informed that Reflectiveness is presently at 42.3%. The Committee also released the Summer Positive Advocate.</p> <p>Priorities and Allocations Committee (PAC): Susan Farrington informed that PAC will meet on June 14th to discuss the FY22 Grant Application Funding Request. In an effort to provide the Fiscal Agent with a funding scenario in advance of the release of the Notice of Funding Opportunities (NOFO), it will be recommended that there be a 5% funding increase across all service categories. This recommendation is to provide the Fiscal Agent with the most time possible to work on the NOFO when it is released. The 5% funding recommendation can be revisited in the future as well depending on the actual award and service utilization/needs.</p> <p>Richard Benavidez motioned to have the outcome of the PAC Committee decision at the June 14th meeting be heard at Council on June 23rd rather than being reviewed by the Executive Committee at its July meeting. Kristina Kendricks-Clark seconded the motion which was approved by</p>

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<p>FY20 Post Card Survey Findings</p> <p>FY20 Client Satisfaction Survey Findings</p>	<p>consensus.</p> <p>Quality Advisory Committee (QAC): Council Staff referred Committee members to the FY20 Post Card Survey Findings Report and FY20 Client Satisfaction Survey Findings Report which summarized the two separate surveys.</p> <p>Needs Assessment Committee (NAC): Council Staff advised that there were 18 surveys completed in the targeted young adult survey. It equated to approximately a 9.5% response rate. When the larger, non-target survey is conducted, there is a similar response rate. The responses have been forwarded to the consultant to finalize the findings.</p> <p>Governance (Gov): Council Staff advises that the following Committees will have Chair Vacancies beginning 7/1/21: AdAC, PAC, NAC and QAC.</p>
<p>Set June 23, 2021 HHSPC Agenda*</p>	<p>A copy of the June 23, 2021 HHSPC Agenda was presented for review and approval. Motion to approve the Council Agenda with the addition of the recommended COVID Funding Update was made by Richard Benavidez with a second by Kristina Kendricks-Clark and was 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>None noted.</p>
<p>Adjournment</p>	<p>The meeting adjourned at 4:03 p.m.</p>