

HIV HEALTH SERVICES PLANNING COUNCIL Executive Committee

Meeting Minutes

March 10, 2022, 3:00 p.m. to 5:00 p.m.

Meeting Location:

Teleconference Meeting Only

Facilitator: Richard Benavidez –Council Chair

Scribe: Paula Gammell - Staff

Committee Member Attendees:

Via Teleconference: Richard Benavidez –Council Chair, Chelle Gossett - Recipient, Zach B. – ACC Chair, Jake Bradley-Rowe –PAC Chair, Ronnie Miranda – NAC Chair, Melissa Willett – AdAC Chair and Kristina Kendricks-Clark – Vice Chair

Members Excused: Michael Ungeheuer – Governance Chair

Members Absent: N/A

Guests: N/A

Topic	Minutes
Welcome, Introductions and Announcements	Meeting began at 3:05 p.m.
March 2022 Agenda Review* February 2022 Minutes Review*	A copy of the March 2022 Agenda was presented for review and approval. Motion to approve the Agenda was made by Jake Bradley-Rowe with a second by Melissa Willett and was approved by consensus. A copy of the February 2022 Executive Committee Minutes was presented for review and approval. Motion to approve the Minutes as presented was made by Zach B. with a second by Richard Benavidez and were approved by consensus.
FY21 January 2022 Part A Fiscal Report* FY21 January 2022 Part B Fiscal Report FY21 January 2022 COVID Fiscal Report State Office of AIDS – Ending the Epidemic Grant Update	A copy of the FY21 Part A January 2022 Fiscal Report was presented for review and approval. Discussion noted that while the TGA is underspending, this is a program-wide issue with other EMA/TGAs as well. HRSA has waived the 5% carryover limitation as well. Motion to approve the Part A November Monthly Report as presented was made by Jake Bradley-Rowe with a second by Richard Benavidez and approved by consensus. A copy of the FY21 Part B January 2022 Fiscal Report was presented for review and approval. Discussion noted that while the TGA is underspending, this is a State-wide issue with other EMA/TGAs as well. A copy of the FY21 January 2022 COVID Fiscal Report was presented for informational purposes. The Wellness without Walls mobile van has been delivered.

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<p>HRSA – Ending the Epidemic Grant Update</p>	<p>The Ryan White HIV Clinic continues to struggle with construction and personnel hiring issues. Construction is set to begin April 1st.</p> <p>RFP Update: Letters of Interest (LOIs) were released on February 23, 2022 for services in El Dorado, Placer and Yolo Counties, as well as, pediatric services.</p> <p>County Staff are finalizing the RFP for a release in the next couple months.</p>
<p>Committee Updates:</p> <p>ACC Overview* FY22 ACC Work Plan</p> <p>QAC Overview*</p>	<p>Administrative Assessment Committee (AdAC): The next meeting is scheduled for June 10, 2022. Participants must sign a Confidentiality Agreement to participate.</p> <p>Affected Communities Committee (ACC): Zach B. informed that Reflectiveness is approximately 39% as one non-aligned consumer resigned. The Committee released the Spring Positive Advocate this month.</p> <p>The ACC Overview is presented for review and approval. Motion to approve the ACC Overview as presented was made by Kristina Kendricks-Clark with a second by Jake Bradley-Rowe and was approved by consensus.</p> <p>A copy of the FY22 ACC Work Plan is presented for informational purposes.</p> <p>Priorities and Allocations Committee (PAC): Jake Bradley-Rowe informed the Priorities and Allocations Committee will be meeting on March 14, 2022.</p> <p>Quality Advisory Committee (QAC): The QAC Overview is presented for review and approval. Motion to approve the QAC Overview as presented was made</p>

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	<p>by Zach B. with a second by Melissa Willett and was approved by consensus.</p> <p>Needs Assessment Committee (NAC): Ronnie Miranda advised that the Survey Tool is finalized. Staff will be reaching out to Providers to determine survey sessions.</p>
NAC Overview*	<p>The NAC Overview is presented for review and approval. Motion to approve the NAC Overview as presented was made by Jake Bradley-Rowe with a second by Richard Benavidez and was approved by consensus.</p>
FY22 NAC Work Plan	<p>A copy of the FY22 NAC Work Plan is presented for informational purposes.</p>
	<p>Governance (Gov): Governance presented four documents for review and approval.</p>
FY22 Member Conflict Declaration*	<p>The FY22 Member Conflict Declaration was updated to include a box and this statement: "<i>By checking the following box, I am stating that I do not have any conflicts of interest</i>". Melissa Willett motioned to approve the document with the update. The motion was seconded by Zach B. and approved by consensus.</p>
Gov 12 Member Acknowledgements* Gov 14 Code of Conduct* Gov 15 Conflict of Interest*	<p>Gov 12 Member Acknowledgements, Gov 14 Code of Conduct, and Gov 15 Conflict of Interest were presented for review and approval. It was noted that there are different due dates for annual documents. As Council members are seated based on a calendar year with terms expiring December 31st of any given year, it was decided to have the various annual documents completed in January each year. Motion to approve the documents reflecting January due dates was made by Zach B. with a second by Richard Benavidez. Motion passed by consensus.</p>

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April Meeting Discussion	Council Staff advised that the Affected Communities Committee and Quality Advisory Committee will not be meeting in April due to the HRSA Site Visit. PAC will not be meeting in April as there will be not work to conduct. A discussion concluded that there is no pressing business to conduct. Motion to cancel all meeting in April was made by Ronnie Miranda with a second by Zach B. and was approved by consensus.
Set March 23, 2022 HHSPC Agenda*	A copy of the March 23, 2022 HHSPC Agenda was presented for review and approval. Motion to approve the Council Agenda as presented was made by Jake Bradley-Rowe with a second by Richard Benavidez. Discussion resulted in the deletion of the Committee Chair appointments which was heard last month and the Priorities and Allocations documents to review and approve as they are being tabled for the Executive Committee to review in May. Jake Bradley-Rowe amended his motion with the corrections noted. Ronnie Miranda seconded the motion which was approved by consensus.
Technical Assistance	Richard Benavidez encouraged anyone needing technical assistance to contact himself prior to reaching out to Paula Gammell due to her workload.
Public Comments	<p>Healing Waters is hosting their open house Sunday, March 13th beginning at 1 p.m. at the Southside Park.</p> <p>Strength in Numbers (SIN) is a weekly support group hosted by the Sacramento LGBT Center. It meets every Saturday from 6 – 7 p.m.</p> <p>Sunburst Projects is hosting an open house on April 20th.</p>
Adjournment	The meeting adjourned at 4:21 p.m.